

E-SWAN Outreach and Education Committee bylaws

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1. Preamble

The Outreach and Education Committee, as part of the International Not-for-Profit Association "European Space Weather and Space Climate Association", hereafter E-SWAN, is governed by the Bylaws laid out in the subsequent Articles.

The first Outreach and Education Committee will be created from the E-SWAN Working Group 9 - Education and Outreach proto-Committee (WG9 - EOCom). The Chair of E-SWAN WG9_EOCom will become the first Chair of the Outreach and Education Committee. The members of E-SWAN WG9-EOCom will become the first members of the Education and Outreach Committee.

In the remainder of this document, EOCom refers to E-SWAN WG9-EOCom until the Outreach and Education Committee is created. Once the Outreach and Education Committee is created, EOCom refers to the Outreach and Education Committee.

The EOCom has full and sole authority and responsibility to establish, approve and eventually modify its Bylaws under the condition that the Bylaws remain consistent with the actual valid Statutes of E-SWAN.

These Bylaws, and changes to them, must be approved by the EOCom through absolute majority vote. Once these bylaws and changes to them are approved by the EOCom they should be reported to the E-SWAN Executive Board (EB). The EB has four (4) weeks to provide their feedback. The EOCom will then address the EB comments and the process reiterates until agreement is reached.

2. EOCom objectives and tasks

The EOCom's objectives are:

- to popularise Space Weather and Space Climate in Europe and beyond;
- to promote education and advanced training through continuing education opportunities within Europe;
- to raise awareness to all activity sectors possibly affected by Space Weather and/or Space Climate focusing within Europe;
- and to propose complementary media for dissemination of scientific knowledge to be realized jointly with the PubCom and distribute them.

The target public is the general public, students, educators, decision makers, journalists, actors of the space ecosystem, Space Weather and Space Climate supporters, adults and children, this list being not exhaustive.

The means and supports of the EOCom for satisfying these goals include in person meeting, radio, TV, podcast, internet, seminars, webinars, documentaries and video realisations, written press, books and articles, event organisation, educational materials or training development, social media and citizen science projects, games, and others. The EOCom collaborates with the PubCom to seek advice, support and cooperation in the sake of efficiency.

The EOCom will help international as well as local or national initiatives that aim at popularising Space Weather and Space Climate.

The EOCom will ensure that the actions are not systematically carried out in English, although English is nowadays the main instrument for international discussions. The

EOCom acknowledges that it is of prime importance to address education and outreach in the vernacular languages.

When an outreach and education initiative may be shared in different countries, the EOCom will help to set up a network through E-SWAN to support this initiative.

The EOCom will ensure that all its actions are respectful to the environment.

The EOCom is committed to ensure equality of opportunity and to ensure none of its actions discriminate against any individual on the basis of their gender, disability, ethnicity, religion or belief, sexual orientation, marital status, age, nationality or socioeconomic background.

3. EOCom actions

The EOCom will fulfil its objectives through three types of actions

- 1) The EOCom may take its own initiatives.
- 2) The EOCom may prepare calls for international actions. This call must include:
 - Description and goals of the proposed action
 - Means to reach these goals
 - What is expected from the responding teams
- 3) Any E-SWAN member may propose an initiative in the Outreach and Education field to the EOCom. These propositions must include:
 - Goals
 - Means to reach these goals
 - Team behind the action
 - What support is requested by the EOCom
 - Total budget of the initiative
 - Duration of the action

The EOCom may invite the proposer of the action to a discussion. The EOCom may ask for improvements, refuse or accept, also based on compliance with the inspiring values and principles of E-SWAN. The EOCom decides what support may be given to this proposal, and finds an agreement with the proposer(s). Upon acceptance, the initiative becomes also an E-SWAN action. This means that the logo of E-SWAN must be posted on the action's deliverables and on any products/media delivered by the action.

4. EOCom actions selection process

- a) EOCom's own initiatives have to be approved by a simple majority of the Committee members.
- b) Outreach and Education calls to the community: the winning team(s) must be approved by a simple majority of the EOCom members allowed to vote. EOCom members are not allowed to vote if they are associated with the same institute or organisation as one of the candidate's entities.
- c) Community initiative proposed to EOCom: the initiative is accepted when a simple majority of the EOCom members allowed to vote approve it. EOCom members are not allowed to vote if they are associated with the same institute or organisation as the one of the proposer.

5. ECom Organisation

The ECom meets at least once per semester. These meetings may be organised in-person, in hybrid form, and/or through teleconferences. For a meeting to be quorate, a minimum of five or $\geq \frac{1}{3}$ of the ECom members including the Chair and/or Vice-Chair must be present - whichever number is greatest.

6. ECom Composition

The ECom is formed by:

- The Chair
- The Vice-Chair
- A representative of the Publications Committee (PubCom)
- A minimum of 6 and up to 14 members of E-SWAN voluntarily participating to the ECom
- Whenever an action is approved (see below), the person in charge of this action is invited to participate in the ECom meetings until this action is over. However, this person cannot vote on the decisions of the ECom in order to avoid any conflict of interest.

The standing ECom shall be, if possible, composed of a membership that is both balanced and diverse, representing a range of backgrounds, perspectives, and experiences.

The standing ECom shall be nominated on the basis of individual expertise and understood to not represent the interests of a given company/organisation within this committee.

7. ECom members duties

The ECom members are committed to:

- participate in the ECom meetings;
- take part in the voting (if allowed to)
- contribute in support of the ECom actions organisation;
- advertise ECom actions
- follow the action assigned to them

The PubCom representative is responsible for ensuring two-way communication and collaboration between ECOM and PubCom.

Any action approved by the ECom (from a call or from a community proposal or any other action under the umbrella of ECom) must be followed by at least a member of the ECom, depending on the complexity of the action and as decided within the ECom members. The designated member(s) is(are) committed to act as contact point for the action, thereby enhancing its success, ensuring effective collaboration with E-SWAN, and ensuring proper acknowledgment of E-SWAN in the action's deliverables and on any products/media delivered by the action.

ECom members should make all reasonable efforts to attend the ECom meetings.

8. ECom members mandate

- a) Membership of the ECom shall be for a period of four (4) years (automatically extended for those serving as Chair and Vice-Chair.

- b) EOCCom Membership renewal (including those rolling off of the Vice-Chair and Chair rotation) can be for a further period of four (4) years. Any further extension can only be granted upon agreement and a simple majority vote of EOCCom members who are not due to roll off.
- c) Once a member leaves or rolls off, they must wait one (1) year before being eligible to re-join the EOCCom.

9. EOCCom members' selection/nomination criteria

- a) All members of E-SWAN can be eligible for membership of the EOCCom.
- b) Applicants should approach an existing member of the EOCCom stating their interest or should reply to a call for new members as put out to the community by the EOCCom.
- c) Candidates should provide a short summary of their main interests and activities in space weather and/or space climate, along with their motivation for joining the EOCCom.
- d) All received applications shall be reviewed by the currently-serving EOCCom members and applicants will be informed at the EOCCom's earliest convenience of the result of their application (normally within three months).
- e) The process may involve precedence being given for diversity and balance across scientific expertise and relevant experience, gender, affiliation location within Europe, nationality, etc... at the discretion of the existing EOCCom members and in line with Equity, Diversity, and Inclusion (ED&I) considerations.
- f) Candidates' application will be accepted upon a simple majority.
- g) EOCCom has the responsibility to maintain transparency regarding the selection/nomination criteria by ensuring their clear presence on the E-SWAN website.

10. EOCCom representation at the E-SWAN Council

The EOCCom has one position on the E-SWAN Council (as per the E-SWAN Statutes and the E-SWAN Council bylaws). This task should be fulfilled by default by the Chair, if the Chair is not available; by the Vice-Chair, and if the Vice-Chair is not available either, the EOCCom has discretion on how it wishes to appoint its E-SWAN Council representative.

11. EOCCom representation at the ESWW PC

The EOCCom has one position in the ESWW-PC (as per the ESWW-PC bylaws). This task should be fulfilled either by the Chair or Vice-Chair. If neither the Chair nor the Vice-Chair are available, the EOCCom has discretion on how it wishes to appoint its EOCOM ESWW-PC representative. The decision on who represents EOCCom must be made annually by EOCCom members informing the ESWW PC Chair about this decision no less than 2 weeks before the 1st ESWW PC meeting of a year.

12. EOCCom Chair term of office

The term of office as Chair of the EOCCom is four (4) years.

13. ECom Chair role and duty

- a) The Chair organises the method of working, the schedule and the meetings of the ECom.
- b) The Chair ensures the ECom composition is complete.
- c) Upon any change in its composition, the Chair will inform the E-SWAN Executive Board of the committee composition.
- d) The Chair reports annually of the ECom actions in a simple written report (the number of pages is not restricted). This report is sent to the Executive Board at least 3 weeks ahead of the ordinary General Assembly meeting.
- e) The Chair, or one of their representative, reports about the actions of the past year for approval of the General Assembly.
- f) It is not requested that the Chair presents the ECom action plan for the future because the ECom actions must remain active, reactive and dynamic.
- g) The Chair has the responsibility to ensure that ECom bylaws are updated with respect to the possible modification(s) of the E-SWAN Statutes and Bylaws that may arise in the future
- h) The Chair is responsible to keep the ECom actions and Bylaws compliant with the inspiring philosophy and mission of E-SWAN

14. ECom Chair nomination, election and approval

- a) One (1) year to six (6) months before the end of the Chair's mandate, the ECom forms an internal search committee of up to five (5) members of ECom. The Chair of the ECom cannot be a member of this search committee, however, the search committee may ask the existing Chair to serve as an advisor. If the quota of five persons is not reached, members of E-SWAN not belonging to the ECom may be invited to join the search committee if these persons are approved by a simple majority of the ECom members.
- b) The search committee announces the Chair's open position through E-SWAN and any possible media and proposes criteria for nominations. The search committee must also publicise the date of the election and approval vote.
- c) The search committee also contacts potential candidates and solicits their applications.
- d) The criteria for being eligible are:
 - 1. The nominee must be a member of E-SWAN
 - 2. The nominee must have experience in Outreach and Education actions
- e) The eligible applicants must provide a one-page motivation letter. Until this letter is received, the application will not be considered valid. Deadline is four (4) weeks before the election date.
- f) The applicants must be approved by the ECom by simple majority prior to the election.

- g) In a single round of voting, regardless of the number of candidates, the elected individual is the one who receives the highest number of valid votes (blank votes and abstentions are not considered). Members who have a conflict of interest caused directly by their job (for example the applicant for chair is their direct manager) will not vote.
- h) In the event of a tie, a separate vote is conducted, where only the two leading candidates are allowed to participate. This process is repeated until one of them emerges as the winner.
- i) The ECom Chair is elected by the ECom members by simple majority. Exceptionally this vote is quorate if 10 or $\geq 2/3$ of the ECom members participate, whichever number is smallest.
- j) The elected ECom Chair must be approved by the E-SWAN General Assembly at the next General Assembly meeting. If the General Assembly does not approve this election, the process described in Article 13 restarts and the current Chair extends their mandate for another year.
- k) A Chair may be immediately and repeatedly re-elected to the office when the period comes to its end.
- l) The ECom Chair shall take office upon approval of the General Assembly.
- m) If a Chair of the ECom leaves office before the expected end date, the vice-chair will assume the role of the chair until a new chair is elected. The process described in Article 13 starts immediately.
- n) The Chair can only be revoked with just cause by the resolution of the General Assembly.

15. ECom Vice-Chair nomination

At the earliest possible meeting following the taking of office of the Chair, the Chair will ask who is volunteering to be Vice-Chair. The attending members, including the Chair, will vote to elect the Vice-Chair by simple majority.

16. ECom Vice-Chair role and duty

To support the Chair as needed.

To handle the responsibilities of the Chair when they are unavailable.

To represent the committee whenever the Chair is unavailable.

17. Budget

The ECom will receive from E-SWAN an annual budget, as assigned by the Executive Board upon request by the ECom within four (4) weeks after the Ordinary General Assembly Meeting.

The budget will be used to finance the ECom actions.

The ECom has discretion to decide how to ventilate the budget along the different actions.

All ECom expenses will be billed to E-SWAN.

ECom has the responsibility to provide justification of the expenses to the Executive Board, to ease the yearly budget breakdown at least four (4) weeks before the Ordinary General Assembly Meeting, where it will be presented to the E-SWAN members.

18. Dispute Resolution

The Chair of ECom must bring any dispute that fails to be resolved within the ECom to the attention of the E-SWAN Executive Board, which has the task to find and implement a resolution.