Planetary Crater Consortium Charter (v. 2.0)

Executive Council
Planetary Crater Consortium

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Article I
Name

This organization shall be known as the Planetary Crater Consortium.

Article II
Purpose

The purpose of this Planetary Crater Consortium (PCC) is to foster, in the broadest manner, discussion and research of studies related to impact craters on all planetary bodies.

Such discussions are not limited to annual meetings of the PCC, but they can be in workshops, conferences, and subgroup meetings sponsored by or in affiliation with the PCC. Discussion topics typically include, but are not limited to, findings that provide insight into bodies and processes involved in impact crater formation, physical characteristics of the impacted targets, the geologic evolution and history of the surface on which the craters reside, and impact crater flux.

Article III
Membership

Participation in the PCC is open to anyone interested in the study of impact crater morphology and morphometry, and their populations on planetary bodies, regardless of formal education level and/or field of study. The membership adheres to the following:

- The PCC is led by a member-elected chair with the guidance of the member-elected PCC Council.
- An individual who has not died, resigned, or had PCC membership suspended or revoked is defined as a member in good standing.
- The Planetary Crater Consortium is committed to a diverse, inclusive, and equitable environment where all council members, volunteers, and members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, career or education level, or any other bias. The PCC is committed to being nondiscriminatory and providing equal opportunities for meeting participation, volunteering, and advancement in all areas of the PCC work. The PCC is committed to modeling diversity, inclusion, and equity and maintaining fair and equal treatment for all.

Article IV
Officers

Officers of the PCC comprise the PCC Executive Council. The PCC Executive Council is responsible for providing general guidance on issues involving:

- The annual PCC meeting
- Possible topical workshops and conferences
- Ways to ensure that PCC remains a dynamic, scientifically relevant group

The Executive Council of the PCC is comprised of members in good standing (Article III). The officers are (1) the PCC Chair, (2) three Council members, and (3) Secretary (nonvoting). Ex officio Executive Council members include the Meeting Chair and Chairs of standing subgroups.

The Secretary role is a distinct, volunteer position that is not elected. A Secretary will be selected from any volunteers at the annual PCC meeting, who must be in attendance (either in-person or virtually) at that meeting, and be a member in good standing. If multiple individuals volunteer, the PCC Executive Council will select from the volunteers at the end of the PCC meeting (that means any newly-elected Council

members, and potentially the new Chair, will be among those who select this individual). The term of this position is for one PCC Year, and it may be extended upon agreement by the Secretary, PCC Chair, and at least two other members of the Executive Council. A candidate for Secretary must have attended at least one prior PCC meeting, either in-person or virtually. The Secretary position is intended to be filled by an early career scientist (loosely defined as someone who is pre-Ph.D. or within approximately 10 years of a Ph.D.), with an emphasis on this being an opportunity to be trained in a leadership position in a professional society. Upon selection, the Secretary will become a non-voting member of the Executive Council and is to be included in all Executive Council meetings, as their schedule permits. If there are no qualified volunteers, the Secretary role will be filled on a volunteer basis from the PCC Council.

Executive Council members have terms of 3 years, with terms staggered so that one new member is elected every year at the annual meeting (except the first meeting when the original Charter was created, when one member was elected for a one-year term, and one member for a two-year term).

Candidates for the Executive Council must have attended at least the past two annual meetings, either in-person or virtually, in order to have the required familiarity with the PCC needed to provide it guidance, and be in good standing.

Candidates for PCC Chair are required to discuss before the vote for Chair what they would contribute to advancement of the PCC. The PCC Chair also can be a candidate for reelection. The PCC Chair is elected every 3 years by participants present at the annual PCC meeting (voting participants may be present in-person or virtually). This 3-year term starts at the end of the annual meeting where elections are held and extends to the end of the annual meeting 3 years hence (e.g., 2015-2018, 2018-2021, etc.).

The Executive Council may appoint acting Chairs, co-Chairs, backup-Chairs, or other offices as needed to fill absences and unexpected vacancies, or other such temporary positions pending membership voting and formal institution. Any non-elected position can be re-appointed through the same appointment process.

Any member of the Executive Council may choose to resign at any time for any reason. Any elected position vacancy must wait until the next regular meeting to be permanently filled. If the position was a Council member, then the PCC will continue with one member less for the remainder of that year; a new Executive Council member will be elected at the following meeting, and will serve out the remainder of that vacated position (i.e., individuals are not elected for three-year terms to the Council, they are elected to positions that run for three years, regardless of who holds that office). If the position was Chair, the three Council members will take on and share Chair duties as they agree, or they have the option to delegate any of those duties to an ex officio member of the Executive Council, though they do not have the authority to appoint an interim Chair.

By a super-majority vote, the Executive Council can also choose to remove a member of the Executive Council if needed, for such as instances of inability to perform PCC duties or abusing the officer position. A super-majority is currently defined as $> 50\%$ (as of the time of this Charter, there are 6 total members on the Executive Council, so 4 or more members would need to vote for removal and it is anticipated that the one who would be voted out would not vote to do so or would abstain); the 6 members at the time of this Charter are the Chair, three Council members, the Meeting Chair, and Chair of the Nomenclature Subcommittee.

Article V
Electing the PCC Chair and Executive Council Members

For both the PCC Chair and Council, only individuals attending the meeting (in person or virtually) and is in good standing (Article III) when elections are held are eligible for election to a position open at that time. In addition, only individuals attending (in person or virtually) the meeting and is in good standing where elections are held will be allowed to vote in those elections. To be considered, candidates are required to state to the meeting attendees what they would contribute to the PCC by being in an elected PCC position. This will be done soon after the start of each annual PCC meeting. Voting will occur at the end of the annual meeting for the open position(s). Votes in any election should be tallied by at least one of the two PCC Council members in positions not up for election that year.

Council members can run for PCC Chair, at which point, if elected, their vacated Council position would need to be filled by a new election: They cannot be both Chair and have a Council position.

Any position on the Executive Council other than PCC Chair (viz., Meeting Chair, Subcommittee Chair(s)) can hold both that role and a position on the Executive Council, though of course members might consider if that is too much work for one person when voting.

Article VI
Subgroups and Subcommittees

Subgroups and subcommittees may be established by the Executive Council as desired and needed.

PCC Subgroups

In special cases, such as when specific topics are of sufficient and high interest, and whose discussion would dominate the agenda at the annual meeting, the PCC may establish a subgroup(s) that focus(es) on the topic(s). This will be done by submission to the Executive Council a one-page or less proposal for establishment of the subgroup that outlines its proposed purpose, scope, functions, expected duration, and other relevant information requested by the Council. Submission of such a proposal will be done after its discussion at the annual PCC meeting and a majority vote of the participants at that meeting for the proposal to go forward for Executive Council consideration. This proposal will be voted on by the Executive Council with a simple majority $> 50\%$ required to pass.

The focus areas of a subgroup may include any topic within the general scope of the PCC. The subgroups may hold meetings at times and locations agreed by members interested in attending these meetings. Each such subgroup will be chaired by a member elected by the subgroup participants. The responsibilities of the subgroup chair for these subgroup meetings are the same as those of the PCC Chair for the general meeting. The subgroup chair is also responsible for providing an overview at the annual PCC meeting of the activities of the subgroup for that past year and the plans of that subgroup. The chair(s) of subgroup(s) that are ongoing will be ex officio members of the PCC Executive Council.

Current Subgroups and Duration (at the time of this Charter version)

- None

Special PCC Subcommittees

In special cases where specific issues are of sufficient and high interest and importance to the interests of PCC (e.g., recommending nomenclature for impact craters, establishing a new charter), the PCC Chair may appoint, with the Executive Council's concurrence, a special subcommittee (commonly 2-4 members) to develop a recommended position and actions by PCC regarding the issue(s). These recommendations will be reported back to the PCC Chair and Executive Council and presented at the annual PCC meeting. The members of these subcommittees will be appointed from the membership of PCC (and in some special cases, other relevant and interested individuals) by the PCC chair. A subcommittee chair will appoint the members of each subcommittee, with the Executive Council's concurrence. The length of time a subcommittee will exist is dependent on the issue(s) and the needs of PCC. These subcommittees will disband after they have achieved their goals (e.g., Charter Subcommittee) or be long-term if their task is open-ended (e.g., Nomenclature Subcommittee). However, the members of these committees will be appointed to one year terms and can be reappointed.

Current Subcommittees and Duration (at the time of this Charter version)

- Nomenclature Subcommittee, long-term

Article VII
Meetings

The "PCC year" shall begin at the end of the vote for officers at the annual meeting and end the following year after finalizing the vote for officers at the annual meeting. There is to be one regular, annual PCC meeting, except in rare, exigent circumstances (e.g., a global pandemic that might prevent in-person and virtual meetings). The PCC Chair shall establish the dates and times of the annual meeting of the PCC during which election of officers are held. Other meetings may be called as desired, at the request of members to the PCC Chair.

The PCC annual meeting is held in Flagstaff at the United States Geological Survey. However, from time-to-time, it may be held in a different location to be hosted by any PCC participant, as approved at the prior meeting by voice vote of the attendees. The precise dates of the following year's meeting will be voted on by participants present at the end of each annual PCC meeting. The exception to this is exigent circumstances, such as global unrest or other issues that prevent knowing whether the next year's annual meeting can be held, or prevent knowing where it might be held.

The annual meeting will focus on the results of scientific work, technical reports, subgroup reports, new tools or resources relevant to the PCC objectives, and/or administrative reports. The annual meeting will be for a duration of two and one-half days, though this might vary if needed to accommodate special circumstances. The agenda for the annual meeting will be established by the Meeting Chair, including the details of the scientific presentations such as topics, abstract requirements, length, and the like. The Meeting Chair shall manage the agenda such that the speakers and concomitant presentations maximize unique speakers and topic diversity within the constraints of the purpose of the PCC (Article II).

Workshops and meetings of a specific focus (related to the PCC function) can be sponsored by PCC. These can be held in at any appropriate location. The Meeting Chair may be consulted on planning this additional workshop or meeting, but primary duties will fall to the PCC member(s) who suggested it and agree to organize it.

Article VIII
Duties of the Officers

PCC Chair

The duties of the PCC Chair include:

1. Preside over and make arrangements, delegating tasks including the those that follow in this list, for the PCC meetings and of the Executive Council.
2. Provide a summary (in a form convenient for both parties) of the Council activities to the Chair-Elect at the expiration of Chair's term of office.
3. Coordinate with the Meeting Chair and the rest of the Executive Council in establishing the annual PCC meeting agenda.
4. Provide and distribute notices of all Executive Council meetings to the Executive Council.
5. At the end of the three-year term, if a different PCC chair is elected, the chair whose term has just expired will remain an ex-officio member of the Executive Council for one (1) PCC year to help with the leadership transition and complete any open tasks, with the title of "PCC Chair Emeritus."

Meeting Chair

The PCC Meeting Chair shall be responsible for:

1. Issuing meeting announcements.
2. Generating the Annual PCC meeting agenda.

3. Collecting meeting abstracts and ensuring they are posted on the PCC website or other meeting website.
4. Logistics (e.g., meeting location, supporting equipment and materials, as well as personnel) that support the annual PCC meeting.
5. Work with the local sponsor of annual PCC meetings, as well as PCC sponsored special workshops to arrange logistics for the meeting(s).

Executive Council Members

The duties of the PCC Executive Council members are to assist the Chair in required duties, and as agreed upon by the Council members, including:

1. Preside in the absence of the Chair at Council or other designated meetings.
2. Assist the Meeting Chair in planning and executing the annual PCC meeting.
3. To correspond to and to perform other duties required to carry on the PCC administrative functions.

PCC Secretary

1. Providing an approximate attendance log at PCC meetings.
2. Providing an attendance log and record of any Executive Council meetings.
3. Taking minutes of PCC business at PCC meetings (exclusive of notes on the talks).
4. Managing the PCC email list, if the PCC manages it at that time instead of a third party.
5. Assist in managing the PCC website, if the PCC manages it at that time instead of a third party.
6. Assist in advertising for the PCC and PCC-sponsored meetings at other planetary science meetings (e.g., distributing fliers).
7. Assist the Meeting Chair in preparation activities and running the annual meeting, as assigned (e.g., helping to flag questions in the "chat" of a virtual or hybrid meeting, copy-editing meeting announcements, etc.).
8. Other related duties as assigned.

Article IX
Amendments

This Charter may be amended by an affirmative 2/3 (two-thirds) vote of the PCC members at any meeting of the PCC, provided notices of such meeting and of the proposed amendment(s) have been available to each voting member at least two weeks before the date of the meeting at which the proposed amendment(s) is(are) to be voted upon.

Balloting for Charter amendments shall be conducted as described in Article V for election of officers.

A record of Charter changes is maintained by the Executive Council as an endnote in the Charter document.

This charter itself may be ratified in full in the same manner as an Amendment.

Article X
Dissolution

In the event of a dissolution of the PCC, the officers shall, after paying or making provision for payment and discharge of all of the liabilities of the PCC, distribute all of the remaining assets as approved by the Executive Council and member vote exclusively for charitable, scientific, literary, and educational purposes.

Article XI
Finance

The Executive Council shall be responsible for overseeing any and all financial operations of the PCC, and for ensuring the fiscal soundness of such operations.

It should be noted that, at the time of this Charter, there are no outstanding fiduciary responsibilities nor a Treasury.

Revisions and Amendments (chronological)

7/12/2021 Boyce (Ex-officio), Kirchoff, Martin-Wells, Ostrach, Riggs, Robbins (draft, pending approval of member vote)