

# **GEOLOGY AND HEALTH DIVISION BYLAWS**

## **ARTICLE I**

### ***Organization, Name, and Purpose***

1. *Organization.* This division of The Geological Society of America, Inc., is organized in accordance with Article IX, Divisions of the Society, of the bylaws of that Society and is governed by the provisions of that article.
2. *Name.* The name of the division is the Geology and Health Division of The Geological Society of America, Inc.
3. *Purpose.* The Geology and Health Division is concerned with the intersection of geological conditions, whether natural or anthropogenic in origin, with health, disease, pathology and death in modern and fossil humans, animals and plants. The interests of the Geology and Health Division focus on geology and its interdisciplinary relationship to medicine, biology, chemistry, and other sciences. The Geology and Health Division will work to:
  - a) bring together an interdisciplinary range of scientists and practitioners interested in these issues;
  - b) facilitate the presentation and discussion of relevant problems and ideas;
  - c) promote research and the publication of results of relevant studies;
  - d) cooperate with other divisions and the sections of the Society and with other scientific organizations in fostering, aiding, furthering, and promoting research in relevant areas;
  - e) foster recognition of significant contributions and achievements;
  - f) encourage and mentor students interested in related issues; and
  - g) advise and assist the officers and committees of the Society in matters pertaining to the interests of the members of the Geology and Health Division.

## **ARTICLE II**

### ***Membership***

1. *Categories.* Any Member (including Student and Teacher Members), Fellow, Honorary Fellow, Student Associate or Affiliate of the Geological Society of America who is in good standing may become a member of the Geology and Health Division. To effect such membership, an applicant shall express their desire on the GSA membership application form, or in writing to either the secretary of the division or to the executive director of the Society. All division members, except GSA Affiliates and Associates, may vote and hold office in the division. GSA Affiliates and Associates may serve on committees as conferees.

2. *Voting Rights.* All members of the division in good standing, who are also voting members of GSA, have full and equal voting rights and are entitled to vote on division matters brought to the membership. An individual whose current dues to both the division and Society have been paid is in good standing. Division members who are GSA non-voting affiliates or associates are non-voting members of the division.

### **ARTICLE III** *Finances*

1. *Responsibility.* The division shall be financially responsible for its normal expenses. All other financial obligations or commitments of the division must have prior approval of the Council. The division's general fund is managed by the Society, whereas any special funds and other award funds may be managed by the Geological Society of America Foundation.
2. *Dues.* The division may collect annual dues or special assessments from division members when recommended by its management board and approved by a majority vote of the voting division members at the annual business meeting or by ballot and subsequently approved by GSA Council.
3. *Contributions.* The division may solicit and accept contributions of funds to be used and expended under supervision of its management board and subject to Council approval.
4. *Bequests.* Any future bequests to the Geology and Health Division, and all subsequent donations to such funds are to be kept intact, and only the proceeds will be used in accordance with standard procedures of the GSA Foundation, except that the management board will have the power to utilize portions of the principal in the case of a clear emergency and only by unanimous vote of the management board, or by amendment of the bylaws in accordance with established procedure.

### **ARTICLE IV** *Officers and Management Board*

1. *Officers.* The officers of the division shall be a chair, a first vice-chair, a second vice-chair, a past chair, and a secretary-treasurer. The chair, first vice-chair, and second vice-chair shall each be elected for terms of one year, and the secretary-treasurer for a term of two years. The terms of office shall begin immediately following the annual business meeting at which the results of the election are announced.

2. *Management Board.* The management board shall consist of the chair, first vice-chair, second vice-chair, secretary-treasurer, and the immediate past chair of the division.

The management of the affairs and the property of the division shall be the responsibility of the management board of the division. The management of the division shall be in accordance with the bylaws of the Society.

At the annual business meeting, the management board shall submit a report of the preceding year's activities of the division, which shall include the reports of the chair and secretary-treasurer and reports of the various committees. This report shall be submitted before February 15 of the following year by the secretary-treasurer of the division to the executive director of the Society. The report will be presented to the affiliates of the division in the division's newsletter.

3. *Election of Officers.* The nominating committee of the division shall nominate candidates annually for the office of second vice-chair, and every two years for the office of secretary-treasurer. When approved by the division chair, these nominations shall become the regular ticket and shall be submitted by the secretary-treasurer of the division to the executive director of the Society, who shall have prepared and distributed to the voting members of the division a ballot which shall also have space for write-in nominees.
4. *Qualifications.* Nominees and officers must be members in good standing of the Society and the Division.
5. *Election Procedures.* The election of officers shall be in accordance with the election procedures of the Society and shall be under the supervision of the Society. All provisions governing the election of officers of the Society which are applicable to the division shall govern the election of officers of the division.
6. *Re-election.* No person shall be eligible to serve more than one consecutive term as chair, first vice-chair, or second vice-chair of the division, except in extreme emergency and with the unanimous approval of the management board and the president of the Society. The secretary-treasurer shall be permitted to serve for consecutive terms if approved by the management board. The normal progression in office is from second vice-chair to first vice-chair to chair to past chair. Normally, these offices are only held once by any person. In accordance with Article VI, Section 3 of the bylaws of the Society, the chair and vice-chair shall not be eligible for re-election to their respective offices until at least three (3) years have elapsed from the expiration of their terms of office.
7. *Vacancies.* Any vacancy occurring during the term of any elected officer of the division shall be filled by appointment of the management board, and such appointee shall serve until the next annual business meeting of the division.

8. *Expenses of the Management Board.* No member of the management board may be reimbursed from the funds of the division for their traveling expenses when attending meetings of the division. The management board may authorize expenses for attendance of any member of the division, including members of the management board, for attendance at the annual division chairs' meeting of the Society or other functions of the Society or division as deemed appropriate. Travel expenses may be paid for by the division on authorization of the management board for any special function of the division, such as a distinguished lecture series, or any meeting or function deemed in the best interest of the division by the management board.

## **ARTICLE V**

### ***Powers and Duties of Officers***

1. *Management Board.* The property and affairs of the division shall be managed by the management board as defined in Article IV.
2. *Chair.* The chair shall preside at meetings of the division and the management board. The chair shall submit a report to the management board of the activities of the division during his/her term of office and on future plans.
3. *First Vice-Chair.* The first vice-chair shall assume the powers and duties of the chair in the event of the absence or disability of the chair. Such absence or disability is to be determined by a majority vote of the management board.
4. *Second Vice-Chair.* The second vice-chair shall assume the chair whenever both the chair and the first vice-chair are not available. Such absence or disability is to be determined by a majority vote of the management board.
5. *Secretary-Treasurer.* The secretary-treasurer shall keep records of the proceedings of the division and shall act as secretary of the management board. He/she shall maintain liaison with GSA headquarters and shall serve, ex officio, as a member of all division committees. He/she shall account to the Council of the Society or the GSA Foundation for all funds advanced by the Society.

The secretary-treasurer shall notify the officers and the members of the committees of their election or appointment and shall arrange for issuance of notices of all division and management board meetings and of election results.

The secretary-treasurer shall collect and disburse all funds of the division and shall keep records of all receipts and disbursements and other financial transactions of the division.

6. *Past Chair.* The past chair shall serve as an advisor to the chair.

7. *Council Liaison to Division.* The council liaison to the Geology and Health Division, appointed by the president of the Society, is an ex-officio member of the management board and shall have no voting privileges on proceedings of the management board.

## **ARTICLE VI**

### *Committees and Division Representatives*

1. *Committees of the Division.* The standing committees of the division are as listed in Section 2. Additional standing committees such as awards or education committees can be established by action of the management board.

The division chair, on the advice of the management board, may appoint special committees as from time to time are deemed necessary. The chair of the division, with the approval of the management board, shall establish whatever committees are required to help the division function effectively as a component of the Society.

All committee chairs shall be appointed by the chair of the division, with the concurrence of the management board. Appointment of committee members is the responsibility of the respective committee chair. Only the chair of the committee need be a member of the Geology and Health Division, but all committee members must be members of the Society.

All committees, except for the standing committees, shall be abolished as soon as their principal objectives have been met or at the discretion of the management board. Committees of the division, except for the standing committees, shall be established for a one-year duration, unless otherwise approved by the management board.

If a new committee is established, then the division chair, with the assistance of the management board, shall provide the newly established committee with a clear statement of the objectives of the committee. All such committees shall be advisory in character and shall report to and act under the direction of the management board.

The secretary of the division, or another representative designated by the chair from the members of the management board, shall be an ex-officio member of every division committee. Members of the management board are not normally appointed as committee members except as specified in Section 2a.

2. *Standing Committees.* Standing committees of the division shall include:

- a) *Program Committee.* The division's management board shall appoint a program committee consisting of at least three voting members of the division.

The program committee will plan and arrange for the technical sessions of the division at the annual meeting and such other programs as may be directed by the management board.

The program committee chair, or someone designated by the program committee chair, shall serve as the division's program representative on the GSA joint technical program committee. Members of the division management board may serve as the division's program representative to the GSA joint technical program committee if appointed to that position by the program committee chair.

The program committee will be appointed annually. Committee members may be reappointed to serve for a maximum of three years.

- b) *Nominating Committee.* A nominating committee consisting of at least three voting members of the division, none of whom are members of the division management board, and one of whom shall be designated as committee chair, shall be appointed by the division chair.

The nominating committee will nominate candidates annually for chair, first-vice chair, and second vice-chair of the management board, and every two years for secretary-treasurer, and will facilitate the nomination of members of the division for other Society-wide appointments (e.g., Fellow of the Society).

The nominating committee shall be appointed annually. Committee members may be reappointed to serve for a maximum of three years.

Additional standing committees may be established by the division management board in accordance with Article VI.

3. *Duties.* The duties, functions, and purposes of each standing committee shall be determined by the management board. The functions, purposes, and rules and regulations of the other committees are to be determined by the chair of the division with the concurrence of the management board, as outlined in Section 1. The chair of each standing committee shall report the activity of the committee during the preceding year to the management board at its annual meeting and to the membership at the annual business meeting, or at such times as the management board may direct. All actions of the committees are subject to the approval of the management board of the division and the bylaws of the Society.
4. *Division Representatives.* In order to facilitate effective management of the division and communication and interaction between the division and other

- components of the Society and (or) other related scientific societies, the chair, with the assistance of the management board, may appoint members in good standing of the division to serve as representatives to other divisions, Society sections, scientific societies, and to other such entities as deemed necessary by the chair and management board. The specific responsibilities of the division representatives shall be defined by the division management board.
5. *Responsibility.* Reports, recommendations, or other actions by appointed committees, other than the nominating committee, shall be subject to the approval of the management board. After such approval, the secretary-treasurer of the division shall report appropriately to the executive director of the Society if the attention or action of the Council is required. Appointed committees shall present annual reports which shall be summarized in the annual report of the management board.
  6. *Tenure.* Committee appointments shall expire at the close of the next annual business meeting of the division, unless otherwise specified by the division management board. Vacancies on committees may be filled by interim appointment at any time by the committee chair. Committee members may be reappointed for up to three consecutive years.
  7. *GSA Associates and Affiliates.* GSA Associates and Affiliates may be appointed as conferees to any committee.

## **ARTICLE VII**

### ***Meetings***

1. *Annual Business Meeting.* The annual business meeting of the division shall be held during the annual meeting of the Society. Awards or other special recognition by the division shall be presented at this meeting.
2. *Special Meetings.* In addition to the annual business meeting, the chair, with the concurrence of the management board, may call a special meeting of the members of the division at any time and place, provided such meetings shall be held in conjunction with a function of the Society and have received GSA Council approval. The purpose of a special meeting may be to conduct any business affecting the welfare of the division, except that the installation of new officers must occur at the annual meeting of the Society.
3. *Quorum.* A simple majority of the officers of the division shall constitute a quorum at all meetings of the membership of the division or of the management board. At any meeting of any committee, the committee members present shall constitute a quorum. Any meeting may proceed or be adjourned without the presence of a quorum, but any vote or action taken during or as a result of any meeting shall be considered legal and binding only if a quorum is present.

4. *Technical Sessions.* Technical sessions of the division shall be held during the annual and regional meetings of the Society. Cooperative meetings with other societies, or other special programs, may be held at any time, subject to the approval of the management board. The participation of non-members of the Society who are engaged or interested in the relationship and engagement of the geological sciences with the broad interests of general society shall be encouraged at all technical sessions.
5. *Symposia.* Research symposia of the division shall be held during the annual meeting of the Society and may be held during regional meetings. The division's program committee will appoint symposia chairs. The symposia chairs and the program committee will determine symposia topics.
6. *Informal Meetings.* The management board and program committee may schedule informal research meetings during the annual and regional meetings of the Society.
7. *Open Meeting Rule.* All in-person meetings of the board or committees of the division shall be open to division members who wish to observe all or part of the proceedings. Observers may participate in the proceedings only upon invitation of the person presiding over the meeting.
8. *Meetings of the Management Board.* The annual meeting of the management board shall be held immediately prior to the annual business meeting of the division. Special meetings of the management board may be called at any time by the division chair or by a majority of the officers. Meetings of the management board may be conducted in person, by telephone, by fax, by correspondence, by e-mail, or by any combination of means of communication that the chair may direct. The annual meeting of the management board must be an in-person meeting and held in conjunction with the annual meeting of the Society.

## **ARTICLE VIII**

### ***Division Newsletter and Website***

1. *Newsletter.* The division shall have a newsletter published on a regular basis as prescribed by the management board, which shall be distributed to all division members by means determined by the management board.

The newsletter editor shall be appointed by the management board and shall serve at the discretion of the management board.

2. *Website.* The division shall maintain a website linked to the Geological Society of America's division web page.

The management board may, at its discretion, appoint a division web manager to maintain the division website. If the management board appoints a web manager, the web manager shall serve at the discretion of the management board.

## **ARTICLE IX**

### ***Rules and Amendment of the Bylaws***

1. *Rules and Regulations.* The management board of the division, by a majority vote, may adopt, rescind, or amend rules supplementing that bylaws.
2. *Bylaws.* Bylaws may only be adopted, rescinded, or amended according to the following process a) approval by the management board, b) approval by majority vote of the voting members of the division, and c) ratification by GSA Council.

A ballot vote proposing a change of the bylaws shall be held if favored by a majority of the management board or if petitioned to the management board by at least two percent of the voting members of the division. Such a vote shall be supervised by the Society and shall be held in accordance with the procedures of the Society.

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