

## **MINERALOGY, GEOCHEMISTRY, PETROLOGY, AND VOLCANOLOGY DIVISION BYLAWS**

Established by Council on 21 October 2009

### **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 Mineralogy, Geochemistry, Petrology, and Volcanology (MGPV) Division of The Geological Society of America, Inc.
3. *Purpose.* The purpose of the division is:
  - (1) to provide a mechanism whereby Geological Society of America members whose common interests are mineralogy, geochemistry, petrology, and volcanology can organize to partner with adhering Associated Societies with the same interests,
  - (2) to act as an organized group within the framework of the Geological Society of America to better promote awareness, teaching, study, and research of the relevant areas,
  - (3) to stimulate and facilitate within the framework of the Geological Society of America the presentation and discussion of problems, ideas, knowledge, and results of work and research in the relevant areas,
  - (4) to cooperate with other Divisions and Sections of the Geological Society of America and with other Associated Societies and scientific organizations in fostering, aiding, furthering, and promoting the relevant areas, and
  - (5) to advise and assist the officers, council, and committees of the Geological Society of America in matters pertaining to the relevant areas.

### **ARTICLE II**

#### ***Membership***

1. *Individual members.* Any Member of the Geological Society of America who is in good standing may become an individual member of the Division. To affect such membership, an applicant shall express their desire on the GSA membership application form, or in writing to either the secretary-treasurer of the division or to the executive director of the Society.

2. *Adhering Associated Society members.* Any Associated Society of the Geological Society of America which is in good standing may become an adhering Associated Society member of the Division. An existing Associated Society shall request such membership in writing to either the secretary-treasurer of the division or to the executive director of the Geological Society of America. A prospective Associated Society shall request such membership in the letter to the Geological Society of America requesting to become an Associated Society.
3. *Voting Rights.* Individual Members in the Division, in good standing, all have full and equal voting rights and are entitled to one vote on division matters, except as outlined in the Bylaws and in the Division Rules and Procedures Handbook as described and outlined in Article VIII. An individual whose current dues to both the division and Geological Society of America have been paid is in good standing. Adhering Associated Society members do not vote on division matters, rather their representatives are voting members of the management board, and the representatives may serve on committees.

### **ARTICLE III**

#### ***Finances***

1. *Responsibility.* The division shall be financially responsible for its normal operating expenses. All other financial obligations or commitments of the division must have prior approval of the Geological Society of America Council. The Division General Operating Fund is managed by the Geological Society of America.
2. *Dues.* The division may collect annual dues or special assessments from division members when approved by a majority vote of its management board and subsequently approved by Geological Society of America 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 Geological Society of America Council approval.

### **ARTICLE IV**

#### ***Management Board and Election of Officers of the Division***

1. *Management Board.* 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 Geological Society of America. The report shall be made available to members of the division in the division's newsletter and on the division's website.

2. *Management Board Composition.* The management board shall consist of both elected and appointed individuals. The elected individuals are the officers elected by the individual members of the division. These are the chair, first vice-chair, second vice-chair, secretary-treasurer, and immediate past chair of the division. The appointed individuals are (a) the representatives from each Adhering Associated Society appointed by those Societies and (b) the Geological Society of America Council liaison to the division, appointed by the Geological Society of America.
3. *Officers.* The elected officers of the division shall be a chair, a first vice-chair, a second vice-chair, and a secretary-treasurer. The chair and vice-chairs 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.
4. *Nomination of Officer Candidates.* The Nominations Committee of the division shall nominate candidates annually for second vice-chair and, every two years, for secretary-treasurer. Nomination of a candidate to become a Division officer also may be made electronically or in writing to the division secretary-treasurer by any four voting members of the division in good standing who shall verify that the candidate is qualified and willing to serve in that office. This candidate's name will be forwarded to the chair of the Nominations Committee in time for inclusion in their report to the Management Board.

The Nominations Committee will be appointed by this process: each member on the Management Board (including representatives from the Adhering Societies) is entitled (but not required) to identify one Division member who agrees to serve on the Nominations Committee.

The Nominations Committee will make a public call to the membership for either volunteers or recommendations to be considered for the open positions of second vice-chair and/or secretary-treasurer. The Committee can also identify possible candidates for office on their own. The Nominations Committee will contact the suggested individuals to determine their willingness to run for office. Those willing to serve must provide written or electronic acceptance of their possible candidacy, willingness to serve if elected, and submit an NSF-style abbreviated curriculum vitae (CV) that provides an overview of their experience and other qualifications. They will be told that their offer to volunteer will remain active for 3 years, and if they are not selected for office, they may still be contacted and asked if they can help with other jobs.

From the pool of candidates, the Nominations Committee will select a single candidate for each open office by majority vote. In a written report, the Nominations Committee

will inform the Management Board of the vote, include the list of individuals considered, and the curriculum vitae. The report will be submitted to the Management Board by June 30 of each year so as to prepare for the election in August.

When approved by the Management Board, the Nominations Committee's first choice nominations shall become the election slate of all open offices. The entire MGPV membership will be asked to vote their approval for the slate of candidates. In the event that a vote of approval by the membership fails for an office, the second candidate on the list will stand for a vote of approval or non-approval for that office by the entire MGPV membership.

The election slate shall be submitted by the secretary-treasurer of the division to the executive director of the Geological Society of America, who shall have prepared and distributed to the voting individual members of the division a ballot that shall also have space for write-in nominees.

Voting will take place during the summer (northern hemisphere), and officers will be inducted at the annual business meeting. The ballot shall include a brief profile of each candidate, in addition to a statement of the candidates' prior service to the relevant communities.

5. *Officer Qualifications.* Nominees and officers must be members in good standing of the Geological Society of America and the Division.
6. *Election Procedures.* The election of officers shall be in accordance with the election procedures of the Geological Society of America and shall be under the supervision of the Geological Society of America. All provisions governing the election of officers of the Geological Society of America that are applicable to the division shall govern the election of officers of the division.
7. *Tie votes.* In the event of a tie vote for elected office, the management board shall decide the winner.
8. *Re-election.* The normal progression in office is from second vice-chair to first vice-chair to chair to past chair. Except when a chair or vice-chair ascends to fill a vacant higher position, no person shall be eligible to serve consecutive terms as chair, first vice-chair, or second vice-chair of the division, unless under extreme emergency and with the unanimous approval of the management board and the president of the Geological Society of America. The secretary-treasurer shall be permitted to serve for two consecutive terms unless nominated for a third consecutive term, in which case the nomination must receive unanimous approval by the management board. Normally, the division 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.

9. *Impeachment.* Any officer of the division who fails to perform the duties prescribed in the bylaws, or who is convicted of a felony, or who brings discredit to the societies or division in any way, may be removed from office by a unanimous vote of the other members of the management board of the division. Any officer of the division may make a motion for the impeachment of any other officer of the division. The officer who is the subject of an impeachment must be provided an opportunity to present arguments against the impeachment prior to any vote on the motion.
10. *Vacancies.* When a vacancy occurs in the office of chair or past chair, the chair or vice-chair ascends to fill the vacancy in the higher position. Vacancies in the offices of second vice-chair and secretary-treasurer shall be filled by appointment by the management board and such appointee and shall serve the remainder of the term vacated. Any vacancy in a position of Representative of an Adhering Associated Society shall be filled by appointment by the respective Adhering Associated Society.
11. *Appointed Members of the Management Board.* Each Adhering Associated Society shall be permitted to appoint one Representative to the Management Board. These need not be Geological Society of America members. A Council Liaison to the division is appointed by the President of the Geological Society of America.
12. *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, or any meeting or function deemed in the best interest of the division by the management board.

## **ARTICLE V**

### ***Powers and Duties of the Management Board and Officers***

1. *Management Board.* The property and affairs of the division shall be managed by the management board as defined in Article IV.

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 shall be made available to the members of the division. All actions of the management board are subject to the bylaws of the Geological Society of America.

2. *Chair.* The chair shall preside at the annual meetings of the division and meetings of 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.

The first vice-chair chairs the program committee for the annual meeting and, as such, serves as the senior division representative on the Joint Technical Program Committee (JTTC) for the annual meeting. The first vice-chair shall supervise planning for the division technical sessions or symposia to be held at the Annual Meeting of the succeeding year. The first vice-chair will coordinate the work of any section representatives and will appoint representatives to organize technical sessions for section meetings.

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. The second vice-chair serves as a member of the program committee for the annual meeting and, as such, serves as the junior division representative on the JTTC for the annual meeting. The second vice-chair will assist the editor in preparing a newsletter.
5. *Secretary-Treasurer.* The secretary-treasurer shall act as secretary of the management board and shall keep and archive the records of the division. 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. He/she shall maintain liaison with Geological Society of America headquarters and shall serve, ex officio, as a member of all committees.

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. The secretary-treasurer shall account to the Geological Society of America Council for all funds advanced by the Geological Society of America.

6. *Past Chair.* The past chair shall serve as an advisor to the chair, forms some of the corporate memory of the division, and chairs the nominating committee.
7. *Representatives of Each Adhering Associated Society.* Each Adhering Associated Society to the Division appoints one representative to the management board who both represents those societies and acts as a liaison back to their respective society.
7. *Council Liaison to Division.* The Council Liaison to the Division is an ex-officio member of the management board. He/She shall have no voting privileges on proceedings of the management board.

## **ARTICLE VI**

### ***Committees and Other Appointed Posts***

1. *Committees of the Division.* The standing committees of the division are the program committee and the nominating committee. Special committees may be appointed from time to time on the advice of the management board.
2. *Formation of Committees.* The chair of the division, with the concurrence of the management board, shall establish whatever committees are required to help the division function effectively. All committee members, including the committee chair, shall be appointed by the chair of the division with advice of the management board, unless required otherwise in these Bylaws. Only the chair of the committee need be a member of the Division, but all committee members must be members of either the Geological Society of America or an Adhering Associated Society.

The division secretary-treasurer shall be a non-voting ex-officio member of every committee. Members of the management board are not normally appointed as committee members.

3. *Standing Committees.* The standing committees of the division are:

- 3a. *Program Committee.* This committee plans and arranges for the technical sessions and symposia of the division at the Annual and Sectional Meetings of the Geological Society of America, and other external meetings as may be directed by the management board. The committee will proactively plan and develop contributions for oral and poster sessions, short courses, field trips, and other outlets at conferences. The program committee may appoint Division representatives to organize and chair scientific sessions, short courses, field trips, and other outlets at conferences.

A program committee consisting of two or more voting members of the division shall be appointed annually by the chair of the division following the annual meeting. The committee is chaired by the division first vice-chair and includes the second vice-chair.

- 3b. *Nominating Committee.* This committee nominates candidates annually for second vice-chair of the management board, and every two years for secretary-treasurer, and facilitates the nomination of members of the division for Geological Society of America appointments and honors (e.g., Fellow of the Society).

The nominating committee consists of three individual members of the Division, who are not members of the Management Board, appointed annually by the Chair of the Division following the annual meeting. The chair of the committee

shall be the past division chair.

4. *Committee Duties and Responsibilities.* The purpose, duties, procedures, and timelines of each standing committee shall be determined by the Management Board and codified in the Division Rules and Procedures Handbook. If a new committee is established, the division chair shall provide the newly established committee and the management board with a clear statement of the purpose, duties, procedures, and timelines for that committee.

The chair of each standing committee shall report the activity of the committee during the preceding year in writing to the management board 30 days before its annual meeting, or at such times as the management board may direct. These reports shall be summarized in the annual report of the management board.

All committees are advisory in character and shall report to and act under the direction of the management board. Reports, recommendations, or other actions by the committees, other than the nominating committee, shall be subject to the approval of the management board. Committees are not authorized to communicate their recommendations to others, or to take action unless directed by the management board. All actions of the committees are subject to the bylaws of the Geological Society of America.

5. *Committee Tenure.* Committees of the division shall be established for a one-year duration, unless otherwise specified in the Division Rules and Procedures Handbook. 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. All committee appointments shall expire at the close of the next annual business meeting of the division, unless otherwise specified in the Division Rules and Procedures Handbook. Committee members may serve for up to three consecutive years.
6. *Committee Vacancies.* Vacancies on committees may be filled by interim appointments at any time by the committee chair, with the approval of the division chair. Vacancies of committee chairs may be filled by appointment of division chair.
7. *Division Representatives.* In order to facilitate effective communication and interaction between the division and other components of the Geological Society of America and (or) other related scientific societies, the chair may appoint, at his/her discretion, with advice of the management board, members in good standing of the division, to serve as representatives to these other entities. The responsibilities and the terms of these division appointees shall be defined when created and recorded in guidelines in the Division Rules and Procedures Handbook. Individuals serving in these posts shall serve at the pleasure of the division chair.
8. *Other Appointed Posts.* The chair may appoint at his/her discretion, with advice of the management board, members in good standing of the division, to serve as a newsletter editor, webmaster, or other such division function as deemed necessary by the chair

and management board. The responsibilities of these division appointees shall be as defined in guidelines in the Division Rules and Procedures Handbook and as provided by the chair and management board. Individuals serving in these posts shall all be appointed by, and serve at the pleasure of, the division chair.

## ARTICLE VII

### *Meetings*

1. *Annual Business Meeting.* The annual business meeting of the division shall be held during the annual meeting of the Geological Society of America. Except when actions are governed by specific provisions in the bylaws, conduct of the business of the division at the annual business meeting shall follow Robert's Rules of Order (Revised).
2. *Meetings of the Management Board.* The management board shall meet in person during the annual meeting of the Society 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. Special 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.
3. *Standing and ad hoc Committee Meetings.* While in-person meetings of these committees are desirable, meetings may be conducted in person, by telephone, by fax, by correspondence, by e-mail, or by any combination of means of communication that the committee chair may direct.
4. *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 Geological Society of America 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 Geological Society of America.
5. *Quorums.* A simple majority of the management board of the Division 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 or if such vote or action is subsequently approved by a majority of the management board. At any meeting of any committee, the committee members present shall constitute a quorum.
6. *Open Meeting Rule.* All in-person meetings of the board or committees of the division shall be open to division members to observe all or part of the proceedings. Such observers may participate only upon invitation of the person presiding over the meeting.

7. *Scientific Sessions.* Technical sessions, research symposia, or other types of special programs of the Division can be held during both the annual and section meetings of the Geological Society of America and meetings of the Adhering Associated Societies or other societies 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 relevant areas shall be encouraged at all scientific sessions.

## ARTICLE VIII

### *Communications*

1. *Communications.* The Division will need to communicate not only to reach its own members, but also to members of the Adhering Associated Societies as well as other Geological Society of America members. Communication of the Division shall be structured in such a manner so that the Adhering Associated Societies can easily indicate the activities of the division to their members.
2. *Newsletter.* The Division shall publish a newsletter at least twice a year, either in printed or electronic form. It shall be posted and archived on the Division website for both members of the Division and for members of the Adhering Associated Societies.

The Division may publish a synopsis of its newsletter in its own publication or in the bimonthly publication *Elements*, or in any other existing or new publication, subject to approval by Council.

The chair may appoint at his/her discretion, with advice of the management board, a member in good standing of the division, to serve as a newsletter editor.

3. *Website.* The division shall maintain a website linked to the Geological Society of America's division web page. The chair may appoint at his/her discretion, with advice of the management board, members in good standing of the division, to serve as a web manager.

## ARTICLE IX

### *Awards*

1. The Division shall sponsor an award to an individual who, throughout his/her career, has made distinguished contributions in one or more of the following fields of research: mineralogy, geochemistry, petrology, volcanology, with an emphasis on multidisciplinary, geologic field-based contributions. The name of the award shall be the MGPV Division Distinguished Geologic Career Award. The awardee(s) need not be citizen(s) or resident(s) of the United States of America, and membership in the Geological Society of America is not required. The award will not be given posthumously. The award description and selection

guidelines shall be as defined in the Division Rules and Procedures Handbook and as provided by the chair and management board.

## **ARTICLE X**

### ***Handbook and Amendment of these Bylaws***

1. *Handbook.* The management board of the division, by a majority vote, may adopt, rescind, or amend rules and procedures supplementing the bylaws at any time. These are contained in a written Division Rules and Procedures Handbook. Changes in the Handbook, other than those proposed and adopted by the management board, may be proposed by any committee or member of the division. These proposed changes must be received electronically or in writing by the secretary-treasurer of the division at least sixty (60) days prior to the annual meeting to be considered by the management board.
2. *Bylaws.* Proposals to change the bylaws can originate either from the management board, a committee, or by petition from five percent of the members of the division. Proposals originating in committees require management board approval before moving forward. If actions are proposed by any of these manners, then a ballot vote to approve or reject the change of the bylaws will be held. Such vote shall be supervised by the Society and held in accordance with the procedures of the Society. Proposals to change bylaws are passed when they receive a simple majority of the votes from voting members of the division that participated in the balloting. Proposals approved by the division shall be reported to the executive director of the Society and become effective only following ratification by the Council.

#### Notes:

- Name order changed to MGPV, proposed February 17, 2010 and approved by Council April 2010.
- 29 April 2011 Council approved the addition of Article IX, Awards.
- Change in procedure to nominate candidates for officer election, approved by Council 1 December 2011.