

October 2010

## **GEOINFORMATICS DIVISION BYLAWS**

### **ARTICLE I**

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

1. 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 Geoinformatics division of The Geological Society of America, Inc.
3. *Definition.* In the usage of this division, Geoinformatics is the science discipline that utilizes cyber-products, tools and discovery of data and models towards exploring integrative solutions to earth and planetary systems.
4. *Purpose.* The purpose of the division is to bring together scientists interested in Geoinformatics; to facilitate the presentation and discussion of their problems and ideas; to stimulate communication among earth scientists and computer scientists; to promote research and the publication of results; to support development of new educational technologies; to support workshops in assisting the community to benefit from the use of technological and scientific infrastructure to advance integrative science; and to advise and assist the officers and committees of the Society in matters pertaining to Geoinformatics.

### **ARTICLE II**

#### ***Membership***

1. Any Member, Fellow, Honorary Fellow, Student Associate, or Affiliate of the Geological Society of America who is in good standing may become a member of the Geoinformatics division. To affect such membership, an applicant shall express his/her 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 in good standing, except GSA Associates and Affiliates, may vote and hold office in the division. GSA Associates and Affiliates may serve on committees as conferees.

### **ARTICLE III**

#### ***Finances***

1. 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. BYLAWS GEOINFORMATICS DIVISION 2 2.
2. The division may collect annual dues or special assessments from division members when recommended by its management board and approved by a simple majority vote of the voting division members and subsequently approved by Council.

3. The division may solicit and accept contributions of funds to be used and expended under the supervision of the management board and subject to Council approval.

#### ARTICLE IV

##### *Officers, Management Board and Advisory Board*

1. *Officers.* The officers of the division shall be a chair, first vice-chair, second vice-chair, secretary-treasurer, and the past chair. The chair and vice-chairs shall each be elected for terms of one year and shall not be eligible for re-election to their respective offices until three years have elapsed after the expiration of their terms of office. The secretary-treasurer shall serve for a term of two years and shall be eligible for re-election without limitation. The normal succession shall be as follows: first vice-chair becomes the chair after one year, the second vice-chair becomes first vice-chair, and the chair becomes past chair for a one-year term following service as chair. 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 past chair.
3. *Advisory Board.* The advisory board shall consist of five members, of which two shall be from disciplines associated with information technology and computer science. All members will be nominated by the nominating committee, and approved by the management board for terms of two years. The chair of the advisory board will be appointed by the management board. Board members shall not have voting privileges.
4. *Election of Officers.* The nominating committee of the division shall nominate candidates every year for chair, first vice-chair, second vice-chair, and every second year for secretary-treasurer. Subject to approval by the management board, these nominations shall become the regular ticket, and will be printed in the winter issue of the division newsletter. Under ordinary circumstances, the first vice-chair will be nominated for chair.

A nomination for any of these positions may be submitted by any four voting affiliates of the division in good standing, who shall verify that their nominee is qualified and willing to serve. Such nominations will be accepted by the secretary-treasurer and submitted for the approval of the management board if the signed petition is received no later than **April 1**, for incorporation into the summer issue of the division. If no candidates are nominated other than those nominated by the nominating committee, the secretary-treasurer will request a vote from the members in attendance at the annual business meeting to approve the candidates for office. The approved nominees will be submitted by the secretary-treasurer to the Executive Director of the Society who shall have a ballot prepared for distribution to the voting affiliates.

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.

5. No person except the secretary-treasurer shall be eligible to serve more than one consecutive term in the same elected office for the division except in extreme emergency and with the unanimous approval of the management board and the President of the Society. The secretary-treasurer may serve consecutive terms with the approval of the management board. In accordance with the bylaws of the Society, the chair and vice-chairs 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.
6. Any vacancy occurring during the term of any elected officer of the division shall be filled by a simple majority vote of appointment by the Management Board within 90 days of notification, and such appointee shall serve until the next annual business meeting of the division.

## **ARTICLE V** *Committees*

1. *Program Committee.* A program committee consisting of two or more voting members of the division shall be appointed by the management board after the annual business meeting. The chair of the committee shall be the first vice-chair of the division.

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

2. *Nominating Committee.* A nominating committee consisting of three voting members of the division who are not members of the management board shall be appointed by the chair following the annual meeting. After the first year, the chair of the committee will be the retiring past chair.

The nominating committee shall nominate candidates every year for chair, first vice-chair, second vice-chair, and secretary-treasurer. The committee shall also nominate the five members of the advisory board every second year.

3. *Geoinformatics Award Committee.* The Geoinformatics Award will be considered annually in accordance with the bylaws of the Society. The award will be made for outstanding contributions to geosciences through the application of the principles of Geoinformatics.
  - a. *Selection Committee.* The selection committee shall consist of a chair and two other voting affiliates of the division who are not members of the management board. The chair of the committee shall be appointed by the chair of the division, with the approval of the management board. The members of the selection committee will serve for two years, with staggered terms. One new member will be named each year by the chair of the division immediately after the GSA annual meeting. Vacancies in the committee will be filled by appointment by the chair of the division.
  - b. *Frequency of the Award.* Normally, a single award will be made annually, but in any particular year may be withheld if the management board decides that no suitable candidate has been nominated.

- c. *Requirements to Qualify.* The award will be made to an individual who has contributed in an outstanding manner to geology through the application of the principles of Geoinformatics. The individual will be a member of GSA.
- d. *The Award.* The award will consist of an appropriate certificate which will be recommended by the management board of the division and approved by the Council. If the award is to be shared in any one year, each recipient will receive a certificate. The award will be presented at the business meeting of the division during the GSA annual meeting. Normally, the recipient will be introduced by the chair of the selection committee. A person acquainted with the recipient's work will present a citation reviewing the contributions of the award recipient. The citationist will introduce the recipient to the chair of the division who will present the award.
- e. *Selection Procedures.* Nominations for the award will be made in accordance with the following procedures:
  - (1) The secretary of the division shall, at the earliest convenience, but no later than December 5, distribute to each member of the selection committee and to any other member of the division requesting such material, the names and addresses of the committee members, a copy of the selection procedures, a list of past award recipients, instructions for submitting names, and notification of the February 1 deadline for receipt of nominations by the chair of the selection committee.

In addition, the secretary-treasurer shall invite nominations from members of the division and the Society by placing an announcement in the newsletter of the Geoinformatics division. The announcement shall include the Requirements to Qualify statement, the February 1 deadline date for receipt of nominations, the name and address of the selection committee chair who shall receive the nominations, and a request for the following information for each candidate: a) name, office or title, and affiliation; b) date and place of birth, education, degrees, honors and awards; c) major events in his/her professional career; and d) summary of scientific contributions to geology through the principles and science of Geoinformatics.

- (2) The chair of the selection committee will distribute a consolidated list of candidates, together with supporting materials, to committee members shortly after the February 1 deadline. Each member, including the chair, will select from among the list of candidates a first, second, and third choice for the award. These selections will be rated by three for first choice, two for second, and one for third, with the results of this ballot being used to reduce the number of candidates to those who have received a minimum of two points. This reduced list will then comprise the ballot for the committee's final selection of candidates on the basis of the maximum number of points in a manner as described above.

Ranked according to the results of the final ballot, the committee chair will present the names of the top three candidates, along with the required documentation, to the chair of the Geoinformatics division who will forward the information to all members of the management board for a final vote following the three, two, one rating specified above. This procedure shall be completed by April 1.

The division chair shall then submit the name and address of the top-ranking candidate to the Executive Director of the Society who will place the request for ratification on the agenda for consideration by the Council at its spring meeting. The name of the nominee will be supplemented with a paragraph describing the contributions that are being recognized in the award. Following the Council meeting, the President will inform the recipient of the award. The division chair will be notified of the ratification at the same time.

4. *Other Committees.* Other committee chairs may be appointed by the chair with the approval of the management board. Appointment of committee members will be the responsibility of the committee chair.
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 meeting of the division, unless otherwise specified. 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 terms.
7. *GSA Associates and Affiliates.* GSA Associates and Affiliates may be appointed as conferees to any committee.

## ARTICLE VI *Duties of Officers*

1. *Management Board.* The property and affairs of the division shall be managed by the management board. 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 the reports of the various committees. Before **February 15** of the following year, this report shall be submitted by the secretary-treasurer of the division to the Executive Director of the Society.
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. The chair will also be responsible for liaison with other societies with similar goals and for identifying community researchers not traditionally members of the Society for recruitment to membership status in the Society.
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. The first vice-chair shall be chair of the program committee for the annual meeting and will appoint representatives to organize technical sessions for section meetings. The vice-chair will coordinate the work of the section representatives.

4. *Second Vice-Chair.* The second vice-chair will be the editor responsible for preparing a newsletter which shall be distributed to affiliates of the division. The newsletter shall report events and developments relevant to division interests.
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 committees. He/she shall account to the Council of the Society 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. *Division Representatives.* Division representatives appointed by the management board will contact their section officers to promote the organization of appropriate symposia and to encourage the submission of papers relating to Geoinformatics for annual section meetings.
7. *Advisory Board Members.* Advisory board members are responsible for identifying research and education opportunities in areas of Geoinformatics as well as information technology. They will provide a liaison with the computer science community to facilitate rapid access for geoscientists to emerging technologies. Although advisory board members are encouraged to attend the annual business meeting, it is anticipated that communication with the management board will be in the form of a written document (electronic mail will be acceptable).

## **ARTICLE VII** *Meetings*

1. *Annual Business Meeting.* The annual business meeting of the division shall be held during the annual meeting of the Society. Except when actions are governed by specific provision 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 immediately prior to the annual business meeting of the division. Special meetings of the management board may be called at any time by the chair. Decisions of the management board may also be made by mail or e-mail vote.
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 binding only if a quorum is present.

**ARTICLE VIII**  
***Rules and Amendment of the Bylaws***

1. The management board of the division, by a majority vote, may adopt, rescind, or amend rules supplementing the bylaws.
2. Subject to ratification by the Council and approval of the division management board the bylaws of the division may be adopted, rescinded, or amended by simple majority vote of the voting members of the division. A ballot vote proposing a change of the bylaws shall be held if favored by a majority of the management board or if petitioned by ten percent of the voting affiliates of the division. Such vote shall be supervised by the Society and held in accordance with the procedures of the Society.

*Established by GSA Council on April 29, 2006.*

October 2010 – added language for replacement of Vacancies, Article IV, Item 4.