

# **THE ASSOCIATION OF AMERICAN STATE GEOLOGISTS**

## **CONSTITUTION**

(As amended at the Annual Meeting in Flagstaff, Arizona, on 17 June 2015)

### **Article I. Name**

The name of the Association shall be "The Association of American State Geologists."

### **Article II. Objectives**

Section 1. The objectives of the Association shall be

- a) To advance the science and practical application of geology and the related earth sciences in the United States and its territories, commonwealths and possessions;
- b) To improve the work of State Geological Surveys through interchange of ideas pertaining to their administrative organization, programs, techniques, application to the needs of the changing economy, and other geological survey matters;
- c) To improve methods of assembling data and disseminating the results to industries, agriculture, schools, civic and professional organizations, legislators, governmental agencies, and the public;
- d) To achieve effective coordination of work with Federal and State agencies working in similar or related fields.

### **Article III. Membership**

Section 1. Membership shall be limited to the heads of Geological Surveys in the various states, territories, commonwealths, and possessions of the United States. If such a unit of government has no State Geological Survey in name but maintains an organization performing similar functions under another name, the head of that organization is entitled to membership.

Section 2. A member shall have the privilege of appointing one alternate from the member's organization with voting power to represent the member at a meeting of the Association.

Section 3. State Geologists shall have the opportunity to designate individuals from their staffs to serve as Associates to the AASG. Associates shall serve at the pleasure of their appointing member. The number of Associates and their roles of participation shall be set forth by the by-laws of the Association. The Associates are non-voting participants except as provided in Section 2 of this Article. Associates shall be limited to the associate, assistant or deputy heads of Geological Surveys in the various states, territories, commonwealths, and possessions of the United States.

Section 4. Other staff associates of State Geologists may be extended the privilege of participating in the meetings of the Association without the right to vote except as provided in Section 2 of this Article. Each State, territory, commonwealth, and possession shall have only one vote.

#### Honorary Members and Honorary Associates

Section 5. A former Association member or associate who has served for a substantial period of time, generally more than seven years, as head or in a role that included being associate, assistant or deputy head of a State, Commonwealth, Possession, or Territorial geologic organization is eligible for election to honorary membership or honorary associate status in the Association upon retirement from that role. Honorary membership or honorary associate status is to be based on substantial participation in and significant contributions to the affairs of the Association and is not to be conferred automatically upon retirement or leaving office. Persons considered eligible should be recommended to the Honorary Members Committee by Association members. Any Association member retiring or leaving office after at least seven years of service to the Association shall be evaluated by the Honorary Members Committee for election. The Honorary Members Committee shall establish guidelines for honorary membership and honorary associate status. These guidelines and amendments to the guidelines should be adopted at the Annual Meeting by majority vote of the Association members. Persons considered eligible for honorary membership or honorary associate status are recommended by the Honorary Members Committee, and election is by majority vote of the members at the Annual Meeting or Special Business Meeting. Honorary Members and Honorary Associates of the Association are non-voting members.

Section 6. A former Association member may be considered an Emeritus member and is welcomed to participate in appropriate AASG activities as a non-voting member.

### **Article IV. Officers and Their Duties**

#### Officers

Section 1. The elected officers of the Association shall be President-Elect, Vice-President, Secretary, Treasurer, Editor, Historian, and Statistician. The offices of Historian and Statistician may be separate or combined. The President-Elect also subsequently serves as President and Past-President.

Section 2. The terms of office shall commence on July 1 following each Annual Meeting. The offices of Treasurer, Secretary, Editor, Historian, and Statistician will normally be held for more than one year. The term of office for the individual becoming President-Elect is limited to one year in that office; however, the President-Elect upon expiration of that office term shall immediately succeed to President for a one-year term, and following the expiration of that office term shall immediately succeed to Past-President for a one-year term. However, the positions of all officers who serve on the Executive Committee are subject to temporal limits: President and President-Elect each are limited to one-year terms in those respective positions; the Vice President is limited to serving for two consecutive one-year terms; the Treasurer and Secretary are limited to serving for three consecutive one-year terms. All officers serving on the Executive Committee shall not be eligible for re-election to the same position beyond their term limits

within a five-year period after the expiration of their terms of office; however, notwithstanding Section 3 of this Article, a President-Elect elevated to the presidency for a period of less than nine months through a vacancy or disability may, at the discretion of the Executive Committee, sans the President's vote, have his/her term extended as President for one additional year. The Executive Committee's action shall be led by the Vice President and take place not more than 30 days following the President-Elect's elevation to the Presidency. The Executive Committee also shall conduct a special election of the Association Membership within 45 days of the Presidency becoming unexpectedly vacant, to elect a new President-Elect who shall serve in that position until the Presidency becomes vacant.

Section 3. Candidates should be nominated at least one month before the Annual Meeting of the Association. A slate of candidates shall be available to the Executive Committee at least one day before the Annual Meeting. Nomination shall be by a Nominating Committee consisting of the three immediate past presidents of the Association who are actively serving as State Geologists, if there are that many, otherwise enough additional members to bring the Nominating Committee up to three members shall be elected by the Executive Committee, the President and President-Elect abstaining. The most recent Past-President who is still active shall serve as chairman of the Nominating Committee. Election shall be by secret ballot vote of the membership. Newly elected officers shall assume office beginning on July 1 following the Annual Meeting.

#### Duties of Officers

Section 4. The President shall preside at all meetings of the Association and of the Executive Committee. The President shall conduct the meetings according to standard parliamentary practice and the Association's affairs in conformity with the Constitution and By-Laws. The President shall call meetings of the Executive Committee. The President shall appoint such committees as are required for the purposes of the Association, except the Nominating Committee and except as the Association may otherwise decide by majority vote in a meeting having a quorum, and shall appoint members or honorary members to represent the Association as delegates to or liaison with other organizations, except as otherwise provided by the By-Laws. The President has the option of serving on and being chairperson of any committee, except the Nominating Committee.

Section 5. The President-Elect shall carry out the responsibilities of that office as a member of the Executive Committee, and shall assume the office of President in case of a vacancy in that office. The President-Elect shall generally serve as Chairperson of the Liaison Committee. The President-Elect shall perform the duties of President in the case of the absence or disability of the incumbent. In case of vacancy in this office, the Nominating Committee shall submit a new ballot for this office to the membership for voting and election.

Section 6. The Vice-President shall carry out the responsibilities of a member of the Executive Committee and shall perform the duties of the President in the absence of both the President and President-Elect. The Vice -President is responsible for organizing exhibits of the Association displayed at various professional and educational meetings. A vacancy in the office of Vice-President shall be filled for the unexpired term by a majority vote of the Executive Committee.

Section 7. The Secretary shall cause minutes of all meetings of the Association to be prepared and distributed to the members and honorary members within three months after any meeting, notify all members and honorary members as to time and place of regularly scheduled meetings, carry out other duties commonly expected of a Secretary, and carry out the responsibilities of the Secretary's office as a member of the Executive Committee. The Secretary shall assume the duties of President in the absence of the President, President-Elect, and Vice-President at any meeting of the Association. A vacancy in the office of the Secretary shall be filled for the unexpired term by a majority vote of the Executive Committee.

Section 8. The Treasurer shall receive and disburse all funds of the Association, shall submit a financial report to the Association at its Annual Meeting, and shall also carry out the responsibilities of the Treasurer's office as a member of the Executive Committee. The Treasurer shall assume the duties of President in the absence of the President, President-Elect, Vice-President, and Secretary at any meeting of the Association. A vacancy in the office of the Treasurer shall be filled for the unexpired term by a majority vote of the Executive Committee.

Section 9. The Editor shall be in charge of *The State Geologists Journal* and any special publications, and shall perform all the duties commonly pertaining to the work of an Editor. The Editor shall submit an annual report to the Association. A vacancy in the office of Editor shall be filled for the unexpired term by a majority vote of the Executive Committee.

Section 10. The Historian shall be responsible for the Archives of the Association, in which shall be deposited items of historical interest and value, such as a copy of this Constitution, a complete set of publications, minutes of all meetings, and such photographs, clippings, guidebooks, and other materials as may be pertinent to the records of the Association. The Historian shall compile and keep up-to-date a History of the Association. A vacancy in the office of Historian shall be filled for the unexpired term by a majority vote of the Executive Committee.

Section 11. The Statistician shall prepare and distribute to the various State surveys an annual questionnaire covering activities, funds available, personnel, publications, projects, and other matters of general interest. On the basis of the questionnaire, the Statistician shall prepare a comprehensive annual summary of the data for distribution to the membership. A vacancy in the office of Statistician shall be filled for the unexpired term by a majority vote of the Executive Committee.

## **Article V. Executive Committee**

### Composition

Section 1. The Executive Committee shall consist of the President, Past-President, President-Elect, Vice-President, Secretary, Treasurer, and a non-voting honorary members' representative. If the immediate Past-President is no longer actively serving at the State Geologist, the next most recent Past-President who is still actively serving as the State Geologist shall serve on the Executive Committee. In the event that any of these voting members are absent from a called meeting of the Executive Committee, the following other officers, in the order named, shall replace the absent voting members in the Executive Committee deliberations: Editor, Historian, Statistician.

The AASG Honorary Members Committee will recommend to the Nominating Committee by one month prior to the annual meeting each year at least two individuals to serve as the Honoraries' Representative to the Executive Committee. The Nominating Committee will select one representative from the nominees. The Honorary Members representative is a one-year term and is limited to serving two consecutive terms. In the event the selected Honorary Members' Representative is not able to attend a meeting of the Executive Committee, the AASG President, in consultation with the co-chairs of the Honorary Members' Committee, may appoint an alternate Honorary Member to substitute at the subject meeting.

### Meetings and Duties

Section 2. The Executive Committee shall meet on the day preceding each Annual Meeting of the Association and prepare an agenda to be brought before the Annual Meeting by the President. The Executive Committee meeting is open to the membership. It shall hold Special Business Meetings at the call of the President.

Section 3. Interim business of the Association shall be conducted by the Executive Committee. All significant actions of the Executive Committee shall be reported to the membership for its information, and, except as to action on any item of business which the membership shall have theretofore specifically authorized the Executive Committee to act, shall be subject to ratification by the membership at the next Annual Meeting or Special Business Meeting.

Section 4. Three members of the Executive Committee shall constitute a quorum.

Section 5. To expedite conducting Association business between the annual and special business meetings described herein in a timely, effective and efficient manner, the President and other officers, consistent with their duties, may also use other suitable means and communication technology, e.g., electronic mail, telephone conferencing, fax (facsimile), video-teleconferencing, etc., for said purpose. Issues to be voted on by electronic mail or fax (facsimile) shall be preceded by a two-week comment period. Video and telephone conferencing will be announced with one-week prior notice. The President or his designee will present the tally of results and make it part of the written record of the AASG. Conduct of Association business through such means shall conform to the Constitution, By-laws, applicable parliamentary practice, procedures and rules of conventional Association business meetings.

### Article VI. Covenants

Section 1. The Executive Committee may, on behalf of the Association, enter into appropriate cooperative agreements, contracts, grants and other covenants with other parties, receive and disburse income from those arrangements, if such are consistent with the stated objectives of the Association, its status as a not-for-profit organization, its corporate charter, and accomplished through due process of business conduct established under the Constitution, By-laws, rules, procedures, customs and traditions of the Association.

### Article VII. Meetings of the Association

Section 1. The business year of the Association shall begin on July 1 and extend through the next June 30th.

Section 2. Sixteen members shall constitute a quorum for transacting the business of the Association.

#### Annual Meeting

Section 3. There shall be held one Annual Meeting of the Association. The place of the Annual Meeting shall be selected by majority vote of the members present and shall be determined not later than the preceding Annual Meeting or at any earlier Annual Meeting on recommendation of the Future Meetings Committee. The dates of the Annual Meeting shall be between March 1 and June 30 and shall be selected by the host State Geologist in consultation with the President and Secretary.

Section 4. When possible, the Annual Meeting shall include a conference with the directors, associates, or representatives of federal and other agencies working in the field of geology or related areas, and when desirable, with other parties who can contribute to the programs of the Association.

#### Midyear Special Business Meeting and Other Special Business Meetings

Section 5. The President may call a Special Business Meeting for the purpose of carrying out business of the Association. The dates and general agendas for Special Business Meetings shall be established by the President, who shall send notice thereof to the membership at least 60 days before the meeting dates. Generally, the Association will hold a Special Business Meeting referred to as the Midyear Meeting of the Association in October or November of each year, usually in conjunction with the Annual Meeting of the Geological Society of America.

#### Field Meetings

Section 6. Field meetings or trips may be held in connection with the Annual Meeting, or special field meetings or trips may be held at other times and places decided by majority vote of the membership present at any Annual Meeting or by action of the Executive Committee. No business other than necessary routine business shall be conducted during a special field meeting or trip, except as authorized at the preceding Annual Meeting of the Association, or except at the call of the Executive Committee, which call shall specify the items of business to be transacted and shall be mailed to the membership thirty days before the field trip or meeting.

### **Article VIII. Amendments to the Constitution**

Section 1. Any proposed amendment to the Constitution must be submitted in writing at either the Annual Meeting or at a Special Business Meeting.

Section 2. Written copies of all proposed amendments must be sent to the entire membership by the Secretary at least 60 days before the upcoming Annual Meeting or Special Business Meeting at which the proposed amendments shall be taken up for discussion and for such action as the membership shall decide. Amendments must be approved by a majority vote of the membership. A member may vote by proxy. If approved, the amendment shall become effective immediately, unless the action specifies another date.

# THE ASSOCIATION OF AMERICAN STATE GEOLOGISTS

## BYLAWS

(As amended at the Annual Meeting in Flagstaff, Arizona, on 17 June 2015)

### Article I. Dues and Fees

Section 1. Annual dues shall be recommended by the Treasurer, ratified by the Executive committee and shall require approval by a majority of state geologists attending the annual meeting. Payment of dues shall entitle the member to an annual subscription to the Journal.

Section 2. Honorary members and honorary associates are exempt from payment of dues and are entitled to one complimentary annual subscription to the Journal.

Section 3. Registration and other fees for Honorary Members and honorary associates and their spouses and guests for the annual meeting may be discounted from actual or reasonable costs. The exact rates are left to the discretion of the annual meeting host in consultation with the AASG President.

### Article II. Publications

Section 1. The official publication of the Association shall be called *The State Geologists Journal*. The Journal shall contain information about the organization, facilities, activities, accomplishments, publications, and other research and service activities of the various State Geological Surveys or equivalent state organizations.

Section 2. The Journal shall be issued at least annually, or more often on recommendation by the Editor and authorization by the Executive Committee. In addition to the copies distributed without charge to members and honorary members, additional copies may be purchased at a price set and reviewed periodically by the Executive Committee. Non-members may purchase copies at the same price.

Section 3. Other publications may be issued, but only if approved by majority vote of the membership at the Annual Meeting or a Special Business Meeting or the Executive Committee if timely distribution is deemed important.

### Article III. Committees

Section 1. Standing committees shall include an Honorary Members Committee, a Liaison Committee, a Future Meetings Committee, and other committees as approved by a majority vote of the membership at the Annual Meeting or Special Business Meeting. Special committees for the business of the Annual Meeting shall include auditing, balloting, and resolutions committees, and may include others as needed. Special committees may also be appointed for purposes other than the business conducted at annual meetings. At the conclusion of the Annual Meeting, the incoming President shall appoint the chairpersons and members of the standing committees and

special committees for the next business year unless membership otherwise has been decided by majority vote at a previous Annual Meeting or Special Business Meeting of the Association. The terms of standing- committee members shall be staggered so continuity of committee work will be assured. Honorary members shall be eligible for appointment to standing and special committees and to serve as chairpersons thereof.

Section 2. The chairpersons of standing and special committees shall prepare annual written reports of progress to be submitted to the President 30 days prior to the Annual Meeting. The annual reports of special committees should include a recommendation on whether the committee charge should be modified and as to whether the committee should be retained. The President, in consultation with the Executive Committee, shall determine which special committee reports will be part of the agenda of the annual meeting. Chairpersons of the standing committees shall make reports to the members at the Annual Meeting.

#### **Article IV. Affiliations**

Section 1. The Association shall be represented on the North American Commission on Stratigraphic Nomenclature by three members, who are actively serving state geologists or honorary members, appointed by the President, for terms of three years or less, staggered so that one member rotates off and another is appointed each year, in order to preserve continuity of work. The member serving the longest on the committee shall prepare an annual report to be submitted to the President 30 days prior to the Annual Meeting.

Section 2. The President or designee shall serve as the Association representative to the American Geosciences Institute Member Society Council.

Section 3. The President shall appoint a member or honorary member of the Association to a three-year term as liaison representative to various professional or other organizations as the President deems appropriate and as approved by the Executive Committee. The appointed members shall prepare a written annual report to be submitted to the President 30 days prior to the Annual Meeting.

#### **Article V. AASG Associates and Guests**

Section 1. Article III, Section 3 of the AASG constitution provides that each State Geologist may, if he/she chooses, appoint Associates. Each State Geologist shall have the opportunity to appoint up to and including not more than three Associates to be non-voting participants in AASG activities. The duration of an Associate's participation is Associates shall serve at the pleasure of the appointing State Geologist. The tenure of each Associate terminates with the termination of the tenure of the appointing power. The succeeding State Geologist (or Acting State Geologist) may appoint or reappoint Associates at their pleasure.

Section 2. Associates and honorary associates may participate individually in activities of committees at the request of the chairman and upon the concurrence of their State Geologist and the president of AASG.

Associates may meet among themselves and present suggestions to the Executive Committee for consideration. Associates as a group may be given special assignments such as providing for

AASG booth coverage at certain meetings. Some Associates may be asked by a Standing Committee or the Executive Committee to conduct limited term projects as members of a group made up of Associates or as individuals who are charged to prepare white papers, etc.

Section 3. Attendance of non-members at the Annual Meeting or Special Business Meetings other than staff associates of State Geologists, as provided for in the Constitution, Article III, Section 3, shall be by invitation of the President only.

Section 4. The President may also extend invitations to non-members to attend conferences held in connection with, but separate from, the business meetings of the Association, and may include the directors, designated associates, or representatives of federal or state agencies or other organizations working in the field of geology or related areas.

### **Article VI. Conduct of Business**

Section 1. The conduct of business shall follow Robert's Rules of Order.

Section 2. The order of business at the regular Annual Meeting shall normally be as follows:

- 1) Call to order.
- 2) Roll call.
- 3) Introductory ceremonies.
- 4) Appointment of Auditing, Balloting, and Resolutions Committees.
- 5) Reports of standing and special committees.
- 6) Reports from Association representatives to affiliated organizations.
- 7) Old business.
- 8) New business.
- 9) Reports of Auditing, Balloting, and Resolutions Committees.
- 10) Necrology.
- 11) Selection of place and date for next Annual Meeting.
- 12) Announcements.

This order may be changed at the discretion of the President or by vote of the membership at the meeting.

Section 3. The order of business at Special Business Meetings of the Association shall include items 1, 2, and 3 of Section 1, and the special business for which the meeting was duly called as provided in the Constitution, Article VI, Section 5.

### **Article VII. Amendments to By-Laws**

Section 1. These By-Laws may be amended by majority vote of the members present and voting at the Annual Meeting or Special Business Meeting of the Association. A member may vote by proxy if the member cannot be present at the time of balloting, but the proxy shall not be counted in determining whether or not a quorum is present.

Section 2. Written copies of all proposed amendments to the By-Laws must be sent to the entire membership by the Secretary at least 60 days before the Annual Meeting or the Special Business Meeting of the Association at which the amendments shall be taken up for discussion and such action as the membership shall decide.

### **Article VIII. Disposal of Assets**

Section 1. Upon dissolution of the Association, the Executive Committee shall, after paying all liabilities of the Association, transfer all assets of the Association to an organization or organizations operated exclusively for charitable, educational, or scientific purposes and that qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).