

Geoscience Education Division

Article I

Organization, Name, and Purpose

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.

Name. The name of the division is the Geoscience Education Division (GED) of The Geological Society of America, Inc.

Purpose. The main purpose of the division is to foster discussions and active participation of members of the Society in Earth-science education, including Earth-science education of the public. Therefore the mission of the GED is two-fold in nature, promoting both: 1) teaching and learning in the geosciences, and 2) research in geoscience education. The division will complement and seek to expand participation in the educational efforts of all organizations teaching the geosciences in K-16 and informally to the public. Such organizations include, but are not limited to: the National Earth Science Teachers Association (NESTA), the National Association of Geology Teachers (NAGT), the National Science Teachers Association (NSTA), Science Education Resource Center (SERC), American Geosciences Institute (AGI), UNAVCO, Incorporated Research Institutions for Seismology (IRIS) and Council on Undergraduate Research (CUR).

Article II

Membership

Any Member, Fellow, Honorary Fellow, or Affiliate of the Geological Society of America who is in good standing may become a member of the Geoscience Education Division. To effect division membership, an applicant shall express his/her desire on the GSA application or membership renewal forms or in writing to the secretary of the division or the executive director of the Society. All division members in good standing are eligible to vote and to hold office in the division.

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 Rules and Regulations of the Division. Any individual whose current dues to both the Division and Society have been paid is in good standing.

Article III

Finances

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.

Dues. The division may collect annual dues or special assessments from affiliates when recommended by its management board and approved by a majority vote of the voting affiliates.

Contributions. 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. Any such funds would be held and possibly invested by the GSA Foundation.

Article IV

Officers and Management Board

Officers. The officers of the division shall be a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary-Treasurer, two Student Representatives, and immediate Past Chair. The Secretary-Treasurer will be elected for a term of three years. The two Student Representative positions shall be held by graduate or undergraduate student representatives, each of whom may serve for two years. Student representatives who graduate during their term will continue to serve as Student Representative until their term expires. The 2nd Vice Chair will serve for one year; will then rotate into the 1st Vice Chair position for one year; and will then rotate into the Chair position for one year. The Chair will serve as the Past Chair for a final year. The terms of office shall begin immediately following the annual business meeting at which the results of the election are announced.

Management Board. The management board shall consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary-Treasurer, Student Representatives, and immediate Past Chair. *Ex officio* members (such as the Geoscience Education Committee Liaison) will be included from NAGT and NESTA in order to enhance liaison and communication.

Election of Officers. Nominations for Second Vice Chair, and Secretary-Treasurer and Student Representative as needed, will be solicited from the membership by the Secretary-Treasurer via Connected Community. Nominations, including self-nominations, can be made by any member in good standing of the Geoscience Education Division. The Secretary-Treasurer will compile nominations and submit these to the management board for approval. When approved, these nominations will be included on the ballot submitted by the secretary-treasurer of the division to the Society, which will have a ballot prepared and emailed or mailed 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.

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.

Removal of an Officer. 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 GSA or the 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.

Article V

Powers and Duties of Officers (Management)

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 to GSA of the preceding year's activities of the division which shall include the report of the chair and secretary-treasurer and the report of the various committees.

Chair. The chair shall preside at meetings of the division and the management board. The chair shall prepare the agenda for management board and business meetings.

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.

Second Vice-Chair. The second vice-chair shall assume the duties of the chair whenever both the chair and the first vice-chair are not available. The second vice-chair shall be chair of the awards committee.

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 of the Geoscience Education Division. 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.

Student Representatives. Two Student Representatives, one graduate student and one undergraduate student, will share equal responsibilities within this position. Both Student Representatives shall serve on the Iris Moreno Totten Education Research Award Committee under the direction of the Totten Committee Chair. Student Representatives shall represent GED on the GSA Student Advisory Council (SAC). Student Representatives shall, to the best of their knowledge and abilities, represent the interests and concerns of GED student members to the management board. Student Representatives may assume additional duties at the request of the management board.

Past Chair. The past chair shall serve as an advisor to the management board. The past chair may assume additional duties at the request of the management board.

Ex Officio. The webmaster will manage the division website and serve in an *ex officio* capacity to the management board. Representatives of the National Association of Geology Teachers and the National Earth Sciences Teachers Association and possibly other teacher groups shall serve in an *ex officio* capacity to the management board and to enhance effective communication.

Article VI

Committees and Division Representatives

Program Committee. The chair of the committee shall be the First Vice-Chair of the division. The Second Vice Chair will serve as a committee member. Both of these committee members will serve on the Council's Joint Technical Program Committee in collaboration with other organizational representatives (i.e. NAGT). The program committee shall 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.

Award Committee. The division may establish one or more committees, either standing or *ad hoc*, to recommend awards to individuals for their contributions in the area of geoscience education. The awards committees are described in detail in Article VIII: Division Awards.

Other Committees. Other committees may be established by action of the management board; their committee chairs and members will be appointed by the Division Chair with the approval of the management board. For example, a *Nominations Committee* may be established to solicit new candidates to apply for the management board.

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.

Tenure. Committee appointments shall terminate in the appropriate year at the close of the annual meeting of the division unless otherwise specified. Committee members may be reappointed for up to three consecutive terms.

Vacancies. Vacancies on committees may be filled by interim appointment at any time by the committee chair.

Article VII

Meetings

Annual Business Meeting. The annual business meeting of the division shall be held during the annual meeting of the Society.

Management Board Meetings. The management board shall meet immediately prior to the annual business meeting. Special meetings of the management board may be called at any time by the chair with the consent of the management board. Decisions may also be made by email or mail vote.

Technical Sessions. Technical sessions of the division shall be held during the annual meeting of the Society and at sectional meetings. Interim technical sessions, 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 geoscience education shall be encouraged at all technical sessions.

Article VIII

Division Awards

Annual Division Awards. The Division's primary award (since 1992) is the Biggs Earth Science Teaching Award. In 2017 the Division established its annual award in recognition of geoscience education research: the Iris Moreno Totten Education Research Award. Awardees are selected by the award committees and names are to be forward to GSA by the first of April or the Monday closest should April 1 fall on a weekend. The Division also awards student travel grants for attendance to GSA meetings. Awardees for travel grants are to identified prior to the fall meeting.

Other Division Awards. The Division occasionally awards a Distinguished Service Award that recognizes a member who has given outstanding service to the Division. In the past this has been awarded to secretary-treasurers who then went on to serve through the Chair cycle.

Biggs Earth Science Teaching Award: Procedures and Committee. The Biggs Earth Science Teaching Award recognizes innovative and effective teaching in college-level Earth science.

Eligibility - Earth-science instructors and faculty members from any academic institution engaged in undergraduate education who have been teaching full time for 10 years or fewer are eligible (part-time teaching is not counted in the 10-years-or-fewer requirement). Peer- and self-nominations are accepted for this award.

Nomination Process - First call for nominations goes out immediately following the GSA annual fall meeting and committee continues calling for nominees (via e-blasts, newsletters, GSA Today, etc.) monthly until March. Nominations for the Biggs Award must be submitted via the nomination form. The deadline for nominations is established by GSA and is usually in early Spring. A complete nomination package includes the following: A) Completed nomination form, in which the nominator should address teaching ability, inventiveness, initiative, cooperation, community and youth activities, and professional activities; B) Colleague letters of support; C) Student letters of support; D) CV for the nominee; E) Teaching philosophy from the nominee; and F) Example teaching materials or evidence of teaching effectiveness from the nominee.

Committee and Decision Process - The Biggs Award Committee is responsible for reviewing nomination packages and recommending an awardee to the GED Management Board. The

committee is chaired by the Vice-Chair. Committee members include the First Vice-Chair and 2-3 additional members. The committee chair is responsible for recruiting additional members from GED membership. Prior Biggs awardees should be targeted for committee membership and the final committee for the award year should be established by December of the year prior. The review and decision process is completed by committee members by reviewing the nomination packages using the evaluation rubric to score the candidates, and noting the main strengths and weaknesses of each nomination. Each committee member enters their scoring and submits a ranking with explanatory narrative to the committee chair. Once the committee has agreed upon a winner, the committee chair will notify the rest of the GED Management Board for approval.

Award Process - After board approval, the committee chair will submit the winner to GSA. Upon approval by GSA, the committee chair will notify the award winner and invite them to the NAGT-GED annual meeting luncheon. Awardee must be notified of arrangements for the award ceremony, which include a ~5 minute speech by a citationist (usually the nominator) and a ~5 min acceptance speech by the awardee. The committee chair must also contact the citationist to inform him/her of the luncheon arrangements. Tickets for both the awardee and citationist are to be reimbursed by the GED. Prior to the annual meeting registration deadline, ask the committee members if they will be able to attend the luncheon as guests of GSA GED. Committee members will need to purchase tickets for the luncheon when they register for the meeting. The GED will reimburse for these tickets.

Iris Moreno Totten Education Research Award: Procedures and Committee. The Iris Moreno Totten Geoscience Education Research Award promotes research in geoscience education, geocognition, or related fields that investigate the ways in which people interact with, understand, and connect to Earth and Earth processes. This award addresses the need to promote and disseminate high quality research into best practices for training the general public and students, fundamental characteristics of how people perceive and interact with the Earth, and relationships between knowledge, affect, and behavior. Up to two Totten Awards for Research will be awarded each year: 1) Student category, for undergraduate or graduate students; 2) Professional category, for postdoctoral researchers and junior faculty.

Eligibility - This award will be given to the author(s) of one or more studies presented in any session sponsored by the Division at the GSA annual meeting. Undergraduate students, graduate students, postdoctoral researchers, and early career faculty and professionals are eligible to receive this award.

Award Committee - The Totten Awards Committee will consist of senior scholars and the Student Representatives as well as Ad hoc committee members recruited by the committee Chair. The committee chair will be a senior scholar. Ad hoc and chair membership will be retained until members or the Management Board request modification.

Review Process - The review and decision process is as follows: 1) All abstracts submitted to GED will be identified by authors as fitting into specific categories, one of which is Research. 2) GED will group Research abstracts together into sessions. 3) After the number of Research sessions have been identified, an email will be sent to the GSA GED (by the GED Chair) and the Geocognition/Geoscience Education Research list

(GEOED-RESEARCH@list.msu.edu) by the Committee Chair to recruit senior scholars as judges. It is recommended that:

- a. Senior scholars are ineligible for the Totten Award and thus are ideal as judges.
- b. At least two judges will observe every talk and poster in a GED Research session.
- c. All judges must agree to recuse themselves where they have any potential conflict of interest.
4. An evaluation rubric will be used for consistently evaluating Research talks.
5. Judges will be asked to submit their evaluations by the last day of Fall GSA.
6. The Totten Committee will review evaluations and identify awardees from one or both categories.
7. The award recommendation(s) will be submitted to GED by the Totten Committee Chair by December 31 each year.

Article IX

Division Communications: Newsletter and Website

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.

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 (ex officio) 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.

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. The newsletter editor shall be appointed by the Management Board and shall serve at the discretion of the Management Board. The newsletter editor shall request from other board members and ensure information is correct prior to publication. The editor will ensure that the newsletter is distributed in a timely fashion three times per year (January, May, September) via email and connected community, or other means determined by the Management Board.

Social Media. The Division shall maintain a presence on social media as prescribed by the Management Board. The webmaster shall solicit material from the Management Board for posting to social media and may delegate other board members (e.g. student representatives) to make social media postings after ensuring all information is correct, appropriate and approved by the Management Board.

Article X

Rules and Amendments of the Bylaws

The management board, by majority vote, may adopt, rescind, or amend rules supplementing the bylaws. Bylaws of the division may be adopted, rescinded, or amended according to the following procedures: (1) approval by the management board, (2) approval by majority vote of

voting affiliates of the division at the annual business meeting or by mail vote, and (3) ratification by the Council.

Revision History

Bylaws amended on May 8, 1992.

Bylaws amended on May 14, 1994.

October 2007 – Language amended to conform with new GSA policy on who is eligible to vote and hold office.

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

Revision drafts (drafted, but never formally approved)

June 2012 - added language for division awards

April 2016 - added language to clarify duties of management board and roles of committees

April 2018 - clarified mission statement, added student representatives and defined their roles, refined language and implemented revisions of management board and committees articles from 2012 and both 2016 revision drafts, expanded awards article to include procedures and new Totten Award, added a removal of officer amendment to article IV, added newsletter and social media to article IX

June 2020 (current document) - clarified student representatives positions and term length