Bylaws of the Karst Scientific Division of the Geological Society of America

Established by Council on 22 October 2014

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 Karst Scientific Division of the Geological Society of America, Inc.

(3) **Definition.** Karst is a terrain comprised of distinctive subsurface and surface features and processes that relies on its existence on the host rock being highly soluble in the presence of naturally-occurring acids. Karst terrain is an open system that contains geological, hydrological, biological, geochemical, geomorphological, and meteorological components that interact with and upon one another both at the surface of the Earth and in the subsurface. Connections between all components can be dynamic and operate on very short to very long-time scales. Such terrains can be active and contemporary or inactive and/or completely decoupled from current conditions. The Karst Division focuses on all processes acting in karst terrain and emphasizes the extremely multi-disciplinary approach to studying karst in all of its aspects.

(4) **Purpose.** The purposes of the Division are: (1) to promote the collaboration of scientists working across the broad disciplines involved in the scientific study of karst, (2) facilitate the presentation and discussion of their problems and ideas, (3) promote research and the publication of results on karst studies, (4) to cooperate with other Divisions and Sections of the Society and with other scientific organizations in fostering, aiding, furthering, and promoting research in karst systems, and (5) to advise and assist the officers and committees of the Society in matters pertaining to karst science. The Division will encompass the integration of karst research through time and across social, political, geographic, and political space; to simultaneously promote both the broad scope and detailed disciplinary work demanded of rigorous interdisciplinary research; to nurture this growing spectrum of fields by active encouragement and mentoring of students; work in coordination with other GSA divisions; and to advise and assist the officers and committees of GSA in matters related to karst sciences.

ARTICLE II. Membership

(1) **Categories.** Any Member, Fellow, Honorary Fellow, Student or Teacher Associate of the Geological Society of America who is in good standing may affiliate with the Karst Division. To create such affiliation, an applicant shall express his/her desire in writing to either the Secretary of the Division or to the Executive Director of the Society. This is accomplished in one of three ways: (a) indicating his/her affiliation on the initial membership application for the Geological Society of America when first joining the Society; (b) indicating his/her affiliation when s/he renews his/her annual membership in the Society; or (c) by joining via the Divisions area of the Society's website.

(2) **Voting Rights.** All affiliates in good standing, except Student and Teacher Associates, 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 as described and outlined in Article VIII. An individual whose current dues to both the Division and Society have been paid is in good standing. Student and Teacher Associates may serve on committees as conferees.

ARTICLE III. Finances

(1) **Responsibility.** The Society shall be financially responsible for normal expenses of the Division. All other financial obligations or commitments of the Division must have prior approval of the Council. In certain cases, special funds developed by the Division may be managed by the Geological Society of America.
Foundation. The Division General Fund is managed by the Society, whereas special funds and other award funds, may be managed by the Geological Society of America Foundation.

(3) 

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 at the Annual Business Meeting or by ballot.

(4) Contributions. The Division may solicit and accept contributions of funds to be used and expended under supervision of its Management Board and subject to Council approval.

(5) Any future bequests to the Division, and all subsequent donations to such funds are to be kept intact, and only the proceeds will be used in accordance with standard procedures of the GSA Foundation, except that the management board will have the power to utilize portions of the principal in the case of a clear emergency and only by unanimous vote of the management board, or by amendment of the bylaws in accordance with established procedure.

ARTICLE IV. Officers and Management Board

(1) 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, secretary, and treasurer and reports of the various committees. This report shall be submitted before February 15th each year by the Division to the executive director of the Society prior to the semiannual Division Chairs meeting. The report will be presented to the affiliates of the Division in the Division's newsletter.

(2) Officers. The officers of the Division shall be a Chair, a Vice Chair, a Secretary, a Treasurer, and Webmaster and Social Media Coordinator. The term of the Chair, Vice Chair, Secretary, Treasurer, and Webmaster and Social Media Coordinator shall be two years. The Secretary will be elected in even-numbered years. The Treasurer will be elected in odd-numbered years. The terms of office shall begin immediately following the annual business meeting at which the results of the election are announced.

(3) Management Board. The Management Board shall consist of the Chair, Vice Chair, Secretary, Treasurer, Webmaster and Social Media Manager, and immediate Past Chair of the Division, Division Representative to the GSA Joint Technical Program Committee (JTPC), and the Student Representative(s) to the Board.

(4) Election of Officers. The Nominating Committee of the Division shall nominate candidates every two years for the offices of Chair, Vice Chair, Secretary, Treasurer, and Webmaster and Social Media Manager. When approved by the Division Chair, these nominations shall become the regular ticket and shall be submitted by the Secretary of the Division to the Executive Director of the Society, who shall have prepared and distributed to the voting members of the Division a ballot which shall also have space for write-in nominees. Nomination of a candidate to become a Division officer also may be made in writing to the Division Secretary by any four voting affiliates of the Division in good standing who shall verify that the candidate is qualified and willing to serve in that office. The candidate's name will be forwarded to the chair of the Nominations Committee for consideration. Nominations shall be accepted if signed by the nominating affiliates and received by the Secretary no later than June 1. After considering the nominations, the Nominations Committee shall present the Management Board with the names of the candidates to be voted on by the Division membership at large.

(5) Qualifications. Nominees and officers must be members in good standing of the Society and the Division.

(6) Election Procedures. The election of officers shall be in accordance with the election procedures of the Society and shall be under the supervision of the Society. All provisions governing the election of officers of the Society that are applicable to the Division shall govern the election of officers of the Division.
(7) **Re-election.** No person shall be eligible to serve more than one consecutive term as Chair or Vice Chair of the Division, unless under extreme emergency and with the unanimous approval of the Management Board and the President of the Society. Only the Secretary, Treasurer, and Webmaster and Social Media Manager may be re-elected to the same office for consecutive terms and may remain in office so long as it pleases the Division membership and Management Board and the individual serving is willing. The Division’s JTPC representative may be re-appointed to consecutive terms and may remain in office so long as it pleases the Management Board and the individual serving is willing. Unless prohibited by extenuating circumstances, the normal progression in office is from Vice Chair to Chair to Past Chair. Normally, these offices are only held once by any person. In accordance with Article VI, Section 3 of the bylaws of the Society, the Chair and Vice Chair shall not be eligible for re-election to their respective offices until at least three (3) years have elapsed from the expiration of their terms of office.

(8) **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 Society 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.

(9) **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 business meeting of the Division.

(10) **Expenses of the Management Board.** No member of the management board may be reimbursed from the funds of the Division for their traveling expenses when attending meetings of the Division. The management board may authorize expenses for attendance of any member of the Division, including members of the management board, for attendance at the annual Division chairs’ meeting of the Society or other functions of the Society or Division as deemed appropriate. Travel expenses may be paid for by the Division on authorization of the management board for any special function of the Division, such as the Distinguished Lecture Series, or any meeting or function deemed in the best interest of the Division by the management board.

**ARTICLE V. Powers and Duties of the Officers and Management Board**

(1) **Management Board.** The Management Board shall manage the property and affairs of the Division as defined in Article IV.

(2) **Chair.** The Division Chair shall preside at meetings of the Division and the Management Board. At the annual business meeting, the Chair shall submit a report to the Management Board on the activities of the Division during his/her term of office and on future Division plans.

(3) **Vice Chair.** The Vice Chair shall assume the powers and duties of the chair in the event of the absence or disability of the chair. Such absence or disability is to be determined by a majority vote of the Management Board.

(4) **Secretary.** The Division Secretary shall keep records of the proceedings of the Division and shall act as Secretary of the Management Board. The Secretary shall maintain liaison with GSA Headquarters and shall serve as a member of all committees. The Secretary 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. The Secretary shall arrange for the creation, distribution, collection, and tallying of Division ballots and for the announcement of election results in the Division newsletter.

(5) **Treasurer.** The Treasurer shall account to the Council of the Society for all funds advanced by the Society. The 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) **Webmaster and Social Media Manager.** The Web Master and Social Media Manager shall create and maintain the Division web presence, which will include but is not limited to the current Division newsletter, archiving of historical information such as previous editions of newsletters, past award winners, bylaws, rules and regulations, and so forth. The Webmaster and Social Media Manager will also create and maintain the Division’s social media outlets (e.g., Facebook, Twitter, Google+, YouTube, LinkedIn) the Division feels are warranted or necessary to conduct the Division’s business, market Division activities, or to communicate with and convey information to the membership.

(7) **Past Chair.** The Past Chair shall serve as an advisor to the Chair and serves as non-voting member of the Management Board for a term of two years, or until the current Chair’s term ends and he or she rotates into the position.

(8) **Student Representative.** The Division members will nominate and the Management Board will appoint a Student Representative as a non-voting member of the Management Board. The student can be an undergraduate or graduate student. The Student Representative shall advise on matters concerning GSA student and early career issues, as well as Division outreach. The student representative shall serve a one-year term.

(9) **Division representative to the GSA Joint Technical Program Committee (JTPC)** – The JTPC representative will be appointed by the Membership Board and will serve as the primary JTPC representative and as a non-voting member of the Management Board. The Vice Chair serves as the secondary JTPC representative to step in if the Primary JTPC representative is unable to fulfill some or all duties. Additional reps to assist may be appointed as needed by the Board. The JTPC Rep will serve a term of three years, with no limit if he or she is willing and approved by the Management Board to continue in the position.

(10) **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 Division Representatives**

(1) **Committees of the Division.** The standing committees of the Division are as listed in Section 2; and the Chair, on the advice of the Management Board, may appoint special committees as from time to time are deemed necessary. The Chair of the Division, with the concurrence of the Management Board, shall establish whatever committees are required to help the Division function effectively as a component of the Society. All committee members, including the chair of said committee, shall be appointed by the Chair of the Division, unless stated otherwise in the Rules and Regulations of the Division. Only the chair of the committee need be a member of the Karst Division, but all committee members must be members of the Society. All committees, except for the standing committees, shall be abolished as soon as their principal objectives have been met or at the discretion of the management board. Committees of the Division shall be established for a one-year duration, unless otherwise specified in the Rules and Regulations of the Division. If a new committee is established, then the Division chair shall provide the newly established committee and the management board with a clear statement of the objectives of the committee. All such committees shall be advisory in character and shall report to and act under the direction of the management board. The chair, or a representative designated by the chair from the members of the management board, shall be an ex-officio member of every committee. Thus, members of the management board are not normally appointed as committee members.

(2) **Standing Committees.** The standing committees of the Division shall include the Program Committee, Awards Committee and Nominating Committee.

a. **Program Committee.** The Division’s Management Board shall appoint a Program Committee consisting of one or more voting affiliates in good standing of the Division. The Program Committee shall plan and arrange for the technical sessions of the Division at the GSA Annual Meeting and such other programs (symposia, workshops, field trips, events) as may be directed by the Management Board. The Program Committee may plan research symposia (such as Penrose Conferences and Thompson Field Conferences) to be held at various times and places and may appoint Division representatives to
organize and chair the symposia. The Program Committee will be appointed annually. Committee members may be reappointed to serve a maximum of three years. The Division Chair will chair the Program Committee.

b. **Nominating Committee.** The Division’s Management Board shall annually appoint a Nominating Committee consisting of three voting affiliates of the Division who are not members of the Management Board. One member of the committee shall be designated as the committee chair. The Nominating Committee shall nominate candidates every two years for the offices of Vice Chair, Secretary, Treasurer, and Webmaster and Social Media Coordinator. The offices of Secretary and Treasurer will be nominated per the schedule in Article IV paragraph 2. The Nominating Committee will facilitate the nomination of members of the Division for other Society-wide appointments (e.g., Fellow of the Society). All members of the Nominating committee shall serve for two years, with their terms staggered so that one new member is named each year as one member retires.

c. **Awards Committee.** The Division’s Management Board shall appoint an Awards Committee consisting of three voting affiliates in good standing of the Division. The Awards Committee will recommend recipients for any Division awards approved by the Management Board. The chair of the committee shall be the Vice Chair of the Division. All members of the Awards Selection Committee shall serve for three years, with their terms staggered so that one new member is named each year as one member retires.

(3) **Other Committees and Positions.** The Division Chair, with the approval of the Management Board, may appoint other committee chairs. Appointment of committee members will be the responsibility of the respective committee chairs.

(4) **Duties.** The duties, functions, and purposes of each standing committee shall be determined by the management board and codified in the Rules and Regulations of Division. The functions, purposes, and rules and regulations of the other committees are to be determined by the chair of the Division with the concurrence of the management board as outlined in Section 1. The chair of each standing committee shall report the activity of the committee during the preceding year to the management board at its annual meeting and to the membership at the annual business meeting, or at such times as the management board may direct. All actions of the committees are subject to the approval of the management board of the Division and the bylaws of the Society.

(5) **Division Representatives.** In order to facilitate effective management of the Division and communication and interaction between the Division and other components of the Society and (or) other related scientific societies, the chair may appoint at his/her discretion, members in good standing of the Division, to serve as representatives to other Divisions, Society sections, Society committees and other scientific societies, as well as a newsletter editor or other such Division function as deemed necessary by the chair and management board. The responsibilities of the Division representatives shall be as defined in guidelines as provided in the Rules and Regulations as outlined in Article VIII and as provided by the chair and management board. No appointments shall exceed one year, unless renewed by the incoming Division chair. The members of these offices shall all be appointed by, and serve at the pleasure of, the chair of the Karst Division.

(6) **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 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.

(7) **Tenure.** Committee appointments shall expire at the close of the next annual meeting of the Division, unless otherwise specified in the Rules and Regulations of the Division. Vacancies on committees may be filled by interim appointment at any time by the committee chair. Committee members may be reappointed to serve a maximum of three years. The newly elected chair of the Division, with the advice of the management board, shall make appointments to fill any vacancies on the standing committees within four
weeks after the conclusion of the annual business meeting of the Division. The functions, purposes, and rules and regulations governing the standing committees are established in the Rules and Regulations of the Division according to Article VIII of these bylaws.

(8) *Student and Teacher Associates.* Student and Teacher Associates may be appointed as conferees to any committee.

(9) *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.

**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 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) *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 Karst Division at any time and place, provided such meetings shall be held in conjunction with a function of the Society and have received GSA Council approval. The purpose of a special meeting may be to conduct any business affecting the welfare of the Karst Division, except that the installation of new officers must occur at the annual meeting of the Society.

(3) *Quorum.* A simple majority of the officers of the Karst Division shall constitute a quorum at all meetings of the membership of the Karst Division or of the Management Board. At any meeting of any committee the committee members present shall constitute a quorum. Any meeting may proceed or be adjourned without the presence of a quorum, but any vote or action taken during or as a result of any meeting shall be considered legal and binding only if a quorum is present.

(4) *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, provided that such observers may participate only upon invitation of the person presiding over the meeting.

(5) *Meetings of the Management Board.* The annual meeting of the management board shall be held immediately prior to the annual business meeting of the Division. Special meetings of the management board may be called at any time by the Division chair or by a majority of the officers. Meetings of the management board may be conducted in person, by telephone, by fax, by correspondence, by e-mail, or by any combination of means of communication that the chair may direct. The annual meeting of the management board must be an in-person meeting and held in conjunction with the annual meeting of the society.

(6) *Technical Sessions.* Technical sessions of the Division shall be held during the annual and regional meetings of the Society. Cooperative meetings with other societies, or other special programs, may be held at any time, subject to the approval of the Management Board. The participation of non-members of the Society who are engaged or interested in karst shall be encouraged at all technical sessions.

(7) *Symposia.* Research symposia of the Division shall be held during the annual meetings of the Society and may be held during regional meetings. Symposia chairs will be appointed by the Division’s Program Committee. Symposia topics will be determined by the symposia chairs and the Program Committee.

(8) *Informal Meetings.* Informal research meetings may be scheduled by the Management Board and Program Committee during the annual and regional meetings of the Society.

**ARTICLE VIII. Division Awards**

(1) The Division shall sponsor the following awards.

a. The GSA Karst Division Student Research Award - specifically to support a student in karst research
b. The GSA Karst Division Outstanding Student Presentation Award – two awards, one for the best oral and best poster presentation given by a student in karst science

c. The GSA Karst Division Meritorious Contribution Award - award to the author of a published paper or body of work of distinction that has significantly influenced the intellectual direction of karst or broadly enhanced the knowledge of the discipline.

d. The GSA Karst Division Early Career Scientist Award - to a distinguished scientist (35 or younger throughout the year in which the award is to be presented or within 5 years of their highest degree or diploma) for outstanding achievement in contributing to the karst profession through original research and service, and for the demonstrated potential for continued excellence throughout their career.

e. The GSA Karst Division Distinguished Service Award - in recognition of distinguished personal service to the karst profession and to the Karst Division.

(2) The Geological Society of America Research Grants Committee is also charged with the selection of an outstanding student proposal in the field of karst sciences from the applications submitted annually to the Geological Society of America research grants program. Proposals from faculty are specifically excluded from consideration of this award. The Division Awards Committee will work in coordination with the GSA Awards Committee to select an awardee.

a. The name of the award shall be the Geological Society of America Jack W. Hess Award in Karst Studies.

b. Up to $1,000 annually will be available from the Division unless the Committee on Research Grants is notified prior to its annual meeting that a lesser amount is available from the division for that year. The actual amount of the award will be determined by the Committee on Research Grants in accordance with its normal policy.

c. The Geological Society of America, through the Committee on Research Grants, will administer the award in accordance with its normal policies and practices, including but not limited to mailing and processing of application forms, and notification and distribution of the award to the recipient.

d. Upon reaching its decision, the research grants administrator will notify the Division Chair and the Division Newsletter Editor of the name of the awardee, the title of the proposal, and the amount of the award. The Division Chair will write a letter of congratulations from the Division to the recipient of the award.

ARTICLE IX. Division Newsletter

(1) The Division shall have newsletters published twice a year, spring and fall, which shall be distributed to all Division affiliates in good standing. The newsletters will be archived on the Division website. The Division Chair will serve as Newsletter Editor.

ARTICLE X. Operations Manual and Amendment of the Bylaws

(1) Operations Manual. The Management Board of the Division, by a majority vote, may adopt, rescind, or amend the contents of the Operations Manual of the Division. Temporary changes may be made at any time and will be in effect only until the next formal meeting of the Management Board. The permanent adoption of changes to the Operations Manual must be approved by a majority vote of the Management Board at its next formal meeting. Changes Operations Manual may also be made as a result of a majority vote of Division members present at the annual business meeting of the Division. Changes in the Operations Manual, other than those proposed and adopted by the Management Board, may be proposed by any voting affiliate of the Division and must be received in writing by the Secretary of the Division at least sixty (60) days prior to the Division’s annual meeting.

(2) Bylaws. The Management Board of the Division may, by a majority vote, propose actions dealing with the Bylaws. Bylaws may only be adopted, rescinded, or amended by 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 two percent (2%) of the voting members of the Division. Such a vote
shall be supervised by the Society and held in accordance with the procedures of the Society. Amendments approved by the Division shall be reported to the Executive Director of the Society and become effective following ratification by the Council. Any amendment may be proposed to the Management Board by any member of the Division not less than sixty (60) days prior to the annual meeting of the Division by a petition signed by two percent of the voting membership of the Division in good standing, and shall be set forth in the notice of the meeting and may be adopted by a majority of the voting membership present in person or lawfully represented according to the rules of the Society.

### History of Formal Bylaws Amendments

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<th>DATE</th>
<th>CHANGE OR AMENDMENT</th>
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