HISTORY AND PHILOSOPHY OF GEOLOGY 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 History and Philosophy of Geology Division of The Geological Society of America, Inc.

3. Purpose. The purpose of the division is to provide a suitable forum for presentation of papers on history and philosophy of geology and discussion of problems of mutual interest in the study of history and philosophy of geology and the development of the geological sciences, to stimulate research and teaching of such history and philosophy, and to act as an organized group in promoting these objectives within the framework of the Geological Society of America.

ARTICLE II
Membership

1. Any member of the Geological Society of America (GSA) who is in good standing may join the History and Philosophy of Geology Division. To effect such membership, GSA members and newly joining members may select this Division with their annual GSA membership and submit the corresponding dues. All Division members in good standing may vote and hold office in the Division.

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.

2. 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.

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 and Management Board

1. Officers. The officers of the division shall be a chair, a first vice-chair, a second vice-chair, and a secretary-treasurer. The chair and vice-chairs shall each be elected for terms of one year, and every two years for secretary-treasurer and a student representative (ex-officio). 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 immediate past chair.

3. Election of Officers. The nominating committee of the division shall nominate candidates annually for chair, first vice-chair, and second vice-chair, and every two years for secretary-treasurer. When approved by the management board, these nominations shall be printed in the winter issue of the division's newsletter.

A nomination for any of these positions also may be made 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 nominations shall be accepted if signed by the nominating affiliates and received by the secretary-treasurer no later than June 1.

If no candidates are nominated other than those nominated by the nominating committee, the secretary-treasurer shall declare these candidates elected by affirmation. If other candidates are nominated and approved by the management board, they will be added to the regular ticket and shall be submitted by the secretary-treasurer of the division to the executive director of the Society, who shall have a ballot prepared and mailed with the summer issue of the newsletter 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.

ARTICLE V
Committees

1. Program Committee. A program committee consisting of two or more voting affiliates of the division shall be appointed by the management board.

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.

The program committee chair, or someone designated by him/her, shall serve as the division's program representative on the Council's Joint Technical Program Committee.

2. Nominating Committee. A nominating committee consisting of three voting affiliates of the division who are not members of the management board shall be appointed by the chair.
The nominating committee shall nominate candidates annually for chair, first vice-chair, and second vice-chair, and every two years for secretary-treasurer.

3. **Awards Committees.** The History of Geology awards will be considered annually in accordance with the bylaws of the Society.

   a. **Selection Committee.** A selection committee shall consist of three voting affiliates of the division, each serving three years, in staggered terms, with one new member being named each year by the chair of the division. Each year the senior member will chair the committee.

   b. **Frequency of the Awards.** The awards generally will be made annually, but in any particular year may be withheld if no suitable candidates is/are selected or if the candidate(s) is/are unwilling to accept the award.

   c. **The Mary C. Rabbitt Award in the History of Geology.** The award will be given for contributions of fundamental importance to our understanding of the history of the geological sciences. The Award will consist of a Revere-style bowl of polished pewter and a printed or inscribed certificate of such design as is deemed suitable by the division and the Society's Council. The award will be presented at the business meeting of the division during the annual meeting of the Society.

   d. **The Gerald M. and Sue T. Friedman History of Geology Distinguished Service Award.** The award will be presented to an individual or individuals for exceptional service in the advancement of our knowledge of the history of the geological sciences. Contributions deserving of the Award may include, but are not limited to, the discovery, management and making available of rare source materials; promotion of meetings, symposia and scholarly organizations devoted to the history of geology; establishment and editing of scholarly journals in this field; and exceptional service to the division or other organizations related to the history of geology. The Award will consist of a Certificate recognizing the individual’s contributions. The Award will be presented at the business meeting of the division during the annual meeting of the Society.

   e. **Student Award.** The award will be given for the best abstract to be submitted for presentation at the national GSA annual meeting by a student. The Award will consist of $1000 applied to student expenses to attend the national GSA meeting and present a paper in the History and Philosophy of Geology disciplinary session.

   f. **Selection Procedures.** Nominations for the awards will be made in accordance with the following procedures. All letters and correspondence shall be held confidential, but all bibliographies, votes, and pertinent correspondence shall be preserved by the secretary of the division, who will make them available to the succeeding chair upon request:

      (1) Mary C. Rabbitt and Distinguished Service Awards in the History of Geology:
(a) 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 affiliate who requests such material, the names and addresses of the committee members, a copy of the selection procedures, a list of past recipients of the award and currently eligible nominees, instructions for submitting names, and a notification of the February 1 deadline for the receipt of nominations by the chair of the selection committee. Nominations will be valid for three years.

The secretary also shall invite nominations from the affiliates and members of the Society by placing an announcement in the division's fall newsletter and the Society's *GSA Today*. The announcement shall include the statement of requirements for qualification, 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 information on each candidate--name, title, affiliation, date and place of birth, education, degrees, honors and awards, major career events, and the contributions that warrant the award.

(b) The chair of the selection committee will distribute a list of candidates, together with supporting materials, to committee members soon after the **February 1 deadline**. Each member of the committee will select from among the list of candidates a first, second, and third choice for the award. If necessary, additional rounds of balloting will be carried out until a clear consensus emerges of the top one to three candidates.

The chair of the selection committee will present the names of the top one to three candidates (in ranked order), and the required documentation, to the secretary of the division who by **March 15** will forward the information to all members of the division's management board for the selection of the candidate using the three-two-one rating specified above.

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 accompanied by a paragraph that describes the contributions being recognized in the award. Following the Council meeting, the president of the Society will inform the recipient of the award. The chair of the division will be notified of the confirmation at the same time.

(2) Student Award:

(a) The Secretary shall advertise the award via the division newsletter, website, and direct mailings to selected geoscience and history of science departments by 1 February.

(b) Undergraduate and graduate students may apply by May 1 by submitting an abstract of a proposed paper relating to any aspect of the history of geology, in conformity with GSA editorial style. Faculty members may be junior authors, but the student must agree to present the paper if it is chosen as the winner. Students will also be asked to complete a short application form with information on their degree status and location.
(c) The secretary shall forward all eligible applicants’ materials to the selection committee by May 15. Committee members shall inform the secretary of their choice by June 1. The secretary shall work with the student who has been selected to receive the award to meet GSA requirements for abstract submission for the national meeting.

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.

**ARTICLE VI**

**Management**

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. The report will be presented to the affiliates of the division in the division's newsletter.

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.

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.

4. **Second Vice-Chair.** The second vice-chair shall assume the position of chair whenever both the chair and the first vice-chair are not available.

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. **Student Representative, Ex-Officio.** The Division may elect, or the Management Board may nominate and appoint, a student representative as an ex-officio non-voting member of the Division Management Board. The student representative shall advise on matters concerning GSA student and early career issues, as well as Division outreach to a young audience including social media. The student representative shall serve a two-year term.

7. **Past Chair.** The past chair shall serve as an advisor to the 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.

2. **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 a majority of the management board. Decisions may also be made by mail vote.

3. **Technical Sessions.** Technical sessions of the division shall be held during the annual meeting of the Society. 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 the history of geology shall be encouraged at all technical sessions.

**ARTICLE VIII**

Rules and Amendment of the Bylaws

1. The management board, by majority vote, may adopt, rescind, or amend rules supplementing the bylaws.

2. 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.

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Bylaws amended on (ExCom 2-4-81, pg. 4) May 19, 1981; October 20, 1982; November 7, 1984; May 6, 1988; October 21, 2006; October 2007
October 2007 – Language amended to conform with new GSA policy on who is eligible to vote and hold office.
October 2010 Name of the division changed to History and Philosophy of Geology Division.
April 29, 2011 – Council approved changes to Article V-Committees, Student Award increased to $1,000 and various deadline dates for the Mary C. Rabbitt Award.
October 18, 2014 – Membership approved additional of Student Representative for a two year term and Secretary terms changed to 2 years.