GEOARCHAEOLOGY DIVISION BYLAWS
Established by Council on May 3, 1977

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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 Geoarchaeology Division of The Geological Society of America, Inc.

3. Purpose. The division’s purpose is to provide a forum for interdisciplinary communication and community development among researchers and educators addressing geoscientific and archaeological questions. The division seeks to promote inclusive discussion of investigative and interpretive problems, stimulate research and teaching in human-environmental systems, and support these objectives within the framework of the Geological Society of America.

ARTICLE II
Membership

1. Categories: Any Member, Fellow, Honorary Fellow, or Affiliate of the Geological Society of America who is in good standing may become a member of the Geoarchaeology 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.

2. 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 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.

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. 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.
2. *Dues*: The division may collect annual dues or special assessments from division members when recommended by its management board and approved by a majority vote of the voting division members at the Annual Business Meeting or by ballot.

3. *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.

4. *Bequests*: Any future bequests to the Geoarchaeology 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, Management Board, and Advisory Board*

1. *Officers*. The officers of the division shall be a chair, a vice-chair, a past chair, and a secretary-treasurer. The chair and vice-chair shall each be elected for terms of two years, and the secretary-treasurer for a term of three years. 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 division chair, vice-chair, secretary-treasurer, and immediate past division chair. A student may serve as an ex-officio member of the 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 and secretary-treasurer and reports of the various committees. This report shall be submitted before September 15 of the following year 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.

3. *Election of Officers*. The nominating committee of the division shall propose biannually a single slate of candidates for chair, for vice-chair, and for secretary-treasurer. Normally, the vice-chair will be nominated for chair for the following term. When approved by the management board, these nominations shall become the regular ticket and shall be submitted by the secretary-treasurer of the division to the executive director of the Society, who shall have prepared and mailed to the voting members of the division a ballot which also shall have space for write-in nominees.
4. **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 can be an undergraduate or graduate student. The student representative shall advise on matters concerning GSA student and early career issues, and perform outreach to students at meetings and through division social media. The student representative shall serve a two-year term.

5. **Removal of a Management Board Officer, 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 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.

6. **Qualifications.** Nominees and officers must be members in good standing of the Society and the Division.

7. **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 which are applicable to the division shall govern the election of officers of the division. In the event of a tie vote for elected office, the management board shall decide the winner.

8. **Re-election.** No person shall be eligible to serve more than one consecutive term as chair or vice-chair of the division, except in extreme emergency and with the unanimous approval of the management board and the president of the Society. The secretary-treasurer shall be permitted to serve for consecutive terms if approved by the management board. 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.

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 biannual election of division officers.

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 a distinguished lecture series, or any meeting or function deemed in the best interest of the division by the management board.

11. **Appointed Members of the Management Board.** Each Associated Society shall be permitted to appoint one Representative to the Management Board. These need not be Geological Society of America members. A Council Liaison to the division is appointed by the President of the Geological Society of America.

**ARTICLE V**

*Powers and Duties of Officers (Management)*

1. **Management Board.** The property and affairs of the division shall be managed by the management board as defined in Article IV. 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 division 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 shall be made available to the members of the division in the division's newsletter. All actions of the management board are subject to the bylaws of the Geological Society of America.

2. **Chair.** The division chair shall preside at annual meetings of the division and meetings of the management board. 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 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.

The vice-chair will, under normal circumstances, be the program committee chair and serve as the division's representative on the Council's Joint Technical Program Committee. The vice-chair shall supervise planning for the division technical sessions or symposia to be held at the Annual Meeting of the succeeding year. The vice-chair will coordinate the work of any section representatives and will appoint representatives to organize technical sessions for section meetings. The vice-chair shall also be charged, under normal circumstances, with planning of field trips for division members.

4. **Secretary-Treasurer.** The secretary-treasurer shall keep and archive the records of the proceedings of the division and shall act as secretary of the management board. 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 maintain liaison with Geological Society of America headquarters and shall serve, *ex officio*, as a member of all committees. The secretary-treasurer shall account to the
Geological Society of America Council for all funds advanced by the Geological Society of America.

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 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.

5. *Past Chair*. The past chair shall serve as an advisor to the chair, forms some of the corporate memory of the division,

6. *Representatives of Each Adhering Associated Society*. Each Adhering Associated Society to the Division appoints one representative to the management board who both represents those societies and acts as a liaison back to their respective society.

7. *Council Liaison to Division*. The Council Liaison to the Division is an ex-officio member of the management board. The Council Liaison shall have no voting privileges on proceedings of the management board.

8. *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 can be an undergraduate or graduate student. The student representative shall advise on matters concerning GSA student and early career issues, and perform outreach to students at meetings and through division social media.

**ARTICLE VI**

*Committees and Division Representatives*

1. *Formation of Committees*. The chair of the division, with the concurrence of the management board, shall establish whatever committees are required to help the division function effectively. All committee members, including the committee chair, shall be appointed by the chair of the division with advice of the management board, unless required otherwise in these Bylaws. Only the chair of the committee need be a member of the Division, but all committee members must be members of either the Geological Society of America or an Adhering Associated Society. The division secretary-treasurer shall be a non-voting ex-officio member of every committee. Members of the management board are not normally appointed as committee members.

2. *Program Committee*. A program committee consisting of two or more voting affiliates of the division shall be appointed by the management board. Under normal circumstances, the vice-chair shall be the program chair.
The vice-chair and/or 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 shall serve as the division's program representative on the Council's Joint Technical Program Committee.

3. **Nominating Committee.** A nominating committee consisting of three voting affiliates of the division who are not members of the management board, including one who shall be designated committee chair, shall be appointed by the division chair. The nominating committee shall nominate candidates biannually for division chair, vice-chair, and secretary-treasurer following the guidelines in Article IV, Section 3, of these bylaws.

4. **Awards Committee.** The awards committee reads and reviews all award application and nominations, and informs the chair of all division award selections. The awards committee shall consist of a chair and two other voting affiliates of the division. The division chair and secretary-treasurer shall act as committee members, *ex officio*. The members of the selection committee will serve for three years, with staggered terms, with one new member being named each year by the chair of the division immediately after the Geological Society of America annual meeting. Vacancies in the committee will be filled by appointment by the chair of the division. Past recipients of awards may serve on the committee. The chair of the committee will be selected by the chair of the division from among the second- or third-year members of the committee. Division awards will be made annually, but in any particular year may be withheld if no suitable candidate is selected. Division awards can be given only once each calendar year.

5. **Other Committees.** Other committees for special functions may be established by the management board from time to time. Chairs of the special committees will be appointed by the division chair with the approval of the management board. Appointment of committee members will be the responsibility of the committee chair.

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-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.

7. **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. Vacancies of committee chairs may be filled by appointment of division chair. Committee members may be reappointed a maximum of three consecutive terms.

**ARTICLE VII**
Meetings

1. **Annual Business Meeting.** The annual business meeting of the division shall be held during the annual meeting of the Society. Awards or other special recognition by the division shall be presented at this meeting.

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, or by a majority of the officers. Meetings of the management board may be conducted in person, by telephone, by online web or video conferencing, 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, unless the annual meeting is held virtually.

3. **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 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 division, except that the installation of new officers must occur at the annual meeting of the Society.

4. **Standing and ad hoc Committee Meetings.** While in-person meetings of these committees are desirable, meetings may be conducted in person, by telephone, by fax, by correspondence, by e-mail, or by any combination of means of communication that the committee chair may direct.

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

6. **Technical Sessions.** Technical sessions of the division shall be held during the annual and regional meetings 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 and the Council of the Geological Society of America. The participation of non-members of the Society who are engaged or interested in geoarchaeology shall be encouraged at all technical sessions.

7. **Symposia.** Research symposia of the division shall be held during the annual meeting of the Society and may be held during regional meetings. The division’s program committee will appoint symposia chairs. The symposia chairs and the program committee will determine symposia topics.
8. **Informal Meetings.** The management board and program committee may schedule informal research meetings during the annual and regional meetings of the Society.

9. **Open Meeting Rule.** All in-person meetings of the board or committees of the division shall be open to division members who wish to observe all or part of the proceedings. Observers may participate in the proceedings only upon invitation of the person presiding over the meeting.

10. **Scientific Sessions.** Technical sessions, research symposia, or other types of special programs of the Division can be held during both the annual and regional meetings of the Geological Society of America and meetings of the Associated Societies or other societies 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 relevant areas shall be encouraged at all scientific sessions.

**Article VIII**

**Division Awards**

1. **Primary Award.** The Division shall sponsor no more than one professional award to be presented at the annual GSA meeting. The nominations for this award, the Rip Rapp Archaeological Geology Award, will be solicited from current GSA members and be based, specifically, on outstanding contributions to the interdisciplinary field of geoarchaeology. From these nominations, the Division management board and appointed Division Awards Committee will come to a consensus on the awardees. The awards will consist of both a plaque as well as an honorary membership to the division should the awardee not be a current member. The award includes an honorarium of $2500.00. The final award recipient names will be sent to GSA (for ratification at the GSA Spring Council meeting, no later than 1 April.)

   a. **Requirements to Qualify.** (1) The award will be made to an individual who has contributed in an outstanding manner to the interdisciplinary field of geoarchaeology. (2) The recipient of the award need not be a member of the Geological Society of America nor a citizen of the United States.

   b. **The Award.** The award will consist of an appropriate certificate which will be recommended by the management board of the division and approved by the Geological Society of America Council. The award will be presented at the business meeting of the division during the Geological Society of America annual meeting. Normally, the recipient will be introduced by the chair of the selection committee. A person acquainted with the winner's work will present a citation reviewing the contributions of the award recipient. The citationist will introduce the winner to the chair of the division who will present the award.

   c. **Selection Procedures.** Nominations for the award will be made in accordance with the following procedures: The chair shall invite nominations from members
of the division and the Society by posting details online and placing an announcement in the newsletter of the Geoarchaeology Division. The announcement shall include the Requirements to Qualify statement, the **February 15** deadline date for receipt of nominations, the name and address of the selection committee chair who shall receive the nominations, and a request for the following information for each candidate: a) name, office or title, and affiliation; b) date and place of birth, education, degrees, honors and awards; c) major events in his/her professional career; d) outstanding achievements and accomplishments that warrant the nomination; e) a selected bibliography; and no more than four letters from supporters of the nomination.

(2) The chair of the awards committee will distribute a list of candidates, together with supporting materials, to committee members shortly after the **February 15** deadline. Each awards committee member, including the chair, will select from among the list of candidates a first, second, and third choice for the award. These selections will be rated by three for first choice, two for second, and one for third, with the results of this ballot being used to reduce the number of candidates to those who have received a minimum of two points. This reduced list will then comprise the ballot for the committee's final selection of candidates on the basis of the maximum number of points in a manner as described above.

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

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

(3) All letters and correspondence shall be held confidential, but all biographies, votes, and pertinent correspondence shall be preserved by the secretary of the division who will make them available to the succeeding chair upon request.

2. Other Awards. The Division may sponsor other awards, recognitions, and grants as approved by the Management Board. Other awards include the Richard Hay Student Paper/Poster Award and the Claude C. Albritton Jr. Award. The award procedures will be maintained on the division website and announced annually online and in the division newsletter. Nominations for these awards will be solicited from current division members and be based, specifically, on the following:
a. The Richard Hay Student Paper/Poster Award is chosen based on the scientific merit of the research topic and the clarity of an expanded abstract for the paper or poster prepared by a student for presentation in one of the Division’s technical sessions at the annual meeting. Application deadlines change each year based on the timing of the annual meeting and deadline for annual meeting abstract submissions. Annual application deadlines will be announced via division website, email, social media, and newsletter. Both undergraduate and graduate students presenting at the annual meeting will be considered for this award.

b. The Claude C. Albritton Jr. Award provides scholarships and fellowships for graduate students in the earth sciences or archaeology for research. Recipients of the award are students who have (1) an interest in achieving a Master’s or Ph.D. degree in earth sciences or archaeology; (2) an interest in applying earth science methods to archaeological research; and (3) an interest in a career in teaching and academic research.

From these nominations, the Division management board and the Division awards committee will come to a consensus on the awardees. The awards will consist of both a plaque and honorarium.

Article IX
Division Communications: Newsletter and Website

1. Communications. The Division will need to communicate not only to reach its own members, but also to members of the 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 Associated Societies can easily indicate the activities of the division to their members.

2. 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 by means determined by the management board.

   The newsletter editor(s) shall be appointed by the management board and shall serve at the discretion of the management board.

3. 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 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.

ARTICLE X
Rules and Amendment of the Bylaws

1. **Rules and Regulations.** The management board of the division, by majority vote, may adopt, rescind, or amend rules supplementing the bylaws, such as procedural documents.

2. **Bylaws.** Bylaws of the division may be adopted, rescinded, or amended by majority vote of the voting affiliates of the division at the annual business meeting or by mail vote, followed by ratification by the Council. A ballot vote proposing a change of the bylaws shall be held if favored by a majority of the management board or if petitioned by ten percent of the voting affiliates of the division. Such vote shall be supervised by the Society and held in accordance with the procedures of the Society.


May 14, 1994 - Council approved renaming the Archaeological Geology Division Award to the Rip Rapp Archaeological Geology Award.

May 03, 2003 – Council approved a) replacing second and first vice-chair positions with a single vice-chair position; b) changing chair and vice-chair terms from one year terms to two year terms; c) updating bylaws language to align with recent changes in GSA member types and with recent GSA bylaws changes regarding who is eligible to vote and to hold office.

October 2007 – update language to conform with new GSA policies on who can vote and hold office.

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

September 2014 – ARTICLE VI, Management, Item 5. added student representative as non-voting, ex-officio member of the Management Board. Approved by Council 18 October 2014.