

The Hydrogeology Division of The Geological Society of America

Rules and Regulations of the Division

1. Purpose. These Rules and Regulations shall serve as the basis for the operation of the Division, including staffing of committees and other positions that function to support the activities of the Hydrogeology Division of the Geological Society of America, Inc.

2. Technical Program Committee. The technical program committee consists of three members of the Division. 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 technical program committee chair (or, if warranted by unusual circumstances, someone designated by them) shall serve as the Hydrogeology Division's representative on the GSA Joint Technical Program Committee. Each year the Division chair shall select a new member of the program committee, whose primary responsibility shall be to serve as chair the following year and plan and coordinate the technical program for the annual meeting of GSA that will occur that year. The past chair of the program committee will normally continue to serve as a member of the committee for an additional year in an advisory role. The next chair of the program committee (that is, the program committee member selected the prior year) will assist the program committee chair with session review and other coordinating activities that will provide experience helpful for planning the program for the succeeding year. The next chair shall actively begin planning program activities for the next annual meeting immediately following the conclusion of the current year's meeting. An additional member of the program committee may be selected for a one-year term by the chair of the program committee, with the approval of the chair of the Management Board, to assist the program committee with session reviews and other duties as requested.

3. Nominating Committee. The nominating committee shall consist of the three members of the Hydrogeology Division who most recently served as Division chair. Members of the nominating committee shall serve on this committee for three-year terms, and serve as chair of the committee during their third year of service. Members will have overlapping terms to provide continuity to the committee.

The nominating committee shall nominate three candidates annually for election: second vice-chair and first year student representative every year, and secretary, section representative coordinator, and diversity equity and inclusion officer every third year in sequence (one each year for three year terms). The nominating committee shall work with the Management Board to identify candidates to serve in other volunteer positions and on Division committees, as requested by the Division chair.

4. O. E. Meinzer Award Committee. The O. E. Meinzer Award will be considered annually in accordance with the bylaws of the Division and Society. The award will be made to the author or authors of a published paper or body of papers of distinction that advance the science of hydrogeology or a closely related field. There are no restrictions as to the publishing agency of such a paper. The author or authors need not be a member or members of the Hydrogeology Division or of the Society.

a. Selection Committee. The nominees for the award will be selected by a committee appointed by the chair of the Division. The committee will consist of five voting affiliates, each with a tenure of three years. Members will have overlapping terms to provide continuity to the committee. One or two members—as appropriate—will be appointed each year. If possible, three of the five members should be past recipients of the award. The chair of the committee will be selected by the Division chair from among the second- or third-year members of the committee; they shall, insofar as possible, be a past recipient of the award. Members of the O.E. Meinzer Award Committee (the selection committee) shall not be eligible for the award during their tenure on the selection committee.

b. Frequency. The award generally will be made annually, but in any particular year may be withheld if no suitable qualifying paper is decided upon. The award can be given only once in each calendar year.

c. Qualifying Paper. The paper or body of papers constituting the basis for the award must: (1) deal with hydrogeology or a closely related field, and (2) have significantly influenced the intellectual direction of hydrogeology or broadly enhanced the knowledge of the discipline. A single paper or body of papers may be considered more than once. Although a member of the selection committee is not eligible for the award, a paper co-authored by a committee member may be considered. Normally, the award may not be given to a prior recipient, although a prior recipient may be a co-author of a paper cited in a subsequent year.

d. The Award. The award will include a printed or inscribed certificate of such design as is deemed suitable by the Division and by the Society, and will include the words, "O.E. Meinzer Award." Custody of the silver Revere-style bowl, a gift of John Birdsall, will be presented to the recipient(s) of the award. The awardee(s) will have the privilege, should they so desire, to have possession of the Birdsall Bowl during the following year, but the Birdsall Bowl will remain the property of the Society. The name(s) of the awardee(s) will be engraved on the Birdsall Bowl or stand. Each winner of the O.E. Meinzer Award will be presented with a miniature silver Revere-style bowl (a replica of the Birdsall Bowl) engraved with their name for their permanent possession. A brochure will be printed that describes the nature and purpose of the award and will include a brief biography of the recipient(s).

e. Selection Procedure. Nominations for the award will be made in accordance with the following procedures:

(1) The secretary of the Division shall, at the earliest convenience, but no later than February 15, provide to each member of the committee, and to any other member of the Division requesting such material, the names and addresses of the committee members, a copy of the rules and regulations, and a copy of the Conflict of Interest Policy. The secretary shall also be responsible for collecting acknowledgement from each committee member that they have read and agree to the policy.

(2) The materials to be submitted as part of the recommendation will include at least one letter of nomination describing the significance of the cited paper(s), at least two supporting letters, the name of the nominee, and the title(s) and citation information for the paper(s) constituting the basis for the nomination. A list of past award recipients is available on the Division's website. Information on nomination procedures and deadlines will be posted on the Division website no later than December 15, and Division members will be alerted to the availability of the web information by email or the Connected Community.

(3) Any member of the Division who wishes to nominate authors and titles for consideration, shall send to the Division secretary at gsa.hydro.nominations@gmail.com by February 15 one to three names of authors and titles of papers numbered in order of preference, along with nominating and supporting letters. It is the responsibility of the nominator to assemble the complete nomination package, including supporting letters, and to transmit the complete package to the secretary. Resubmission of a nomination from a previous year is permitted, but supporting letters more than three years old at the submission deadline will not be considered. Furthermore, an updated supporting letter will supersede an older letter written by the same person (i.e., only the most recent supporting letter from a given person will be considered).

(4) The secretary of the Division shall compile a list of all names and titles received for consideration via the Division nominating email address and shall provide the list to each committee member electronically with electronic copies of nominating and supporting letters plus any recommendation for no award. The committee chair shall then instruct that each committee member send to the committee chair electronically a ballot showing preferred ranking of nominations under consideration (the best is ranked number 1).

(5) Upon receipt of the preferential ballots (including the chair's ballot), the committee chair shall total the numbers given to each nomination. If the original number of nominations exceeds six, the committee chair will send a list of the nominations of the six lowest scores to the committee members for a second vote. If the original number was six or less, a second vote is not needed and the committee chair proceeds to step (7).

(6) Each committee member shall again rank the remaining nominations by number (the best is ranked number 1), or vote for no award, and send their rankings to the committee chair electronically. The committee chair may also choose to hold a meeting with all committee members to discuss the rankings.

(7) The committee chair shall total the numbers given to each nomination and will then send a list of the authors and papers having the three lowest scores to the Division chair, no later than April 1, and will include all nominating and supporting letters and any other material submitted as part of each nomination.

(8) The chair of the Hydrogeology Division, with concurrence of the Management Board, shall select the winning author(s). Normally, this will be the one with the lowest score unless there is a strong reason to select one of the other two. The Division chair will forward to the Division secretary and submit the name and address of the author(s), title(s) of the paper(s) selected, publishing agency, and dates 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. Following the Council meeting, the Society will inform the winning author(s) and the Division chair of the results of the ratification. The Division chair will present the certificate(s) and bowl(s), which have been prepared by the executive director's office, to the author(s) or their representative(s) at the annual awards ceremony of the Division. If the winner(s) or their representative(s) is/are not present at the annual awards ceremony of the Division, the Division chair will present the award in absentia, and later send the certificate(s) and miniature silver (Revere-style) bowl(s) to the author(s).

(9) 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.

(10) A time schedule for the steps from 4.e.(4) through 4.e.(8) shall be at the discretion of the current Management Board of the Division and the award committee.

5. George Burke Maxey Distinguished Service Award Committee. The Award for Distinguished Service in Hydrogeology will be considered annually in accordance with the bylaws of the Division and Society. The award will be made in recognition of distinguished personal service to the hydrogeology profession and to the Hydrogeology Division.

a. Selection Committee. The nominees for the award will be selected by a committee appointed by the chair of the Division. The committee will consist of three voting affiliates, each with a tenure of three years. Members will have overlapping terms to provide continuity to the committee. One member will be appointed each year. Normally the third-year member will be the chair. If possible, at least two of the members should be past recipients of the award.

b. Frequency. The award generally will be made annually, but in any particular year may be withheld if no recipient is decided upon. The award will be presented at the annual awards ceremony of the Division.

c. Qualifications. The award is based on a history of sustained creditable service to the hydrogeology profession and to the Hydrogeology Division. The recipient must be a member of the Hydrogeology Division. The award

may not be given to a prior recipient. Members of the selection committee shall not be eligible for the award during their tenure on the selection committee.

d. The Award. The award will include a plaque inscribed with the name of the recipient, the name of the award, and the name of the Division, in a design deemed suitable by the Division chair, and will include the words "George Burke Maxey Distinguished Service Award". A brochure will be printed that describes the nature and purpose of the award and will include a brief biography of the recipient. If more than one recipient is selected, a plaque and a brochure will be prepared for each.

e. Selection Procedure. Nominations for the award will be made in accordance with the following procedures:

(1) By February 15, the secretary of the Division shall send to each member of the committee, and to any other members of the Division who request such material, the following items: the names and addresses of the committee members, a copy of the rules and regulations, and a copy of the Conflict of Interest Policy. The secretary shall also be responsible for collecting acknowledgement from each committee member that they have read and agree to the policy.

(2) The materials to be submitted as part of the recommendation will include one letter of nomination describing the significant contributions or accomplishments constituting the basis for the nomination and a copy of the nominee's curriculum vitae with complete bibliography. Supporting letters that add meaningfully to the nomination may also be included. A list of past award recipients is available on the Division's website. Information on nomination procedures and deadlines will be posted on the Division website no later than December 15, and Division members will be alerted to the availability of the web information by email or the Connected Community.

(3) By February 15, any member of the Division who wishes to nominate candidates, shall send to the Division secretary at gsa.hydro.nominations@gmail.com the names of one to three candidates, each nomination following the required format and each ranked in order of preference. It is the responsibility of the nominator to assemble the complete nomination package, including any supporting letters, and to transmit the complete package to the secretary. Resubmission of a nomination from a previous year is permitted, but letters more than three years old at the submission deadline will not be considered. Furthermore, an updated letter will supersede an older letter written by the same person (i.e., only the most recent letter from a given person will be considered).

(4) The secretary of the Division shall compile a list of all nominees and shall send the list to each committee member by email along with: (a) a copy of the nomination and supporting material for each candidate. The committee chair shall then instruct that each committee member email the committee chair a ballot showing preferred ranking of all nominations under consideration. (Best nomination is ranked number 1.) or a vote for no award to be given for that year.

(5) Upon receipt of the preferential ballots (including the chair's ballot), the committee chair shall total the numbers given to each candidate. If the original number of nominations exceeds six, the committee chair will send a list of the nominations of the six lowest scores to the committee members for a second vote. If the original number was six or less, a second vote is not needed and the committee chair proceeds to step (7).

(6) Each committee member shall rank the remaining candidates by number (preferred candidate is number 1) or vote for no award, and shall return a second ballot electronically to the committee chair.

(7) The committee chair shall total the numbers given to each candidate. The committee should discuss the list, as ranked, with the Division chair and, at the committee's discretion, former Division chairs or selectively other members of the Division. The committee should then select from the list no more than

three recipients of the award. The committee chair will forward the list, no later than April 1, to the Division chair and will include all nominating and supporting letters and any other material submitted as part of the nomination.

(8) The chair of the Hydrogeology Division, , with concurrence of the Management Board, shall select the recipient(s). The Division chair will send the name of the recipient(s) to the executive director of the Society and inform the recipient(s). The Division chair will present the certificate(s) and plaque(s) at the annual awards ceremony of the Division. If the awardee(s) or their representative(s) is/are not present at the annual awards ceremony, the Division chair will present the award(s) in absentia, and later send the certificate(s) and plaque(s) to the recipient(s).

(9) 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.

(10) A time schedule for the steps from 5.e.(4) through 4.e.(7) shall be at the discretion of the current Management Board of the Division and the award committee.

6. Kohout Early Career Award Committee. The Kohout Early Career Award will be considered annually in accordance with the bylaws of the Division and Society. The award will be awarded to a distinguished early career scientist (35 years of age or younger throughout the year in which the award is to be presented or within five years of receiving their highest degree or diploma) for outstanding achievement in contributing to the hydrogeologic profession through original research and service, and for the demonstrated potential for continued excellence throughout their career. The recipient need not be a member of the Hydrogeology Division, or of the Society

a. Selection Committee. The nominees for the award will be selected by a committee appointed by the chair of the Division. The committee will consist of five Division members, each with tenure of three years. Members will have overlapping terms to provide continuity to the committee. One or two members—as appropriate—will be appointed each year. If possible, three of the five members should be past recipients of the award. The chair of the committee will be selected by the Division chair from among the second- or third-year members of the committee; they shall, insofar as possible, be a past recipient of the award. Members of the Kohout Early Career Award Committee (the selection committee) shall not be eligible for the award during their tenure on the selection committee.

b. Frequency. The award generally will be made annually, but in any particular year may be withheld if no candidate is decided upon. The award can be given only once in each calendar year.

c. Qualifications. The award shall be awarded to an early career scientist who is 35 years of age or younger throughout the year in which the award is to be presented, or who is within five years of receiving their highest degree or diploma, for outstanding achievement in contributing to the hydrogeologic profession through original research and service, and for the demonstrated potential for continued excellence during the remainder of their career. The award may not be given to a prior recipient.

d. The Award. The award will include a printed or inscribed certificate of such design as is deemed suitable by the Division Chair and by the Society, and will include the words, "Kohout Early Career Award." Each winner of the Kohout Early Career Award will be presented with an award of such design as is deemed suitable by the Division Chair and by the Society engraved with the awardee's name for their permanent possession. A brochure will be printed that describes the nature and purpose of the award and will include a brief biography of the recipient.

e. Selection Procedure. Nominations for the award will be made in accordance with the following procedures:

(1) The secretary of the Division shall, at the earliest convenience, but no later than February 15, provide to each member of the committee and to any other member of the Division requesting such material, the names and addresses of the committee members, a copy of the rules and regulations, and a copy of the Conflict of Interest Policy. The secretary shall also be responsible for collecting acknowledgement from each committee member that they have read and agree to the policy.

(2) The materials to be submitted as part of the recommendation will include one letter of nomination describing the significant contributions or accomplishments constituting the basis for the nomination and a copy of the nominee's curriculum vitae with complete bibliography. Supporting letters that add meaningfully to the nomination may also be included. A list of past award recipients is available on the Division website. Information on nomination procedures and deadlines will be posted on the Division website no later than December 15, and Division members will be alerted to the availability of the web information by email or the Connected Community.

(3) Any member of the Division who wishes to nominate early career candidates for consideration, shall send to the gsa.hydro.nominations@gmail.com email by February 15 one to three names of candidates numbered in order of preference, along with nominating and supporting letters. It is the responsibility of the nominator to assemble the complete nomination package, including any supporting letters, and to transmit the complete package to the secretary. Resubmission of a nomination from a previous year is permitted if the nominee is still eligible, but letters more than three years old at the submission deadline will not be considered. Furthermore, an updated letter will supersede an older letter written by the same person (i.e., only the most recent letter from a given person will be considered).

(4) The Division secretary shall compile a list of all names received for consideration and shall provide the list to each committee member electronically, together with electronic copies of nominating and supporting letters. The committee chair shall then instruct that each committee member send to the committee chair electronically a ballot showing preferred ranking of all nominations under consideration (the best nomination is ranked number 1) or a vote for no award to be given for that year.

(5) Upon receipt of the preferential ballots (including the chair's ballot), the committee chair shall total the numbers assigned to each candidate. If the original number of nominations exceeds six, the committee chair will send a list of the nominations of the six lowest scores to the committee members for a second vote. If the original number was six or less, a second vote is not needed and the committee chair proceeds to step (7).

(6) Each committee member shall again rank the remaining candidates by number (top candidate is number 1), or vote for no award, and send their rankings to the committee chair electronically.

(7) The committee chair shall total the numbers given to each and will then send a list of candidates having the three lowest scores to the chair of the Hydrogeology Division, no later than April 1, and will include all nominating and supporting letters and any other material submitted as part of the nomination.

(8) The chair of the Hydrogeology Division, , with concurrence of the Management Board, shall select the recipient. Normally, this will be the one with the lowest score unless there is a strong reason to select one of the other two. The Division chair will send the name of the recipient to the executive director of the Society and inform the recipient. The Division chair will present the certificate and award to the early career scientist or their representative at the annual awards ceremony of the Division. If the awardee or their representative is/are not present at the annual awards ceremony, the Division chair will present the award in absentia, and later send the certificate and award to the recipient.

(9) 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.

(10) A time schedule for the steps from 6.e.(4) through 6.e.(8) shall be at the discretion of the current Management Board of the Division and the award committee.

7. Birdsall-Dreiss and LaMoreaux International Distinguished Lectureship Committee. The Birdsall-Dreiss and LaMoreaux International Distinguished Lectureship will be considered annually in accordance with the bylaws of the Division and Society. The lecturer(s), shall be selected based on outstanding contributions to hydrogeology or a closely related field through original research and public communication, and the potential for continued contributions to the profession. The recipient(s) need not be a member of the Hydrogeology Division, or of the Society.

a. Selection Committee. The nominees for the award will be selected by a committee appointed by the chair of the Division. The committee will consist of five voting affiliates, each with tenure of three years. Members will have overlapping terms to provide continuity to the committee. One or two members—as appropriate—will be appointed each year. If possible, at least three members should be past recipients of the award, ideally one of the immediate previous Birdsall-Dreiss and LaMoreaux International Distinguished Lecturer(s) and one from each of the two preceding lecturers, and the earliest lecturer should serve as chair. Members of the Birdsall-Dreiss and LaMoreaux International Distinguished Lecturer Committee (the selection committee) shall not be eligible for the lectureship during their tenure on the selection committee.

b. Frequency. The award generally will be made annually, but in any particular year may be withheld if no candidate is decided upon. The award can be given only once in each calendar year.

c. Qualifications. The lecturer(s) shall be selected based on outstanding contributions to hydrogeology or a closely related field through original research and public communication and the potential for continued contributions to the profession. The award may be given to up to two (2) lecturers with complementary research programs nominated together in a single nomination package. The award may not be given to a prior recipient.

d. The Award. The award will include a printed or inscribed certificate of such design as is deemed suitable by the Division and by the Society, and will include the words, “Birdsall-Dreiss and LaMoreaux International Distinguished Lecturer.” Each Birdsall-Dreiss and LaMoreaux International Distinguished Lecturer will also be presented with an award of such design as is deemed suitable by the Division and by the Society engraved with their name(s) for their permanent possession. A brochure will be printed that describes the nature and purpose of the award and will include a brief biography of the recipient(s).

e. Selection Procedure. Nominations for the lectureship will be made in accordance with the following procedures:

(1) The secretary of the Division shall, at the earliest convenience, but no later than February 15, provide to each member of the committee and to any other member of the Division requesting such material, the names and addresses of the committee members, a copy of the rules and regulations, and a copy of the Conflict of Interest Policy. The secretary shall also be responsible for collecting acknowledgement from each committee member that they have read and agree to the policy.

(2) The materials to be submitted as part of the recommendation will include one letter of nomination describing the significant contributions or accomplishments constituting the basis for the nomination and a copy of the nominee’s curriculum vitae with complete bibliography. Supporting letters that add meaningfully to the nomination may also be included. A list of past lecturers is available on the Division

website. Information on nomination procedures and deadlines will also be posted on the Division website no later than December 15, and Division members will be alerted to the availability of the web information by email or the Connected Community.

(3) Any member of the Division who wishes to nominate candidates for consideration, shall send to the Division secretary at gsa.hydro.nominations@gmail.com by February 15 one to three nomination packages numbered in order of preference. It is the responsibility of the nominator to assemble the complete nomination package, including any supporting letters, and to transmit the complete package to the secretary. Resubmission of a nomination from a previous year is permitted, but letters more than three years old at the submission deadline will not be considered. Furthermore, an updated letter will supersede an older letter written by the same person (i.e., only the most recent letter from a given person will be considered).

(4) The Division secretary shall compile a list of all names received for consideration and shall provide the list to each committee member electronically, together with electronic copies of nominating and supporting letters. The committee chair shall then instruct that each committee member to email the committee chair a ballot showing preferred ranking of all nominations under consideration (the best nominations is ranked number 1) or a vote for no award to be given for that year.

(5) Upon receipt of the preferential ballots (including the chair's ballot), the committee chair shall total the numbers assigned to each nomination. If the original number of nominations exceeds six, the committee chair will send a list of the nominations of the six lowest scores to the committee members for a second vote. If the original number was six or less, a second vote is not needed and the committee chair proceeds to step (7).

(6) Each committee member shall again rank the remaining nominations by number (the top nomination is number 1), or vote for no award, and send their rankings to the committee chair electronically.

(7) The committee chair shall total the numbers given to each and will then send a list of nominations having the three lowest scores to the chair of the Hydrogeology Division, no later than April 1, and will include all nominating and supporting letters and any other material submitted as part of the nomination.

(8) The chair of the Hydrogeology Division, with concurrence of the Management Board, shall select the lecturer(s). Normally, this will be the nomination with the lowest score unless there is a strong reason to select one of the other two (e.g., the nomination with the lowest score declines the lectureship). The Division chair will send the name of the lecturer(s) to the executive director of the Society, and will present the certificate and engraved award to the lecturer(s) at the annual awards ceremony of the Division.

(9) 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.

(10) A time schedule for the steps from 7.e.(4) through 7.e.(8) shall be at the discretion of the current Management Board of the Division and the award committee.

f. The Lecture Tour. The lecturer(s) shall have the responsibility of arranging the tour in consultation with the Division secretary. The tour shall be arranged and conducted within the overall budgetary limits indicated by the secretary of the Division and the Division By-Laws and Rules and Regulations. If the lecturer(s) wishes, responses to institutional requests for visits may be received by the lecturer(s) to develop a program for the tour.

The tour shall be designed, to the greatest extent possible, to achieve a long-term balance among size, nature, and geographic distribution of host institutions. To help achieve such a balance a list of institutions visited by previous lecturers during the preceding five years will be provided to the lecturer(s). The lecturer(s) will not be obligated to visit more than 20 institutions nor to give more than one presentation at any institution. If there is more than one lecturer, the combined number of institutional visits of all lecturers is not required to be greater than 20. The lecturer, or one of the lecturers, will be expected to give a presentation at the National Ground Water Association's Groundwater Summit or equivalent and at the annual meeting of the Society near the conclusion of the tour. The lecturer(s) are expected to contribute a column to the Division newsletter about the experience following the tour's completion.

8. Schwartz Award for Excellence in Mentoring and Education Committee. The Schwartz Award for Excellence in Mentoring and Education will be considered annually in accordance with the bylaws of the Division and Society. The award will be made to an individual (not multiple or group awardees) in recognition of distinguished personal service to the hydrogeology profession and to the Hydrogeology Division with respect to mentoring and education. The recipient need not be a member of the Hydrogeology Division, but shall be a member of the Society.

a. Selection Committee. The nominees for the award will be selected by a committee appointed by the chair of the Division. The committee will consist of three members serving one year terms: the most recent Schwartz Awardee, the first year student representative, and an additional Division member appointed by the Division Chair who will serve as chair of the committee. The Division Chair will preferentially appoint an early career professional as committee chair whenever possible.

b. Frequency. The award generally will be made annually, but in any particular year may be withheld if no recipient is selected. The award can be given only once in each calendar year.

c. Qualifications. The award is based on a history of sustained creditable service to the hydrogeology profession through exemplary mentoring and education.. The award may not be given to a prior recipient. Members of the selection committee shall not be eligible for the award during their tenure on the selection committee.

d. The Award. The award will be presented at the annual awards ceremony of the Division and will consist of a plaque and certificate inscribed with the name of the recipient and the name of the Division, in a design deemed suitable by the Division chair, and will include the words "Schwartz Award for Excellence in Mentoring and Education". A brochure will be printed that describes the nature and purpose of the award and will include a brief biography of the recipient.

e. Selection Procedure. Nominations for the award will be made in accordance with the following procedures:

(1) The secretary of the Division shall, at the earliest convenience, but no later than February 15, provide to each member of the committee and to any other member of the Division requesting such material, the names and addresses of the committee members, a copy of the rules and regulations, and a copy of the Conflict of Interest Policy. The secretary shall also be responsible for collecting acknowledgement from each committee member that they have read and agree to the policy.

(2) The materials to be submitted as part of the recommendation will include one letter of nomination describing the significant contributions or accomplishments constituting the basis for the nomination and a copy of the nominee's curriculum vitae with complete bibliography. Supporting letters that add meaningfully to the nomination may also be included. A list of past award recipients is available on the Division website. Information on nomination procedures and deadlines will be posted on the Division

website no later than December 15, and Division members will be alerted to the availability of the web information by email or the Connected Community.

(3) Any member of the Division who wishes to nominate candidates for consideration, shall send to the Division secretary at gsa.hydro.nominations@gmail.com by February 15 the candidate's name, along with nominating and supporting letters. It is the responsibility of the nominator to assemble the complete nomination package, including any supporting letters, and to transmit the complete package to the secretary. Resubmission of a nomination from a previous year is permitted, but letters more than three years old at the submission deadline will not be considered. Furthermore, an updated letter will supersede an older letter written by the same person (i.e., only the most recent letter from a given person will be considered).

(4) The Division secretary shall compile a list of all names received for consideration and shall provide the list to each committee member, together with electronic copies of nominating and supporting letters. The committee chair shall then instruct that each committee member send to the committee chair a ballot showing preferred ranking of all nominations under consideration. (Best nomination is ranked number 1.) or a vote for no award to be given for that year. This ballot may be submitted electronically.

(5) Upon receipt of the preferential ballots (including the chair's ballot), the committee chair shall total the numbers assigned to each candidate. If the original number of nominations exceeds six, the committee chair will send a list of the nominations of the six lowest scores to the committee members for a second vote. If the original number was six or less, a second vote is not needed and the committee chair proceeds to step (7).

(6) Each committee member shall again rank the remaining candidates by number (top candidate is number 1), or vote for no award, and send their rankings to the committee chair electronically.

(7) The committee chair shall total the numbers given to each and will then send a list of candidates having the three lowest scores to the chair of the Hydrogeology Division, no later than April 1, and will include all nominating and supporting letters and any other material submitted as part of the nomination.

(8) The chair of the Hydrogeology Division, with concurrence of the Management Board, shall select the recipient. Normally, this will be the one with the lowest score unless there is a strong reason to select one of the other two. The Division chair will send the name of the recipient to the executive director of the Society and inform the recipient. The Division chair will present the award to the early career scientist or their representative at the annual meeting of the Division. If the awardee or their representative is/are not present at the annual awards ceremony of the Division, the Division chair will present the award in absentia, and later give or send the certificate and award to the recipient.

(9) 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.

(10) A time schedule for the steps from 8.e.(4) through 8.e.(8) shall be at the discretion of the current Management Board of the Division and the award committee.

9. Other Committees and Positions. Chairs of other committees and other positions may be appointed by the chair of the Management Board. Recommendations for appointment of members of other committees and positions may be provided to the Division Chair by the Nominating Committee upon request.

a. Newsletter Editor. The Division chair shall appoint an editor for the newsletter of the Division, whose term shall be one year and who may be reappointed.

b. Webmaster. The Division chair shall appoint a webmaster to maintain the Division's website including the archiving of historical information such as past award winners, previous editions of the newsletter, bylaws and rules and regulations, etc. The term shall be one year and may be reappointed.

c. Social Media Coordinator. The Division chair can appoint a social media administrator to maintain the Division's Facebook and Twitter pages and any other social media outlets 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. The student representatives share this position for the duration of their term, unless otherwise determined by the Division chair.

d. GSA Connects Annual Meeting Coordinator. The Division chair shall appoint a GSA Connects Coordinator to plan and support the Division's events at the annual Connects meeting. The term shall be one year and may be reappointed.

e. Section Representatives. The primary role of a Division Section Representative (SR) is to encourage hydrogeology-themed sessions and events at Section Meetings. Two representatives from each section serve staggered 2-year terms. In the first year, the SR would assist Section Meeting organizers by proposing sessions and activities for the upcoming meeting, ideally chairing a session. The first year SR would request Division endorsement of relevant sessions or activities. In the second year, the SR would be responsible for assisting the first year representative with planning sessions and activities.

10. Committee Responsibilities. Reports 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.

11. Committee and Position Tenure. Unless otherwise specified, committee and division volunteer position appointments shall expire at the close of the next annual meeting of the Division. Committee members without specified terms may be reappointed for up to three consecutive years. Division volunteer positions may be reappointed each year.

12. Committee and Position Vacancies. If an occupant of a volunteer position or a member of a permanent committee is incapacitated, resigns, or is otherwise unable to serve or complete their term of office, then the chair of the Division shall either (1) appoint a replacement to serve the remainder of the normal expected term of office, (2) appoint an interim replacement until the individual is able to resume their duties, or (3) transfer the duties and voting privileges of the individual to the chair or past-chair of the Management Board. If a member of any other position or non-permanent committee is incapacitated, resigns, or is otherwise unable to serve or complete their term of office, then the position vacated may be filled by the Division chair or left vacant if deemed noncritical.

13. Division Graduate Student Research Awards. The Division graduate student research awards are funded by the proceeds from the Hydrogeology Division Research Grant Fund, the Brian G. Katz Environmental Research Grant in Groundwater Quality Enhancements, and other funds managed by the GSA Foundation. The annual graduate student research solicitation is managed by the Society. Graduate student research proposals selected by the Society for funding receive the lesser of the requested funding in the proposal or the maximum award amount available through the solicitation. In addition to the research funding, at the annual Division awards ceremony awardees will be presented with a certificate in a design deemed suitable by the Division chair inscribed with the name of the recipient and the words Hydrogeology Division Graduate Student Research Award. All awardees will also be offered partial funding, from proceeds from the Diadato Fund, to be applied toward travel and registration to the Society's annual meeting the year of award selection, payable after the meeting only if the awardee is present to be acknowledged at the awards ceremony.

14. Thomas C. Winter Graduate Student Research Award. This award is to be given annually to one of the hydrogeology-related graduate student research proposals selected by the Society for funding by the Division through the annual GSA graduate research funding solicitation. The funding for the Winter award will come from the proceeds from the Thomas C. Winter Graduate Student Research Award Fund managed by the GSA Foundation. The amount of the funding provided will be the lesser of the requested funding in the proposal or the maximum award amount available through the solicitation. The Division chair will choose the recipient, which will generally be the highest rated hydrogeology-related proposal selected by the Society for funding. The award will be presented at the annual awards ceremony of the Division.

In addition to the research funding, the awardee will be presented with a distinctive and useful memento deemed suitable by the Division chair that includes the Division logo and the words “Thomas C. Winter Graduate Student Research Award” and a certificate in a design deemed suitable by the Division chair inscribed with the name of the recipient, the name of the Division, and the words “Thomas C. Winter Graduate Student Research Award”. The awardee will also be offered funding equal to twice the amount offered from the Diadato Fund to the Division graduate student research awardees to be applied toward travel and registration to the Society’s annual meeting the year of award selection, payable after the meeting only if the awardee is present to be acknowledged at the awards ceremony. The additional travel funding will come from Winter Fund proceeds, if available, or from an alternate fund determined by the Management Board.

15. David M. Diodato Student Travel & Beer Fund. Annually, a portion of the proceeds from the fund (typically half) will be used for travel grants to attend the annual conference for the students selected to receive the Hydrogeology Division Graduate Student Research Awards. Students must attend and participate in the awards ceremony to receive the travel funds. The remaining portion of the proceeds from the fund will be used to pay all or part of the costs of the beverages (alcohol and non-alcoholic) and food served at the Division’s Student Reception at the annual meeting.

16. Amendments. These Rules and Regulations may be permanently amended at the Society’s annual meeting by a majority vote of the Management Board or by a majority vote of Division members present at the annual business meeting of the Division, as stated in Article VIII of the bylaws. As described in Article VIII of the bylaws, temporary amendments may be made by a majority vote of the management at any time between annual meetings. The date of adoption of permanent revisions shall be so indicated below this section in the revised Rules and Regulations. Subsequent to adoption of any amendments, copies of the revised Rules and Regulations shall be made available to all committee chairs, a notice summarizing the revisions shall be printed in the next issue of the Division newsletter, and the revised Rules and Regulations shall be posted on the Division website.

(Adopted November 7, 1995. Revised November 29, 2000; November 7, 2004; October 22, 2006; October 11, 2011; April 28, 2012; December 16, 2013; January 2021; October 2025)