

LIMNOGEOLOGY DIVISION BYLAWS

Established by Council on April 27, 2002

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 Limnogeology Division (hereafter “the Division”) of The Geological Society of America, Inc.
3. *Definition.* The Division promotes collaborative study of the processes governing the formation and evolution of ancient and modern lakes of the world and the paleoenvironmental records contained therein.
4. *Purpose.* The purpose of the Division is to promote: (1) the study of modern lakes and ancient lake deposits around the world, (2) the collaboration of scientists from all disciplines on lake research, (3) the presentation and publication of lake research, and (4) student research and career development in lacustrine studies.

ARTICLE II

Membership

1. *Categories:* Any Member, Fellow, Honorary Fellow, or Affiliate of the Geological Society of America (hereafter “the Society”) who is in good standing may become a member of the Limnogeology 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 of the Division, in good standing, have full and equal voting rights and are entitled to one vote on Division matters, except as outlined in the Bylaws. An individual whose current dues to both the Division and Society have been paid is considered to be 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 GSA Council (hereafter “the Council”). The Division General Fund is managed by the Society, whereas the Kerry Kelts Student Research Fund is 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 the management board and approved by a majority of the Division members voting by ballot.
3. *Contributions:* The Division may solicit and accept contribution of funds to be used and expended under supervision of the management board and subject to Council approval.

4. *Bequests:* Any future bequests to the Division (presently the Kelts Student Research Fund), 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 Geological Society of America 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 Division Bylaws in accordance with established procedure.

ARTICLE IV

Officers and Management Board

1. *Term of Operation.* For planning and operational purposes, a “year” is defined as the period between consecutive Society annual meetings.
2. *Officers.* The officers of the Division shall be the immediate Past-Chair, Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, and the Student Representative (non-voting). Terms of office for the Chair, First Vice-Chair, and Second Vice-Chair shall be one year. Terms of office for the Secretary, Treasurer, and Student Representative shall be two years. Terms of office shall begin and end at the annual meeting. Only the Secretary and Treasurer may be re-elected to the same office for consecutive terms. The Student Representative must be a full-time undergraduate or graduate student at an accredited college or university at the time of his/her election and must continue to be enrolled throughout their term. If necessary, the Management Board may appoint a Student Representative.
3. *Management Board.* The Management Board shall consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, immediate Past Chair, and the Student Representative. 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.
4. *Election of Officers.* The Nominating Committee of the Division shall solicit nominations for the Second Vice-Chair every year, and the Secretary and Treasurer every two years. These nominations shall be published in the spring issue of the Division newsletter. Voting will take place in the summer, and officers will begin their terms at the annual meeting in the fall. When approved by the Division Management Board, these nominations shall be submitted by the Secretary of the Division to the Executive Director of the Society, who shall prepare and distribute a ballot to the members of the Division.

Other Methods of Nomination. A nomination for any of these positions may also be made by any four members 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 no later than March 1.

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 Second Vice-Chair, First Vice-Chair, or Chair of the Division, except in extreme emergency and with the unanimous approval of the Management Board and the Executive Director of the Society. The normal progression in office is from Second Vice-Chair to First Vice-Chair to Chair to Past-Chair. The Secretary and Treasurer shall be permitted to serve for consecutive terms if approved by the Management Board.
9. *Vacancies.* Any vacancy occurring during the term of any elected officer of the Division shall be filled by appointment of the Management Board within 90 days of notification, and the appointee shall serve until the next annual meeting of the Division.
10. *Expenses of the Management Board.* No member of the Management Board may be reimbursed from Division funds for their travel expenses incurred when attending Division meetings. 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 Chair's meeting of the Society or other functions of the Society or Division as deemed appropriate.

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. At the end of each year the Management Board will compose an annual report on the activities of the previous year. The report will include reports from the Chair, Treasurer, and committees, as appropriate. The report will be submitted to the Executive Director of the Society by February 15 of the following year and a summary of the report will be included in the spring Division newsletter.
2. *The Chair.* The Chair shall preside at meetings of the Division and the Management Board. The Chair shall submit a report of the previous year's activities and plans for the next year to the Management Board meeting prior to the annual Division meeting.
3. *First Vice-Chair.* The First Vice-Chair shall assume the position of Chair after serving one year as First Vice-Chair or earlier in the event of absence or disability of the Chair. Such disability is to be determined by a majority vote of the Management Board. The First Vice-Chair serves as the chair of the Program Committee.
4. *Second Vice-Chair.* The Second Vice-Chair shall assume the position of First Vice-Chair after serving one year as Second Vice-Chair or earlier in the event of the absence or disability of the First Vice-Chair. Such disability is to be determined by a majority vote of the Management Board.
5. *Secretary.* The Secretary shall keep records of the proceedings of the Division and shall act as secretary of the Management Board. They will be the primary liaison with GSA headquarters and shall serve, *ex officio*, as a member of all committees. The Secretary is the editor of the Division newsletter.
6. *Treasurer.* The Treasurer shall keep records of the financial proceedings of the Division including funds administered through the Council of the Society for all funds advanced by the Society and to the GSA Foundation for matters concerning the Kerry Kelts Student Research Award.

The Treasurer shall collect and disburse all funds of the Division and shall keep records of all receipts and disbursements and other financial transactions of the Division.

7. *Student Representative.* The Student Representative of the Management Board shall represent the concerns of student members of the Division and participate in the meetings of the Management Board, as a non-voting member.
8. *Past-Chair.* Upon completion of their term in office, the Chair shall assume the position of Past-Chair for one year. The Past-Chair shall serve as an advisor to the Chair.

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. The Division Secretary shall be a non-voting *ex officio* member of every committee.
2. *Program Committee.* A Program Committee consisting of two or more members 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 and section meetings and such other programs as may be directed by the Management Board.

3. *Nominating Committee.* A Nominating Committee consisting of three members of the Division shall be appointed by the Chair of the Division.
4. *Award Committees.* The Russell Award Committee shall consist of six individuals (two members representing each of the following areas - limnogeology, limnology and paleolimnology), appointed by the Division Chair for terms of two years. The Division Management Board, not including the Student Representative, will comprise the Kerry Kelts Student Research Award Committee.
5. *Other Committees.* The Division Chair, with the approval of the Management Board, may establish additional committees as necessary and appoint committee chairs. Appointment of committee members will be the responsibility of the respective committee chairs.
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. 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 Division Chair.
8. *Committee Vacancies.* Vacancies on committees may be filled by interim appointments at any time by the committee chair, with the approval of the Division Chair. Vacancies of committee chairs may be filled by appointment of Division Chair.

9. *Division Representatives.* In order to facilitate effective communication and interaction between the Division and other components of the Geological Society of America and (or) other related scientific societies, the Chair may appoint, at their discretion, with advice of the Management Board, members of the Division, to serve as representatives to these entities.

ARTICLE VII

Meetings

1. *Annual Meeting.* The annual 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 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. Meetings may be conducted in person, electronically, by telephone, or by any combination of means of communication that the Chair may direct. Decisions may also be made by mail or electronic vote.
3. *Technical Sessions.* Technical sessions of the Division shall be held during the annual and section meetings of the Society. Cooperative meetings with other societies, or other special programs, may be held at any time, subject to the approval of the Management Board.
4. *Informal Meetings.* Informal research meetings may be scheduled by the Management Board and Program Committee during the annual and section meetings of the Society.
5. *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.
6. *Standing and ad hoc Committee Meetings.* While in-person meetings of these committees are desirable, meetings may be conducted in person, electronically, by telephone, or by any combination of means of communication that the committee chair may direct.
7. *Open Meeting Rule.* All in-person meetings of the Management 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.
8. *Scientific Sessions.* Technical sessions, research symposia, or other types of special programs of the Division can be held during both the annual and section meetings of the Geological Society of America and meetings of the Adhering 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. *Israel C. Russell Award.* The Israel C. Russell Award is given by the Division to an individual who has had a significant impact on the field of limnogeology, including contributions in the areas of research, teaching, and service to the Society. Nominations for the award should be sent to the Division Treasurer by February 1st.

2. *Kerry Kelts Student Research Award.* The Kerry Kelts Student Research Award is given by the Division in support of undergraduate or graduate student research in any aspect of limnogeology. Applicant must be a member of the Division. The Student Representative of the Management Board is ineligible for the Kerry Kelts Student Research Award. Applications for the award should be sent to the Division Chair by Feb 1st.

ARTICLE IX

Division Communications: Newsletter and Website

1. *Communications.* The Division will need to communicate not only to reach its own members, other Geological Society of America members, and members of the Adhering Associated Societies.
2. *Newsletter.* The Division newsletter is published twice a year, spring and fall. The newsletter is distributed electronically to all members of the Division.
3. *Website.* The division maintains a website linked to the Geological Society of America web page. The Management Board may appoint a Division web manager to maintain the division website.

ARTICLE X

Rules and Amendment of the Bylaws

1. *Rules and Regulations.* The Management Board of the Division, by a majority vote, may adopt, rescind, or amend rules supplementing the Bylaws. These are contained in a written Limnogeology Division of the Geological Society of America: Handbook of Duties, Policies, and Procedures. Changes in this handbook, other than those proposed and adopted by the Management Board, may be proposed by any committee or member of the Division. These proposed changes must be received electronically or in writing by the Secretary of the Division at least sixty days prior to the annual meeting to be considered by the Management Board.
2. Bylaws of the division may be adopted, rescinded, or amended according to the following procedures: (a) Approval by the management board, (b) approval by majority of those division members who voted, and then (c) submitted to Council for ratification. Voting may take place either in person at the division's annual business meeting or by using the GSA online voting platform.
3. The Management Board, by majority vote, may adopt, rescind, or amend rules supplementing the Bylaws.

HISTORY OF BYLAW AMENDMENTS

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

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

May 2016 → Language added to include Student membership of the Board and removal of non-performing officer. Division Awards also formally included in the bylaws.

July 2020 → Language added to conform to GSA by law requirements, tailored to the Limnogeology Division needs.

December 2022 → GSA requested editorial amendment to item 2. of Article X.

Summer 2023 → Modifications made to specify that The Student Representative of the Management Board is ineligible for the Kerry Kelts Student Research Award. Additionally, division of the Vice-Chair position into First Vice-Chair and Second Vice-Chair positions, and reduce the terms of the Past-Chair, Chair, First Vice-Chair, and Second Vice-Chair to one year.