

**\*BYLAWS OF THE  
DIVISION OF GEOCHEMISTRY  
OF THE AMERICAN CHEMICAL SOCIETY**

**Bylaw I. Name**

Section 1. The name of this organization shall be the Division of Geochemistry (hereinafter referred to as the Division) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the SOCIETY).

**Bylaw II. Objects**

Section 1. The general objects of the Division shall be those of the SOCIETY as stated in the Constitution of the SOCIETY.

Section 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

Section 3. The purpose for which this Division is organized and operated is exclusively scientific, as defined in Section 501(c)(3) of the Internal Revenue Code, as amended, and its regulations as they now exist, or as they may hereafter be amended. The purpose of this Division shall be the advancement of geochemistry, and in specific furtherance thereof:

- (a) To encourage the highest standards of excellence in developing and applying knowledge of chemistry and related services as they pertain to the understanding and exploration of Earth's geosphere and that of extraterrestrial bodies.
- (b) To promote the development of geochemical science in both academic institutions and in industry.
- (c) To improve the qualifications and usefulness of geochemists through high standards of professional ethics, education, and attainment.

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\***Effective December 6, 2006.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the American Chemical Society.

- (d) To increase the diffusion of geochemical knowledge through its meetings, professional contacts, reports, papers, discussions, and publications, thereby fostering public welfare and education.
- (e) To promote the mutual recognition of need and interest for the complete spectrum of geochemical interests, from fundamental research to pragmatic technology.

Section 4. The particular objects of the Division shall be the promotion of geochemistry in all of its aspects, including: presentation of programs on geochemistry at national, regional, and local meetings of the SOCIETY; presentation of special symposia on earth and space sciences which merit the attention of the general chemical community; service as a liaison organization between the SOCIETY and the other national and international organizations which serve the earth and space sciences; the establishment of means for enhancing the professional status of geochemists; and encouraging students and recent graduates to consider geochemistry as a profession.

### **Bylaw III. Members and Affiliates**

Section 1. Membership in the Division is open to all members of the SOCIETY. Any member of the SOCIETY may join the Division by enrolling with its Secretary and paying the annual dues established by the Executive Committee.

Section 2. A Society Affiliate may become a Society Affiliate of the Division, provided that Divisional dues established for Society Affiliates are paid. A Society Affiliate shall have all privileges of membership in the Division except voting for or holding an elective position of the Division, voting on articles of incorporation and bylaws, or serving as a member of the Division Executive Committee or equivalent policy-making body.

Section 3. A person who is not a member of the SOCIETY nor a Society Affiliate of the SOCIETY but who wishes to participate in the activities of the Division may become a Division Affiliate, provided that the Executive Committee of the Division accepts the application and provided that the dues established for Division Affiliates are paid. A Division Affiliate shall have all privileges of membership in the Division except those of voting for or holding an elective position, voting on articles of incorporation and bylaws, or serving as a member of the Executive Committee.

Section 4. The privileges of a member of the Division or affiliate in the Division include obtaining abstracts of national meeting papers at reduced fees and preprints of papers, paying reduced registration fees at symposia held apart from national meetings of the SOCIETY, and participating in the activities of the Division.

Section 5. A member of the Division may resign from membership in the Division by submitting a resignation, in writing, to the Secretary of the Division during a year in which dues are paid.

Section 6.

- (a) A member of the Division who is in arrears in payment of dues for one (1) year shall be stricken from the rolls.
- (b) Division Affiliates and Society Affiliates of the Division shall retain affiliate status only as long as annual payment of Division dues is made.

Section 7. An emeritus member of the SOCIETY who has been a Division member for at least five (5) years shall, upon written request to the Secretary, continue as a member of the Division without further payment of dues.

#### **Bylaw IV. Subdivisions**

Section 1. In accordance with the provisions of the Bylaws of the SOCIETY, the Division may organize within itself, one or more units known as Subdivisions. Each such Subdivision shall operate in conformity with the bylaws of, and shall be responsible to, the Division. The scope of the activities of a Subdivision shall be defined and monitored by the Executive Committee of the Division.

##### Section 2. Formation and Dissolution of Subdivisions

- (a) Formation of a Subdivision shall be by action of the Executive Committee acting for itself or upon receipt of a petition to the Executive Committee of at least ten members of the Division. No Subdivision may be established except by positive action of the Executive Committee.
- (b) Upon positive action of the Executive Committee, the Secretary shall notify members and affiliates of the Division of the creation of a Subdivision of the Division, by announcement in the Division newsletter, by posting on the Division's internet site, and by such other means as may be available and practical.
- (c) A Subdivision with less than ten enrolled members or affiliates of the Division may be dissolved by action of the Executive Committee.
- (d) The Executive Committee of the Division may call for dissolution of a Subdivision with more than ten enrolled members or affiliates of the Division, by a ballot of the members and affiliates of the Subdivision.

##### Section 3. Subdivision Membership

- (a) Membership or affiliation in the Division shall be a requirement for participation in any Subdivision.
- (b) Members and affiliates of the Division may join any Subdivision by indicating their desire to do so and by paying any Subdivision dues that are set by the Executive Committee of the Division.

- (c) Subdivision membership shall be concurrent with Division membership or Division or Society Affiliation.

#### Section 4. Subdivision Officers

- (a) Upon establishment of a Subdivision, the Executive Committee of the Division shall appoint such officers as it deems appropriate and necessary to oversee the activities of the Subdivision.
- (b) Thereafter, the Executive Committee of the Division may call for election of officers of the Subdivision by ballot of those members of the Division who are also members of the Subdivision. Such election(s) shall be held concurrently with Division elections and shall be conducted in the same manner as elections for officers of the Division.
- (c) Only members of a Subdivision may vote in elections for officers of that Subdivision.
- (d) The Subdivision Chair or other most senior officer of each Subdivision shall be an ex-officio member of the Executive Committee of the Division and shall report on the activities of the Subdivision to the Executive Committee.

### **Bylaw V. Officers, Councilors, and Executive Committee**

#### Section 1. Officers

- (a) The officers of the Division are a President, known as Chair; a President-Elect, known as Chair-Elect; a Program Chair-Elect; an Immediate Past President, known as Immediate Past Chair; a Secretary; and a Treasurer. A single individual may occupy the positions of Secretary and Treasurer.
- (b) In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.

#### Section 2. Duties of Officers and Councilors

- (a) The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at meetings of the Division, and to appoint all committees in accordance with these bylaws.
- (b) The duties of the Chair-Elect shall be to assume the duties of the Chair in the Chair's absence and to serve as Program Chair, preparing the preliminary and final programs for meetings of the Division. The national meetings for which the Chair-Elect will be Program Chair are the fall meeting during the term of office and the spring meeting immediately after the term of office.

- (c) The duties of the Program Chair-Elect shall be to attend SOCIETY conferences for orientation and interaction with the Program Chairs of other Divisions and to develop the long-range scientific program of the Division.
- (d) The duties of the Immediate Past Chair shall be to assist the Program Chair and Program Chair-Elect with long-range symposia planning for the Division.
- (e) The duties of the Secretary shall be to keep a record of the proceedings of the Division and of the Executive Committee, to maintain a list of members and affiliates, to send to members and affiliates such notices as the business of the Division may require, and to carry out all of the duties outlined in the Constitution and Bylaws of the SOCIETY. The Secretary shall submit a report to the Division at its annual meeting. The Secretary shall send to each member and affiliate in good standing, before the regular meetings of the SOCIETY, abstracts of papers to be presented before the Division. The Secretary of the Division shall submit the annual report of the Division to the Council Committee on Divisional Activities through the Executive Director of the SOCIETY by the date specified in the SOCIETY Bylaws. The Secretary shall also provide ACS General Counsel the annual report of the Corporation.
- (f) The duties of the Treasurer shall be to have charge of the funds of the Division, to collect dues and assessments, and to make all disbursements, subject to the approval of the Executive Committee. The Treasurer shall prepare a financial statement for presentation to the Division at its annual meeting. The duties of the Treasurer shall also include filing the necessary reports with the Internal Revenue Service.
- (g) The duties of the Councilors shall be to attend and represent the Division at the Council meetings of the SOCIETY and to serve as members of the Executive Committee.
- (h) The duties of the Alternate Councilor(s) shall be to attend and represent the Division at the Council meetings of the SOCIETY in the absence of the Councilor(s) and to serve as members of the Executive Committee.

### Section 3. Board of Directors

- (a) The Board of Directors, also known as the Executive Committee, shall consist of the officers of the Division and the Councilors and Alternate Councilors.
- (b) The Chair and Secretary of the Division shall be Chair and Secretary, respectively, of the Executive Committee.
- (c) The duties of the Executive Committee shall be to facilitate the conduct of the business of the Division at its regular meetings and to direct its activities at all other times. The Executive Committee shall have, hold, and administer all the property, funds, and affairs of the Division. The Executive Committee shall meet at each

national meeting of the SOCIETY before the regular meeting of the Division to consider the affairs of the Division and to receive reports of its committees and Subdivisions. The Executive Committee may meet at times other than at the national meeting. The Executive Committee shall be responsible for all expenditures which it may authorize, except as far as the action of the Council shall have previously provided for such expenditures. The Executive Committee gives advice to and consent on the committees constituted by the Chair.

- (d) In the absence of a Program Committee, the Executive Committee shall approve program topics for symposia at national meetings. The Executive Committee shall also approve sponsorship of other meetings, symposia, or publications which are proposed to the Division.
- (e) A quorum for the Executive Committee meetings is a majority of the members of the Committee.

Section 4. The succession of officers shall be as follows: the incumbent Program Chair-Elect shall automatically advance to the position of Chair-Elect. The incumbent Chair-Elect shall automatically advance to the position of Chair. The incumbent Chair shall automatically advance to the position of Immediate Past Chair. If an incumbent officer is unable to accept the succeeding position, the Executive Committee shall nominate at least one candidate for that position.

#### Section 5. Elections

- (a) Prior to the fall national meeting of the SOCIETY, the Executive Committee shall solicit nominations for candidates for offices that shall be open for election in that year.
- (b) A candidate for office can be established by the receipt of a petition with the signatures of at least ten (10) members of the Division nominating an individual as a candidate for specific office. The petitions should be received by the Division Secretary two weeks prior to the fall meeting.
- (c) If there is a fall business meeting of the Division, the Executive Committee proposes its candidates. Nominations from the floor can be accepted, provided a place is available on the ballot for that particular office (see below).
- (d) All candidates for office must have been members of the Division for at least one year at the time of nomination. Candidates for the offices of Councilor and Alternate Councilor must be MEMBERS of the SOCIETY.
- (e) A place for three candidates for each office is ordinarily provided on the ballot. However, receipt by the Secretary of petitions for a candidate bearing ten (10) or more signatures ensures a place on the ballot.

- (f) Election of Councilors, Alternate Councilors and officers of the Division shall be by ballot conducted in a manner consistent with the Bylaws of the SOCIETY.
- (g) The procedure for elections shall be: By September 15 the Executive Committee will provide the Secretary with an official ballot and a short biography for each candidate. The order of the candidates for each office on the ballot will be chosen by lot. By October 15 the Secretary will distribute a ballot and biography to each person who is a member of the Division as of the most recent roster.
- (h) Valid ballots are all those that are returned by November 30 that conform to the provisions of the Bylaws of the SOCIETY regarding balloting. Questionable ballots are validated by the Secretary of the Division or in the event that the position of Secretary is open, by the Chair of the Division.
- (i) The candidate receiving a plurality of the votes cast by the members voting shall be declared elected to that position.
- (j) In case of a tie vote in an election, it is the prerogative of the Executive Committee to determine the winner.

#### Section 5. Term of Office

- (a) The Program Chair-Elect, the Chair-Elect, and the Chair shall serve for one year or until a successor is chosen. None of these officers shall be eligible for reelection for successive terms. This clause shall not be construed to mean that officers may not be reelected at some later date.
- (b) The Secretary and Treasurer shall each serve for three years or until their successors qualify. Once elected, neither of these officers shall be eligible for reelection for successive terms. This clause shall not be construed to mean that officers may not be reelected at some later date.
- (c) The term of office of the Councilors and Alternate Councilors is three years. Vacancies are filled for the remainder of the unexpired terms. They shall take office on January 1 of the year following their election.
- (d) The term of office for the other officers shall be one year, and they shall take office on January 1 following their election.
- (e) In the event the Chair is unable or unwilling to complete the term of office, the Chair-Elect assumes the office of Chair for the unexpired portion of the term and takes office immediately. In the case of vacancy in the office of Chair-Elect, Secretary, or Treasurer, the Executive Committee, with the senior officer acting as Chair, shall fill any vacancies among the officers of the Division. Any officer so selected shall serve

until the next regular election. A vacancy in the office of Councilor is filled by the Alternate Councilor until the end of the term.

### **Bylaw VI. Other Committees**

Section 1. In addition to the Executive Committee, the Chair shall appoint such other committees as may be necessary. These committees shall be constituted with the advice and consent of the Executive Committee unless otherwise provided for in the bylaws. The term of office of members of committees shall be for one year and will normally begin on January 1.

#### Section 2. The Geochemistry Division Medal Committee

- (a) The Geochemistry Division Medal Committee shall consist of seven members as follows: The Division's longest serving Division Councilor, the longest serving Alternate Councilor, the current Editor-in-Chief of *Geochemical Transactions*, three past Chairs of the Geochemistry Division, to be nominated by the longest serving Division Councilor and ratified by the Executive Committee, the GEOC Medal recipient that was selected by the Committee two years prior to selection of the Medal's most recent recipient.
- (b) The term in office for those Geochemistry Division Medal Committee members nominated by the longest serving Division Councilor shall normally be 4 years. Members may be reappointed for one additional 4 year term and thereafter shall be ineligible.
- (c) A GEOC Medal Committee Chairperson will be chosen by the members of the GEOC Medal Committee from those Committee members who are Past Chairs of the Geochemistry Division.
- (d) The committee member who is the longest serving Division Councilor shall not be eligible to serve as Committee Chair.

### **Bylaw VII. Dues**

Section 1. Members and Society Affiliates of the Division shall pay annual dues of at least \$2.00, the amount to be decided by the Executive Committee.

Section 2. Division Affiliates shall pay annual dues equal to those of members, except that a surcharge of up to \$5.00 may also be assessed to cover costs associated with non-member/non-Society Affiliate membership record keeping. The amount of any such surcharge shall be determined by the Executive Committee and shall be reviewed annually.

Section 3. Student Affiliates of the SOCIETY shall be eligible for membership in the Division as Student Affiliates at a rate established by the Executive Committee but not less than \$1.00.

Section 4. The Executive Committee may authorize temporarily reduced membership dues to specific groups of potential Division members as a membership recruiting incentive.

Section 5. The Executive Committee may authorize dues for membership in Subdivisions of the Division in addition to dues required for membership in the Division. The amount of any such Subdivision dues shall be set by the Executive Committee.

### **Bylaw VIII. Meetings**

Section 1. The Division shall meet at each national meeting of the SOCIETY, unless the Executive Committee votes otherwise, provided the requirements for a minimum number of meetings as specified in the SOCIETY Bylaws are met.

Section 2. The annual meeting of the Division shall be held at the fall meeting of the SOCIETY. Division business requiring vote of the membership shall be conducted only at this meeting, except as specified elsewhere in this bylaw.

Section 3. Special meetings of the Division may be called by the Executive Committee, if notice is given to the membership in writing or by publication in the official organ of the SOCIETY at least two months in advance. If business is to be conducted at such a meeting, the notice of the meeting shall state the exact nature of the business to be considered, and no other business may be transacted at such meetings.

Section 4. Twenty members of the Division at any meeting shall constitute a quorum.

Section 5. For guidance in the conduct of business at meetings of the Division, unless specified elsewhere in these bylaws, the initial reference shall be to *Robert's Rules of Order, Newly Revised*.

Section 6. The fee for registration at any special meeting or symposium shall be decided by the Executive Committee, in accordance with the Bylaws of the SOCIETY.

### **Bylaw IX. Papers and Publications**

Section 1. All titles, abstracts, and manuscripts of papers must be in the hands of the Secretary of the Division or such other individuals designated by the Executive Committee on or before the date stated in the preliminary program announcement published before each meeting in *Chemical & Engineering News*.

Section 2. The Program Chair of the Division or such other individual(s) designated by the Executive Committee for a particular program is empowered to approve or reject papers for presentation on the programs of the Division.

Section 3. The rules for papers presented before meetings of the SOCIETY as outlined in the Bylaws of the SOCIETY shall govern this Division.

Section 4. Any arrangements for publication of proceedings of a symposium are reserved by the Division subject to approval of the Executive Committee.

Section 5. The official journal of the Division shall be *Geochemical Transactions*.

#### Bylaw X. Awards

Section 1. In the furtherance of the goals and objects of the Division, the Executive Committee may establish awards to be given in recognition of outstanding contributions to the field of geochemistry, service to the Division, or meetings of the Division.

##### Section 2. The Geochemistry Division Medal

- (a) The paramount award of the Division shall be the Geochemistry Division Medal.
- (b) The Geochemistry Division Medal shall include (i) an inscribed medallion, (ii) a monetary award, and (iii) an allowance to the awardee for registration and travel to the ACS meeting at which the award will be conferred.
- (c) The Geochemistry Division Medal shall normally be awarded biennially (in odd numbered years) for outstanding accomplishment in any area of Geochemistry, provided that the following conditions are met: (i) the Geochemistry Division Medal Committee identifies a sufficiently qualified candidate from the pool of nominees, and (ii) there are sufficient funds available to support the presentation of the award.
- (d) Geochemistry Division Medal Awardee Selection Process
  - (i) Selection of the Geochemistry Division Medal Awardee shall be the responsibility of the Geochemistry Division Medal Committee.
  - (ii) By the last day of January of even numbered years, or as close as possible thereto, the Chair of the Geochemistry Division Medal Committee shall disseminate as widely as possible a call for nominations, including publication on the Division's web site, publication in *Chemical and Engineering News*, publication in the Division's newsletter, and in such other publications as may be available and appropriate.
  - (iii) Nominations initially received in response to the two-years-prior call for nominations for nominees not selected by the Geochemistry Division Medal Committee will be reactivated. The Chair of the Geochemistry Division Medal Committee may request that originators of reactivated nominations provide updated nomination materials.

- (iv) Valid nominations shall be those completed and received by June 1 of the year in which the call for nominations was posted and which include, as a minimum, three letters of recommendation and a Curriculum Vita for each nominee.
  - (v) As soon as possible after June 1 of the year in which the call for nominations was posted, the Chair of the Geochemistry Division Medal Committee shall compile all valid nominations and disseminate these to the members of the Geochemistry Division Medal Committee.
  - (vi) The awardee shall be chosen by vote of the Geochemistry Division Medal Committee at the fall national meeting prior to the spring meeting at which the award will be conferred. If no sufficiently meritorious nominee is identified, the committee may determine that no award is to be issued.
- (e) Presentation of the Geochemistry Division Medal
- (i) The Chair of the Geochemistry Division Medal Committee, acting in concert with the Division's Program Chair and the selected recipient shall organize a half-day Geochemistry Division Medal Symposium, to be held in the recipient's honor at the spring national meeting in the year in which the medal is to be conferred.
  - (ii) The recipient shall have the privilege of selecting those speakers to give presentations at the Geochemistry Division Medal Symposium.
  - (iii) The Geochemistry Division Medal Symposium will include comments on the Medal recipient's accomplishments and contributions to geochemistry; delivered either by a close colleague, or by the Chair of the Geochemistry Division Medal Committee, in consultation with close colleagues of the Medal recipient.

### Section 3. Division of Geochemistry Outstanding Service Award

- (a) The Division of Geochemistry Outstanding Service Award shall be conferred in recognition of outstanding service to the Division and its members.
- (b) Nominations for the Division of Geochemistry Outstanding Service Award are to be sent to the Chair of the Division and may be accepted at any time.
- (c) Selection of recipients for the Division of Geochemistry Outstanding Service Award shall be by vote of the Executive Committee.

### Section 4. Other Awards of the Division.

- (a) At each meeting of the Division, the Immediate Past Chair of the Division, in consultation with the Executive Committee, shall select one awardee in recognition of

the best presentation by a student at that meeting, provided that a sufficiently meritorious presentation is given at the meeting.

### **Bylaw XI. Amendments**

Section 1. A proposed amendment to these bylaws must first be signed by 15 Division members and submitted in writing to the Executive Committee. Then it must be discussed at the next regular meeting of the Division and then approved by the Executive Committee. If it is approved by a majority of the Executive Committee, the Secretary shall furnish all members of the Division with copies of the proposed amendment.

Section 2. Ordinarily, voting on the amendment is by ballot, conducted in accordance with the Bylaws of the SOCIETY. A two-thirds affirmative vote of those voting is necessary for amendment by ballot.

Section 3. The bylaws may be amended at an annual meeting of the Division by a two-thirds affirmative vote of the members present, provided the stipulations elsewhere in this bylaw are met and copies of the proposed amendment and notice of the vote have been sent to the members of the Division at least eight weeks prior to the annual meeting. There must be a quorum present to conduct the vote.

Section 4. Any proposed amendment not approved by the Executive Committee within 60 days from the time it is submitted thereto may be brought to a vote of the membership in either of the aforementioned manners by a petition signed by not less than fifteen percent (15%) of the members of the Division. Notice of an adverse decision by the Executive Committee must be given to the petitioners, and they must be given access to Divisional membership rolls.

Section 5. Amendments to these bylaws, after adoption by the Division, shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY, unless a later date is specified in the amendment.

### **Bylaw XII. Dissolution**

Upon dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to objects similar to those of the Division and the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Division at the time of dissolution shall be exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at the time of the Division's dissolution.