

HOUSTON GEOLOGICAL SOCIETY CONSTITUTION

ARTICLE I Name and Purpose

Section 1. **NAME:** This organization shall be named "Houston Geological Society". It shall be located at Houston, Texas.

Section 2. **PURPOSE:** The objectives of this society are: (1) to stimulate interest and promote advancement in the geosciences; (2) to disseminate and facilitate discussion of geological information; (3) to enhance professional interaction among geoscientists; and (4) to aid and encourage academic training in the geosciences.

ARTICLE II Membership

Section 1. **CLASSES:** The membership of this organization shall be made up of active, honorary life, associate, special, and emeritus members.

Section 2. **ACTIVE MEMBERS:** In order to be eligible for active membership, an applicant shall: (1) have a degree in geology or an allied geoscience from an accredited college or university; or (2) have a degree in science or engineering from an accredited college or university and have been engaged in the professional study or practice of earth science for at least five (5) years. Active members shall be entitled to vote, stand for election, and serve as an officer in the Society.

Section 3. **HONORARY LIFE MEMBERS:** The Executive Board may elect from time to time as honorary life members persons who have distinguished themselves in the science of geology, or who have contributed outstanding service to the success and welfare of this organization. Honorary life members shall also be considered active members, but shall not be required to pay dues.

Section 4. **ASSOCIATE MEMBERS:** In order to be eligible for associate membership, an applicant shall: (1) be involved with the application of the earth or allied sciences; or (2) be a full-time student enrolled in geology or in related sciences in an accredited college or university granting degrees in the earth sciences. An associate member who becomes eligible for active membership may apply for transfer to active membership, provided that the application is sponsored by one active member. Associate members will not be eligible to vote, to hold elected office, or to sponsor applicants for HGS membership but will have all other rights and privileges enjoyed by active members.

Section 5. **SPECIAL MEMBERS:** The Executive Board may elect from time to time certain special members who shall be those deemed by the Executive Board to have benefited the profession of geology. Special members shall not be eligible to vote, to hold elective office, or to sponsor applicants for active or associate membership, but shall have all other rights and privileges enjoyed by active members.

Section 6. **EMERITUS MEMBERS:** A member, having attained the age of 65, and having been an active member of the Houston Geological Society for ten (10) consecutive years, may apply to the Membership Chairman for designation as an Emeritus member.

Section 7. **EXPULSION:** The Executive Board may suspend or expel any member of any class for cause after an appropriate hearing before the full Board and upon a two-thirds majority vote of all the Board members. For cause may include, but is not limited to the following:

misrepresentation of the member's qualifications, or

conviction of any felony, or of any other offense, that the Executive Board finds related to the practice of geology; or

imposition of discipline by any professional licensing or registration board involving the suspension or revocation of the right to practice geology.

An accused member will be notified in writing of the hearing time and location and the charges against him. Such member has the right to defend himself against the charges and the right to attend the hearing and/or submit written statements.

Section 8. **TERMINATION FOR NON-PAYMENT OF DUES:** When any member of any class, except honorary life, shall be in default in the payment of dues for a period to be set by the Executive Board, that membership is automatically terminated.

Section 9. **REINSTATEMENT:** Any member who has been terminated for non-payment of dues will automatically be reinstated by either payment by check of one year's dues to the Office manager of the Houston Geological Society, or by paying one year's dues on the Houston Geological Society webpage.

ARTICLE III Officers & Executive Board

Section 1. **OFFICERS:** The officers of this organization shall be the President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, Editor, and Editor-Elect. The tenure of the officers shall be one administrative year, except as noted otherwise below

Section 2. **PRESIDENT:** The duties of the President shall be to preside at all meetings, call special meetings, appoint such committees as are not provided for in the constitution, and jointly with the Secretary or the Treasurer sign all written contracts of the Society.

Section 3. **PRESIDENT-ELECT:** The President-Elect shall serve one year as such and shall assume the office of President the following year. The President-Elect will serve as a member of the Finance Committee and on the Board of Directors of the Houston Geological Society Memorial Scholarship Fund. This person will prepare to serve as President and, in the absence of the President, will assume the duties of that office. If the President is not able to complete the term, the President-Elect will assume that office for the remainder of the administrative year, and will also serve the following presidential term. In such an event, the office of President-Elect shall remain vacant for the duration of that administrative year. In the event the President-Elect is unable to complete the term of office, that person may not serve as President the following year.

Section 4. **VICE PRESIDENT:** The duties of the Vice President shall be to serve as Chairman of the Technical Program Committee and, in the absence of the President and President-Elect, to assume the duties of the President for no longer than the remainder of the administrative year.

Section 5. SECRETARY: The duties of the Secretary will be to keep the Minutes of all Executive Board meetings, to attend to all correspondence, and, when requested by the President, to co-sign all written contracts of the Society. The Secretary will assume the duties of the President in the absence of the President, the President-Elect and the Vice President for no longer than the remainder of the administrative year.

Section 6. TREASURER: The duties of the Treasurer shall be to handle all monies and, when requested by the President, to co-sign all written contracts for the Society.

Section 7. TREASURER-ELECT: The duties of the Treasurer-Elect shall be to assist the Treasurer, to become familiar with the details of the office of Treasurer, and to assume the duties of the Treasurer in the event the Treasurer is absent. The Treasurer-Elect shall serve for one year as such, and in the following year assume the office of Treasurer. In the event the Treasurer-Elect is unable to complete the term of office, that person may not serve as Treasurer the following year.

Section 8. EDITOR: The Editor shall serve for one year and shall have general supervision and final authority in soliciting, accepting, and rejecting all material on technical subjects for publication in the *Bulletin*. The Editor shall appoint, replace, and re-appoint such volunteer managing editors, associate editors, or assistant editors from among the Society membership as may be required to accomplish the publication of the *Bulletin*.

Section 9. EDITOR-ELECT: The duties of the Editor-Elect shall be to assist the Editor, to become familiar with the details of the office of Editor, and to assume the duties of the office of the Editor in the event the Editor is absent. The Editor-Elect shall serve for one year as such and in the following year assume the office of Editor. In the event the Editor-Elect is unable to complete the term of office, that person may not serve as Editor the following year.

Section 10. EXECUTIVE BOARD: The President, President-Elect, Vice-President, Secretary, Treasurer, Treasurer-Elect, Editor, Editor-Elect, and four Directors shall constitute the Executive Board, also referred to as the Board in this document. The Executive Board is the governing body of the Society, and among its duties shall be to receive and pass upon all applications for membership, to fill vacancies occurring within the Board, except as otherwise provided in these Articles, to conduct all business, and to supervise the affairs of this organization.

Section 11. DIRECTORS: The duties of the Directors shall be to serve on the Executive Board and to assist the President in administrative duties. The tenure of directors shall be two years with two directors being elected each administrative year.

Section 12. CHAIN OF SUCCESSION: In the event the President, President-Elect, Vice President, and Secretary are all unable to fulfill their duties within an administrative year, then a Special Election will be held to fill all vacancies on the Executive Board.

ARTICLE IV Administrative Matters

Section 1. ADMINISTRATIVE YEAR: The administrative year shall be from July 1 of one year through June 30 of the following year. An annual financial report for each administrative year shall be made available to the membership on or before December 31 following the conclusion of that administrative year.

Section 2. RULES OF ORDER: The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Society's *Constitution* and *By-laws* and any special rules of order the Society may adopt.

ARTICLE V Amendments

Amendments to this constitution may be proposed at any time by resolution of the Executive Board or by petition signed by at least ten percent (10%) of the active members. Adoption of such amendments shall be by secret ballot in which approval is given by at least two-thirds of the total number of members voting. The proposed amendments to the Constitution and a ballot shall be delivered in both electronic and hardcopy to all members, and submitted to the Active members for vote using online ballot or paper ballot through the postal mail. Ballots must be received no later than forty five (45) days from the date that ballots are mailed and available through the HGS website.

ARTICLE VI Dissolution

A proposal to dissolve the Houston Geological Society may be put forward by either a two-thirds majority of the Board or by petition signed by at least twenty five percent (25%) of the Active members of the Society. Such proposal requires a vote of the Active membership and passes only if at least two-thirds of those voting agree to dissolve the Society. Balloting is to be the same as for a constitutional amendment as provided in Article V. In the event this Society is dissolved and after all Society debts have been paid and met, all assets shall then be donated to the American Association of Petroleum Geologists Foundation, and/or to some other nonprofit geological activity qualifying under IRS Tax Code 501C (3), as designated by the Executive Board.

HOUSTON GEOLOGICAL SOCIETY BY-LAWS

ARTICLE I Society Meetings

Section 1. GENERAL MEETINGS: A meeting of the general membership shall be held at least once a month from September through May at an appropriate time and place selected by the Executive Board. By approval of two-thirds of the Executive Board present and voting, general meetings may also be held in June, July and/or August.

Section 2. EXECUTIVE BOARD MEETINGS: The Executive Board shall meet at least once a month throughout the year. These meetings shall be open for attendance by any member of the Society, except the Board may meet in executive session only to discuss issues of office personnel, legal matters, and by specific request of a member not on the Board.

ARTICLE II Membership

Section 1. APPLICATIONS: Applicants for active and associate membership shall submit an application, endorsed by one Active member, to the Membership Chairman for review and recommendation. The Membership Chairman shall forward the application to the Secretary, who shall place the application before the Executive Board. After action by the Executive Board, the applicant shall be advised of the Board's action. The names of new members shall be introduced to the Society by publication in the first available *Bulletin* following their election.

Section 2. AAPG MEMBERS: Applicants who are currently Active members of the AAPG will not require endorsement by an HGS member.

ARTICLE III Election Of Officers And Directors

Section 1. NOMINATING COMMITTEE: The Nominating Committee shall nominate two or more candidates for each elective office except Editor-Elect, for which position one candidate may be nominated. The committee shall submit to the President the names of the nominees, each of which must be an Active Member in good standing, for each office no later than January 1.

Section 2. ADDITIONAL NOMINATIONS: The candidates selected by the Nominating Committee shall be announced at the first General Meeting of the Society after January 1, at which time additional nominations may be made from the floor.

Section 3. PUBLICATION: The complete list of candidates shall be published in the April issue of the *Bulletin*.

Section 4. VOTING PROCEDURE: Voting shall be by secret ballot. The Ballot Committee shall mail ballots to all voting members no later than April 10 of each year. Members may vote by either mailed paper ballot or by an online ballot procedure. To be counted, all ballots must be received in the Society office no later than May 10. Voting shall be by preferential ballot, and the candidate receiving the highest number of votes for each office shall be elected. In the case of candidates for Director, those receiving the first and second highest number of votes shall be elected.

Section 5. **PRESENTATION OF NEW BOARD MEMBERS:** The newly elected officers and directors will be presented to the Society at the first general meeting after the election. These new members should also attend the June meeting of the Board as observers.

ARTICLE IV Annual Dues

Section 1. **DUES:** The annual dues shall be determined by the Executive Board. A two-thirds majority vote of the Board is required to change the dues. The first dues notice shall be mailed June 1.

Section 2. **STUDENT DUES:** An associate member who is a full-time college student may pay one-half of the regular annual dues.

Section 3. **EMERITUS DUES:** An emeritus member shall pay one-half of the regular annual dues.

Section 4. **DUES CHANGES:** Upon a two-thirds majority vote of the Executive Board, annual dues may be changed by an amount not exceeding a cumulative twenty percent (20%) through any two successive administrative years.

Section 5. **LATE FEES:** Late fees, if any, shall be determined by two-thirds majority vote of the Executive Board.

ARTICLE V Committees

Section 1. **STANDING COMMITTEES:** Standing Committees shall include the Ballot Committee, the Finance Committee, and the Nominating Committee. Other Standing Committees may be established or abolished by the Executive Board. The President shall be responsible for all standing committees and may delegate responsibility for any standing committee(s) to a member of the Executive Board. Any committee member may be removed upon unanimous vote of the Executive Board members present. The annual terms of service for members of a committee shall terminate June 30 each year.

Section 2. **BALLOT COMMITTEE:** The Ballot Committee shall consist of not less than three members who shall preside, in accordance with these Bylaws, over elections of the officers and directors of the Society and any other matters requiring a vote of the general membership. No member of this committee may be a nominee.

Section 3. **FINANCE COMMITTEE:** The Finance Committee shall prepare and submit an annual budget and be responsible for an annual audit, and shall act as financial advisor to the Executive Board.

Section 4. **NOMINATING COMMITTEE:** The Nominating Committee shall consist of the last three available past Presidents, the most recent of whom shall be the Chairman of the committee. This committee shall annually nominate candidates for the Executive Board in accordance with these Bylaws.

Section 5. **AD HOC COMMITTEES:** The President may appoint from time to time ad hoc committees whose charge will be specified by the President at the time of such an appointment. The charge of such a committee should be narrowly defined and of finite duration, and upon its completion, said committee shall cease to exist.

ARTICLE VI
Amendment to Bylaws

Section 1. Amendment to the Bylaws may be proposed by (1) resolution by the Executive Board, or (2) by petition signed by at least ten percent (10%) of the Active members. Proposed amendments to the Bylaws and a ballot shall be delivered in both electronic and hardcopy to all members, and submitted to the Active members for vote using either online ballot or paper ballot through the postal mail. Ballots must be received no later than forty five (45) days from the date that ballots are mailed and posted on the HGS website. Amendment to the Bylaws shall be approved by online ballot or mail ballot in which approval is given by at least two-thirds of the total number of members voting.

ARTICLE VII
Priority of Constitution

Section 1. In the event there is a conflict between the Constitution of the Houston Geological Society and these Bylaws, the Constitution will supersede the Bylaws.