

## **COAL GEOLOGY DIVISION BYLAWS**

Established by Council on November 2, 1954

### **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 Coal Geology Division of The Geological Society of America, Inc.
3. *Definition.* Coal geology refers to a field of knowledge concerning origin, occurrence, relationships, and geologic characteristics of the many varieties of coal and associated rocks, coal-derived gases, fluids, and solid byproducts, both naturally occurring and man-made, from the exploration, extraction, or utilization of coal, including their economic implications.
4. *Purpose.* The purpose of the division is to provide a suitable forum for presentation of scientific papers and discussion of problems of mutual interest in the geologic study of coal and coal measures, to stimulate research and interchange of scientific information about coal and related issues within the wide range of its geologic significance, and to act as an organized group in promoting these objectives within the framework of the Geological Society of America.

### **ARTICLE II**

#### ***Membership***

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

**ARTICLE III*****Finances***

1. The division shall be financially responsible for its normal expenses. All other financial obligations or commitments of the division must have prior approval of the Council.
2. The division may collect annual dues or special assessments from affiliates when recommended by its management board and approved by a majority vote of the voting affiliates.
3. The division may solicit and accept contributions of funds to be used and expended under the supervision of the management board and subject to Council approval.

**ARTICLE IV*****Officers and Management Board***

1. *Officers.* The officers of the division shall be a chair, a first vice-chair, a second vice-chair, and a secretary.

The chair, first vice-chair, and second vice-chair shall serve for terms of one year and shall not be eligible for re-election to their respective offices until three years have elapsed after the expiration of their terms of office. Officers are expected to rotate annually to the next office. In sequence, the second vice-chair is expected to serve as first vice-chair in the following year and to serve as annual meeting program chair during their tenure as first vice-chair. In the following year, the first vice-chair is expected to become the chair. In the year after that, the outgoing chair is the past chair. Therefore, the second vice-chair accepts a commitment of four years to the management board and an additional year as past-past chair to serve on an award committee. The secretary shall serve for a term of three years and shall be eligible to serve subsequent terms as desired without limitation. If another member of the division wishes to run for secretary after the current secretary's three-year term ends and the current secretary wishes to continue, both names shall be put on a ballot for vote as defined under the terms of officer elections in Article IV-3. The terms of office shall begin immediately following the annual business meeting at which results of the election are announced.

2. *Management Board.* The management board shall consist of the officers of the division, the chair for the preceding year, and one member-at-large who is to be elected for a term of three years from the division at large.
3. *Election of Officers and Member-at-large.* The nominating committee and/or management board of the division shall nominate one or more candidates annually for second vice-chair, and every three years for secretary and for member-at-large.

Nominations should be submitted by April 1. When approved by the management board, these nominations shall become the regular ticket and shall be submitted by the secretary of the division. If there is only one nomination for a position on the board, a vote on the nomination will be held at the annual business meeting. If there is more than one nomination, the names shall be submitted by the secretary of the division to the executive director of the Society who shall have prepared and distributed to the voting affiliates a ballot which also shall have space for write-in nominees.

The election of officers and member-at-large 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 and member-at-large of the division.

## **ARTICLE V** *Committees*

1. *Program Committee.* A program committee consisting of one or more voting affiliates of the division shall be appointed by the chair with the approval of the management board. The first vice-chair of the division shall be a member of this committee and shall serve as the division's representative on Council's Joint Technical Program Committee. The second vice-chair shall have the responsibility of initiating and coordinating the program for the annual meeting two years in advance; in this way, the program that they plan can be initiated during their tenure as first vice-chair.

The first vice-chair and/or program committee is responsible for the technical sessions of the division at the annual meeting and such other programs as may be directed by the management board.

2. *Publications Committee.* A publications committee consisting of three voting affiliates of the division may be appointed by the chair with the approval of the management board.

The publications committee shall serve as an advisory body to the Committee on Publications of the Council when requested with respect to any papers on coal geology that may be submitted for publication by the Society. The committee shall encourage the publication in appropriate media of papers or symposia presented at meetings of or sponsored by the division.

3. *Nominating Committee.* A nominating committee consisting of three voting affiliates of the division may be appointed by the chair with the approval of the management board.

The nominating committee shall nominate candidates annually for second vice-chair, and every three years for secretary and for member-at-large.

4. *Gilbert H. Cady Award Committee.* The Gilbert H. Cady Award will be considered annually in accordance with the bylaws of the Society. The award will be made for outstanding contributions in the field of coal geology. Coal geology is defined in Article I, Section 3, of the *Coal Geology Division Bylaws* and in Qualifications for the Award under item "c" below.

Contributions to the Gilbert H. Cady Memorial Fund shall be made to The Geological Society of America Foundation, and indicated by the donor as intended for this memorial fund. Interest from the fund will be applied to the Cady Award.

- a. *Selection Committee.* This committee shall consist of a chair and two other members of the division. All members of the award selection committee shall serve for three years, with their terms staggered so that one new member is named each year as one member retires. The past chair of the division will serve as chair of the committee.

In addition, serving in an *ex officio* and voting capacity are the division chair and first vice-chair. Non-officer members of the committee must have at least ten years experience in coal geology as defined in Article I-3 and/or have been a member of the Coal Geology Division for ten years. An attempt should be made to consider at least one past Cady Award winner as one of the two non-officer members of the committee. Members of the committee may not nominate individuals for the award.

- b. *Frequency of Award.* The award may be made annually. If no award is made in an award year, interest and other associated funds may accumulate or may be added to the principal sum as determined by the Council of the Society.

- c. *Qualifications for the Award.*

(1) The basis of the award will be for outstanding contributions to the field of coal geology as defined in the bylaws of the Coal Geology Division of the Society as, "coal geology," as defined in Article I-3.

(2) Generally, the award will be made for contributions considered to advance the field of coal geology in North America, but contributions by workers outside of North America deemed to advance coal geology in North America may be considered for the award.

(3) If more than one person is selected as the recipient, each will receive a certificate as described below, and an additional appropriate award of recognition as determined by the award committee of the division.

- d. *The Award.* The award will consist of an appropriate certificate, a program, and a suitably engraved silverware tray. The certificate depicts a typical Pennsylvanian swamp scene with appropriate signatures in recognition of the award. The program format should include the following information: (1) an announcement of the name

of the recipient, together with the meeting place and date, (2) a biography of the recipient, (3) the award citation, and (4) a history of the Gilbert H. Cady Memorial Fund and Award. Normally, the recipient will be introduced by the chair of the award committee, and the citation will be read by the chair of the division.

- e. *Selection Procedure.* Nominations for the Gilbert H. Cady Award will be made in accordance with the following procedures:

(1) The secretary shall, prior to **December 15**, notify the award committee of the **March 1** deadline for receipt of nominations by the chair of the selection committee. The secretary also shall place a call for nominations in *The Coal Geologist* and *GSA Today*, and shall send copies of the call to the editors of newsletters and publications of closely related professional societies, as deemed necessary. The call shall contain a statement of the general qualifications for the nominees, the deadline for receipt of the nominations, and the name and address of the award committee chair to whom the nominations should be sent.

Nominations should contain the following information: (a) name, office or title, and affiliation of the nominee; (b) date and place of birth, education, degrees, and honors and awards; (c) major events in the professional career, including bibliography; and (d) outstanding achievements and accomplishments that warrant the nomination. Letters of recommendation and support from others in the field of coal geology are strongly encouraged.

(2) Annually, the chair of the committee (division past chair) will distribute to committee members a consolidated list of candidates, together with information about them. By a date fixed by the chair, members of the award committee, including the *ex officio* members, must cast a preliminary ballot.

On this first ballot, each member of the committee, including the chair, will indicate his/her first, second, and third choice of candidates for the award. The chair will weigh these selections by three for first choice, two for second choice, and one for third choice, so that this ballot reduces the number of candidates to those three candidates receiving the highest number of points (more than three in case of ties). Subsequent balloting will continue until the list is reduced to two candidates, after which another ballot will determine the committee's final selection. The final selection shall be based on a majority vote of the committee (three out of five votes). The committee's selection will become the division's nominee for the award.

The chair of the committee will submit the name and address of the committee's selection, along with a paragraph describing the individual's contributions for which the award is being given, to the executive director who will place the request for ratification on the agenda for consideration by the Council at its spring meeting.

- (3) The internal deliberations of the committee will be held in strict confidence within the committee, but biographies and pertinent correspondence shall be delivered to the secretary of the division who will make them available to the succeeding committee chair upon request.
- (4) If a nominee is not selected, the nominator must renominate that nominee in succeeding years by resending or updating the nomination as defined in Article V-4a to the new award committee chair.
- (5) The citationist for the awardee shall be asked by the committee to present the award at the awards ceremony as the GSA annual meeting, or to arrange for someone else to present the award.
5. *Antoinette Lierman Medlin Scholarship Award Committee.* The Antoinette Lierman Medlin Scholarship Awards may be awarded annually in accordance with the bylaws of the Society. The awards will be made for the best proposed research project by a full-time student in the field of coal geology, where coal geology is defined as in Article I-3. Multiple awards may be made annually if the award committee deems multiple nominees merit the award and there are available funds.
- a. *Selection Committee.* The scholarship committee shall consist of a chair at least two other members of the division. The first vice-chair of the division shall chair the committee. The remaining members shall consist of the member-at-large of the division and one other person, to be selected by the committee chair and the division chair after all proposals for the award have been received. The committee members shall not be professors at schools from which proposals have been received. The committee members shall serve one-year terms.
- c. *Qualifications for the Award.* The basis of the award will be for the best proposed student research project in the field of coal geology as defined in Article I-3. The award will be made for student research considered to advance the field of coal geology in North America; but research by students outside of North America deemed to advance coal geology in North America may be considered for the award.
- d. *The Award.* Moneys for the award shall come from, but not exceed, the annual interest income from the Antoinette Lierman Medlin Scholarship Fund. The committee is not obligated to commit the full interest income. This fund shall reside with and be administered by the GSA Foundation.

The award will consist of a stipend to support the proposed coal geology research project. The stipend shall be used for field or laboratory expenses, sample analyses, instrumentation, equipment, supplies, or other expenses essential to the successful completion of the research project. (Note: Any instrumentation, equipment, or unexpended supplies purchased with scholarship funds shall become the property of the school.)

The committee may consider other awards as funds permit.

e. *Selection Procedure.*

(1) By **December 15**, appropriate announcements soliciting proposals shall be sent by the secretary to all colleges and universities at which coal science research might be conducted. Other methods of advertising the award shall also be used. The list of schools shall be maintained by the scholarship committee.

(2) By **March 15**, all proposals must be in the hands of the committee chair. Proposals shall consist of: (a) a report (no more than five double-spaced pages) describing the research and clearly indicating how the stipend will be used to enhance the project, and (b) a one-page letter from the student's immediate advisor substantiating the need for the stipend.

(3) By **April 1**, the committee chair shall distribute copies of all documents to the committee members.

(4) The award shall be based on the overall quality of the student's proposal. Criteria to be considered shall include: (a) appropriateness of topic, (b) scientific or technical merit, (c) soundness of scientific approach, (d) reasonableness of funding request, (e) awareness and understanding of relevant literature, (f) relevance to major problem in basic or applied coal research, (g) independence of research project, and (h) impact stipend will have on the project.

Each member of the committee, including the chair, will indicate his/her first, second, and third choice of candidates for the award. The chair will weight these selections by three points for first choice, two for second choice, and one for third choice. In case of a tie vote for first place, the committee will revote, considering only those candidates with the highest number of points. The committee's selection will be the recipient of the award.

(5) The moneys allocated by the scholarship committee will be made available to the award recipient as soon as the committee's selection is forwarded to GSA. The recipient will maintain complete and accurate documentation of expenses and must provide receipts to the committee upon request. The faculty advisor shall accept ethical responsibility for ensuring that all scholarship funds are appropriately spent.

(6) The committee shall notify the applicants and the division of their decision by **May 1**. The division secretary shall arrange for appropriate announcements of the award; e.g., *Geotimes*, *GSA Today*, division newsletter, *Journal of Coal Geology*, etc.

(7) The chair of the award committee (the first vice-chair of the division) will announce and/or present the award at the GSA annual meeting.

- (8) Within two years of receiving the award, the awardee shall submit an abstract suitable for submission to a regional or national GSA meeting in a Coal Geology Division-sponsored session.
- (9) If the abstract is accepted for presentation at the GSA annual meeting, the scholarship fund will provide up to one-half of the expenses (with a \$1,000 maximum) for the student to attend the meeting.
6. *Other Committees.* Other committee chairs may be appointed by the chair with the approval of the management board. Appointment of committee members will be the responsibility of the committee chair. Examples of other committees include:
- a. *Distinguished Service Award.* This award recognizes the volunteered contributions of a member who has served to promote the division and its various functions. Division members are encouraged to submit nominees for this award anytime through the year in time to be ratified by a majority vote of the management board and for the award to be presented at the GSA annual meeting. Submissions may be made to any member of the Coal Geology Division management board. The award shall consist of a plaque or certificate furnished by GSA, as per Society guidelines.
  - b. *Best Paper Award.* At the annual meeting, the division officers present will select at least two officers or division members to vote on the best oral presentation in Coal Geology Division-sponsored symposia or technical sessions. Those selected are expected to attend all of the talks at Division-sponsored sessions and choose the best. The name of the winner will be submitted to the division secretary who will forward the name to the Geological Society of America following the meeting so that a plaque or certificate can be furnished by the Society, as per Society guidelines.
  - c. *Best Poster Award.* At the annual meeting, the division officers present will select at least two officers or division members to vote on the best poster presentation in Coal Geology Division-sponsored sessions. The name of the winner will be submitted to the division secretary who will forward the name to the Geological Society of America following the meeting so that a plaque or certificate can be furnished by the Society, as per Society guidelines.
7. *Responsibilities.* Reports, recommendations, or other actions by all committees 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. Each committee shall present an annual report which shall be summarized in the annual report of the management board.
8. *Tenure.* Committee appointments shall expire at the close of the next annual meeting of the division, unless otherwise specified. Vacancies on committees may be filled by interim appointment at any time by the committee chair. Committee members may be reappointed without limitation.

## ARTICLE VI *Management*

1. *Management Board.* The property and affairs of the division shall be managed by the management board. At the annual business meeting, the management board shall submit a report of the preceding year's activities of the division, which shall include the reports of the chair and secretary and the reports of the various committees. Before **September 30** of the following year, this report shall be submitted by the secretary of the division to the executive director of the Society. The report will be presented to the affiliates of the division in the division's newsletter.
2. *Chair.* The chair shall preside at meetings of the division and the management board. The chair shall submit a report to the management board of the activities of the division during his/her term of office and on future plans.
3. *First Vice-Chair.* The first vice-chair shall assume the powers and duties of the chair in the event of the absence or disability of the chair. He/she shall chair the division program committee and is responsible for the current year's annual meeting programs and events, and shall be the division's representative on the Council's Joint Technical Program Committee. The first vice-chair shall also chair the Medlin Scholarship Committee.
4. *Second Vice-Chair.* The second vice-chair shall assume the chairship whenever both the chair and the first vice-chair are not available. He/she shall be a member of the division program committee and shall have the responsibility of initiating and coordinating the program for the annual meeting two years in advance, including technical sessions, symposia, and field trips.
5. *Secretary.* The secretary shall keep the records of the proceedings of the division and shall act as secretary of the management board. He/she shall maintain liaison with GSA headquarters and shall serve, *ex officio*, as a member of all committees.

The secretary, under the direction of the management board, shall collect, disburse, have custody of, and account for the funds of the division and shall account to the Council of the Society for all funds advanced by the Society.

The secretary shall notify the officers, member-at-large, and the members of the committees of their election or appointment, and shall arrange for issuance of notices of all division and management board meetings and of election results.

The secretary shall keep a complete list of affiliates of the division and their places of residence, together with dates of their affiliation and termination of their affiliation with the division.

6. *Member-at-Large.* The member-at-large shall sit on at least one standing committee of the management board and will serve as a member of the Medlin Scholarship Committee.

7. *Board Vacancies.* Any vacancy occurring during the term of any elected officer of the division other than the chair shall be filled by appointment of the management board, and such appointee shall serve until the next business meeting of the division. Vacancy of the chair shall be filled in accordance with Article VII-3 and Article VI-4.

## **ARTICLE VII**

### ***Meetings***

1. *Annual Business Meeting.* The annual business meeting of the division shall be held during the annual meeting of the Society.
2. *Management Board Meetings.* The management board shall meet during the annual meeting of the Society, optimally before the division's annual business meeting, so that pertinent issues may be addressed by the management board and can be subsequently discussed in the business 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. Decisions may also be made by vote.
3. *Technical Sessions.* Technical sessions of the division shall be held during the annual meeting of the Society. Interim technical sessions, cooperative meetings with other societies, or other special programs may be held at any time, subject to the approval of the management board. The participation of non-members of the Society who are engaged or interested in coal geology, as defined in Article I-3, shall be encouraged at all technical sessions.

## **ARTICLE VIII**

### ***Rules and Amendment of the Bylaws***

1. The management board of the division, by a majority vote, may adopt, rescind, or amend rules supplementing the bylaws.
2. Subject to ratification by the Council, bylaws of the division may be adopted, rescinded, or amended by majority vote of the voting affiliates of the division. A ballot vote proposing a change of the bylaws shall be held if favored by a majority of the management board or if petitioned by ten percent of the voting affiliates of the division. Such vote shall be supervised by the Society and held in accordance with the procedures of the Society.

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Bylaws ratified in 1972, on May 9, 1979, October 30, 1983, November 7, 1984, May 6, 1989, May 13, 1994, October 31, 2007.

May, 1994 - Approved by Council to add the following to Article V, Section 4. Contributions to the Gilbert H. Cady Memorial Fund shall be made to The Geological Society of America Foundation, and indicated by the donor as intended for this memorial fund. Interest from the fund will be applied to the Cady Award.

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

October 31, 2007 – Expanded definition of coal geology & procedural changes approved by Council.

October 31, 2010 – Changes to Article VII, including due date of division report to council and addition of Article VII, Section 7 clarifying procedures relating to board vacancies.