THE GEOLOGICAL SOCIETY OF AMERICA®

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## *Steps for Establishing a New GSA Specialty Division*

(1) Obtain the signatures and email addresses of 100 GSA members to illustrate a broad interest in the proposed Division (email addresses required for informational mailings.) GSA can assist with acquiring appropriate addresses if needed.

(2) Set a date for an initial organizational meeting, usually held during the GSA annual meeting.

(3) Designate an organizational committee (optional).

(4) Draft a set of proposed Division Bylaws which are usually ratified by attendees at the initial organizational meeting. Bylaws should include the voting method to elect Management Board Officers. Refer to other Division Bylaws on their webpages for examples.

(5) Select a slate of provisional officers (the roster of initial officers can be either designated by the organizer or the organizing committee from among the key individuals of the working group actively involved in establishing the new Division and may also be ratified by attendees at the initial organizational meeting; occasionally it has been necessary for the provisional officers to serve a second term, elected according to the finalized Division Bylaws.)

(6) Set the annual Division dues amount ($5 - $12 range; some divisions designate a portion of the dues for special purposes - division award fund, student research grant, etc.)

(7) Appoint a nominating committee.

(8) Submit to the GSA Executive Director the following information to propose the new Division to GSA Council:

- letter of petition for the new Division
- proposed Division Bylaws
- proposed slate of Management Board Officers
- proposed nominating committee members

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