

GEOBIOLOGY AND GEOMICROBIOLOGY DIVISION BYLAWS

Established by Council on May 17, 2001

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 Geobiology and Geomicrobiology Division of the Geological Society of America, Inc.
3. *Purpose.* The purpose of the Division is to bring together scientists working at the interface of biology and geology; to encompass the integration of these disciplines through time and across space; to simultaneously promote both the broad scope *and* detailed disciplinary work demanded of rigorous interdisciplinary research; to nurture this emerging spectrum of fields by active encouragement and mentoring of students; and to advise and assist the officers and committees of GSA in matters related to geobiology and geomicrobiology. Fields currently within this Division include: biogeochemistry, biomineralogy, geochemical ecology, paleontology, micropaleontology, origins of life and co-evolution of planets and life, paleobiology and paleoecology, molecular paleontology and ecology, systems modeling and informatics, and astrobiology.

ARTICLE II

Membership

1. Any Member, Fellow, Honorary Fellow, Student or Teacher Associate of the Geological Society of America who is in good standing may affiliate with the Geobiology and Geomicrobiology Division. To effect such affiliation, an applicant shall express his/her desire in writing to either the Secretary of the Division or to the Executive Director of the Society. All affiliates, except Student and Teacher Associates, may vote and hold office in the Division. Student and Teacher Associates may serve on committees as conferees.

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 supervision of its 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 Vice Chair, a Secretary, and a Treasurer. The term of each office shall be two years. The terms of office shall begin immediately following the annual business meeting at which the results of the election are announced. Only the Secretary and Treasurer may be re-elected to the same office for consecutive terms.
2. *Management Board.* The Management Board shall consist of the Chair, Vice Chair, Secretary, Treasurer, and immediate Past Chair.
3. *Election of Officers.* The Nominating Committee of the Division shall nominate candidates every two years for the offices of Vice Chair, Secretary, and Treasurer. Unless prohibited by extenuating circumstances, the current Vice Chair will ascend to the office of Chair for the following term. The nominations and ballots shall be distributed with the spring issue of the Division newsletter.

Nomination of a candidate to become a Division officer also may be made in writing to the Division Secretary by any four voting affiliates of the Division in good standing who shall verify that the candidate is qualified and willing to serve in that office. The candidate's name will be forwarded to the chair of the Nominations Committee for consideration. Nominations shall be accepted if signed by the nominating affiliates and received by the Secretary no later than **June 1**. After considering the nominations, the Nominations Committee shall present the Management Board with the names of the candidates to be voted on by the Division membership at large.

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.

ARTICLE V *Committees*

1. *Program Committee.* The Division's Management Board shall appoint a Program Committee consisting of two or more voting affiliates of the Division.

The Program Committee shall plan and arrange for the technical sessions of the Division at the GSA Annual Meeting and such other programs as may be directed by the Management Board.

The Program Committee chair, or someone designated by him/her, plus one other member of the Program Committee, or someone designated by him/her, shall serve as the Division's program representatives on the GSA Council's Joint Technical Program Committee.

The Program Committee may plan research symposia to be held at various times and places and may appoint Division representatives to organize and chair the symposia.

The Program Committee will be appointed annually. Committee members may be reappointed to serve a maximum of three years.

2. *Nominating Committee.* A Nominating Committee consisting of three voting affiliates of the Division who are not members of the Management Board, including one who shall be designated committee chair, shall be appointed annually by the Division Chair.

The Nominating Committee shall nominate candidates every two years for the offices of Vice Chair, Secretary, and Treasurer.

The Nominating Committee will be appointed annually. Committee members may be reappointed to serve a maximum of three years.

3. *Other Committees.* The Division Chair, with the approval of the Management Board, may appoint other committee chairs. Appointment of committee members will be the responsibility of the respective committee chairs.
4. *Responsibility.* Reports, recommendations, or other actions by appointed committees, other than the Nominating Committee, 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. Appointed committees shall present annual reports which shall be summarized in the annual report of the Management Board.
5. *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 to serve a maximum of three years.
6. *Student and Teacher Associates.* Student and Teacher Associates may be appointed as conferees to any committee.

ARTICLE VI ***Management***

1. *Management Board.* The Management Board shall manage the property and affairs of the Division. At the annual business meeting, the Management Board shall submit a report of the preceding year's activities of the Division that shall include the reports of the Chair, the Secretary and Treasurer, and the reports of the various committees. Before **February 15** of the following year, this report shall be submitted by the Secretary of the Division to the Executive Director of the Society. A summary of the report will be presented to the affiliates of the Division in the Division's newsletter.
2. *Chair.* The Division Chair shall preside at meetings of the Division and the Management Board. At the annual business meeting, the Chair shall submit a report to the Management Board on the activities of the Division during his/her term of office and on future Division plans.
3. *Vice Chair.* The Vice Chair shall assume the powers and duties of the Chair in the event of the absence or disability of the Chair.
4. *Secretary.* The Division Secretary shall keep records of the proceedings of the Division and shall act as Secretary of the Management Board. The Secretary shall maintain liaison with GSA Headquarters and shall serve, *ex officio*, as a member of all committees. The Secretary shall notify the officers 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. The Secretary shall arrange for the creation, distribution, collection, and tallying of Division ballots and for the announcement of election results in the Division newsletter.
5. *Treasurer.* The Treasurer shall account to the Council of the Society for all funds advanced by the Society. 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.
6. *Past Chair.* The Past Chair shall serve as an advisor to the Chair.

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 immediately prior to the annual business meeting. Special meetings of the Management Board may be called at any time by the Division Chair with the consent of a majority of the Management Board. Decisions may also be made by mail vote.
3. *Technical Sessions.* Technical sessions of the Division shall be held during the annual and regional 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. The participation of non-members of the Society who are engaged or interested in geobiology or geomicrobiology shall be encouraged at all technical sessions.
4. *Symposia.* Research symposia of the Division shall be held during the annual meetings of the Society and may be held during regional meetings. Symposia chairs will be appointed by the Division's Program Committee. Symposia topics will be determined by the symposia chairs and the Program Committee.
5. *Informal Meetings.* Informal research meetings may be scheduled by the Management Board and Program Committee during the annual and regional meetings of the Society.

ARTICLE VIII

Division Award

1. The Division shall sponsor an annual GSA student research award in the field of geobiology or geomicrobiology.
2. The Geological Society of America Committee on Research Grants is charged with selection of an outstanding student proposal in the field of geobiology or geomicrobiology from the applications submitted annually to the Geological Society of America research grants program. Proposals from faculty are specifically excluded from consideration of this award.

The name of the award shall be the Geological Society of America Division of Geobiology and Geomicrobiology Student Research Award.

3. Up to \$1,000 annually will be available from the division unless the Committee on Research Grants is notified prior to its annual meeting that a lesser amount is available from the division for that year. The actual amount of the award will be determined by the Committee on Research Grants in accordance with its normal policy.

4. The Geological Society of America through the Committee on Research Grants will administer the award in accordance with its normal policies and practices, including but not limited to mailing and processing of application forms, and notification and distribution of the award to the recipient.
5. Upon reaching its decision, the research grants administrator will notify the Division Chair and the Division Newsletter Editor of the name of the awardee, the title of the proposal, and the amount of the award. The Division Chair will write a letter of congratulations from the Division to the recipient of the award.

ARTICLE IX
Division Newsletter

1. The Division shall have newsletters published twice a year, spring and fall, which shall be distributed to all Division affiliates in good standing. The newsletters will be archived on the Division website.
2. The Management Board of the Division shall appoint a Newsletter Editor. The term of the editorship shall be three years.

ARTICLE X
Rules and Amendment of the Bylaws

1. The Management Board, by majority vote, may adopt, rescind, or amend rules supplementing the bylaws.
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 vote of voting affiliates of the Division, and (c) ratification by the Council.

Established by Council on May 17, 2001. Bylaws amendments approved by GSA Council Oct. 21, 2006 (2-yr officer terms; officers: Chair, Vice Chair, Secretary, Treasurer).