

Geological Society of Connecticut Bylaws

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page 1 of 5

Article I

MEMBERSHIP

Section 1. There are three (3) classes of membership: Member, Student Member, and Honorary Member, all with full voting rights in Society proceedings. A *member* (hereby defined as an individual of any of the three membership categories) shall be in good standing upon meeting the eligibility criteria for membership set forth in the Society's bylaws and upon payment of all dues presently outstanding.

1. Member – open for all persons interested in geology of Connecticut.
2. Student Member – enrolled full-time in academic institution and interested in geology.
3. Honorary Member – may be bestowed by the Board of Directors to an individual who has made a significant contribution to the Society.

Section 2. A corporation or other organization sponsorship includes up to six (6) individual memberships.

Section 3. There will be no Connecticut residency requirement for any of the categories of membership.

Article II

DUES

Section 1. The annual dues for Members of the Society shall be set by the Board of Directors by majority vote.

Section 2. Dues for Student Members shall be pro-rated to fifty percent (50%) of the otherwise applicable dues, provided that the eligible applicant shall provide documentation of his/her status as a Student Member.

Section 3. An Honorary Member does not pay dues.

Section 4. Corporate/Organization sponsorship annual dues shall be five (5) times the Member dues.

Section 5. Annual dues shall be due on the first day of January each year.

Section 6. The Board of Directors will have the power to establish additional fees and seek additional funds for program and committee activities, as needed.

Section 7. Any *member* whose dues remain unpaid for six (6) months shall be dropped from membership.

Article III

BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of eleven (11) members: ten (10) elected members and the immediate Past-President, if available to serve.

Section 2. Any Member shall be eligible to serve as a Director-. Only Directors are eligible to serve as officers.

1. The Board of Directors conducts the business of the Society and officers are Directors with defined responsibilities in the conduct of that business. Therefore, the officers serve the Board and the Board should elect those officers from within the ranks of the Board.

Section 3. (A.)The Directors of the Board shall be elected for a term of three (3) years each, with no term limit. In order to provide continuity of the Board, the terms of office should be staggered so that a few (2-4) Board members face reelection or new members may be elected each year. The goal is to consider no more than 4 director positions per year.

Geological Society of Connecticut Bylaws

Page 2 of 5

(B.). The Board will elect, from its own ranks a President, Vice President, Secretary, and Treasurer to serve as officers and conduct its business. The Officers shall be elected for a term of two (2) years each. Each officer may not serve more than two (2) consecutive terms in any one office.

1. The term of office of a Director who is elected to be an officer of the Board, may be extended in cases where the term as an officer is longer than the remaining term as director.

Section 4. Any vacancy occurring on the Board of Directors must be filled within 90 days. The Nomination and Election Committee will select a candidate to serve for the remainder of the Director's term. A majority vote of the Board of Directors shall confirm the selection of that candidate.

Section 5. The Board of Directors is the organization's administrative, general legislative, and policy-making body. The Board of Directors establishes strategic direction for the Society, addresses issues of concern, and sets policy. In addition to the duties customarily performed by the Board it shall:

1. Transact all business necessary and proper for efficient management of the Society.
2. Establish dues and fees, payment schedules, and any reimbursements deemed appropriate.
3. Receive and pass upon plans of work of chairpersons of standing committees, establish ad hoc committees, and authorize and direct the work of each committee.
4. Select the time and place of all Society meetings, including the Annual Meeting.
5. Hold meetings ~~on~~ every two (2) months or more frequently as the President deems appropriate. A majority of the Directors then serving shall constitute a quorum for the transaction of business. Although normally the Board will meet as a body in person, on some occasions, as determined by the president, the board may conduct its business remotely by a conference call or with electronic media.
6. Approve all publications (including website postings) bearing Society sponsorship.

Section 6. No Director shall receive compensation for services rendered to the Society in such capacity, but Directors may be reimbursed for reasonable and necessary expenses actually incurred with the performance of their duties in the manner and extent as determined by the Board of Directors.

Article IV ELECTIONS

Section 1. A Nomination and Election Committee shall supervise Society elections. It is composed of three (3) members of the Board of Directors, chaired by the latest Past-President and two (2) Directors appointed by the Past-President.

Section 2. The Nomination and Election Committee shall solicit volunteers and nominations from among the Members to serve on the Board of Directors and shall present the names of candidates to the membership at least 30 days prior to the Annual Meeting. The Nomination and Election Committee shall select at least one nominee for each vacancy. Additional qualified nominees submitted from the membership may be added to the ballot subsequent to the presentation of the committee's candidates and before the election period.

Section 3. Elections shall be conducted by electronic voting over a period of at least seven (7) days prior to the Annual Meeting and the results announced at the Annual Meeting. Newly elected Officers and Directors will assume duties at the Annual Meeting. Officers shall be elected every other year at the first Board meeting after the annual meeting and newly elected officers will assume their duties at the time of their election.

Geological Society of Connecticut Bylaws

Page 3 of 5

Article V

DUTIES OF THE BOARD OF DIRECTORS

Section 1. The President shall:

1. Preside at meetings of the Society and the Board of Directors.
2. Determine the duties of the Vice President.
3. Coordinate the work of the officers and committees, in order that the objectives of the Society may be promoted.
4. Write a column for the Society newsletter.
5. Submit an annual report to the Society at the Annual Meeting.

Section 2. The Vice President shall perform the duties of the President in the absence of the ability of that officer to serve, and those duties assigned by the President.

Section 3. The Secretary shall:

1. Give due notice of all meetings of the Society.
2. Record the minutes of all meetings of the Society and the Board of Directors.
3. Be responsible for mailing to each member of the Board of Directors a copy of the minutes of all meetings of the Society and the Board of Directors.
4. Conduct official correspondence of the Society, as Directors may direct.
5. Notify Directors and standing committee chairpersons of their election.

Section 4. The Treasurer shall:

1. Develop a budget no later than March 1st and present the budget at the subsequent Board of Director's meeting.
2. Collect and record funds in accordance with the approved budget and/or upon direction of the Board of Directors.
3. Disburse funds and pay all bills. Approval by the President is necessary when cost exceeds \$300.
4. Maintain or oversee correct and complete books and disbursements in books belonging to the Society.
5. Present a financial statement at the Annual Meeting and at other times as requested by the President.
6. Close the books at the end of the fiscal year and submit them for approval by the Board of Directors, who may request an audit.

Section 5. The Past-President shall:

1. In the case of a vacancy of the President and a failure in succession by the Vice-President, the latest Past-President shall serve as President for the remainder of the term, or until appropriate successors are found.
2. Serve as chairperson of the Nomination and Election Committee.

Section 6. All members of the Board of Directors shall:

1. Perform the duties prescribed here in addition to those outlined elsewhere in these bylaws and those assigned from time to time.
2. Deliver to their successors all official material within fifteen (15) days following the close of the Annual Meeting at which their term of office expires.

Geological Society of Connecticut Bylaws

Page 4 of 5

Article VI

MEETINGS

Section 1. The Annual Meeting shall be the governing body of the society. The Annual Meeting shall be held in the fall of each year.

Section 2. A minimum of two (2) other regular memberships meetings in addition to the Annual Meeting, shall be held each year. Normally these will be held during the academic year.

Section 3. A special meeting may be called by the Board of Directors in lieu of, or in addition to, a regular meeting. Additional meetings may also be scheduled as recommended by any special committee and approved by the Board of Directors.

Section 4. The date, time, and location of all meetings shall be determined by the Board of Directors.

Section 5. The voting body of meetings shall consist of the *members* of the Society. At any meeting, the *members* present shall constitute a quorum, provided four are members of the Board of Directors.

Article VII

COMMITTEES

Section 1. Standing committees assist the society to realize specific organizational goals and responsibilities. Each committee advises the Board of Directors in their particular areas and may be responsible for selected activities. They report to the Board of Directors.

The Society presently has four (4) standing committees.

1. Membership Committee - The Membership Committee shall maintain the Society's membership list, Send dues notices to members one month prior to the date that they are due, contact list, assist in general mailings, and produce a yearly membership directory.

2. Communication and Education Committee – The Communication and Education Committee shall coordinate and assist in the enactment of the Society's education mission, both to the general public and to Society members. The Committee shall produce and issue a periodic newsletter to the membership, and develop and maintain the Society's website. The Communication and Education Committee shall be responsible for electronic and printed publications as outlined in Article IX.

3. Program Committee- The Program Committee shall administer all of the Society's meetings and other events, including securing the location, coordinating events, arranging for refreshments, and providing information to the Communication and Education Committee in a timely manner.

4. Nomination and Election Committee - The Nomination and Election Committee shall oversee the election of the Board of Directors and fill Board member vacancies in accordance to Articles III and IV of the Society Bylaws.

Section 2. The make-up and chairpersons of the standing committees will be approved at the first meeting of the Board of Directors following the Annual Meeting. At least one member of each standing committee shall be a member of the Board of Directors, and act as committee liaison to the Board.

Section 3. Ad hoc committees may be formed as deemed necessary by the President or the Board of Directors and are given a time-specific charge and outcome(s). Each ad hoc committee will be composed of individual *members* with knowledge and expertise in an area of related importance. The ad hoc committee chairperson, selected by the President, can be any Society Member and reports to the Board of Directors.

Geological Society of Connecticut Bylaws

Page 5 of 5

Article VIII

AMENDMENTS TO THE BYLAWS

Section 1. A proposed amendment to these bylaws may be approved for membership balloting in three (3) ways:

1. A written petition signed by not less than fifteen (15) Members of the Society may be submitted to the Society Secretary. The proposed amendment shall be reviewed and approved by a majority of the Board of Directors before going to a vote of membership.
2. A written amendment proposal may be submitted by a Board of Directors member to the Society Secretary. The proposed amendment shall be reviewed and approved by a majority of the Board of Directors before going to a vote of membership.
3. A proposed amendment may be submitted by written petition, signed by twenty-five percent (25%) or more of the membership, to the Society Secretary. When accompanied by the petition, Board of Directors approval is not required. The proposed amendment shall be voted on by the membership of the Society.

Proposed amendments shall be voted upon at the next Annual Meeting after approval for vote, provided due notice having been given each member of such proposed Amendments at least three (3) weeks before the Annual Meeting. A proposed amendment to this constitution must receive an affirmative vote of not less than two-thirds (2/3) vote of the Society membership present at the Annual Meeting of the Society.

Section 2. Any question as to the proper interpretation of the provisions of these bylaws shall be resolved by majority vote of the Board of Directors.

Article IX

PUBLICATIONS

Section 1. Consistent with the Society's stated purpose of promoting the science of Connecticut geology, the Society will engage in the publication and distribution of scholarly papers such as fieldtrip guidebooks, special publications, and online educational pamphlets. The Communication and Education Committee shall be responsible to the Board of Directors for the high standards that are to be maintained in all such publications. Voluntary assistance with the work of producing the publications such as reviewing shall be a general responsibility of the membership.