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1.0 WELCOME TO THE EXECUTIVE COMMITTEE

Thank you for volunteering your time and energy to serve on the American Institute of Professional Geologists (AIPG or the Institute) Executive Committee. This handbook is intended to be a quick reference to essential information for Executive Committee service and National Committee service. Your service with AIPG is appreciated and we hope that by providing this essential information to help perform the duties of your office that your service term is a successful and rewarding experience.

This document is intended to be updated annually by the President at the end of their term to reflect the change in officers, staff, and committees, as appropriate. Comments on this document should be emailed to the President and copy AIPG Executive Director and AIPG Assistant Director.
2.0 ABOUT AIPG

The AIPG, founded in 1963, is the largest association dedicated to promoting geology as a profession. It presently has almost 5,000 members in the U.S. and abroad, organized into 38 regional Sections. AIPG emphasizes competence, integrity, and ethics. The Institute adheres to the principles of professional responsibility and public service and is the only international organization that certifies the competence and ethical conduct of geoscientists in all branches of the science of geology. The Institute’s members are employed in industry, government, and academia. AIPG is an advocate for the profession and communicates with federal and state legislators and agencies on matters pertaining to the geosciences. Some sections have regular, routine interaction with their state legislators, while other sections interact with their state legislators on an as-needed basis. AIPG works in conjunction with the American Association of State Geologists (AASG) on federal legislative matters and is a member of the American Geosciences Institute (AGI), which has a public policy division.

AIPG is a nonprofit 501(c)(6) organization whose policies are determined by its Executive Committee. The non-profit 501(c)(6) designation means that the organization exists to promote its members’ business interests, without the goal of making a profit. This status allows the Institute to advocate for the interests of geoscientists. To maintain 501(c)(6) status an organization must do the following:

- not be organized for profit.
- no part of the net earnings can benefit a private shareholder or individual.
- activities must be devoted to improving business conditions but not performing particular services for individuals.
- promote a common interest and not engage in a regular business ordinarily conducted for profit.
- must receive meaningful membership support.

These requirements form the basis of AIPG’s purpose and activities. Our 501(c)(6) organization status is reviewed each year during our financial audit/financial review.

2.1 AIPG Purposes

The purposes of the Institute shall include:

- advance the geological sciences and the profession of geology.
- establish qualifications for professional geologists.
- certify the qualifications of specific individual Member geologists to the public.
- promote high standards of ethical conduct among its Members and Adjuncts, and within the profession of geology.
- represent, and advocate for, the geological profession before government and the general public.

2.2 What AIPG Does

AIPG does many things:

- Professional Certification - Certifies geologists based on their competence, integrity, and ethics.
  - Categories of Membership - Certified Professional Geologist, Professional, Early Career, Associate, Emeritus and Student.
- Advocacy - Presents testimony and position papers to federal and state legislators and agencies on matters affecting geologists and geologists’ employment opportunities. Exhibits at the National Conference of State Legislators.
- **Ombudsman** - Intervenes with regulatory boards and agencies on behalf of individual geologists, at the geologist's request. Information also is disseminated in cooperation with AASG.
- **Insurance** - Provides access to liability insurance for errors and omissions, designed specifically for geologists and provided access to a full line of supplemental, life, and accident insurance.
- **Publication** - Publishes a quarterly magazine, *The Professional Geologist* (TPG). TPG provides a forum for discussion and dissemination of professional and scientific information in all areas of geology. TPG is distributed to nearly 5,000 members and the weekly E-News is distributed to nearly 28,000 members, businesses, libraries, universities/colleges, and government agencies.
- **Continuing Education** - Through publications, seminars, webinars, short courses, and field trips, AIPG provides educational opportunities for geologists, other scientists, engineers, and the general public. AIPG online programming includes webinars offered with continuing education units (CEUs), also known as professional development hours (PDHs).
- **International Comity** - Through agreements with professional societies in other countries or regions, provides access for its members to professional registration, certification, or chartered status in those countries or regions.
- **Global Geoscience Professionalism** – AIPG is a charter member of the Global Geoscience Professionalism Group (CCPG), which provides a forum to discuss training and experience required to be designated as a geologist around the world.
- **Section Activities** – Sections, both state and regional, work on local political issues and the professional status of geologists in their geographic areas. The Institute’s sections around the country hold field trips and meetings that feature educational programs covering important subjects of interest to professional geologists. One of the most worthwhile benefits of AIPG membership is the opportunity to make personal contact at the local level, to meet fellow geologists and develop a professional network, and to learn from peers.

### 2.3 Professional Certification

AIPG certifies professional geologists based on their competence, integrity, and ethics. Certified Professional Geologist (CPG) membership constitutes the highest grade of individual membership within the Institute and applicants are screened for required education, experience, and character. Applicants who voluntarily apply for self-regulation through the Institute are investigated by means of a rigorous and thorough peer review process. Applicants for CPG membership/status affirm their adherence to applicable professional and ethical standards. Per the Bylaws, only CPG members can hold most leadership positions within the Institute, particularly at the national level.

### 2.4 Organization

AIPG is administered by an Executive Director under the directives of the Executive Committee. AIPG national office staff include personnel assigned full-time to AIPG as well as several employees who primarily provide services for other organizations; currently AIPG provides administrative services for the Association for Women Geoscientists (AWG) and American Association of State Geologists (AASG). AIPG subcontracts the services of some of the Institute’s business, such as tax preparation and financial investment.
American Institute of Professional Geologists Executive Committee Handbook

2.4.1 AIPG Headquarters Staff
- **Aaron Johnson**, Ph.D., Executive Director, awj@aipg.org
- **Wendy Davidson**, Assistant Director, wjd@aipg.org
- **Cathy Duran**, Professional Services Manager, cld@aipg.org
- **Dorothy Combs**, Membership Services, dkc@aipg.org
- **Cristie Valero**, Bookkeeping/Office Assistant, cjv@aipg.org
- **Kathy Gilvar**, Office Assistant, aipgadmin2@aipg.org
- **Ramona ‘Mona’ Scott**, AWG Administrative Assistant, office@awg.org
- **Karen Keeley**, AASG Administrative Assistant, office.aasg@gmail.com
- **Hannah Horinek**, AWG ADVANCEGEO Program Manager, advancegeo@awg.org

2.4.2 Executive Director
The Executive Committee's policies shall be implemented by the Executive Director, who shall have charge of the Institute headquarters and staff as authorized by the Executive Committee. The Executive Director shall be the person to whom all official notices to the Institute will be addressed, shall be responsible for
the physical custody of all official documents held in repository at the Institute headquarters, shall be under the direction of the President, and shall assist in the work of all committees to ensure the effectiveness of all activities of the Institute. The Executive Director shall be appointed by and serve at the pleasure of the Executive Committee. The Executive Director duties include:

- Attend Executive Committee meetings and act as the meeting Parliamentarian as needed.
- Submit a report of activities for all Executive Committee meetings in time for inclusion in the agenda and/or Meeting Book. Activities shall include those of the Executive Director and staff, including all activities directed by the Executive Committee.
- Serve on the Finance Committee and serve as an ex officio member all the Standing Committees (that is, without voting privileges), and ad hoc committees, and other committees as needed.
- Forward all ethics correspondence, without review, to the Ethics Committee Chair, within seven days of receipt.
- Contact the ExCom leadership (President, President-elect, Past President) to confer on matters of importance.
- Oversee subcontractor services and providers, such as banking services, tax preparation and the financial investment services. AIPG is a nonprofit organization and does not pay taxes, but the Institute is still required to fill a tax form annually. The financial holdings of the Institute are managed through a separate financial management company (see more about the investment management under the Treasurer responsibilities).

2.5 Institute Goals

AIPG’s goal is to be recognized nationally and internationally as the:

1. Organization for certification of professional geoscientists.
2. Representative body for professional geoscientists in the United States.
3. Body for setting standards of professional and ethical practices for geoscientists.

2.6 Additional Services

Our society membership with AGI has provided AIPG access and collaboration with a number of sister organizations. AWG and AASG have entered into agreements for AIPG to manage their finances and organizational tasks in return for a service fee.
3.0 AIPG MEMBERSHIP CATEGORIES

The annual dues for each membership category are reviewed as part of the Executive Committee approval of the annual budget for the Institute. The last dues increase was approved in 2023, effective for 2024 dues. Membership categories and requirements are listed online: [https://aipg.org/page/MembershipCategoriesandRequirements](https://aipg.org/page/MembershipCategoriesandRequirements).

A summary of the requirements for each membership category is provided below.

3.1 Certified Professional Geologist (CPG)

The CPG designation is critical for many members, especially our members who need to meet the “qualified person” requirements for public disclosure reporting, for comity to practice as a professional geologist in other jurisdictions and to demonstrate professional qualifications to the public.

- **Education**: 36 semester or 54 quarter hours in geological sciences with a baccalaureate or higher degree; certified copy of official transcripts must be sent by each college or university.
- **Experience**: Eight years beyond bachelor's degree, or seven years beyond master's degree, or five years beyond doctorate degree. As of 2019, three years of the required experience in geology needs to be in a position of responsibility (significant participation, decision making, management, capable of checking relevant work to ensure it meets specified standards).
- **Sponsors**: Three required from professional geologists, two of whom must be CPGs (see Section 2.3.1 of the Bylaws for exceptions).
- **Emeritus CPG membership offered**.

3.2 Professional Member

Geologists who do not yet meet the education and experience requirements for CPG or do not see a need for certification by the Institute may apply to become a Professional Member.

- **Education**: 30 semester or 45 quarter hours in geological sciences with a baccalaureate or higher degree.
- **Experience**: No proof required.
- **Professional Non-Practicing membership offered** (that is, Emeritus status).

3.3 Early Career Professional Member

Geologists who do not yet meet the education and experience requirements for CPG may apply to become an Early Career Member.

- **Education**: 30 semester or 45 quarter hours in geological sciences with a baccalaureate or higher degree.
- **Experience**: Must apply during first five years upon earning a baccalaureate, masters, or doctorate degree.

3.4 Student Member

- **Education**: Currently enrolled in a geological science degree program.
- **Graduation Date**: Anticipated date of graduation is required.
3.5 Associate Member

- Education: No proof required.
- Experience: No proof required.

3.6 CPG Recognition as a Qualified Person or Competent Person

AIPG CPG members working in the mining industry and preparing mineral resource estimates for the public reporting of exploration targets, exploration results, mineral resources, and mineral reserves, Committee for Mineral Reserves International Reporting Standards (CRIRSCO), and various international securities laws and regulations require that the preparers be a Qualified Person (QP) or Competent Person (CP) in good standing with an appropriate recognized professional association. The QP or CP must belong to a professional organization that is self-regulatory; admits members primarily on the basis of their academic qualifications and professional experience; requires compliance with the professional standards of competence and ethics, establish by the organization, anywhere in the world; has disciplinary powers. If a country does not have a Recognized Overseas Professional Organization (ROPO), the American Institute of Professional Geologists (AIPG) is a ROPO and accepts applicants from any country to apply to become an AIPG CPG member. AIPG CPG members are recognized as QPs or CPs for the following:

- **Committee for Mineral Reserves International Reporting Standards** (CRIRSCO) member codes:
  - JORC (Australasia)
  - CBRR (Brazil)
  - CCRR (Colombia)
  - PERC (Europe)
  - NACRI (India)
  - KCMI (Indonesia)
  - KAZRC (Kazakhstan)
  - MPIGM (Mongolia)
  - SAMCODES (South Africa)
  - UMREK (Turkey)

- **Canadian Securities Administration (CSA).** [https://www.securities-administrators.ca/](https://www.securities-administrators.ca/)
  - Canadian National Instrument 43-101 – Standards of Disclosure for Mineral Projects. Canadian National Instrument (NI) 43-101 regulates how companies can disclose mining-related information in Canada and was developed in response to the 1997 Bre-X Busang scandal. Mined resources include minerals, precious metals, dimension stone, precious stones, and sand and gravel commodities. The NI 43-101 law requires that all reports containing estimates of mineral resources and reserves must be prepared or under the supervision of a QP. A QP must have at least five years of experience including appropriate experience in the minerals being reported on and must be a member of a professional association. AIPG is an accepted foreign association and AIPG CPG members are a QP, as defined in Appendix A of NI 43-101. **Canadian National Instruments are adopted by all 13 Canadian provinces and territories and current copies of instruments can be found on the websites for the security commission of the provinces and territories.**
  - Canadian National Instrument 51-101 – Standards of Disclosure for Oil and Gas Activities. NI 51-101 regulates how companies can disclose oil and gas activities in Canada. The NI 51-101 law requires that reporting issuers to appoint one or more qualified reserves evaluators or reserves auditors to report to its board of directors on its reserves data. To be qualified, a reserves evaluator or reserves auditor must possess
appropriate professional qualifications and experience and be a member in good standing of a professional organization. AIPG is an accepted professional board and AIPG CPG members are a qualified membership category. Membership in AIPG does not automatically mean that a person is a qualified reserves evaluator or qualified reserves auditor under NI 51-101. To be qualified under NI 51-101, the person must also have the requisite professional experience to carry out reserves evaluations or reserves audits in accordance with the requirements of NI 51-101 and the standards of the Canadian Oil and Gas Evaluation Handbook. Canadian National Instruments are adopted by all 13 Canadian provinces and territories and current copies of instruments can be found on the websites for the security commission of the provinces and territories.

- **Australian Securities Exchange (ASX).** The ASX recognizes the Joint Ore Reserves Committee (JORC) of The Australasian Institute of Mining and Metallurgy, the Australian Institute of Geoscientists, and the Minerals Council of Australia (JORC Code) for the purpose of preparing reports on Exploration Targets, Exploration Results, Mineral Resources and Ore Reserves for submission to the ASX. AIPG is recognized by ASX as a Recognised Professional Organisation (RPO), i.e. one a select group of overseas organizations to which CPGs may belong for the purpose of preparing reports on Exploration Targets, Exploration Results, Mineral Resources and Ore Reserves for submission to the ASX. The current RPO list is available on the JORC website (https://www.jorc.org/competent/).

- **London Stock Exchange (the Exchange).** The Exchange’s Alternative Investment Market (AIM) Note for Mining, Oil and Gas Companies includes guidance for resource companies, such as exploration, development, and production companies, on the appropriate reporting of assets, liabilities, reserves, resources. Among other requirements, a CP must be professionally qualified and be a member in good standing of an appropriate recognised professional association (RPA). AIPG qualifies as an RPA, as RPAs are defined as self-regulatory organisations of engineers and/or geoscientists. The AIM Notes are available on the Exchange website (https://www.londonstockexchange.com/resources/raise-finance-resources?tab=aim&accordionId=0-4aa333ec-7909-4a8a-9a49-ab9fedec87f1&moduleId=block_content%3A871b0950-565a-402a-95e2-1de0a689807).

- **United States (US) Securities and Exchange Commission (SEC).** SEC Regulation S-K, Subpart 1300 – Disclosure by Registrants Engaged in Mining Operations (S-K 1300), which is the public disclosure requirements for mining companies with material mining assets reporting to SEC/listed on the US stock exchange. The disclosures of exploration results, mineral resources, or mineral reserves for the primary discipline areas must be based upon technical studies completed by QPs. A QP is defined as an individual is a mineral industry professional with at least 5 years of relevant experience and an eligible member or licensee in good standing of a recognized professional organization (RPO). AIPG qualifies as an RPO, as RPAs must publish a list of their membership. The current S-K 1300 regulation is available on the SEC website (https://www.ecfr.gov/current/title-17/chapter-II/part-229#subpart-229.1300).

### 3.7 Mutual Recognition Agreements and Reciprocal Memberships

AIPG maintains various agreements with many organizations for various purposes to benefit our members.

1. **American Association of Petroleum Geologists Division of Professional Affairs (AAPG-DPA).** AIPG CPGs may apply for Certified Petroleum Geologist membership/title.
2. **European Federation of Geologists (EFG)**. AIPG CPG members may apply for Euro Geologist (EurGeol) membership/title. AIPG CPG members and the EFG European Geologists (EurGeol) members shall be recognized as comparable between the two organizations.

3. **Geological Society of London (GSL)**. AIPG CPG members may apply for Chartered Geologist membership/title. AIPG will accept applications for the title of CPG from members of the GSL who are registered as a Chartered Geologist (CGeol) with a single sponsorship affidavit from GSL and GSL will accept applications for title of CGeol with a single sponsorship affidavit from members of AIPG who are CPG members.

4. **Institute of Geologists of Ireland (IGI)**. AIPG members applying for IGI membership do not require Sponsors. Instead, a letter should be submitted to the Secretary, or enclosed with the application, confirming current professional membership of the organization in question.

3.8 **State Recognitions**

Several states recognize the CPG membership in various ways.

1. **State of Alaska**. AIPG CPG members are recognized as Professional Geologists after registering with the State of Alaska. Certifications have no expiration date and require no renewal fees. The State of Alaska provides the “title” of geologist; however, it is not a license regulated under a board of technical registration.

2. **State of Minnesota - Minnesota Department of Health (MDH)**.
   a. AIPG CPG members are eligible to apply for the Environmental Well Contractor license.
   b. AIPG CPG members are eligible to apply for the Explorer Responsible Individual license.

3.9 **Memorandums of Understanding and Cooperation Agreements**

AIPG has negotiated several memorandums of understanding (MOUs) that provide benefits for the Institute and/or members.

1. **Geoscientists Canada (formerly the Canadian Council of Professional Geoscientists [CCPG])**. The cooperation agreement:
   a. Standing invitation for a representative of the other organization to attend all meetings at no registration cost.
   b. Cooperate in developing a mechanism for the mutual recognition of standards across the Canada - United States border.
   c. Cooperate in developing mechanisms for the mutual recognition of standards as well as the development and maintenance of beneficial liaisons with equivalent organizations beyond North America.

2. **Society of Mining, Metallurgy and Exploration (SME) Memorandum of Understanding (MOU)**:
   a. Collaborative programming at annual conferences.
   b. AIPG members can register for annual meeting events at SME member rates.

3. **Association of Mining Engineers, Metallurgists and Geologists of Mexico, A.C. (AIMMMGM) MOU**:
   a. Standing invitation for a representative of the other organization to attend all meetings at no registration cost.
   b. Will promote technical/scientific contacts between their respective members, organizations. The signers should keep each other well informed in advance about international conferences or symposia organized by their respective organization.
   c. AIPG members may attend AIMMMGM’s organized events at AIMMMGM member’s rate and AIMMMGM members may attend AIPG’s organized events at AIPG member’s rate.
d. Cooperate in establishing contacts with other national and international groups involved in the registration of professional geoscientists and the regulation of the practice of geoscience.
e. AIPG and AIMMGM will provide booth space for each other at their meetings free of charge.

4. **American Geosciences Institute (AGI).** Hot-desk or hotel pod/desk is available for free at AGI’s Washington, DC headquarters office (advance request required).

5. **Western Museum of Mining and Industry (WMMI) MOU:**
   a. Recognized their mutual relationship by providing links on their websites and appropriate electronic communication to members.
   b. Will consider joint programming and communications.
   c. Will provide one complimentary membership for an elected officer, Executive Director, etc. WMMI is located in Colorado Springs, Colorado.
   d. Will provide booth space free of charge.

AIPG is pursuing MOUs with additional organizations:
- Women in Mining USA (WIM USA)
- Mining and Metallurgical Society of America (MMSA)
- An updated MOU with SME
- An updated MOU with EFG
4.0 GOVERNANCE

The affairs of the Institute are managed and operated by, or under the direction of, the Executive Committee. For the purposes of applicable laws, the Executive Committee is considered the board of directors. The Executive Committee shall be assisted by four Representatives elected by the Advisory Board (aka Advisory Board Representatives), standing and ad hoc committees, and Section officers and committees.

The national Executive Committee shall consist of 12 Members, including the eight officers designated in the Bylaws:

- The eight Executive Committee Officers are elected by the Institute membership, must be CPGs in good standing, and consist of
  - President
  - Vice President
  - President-Elect
  - Past-President
  - Secretary
  - Treasurer
  - Editor
  - The Early Career Professional (does not have to be a CPG and shall have at least 16 months of Early Career status left)

- The four Advisory Board Representatives are elected by Section representatives at the annual Advisory Board meeting held during the Institute’s Annual Meeting (do not have to be CPG members)

4.1 Executive Committee

The Executive Committee Officers and Advisory Board Representatives comprise the Executive Committee. All members of the Executive Committee have equal voting rights. The presiding officer shall vote on all matters.

The duties of the Executive Committee are:

- conduct all the corporate business of the Institute.
- formulate and adopt new Institute policies, which shall be published at least annually.
- track the activities of the Sections.
- heed the recommendations of the Advisory Board.
- promote the interests of the Institute.

The incoming Executive Committee shall be convened by the incoming President during or after the annual meeting to establish its procedures for the forthcoming year. The number of meetings varies per year, but there are typically four formal, quarterly meetings, with the third quarter meeting being held in conjunction with the Annual Conference. Monthly Executive Committee meetings, held to conduct regular business and check on the status of various initiatives and committees, are at the discretion of the President. If an Executive Committee member will be unable to attend a meeting, the member is expected to notify the President and Executive Director with as much advance notice as possible. Repeated failure to attend meetings, including the inability to participate, could result removal from an elected position (see Section 5.4 in Institute Bylaws). That said, an unavoidable absence is not considered to be an inability to participate for the full term of the position. Multiple absences associated with the formal Executive Committee meetings, which may contain items requiring a vote, could be deemed inability to participate.
Some travel expenses are reimbursed by the Institute for in person Executive Committee meetings. See Appendix D for the Reimbursement Policy and the Expense Form.

Please note that the officers and Advisory Board representatives must be from different Sections, except in the case of the Editor and ECP. This is designed to make the board geographically representative.

4.1.1 President

The President shall preside at all meetings of the Institute and of the Executive Committee and shall perform the duties customary to the office. The President shall be the official spokesperson for and of the Institute and may authorize others to speak on behalf of the Institute. The President shall appoint all committees and boards of any type and their chairs. The term is one year.

Additionally, duties of the President include:

- Attend all Executive Committee meetings during the year you are on the Executive Committee.
- Meet and greet members at Annual Meeting and preside over the awards dinner.
- Submit a report of activities for each quarterly Executive Committee meeting in time for inclusion in the Meeting Book.
- Vote or abstain from all in-person, email or virtual votes initiated by the Executive Committee.
- Accept the responsibilities of your elected position, as described in this Handbook and the Bylaws.
- Decide on and communicate the direction of the organization (note: the Strategic Plan is a key document that has been prepared in conjunction with the Executive Committee and subsequently ratified by the Executive Committee. The Strategic Plan should be consulted and updated periodically. The President is expected to report on the progress of the tasks as part of the quarterly meetings).
- Direct the Executive Director and National Office activities.
- Write President’s Message for TPG (four times per year; one will be due prior to starting term as President).
- Write membership renewal message (due prior to starting term as President).
- Attend Cooperating Organization meetings as necessary.
- Attend the Foundation Committee meetings as an ex officio member.
- Coordinate with the headquarters office on planning of all Executive Committee Meetings.
- Determine whether any Presidential Citations will be awarded (these are due in the 2nd quarter).
- Chair the Executive Director Review Committee.
- Contact each officer nominee after election results are finalized by the Tellers Committee.
- Ad Hoc Committees are formed by the current President and approved by the Executive Committee. Also, annually review and decide upon continuation of any Ad Hoc committees from earlier years.
- Serve on the Finance Committee.
- Serve on the Membership Committee.
- At request of the Ethics Committee Chair, create an Ad Hoc Ethics Review Committee. Then follow through with the defined Disciplinary Procedures.
- Review and approve the letters prepared by Headquarters for the Student Chapter Award.

The President should establish routine communications with the Executive Director and President-Elect.
4.1.2 Vice President

In the event of the absence, resignation, death, or disability of the President, the Vice President shall have and assume the powers and duties of the President and such other duties as are required by the Executive Committee. The Vice President shall maintain liaison between the Executive Committee and the Section Presidents and shall contact each Section President at least once annually to determine the status, condition, problems, and concerns of each Section and to inform the Sections of Executive Committee requests, initiatives, questions, and concerns. The Vice President shall undertake special projects requested by the President and report periodically thereon. The term is one year.

Additionally, duties of the Vice President include:

- Attend all Executive Committee meetings during the year you are on the Executive Committee.
- Submit a report of activities for each Quarterly Executive Committee meeting in time for inclusion in the Meeting Book.
- Vote or abstain from all in-person, email or virtual votes initiated by the Executive Committee.
- Accept the responsibilities of your elected position, as described in this Handbook and the Bylaws.
- Chair the Section Representative Meeting, which occurs at the Annual Meeting, typically before the opening sessions on Monday. This is a working breakfast meeting.
- Chair the Honors and Awards Committee.
- The Vice President was given the role of oversite of the Advisory Board Representatives to contact the State Sections each year. This is at the discretion of the President.
- Build and maintain a mentoring relationship with the Early Career Professional. Provide guidance, facilitate communications, and coordinate activities beneficial to advisory responsibilities for both the Vice President and Early Career Professional serving state sections within the Institute.

4.1.3 President-Elect

The President-Elect shall serve on the Advisory Board as its presiding officer (see below), shall be responsible for reviewing the Institute’s annual budget for the ensuing fiscal year prior to presentation to the Executive Committee, and shall undertake special projects requested by the President and report periodically thereon. The term is one year.

Additionally, duties of the President-Elect include:

- Attend all Executive Committee meetings during the year you are on the Executive Committee.
- Submit a report of activities for each Quarterly Executive Committee meeting in time for inclusion in the Meeting Book.
- Vote or abstain from all in-person, email or virtual votes initiated by the Executive Committee.
- Accept the responsibilities of your elected position, as described in this Handbook and the Bylaws.
- At the Incoming Advisory Board meeting, held at the Annual Meeting, the President-Elect will preside, assign a member of the Advisory Board as secretary, and oversee the voting for Representatives to the Executive Committee.
- Serve on the Executive Director Review Committee.
- Serve on the Finance Committee.

4.1.4 Past-President

The Past President shall act as advisor to the Executive Committee and shall chair the Nominating Committee for the election of new officers. The term is one year.
Additionally, duties of the Past-President include:

- Attend all Executive Committee meetings during the year you are on the Executive Committee.
- Submit a report of activities for each Quarterly Executive Committee meeting in time for inclusion in the Meeting Book.
- Vote or abstain from all in-person, email or virtual votes initiated by the Executive Committee.
- Accept the responsibilities of your elected position, as described in this Handbook and the Bylaws.
- Chair the Nominating Committee.
- Serve on the Executive Director Review Committee.
- Serve on the Membership Committee.
- Update this Executive Committee Handbook and deliver it to the next President before their term begins.

4.1.5 Secretary

The Secretary shall act as the corporate secretary of the Institute and of the Executive Committee and shall keep records of their proceedings. The Secretary shall supervise the processing of Member and Adjunct applications, as provided in the Bylaws. The term is two years.

Additionally, duties of the Secretary include:

- Attend all Executive Committee meetings during the year you are on the Executive Committee.
- Submit a report of activities for each Quarterly Executive Committee meeting in time for inclusion in the Meeting Book.
- Vote or abstain from all in-person, email or virtual votes initiated by the Executive Committee.

4.1.6 Treasurer

The Treasurer shall supervise the collection and disbursement of all funds of the Institute, which shall be deposited in the name of the Institute. The Treasurer shall keep complete and accurate records of all receipts and disbursements and other financial transactions, and of the funds, securities, and other financial investments of the Institute. The Treasurer shall prepare and submit all reports required by law, an annual report reviewed by a Certified Public Accountant and audited in years when a new Treasurer is elected, and such interim financial reports as may be required. Originals or copies of all financial documents shall be maintained at the Institute’s Headquarters office. The term is two years.

Additionally, duties of the Treasurer include:

- Attend all Executive Committee meetings during the year you are on the Executive Committee.
- Submit a report of activities for each Quarterly Executive Committee meeting in time for inclusion in the Meeting Book.
- Vote or abstain from all in-person, email or virtual votes initiated by the Executive Committee.
- Chair the Finance Committee.

4.1.7 Editor

The Editor shall be in charge of the publications of the Institute and shall have authority to solicit, edit, accept, or reject material for publication, subject to policy direction by the Executive Committee. The Editor may appoint assistant editors to serve during the term of office and shall submit an annual report to the Executive Committee. The term is two years.
Additionally, duties of the Editor include:

- Attend all Executive Committee meetings during the year you are on the Executive Committee.
- Submit a report of activities for each Quarterly Executive Committee meeting in time for inclusion in the Meeting Book.
- Vote or abstain from all in-person, email or virtual votes initiated by the Executive Committee.
- Determine, in conjunction with the Executive Director, the advertising fees for *The Professional Geologist*.

4.1.8 Early Career Professional

The Early Career Professional oversees AIPG Student Chapters and shall have authority to adjust the status of inactive AIPG Student Chapters as deemed necessary by the Executive Committee. The Early Career Professional shall oversee contributions of publications to the Editor representing student and early career professional topics. The Early Career Professional shall assume advisory responsibilities for Early Career Professional Executive Committee members serving state Sections within the Institute. The Early Career Professional will serve as the official spokesperson for student and early career professional members within the Institute and undertake special projects requested by the Executive Committee and report thereon. The term is one year.

Additionally, duties of the Early Career Professional include:

- Attend all Executive Committee meetings during the year you are on the Executive Committee.
- Submit a report of activities for each Quarterly Executive Committee meeting in time for inclusion in the Meeting Book.
- Vote or abstain from all in-person, email or virtual votes initiated by the Executive Committee.
- Prepare columns for *The Professional Geologist*.
- Chair the student workshop at the annual meeting.

4.1.9 Advisory Board Representatives

The Advisory Board Representatives that serve on the Executive Committee are the four members of the State Sections elected by the Section Delegates attending the Advisory Board meeting held during the Annual Meeting. It is the duty of the Advisory Board to recommend to the Executive Committee the adoption of policies on any matter affecting the Institute through the four Advisory Board Representatives serving on the Executive Committee. The Advisory Board Representatives may be assigned other duties by the Vice President or the Executive Committee and report thereon. The term is one year.

Additionally, duties of the Advisory Board Representatives include:

- Attend all Executive Committee meetings during the year you are on the Executive Committee.
- Submit a report of activities for each Quarterly Executive Committee meeting in time for inclusion in the Meeting Book.
- Report on your activities at the Advisory Board Meeting, which is held following the Executive Committee Meeting at the Annual Meeting.
- Vote or abstain from all in-person, email or virtual votes initiated by the Executive Committee.
- The Advisory Board Representatives report to the Vice President.
  - This can be changed by the current President.
4.2 2024 AIPG Executive Committee

Contact information for Executive Committee members is listed online, under the current Executive Committee listing or the members—only membership directory.

OFFICERS

- President, Shanna Schmitt, CPG, Minnesota Section
- President-Elect, Sara Pearson, CPG, Michigan Section
- Past President, Dawn Garcia, CPG, Arizona Section
- Vice President, Todd McFarland, CPG, Tennessee Section
- Robert Andrews, CPG, Ohio Section
- Treasurer, Mark Schaaf, CPG, Capitol Section
- Editor, Adam W. Heft, CPG, Michigan Section
- Early Career Professional, Brigitte Petras, ECP, Ohio Section

ADVISORY BOARD REPRESENTATIVES

- Mark Howell, CPG, Illinois/Indiana Section
- Paul Leier-Engelhardt, CPG, Wisconsin Section
- Andrew Jones, MEM, Colorado Section
- Clint Noble, MEM, Florida Section

4.3 Standing Committees

Standing Committees shall include Nominating, Screening, Ethics, Executive Director Review, and Finance. In addition, the standing committees of the Institute may include, without limitation, committees on Honors and Awards, Membership, Annual Meetings, Bylaws, Academic Education, Continuing Professional Development (CPD), Governmental Affairs, Publications, and Member Services. **Members of the Screening Committee and the chairpersons of other committees must be CPGs.** Standing Committees provide a continuing study of problems, perform work required by the Executive Committee, and inform and advise the Executive Committee of developments in their subject areas. The Chairperson of each standing committee shall report to the Executive Committee at the annual meeting or at any time designated by the Executive Committee. The following are the currently active Standing Committees:

REQUIRED Standing Committees

- Nominating
- Screening
- Executive Director Review
- Ethics
- Finance
- Honors and Awards
- Publications

OTHER/NON-REQUIRED Standing Committees

- Membership
- Annual Meeting
- Bylaws (activated as needed)
- Academic Education
• Continuing Professional Development (CPD)
• Governmental Affairs (activated as needed)
• Member Services

4.3.1 Nominating Committee

The Nominating Committee is chaired by the immediate Past President. Committee members are typically recruited from previous Past President members (as coordinated by the Past President), and others appointed by the committee chair. The Nominating Committee, prior to the first meeting of the Executive Committee after January 1 of each year, shall submit to the Executive Committee names of candidates who are qualified for each office to be filled in the ensuing year. The Nominating Committee (the chair or another designee from the committee) shall determine which of the primary candidates are willing to serve. In the event that one or more is not, the alternates shall be interviewed in their designated order until the slate is filled. The slate shall then be reported to the Executive Committee (see Bylaws Section 5.2.1). Candidate nominations are due, in full, by February 1 to ensure information is included in TPG.

Due to the early requirement for the committee to present the slate of officers, the current President and the Past-President should begin the work on choosing potential nominees during the Annual Meeting. There is insufficient time to develop the slate of candidates at the beginning of the Past President’s term. Names of potential candidates should also be requested from the Executive Director. An email blast is typically sent from the National Office, with a link to a form for nominations, at least twice (September and November). The potential candidates should be given access to this handbook so that they fully understand the responsibilities of the position.

Chair: Dawn Garcia, CPG, Arizona Section, Past President, (520) 471-9387, dawn.garcia@stantec.com
       Matt Rhoades, CPG, MO Section
       Barbara Murphy, CPG, AZ Section
       Aaron Johnson, Executive Director, ex officio

4.3.2 National Screening Committee

Composed of CPG members; the Chair is appointed by the President. The National Screening Committee reviews all applications for AIPG Certification and oversees and reviews the work of the Section Screening Committees. When problem applications are identified, these applications are brought to the National Executive Committee by the National Screening Committee Chair for final action.

Chair: Lawrence M. Austin, CPG, Michigan Section, (616) 361-7993, lawrence.austin@comcast.net
       Aaron Johnson, Executive Director, ex officio

National Screening West Subcommittee

   West Subcommittee Chair: Barb H. Murphy, CPG, Arizona Section
   Gwyn Rhys-Evan, CPG, Arizona Section
   Mark Rogers, CPG, California Section
   Randall Ferguson, CPG, Colorado Section
   William Hoyt, CPG, Colorado Section
   Jim Jehn, CPG, Colorado Section
   Chris Hogan, CPG, Missouri Section
   Nancy Wolverson, CPG, Nevada Section
   Vance Atkins, CPG, Oregon/Washington Section
   Jim Shotwell, CPG, Texas Section
National Screening East Subcommittee

East Subcommittee Chair: Dave I. Wiegand, CPG, West Virginia Section

Molly Michaelson, CPG, Capitol Section
Peg Chandler, CPG, Colorado Section (helping new members)
Tom Herbert, CPG, Florida Section
Ron Horan, CPG, Illinois/Indiana Section
Mark Howell, CPG, Illinois/Indiana Section
Jaffery Syed, CPG, Illinois/Indiana Section
Kevin Ringwelski, CPG, Michigan Section
John Yellich, CPG, Michigan Section
Frank Getchell, CPG, Northeast Section
Dennis McGrath, CPG, Northeast Section
Mau Piel, CPG, Northeast Section
Nicholas Valkenburg, CPG, Northeast Section
Ken Wenz, CPG, Northeast Section
David Williams, CPG, Northeast Section
Meg Winfield, CPG, Northeast Section
John Westerfield, CPG, Virginias Section

4.3.3 Ethics Committee

Composed of a Chair who is appointed by the President, and other members as needed. The Ethics Committee Chair administers AIPG’s Disciplinary Procedures. The Ethics Committee recommends appropriate changes to the AIPG Code of Ethics and AIPG’s Disciplinary Procedures to the Executive Committee as needed. All members must be CPGs.

Chair: Sara Pearson, CPG, Michigan Section, (517) 420-3219, pearsons@michigan.gov
David M. Abbott, Jr., CPG, Colorado Section
Jessica Davey, MEM, Colorado Section
Aaron Johnson, Executive Director, ex officio

4.3.4 Executive Director Review Committee

Composed of the President (chair), President-Elect, Past President, and Treasurer and reviews the performance of the Executive Director on an as-needed basis but at least once a year.

Chair: Shanna Schmitt, CPG, Minnesota Section, President, ex officio
Dawn Garcia, CPG, Arizona Section, Past President, ex officio
Sara Pearson, CPG, Michigan Section, President-Elect, ex officio

4.3.5 Finance Committee

Composed of the President, President-Elect, Treasurer (chair), Executive Director, and additional members invited by the Treasurer or President. Reviews AIPG financial resources and investments and makes decisions regarding the management of the Institute’s financial resources.

Chair: Mark Schaaf, CPG, Capitol Section, Treasurer, ex officio (410) 850-0785, mschaaf@kleinfelder.com
David T. Heidlauf, CPG, Illinois/Indiana Section
Matthew Rhoades, CPG, Missouri Section
Dawn Garcia, CPG, Arizona Section, Past President-Elect, ex officio
Aaron Johnson, Executive Director, *ex officio*
Sara Pearson, CPG, Michigan Section, President-Elect, *ex officio*
Shanna Schmitt, CPG, Minnesota Section, President, *ex officio*

4.3.6 Honors and Awards Committee

Composed of the current Vice President (chair) and five members recruited by the outgoing and incoming Vice President, and subsequently appointed by the Vice-President. Reviews the nominations for AIPG’s national awards received each year and recommends award recipients to the Executive Committee at the first Executive Committee meeting of the year.

The outgoing Vice President should initiate the process of identifying possible awardees during the annual meeting. The national office will send out email solicitations for nominations, but this is traditionally not sufficient to identify nominees. The out-going Vice President should work with the incoming Vice President to solicit applications for nominees from the Executive Committee members and former officers. **The timing of the awards committee is critical because the applications for nominees are due on January 15.** This means that the applications (which are available online) need to be received by the nomination committee, discussed and a list of nominees submitted to the Executive Committee early in the calendar year. AIPG headquarters is available to email solicitations for nominees and to include the solicitation in the e-news.

*For purposes of the 2024 committee, Matt Rhoades will act as chair.*

Chair: **Matt Rhoades, CPG, Missouri Section, 303-359-1165, rhoadesgeo1@gmail.com**
Dennis Pennington, CPG, Pennsylvania Section, Past Vice-President
Todd McFarland, CPG, Tennessee Section, Vice-President, *ex officio*

4.3.7 Education-Academic Committee

Composed of CPG members; the Chair is appointed by the President. Reviews applications for AIPG National and Foundation student scholarships and student chapter of the year award. Reviews requests for technical talks, webinars, etc. for eligibility of AIPG-issued continuing education credits (CEUs).

Chair: **Ronald J. Wallace, CPG, Georgia Section, (770) 630-6020, rw30075@yahoo.com**
John Berry, CPG, Texas Section
Carol Northern, MEM, Georgia Section
Edward Nuhfer, CPG, Colorado Section
Dennis Pennington, CPG, Pennsylvania Section
Aaron Johnson, Executive Director, *ex officio*

4.3.8 Governmental Affairs Committee

Composed of AIPG members as necessary with representation of the full spectrum of AIPG membership interests; the Chair is appointed by the President and is a CPG member. Monitors both Federal and foreign legislative and regulatory matters having geologic implications, either on its own initiative or at the request of the President.

**NOTE:** This committee is activated on an as-needed basis.
4.3.9 Annual Meeting Committee

Composed of the Assistant Executive Director, Professional Services Manager, and other members as needed. The Chair is appointed by the President and does not have to be a CPG member (this needs to be included in a Bylaws change). Coordinates with and attends select meetings regarding the upcoming annual meeting(s).

2024 Chairs (Durango, CO): Doug Bartlett, CPG, Arizona Section
2025 Chairs (TBD):
2026 Chairs (Duluth, MN): Shanna Schmitt, CPG, Minnesota Section & Christine Lilek, CPG, Wisconsin Section
2027 Chairs (TBD):
   Wendy Davidson, Assistant Director, *ex officio*
   Cathy Duran, Professional Services Manager, *ex officio*

4.3.10 Bylaws Committee

Composed of AIPG members as necessary with representation of the full spectrum of AIPG membership interests; the Chair is appointed by the President and is a CPG member. This committee proposes edits and/or updates to the Bylaws and reports to the Executive Committee.

   NOTE: This committee is activated on an as-needed basis.

4.3.11 Continuing Professional Development (CPD) Committee

Composed of AIPG members as necessary with representation of the full spectrum of AIPG membership interests; the Chair is appointed by the President and is a CPG member. This committee reviews National and Foundation scholarships, student chapter of the year award, and applications for CEUs. This committee’s role seems to be under the Academic-Education Committee as of November 2023. Need to review and consider a Bylaw change/update.

4.3.12 Publications Committee

Composed of AIPG members as necessary; the Chair is the Editor and is a CPG member. This committee reviews all AIPG publications, including TPG.

   NOTE: This committee is activated on an as-needed basis.

4.3.13 Member Services Committee

Composed of AIPG members as necessary with representation of the full spectrum of AIPG membership interests; the Chair is appointed by the President and is a CPG member. This committee’s role seems to be done by National staff. Need to review and consider a Bylaw change/update.

4.4 Ad-Hoc Committees

The President shall appoint such *ad hoc* committees as may be needed, but each committee must be approved by the Executive Committee. Each committee will consist of a sufficient number of Members to study the assignment as directed by the Executive Committee and with instructions to make a report or reports at specific intervals or within a specific time. This list shall be updated by the current President at the end of their term.
A new *ad hoc* committee can be formed by a motion at a formal meeting to request that a committee be formed. The motion should state the purpose of the new committee. Once approved by the Executive Committee, then the President has authority to appoint a chair and/or members.

**NOTE:** The description of each of these committees will be updated annually.

### 4.4.1 Diversity and Inclusion *Ad Hoc* Committee

The purpose of the AIPG DEI Committee is to help establish a supportive and welcoming Institute in which geoscientists of all backgrounds and demographic characteristics can work together to (strengthen/advance) geoscience as a profession. Our mission is to intentionally foster institutional diversity, equity, and inclusion at the National and Section levels to provide an environment in which each member can nurture their own identities while cultivating empathy and respect for differences, promote critical thinking skills about bias, remove barriers and foster equitable access to professional development, and education about equity in hiring, retention, and promotion in the geosciences.

The AIPG DEI Committee will assist the AIPG Executive Committee in setting DEI goals and documenting our DEI activities at AIPG meetings, webinars, publications, etc. The DEI Committee has the authority to develop the land statement for the annual meeting.

**Chair:** Anna Sutton, MEM, Illinois/Indiana Section, (708) 627-8035, anna.sutton@statntec.com
David M. Abbott, Jr., CPG, Colorado Section
Wakil Balumi, SA, Oklahoma Section
Bill Brab, CPG, Kentucky Section
Dawn Garcia, CPG, Arizona Section
Dan Hunter, CPG, Minnesota Section
Jason Lagowski, CPG, Michigan Section
Chris Lilek, CPG, Wisconsin Section
Dominic Ombati, SA, California Section
Shanna Schmitt, CPG, Minnesota Section
John Sorrell, CPG, New Mexico Section
Garrett Wesley Link, SA, Michigan Section
Kelly Weyer, CPG, Northeast Section
Cathy Duran, Professional Services, *ex officio*
Wendy Davidson, Assistant Director, *ex officio*
Aaron Johnson, Executive Director, *ex officio*

### 4.4.2 Membership *Ad Hoc* Committee

The purpose of the Membership Committee is to create and implement a plan to increase and retain members in all membership categories. This Committee will always include the current President, President-Elect, and Past President to assure continuity of the committee. Coordination with the State Sections, Standing Committees and *Ad Hoc* Committees is critical to implementation of the Membership Committee activities. Subcommittees will be created as needed to implement specific activities/goals of the committee. Subcommittees are at the discretion of the full committee. The Committee will report to the Executive Committee at their regularly scheduled meetings.

**Chair:** Shanna Schmitt, CPG, Minnesota Section, *ex officio* (651) 757-2697, shanna.schmitt@state.mn.us
Jake Dalbec, MEM, Minnesota Section
Andrew Jones, MEM, Colorado Section
4.4.3 **Exploratory Ad Hoc Committee**

The purpose of this committee is to explore possible options and mechanisms to form a collaborative agreement between AIPG and other geologic organizations, and present options analysis to AIPG ExCom. It is envisioned that options could involve sharing of personnel, office space, conferences, or other physical resources or intellectual efforts, through agreements or mergers. Options could include formation of new organization or a combined organization. Restrictions would include maintaining AIPG’s name and CPG program, plus 501(c)(6) status.

**Chair:** Dawn Garcia, CPG, Arizona Section, (520) 471-9387, dawn.garcia@stantec.com

Matthew Rhoades, CPG, Missouri Section
Barb Murphy, CPG, Arizona Section
Jonathan Price, CPG, Nevada Section
Steve Pratt, MEM, Michigan Section
R. Douglas Bartlett, CPG, Arizona Section
Aaron Johnson, Executive Director, ex officio
Wendy Davidson, Assistant Director, ex officio
Shanna Schmitt, CPG, Minnesota Section, President, ex officio

4.4.4 **AIPG – SME Intersociety Liaison Ad Hoc Committee**

The purpose of this committee is to explore possible collaborations with SME. The committee has been active organizing technical sessions and field trips as part of the SME annual meetings. SME has also committed to have a booth at the AIPG annual meeting.

**Chair:** Deanna Wolf, CPG, Missouri Section, (618) 791-5403, deanna.wolfe@nacco.com

Dawn Garcia, CPG, Arizona Section
Steve Stokowski, CPG, Georgia Section
Joe Brinton, Colorado Section
Aaron Johnson, Executive Director, ex officio

4.4.5 **AIPG Structure Exploratory Ad Hoc Committee**

This committee was formed in 2023 to explore possible options and mechanisms to form a collaborative agreement between AIPG and other geologic organizations, and present options analysis to AIPG ExCom. It is envisioned that options could involve sharing of personnel, office space, conferences, or other physical resources or intellectual efforts, through agreements or mergers. Options could include
formation of new organization or a combined organization. Restrictions would include maintaining AIPG’s name and CPG program, plus 501(c)(6) status. This Committee will always include the current President, President-Elect, and Past President to assure continuity of the committee.

Tasks:

- Define value of AIPG (assets and their value such as the CPG certification program, operating budget, etc.). Prepare summary of AIPG assets/value.
- Review possible organizations that would be suitable for agreements/merger.
- Discuss directly with other organizations regarding interest, needs, mechanisms, etc.
- Develop an options analysis on a conceptual level. Include benefits and disadvantages review based on factors such as culture, purpose, possible structure of the agreement or organization (such as new or combined organization), costs, location, staffing. No action should be included in the analysis.
- Make a recommendation(s) based on conceptual analysis.

**Chair:** Dawn Garcia, CPG, AZ Section, Past-President, *ex officio* (520) 471-9387, dawn.garcia@stantec.com
Doug Bartlett, CPG, Arizona Section
Ron Parratt, CPG, Nevada Section
Jon Price, CPG, Nevada Section
Matthew Rhoades, CPG, Missouri Section
Wendy Davidson, Assistant Director, *ex officio*
Aaron Johnson, Executive Director, *ex officio*
Sara Pearson, CPG, Michigan Section, President-Elect, *ex officio*
Shanna Schmitt, CPG, Minnesota Section, President, *ex officio*

Additional members would be welcome.
5.0 FOUNDATION OF AIPG

The Foundation of the American Institute of Professional Geologists has been established to: make educational grants to support individual scholarships to undergraduate and graduate students in the geosciences; prepare literature with educational content about the role of geosciences as a critical component of the sciences and of the national economy and public health and safety; make grants to classroom geoscience teachers for classroom teaching aids; support development of education programs for the science and engineering community; support geoscience internships in the nation’s capital; support geological field trips for K-12; and support educational outreach programs to the public on the state and local level. The Foundation of the American Institute of Professional Geologists is a 501(c)(3) organization. The Foundation typically meets several times per year and during the Annual Meeting of the Institute.

Chair: Michael Lawless, CPG-9224, (540) 557-1319, mlawless@treccompanies.com
Sam Gowan, CPG-7284, Vice-Chairperson
Helen Hickman, CPG-7535, Secretary
Daniel St. Germain, CPG-7858, Treasurer
Steve Maslansky, CPG-4431, Trustee-at-Large
Brent Huntsman, CPG-4620, Trustee
Patrick Leahy, CPG-10507, Trustee
Barbara H. Murphy, CPG-6203, Trustee
Dennis Pennington, CPG-4401, Trustee
Richard Powers, CPG-6765, Trustee
William Siok, CPG-4773, Trustee
Ron Wallace, CPG-8153, Trustee
Larry Weber, CPG-7120, Trustee
Wendy Davidson, Assistant Director, ex officio
Aaron Johnson, Executive Director, ex officio
Shanna Schmitt, CPG, President ex officio
Cristie Valero, Bookkeeper, ex officio
6.0 AIPG REPRESENTATIVES ON NON-AIPG COMMITTEES/INITIATIVES

AIPG members are appointed and/or asked to sit on various non-AIPG committees and/or groups. Terms are listed where known.

- GSA Professional Development Committee (PDC)
  - AIPG Representative – Dylan Young, MEM, Minnesota Section (August 2020 – June 2023 & July 2023 – June 2026)

- AGI Diversity Committee
  - AIPG Representative – Anna Sutton, MEM, Illinois/Indiana Section

- Global Geoscience Professionalism Group (GGPG)
  - AIPG Representative – Thomas Herbert, CPG, Florida Section

- Women in Mining (WIM) USA – *Looking for an AIPG liaison*
7.0  **APPENDIX A – INSTITUTE DOCUMENTS & POLICIES**

This is not a comprehensive list.

7.1  **Bylaws**

The current version of the AIPG Bylaws are posted online: [https://aipg.org/page/AIPGBylaws](https://aipg.org/page/AIPGBylaws)

7.2  **Code of Ethics**

The current version of the AIPG Code of Ethics is posted online: [https://aipg.org/page/Ethics](https://aipg.org/page/Ethics)

7.3  **AIPG Disciplinary Procedures**

The current version of the AIPG Disciplinary Procedures is posted online: [https://aipg.org/page/disciplinaryprocedures](https://aipg.org/page/disciplinaryprocedures)

7.4  **AIPG Travel Expense Reimbursement Policy**

*Please note that the spreadsheet will be emailed to the Executive Committee and will be posted online along with the Handbook.*

AIPG will reimburse Executive Committee members reasonable airfare, transportation, and lodging costs for travel directly associated with AIPG business. ExCom officers and members have a fiduciary responsibility to procure travel arrangements to limit expenditures to AIPG; meeting locations and dates are determined with enough advance notice to make travel arrangements at a reasonable cost.

7.4.1  **Reimbursed Expenses**

**Transportation.** ExCom members are expected to attend three in-person meetings per year. Air/car travel arrangements are to be made on your own with the expectation that the most reasonable fare is charged. Air travel reservations should be made in advance enough (typically 6 weeks or more in advance) to be of reasonable cost. Reasonable transportation (up to $100) to and from the airport is reimbursed (e.g. ride share services, public transportation, etc.). Rental car costs are not reimbursed without prior approval.

**Lodging.** Lodging arrangements for ExCom members are made by Headquarters in advance of meetings. Reservation dates and confirmation codes for each ExCom member attending will be provided via email from Headquarters and held with an AIPG corporate card. Upon check-in, individuals are expected to provide their personal credit card for hotel charges. Up to three nights lodging (nightly rates and taxes) are reimbursed.

**Meals.** Meals/per diem are not reimbursed.

**Credit Card Interest Charges.** AIPG will not reimburse credit card interest charges.

**Baggage Fees.** AIPG will not reimburse baggage fees.

**Meeting Field Trips.** If a field trip is part of an ExCom meeting, each individual officer/representative is expected to cover the costs of the fieldtrip on their own.

7.4.2  **Reimbursement Requests**

Travel expense reimbursement should be requested from Headquarters using the provided spreadsheet no later than 60 days after travel has occurred. Reimbursement requests should be emailed to Headquarters aipg@aipg.org. Receipts of each expense item must be provided.
7.4.3 Travel Expense Advances
AIPG understands that many travel arrangements are made at least one to two months in advance of a meeting and must be made using a credit card. Requests for reimbursement in advance of travel will be considered on an individual basis and upon request. In the case of cancelled travel, individuals will be expected to reimburse AIPG of any advancement received; cancellation/change fees will be the responsibility of the individual.

7.4.4 Reimbursement
Travel reimbursement is paid via live check mailed to the address provided on the reimbursement request form. Reimbursement is typically processed within one week of receipt at Headquarters and the check is cut and mailed within two weeks of receipt.
8.0 APPENDIX E - HELPFUL BACKGROUND INFORMATION

You are joining an executive committee that is dynamic. There are new members annually, and that means that new perspectives are brought into the mix. This is a healthy situation to keep the Institute relevant and valuable for its membership. It can be challenging for new members to catch up on all the issues and discussions that have taken place. Never hesitate to ask questions and seek to understand how and why.

To bring you up to speed on some frequently discussed topics, some recent history is provided in this section.

8.1 Dues Increases
AIPG relies heavily on the dues revenues to conduct Institute business. The budget is reviewed annually first by the Executive Director, then the senior leadership and Treasurer. Our Executive Director, Aaron Johnson presented a detailed analysis of our budget history and comparisons to inflation. It is very helpful to include comments on each line item so that the Executive Committee understands what is contained as part of the line item. The budget is ratified (not required to be approved by official vote) by the Executive Committee.

Dues were increased for each of our membership categories ($30 for CPG, $15 Prof, $7.5 ECP, $10 Emeritus, $5 Associate) during the July 21, 2023, monthly Executive Committee meeting. The dues increase was the second increase since 2016. Inflation had increased more than the proposed dues increase, so this dues increase was reasonable just considering that costs to run the Institute have increased with inflation. Our national staff had worked diligently to reduce all expenditures, including a salary freeze. With this level of increase we should also avoid needing to make another dues adjustment for multiple years.

For AIPG to continue to implement its mission to be an effective advocate for the profession of geology and to serve its members through activities and programs that support continuing professional development and promote high standards of ethical conduct, we need to have a financially stable footing.

8.2 Requirement for Executive Committee Members to be CPG Members
Almost all Executive Committee officers must be CPG members, excluding the ECP position. Many of the sections no longer require that section officers be CPG members, mostly because they have problems recruiting CPG members to fill all the roles. The percentage of CPG members versus Professional members has declined over the years. Although there are non-CPG members who are available to recruit for the national officer positions, the position of the Institute to require CPG members to hold the national offices is based on the responsibility of the Executive Committee to vote on ethical disciplinary cases, should a case be forwarded to the Executive Committee.

8.3 Value of AIPG
In 2019, AIPG formed an ad hoc committee and conducted a detailed survey of the membership to understand members’ opinions on AIPG. The survey results were compiled and have been used to help guide AIPG efforts to provide members with the most valuable activities and services. The survey results are available to all Executive Com members by request to the Executive Director. The results are provided without revealing the individual member identification.