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## APPENDICES

- Appendix A: AIPG Bylaws
- Appendix B: AIPG Code of Ethics
- Appendix C: AIPG Disciplinary Procedures
- Appendix D: AIPG Travel Expense Reimbursement Policy
1.0 WELCOME TO THE EXECUTIVE COMMITTEE

Thank you for volunteering your time to serve on the AIPG Executive Committee. This handbook is intended to be a quick reference to essential information for Executive Committee service. Your service as a member of the AIPG Executive Committee is appreciated and by providing the essential information to perform the duties of your office, we hope to provide a satisfying experience during your term.

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. All members of the Executive Committee should address comments to the President and copy AIPG Executive Director and AIPG Assistant Director.
2.0  ABOUT AIPG

The American Institute of Professional Geologists (AIPG), founded in 1963, is the largest association dedicated to promoting geology as a profession. It presently has more than 5,000 members in the U.S. and abroad, organized into 36 regional Sections. 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 geological scientists in all branches of the science with members employed in industry, government, and academia. AIPG emphasizes competence, integrity, and ethics. 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. 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. 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.

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

- Professional Certification - Certifies geologists based on their Competence, Integrity, and Ethics
- Categories of Membership - Certified Professional Geologist, Professional, Early Career, Associate, Emeritus and Student
- Ombudsman - Intervenes with regulatory boards and agencies on behalf of individual geologists, at the geologist’s request. Information also is disseminated in cooperation with the Association of State Boards of Geologists
- Lobbying - 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
- Liability Insurance - Provides access to insurance for errors and omissions, designed specifically for geologists
• Continuing Education - Through publications, seminars, webinars, short courses, and field trips, 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).
• Supplemental, Life, and Accident Insurance - Provides access to a full line of supplemental, life, and accident insurance
• 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
• 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 Geologists constitute 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 Certified Professional Geologist shall affirm their adherence to applicable professional and ethical standards. Only Certified Professional Geologists can hold designated positions within the Institute.

2.4 Organization

AIPG is administered by an Executive Director under the directives of the Executive Committee. Staff include personnel assigned full-time to AIPG as well as several employees who primarily provide services for other organizations, specifically the Association for Women Geoscientists (AWG) and American Association of State Geologists (AASG).
AIPG staff can be contacted via email (see list below of each staff member’s address), via the general email address of aipg@aipg.org, or via phone at the general office phone number, (303) 412-6205.

AIPG Headquarters Staff:

- Aaron W. Johnson, Ph.D., Executive Director, awj@aipg.org
- Wendy J. Davidson, Assistant Director, wjd@aipg.org
- Cathy L. Duran, Professional Services, cld@aipg.org
- Dorothy K. Combs, Member Services, dkc@aipg.org
- Cristie J. Valero, Bookkeeping/Office Assistant, cjv@aipg.org
- Kathy Glivar, Office Assistant, aipgadmin2@aipg.org
- Ramona ‘Mona’ Scott, AWG Administrative Assistant, office@awg.org
- Caleb Chappell, AASG Administrative Assistant, office.aasg@gmail.com

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 personnel 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 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.

- Attend in-person meetings (or virtual, when required) each year.
- Submit a report of activities for all Executive Committee meetings in time for inclusion in the Meeting Book. Activities shall include those of the Executive Director, Headquarters staff personnel, including all activities directed by the Executive Committee.
- Serve on the Finance Committee and serve as an *ex officio* member all the Standing Committees, 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

2.5 Institute Goals

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

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 American Geosciences Institute (AGI) has provided AIPG access and collaboration with a number of sister organizations. The Association of Women Geoscientists (AWG) and Association of American State Geologists (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. Membership categories and requirements are listed online: [https://aipg.org/page/MembershipCategoriesandRequirements](https://aipg.org/page/MembershipCategoriesandRequirements).

3.1 **Certified Professional Geologist (CPG)**

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 standards acceptable to the Executive Committee).

- 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.
- Sponsors: Three required from professional geologists, two of whom must be CPGs (see Section 2.3.1 of the Bylaws for exceptions).
- Screening: Section and National
- Annual Dues: $185 plus Section dues

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
- Screening: None required
- Annual Dues: $140 plus Section dues

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.
- Screening: None required
- Annual Dues: $70 first year as an Early Career is $0

3.4 **Student Member**

- Education: Currently enrolled in a geological science degree program
- Experience: No proof required
• Screening: Headquarters can approve
• Annual Dues: $0
• Graduation Date: Anticipated date of graduation is required

3.5 Associate Member

• Education: No proof required
• Experience: No proof required
• Sponsors: None required
• Screening: Headquarters can approve
• Annual Dues: $75

3.6 Emeritus Member

An Emeritus Member is a CPG who has reached the age of 65 and is no longer working or actively seeking work as a geoscientist.

• Education: Same as CPG
• Experience: Same as CPG
• Screening: Headquarters and Current President can approve
• Annual Dues: $60

3.7 Cooperation Agreements

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

1. CPG Recognition as a Qualified or Competent Person
   a. Committee for Mineral Reserves International Reporting Standards (CRIRSCO) member codes:
      i. JORC (Australasia)
      ii. CBRR (Brazil)
      iii. CCRR (Colombia)
      iv. PERC (Europe)
      v. NACRI (India)
      vi. KCMI (Indonesia)
      vii. KAZRC (Kazakhstan)
      viii. MPIMG (Mongolia)
      ix. SAMCODES (South Africa)
      x. UMREK (Turkey)
   b. Canadian National Instrument (NI) 43-101
   c. United States Securities and Exchange Commission (SEC) SK-1300 public disclosure requirements for mining companies

2. Mutual Recognition Agreements and Reciprocal Memberships
b. European Federation of Geologists (EFG). AIPG CPGs may apply for Euro Geologist membership.

c. Geological Society of London (GSL). AIPG CPGs may apply for Chartered Geologist membership.

d. Institute of Geologists of Ireland (IGI)

e. American Association of Petroleum Geologists Division of Professional Affairs (AAPG-DPA). AIPG CPGs may apply for Certified Petroleum Geologist membership (from 1982).

3. CPG State Recognitions

a. Michigan Department of Environment, Great Lakes, and Energy (EGLE). CPGs...

b. State of Alaska. CPGs are recognized as Professional Geologists.

4. Memorandums of Understanding

a. Memorandum of Understanding (MOU) with the Society of Mining, Metallurgy and Exploration (SME). The MOU allows collaborative programming at annual conferences.

b. MOU with the Association of Mining Engineers, Metallurgists and Geologists of Mexico, A.C. (AIMMGM). The MOU allows for member rates at conferences and organized events, a representative registration at annual meeting free of charge, etc.
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, 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

Each member of the Executive Committee shall have an equal vote. The presiding officer shall vote on all matters.

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 duties of the Executive Committee shall be to:

- 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 it is anticipated that there could be two in-person formal meetings per year (usually the first quarter meeting and a third quarter meeting that is held in conjunction with the annual conference). There are also additional virtual meetings, that could be a formal meeting to discuss and vote on Institute business (typically one or two virtual formal meetings), as well as informal check-in meetings. 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 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.

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, the President shall:

- Attend in-person meetings (or virtual, when required) during the year you are on the Executive Committee. See Appendix D for reimbursement for in-person meetings
  - Meet and greet members at Annual Meeting
- 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
- 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
- Coordinate with the National Office on planning of all Executive Committee Meetings
- Determine whether any Presidential Citations will be awarded
- 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 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

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, the Vice President shall:
• Attend in-person meetings (or virtual, when required) during the year you are on the Executive Committee. See Appendix D for reimbursement for in-person meetings
• 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 (aka Advisory Board Meeting), which occurs at the Annual Meeting, typically before the opening sessions on Monday. This is a working breakfast meeting
• The Vice-President shall 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
• The Vice President can modify this list to include additional tasks

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, the President-Elect shall:
• Attend in-person meetings (or virtual, when required) during the year you are on the Executive Committee. See Appendix D for reimbursement for in-person meetings
• 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
• Chair the Membership Committee

4.1.4 Past-President

The Past President shall act as advisor to the Executive Committee and shall chair the Nominating Committee. The term is one year.

Additionally, the Past-President shall:
• Attend in-person meetings (or virtual, when required) during the year you are on the Executive Committee. See Appendix D for reimbursement for in-person meetings
• 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 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, the Secretary shall:
• Attend in-person meetings (or virtual, when required) during the year you are on the Executive Committee. See Appendix D for reimbursement for in-person meetings.
• 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

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, the Treasurer shall:
• Attend three in-person meetings (or virtual, when required) during the year you are on the Executive Committee. See Appendix D for reimbursement for in-person meetings
• 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 Finance Committee
• Serve on the Executive Director Review 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, the Editor shall:

- Attend in-person meetings (or virtual, when required) during the year you are on the Executive Committee. See Appendix D for reimbursement for in-person meetings.
- 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.

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 be 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, the Early Career Professional shall:

- Attend in-person meetings (or virtual, when required) during the year you are on the Executive Committee. See Appendix D for reimbursement for in-person meetings.
- 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.

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, the Advisory Board Representatives shall:

- Attend in-person meetings (or virtual, when required) during the year you are on the Executive Committee. See Appendix D for reimbursement for in-person meetings.
- 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.
- Accept the responsibilities of your elected position, as described in this Handbook.
- The Advisory Board Representatives report to the Vice President.
4.2 2023 AIPG Executive Committee

OFFICERS

- President, Dawn Garcia, CPG, Arizona Section, Stantec
  O: (520) 545-7603, dawnhgarcia@att.com & dawn.garcia@stantec.com
- President-Elect, Shanna Schmitt, CPG, Minnesota Section
  Minnesota Pollution Control Agency
  O: (651) 757-2697, shanna.schmitt@state.mn.us
- Past President, Matthew J. Rhoades, CPG, Missouri Section
  AlterEcho
  O: (303) 359-1165, rhoadesgeo1@gmail.com
- Vice President, Dennis Pennington, CPG, Pennsylvania Section
  O: (215) 542-2308, Feldspar18@gmail.com
- Secretary, John Sorrell, CPG, New Mexico Section
  Serrll Consulting, LLC
  O: (312) 288-3823, geodejohn@gmail.com
- Treasurer, Mark Schaaf, CPG, Capitol Section
  Kleinfelder
  O: (410) 850-0785, mschaaf@kleinfelder.com
- Editor, Adam W. Heft, CPG, Michigan Section
  WSP
  O: (517) 886-7400, adam.heft@wsp.com
- Early Career Professional, Brigette Petras, ECP, Ohio Section
  Battelle Memorial Institute
  O: (330) 559-1812, petras@battelle.org

ADVISORY BOARD REPRESENTATIVES

- Robert Andrews, CPG, Ohio Section
  City of Columbus - Department of Public Utilities
  O: (614) 645-3227, reandrews@earthlink.net
- William Brab, CPG, Kentucky Section
  AST Environmental, Inc.
  O: (859) 846-4900, billbrab@gmail.com
- Andrew Jones, MEM, Colorado Section
  Plexus Scientific
  O: (502) 471-7553, andrew.jonesgeo@gmail.com
- Mehmet Pehlivan, MEM, California Section
  Delta Group
  O: (714) 719-6854, mpehlivan@yahoo.com

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
- Ethics
- Executive Director Review
- Finance

**NON-REQUIRED Standing Committees**
- Honors and Awards
- Membership
- Annual Meeting
- Bylaws
- Academic Education
- Continuing Professional Development (CPD)
- Governmental Affairs
- Publications
- Members Services

4.3.1 **Nominating Committee**

The Nominating Committee is chaired by the immediate Past President. Committee members are typically recruited from the previous 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).

The Past-President should begin the work on choosing potential nominees during the Annual Meeting and pass along the information to the current President, who will use the information after they transition to Past-President. Names of potential candidates should also be requested from Executive Director. **The potential candidates should be given access to this handbook so that they fully understand the responsibilities of the position.**

4.3.2 **National Screening Committee**

Composed of Certified Professional Geologists; 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

**National Screening West Subcommittee**  
**West Subcommittee Chair: Barbara (Barb) H. Murphy, CPG, Arizona Section**  
Brant A. Dennis, CPG, Colorado Section  
Alan L. Dreher, CPG, Arizona Section  
Mark W. Rogers, CPG, California Section  
James (Jim) D. Shotwell, CPG, Texas Section  
Mark B. Sweatman, CPG, Michigan Section  
Nancy J. Wolverson, CPG, Nevada Section  
Steve Maslansky, CPG, Arizona Section

**National Screening East Subcommittee**  
**East Subcommittee Chair: David (Dave) I. Wiegand, CPG, West Virginia Section**  
Peg Chandler, CPG, Colorado Section  
Kenneth (Ken) P. Wenz, CPG, Northeast Section  
Margaret (Meg) M. Winfield, CPG, Northeast Section  
David T. Williams, CPG, Northeast 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.

**Chair: Sara Pearson, CPG, Michigan Section**  
(517) 420-3219, pearsons@michigan.gov  
David M. Abbott, Jr., CPG, 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: Dawn Garcia, CPG, Arizona Section, President**  
(520) 545-7603, dawnhgarcia@cpg@gmail.com  
Shanna Schmitt, CPG, Minnesota Section, President-Elect  
Matthew Rhoades, CPG, Missouri Section, Past President  
Mark Schaaf, CPG, Capitol Section, Treasurer
4.3.5  **Finance Committee**

Composed of the President, President-Elect, Treasurer (chair), Executive Director, and additional members as necessary. 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  
(410) 850-0785, mschaaf@kleinfelder.com  
Dawn Garcia, CPG, Arizona Section, President  
David T. Heidlauf, CPG, Illinois/Indiana Section  
Matthew Rhoades, CPG, Missouri Section  
Shanna Schmitt, CPG, Minnesota Section, President-Elect  
Aaron Johnson, Executive Director, *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 applications for AIPG’s national awards received each year and recommends award recipients to the Executive Committee at the winter Executive Committee meeting.

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.

**Chair:** Dennis Pennington, CPG, Pennsylvania Section, Vice President  
(215) 542-2308, Feldspar18@gmail.com  
Anne Murray, CPG, Florida Section, Past Vice-President

4.3.7  **Membership 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  
(651) 757-2697, shanna.schmitt@state.mn.us  
Jake Dalbec, MEM, Minnesota Section  
Dawn Garcia, CPG, Arizona Section, President  
Andrew Jones, MEM, Colorado Section  
Todd McFarland, CPG, Tennessee Section  
Brandy Myers, MEM, Carolinas Section
Barb Murphy, CPG, Arizona Section
Mehmet Pehlivan, CPG, California Section
Matthew Rhoades, CPG, Missouri Section, Past President
Mark Schaaf, CPG, Capitol Section
Steve Townsend, CPG, Michigan Section
Aaron Johnson, Executive Director, ex officio
Wendy Davidson, Assistant Director, ex officio
Cathy Duran, Professional Services Manager, ex officio

4.3.8 Education-Academic Committee

Composed of Certified Professional Geologists; the Chair is appointed by the President. Reviews AIPG National and Foundation scholarships, student chapter of the year award, and applications for CEU’s.

Chair: Ronald J. Wallace, CPG, Georgia Section
(770) 630-6020, rw30075@yahoo.com

4.3.9 Governmental Affairs Committee

Composed of AIPG members as necessary with representation of the full spectrum of AIPG membership interests. 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.

4.3.10 Annual Meeting Committee

Composed of the Assistant Executive Director, Professional Services Manager, and other members as needed. The Chair is appointed by the President. Coordinates with and attends select meetings regarding the upcoming annual meeting(s).

2023 Chairs (Covington, KY): Christine Lilek, CPG, Wisconsin Section & Shanna Schmitt, CPG, Minnesota Section
2024 Chairs (Durango, CO): Doug Bartlett, CPG, Arizona Section & Andrew Jones, Colorado Section
2025 Chairs (TBD): TBD
2026 Chairs (Duluth, MN): Shanna Schmitt, CPG, Minnesota Section & TBD

Wendy Davidson, Assistant Director, ex officio
Cathy Duran, Professional Services Manager, ex officio

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 \textit{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.

\textbf{NOTE:} The description of each of these committees will be updated annually.

4.4.1 \textbf{Diversity and Inclusion 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 \textit{(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.

\textbf{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

4.4.2 \textbf{Position Statement Committee}

The purpose of this committee is to lead the development of position statements when requested by the Executive Committee. The Executive Committee is responsible for identifying the need of any new position statement, requesting an update of any existing position statement, and approving the final position statement before its publication.

\textbf{Chair: Keri Nutter, CPG, Alaska Section}  
(907) 223-3069, knutter@dowl.com  
Nancy Wolverson, CPG, Nevada Section

4.4.2 \textbf{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, President
(520) 545-7603, dawnhgarciacpg@gmail.com
Matthew Rhoades, CPG, Missouri Section, Past President
Barb Murphy, CPG, Arizona Section
Shanna Schmitt, CPG, Minnesota 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
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.

Foundation Board and Trustees (Updated January 20, 2023):

Chair: Michael Lawless, CPG-9224
- 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
- Dawn Garcia, CPG, ex officio
- Aaron Johnson, Executive Director, ex officio
- Wendy Davidson, Assistant Director, ex officio
- Christie Valero, Bookkeeper, ex officio
APPENDIX A

AIPG BYLAWS

The current version of the AIPG Bylaws are posted online: https://aipg.org/page/AIPGBylaws
APPENDIX B

AIPG CODE OF ETHICS

The current version of the AIPG Code of Ethics is posted online: https://aipg.org/page/Ethics
AIPG Travel Expense Reimbursement Policy
Rev. 1, September 2019

APPENDIX C

AIPG DISCIPLINARY PROCEDURES

The current version of the AIPG Disciplinary Procedures is posted online: https://aipg.org/page/disciplinaryprocedures
AIPG Travel Expense Reimbursement Policy
Rev. 1, September 2019

APPENDIX D

AIPG TRAVEL EXPENSE REIMBURSEMENT POLICY

See next page.

Please note that the spreadsheet will be emailed to the Executive Committee and will be posted online along with the Handbook.
AIPG Travel Expense Reimbursement Policy
Rev. 1, September 2019

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.

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.

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.

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.

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.