# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>WELCOME TO THE EXECUTIVE COMMITTEE</td>
<td>1</td>
</tr>
<tr>
<td>2.0</td>
<td>ABOUT AIPG</td>
<td>2</td>
</tr>
<tr>
<td>2.1</td>
<td>AIPG Purposes</td>
<td>2</td>
</tr>
<tr>
<td>2.2</td>
<td>What AIPG does</td>
<td>2</td>
</tr>
<tr>
<td>2.3</td>
<td>Professional Certification</td>
<td>3</td>
</tr>
<tr>
<td>2.4</td>
<td>Organization</td>
<td>4</td>
</tr>
<tr>
<td>2.4.1</td>
<td>AIPG Headquarters Staff</td>
<td>4</td>
</tr>
<tr>
<td>2.5</td>
<td>Institute Goals</td>
<td>5</td>
</tr>
<tr>
<td>2.6</td>
<td>Additional Services</td>
<td>5</td>
</tr>
<tr>
<td>3.0</td>
<td>AIPG MEMBERSHIP CATEGORIES</td>
<td>6</td>
</tr>
<tr>
<td>3.1</td>
<td>Certified Professional Geologist (CPG)</td>
<td>6</td>
</tr>
<tr>
<td>3.2</td>
<td>Professional Member</td>
<td>6</td>
</tr>
<tr>
<td>3.3</td>
<td>Early Career Professional Member</td>
<td>6</td>
</tr>
<tr>
<td>3.4</td>
<td>Student Member</td>
<td>7</td>
</tr>
<tr>
<td>3.5</td>
<td>Associate Member</td>
<td>7</td>
</tr>
<tr>
<td>3.6</td>
<td>Emeritus Member</td>
<td>7</td>
</tr>
<tr>
<td>3.7</td>
<td>Cooperation Agreements</td>
<td>7</td>
</tr>
<tr>
<td>4.0</td>
<td>GOVERNANCE</td>
<td>9</td>
</tr>
<tr>
<td>4.1</td>
<td>Executive Committee</td>
<td>9</td>
</tr>
<tr>
<td>4.2</td>
<td>2021 AIPG Executive Committee</td>
<td>14</td>
</tr>
<tr>
<td>4.3</td>
<td>Standing Committees</td>
<td>15</td>
</tr>
<tr>
<td>4.3.1</td>
<td>Nominating Committee</td>
<td>16</td>
</tr>
<tr>
<td>4.3.2</td>
<td>National Screening Committee</td>
<td>16</td>
</tr>
<tr>
<td>4.3.3</td>
<td>Ethics Committee</td>
<td>16</td>
</tr>
<tr>
<td>4.3.4</td>
<td>Executive Director Review Committee</td>
<td>17</td>
</tr>
<tr>
<td>4.3.5</td>
<td>Finance Committee</td>
<td>17</td>
</tr>
<tr>
<td>4.3.6</td>
<td>Honors and Awards Committee</td>
<td>17</td>
</tr>
<tr>
<td>4.3.7</td>
<td>Membership Committee</td>
<td>17</td>
</tr>
<tr>
<td>4.3.8</td>
<td>Education-Academic Committee</td>
<td>18</td>
</tr>
<tr>
<td>4.3.9</td>
<td>National Affairs Committee</td>
<td>18</td>
</tr>
<tr>
<td>4.3.10</td>
<td>Intersociety Liaison Committee</td>
<td>18</td>
</tr>
<tr>
<td>4.4</td>
<td>Ad-Hoc Committees</td>
<td>18</td>
</tr>
<tr>
<td>4.4.1</td>
<td>Diversity and Inclusion Committee</td>
<td>18</td>
</tr>
<tr>
<td>4.4.2</td>
<td>Value of AIPG Committee</td>
<td>18</td>
</tr>
<tr>
<td>4.4.3</td>
<td>CPG-A Committee</td>
<td>18</td>
</tr>
<tr>
<td>4.4.4</td>
<td>Position Statement Committee</td>
<td>19</td>
</tr>
<tr>
<td>4.4.5</td>
<td>Strategic Plan Committee</td>
<td>19</td>
</tr>
<tr>
<td>4.4.6</td>
<td>ASBOG Coordination Committee</td>
<td>19</td>
</tr>
<tr>
<td>5.0</td>
<td>FOUNDATION OF AIPG</td>
<td>20</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS (continued)

FIGURES

Figure 1: AIPG Organization Chart.................................................................4

APPENDICES

Appendix A ............................................................................................................. AIPG Bylaws
Appendix B ............................................................................................................ AIPG Travel Expense Reimbursement Policy
Appendix C ............................................................................................................. AIPG Disciplinary Procedures
Appendix D ............................................................................................................ AIPG Event Code of Conduct Policy
Appendix E ............................................................................................................. AIPG Code of Ethics
Appendix F ............................................................................................................. AIPG Social Media Policy
Appendix G ........................................................................................................... Conflict of Interest, Confidentiality, and Non-Disclosure
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 Headquarters.
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 6,000 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 regularly to federal and state legislators and agencies on matters pertaining to the geosciences.

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; and
- must receive meaningful membership support.

These requirements form the basis of AIPG’s purpose and activities.

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; and
- 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, 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, short courses, and field trips, provides educational opportunities for geologists, other scientists, engineers, and the general public. The American Institute of Professional Geologists, in cooperation with the Colorado School of Mines, presents the Management Development Program for Geologists and Related Professionals. This program is specifically structured for geologists and other scientific and engineering professionals.

• 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, provides access for its Members to professional registration, certification, or chartered status in those countries.

• State and Section Activities - State and regional sections work on local political issues and the professional status of geologists in their geographic areas. The Institute's sections around the country hold regular meetings, featuring 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 and State level; to meet fellow geologists; and to learn from them.

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 Organization Chart]

Figure 1: AIPG Organization Chart

2.4.1 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 Gilvar, Office Assistant
aipgadmin2@aipg.org

Ramona ‘Mona’ Scott, AWG Administrative Assistant
office@awg.org

Lauren Zeek, 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 three in-person meetings (or virtual, when required) and one virtual meeting each year.
- Submit a report of activities for all four Executive Committee meetings in time for inclusion in the Meeting Book. Activities shall include those of the Executive Director, Headquarters and staff personnel, including all activities directed by the Executive Committee.
- Serve on the Finance Committee
- Forward all Ethics correspondence, without review, to the Ethics Committee Chair, within 7 days of receipt

2.5 Institute Goals

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

1. Organization for setting standards of professional geoscience behavior
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. 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

3.1 Certified Professional Geologist (CPG)

Applicants for certification have a bachelor’s degree or higher in the geological sciences with a minimum of 36 semester hours of geology plus 8 years of professional geological work experience. Applicants with a master’s degree need only 7 years of experience and Ph.Ds need 5 years. As of 2019, three years of the required experience in geology will 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: 8 years beyond bachelor’s degree, or 7 years beyond master's degree, or 5 years beyond doctorate degree.

SPONSORS: 3 required from professional geologists, 2 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. Applicants must have a bachelor's degree or higher in the geological sciences with at least 30 semester hours of geology.

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. Applicants must apply during first five years upon earning a baccalaureate, masters, or doctorate degree.

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: $75 (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

APPLICATION FEE: None

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: $50

3.7 Cooperation Agreements

AIPG maintains cooperation agreements and memorandums of agreements with several organizations. Reciprocal status only applies to Chartered Geologists, Euro Geologists and members of AAPG-DPA.

- American Association of Petroleum Geologists (AAPG)
- Australian Joint Ore Reserves Committee (JORC)
- Canadian Council of Professional Geoscientists (CCPG)
• European Federation of Geologists (EFG)
• Geological Society of London (GSL)
• Michigan Department of Environmental Quality
• State of Alaska
• CPGs Accepted as Qualified Persons in Canada
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 thirteen Members, including the seven officers designated in the Bylaws, namely the President, Vice President, President-Elect, immediate Past-President (Past-President), Secretary, Treasurer, and Editor; four Representatives elected by the Advisory Board; an Early Career Professional member and the immediate Past Early Career Professional member. The current Early Career Professional member shall have at least 16 months of Early Career status left. Each member of the Executive Committee shall have an equal vote. The presiding officer shall vote on all matters.

4.1 Executive Committee

The duties of the Executive Committee shall be to:

- conduct all the corporate business of the Institute;
- formulate and adopt Institute policies, which shall be published annually;
- coordinate the activities of the Sections;
- heed the recommendations of the Advisory Board; and
- 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 officers of the Institute shall be the President, Vice President, President-Elect, immediate Past-President (Past-President), Secretary, Treasurer and Editor. Each officer shall be a Certified Professional Geologist in good standing. The officers and the Early Career Professional member shall be elected at large by a vote of the Members as provided in the Bylaws. The Advisory Board Representatives that serve on the Executive Committee are the four members of the Advisory Board elected by the members attending the Advisory Board meeting held during the Annual Meeting. The Officers, Early Career Professional and Advisory Board Representatives comprise the Executive Committee. All members of the Executive Committee have equal voting rights.

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 three in-person meetings (or virtual, when required) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.
- Submit a report of activities for all four Executive Committee meetings 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 By-Laws
• Decide on and communicate the direction of the organization
• Direct the Executive Director and National Office activities
• Write President’s Message for TPG (four/year)
• Attend Cooperating Organization meetings as necessary
• Attend the Foundation Committee Meetings
• Plan all Executive Committee Meetings; minimum of four/year
• Serve on the Executive Director’s Review Committee
• Ad Hoc Committees are formed by the current President. 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
• Update this Executive Committee Handbook and deliver to the next President before their term begins

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 serve on the Advisory Board as its presiding officer, 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 chair the Honors and Awards Committee and undertake special projects requested by the President and report periodically thereon. The term is one year.

Additionally, the Vice President shall:

• Attend three in-person meetings (or virtual, when required) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.
• Submit a report of activities for all four Executive Committee meetings 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 By-Laws
• 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.
  o The Vice President can modify this to include additional tasks,

President-Elect

The President-Elect shall serve on the Advisory Board as its presiding officer, shall be responsible for the preparation of the budget for the ensuing fiscal year and shall undertake special projects requested by the President and report periodically thereon. At the 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. The term is one year.

Additionally, the President-Elect shall:

• Attend three in-person meetings (or virtual, when required) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.
• Submit a report of activities for all four Executive Committee meetings 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 Incoming Advisory Board Meeting/Election and all related activities associated with this responsibility
• Accept the responsibilities of your elected position, as described in this Handbook and the By-Laws
• Serve on the Executive Director’s Review Committee
• Serve on the Membership Committee
• 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.

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 three in-person meetings (or virtual, when required) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.
• Submit a report of activities for all four Executive Committee meetings 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 By-Laws
• Serve on the Executive Director’s Review Committee
• Serve on the Nominating Committee for the following year’s Officers and Early Career Professional
• Serve on the Membership Committee

Secretary
The Secretary shall act as the corporate secretary of the Institute and of the Executive Committee and shall keep the 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 three in-person meetings (or virtual, when required) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.
• Submit a report of activities for all four Executive Committee meetings 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 By-Laws

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 financial 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) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.
• Submit a report of activities for all four Executive Committee meetings 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 By-Laws
• Serve on the Executive Director’s Review Committee, which meets once/year at minimum
• Serve on the Finance Committee

Editor
The Editor oversees 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 three in-person meetings (or virtual, when required) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.
• Submit a report of activities for all four Executive Committee meetings 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 By-Laws

Early Career Professional

The Early Career Professional oversees AIPG Student Chapters and shall have authority to adjust the status of inactive 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 serving state sections within the Institute. The Early Career Professional and the Past-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 three in-person meetings (or virtual, when required) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.
• Submit a report of activities for all four Executive Committee meetings 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 By-Laws

Past Early Career Professional

The Past-Early Career Professional shall act as advisor to the Early Career Professional and share responsibilities with the Early Career Professional. The Early Career Professional and the Past-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 Past Early Career Professional shall:
• Attend three in-person meetings (or virtual, when required) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.

• Submit a report of activities for all four Executive Committee meetings 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

**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 of its number on the Executive Committee. It shall also assume such other advisory responsibilities as may be requested by the Executive Committee and report thereon.**

Additionally, the Advisory Board Representatives shall:

• Attend three in-person meetings (or virtual, when required) and one virtual meeting during the year you are on the Executive Committee. See Appendix B for reimbursement for in-person meetings.

• Submit a report of activities for all four Executive Committee meetings 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

• Currently, the Advisory Board Representatives are reporting to the Vice President
  
  ▪ This can be changed by the current President

4.2 2021 AIPG Executive Committee

**Nancy J. Wolverson (NV), President**
*Consulting Geologist*
(775) 770-4615
nancyjeanw@aol.com

**J. Todd McFarland (TN), Past-President**
*Wood*
(615) 336-3817
todd.mcfarland@woodplc.com

**Matt J. Rhoades (CO), President-Elect**
*Consultant*
(303) 359-1165
rhoadesgeo1@gmail.com
Christine F. Lilek (WI), Vice President  
*Wisconsin Department of Health Services*  
(608) 267-3862  
Clilek1@yahoo.com

Sara Pearson (MI), Secretary  
*Michigan Dept of Environment, Great Lakes, and Energy*  
(517) 420-3219  
pearsons@michigan.gov

David T. Heidlauf (IN/IL), Treasurer  
*Ramboll*  
(312) 282-1377  
dheidlauf@ramboll.com

Adam W. Heft (MI), Editor  
*WSP USA*  
(517) 7400  
Adam.heft@wsp.com

Taylor Murray (AZ), Early Career Professional  
*Clear Creek Associates*  
(772) 529-3887  
tmurray@geo-logic.com

Jessica Davey (CO), Past Early Career Professional  
*Sproule, Inc.*  
(720) 394-4270  
davey.jessica7@gmail.com

Brandy M. Barnes (NC), Advisory Board Representative  
(615) 474-9614  
myers.brandm@gmail.com

Troy P. Bernier (FL), Advisory Board Representative  
*H2O Resource, Inc.*  
(954) 834-3220  
troy.bernier@gmail.com

Brent R. Smith (OH), Advisory Board Representative  
*Civil & Environmental Consultants, Inc.*  
(614) 579-8602  
brsmith@cecinc.com

Randy L. Kath (GA), Advisory Board Representative  
*University of West Georgia*  
(678) 839-4063  
rkath@comcast.net

### 4.3 Standing Committees

Standing Committees shall include Nominating, Screening, Ethics, Executive Director’s, 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 Committees and the chairmen of other committees must be Certified Professional Geologists. 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 Chairman 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:

4.3.1 Nominating Committee

Composed of the immediate Past President and others appointed by the President. 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 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).

- It is best to begin the work on choosing potential nominees at the prior year’s Annual 
  Meeting.

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.

Lawrence M. Austin, CPG, Chr.
(616) 361-7993
lawrence.austin@comcast.net

West: National Screening Committee
  West Chairman - Barbara (Barb) H. Murphy, CPG
  Brant A. Dennis, CPG
  Alan L. Dreher, CPG
  Mark W. Rogers, CPG
  James (Jim) D. Shotwell, CPG
  Mark B. Sweatman, CPG
  Nancy J. Wolverson, CPG
  Steve Maslansky, CPG

East: National Screening Committee
  East Chairman - David (Dave) I. Wiegand, CPG
  Peg Chandler, CPG
  Kenneth (Ken) P. Wenz, CPG
  Margaret (Meg) M. Winfield, CPG
  David T. Williams, CPG

4.3.3 Ethics Committee

Composed of a Chair who is not a member of the National Executive Committee and 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**  
(517) 420-3219  
pearsons@michigan.gov

4.3.4 **Executive Director Review Committee**
Composed of the President, 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.

4.3.5 **Finance Committee**
Composed of the President, Treasurer, 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.

4.3.6 **Honors and Awards Committee**
Composed of the current Vice President and five members appointed by the 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.

**NOTE:** This committee has been organized that the incoming Vice President is tasked with choosing the nominees for honors and awards. This is an odd task for someone that may be new to the Executive Committee. Shouldn’t the Vice President be recommending nominees at the end of their year of service as 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. 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.

Suggested Subcommittees are
1. CPG and Professional Members,
2. ECP and Student Members,
3. Outreach, and

Recommended Membership:
Membership will always include the President, President-Elect and Past President to assure continuity of the committee
1. Chair: **Matt Rhoades, CPG**
2. Member: **Nancy J Wolverson, CPG**
3. Member: **Todd McFarland, CPG**
4. Subcommittee Chairs (CPGs)
5. Other members as needed (all member categories)

National Office Ex-Officio Members: Executive Director, Assistant Director, Membership Services Manager, Professional Services Manager
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.

Ronald J. Wallace, CPG-08153, Chr.
(770) 630-6020
rw30075@yahoo.com

4.3.9 National 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 inactive and needs to be reviewed and a decision made as to its active status. If it is to remain active its name will be changed to Governmental Affairs Committee. This will be updated at the end of 2021.

4.3.10 Intersociety Liaison Committee

Composed of the Executive Director and other members as needed. Coordinates with and attends select meetings of other geoscience societies.

NOTE: This committee is not listed in the Standing Committees. Aaron Johnson advised that the committee is not active. If it will be an active committee, it will need to be an Ad Hoc Committee or a change to the By Laws is needed. This will be updated at the end of 2021.

4.4 Ad-Hoc Committees

The President shall appoint such ad hoc committees as may be needed, each with 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.

NOTE: The description of each of these committees will be updated at the end of 2021.

4.4.1 Diversity and Inclusion Committee
Chair: Dawn Garcia, CPG

4.4.2 Value of AIPG Committee
Chair: Dawn Garcia, CPG

4.4.3 CPG-A Committee
Chair: Adam Heft, CPG
Member: Todd McFarland, CPG
Member: Colin Flaherty, CPG
Member: Doug Bartlett, CPG
Member: Nancy Wolverson, CPG
Member: Steve Baker, MEM
4.4.4 Position Statement Committee
Chair: Keri Nutter, CPG
Member: Nancy Wolverson, CPG

4.4.5 Strategic Plan Committee:
Members: Helen Hickman,
Member: James Burnell, CPG
Member: Mehmet Pehlivan, MEM

4.4.6 ASBOG Coordination Committee:
Chair: Todd McFarland, CPG
Member: Matt Rhoades, CPG
Member: Doug Bartlett, CPG: need to check with Doug
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).

Foundation Board and Trustees (October 10, 2018):

- Barbara H. Murphy, CPG, Chairperson;
- Sam Gowan, CPG, Vice-Chairperson;
- Michael Lawless, CPG, Secretary;
- Daniel St. Germain, CPG, Treasurer;
- Steve Maslansky, CPG, Trustee-at-Large;
- Brent Huntsman, CPG, Trustee;
- Patrick Leahy, Trustee
- Richard Powers, CPG, Trustee;
- William Siok, CPG, Trustee;
- Ron Wallace, CPG, Trustee;
- Larry Weber, CPG, Trustee;
- Helen Hickman, CPG, Trustee
- Dennis Pennington, CPG, Trustee.
APPENDIX A

AIPG BYLAWS
1.0 Organization, Purposes, and General Powers

1.1. Organization

1.1.1. Name

The name of this organization shall be the American Institute of Professional Geologists, hereinafter referred to as the "Institute" or "AIPG."

1.1.2. Status

The Institute is a not-for-profit 501(c)(6) membership corporation organized under the laws of the State of Colorado.

1.1.3. Sections

The Institute shall be divided into Sections, each of which shall consist of no fewer than ten Members, of whom no fewer than five are Certified Professional Geologists. Sections shall be chartered only upon application to, and approval by, the Executive Committee. By majority vote, the Executive Committee may revoke the charter of a Section.

1.1.4. Seal

The Institute's seal shall be as illustrated in Figure 1.

1.2. Purposes

The purposes of the Institute shall be to:

1. Advance the geological sciences and the profession of geology.
2. Establish qualifications for professional geologists.
3. Certify the qualifications of specific individual Member geologists to the public.
4. Promote high standards of ethical conduct among its Members and Adjuncts, and within the profession of geology.
5. Represent, and advocate for, the geological profession before government and the general public

1.3. Powers
The Institute shall establish standards of education, experience, and professional conduct to protect the public from unprofessional practices, shall monitor governmental and other activities affecting the geological sciences, and shall communicate with the public.

2.0. Members and Adjuncts

2.1. Composition
The Institute shall consist of individual Members and Adjuncts and Corporate Members who subscribe to the Code of Ethics of the Institute. Members of the Institute shall be geological scientists who meet the Institute's standards of education, experience, and integrity, as each is defined in the Bylaws. Adjuncts of the Institute shall be either students who are pursuing a course of study in the geological sciences or others who have an avocational or general interest in the geological sciences, and corporations.

2.2. Categories of Members and Adjuncts
The categories of Members shall be: Certified Professional Geologist (CPG), Honorary Member, Professional Member, Early Career Professional Member, Emeritus Member, and Non-Practicing Member. Certified Professional Geologists, Professional Members, and Early Career Professional Members shall all have voting rights. Unless otherwise defined, reference to Members within these Bylaws includes the said categories. In addition to the Member categories, there shall be two categories of Adjuncts, namely Students and Associates. Neither Students nor Associates shall have voting rights within the Institute, except that Students shall have voting rights within their respective Student Chapters. Beginning on February 14, 2003, each person who, on the previous day, was categorized as a Certified Professional Geologist shall continue in that category; each person who on the previous day was categorized as a Registered Member shall be categorized as a Professional Member; each person who was categorized as a Candidate for Certification shall be categorized as a Professional Member; and all Certified Professional Geologists, Professional Members, and Early Career Professional Members shall be Members of the Institute. Beginning on the same day, requirements for each category of Member shall be as defined herein in Articles 2.3 through 2.3.7, inclusive.

2.3. Requirements to be an Individual Member or Adjunct
The requirements to be an individual Member or Adjunct of the Institute shall include education, experience, and a record of personal integrity, as set forth in the following paragraphs. The interpretation and application of such requirements shall be within the sole discretion of the Executive Committee, which may in its judgment (1) adopt and publish higher or additional requirements, and (2) for Members: accept licensure or registration as a geologist in a jurisdiction whose requirements are deemed by the Executive Committee to be similar, or equivalent. Any Registered/Certified/Licensed Geologist, or similar designation, granted or recognized by any State or Territory of the United States or of the
District of Columbia or a province or Territory of Canada or any other jurisdiction or authority which, at the time, is approved for this purpose by the Executive Committee is eligible to become a Member of AIPG. Each applicant to become a Member or Adjunct shall affirm adherence to the AIPG Code of Ethics and shall provide an endorsement from a Member of the Institute or, in the case of Students, a professor, as designated on the appropriate application form.

2.3.1. Requirements to be a Certified Professional Geologist

Certified Professional Geologists constitute the highest grade of individual membership within the Institute and applicants are screened for required education, experience, and character. Only Certified Professional Geologists can hold designated positions within the Institute.

Any person whose application for certification as a Certified Professional Geologist was received prior to December 3, 2019 and who has met the requirements for such certification as they existed on the day that such person's application was received shall be categorized as a Certified Professional Geologist upon approval pursuant to the procedures in effect on the day prior to the date the application was received.

Beginning on December 3, 2019, the requirements for certification as a Certified Professional Geologist shall:

1. Hold a baccalaureate or higher degree in a geological science, and a minimum of thirty-six semester hours or fifty-four quarter hours in geological sciences as recognized and approved by the Executive Committee; and at the discretion of the Executive Committee; acceptable continuing education to demonstrate a currency with technical, regulatory, and economic factors affecting the profession.

2. Have eight years or ninety-six months of experience in the practice of geology acceptable to the Executive Committee. A master's degree in a geological science shall credit the applicant with one year or 12 months of professional experience, or a doctorate in a geological science shall credit the applicant with three years or thirty-six months of such experience. In lieu of 1 and 2 above, evidence satisfactory to the Executive Committee of the applicant's sound knowledge and proficiency in a field of geological science may be substituted.

3. In lieu of 1 and 2 above, evidence satisfactory to the Executive Committee of the applicant’s sound knowledge and proficiency in a field of geological science may be substituted.

4. Three years of the required experience in the practice of geology shall be in (a) position(s) of responsibility defined as one in which the individual was depended on for significant participation, management, and decision making, and that the applicant is capable of scoping, supervising, and checking relevant work to ensure it meets industry standards acceptable to the Executive Committee.

Applicants for Certified Professional Geologist shall affirm their adherence to applicable professional and ethical standards and shall provide acceptable references from either (1) at least three professional geologists who have personal knowledge of the applicant's qualifications, integrity, and conduct, at least two of whom are Certified Professional Geologists, or (2) a professional society that is specifically recognized for this purpose by the Executive Committee. In extraordinary circumstances, as an alternative to all or part of
the foregoing, the National Screening Committee may require acceptable references from no fewer than six professional geologists who have personal knowledge of the applicant's qualifications, integrity, and conduct.

2.3.2. Requirements to be an Honorary Member

A Member may be designated as "Honorary" by the Executive Committee upon meeting requirements established by the Executive Committee for "Honors and Awards." The Executive Committee shall have the authority to reduce or waive dues payments for Honorary Members, individually or as a category.

2.3.3. Requirements to be a Professional Member

Professional Members shall normally hold a baccalaureate or higher degree in a geological science but are not otherwise screened prior to acceptance. The requirements to be a Professional Member shall include:

1. a baccalaureate or higher degree in a geological science
2. a minimum of thirty semester hours or forty-five quarter hours, or the academic equivalent thereof, in one or more of the geological sciences, and, at the discretion of the Executive Committee, acceptable continuing education to demonstrate a currency with technical, regulatory, and economic factors affecting the profession. In lieu of 1 and 2 above, evidence satisfactory to the Executive Committee of the applicant's sound knowledge and proficiency in a field of geological science may be substituted.

2.3.4. Requirements to be a Early Career Professional Member

Early Career Professional Members are recent graduates during their initial years as professional geoscientists. The requirements to be an Early Career Professional Member shall include

1. a baccalaureate or higher degree in a geological science; with
2. a minimum of thirty semester hours or forty-five quarter hours, or the academic equivalent thereof, in one or more of the geological sciences, and, at the discretion of the Executive Committee, acceptable continuing education to demonstrate a currency with technical, regulatory, and economic factors affecting the profession. In lieu of 1 and 2 above, evidence satisfactory to the Executive Committee of the applicant's sound knowledge and proficiency in a field of geological science may be substituted.
3. applicable during the first five (5) years or sixty (60) months upon earning a baccalaureate, master's, or doctorate degree. The 60-month period of Early Career Professional status need not be filled consecutively if interrupted by enrollment for another degree. Thereafter the Early Career Professional Member will automatically be upgraded to Professional Member.

Membership Dues for the Early Career Professional Member will be at one-half (1/2) the Professional Member rate.

2.3.5. Emeritus Member

A Certified Member may be designated "Emeritus" upon request at the age of 65 or older, provided that the Member is no longer actively engaged in the practice of geology for financial gain on a full-time basis. An Emeritus Member may be paid for the occasional professional opinion. The Executive Committee shall have the authority to reduce or waive dues payments for Emeritus Members, individually or as a category.
2.3.6. Non-Practicing Member

Professional Members may be designated "Non-Practicing" upon request at the age of 65 or older, provided that the Member is no longer actively engaged in the practice of geology for financial gain. Those Members who had requested and received “Non-Practicing” status prior to June 24, 2017 and who were not yet 65 will retain their “Non-Practicing” Member status. The Executive Committee shall have the authority to reduce or waive dues payments for Emeritus Members, individually or as a category.

2.3.7. Requirements to be an Adjunct

2.3.7.1. Requirements to be a Student Adjunct

Student Adjunct Members shall be currently enrolled in a geoscience program at a college, university, or similar institution, who shall:

1. be currently enrolled in an accredited institution of higher learning approved by the Executive Committee; and
2. be a declared major, or the equivalent, in a geological science as recognized by the Executive Committee; or have a vocational or recreational interest in the geological sciences.

2.3.7.2. Requirements to be an Associate Adjunct

Anyone interested in the profession of geology and the aims of the Institute but who is not qualified for another membership category may be an Associate Adjunct Member. There are no educational requirements to be an Associate. To be an AIPG Associate, one shall:

1. have a vocational or general interest in the geological sciences; and
2. affirm adherence to applicable professional and ethical standards and attest to same by affixing the applicant's signature to an affidavit, on the application, which states: "I affirm adherence to applicable professional and ethical standards, have not had a certification, license, or similar qualification suspended or terminated for ethical or disciplinary reasons during my career, nor have I resigned from such designation in anticipation of or in settlement of proposed grievance or disciplinary proceedings."

2.3.8. Continuing Professional Development

A program for recognizing Continuing Professional Development (CPD) activities by AIPG Members has been approved by the Executive Committee. All AIPG Members are encouraged to participate in the CPD Program. Details about this program can be found on the Institute's web site and descriptions of and discussions concerning the CPD have been and will continue to be published in The Professional Geologist.

2.4. Admission

2.4.1. Applications

Applications for each category of Member or Adjunct shall be submitted in writing and in the form prescribed by the Institute, accompanied by a non-refundable application fee, and, if required by the Executive Committee, the first year's Institute and Section dues. Institute and section dues may be prorated by quarter for CPG, and Professional Members, and by half-year for Associate and Early Career Professional members.
2.4.2. Review of Applications

The Executive Committee shall set the procedures to be used in the review and acceptance of each Member, Adjunct, and other membership category. Such procedures shall be published annually and a copy shall be furnished to each applicant.

2.4.3. Notification of Acceptance

An applicant who has been found to meet the requirements for a category of Member or Adjunct shall be notified promptly of such finding and enrolled in the appropriate category upon payment of applicable dues that are owed.

2.4.4. Rejection

An applicant may be rejected for failure to meet the requirements prescribed for any category of Member or Adjunct or for any reason that would be sufficient for termination. Any applicant who has been rejected shall be given prompt notice thereof, which shall include a statement of the reason for rejection. Any dues paid with the application may be refunded to the applicant promptly, or retained temporarily, pending the disposition of an appeal of rejection.

2.4.5. Appeal of Rejection

Upon written request by an applicant who has been notified of rejection, the Executive Committee shall review the application and any additional information provided by the applicant or others that has a bearing on the applicant's qualifications. Where reasonable grounds exist in the opinion of the Executive Committee, an applicant shall be afforded a hearing at its next regularly scheduled meeting upon written request. The decision of the Executive Committee, based on such review or hearing, shall be final. If the application was rejected pursuant to Disciplinary Procedures described in Article 9.2.1, the appeals process included in the Disciplinary Procedures shall apply and supersede this Article pursuant to Article 9.2.2.

2.4.6. Advancement to Certified Professional Geologist

Members who have attained the qualifications for Certified Professional Geologist may submit an application in writing and in a form prescribed by the Executive Committee accompanied by a non-refundable application fee, and, if required by the Executive Committee, the first year's Institute and Section dues.

2.5. Responsibilities and Rights of Members and Adjuncts

2.5.1. Responsibilities and Obligations

Members and Adjuncts shall:

1. pay annual dues as provided in these Bylaws;
2. comply with the Code of Ethics and encourage others to maintain similarly high standards; and
3. comply with other specific requirements set forth in, or adopted and published pursuant to these Bylaws.

2.5.2. Rights and Privileges of Certified Professional Geologists

In addition to those rights and privileges that accrue to them as Members, all Certified Professional Geologists in good standing shall have the right and privilege to:

1. use the title "Certified Professional Geologist";
2. hold any office in the Institute and its Sections; and
3. announce their membership with the Institute as "Certified Professional Geologist" and use the abbreviation "CPG" in correspondence, on professional cards, and on professional reports;
4. use the official seal of certification of the Institute, in a manner authorized by the Executive Committee.

2.5.3. Rights and Privileges of Members

Members in good standing shall have the right and privilege to:

1. participate in meetings and other activities of the Institute and of any Section to which they are assigned;
2. vote at meetings of the Institute and of any Section to which they are assigned;
3. serve on committees except the Section and National Screening Committees;
4. hold any offices of any Section for which the Section's Bylaws provide, and any offices of the Institute except President, President-elect, Vice President, Secretary, Treasurer, and Editor. These offices must be held by Certified Professional Geologists;
5. announce their membership in the Institute in correspondence and on professional cards as "Member"; and
6. receive the official publications of the Institute.

2.5.4. Rights and Privileges of Students

Students in good standing shall have the right and privilege to:

1. participate without a vote in meetings and other activities of the Institute and of any Section to which they are assigned;
2. vote, serve on committees, and hold any offices in the Student Chapter to which they are assigned;
3. receive the official publications of the Institute;
4. serve as officers of Student Chapters of AIPG, provided they are a declared major, or the equivalent, in a geological science as recognized by the Executive Committee.

Students may not present or promote themselves as geologists or imply through their connection with AIPG that they are capable of practicing geology. However, they may present themselves as AIPG Students.

2.5.5. Rights and Privileges of Associates

Associates in good standing shall have the right and privilege to:

1. participate without a vote in meetings and other activities of the Institute and of any Section to which they are assigned;
2. vote, serve on committees, and hold any offices in the Student Chapter to which they are assigned;
3. receive the official publications of the Institute;
4. serve as officers of Student Chapters of AIPG, provided they are a declared major, or the equivalent, in a geological science as recognized by the Executive Committee.

Associates may not present or promote themselves as geologists or imply through their connection with AIPG that they are capable of practicing geology. Further, Associates may not use their Adjunct status to imply, directly or indirectly, any endorsement by AIPG of the Associate's products or services. However, they may present themselves as AIPG Associates.

2.6. Section Membership
The address of a Member or Adjunct on file on the date of billing normally determines his or her Section assignment. If special circumstances exist, a Member or Adjunct can contact the Institute to request assignment to a different Section.

2.7. Resignation, Suspension, and Termination

2.7.1. Resignation

Any Member or Adjunct may resign by submitting a written resignation to the Institute. The resignation shall be "without prejudice" if all dues and obligations to the Institute are paid. The resignation shall be accepted and the resigning Member or Adjunct shall be advised that the privileges of the Institute have been terminated. "Without prejudice" is defined as a condition under which the former Member or Adjunct has no outstanding obligations to the Institute in any form or manner, and is therefore eligible for readmission upon written request within five years.

2.7.2. Suspension

A Member or Adjunct shall be suspended for failure to pay dues or other amounts owing to the Institute by or within a period of time specified by the Executive Committee after the due date thereof, and shall be notified of the suspension. Upon such notice, all privileges shall be suspended until such obligations have been satisfied. If such obligations have not been satisfied within a period of time fixed by the Executive Committee, a Member or Adjunct may be terminated by the Executive Committee "with prejudice," meaning that the person has not fulfilled the responsibilities and obligations of a Member or Adjunct. Such termination may be recategorized as being "without prejudice" if the individual meets any outstanding obligations, but elects not to remain a Member or Adjunct, within a period of time determined by the Executive Committee.

2.7.3. Termination

A Member or Adjunct may be terminated or other discipline may be imposed, with or without prejudice, by action of the Executive Committee or of an officer or committee to which such authority has been delegated by the Executive Committee for:

1. failure to pay dues or other obligations; or
2. misrepresentation of the Member's or Adjunct's qualifications, or a change in those qualifications resulting in the failure to continue to qualify as a member or adjunct; or
3. misuse of the Institute's name in a way not consistent with the Institute's principles or misuse of the Institute's seal of certification; or
4. violation of the Code of Ethics, as determined under procedures adopted by the Executive Committee; or
5. conviction of any felony, or of any other offense, that the Executive Committee finds related to the practice of geology or to bear on the Member's or Adjunct's professional ethics, integrity, and competence; or
6. imposition of discipline by any professional licensing or registration board involving the suspension or revocation of the right to practice geology; or
7. a ruling of insanity or mental incompetence by a legally constituted authority; or
8. other grounds specifically stated in these Bylaws.

2.7.3.1. Notice of Prospective Termination

Members or Adjuncts shall be given not less than thirty days written notice of prospective termination, that shall include a statement of the reasons therefore.
2.7.3.2. Appeal of Termination

Upon timely written request of a Member or Adjunct who has been notified of prospective termination (other than termination for default of dues or other obligations or terminations implemented pursuant to the disciplinary procedures adopted by the Executive Committee) made within the notice period, the Executive Committee shall review the case and any additional information provided by the Member or Adjunct or others that has a bearing on the status of the Member or Adjunct. In the absence of such a request, the Member or Adjunct shall be terminated; otherwise, the Executive Committee shall promptly respond to the Member or Adjunct with its findings, confirming, modifying, or rescinding the notice of termination. Following such action and upon timely written request, a Member or Adjunct shall be afforded a hearing at the next regularly scheduled meeting of the Executive Committee. The decision of the Executive Committee, based on such review or hearing, shall be final.

2.7.4. Loss of Rights Granted Members or Adjuncts

Any Member or Adjunct who resigns, whose membership in the Institute is suspended, or who has been terminated shall lose all rights of Institute membership, including the right to claim AIPG certification and use the AIPG seal, if and as applicable.

2.7.5. Reinstatement of Suspended Members or Adjuncts

2.7.5.1. Reinstatement within the Same Calendar Year

Any person who has ceased to be a Member or Adjunct by suspension shall be eligible for reinstatement in the same calendar year upon written request and payment of all outstanding dues and obligations to the Institute and upon providing evidence satisfactory to the Executive Committee that the condition(s) upon which the suspension was based are no longer applicable. The Executive Committee may condition such reinstatement upon the payment of a reasonable reinstatement fee as provided herein in Article 8.2.3.

2.7.5.2. Reinstatement after One Calendar Year

Any person who has ceased to be a Member or Adjunct by resignation or termination "without prejudice" shall be eligible for reinstatement upon written request by:

1. Updating his or her professional experience (resume) on the form prescribed by the Institute and other Member or Adjunct records.
2. Signing a statement that during the intervening period the individual has not been convicted of a felony and/or has not been subjected to discipline by a professional organization or licensing board and has not resigned from a professional organization or relinquished a professional license or registration in order to terminate a disciplinary proceeding.
3. Paying current year Institute and Section dues.
4. The Executive Committee may condition such reinstatement on the payment of a reasonable reinstatement fee.

2.7.5.4. In Cases of Termination "With Prejudice" or to Avoid Discipline

Any Member or Adjunct who has been terminated "with prejudice" may be readmitted only by reapplication to the Executive Committee. Such re-application cannot be made for at least six years following the effective date of termination (see AIPG's Disciplinary
Procedures, Section 6.2.4). The re-application should include a thorough discussion of why the conduct that lead to the termination “with prejudice” or avoidance of discipline by another professional organization and professional licensing body will not re-occur and why re-admission to AIPG Membership will not be detrimental to the Institute’s reputation.

3.0 Membership Meetings

3.1. Annual Meeting

3.1.1. Notice to Members

The annual meeting of the Institute shall be held at a time and place determined by the Executive Committee and shall be announced to all Members and Adjuncts at least one hundred twenty days prior to the date of such meeting by notices mailed or announcements published in the official publications of the Institute.

3.1.2. Business

The business at the annual meeting shall include announcement of the election of officers, delivery of reports, discussion of proposed amendments to these Bylaws and the Code of Ethics, and any other business that may properly come before the meeting.

3.2. Special Meetings

Special meetings of the Institute may be called at any time by the President or by the Executive Committee, provided that not less than ten nor more than fifty days of notice setting forth the purpose of such meeting, is given. The business conducted at a special meeting shall be limited to the matters or purposes stated in the notice.

3.3. Quorum at Institute Meetings

A quorum at meetings of the Institute shall be thirty (30) Members, no fewer than fifteen (15) of whom are Certified Professional Geologists.

3.4. Parliamentary Authority

All meetings shall be conducted in accordance with "Robert's Rules of Order Newly Revised," to the extent that such rules are practicable and are not superseded by these Bylaws or by other rules or procedures adopted by the Executive Committee.

4.0 Management

4.1. Management of the Institute

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

4.2. The Executive Committee

4.2.1. Composition

The national Executive Committee shall consist of thirteen Members, including the seven officers designated in these Bylaws, namely the President, Vice President, President-elect, immediate Past-President (Past-President), Secretary, Treasurer, and Editor; four Representatives elected by the Advisory Board from among its membership; an Early Career Professional member who has at least 16 months of Early Career Professional status left; and an immediate Past Early Career Professional (Past Early Career
Professional). Each member of the Executive Committee shall have an equal vote. The presiding officer shall vote on all matters (c.f. Section 5.1.1)[1].

4.2.2. Meetings

The Executive Committee shall meet at least three times each calendar year. One such meeting shall be held in conjunction with the annual meeting of the Institute and one may be held at the Institute Headquarters. A quorum of the Executive Committee shall consist of six of its members, no fewer than half of whom are officers.

4.2.3. Responsibilities

The duties of the Executive Committee shall be to:

1. conduct all the corporate business of the Institute;
2. formulate and adopt Institute policies, which shall be published annually;
3. coordinate the activities of the Sections;
4. heed the recommendations of the Advisory Board; and
5. 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.

4.3. Executive Director

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.

4.4. The Advisory Board

4.4.1. Composition

The Advisory Board shall consist of the President-elect, who shall be its presiding officer and who shall vote only in case of tie, and Members of the Institute selected annually from among the Sections of the Institute as provided in these Bylaws.

4.4.2. Section Delegates

The Advisory Board shall include one delegate from each Section of the Institute. Each delegate shall be either the President of the Section for the outgoing Advisory Board or the Section President-Elect for the incoming Advisory Board or a Member designated by the Section President or Section President-Elect, as appropriate, from the Section Members, or, in the absence of the Section President or Section President-Elect, as appropriate, a Section Member present at the Advisory Board meeting.

4.4.3. Selection of Advisory Board Representatives to the National Executive Committee

The Advisory Board Representatives to the National Executive Committee shall be nominated by their Sections using the “Nomination for AIPG Advisory Board” form sent annually to each Section or can be nominated by the Section Delegate at the incoming Advisory Board meeting. Self-nomination is permitted.
4.4.4. Responsibilities

It is the duty of the Advisory Board to recommend to the Executive Committee the adoption of policies on any matter affecting the Institute and to elect four of its number to the Executive Committee. It shall also assume such other advisory responsibilities as may be requested by the Executive Committee.

4.4.5. Meetings

The incoming and outgoing Advisory Boards will each meet at the AIPG annual meeting. Meetings of the Advisory Board shall be held upon the call of the President or the President-elect. The President-elect, as presiding officer of the Advisory Board, shall designate one of its members as Secretary of each meeting to record minutes.

4.4.6. Organizational Meeting

The Advisory Board for the succeeding annual period shall be convened by the President-elect at the time of each annual meeting for the purpose of organization and the election of its four representatives on the Executive Committee. Each of the four representatives shall serve a one-year term as a member of the Executive Committee. A Section's representative may not be elected as a representative on the Executive Committee for more than two consecutive years. Advisory Board Representatives to the Executive Committee, when elected, must be members of Sections other than those of which incoming or continuing Institute officers with the exception of the Editor and Early Career Professional members (c.f. Section 5.1.3).[2]

4.4.7. Weighted Voting

Each Advisory Board Delegate shall have one or more votes based on the total number of CPGs, Professional Member, and Early Career Professional members of the Member’s Section as of the first day of the month preceding the month of the annual meeting. Each Section shall be entitled, upon organization, to one vote for its first fifty Members and one additional vote for each one hundred additional Members or major fraction thereof. Accordingly, weighted voting at Advisory Board meetings shall be:

<table>
<thead>
<tr>
<th>Section Members Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - 50</td>
</tr>
<tr>
<td>51 - 150</td>
</tr>
<tr>
<td>151 - 250</td>
</tr>
<tr>
<td>251 - 350</td>
</tr>
<tr>
<td>351 - 450</td>
</tr>
<tr>
<td>451 - 550</td>
</tr>
</tbody>
</table>

This scale shall be continued for each additional increment of 100 as required.

4.5. Liability, Indemnification, and Insurance

4.5.1. Liability

Directors and officers of the corporation shall conduct themselves in accordance with the standards set forth in applicable law, and to the extent permitted by law, shall not be personally liable for claims for damages on account of their acts or omissions as directors or officers.
4.5.2. Indemnification

To the greatest extent permitted by law, the Institute shall defend, indemnify, and hold
harmless its present and former directors, officers, employees, agents, and others
serving in an official capacity on behalf of the Institute, from and against any liability or
claims for damages asserted against them by virtue of their positions in the Institute.

4.5.3. Insurance

The Executive Committee is authorized to procure insurance to protect the Institute and
any of its present or former directors, officers, employees, agents, or others serving in an
official capacity on behalf of the Institute against liability for claims or damages arising out
of their errors, omissions, or intentional acts, whether or not the Institute would have the
power to indemnify such person.

5.0 Officers

5.1. Officers and Terms of Office

5.1.1. Officers

The officers of the Institute shall be the President, Vice President, President-elect,
immediate Past-President (Past-President), Secretary, Treasurer, Editor, Early Career
Professional member, and Past Early Career Professional member. With the exception of
the Early Career Professional members, each officer shall be a Certified Professional
Geologist in good standing. The officers and the Early Career Professional member shall be
elected at large by a vote of the Members as provided in these Bylaws. The Past Early
Career Professional position shall be held by the immediately past Early Career
Professional member.

5.1.2. Duration of Terms

The President shall not be elected directly, but shall succeed to that office from the office of
President-elect, and shall serve for a term of one year. The Vice President and President-elect
shall be elected annually The Past-President shall not be elected directly, but shall
succeed to that office from the office of President, and shall serve for a term of one year.
The Secretary, the Treasurer, and the Editor shall be elected for two-year terms; the
Secretary and the Editor in odd-numbered years, and the Treasurer in even-numbered
years. The Early Career Professional member shall serve a one-year term. The Past-Early
Career Professional member shall not be elected directly, but shall succeed to that office
from the office of Early Career Professional member, and shall serve for a term of one year.
Officers shall assume office on the first day of January of the year immediately following
their election and shall continue in office until their respective successors have been elected
and qualified. The Editor shall continue in office until a successor has been elected and
qualified.

5.1.3. Limitations

Excluding partial terms filled by reason of a vacancy in office, no person shall hold the office
of President, Vice President, Secretary, or Treasurer for more than one consecutive term.
No officer except the Editor, Early Career Professional, and Past Early Career Professional
member shall be a member of the same Section as another officer or Advisory Board
Representatives to the Executive Committee (c.f. Section 4.4.6). An Early Career
Professional member shall not be eligible to serve until they have been a member of the
Institute for one year. [1] Should an Executive Committee member move or be assigned to
a different Section during that moving member's term of office, that move will not prevent
the election and service of a member who was nominated or elected prior to the moving
member's move.
5.2. Nomination and Election of Officers

5.2.1. Nominating Committee

The President shall appoint the members of the Nominating Committee, which shall be chaired by the immediate past President (see Article 5.3.4). 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 officer position and the Early Career Professional position to be filled in the ensuing year. The Nominating 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.

5.2.2. Additional Nominations

Additional nominations signed by five (5) Professional Members for each nominee may be submitted to the Chairman of the Nominating Committee (the Past President for the year in which the election occurs) at least three weeks prior to the Executive Committee’s winter meeting.

5.2.3. Executive Committee Action

From the nominations thus received, the Executive Committee shall designate two primary candidates for each office except for the Editor to be filled in the ensuing year.

5.2.4. Election of Officers

Election of officers shall be by a ballot. The ballot shall be sent to all Members by May 15. Election shall be by the majority of all qualified ballots cast. In order to be counted, ballots must be received at Institute Headquarters on a date named by the Executive Committee, which date shall be no later than June 30.

5.3. Duties and Powers of Officers

All of the following named officers shall be members of the Executive Committee.

5.3.1. 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.

5.3.2. 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.

5.3.3. President-Elect

The President-elect shall serve on the Advisory Board as its presiding officer, shall be responsible for the preparation of the budget for the ensuing fiscal year, and shall undertake special projects requested by the President and report periodically thereon.
5.3.4. Past-President

The Past-President shall act as advisor to the Executive Committee and shall chair the Nominating Committee (see Article 5.2.1).

5.3.5. Secretary

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

5.3.6. 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 financial 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.

5.3.7. 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.

5.3.8 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 and the Past-Early Career Professionals 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.

5.3.9. Past-Early Career Professional

The Past-Early Career Professional shall act as advisor to the Early Career Professional and share responsibilities with the Early Career Professional. The Early Career Professional and the Past-Early Career Professionals 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.

5.4. Vacancies in Office

In the event of the resignation, death, or inability of any elected officer other than the President or President-elect to complete a term of office, the Executive Committee shall appoint a Certified Professional Geologist to complete the unexpired term of the officer. A vacancy in the office of President shall be filled by the Vice President. In the event of the resignation or inability of the President-elect to complete the term of office, the Executive Committee shall call for a special election by the Members to fill the vacancy.
6.0 Committees

The Executive Committee may establish and discharge standing committees as needed.

6.1. Standing Committees

Standing Committees shall include Nominating, Screening, Ethics, Executive Director’s, 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 Committees and the chairmen of other committees must be Certified Professional Geologists. 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 Chairman of each standing committee shall report to the Executive Committee at the annual meeting or at any time designated by the Executive Committee.

6.2. Ad Hoc Committees

The President shall appoint such ad hoc committees as may be needed, each with 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.

6.3. Limitation of Authority

No Member or Adjunct shall have the authority to speak or act for the Institute, except by express delegation of authority from the Executive Committee or the President.

7.0 Sections

7.1. Organization

Each Section shall be organized with the approval of the Executive Committee to include Members and Adjuncts from one state only, except that, where there fewer than ten Members in one state, the Members and Adjuncts in that state may join with Members and Adjuncts in a contiguous state or states to form a Section. The Section will be named for the state, states, or regions from which its membership comes. If a Section has fewer than ten Members, or fails to elect officers as provided in its Bylaws, for two consecutive years, its charter may be revoked by a majority vote of the Executive Committee of the Institute. A Section may establish subsidiary districts and chapters within the territory, and under the supervision, of the Section, subject to the approval of the Executive Committee.

7.2. Authority of Sections

7.2.1. Operations

A Section may conduct its own affairs so long as they are not in conflict with the Bylaws and policies of the Institute. The Bylaws of Sections shall not conflict with those of the Institute and shall, insofar as is practicable, conform to the recommendations of the Executive Committee. Any changes therein shall take effect only upon approval of the Executive Committee of the Institute. No Section shall have the power to bind or make statements on behalf of the Institute by its action without specific written authority from the Executive Committee or the President of the Institute. If a Section fails to elect, or fill vacancies among, its officers, the President of the Institute may appoint such officers to serve until their successors are elected or appointed. In the event of a failure to comply strictly with the
Bylaws and policies of the Institute, the Executive Committee may immediately replace the officers of the Section, revoke its charter and invite a reorganization of the Section, or take other corrective action as it may deem appropriate.

7.2.2. Section Offices and Committees Requiring Certified Membership

A Section may specify in its Bylaws that specified Section Officers must be Certified Professional Geologists.[3]

7.2.3. Section and Local Meetings

Section and local meetings may be organized to suit local needs, provided such meetings do not conflict with meetings of the Institute.

7.2.4. Fiscal Matters

In order to permit the Institute to comply with applicable legal requirements, Sections shall report all receipts, expenditures, and fund balances to the Executive Committee or the Treasurer in the manner and form required. No Section shall engage in any activity or expend any funds for purposes that could create a significant liability exposure for the Institute, or that could threaten the Institute's status as a tax-exempt organization or that conflict with policies of the Institute or of directives of the Executive Committee. In the event of a failure to comply strictly with these requirements, the Executive Committee may immediately replace the officers of the Section, revoke its charter and invite a reorganization of the Section, or take other corrective action as it may deem appropriate.

7.2.5. Section Screening Committee

Applications for Certification as a Professional Geologist should be reviewed by a Section Screening Committee whose members must be Certified Professional Geologists. The Section Screening Committee will act in accordance with procedures adopted by the National Screening Committee.

7.2.6. Other Matters

Sections, as parts of the Institute, shall remain subject to the Institute's Bylaws, policies, and procedures, and to the directives of the Executive Committee.

7.3 Affiliated Societies

A Section of the Institute may affiliate with duly organized groups or societies that serve the needs of the Members and Adjuncts of the Institute in local or regional geographically defined areas, and that function in harmony with the purposes of the Institute. Such affiliations are for long-term relationships. Such affiliations are subject to the recommendations and the affirmative vote of the Executive Committee. Participation in such an affiliation shall not place the Section or the Institute in a subservient or subordinate relationship to the groups or societies which thereby become affiliated, nor shall it create a financial liability for the Section or the Institute. Members and Adjuncts who are members of such an Affiliated Society may be organized into a "District" or "Chapter" of the Section in order to provide close liaison between the Affiliated Society and the Section. See Article 10.1 for further guidance.

7.4 Alliances

A Section of the Institute may participate in alliances composed of organized groups or societies that serve the needs of the Members and Adjuncts of the Institute in geographically defined areas and that function in harmony with the purposes of the Institute.
Alliances are for relationships that are short-term or have a specific purpose, for example advocating a specific law or regulation affecting members of the Section and other geoscientists. Such alliances are subject to the recommendations and affirmative vote of the Executive Committee. Participation in such an alliance shall not place the Section or the Institute in a subservient or subordinate relationship to either the alliance or any of its other member groups or societies nor shall it create a financial liability for the Section or the Institute. See Article 10.1 for further guidance.

8.0 Property and Finances

8.1. Fiscal Year

The fiscal year of the Institute and of its Sections shall be the calendar year.

8.2. Dues

8.2.1. Institute Dues

Annual dues are due and payable on the first day of January. The amount of the dues shall be determined by the Executive Committee. If the annual dues of a Member or Adjunct are not received by February 15, that Member or Adjunct shall be suspended and notified thereof in writing.

8.2.2. Section Dues

Annual Section dues shall be due and payable with the annual dues of the Institute. On or before July 1 of each year, each Section that proposes to change its annual dues shall submit written notification of its proposed change to the Executive Committee of the Institute for approval. In the absence of such notification and approval, each Section's dues shall remain unchanged from the preceding year. Section dues will be included in dues statements mailed to each Member and Adjunct of the Institute. Section dues collected by the Institute will be remitted to the respective Sections periodically, but not less than once per calendar year. All dues and other funds placed under the custody and control of a Section shall be kept in accounts in the name of the Institute and the Section. If a Section fails to submit the annual financial accounting as required under Section 7.2.3 of these Bylaws by April 15, the dues collected by National Headquarters on behalf of that Section for the year in which the report is due shall revert to the National Treasury. Dues held by the National Treasury will be retained in trust for two years. Serving officers and/or officers for the previous year of a delinquent section will be notified by certified mail of this delinquency to affect a cure. If there is no response from the section during this two-year period, these dues will revert to the National General Account.

8.2.3. Reinstatement Fees

Any Member or Adjunct seeking reinstatement upon payment of dues in arrears shall be liable for a reinstatement fee in an amount determined by the Executive Committee. For the purpose of determining any arrearage in dues, Section annual dues shall be considered as being annual dues of the Institute.

8.3. Membership Application Fees

A non-refundable fee shall accompany each application to become a Member or Adjunct. The Executive Committee shall determine the amount of the fee.

8.4 Financial Reviews

The books and accounts of the Institute shall be reviewed and audited as provided in these Bylaws.
9.0 Professional Conduct

9.1. Code of Ethics

9.1.1. Applicability

The professional conduct of Members and Adjuncts of the Institute shall be governed by the Code of Ethics, to the extent that such Code does not conflict with applicable laws and regulations.

9.1.2. Adoption and Amendment

The Code of Ethics may be adopted and amended in the same manner as these Bylaws.

9.1.3. Investigation and Enforcement

The Institute shall have the authority to investigate alleged violations of the Code of Ethics or Institute Policy by Members, Adjuncts, and applicants, and to enforce the provisions thereof by the imposition of appropriate discipline upon Members and Adjuncts and by the rejection of applicants.

9.2. Disciplinary Procedures

9.2.1. Adoption and Publication

The Executive Committee shall adopt disciplinary procedures governing the investigation and disposition of complaints of violation of the Institute’s Code of Ethics or Institute Policy and shall publish such procedures in an official publication of the Institute. Such procedures shall provide for notice of charges against a Member or Adjunct, an opportunity to have such charges heard before discipline is imposed, and the opportunity to appeal the imposition of discipline to the Executive Committee.

9.2.2. Exclusive Authority

The Executive Committee shall have exclusive authority over matters of professional conduct and discipline. No Member, Adjunct, committee, or Section of the Institute shall initiate or conduct any investigation or hearing concerning the professional conduct of a Member, Adjunct or applicant, except as permitted by the disciplinary procedures adopted by the Executive Committee.

9.2.3. Applicants to become a Member or Adjunct

No applicant to become any category of Member or Adjunct shall be rejected on the grounds of unprofessional conduct in the absence of a determination, made in accordance with the Institute’s disciplinary procedures or specific procedures concerning applicants for such category, that reasonable grounds for such rejection exist.

9.3 Sanctions of Members and Adjuncts

9.3.1 Discipline by Consent

At any time until a Disciplinary Proceeding becomes final, the respondent (whether a member or an applicant) may offer to submit to specified discipline by consent on his own initiative, or may accept a disciplinary sanction offered by the Ethics Committee Chair, the Adjudicatory Board, or the Executive Committee, as appropriate, in their discretion. Discipline by consent may include a requirement for remedial action, including training, as specified in the consent agreement. The Adjudicator or the Adjudicatory Board, acting through its chair, the Ethics Committee Chair, or the Executive Committee, as appropriate, may accept such offer of discipline by consent, in which case the Institute’s Secretary shall implement the discipline.
9.3.2 Private Admonition

A Letter of Private Admonition shall be issued in cases where serious deception, fraud, misrepresentation, or professional misconduct is not charged in the Formal Complaint. A Letter of Private Admonition may be accompanied by requirements for additional actions including resignation of national or section office, requirements for additional training, or other remedial actions. Failure to comply with these additional requirements may result in an additional sanction such as reduction in membership grade or suspension if the additional requirements are not completed in the manner and the time specified. A Letter of Private Admonition is appropriate for cases in which a member was found to have failed to possess a required license but for which no charges were substantiated showing that serious deception, fraud, misrepresentation, or professional misconduct was involved.

9.3.3 Reduction of membership grade

A respondent member other than an adjunct member may have his or her membership grade reduced for a specified period and/or until specified remedial action, including additional training, is taken. An adjunct member (student or associate member) cannot be reduced in grade and, therefore, will be subject to another sanction. Reduction in membership grade will be imposed in cases involving violations of the Code of Ethics that did not involve substantial harm to the public or to the profession. This sanction may be imposed in cases involving a ruling of insanity or mental incompetence by a legally constituted authority or involving repeated or flagrant violations of the provisions of any professional licensing board or other professional organization.

9.3.4 Suspension

Suspension of a Member or Adjunct shall not exceed five years. Suspension can include separation from the Institute or reduction in Member or Adjunct grade. Lifting of a suspension can be made dependent on the suspended Member or Adjunct successfully completing specified education, performance, or review requirements. Suspension is appropriate in cases of more serious or repeated violation(s).

9.3.5 Termination

Termination is intended to be permanent separation from the Institute. In extraordinary cases, a terminated member or adjunct may apply to the Executive Committee for the right to reapply for Institute membership no less than six years after the date of termination. Termination of membership shall be imposed for substantial violations of the Code of Ethics involving substantial harm to the public or the profession including, but not limited to, conviction of felonies or other any other offense related to the practice of geology or to bear on the Member's or Adjunct's professional ethics, integrity, and competence.

10.0 Associated Societies and Certification of Practitioners in Related Fields

10.1. Associated Societies

The Institute may, by affirmative vote of the Executive Committee, associate or ally with duly organized groups or societies that serve the needs of Members and Adjuncts of the Institute in topically and/or geographically defined areas; and that by objects, aims, constitutions, bylaws, or practice are functioning in harmony with the purposes of the Institute. Such association or alliance shall not place the Institute or any of its Sections in a subservient or subordinate relationship to the groups or societies which thereby become
associated or allied, nor shall it create a financial liability for the Institute or any of its Sections.[4]

10.2. Certification of Practitioners in Related Fields

10.2.1. Certification in Related Fields

The Institute may, by affirmative vote of the Executive Committee, establish programs, separate and distinct from that of Certified Professional Geologist, to certify persons who are practitioners in professions related to geology, but who may not meet the requirements for Certified Professional Geologist, including, but not limited to, geophysics, geochemistry, hydrology, and paleontology.

10.2.2. Specialty Certification

The Institute may, by affirmative vote of the Executive Committee, establish programs to grant specialty certification to Certified Professional Geologists who meet such special additional requirements as the Executive Committee shall establish.

11.0 Amendments

11.1. Amendments by the Membership

These Bylaws may be amended by vote of the Members either by a ballot sent to all members or at an Annual Meeting, except that Articles 2.5.2 and 2.5.3 (the Rights and Privileges of Members and Certified Professional Geologists) may be amended only by a vote of the Certified Professional Geologists.

11.1.1. Amendments by Member Ballot

Subject to the exception set out in Article 11.1 hereof, these Bylaws may be amended by a vote of the Members. Proposed amendments may be submitted by the Executive Committee or in a written petition signed by at least five percent of the Members of the Institute. The Institute shall send each Member a copy of the proposed amendment and an appropriate ballot. An amendment will be adopted if a majority of the ballots received at Institute Headquarters within sixty days after the mailing are marked in favor of the amendment.

11.2. Amendments by Vote at Annual Meeting or Special Meeting

Subject to the exception set out in Article 11.1 hereof, these Bylaws may be amended by a two-thirds majority of those Members present and voting at an Annual Meeting or Special Meeting of the Institute, provided a quorum is present at the time the vote is taken, and further provided that a copy of the proposed amendment has been sent to each Member at least 60 days prior to taking such vote. Publication in The Professional Geologist or its successor Institute publication may serve as this mailing notice.

11.3. Amendments by the Executive Committee

The Executive Committee, by a two-thirds majority vote, may amend any provision of these Bylaws except Articles 2.5.2 and 2.5.3 (the Rights and Privileges of Members and Certified Professional Geologists).
[1] The holder of the Past Early Career Professional position may become a professional member during the year of incumbency.

[2] While the Editor's, Early Career Professional's, and Past Early Career Professional's Section membership is not a bar to a member of those Sections holding Executive Committee including Advisory Board Representative positions, no more than two members of any Section can hold such positions including the Editor and Early Career Professional position. A Section’s delegate and nominee for Advisory Board Representative can be an Early Career Professional. It is therefore possible that two or more Early Career Professionals could serve on the same Executive Committee provided they are from different Sections.

[3] The President, President-elect, and Vice President are the most common Section officers for which Certification is required. Other Section offices, for example, Treasurer, may also require Certification.

[4] For example, AIPG has entered into Associated Society relationships with the American Geosciences Institute, the Association of American State Geologists, and the Geological Society of America.
APPENDIX B

AIPG TRAVEL EXPENSE REIMBURSEMENT POLICY
AIPG Travel Expense Reimbursement Policy

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 typically determined with enough advance notice to make travel arrangements at a reasonable cost.

The intent of this policy is to establish a consistent basis for the reimbursement of AIPG business expenses. This policy is intended to evolve and suggestions for improvements or updates are welcome. Please forward suggestions and comments to the Assistant Executive Director.

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, airport parking, 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.

Baggage Fees. Airline baggage fees are reimbursed with a receipt. Tips for Skycaps, bellhops, etc. are not reimbursed by AIPG.

Meals. Meals/per diem are not reimbursed.

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

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 field trip 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 to the Executive Direct and Assistance Executive Director. 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
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 approval and processing.
### AMERICAN INSTITUTE OF PROFESSIONAL GEOLOGISTS
### EXECUTIVE COMMITTEE TRAVEL EXPENSE REPORT

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**Please provide the address that you would like your check sent to:**

**NOTE:** AIPG reimburses 3 nights lodging if attending the Field Trip, at the headquarters hotel, up to $100 transport to/from airport, and reasonable airfare. Meals are not reimbursed. Please provide receipts for each item to be reimbursed with expense report.
APPENDIX C

AIPG DISCIPLINARY PROCEDURES
1.0 Allegations of Misconduct

1.1 Introductory Notes

AIPG’s Disciplinary Process involves professional judgments by an AIPG member’s professional peers and is not strictly a legal process. AIPG’s Code of Ethics does not have the force of law as it applies only to AIPG Members. However, it is possible that the results of an AIPG Disciplinary Proceeding may be used in subsequent legal proceedings brought by state licensing boards, regulatory agencies, or others. AIPG will not provide information about a Disciplinary Proceeding unless:

- Disclosure is made pursuant to Section 1.9.2 or Section 5.9 of these Procedures.
- AIPG is legally required to make such disclosures pursuant to a validly issued subpoena;
- The parties to a particular Disciplinary Proceeding agree to the disclosure.

Communications between the Ethics Committee Chair, the investigator (if appointed), the person making the allegations, the respondent, other witnesses, etc. may be made and transmitted via email or other electronic means. The respondent’s current email address listed in the Institute’s membership files shall be used unless the respondent provides an alternative email address.

1.2 Allegations of Misconduct Against a Member

Allegations against any member of the Institute, whether by another member or by a member of the public, which are based on an alleged violation of any part of the Code of Ethics, an Institute Policy, or on the conviction of a felony or other offense related to the practice of geology, or on discipline imposed by governmental, regulatory, or licensing agencies and/or professional certifying, chartering, or similar professional organizations, shall be directed to the Ethics Committee Chair directly or in care of the Executive Director. The Executive Director shall forward any such allegations received without review to the Ethics Committee Chair within seven days of receipt.

1.3 Allegations of Misconduct Concerning Applicants

Allegations against or objections to admission of an applicant for membership based on an alleged violation of any part of the Code of Ethics, an Institute Policy, or on the conviction of a felony or other offense related to the practice of geology, or on discipline imposed by governmental, agency regulatory, or licensing agencies and/or professional certifying, chartering, or similar professional organizations, however received, shall be added to the application file. The Section or National Screening Committees may refer the application to the Ethics Committee Chair at any time during the screening process prior to submission of the application to the National Executive Committee for final action. If the Ethics Committee Chair proceeds pursuant to Section 1.4 of these procedures, final action on the membership application by the Section or National Screening Committees shall be suspended until disposition of the matter pursuant to these procedures. If other independent and valid grounds exist for rejection of the applicant, the application may be denied without prejudice regarding the ethical issues involved.

1.4 Contents of Allegations of Misconduct

Allegations shall be made in writing; shall be based on the personal knowledge of and be signed by the person making the allegations, shall identify the member or applicant against whom the allegations are made (the respondent), and shall describe the conduct giving rise to the alleged violation(s). Allegations shall be accompanied by copies of any letters, reports, documents, or statements upon which the allegations are based, and a list of persons (potential witnesses) who have
personal knowledge of the matter, including a brief statement of what the knowledge of each such witness is alleged to be.

1.5 Review of Allegations of Misconduct
Allegations shall be initially reviewed by the Ethics Committee Chair within 15 days of receipt of the allegations. Following this review, the Ethics Committee Chair may take one or more of the following actions.

1.5.1 **Dismiss the allegations**, in whole or in part, for lack of evidence, insufficient grounds, or other good cause including the availability of adequate legal recourse, and so advise the person making the allegations and, in the case of an applicant for membership, the appropriate Institute or Section membership committee.

1.5.2 **Request additional information from the person making the allegations** to be provided to the Ethics Committee Chair within a specified amount of time. The additional information requested may include additional documentation and/or a more specific statement as to the nature of the allegations.

1.5.3 **Appoint an investigator to conduct an investigation** to determine whether there are grounds to proceed in the matter and to prepare a report for the Ethics Committee Chair. The Ethics Committee Chair may conduct the investigation personally.

a. The investigator shall not be a member of the National Executive Committee, The Ethics Committee Chair shall avoid appointing an investigator having a conflict of interest with either the person making the allegations or the respondent. The Ethics Committee Chair shall provide the respondent with the opportunity to object to the appointment of a particular investigator as part of and subject to the provisions of paragraph (b) of this section.

b. In the event that an investigation is commenced, the Ethics Committee Chair shall notify the respondent of the fact of the investigation via email, unless to give such notice would severely and irreparably impair the investigation. Notification pursuant to this section shall provide information about the respondent’s rights under these procedures, including a statement that initiation of the investigation does not constitute a finding by the Ethics Committee Chair or the Institute that a violation of the Code of Ethics has occurred, a general description concerning the application and administration of these procedures, and the consequences of resignation of membership or withdrawal of an application by the respondent, should the respondent choose that method of terminating the procedures. Should the respondent wish to retain counsel for these proceedings, the expense of such retention shall be at the respondent’s sole expense.

c. The investigator shall make appropriate inquiries of the person making the allegations, the respondent, any identified witnesses, and/or any other persons who the investigator believes may have relevant information about the matter. The investigator can request or otherwise obtain copies of any documents, maps, drawings, etc. needed to make a determination regarding questions arising during the investigation. The documents, maps, drawings, etc. can be in paper or electronic form as determined by the investigator. The respondent can refer the investigator to anyone who has relevant information about the allegations of misconduct and the respondent’s response thereto. The investigation shall be conducted with due regard to confidentiality as set out in section 5.2 of these procedures and shall contain the statement required by section 1.5 of these procedures. The investigator and the Ethics Committee Chair may confer during the course of the investigation as to its progress and direction.

d. **Counter charges**: in the event that a respondent makes counter charges against a member or other person who is making the allegation, such charges shall be made in the same manner as the original allegations. These counter charges shall be considered as part of the mix of information obtained during the investigation.
e. At the conclusion of the investigation, the investigator shall prepare a report that shall include the investigator’s findings and any further documentary evidence developed or uncovered by the investigation. The Ethics Committee Chair, the investigator, and Institute counsel may work together to ensure that the investigator’s report is complete and contains an adequate basis for all conclusions reached, which basis can include the absence of information supporting an allegation.

1.5.4 If an investigation is not needed: If the allegations of misconduct (Section 1.4) specifically cite relevant parts of the Code of Ethics and are supported by adequate evidence so that further investigation is not needed, the Ethics Committee Chair can proceed to bringing formal charges in accordance with these procedures (Section 1.9).

1.6 Initiation of an Inquiry or Investigation Does Not Necessarily Mean a Violation Has Occurred

Initiation of an inquiry or investigation following receipt of allegations against a member or applicant does not mean that a determination has been made that a violation of the AIPG Code of Ethics has occurred. It means that further information is required in order to make a determination regarding the allegations. Such further information may lead to a dismissal of the allegations or a determination that further proceedings are warranted. All correspondence and other communications relating to an inquiry or investigation should explicitly state that no determination regarding the validity of the alleged violation has been made.

1.7 Consequences of Failure to Respond to Investigator’s Questions

Failure to respond to an investigator’s questions or requests for information may result in one of more of the following consequences.

1.7.1. If the person making the allegations fails to provide additional required evidence or to provide witnesses willing to make signed statements, the case may be dismissed for lack of evidence.

1.7.2. If the respondent fails to provide supporting documents, statements, and witnesses presenting the respondent’s views of the alleged actions, a case may be brought on the basis of the information obtained from other sources. Further, an adverse inference against the respondent may be drawn from failure to comply with reasonable requests for information and documents.

1.7.3. Failure by a member who is a potential witness to provide information requested by the investigator may result in initiation of a separate disciplinary proceeding to determine if the member has violated Standard 2.1 and Rule 2.1.3 and Canon 5 and Standard 5.5.

1.7.4. If a person from whom information is requested responds to the request in a timely manner explaining why the requested information cannot be provided, this response will be considered in deciding what, if any, further actions are appropriate.

1.8 Prima Facie Evidence of Misconduct

Except as otherwise provided in these disciplinary procedures, proof of the conviction of an offense or of disciplinary action taken by a governmental law enforcement, regulatory, or licensing agency and/or professional certifying, chartering, or similar professional organizations against a member or applicant is prima facie evidence of misconduct in any Institute disciplinary proceeding. The burden for proving that the allegations leading to conviction or disciplinary action are false in such cases is shifted to the respondent.

1.9 Action Following Review

1.9.1 Upon receipt and review of the further information or the more specific statement from the person making the allegations (or upon the expiration of the time for providing same), or upon receipt and review of the investigator’s report, or both, the Ethics Committee Chair shall
promptly either dismiss the allegations or proceed with further disciplinary action by bringing formal charges in accordance with these procedures.

1.9.2 If a determination is made to dismiss the allegations, the member or applicant against whom the allegations were made may make a written request to the Ethics Committee Chair asking for release of a copy of the summary of the inquiry or investigation and a statement of the reasons why the allegations were dismissed. The Ethics Committee Chair may grant the request after taking into consideration the character of the allegations, the degree to which the person making the allegations made them to others, and the best interests of the Institute in deciding whether to grant the request. If the Ethics Committee Chair grants the request and releases the requested summary and if the summary is made part of a legal or disciplinary proceeding, the party wishing to use the summary and/or testimony shall be responsible for all legal, travel, and other reasonable fees, including professional fees, and expenses incurred by the Ethics Committee Chair, the investigator(s), and/or other Institute officials who may be called to provide evidence or to serve as witnesses in the legal or disciplinary proceeding.

2.0 Formal Charges

2.1 Review of Proposed Formal Charges

Prior to the finalization of formal charges, the Ethics Committee Chair will ask the Institute President to appoint an ad hoc review committee to review the proposed formal charges. In making this request, the Ethics Committee Chair will inform the President only that a review committee is needed, describe any specific geoscience subject matter expertise needed (if any), and the respondent(s)' Section membership. The name(s) of the proposed respondent(s) will not be provided. This ad hoc review committee will review the proposed charges, proposed sanctions, and supporting evidence to ensure that the charges and proposed sanctions are supported by the evidence and that the charges are clearly written. The members of the ad hoc review committee will meet the following qualifications:

- Shall be Past Presidents of the Institute or Certified Professional Geologists who are disinterested and who have applicable knowledge of the technical issues, if any, involved in determining whether the formal charges are true or not.
- May not be members of the Section(s) to which the person(s) making the allegations or the respondent(s) belong.
- Do not have any material conflicts of interest with the parties involved in the matter.

2.2 Notice to Respondent

If formal charges are warranted, the Ethics Committee Chair shall notify the Respondent of the formal charges filed by the Institute by email or letter to Respondent’s email or postal address on record with the Institute. This notice shall include:

a. A copy of the formal charges, including a statement of the precise conduct alleged to constitute the violation or violations, referencing the specific canons, standards, rules, and/or Institute Policies violated, citing any relevant dates, and identifying any persons alleged to have been involved or to have knowledge of the matter.

b. Copies of all supporting documentation, including but not limited to any records or transcripts, including recordings, of statements of the Institute’s witnesses or others, the investigator’s report, if any, and the Institute’s witness list and description of their expected testimony.

c. A description of the disciplinary sanction(s) sought and the consequences of accepting the proposed sanction(s).

d. A copy of these procedures.

e. A statement of the respondent’s right to submit within 30 days a written response to the formal charges either admitting or denying the allegations, setting forth the specific charges being denied and the reasons for such denial as set out in Section 3.0.
f. A statement of respondent’s right to request, as part of the response, a hearing before an independent adjudicator or, in the case of a respondent member, an adjudicatory board. This request for a hearing shall state whether respondent will be represented by legal counsel at the hearing, and shall include a proposed witness list with a brief summary of what the respondent expects their testimony to be.

g. A statement of respondent member’s right to resign or to accept disciplinary sanction(s) by consent, or of a respondent applicant’s right to withdraw the membership application, as provided in these procedures in Section 7.

2.3 Confidential Notice to the Executive Director

When the Formal Charges are sent to the respondent, a confidential copy of the Formal Charges will be sent to the Institute’s Executive Director for Institute informational use only. The Executive Director will not review or comment on the Formal Charges.

3.0 Response to Formal Charges

The respondent has right to submit within 30 days a written response to the formal charges either admitting or denying the allegations, setting forth the specific charges being denied and the reasons for such denial. The respondent’s written response may be accompanied by copies of any documentary evidence the respondent wishes to have in the record and should identify any witnesses the respondent wants to assist in the defense and should supply written statements from such witnesses stating the specific reasons specific formal charges are being denied. Provided, however, that the documents and testimony the respondent wishes to include in the record are relevant to specific Formal Charges. Irrelevant documents and statements will be deleted from the record (see Section 4.2.2). Only documents and statements specifically cited by the respondent for inclusion in the record will be accepted; any independently contributed statements or documents will be rejected. The respondent may request an extension for submission of the response for a period not to exceed 30 days for good cause shown, which the Ethics Committee Chair may grant or deny in the Chair’s discretion.

Failure to Respond to Formal Charges

In the absence of a timely response to formal charges, the Ethics Committee Chair shall impose the proposed disciplinary sanction(s) that accompanied the notice of the formal charges (see section 4.3.1.c.). Failure to respond to the formal charges shall not prevent the Ethics Committee Chair from requesting an Adjudicatory Hearing as provided for in Section 4.1.

3.1 Ex Parte Communications

The Adjudicator or members of an Adjudicatory Board, members of the Ethics Committee, the members of the Executive Committee, and any Institute member shall not discuss any substantive matters concerning the allegations with either party to the proceedings or with any person listed as a potential witness by either party except to arrange the Adjudicatory hearing or during the Adjudicatory hearing. Any members of an Adjudicatory Board, the Ethics Committee, the Executive Committee, or Institute members who have participated in such a discussion shall disqualify themselves from the proceeding in question and any other related proceedings. With the exception of statements and other documents submitted by the Ethics Committee Chair or the respondent in accordance with these Procedures, any written communications about a specific disciplinary proceeding sent to the Adjudicator, Adjudicatory Board, and/or members of the Executive Committee regarding an Adjudicatory hearing shall be considered ex parte communication and will not be included the record of the proceedings and the author shall be banned from further participation in the proceedings or other related proceedings. Violations of this provision can constitute prima facie evidence of misconduct as set out in Section 5.1.
4.0 Adjudication

4.1 Appointment of Adjudicatory Board

Upon receipt of a respondent’s request for a hearing, the Ethics Committee Chair shall appoint an Adjudicatory Board made up of no fewer than three disinterested persons, giving due consideration to the complexity of the case and the seriousness of the allegations. If requested by a respondent member, or in the case of a respondent applicant, the Ethics Committee Chair shall appoint a single adjudicator. The Ethics Committee Chair may independently request an Adjudicatory Board hearing when the issuance of findings of fact and conclusions about the alleged ethical violations are deemed to be in the Institute’s best interest including the public release of information of the respondent’s name and Disciplinary Proceeding results.

a. No member of the Adjudicatory Board shall be an Executive Committee member.

b. The adjudicator and members of the Adjudicatory Board shall be Past Presidents of the Institute or Certified Professional Geologists who are disinterested and who have applicable knowledge of the technical issues, if any, involved in determining whether the formal charges are true or not.

c. The Ethics Committee Chair shall notify the respondent of the proposed Adjudicator and members of the Adjudicatory Board in order to provide the respondent with the opportunity to make reasonable and timely objections to the proposed appointment(s) due to conflicts of interest.

d. An Adjudicatory Board shall select a chair and a recording secretary.

4.2 Hearing

4.2.1 Notice of Hearing:

If the Respondent requests a hearing, the Ethics Committee Chair shall determine a proposed date, place, and time for the hearing in consultation with the respondent, the identities of any witnesses for either the Ethics Committee or the respondent in addition to those included by name in the Formal Charges or the Response to the Formal Charges or in appended documents and the subject of their testimony if not already specified, the Adjudicator or Adjudicatory Board, and, having established a reasonable date, place, and time, shall proceed as follows.

a. The Ethics Committee Chair shall notify the respondent, the Adjudicator or Adjudicatory Board, and witnesses of the proposed hearing.

b. Respondent shall give notice of any objections to the proposed date, time, or place within five days of receipt of the notice thereof. Upon the expiration of this time, the Ethics Committee Chair shall promptly set the final date, time, and place, and shall notify the witnesses and respondent thereof.

c. If the Ethics Committee Chair, the respondent, and the members of the Adjudicatory Board agree, the hearing may be held via commercially available video conferencing to eliminate the need for travel. If this option is agreed to, the Ethics Committee Chair, the respondent, and the members of the Adjudicatory Board are to receive copies of all relevant documents and arguments in advance of the hearing.

d. Nothing herein shall limit the right of the Institute to have Institute counsel in attendance at a hearing, whether or not the respondent is represented by counsel.

4.2.2 All Documents and Witness Statements Must be Relevant to the Formal Charges

4.2.3 Hearing procedures

The procedures for the Adjudicatory Board hearing are informal. Statements are not limited by the formal rules of evidence; however, the adjudicatory board may refuse to admit any material which is not relevant or material to the issues to be determined in the hearing. The hearing shall proceed as follows.

a. The hearing shall be convened by the Adjudicator or chair of the Adjudicatory Board. The recording secretary shall note for the record the date, time, place, persons in attendance, and representation by counsel, if any.
b. The Adjudicator or chair of the Adjudicatory Board shall give a brief description of the procedures.

c. The Adjudicator or chair of the Adjudicatory Board shall read the allegations, identify the documents submitted in the case, and inquire whether the respondent understands the allegations.

d. The Adjudicator or chair of the Adjudicatory Board shall call for any objections from any party to the proceeding and the recording secretary shall note same for the record. Parties may request sequestration of witness at the time, which shall be granted as a matter of right, upon request except when a witness must hear the testimony of a witness called by the other side in order to present rebuttal testimony. In such cases, the question of sequestration will be considered on a witness by witness basis.

e. The Adjudicator or chair of the Adjudicatory Board will call for brief opening statements from the Institute (normally represented by the Ethics Committee Chair but a substitute may be designated), then from the respondent.

f. Following opening statements, the Institute may present documents, witness testimony, and other evidence relevant to the Formal Charges. The Institute shall not be bound by formal rules of evidence. Objections and actions taken thereon by the Adjudicator or chair of the Adjudicatory Board shall be noted for the record. Each document submitted into evidence shall be marked for identification. The respondent shall have the right to cross examine any witnesses presented by Institute and shall be provided with copies of any documents presented in the hearing as evidence. The Adjudicator or any member of the Adjudicatory Board may also question the witnesses.

g. Following the Institute’s case, the respondent may present documents, witness testimony, and other evidence relevant to the Formal Charges. The respondent shall not be bound by formal rules of evidence. Objections and actions taken thereon by the Adjudicator or chair of the Adjudicatory Board shall be noted for the record. Each document submitted into evidence shall be marked for identification. The Institute shall have the right to cross examine any witnesses called by respondent and shall be provided with copies of any documents presented in the hearing as evidence. The Adjudicator or any member of the Adjudicatory Board may also question the witnesses.

h. Following the close of the respondent’s case, the Adjudicator or chair of the Adjudicatory Board shall call for closing arguments, first from the Institute and then from the respondent.

i. Following closing arguments, the Adjudicator or chair of the Adjudicatory Board shall adjourn the hearing and excuse the parties and witnesses.

4.2.4 Failure to Appear

Should either party fail to appear without giving notice of and reasonable grounds for the failure to appear before the Adjudicator or chair of the Adjudicatory Board, the Adjudicator or Adjudicatory Board shall conduct the hearing based on the documents previously submitted in the case and the testimony and exhibits presented at the hearing.

4.2.5 Decision of Adjudicatory Board

Within 15 days of the adjournment of the hearing, the Adjudicator or Adjudicatory Board shall review the record in the case. The Adjudicator or Adjudicatory Board shall then make a determination as to each allegation in the formal charges, by unanimous vote of the Adjudicatory Board, if employed, within 15 days. The Adjudicatory Board, if employed, may meet and vote via conference call, at the option of its chair. The Adjudicator or chair of the Adjudicatory Board may grant reasonable extensions of the 15-day period for good cause. The Adjudicator or Adjudicatory Board shall set forth all findings and conclusions in an Adjudicatory report to the Ethics Committee Chair.
4.3 Adjudicatory Report

4.3.1 Contents of Report
An Adjudicatory Report, whether prepared on the record or following a hearing, shall contain the following.

a. Findings of fact based on the evidence received and testimony given at the hearing.

b. Conclusions of the Adjudicator or Adjudicatory Board about the alleged ethical violations including a list of allegations dismissed and reasons for dismissal, a list of provisions of the Code of Ethics or Institute Policy violated, if any, and a statement of the evidence relied upon in finding each violation;

c. The disciplinary sanction(s) to be imposed on the respondent member as a result of each violation or as a result of the cumulative violations, which may consist of the sanctions provided for in Section 7 of these procedures.

d. A copy of the record before the Adjudicator or Adjudicatory Board.

4.3.2 Review by Ethics Committee Chair
Upon receiving the Report of the Adjudicator or Adjudicatory Board, the Ethics Committee Chair shall, within 15 days, review the Report to determine whether it satisfies the requirements of these procedures for its form and content, to ascertain whether the determinations are supported by sufficient evidence, and to determine whether any discipline to be imposed or rejection of an applicant is reasonable and consistent with action taken previously in cases of like seriousness. The Ethics Committee Chair may obtain the assistance of Institute Counsel in review of the report. The Ethics Committee Chair may then:

a. Return the Adjudicatory Report for revision. Should the resubmitted Report still not satisfy the requirements of these procedures, the Ethics Committee Chair may return it for a second redraft, at his option. If the resubmitted Report fails to contain a showing of sufficient evidence to support the determinations, then the Ethics Committee Chair shall dismiss any determinations not so supported and permit the rest of the determinations covered by the Report, if any, to become the Adjudicatory Report.

b. Reduce the discipline imposed to a reasonable level or a level consistent with discipline imposed in previous cases of like seriousness, and permit the Report to become the final Adjudicatory Report with such reduced discipline, or in the case of a respondent applicant, dismiss a recommendation for rejection and, in the discretion of the Ethics Committee Chair, require a private admonition as a condition of acceptance.

c. Permit the Adjudicatory Report to become final, without alteration.

4.3.3 Issuance of Adjudicatory Report
An Adjudicatory Report shall become final only after review and appropriate action by the Ethics Committee Chair. It shall then be transmitted, without exhibits, by the Ethics Chair to the respondent along with notice of the respondent’s right to an appeal to the Executive Committee and the time allowed for making an appeal. If neither the respondent or Ethics Committee Chair appeals a final Adjudicatory Report, the Disciplinary Proceeding is concluded, and no further action is required.

5.0 Appeals

5.1 Initiation of an Appeal

5.1.1 Notice of Appeal
Either the respondent or the Ethics Committee Chair, as the originator of the formal charges, or both parties may appeal the Adjudicatory Report to the entire Executive Committee of the Institute by providing notice of the appeal to the Institute’s Secretary and the other party within 15 days of the date of receipt of the Adjudicatory Report and notice of appeal rights to the respondent. Any appeal must state the specific determinations in the Adjudicatory Report that are being appealed and the basis for each such appeal. If a notice of appeal is filed, the other party (respondent or Ethics Committee Chair) may file a response to the notice of appeal with
the Institute’s Secretary within 15 days of receipt unless additional time for good reason is
granted by the Institute’s Secretary. The response to the notice of appeal can only address those
portions in the Adjudicatory Report that are being appealed.

5.1.2 Notice to Executive Committee
The Institute’s Secretary shall promptly notify the Executive Committee members of the appeal
and transmit to each of them a copy of the final Adjudicatory Report, the notice of appeal, and
the basis for the appeal, including the statements by the parties described in section 5.2 and
supporting documents. The Institute’s Secretary shall keep records of the proceeding on appeal.

5.2 Statements of Position by the Parties
The Ethics Committee Chair and respondent shall each have 15 days after the receipt of notice of
appeal to submit to the Executive Committee through the Institute’s Secretary written statements of
their positions, which shall not raise any new issues and shall not introduce any new evidence except
evidence which could not reasonably have been obtained in time for original formal charges,
response, or reply or presented at the Adjudicatory hearing. Neither party in the proceeding can file
responses to the other party’s statement of position. The Institute’s Secretary may grant reasonable
extensions of the 15-day period for good cause.

5.3 Appearances by the Parties
Except in extraordinary cases, there shall be no appearances by the parties before the Executive
Committee in person or by counsel. A request by either party for such an appearance must be made
in writing to the Institute’s Secretary within the time allowed for the submission of written
statements and shall set forth in detail the extraordinary circumstances which the party believes
justifies an oral argument. Granting of such appearances is within the sole discretion of the
Executive Committee, and, if granted, the Institute’s Secretary shall notify the parties of oral
argument and determine the time, place, and date of same. The Institute’s Secretary may place
reasonable time limits on oral argument.

5.4 Executive Committee Appeal Procedures
a. Following receipt of the notice(s) of appeal and the response(s) to the notice of appeal, the
Institute’s Secretary will prepare a packet of the documents to be considered in the appeal. Any
third party statements sent to the Institute’s Secretary and/or other members of the Executive
Committee will be considered ex parte communications as discussed in Section 3.2 and will not
be included in the documents to be considered in the appeal. This packet of documents, the
record of the appeal, will be sent to members of the Executive Committee for their review prior
to the Executive Committee meeting at which the appeal is considered.
b. The Institute’s Secretary and the Institute’s President shall decide whether the appeal will be
held at the next regularly scheduled Executive Committee meeting or at a separate meeting held
for the purpose of considering the appeal. If a special meeting is called, a date will be set that
allows all or most of Executive Committee (except those recused because of conflict of interest)
to attend. A quorum of the Executive Committee (Bylaw 4.2.2) is required for a meeting.
c. If a quorum of the Executive Committee cannot be assembled due to recusals, illness, or
other reasons, the Institute’s Secretary and the Institute’s President shall jointly determine which
Past Presidents will be asked to join the Executive Committee in order to provide a quorum for
hearing the appeal.
d. The Executive Committee meeting to consider the appeal may be either an in-person
meeting or a suitable audio and/or video conference as decided by the Institute’s President and
Secretary.
e. The Institute’s Secretary will keep the record of the appeal and the Executive Committee’s
decision of the appeal.
5.5 Record of the Appeal
The appeal will consider only the final Adjudicatory Report and original exhibits thereto including
the original Formal Charges and exhibits thereto and the parties’ statements on appeal. Institute
Counsel may be present in an advisory capacity for the deliberations of the Executive Committee.

5.6 Decision of Executive Committee
Following review of the final Adjudicatory Report and the parties’ written appeal statements, the
Executive Committee shall:
  a. Adopt the Adjudicatory Report without alteration.
  b. Dismiss some or all allegations giving reasons for dismissal, permitting the rest of the
     Adjudicatory Report, if any, to become the final decision of the Executive Committee on appeal.
  c. Find that (a) formal charge(s) dismissed by the Adjudicatory Board should be reinstated and
     impose appropriate additional sanctions as appropriate.
  d. Reduce the disciplinary sanction(s) imposed in the Adjudicatory Report, or in the case of a
     respondent applicant, dismiss a recommendation for rejection of the application and, in the
     discretion of the Executive Committee, require a private admonition as a condition of acceptance of
     the application.
  e. Order a de novo hearing on some or all of the allegations before a new Adjudicatory Board, in
     which case the disciplinary sanction which may be imposed against a respondent member will not be
     limited in its severity by the disciplinary sanction proposed by the first Adjudicatory Report, nor the
     action taken with respect to a respondent applicant be limited by the first Adjudicatory Report;
     however, no new allegations may be raised at such a hearing.

5.7 Final Report and Notifications
Adjudicatory Reports are considered final for all purposes upon the expiration of the period for
making an appeal when no appeal is made, and upon issuance of the decision of the Executive
Committee if an appeal is made, unless the Executive Committee orders a de novo hearing. The
Institute’s Secretary shall notify the respondent and the Ethics Committee Chair and shall have the
final Adjudicatory Report or appellant decision included in the respondent’s membership or
application records.

5.8 Administrative Steps
Upon a Report becoming final, the Institute’s Secretary shall take such administrative steps as are
necessary to implement the disciplinary sanction(s) imposed against a respondent member, or to
implement a decision with respect to a respondent applicant. The Final report, either Adjudicatory or
by the Executive Committee may be made public by Institute.

5.9 Notice to Governmental Authorities and Professional Organizations
If the respondent is found to have violated the Code of Ethics, or if the respondent’s membership and
certification, if applicable, is terminated with prejudice due to resignation of AIPG membership, and
the respondent is known to be professionally licensed, certified, or chartered, or otherwise subject to
a professional ethics or conduct code, then the Institute, through either the Ethics Committee Chair
or the Institute’s Secretary, shall notify the appropriate organization(s) of the Institute’s findings or
of the termination with prejudice of membership and certification, if applicable; (c.f. Ethics Code
Standard 2.1 and Rule 2.1.3 and Canon 5 and Standard 5.5).

6.0 General Provisions
6.1 Confidentiality
  6.1.1 General
  Except as otherwise provided in these procedures, the existence of allegations against any
member or applicant and the basis and content thereof are considered confidential. Information
concerning the rejection of an applicant on disciplinary grounds shall not be publicly disclosed. The records of the Ethics Committee and the Executive Committee concerning disciplinary proceedings shall be treated as confidential and shall not be released except as provided by sections 1.9.2 or 5.9 of these procedures.

6.1.2 Exceptions
Disclosure of disciplinary records is permitted in any of the following circumstances.

a. Where disclosure is required by law.
b. Where disclosure is necessary to pursue the investigation or proceedings hereunder, in which case the person to whom disclosure is made shall be bound by these provisions.
c. Where disclosure is necessary to avoid a clear danger to public safety or health or to prevent the imminent commission of a crime.
d. When discipline, other than a private admonition, is imposed against a member, the Institute may disclose or publish a summary of information concerning such discipline and the reasons therefore.
e. The Ethics Committee Chair shall prepare an annual, generic summary of all disciplinary actions taken during a year to be published on the Institute’s web site.
f. Where otherwise required or permitted by these Procedures or the Institute’s Bylaws.

6.1.3 Breach of Confidentiality
Breach of confidentiality, including by parties to a disciplinary action, may subject those responsible to disciplinary action as the result of allegations made by the aggrieved person or the Institute.

6.1.4 Dismissal of Allegations or Formal Charges for Breach
In the event of a breach of confidentiality of such seriousness that it might prejudice the respondent’s right to a fair adjudication despite any reasonable remedial action, the allegations or formal charges shall be dismissed by the Ethics Committee Chair if the case is not yet in adjudication, by the Adjudicator or the chair of the Adjudicatory Board if the case is in adjudication, or by the Executive Committee if the case is on appeal.

6.2 Dismissals With and Without Prejudice
Unless otherwise stated in the dismissal action, dismissals of allegations or formal charges are with prejudice and such allegations may not then be raised in any subsequent formal charges. Allegations may be dismissed without prejudice for technical filing defects, in the presence of ongoing criminal, civil, or administrative proceedings, or for other good cause.

6.3 Administrative Decisions, Objections, and Appeals
The Ethics Committee Chair, the Adjudicator or Adjudicatory Board, or the Executive Committee, as appropriate, shall have the authority to make decisions during the course of disciplinary proceedings and appeals concerning the administration of a case and in response to the conduct of and objections made by the parties. Such decisions may be enforced by the imposition of appropriate sanctions on the parties. Objections and decisions shall be noted for the record, but unless otherwise determined by the Ethics Committee Chair on the basis of a showing of good cause, shall not be subject to appeal until the Adjudicatory Report becomes final.

6.4 Conflicts of Interest

6.4.1 Guidelines for Conflicts of Interest
By assuming the duties of a director, officer, committee member, or employee of the Institute, each person acknowledges that the best interests of the Institute and its members must prevail over any individual interest. A conflict of interest is a direct or indirect interest that might reasonably be expected to affect, a person’s judgment or conduct as a director, officer, committee member, or employee of the Institute. An actual or potential conflict of interest would exist whenever a person has an interest in, or connection with, an individual subject to the
Institute’s disciplinary procedures where that interest is of such nature that it might influence the independent judgment of the person. Specifically, the interest might be that of the person, that of another person such as a relative or friend of the person, or that of an organization in which the person or such other person has an interest. Similarly, the interest might be financial or otherwise.

It is not possible to enumerate all situations that constitute a conflict. The facts of each situation will determine whether the interest in question is such as to bring it within an area of actual or potential conflict. Such facts would include the nature of the relationship, the extent to which the person could influence the individual’s decisions, and whether the interest is of such a nature that it might affect the objectivity of the judgment of the person. In determining whether a conflict is involved, there is no substitute for sound judgment in each case based on the particular facts involved.

6.4.2 Ethics Committee Chair
If the Ethics Committee Chair has a conflict of interest regarding a Disciplinary Proceeding, that conflict shall be disclosed to the Institute’s President, or if the President also is in a conflict position, to the Institute’s Vice President, or the Institute’s President-Elect, in that order. The President, or alternate if required, shall determine whether the conflict of interest would prevent the Ethics Committee Chair from effectively serving as Chair in other capacities, including administering other disciplinary proceedings. The best interests of the Institute shall be the governing principle in determining whether the Chair should be replaced. The Institute’s President, or an alternate if required, shall appoint an Acting Ethics Committee Chair for Purposes of the Proceeding, who will have the responsibilities and duties of the Ethics Committee Chair described in these disciplinary procedures for the particular proceeding, or if warranted, an Acting Ethics Committee Chair for all purposes. If the conflict of interest arises because the Ethics Committee Chair is a potential complainant or a witness in a particular disciplinary proceeding, the Ethics Committee Chair may be a complainant or witness. Such a conflict would not normally prevent the Ethics Committee Chair from otherwise chairing the Ethics Committee.

6.4.3 National Executive Committee Members and other Institute officers or officials
If a member of the National Executive Committee or any other Institute officer or official has a conflict of interest regarding a disciplinary proceeding, that conflict shall be disclosed to the Ethics Committee Chair, or if the Ethics Committee Chair has a conflict, to the Acting Ethics Committee Chair. As with conflicts involving the Ethics Committee Chair, a determination shall be made as to whether the conflict would prevent the individual from otherwise serving in the official capacity. Also like the Ethics Committee Chair, members of the National Executive Committee or other Institute officers or officials may be a complainant or witness in the particular disciplinary proceeding.

6.5 Ethics Committee Disciplinary Cases Reports
6.5.1 Reports to the Executive Committee
The Ethics Committee Chair will report the number(s) of new, pending, and concluded Disciplinary Proceedings at each regular Executive Committee meeting. Unless an Adjudicatory Report or Appellate Decision has been issued, only brief generic descriptions of the Proceedings can be given.

6.5.2 Annual Posting of Disciplinary Procedure Actions
During the first quarter of each calendar year, the Ethics Committee Chair will update the “AIPG Disciplinary Procedures Actions” posted on the Institute’s web page, https://aipg.org/page/DisciplinaryProcedureActions, in the established style and format.

6.5.3 Reports to Other Professional Associations
The Institute periodically receives inquiries about its Disciplinary Activities from other professional organizations seeking to update their lists of competent or qualified persons, etc. The Ethics Committee Chair and/or the Executive Director will respond appropriately, generally by sending a copy of the current “AIPG Disciplinary Procedures Actions” report.

7.0 Disciplinary Sanctions

7.1 General
The following disciplinary sanctions are available. The sanctions may be imposed by resignation of membership and certification, if applicable, or by consent of the respondent, or following a finding by an Adjudicator, an Adjudicatory Board, or the Executive Committee following an appeal as provided elsewhere in these procedures. The disciplinary sanctions are provided for by Sections 2.7 and 9.1.3 of the Institute’s Bylaws and are specifically described in Section 7.2.

These Disciplinary sanctions must be informed by the following principles in order of priority:
- The risk (perceived or otherwise) of damage to the community.
- The risk (perceived or otherwise) of damage to the profession.
- The general public’s expectations of an AIPG member with regard to the allegation(s).

The severity of the sanction will depend not only on the breach itself, but on the perceived risk, the actual damage caused, the experience and membership grade of the member responsible, and on the willingness of the member to acknowledge responsibility and hence lessen the likelihood of reoffending.

7.2 Disciplinary Sanctions

7.2.1 Discipline by Consent
At any time until a Disciplinary Proceeding becomes final, the respondent (whether a member or an applicant) may offer to submit to specified discipline by consent on his own initiative, or may accept a disciplinary sanction offered by the Ethics Committee Chair, the Adjudicatory Board, or the Executive Committee, as appropriate, in their discretion. Discipline by consent may include a requirement for remedial action, including training, as specified in the consent agreement. The Adjudicator or the Adjudicatory Board, acting through its chair, the Ethics Committee Chair, or the Executive Committee, as appropriate, may accept such offer of discipline by consent, in which case the Institute’s Secretary shall implement the discipline.

7.2.2 Letter of Private Admonition
A letter of private admonition shall be issued in cases where serious deception, fraud, misrepresentation, or professional misconduct is not alleged in the formal charges. A letter of private admonition may be accompanied by requirements for additional actions including resignation of national or section office, requirements for additional training, or other remedial actions. Failure to comply with these additional requirements may result in an additional sanction such as reduction in membership grade or suspension if the additional requirements are not completed in the manner and the time specified.

A letter of private admonition is appropriate for cases in which a member was found to have failed to possess a required license but for which no charges were substantiated showing that serious deception, fraud, misrepresentation, or professional misconduct was involved.

7.2.3 Reduction of membership grade
A respondent member other than an adjunct member may have the respondent’s membership grade reduced for a specified period and/or until specified remedial action, including additional training, is taken. An adjunct member (student or associate member) cannot be reduced in grade and, therefore, will be subject to another sanction. Reduction in membership grade will be imposed in cases involving violations of the Code of Ethics and/or Institute Policies that did not
involve substantial harm to the public or to the profession. This sanction may be imposed in cases involving a ruling of insanity or mental incompetence by a legally constituted authority or involving repeated or flagrant violations of the provisions of any professional licensing board or other professional organization

7.2.4 Suspension of Institute Membership “With Prejudice”
Suspension of a Member or Adjunct shall not exceed five years. Suspension can include separation from the Institute or reduction in Member or Adjunct grade. Lifting of a suspension can be made dependent on the suspended Member or Adjunct successfully completing specified education, performance, or review requirements. Suspension is appropriate in cases of more serious or repeated violation(s). See Section 7.4.

7.2.5 Termination
Termination of membership shall be imposed for substantial violations of the Code of Ethics and/or Institute Policies involving substantial harm to the public or the profession including, but not limited to, conviction of felonies or other any other offense related to the practice of geology or to bear on the Member’s or Adjunct’s professional ethics, integrity, and competence.

7.3 Termination of Proceedings with Prejudice by Respondent Member or Applicant
7.3.1 Resignation by Respondent Member
At any time during the pendency of a disciplinary proceeding, a respondent member may resign, at which point all proceedings shall end. A resignation during the pendency of disciplinary proceedings shall have the same effect as termination of membership with prejudice.

7.3.2 Withdrawal of an Application for Membership
At any time during the pendency of a disciplinary proceeding, a respondent applicant may withdraw an application for membership, at which point all proceedings shall end. A withdrawal during the pendency of disciplinary proceedings or the rejection of an applicant on disciplinary grounds shall have the same effect as termination of membership with prejudice.

7.4 Effect of Termination “With Prejudice”
Termination is intended to be permanent separation from the Institute. In extraordinary cases, a terminated member or adjunct may apply to the Executive Committee for the right to reapply for Institute membership no less than six years after the date of termination. Termination of membership shall be imposed for substantial violations of the Code of Ethics involving substantial harm to the public or the profession including, but not limited to, conviction of felonies or other any other offense related to the practice of geology or to reflect on the Member's or Adjunct's professional ethics, integrity, and competence.
APPENDIX D

AIPG EVENT CODE OF CONDUCT POLICY
AIPG Events Code of Conduct

(Adopted 6/13/2016)

1. Purpose

AIPG events aim to be inclusive to the largest number of contributors, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, gender identity, sexual orientation, ability, age, ethnicity, socioeconomic status, or religion.

This Events Code of Conduct Policy outlines our expectations for those who participate in any capacity at sanctioned AIPG events, as well as the consequences for unacceptable behavior.

AIPG expects all participants in AIPG events to create safe and positive experiences for everyone.

“Participant” in this policy refers to anyone present at AIPG events, including all attendees, members, vendors, exhibitors, contractors, staff, and venue staff.

2. Expected Behavior

We expect all participants at AIPG events (attendees, members, vendors, exhibitors, contractors, staff, and venue staff) to abide by this Events Code of Conduct Policy in all venues and at all AIPG events, including ancillary events and official and unofficial social gatherings.

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- AIPG event venues may be shared with members of the public; be respectful to all patrons of these locations.
- Alert community leaders if you notice a dangerous situation, someone in distress, or violations of the Code of Conduct Policy, even if they seem inconsequential.

3. Unacceptable Behavior

Unacceptable behaviors include, but are not limited to:

- intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant in AIPG events, related events, and in one-on-one communications carried out in the context of AIPG events;
- bullying, badgering, or aggressive behavior toward a presenter before, during, or after a presentation in the form of abrasive or overly-assertive comments or questions;
- derogatory, harmful, or prejudicial verbal or written comments or visual images related to gender, gender identity, sexual orientation, ability, age, ethnicity, socioeconomic status, religion, appearance, or other personal characteristics;
- inappropriate use of nudity and/or sexual images in public spaces (including presentation slides);
- deliberate intimidation, stalking, or following;
- harassing photography or recording;
- sustained disruption of talks or other events;
- unwelcome and uninvited attention or contact;
- physical assault (including unwelcome touching or groping);
- real or implied threat of physical harm;
- real or implied threat of professional or financial damage or harm.

Exhibitors in the expo hall, sponsor or vendor booths, or similar activities are also subject to the Events Code of Conduct Policy. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing, uniforms, costumes, or otherwise create a sexualized environment.

Be careful in the words that you choose. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Excessive swearing and offensive jokes are not appropriate for AIPG events.

4. Consequences of Unacceptable Behavior

Unacceptable behavior from any participant at AIPG events, including attendees, members, vendors, exhibitors, contractors, staff, venue staff, and anyone with decision-making authority, will not be tolerated.

If a participant engages in unacceptable behavior, the individual may be asked to leave the AIPG event (without refund) or may be removed from the event (without refund) at which the harassment occurred.
APPENDIX E

AIPG CODE OF ETHICS
AIPG Code of Ethics
(Adopted December 11, 1989, with modifications adopted October 5, 2003,
revised June 24, 2017 and last revision on September 14, 2019)

PREAMBLE

Members of The American Institute of Professional Geologists are dedicated to the highest standards of personal integrity and professional conduct. The Institute's Code of Ethics comprises three parts: the Canons, which are broad principles of conduct; the Ethical Standards, which are goals to which Members aspire; and the Rules of Conduct. Compliance with the Rules of Conduct is mandatory and violation of any Rule will be grounds for disciplinary action by the Institute. Under the Bylaws, the Institute may also impose discipline for legal violations and because of the suspension or revocation of registration or licensure, among other grounds. Disciplinary action may take the form of private admonition, public reprimand, suspension of membership, or termination. The Code of Ethics applies to all professional activities of Members and Adjuncts, wherever and whenever they occur. The title “Member” where used in this Code of Ethics includes Adjuncts. A Member shall not be relieved of an ethical responsibility by virtue of his or her employment, because the Member has delegated an assignment to a subordinate, or because the Member was not involved in performing services for compensation.

CANON 1. General Obligations

Members shall be guided by the highest standards of personal integrity and professional conduct.

STANDARD 1.1

Members shall pursue honesty, integrity, loyalty, fairness, impartiality, candor, fidelity to trust, inviolability of confidence, and honorable conduct as a way of life.

Rule 1.1.1 By applying for or by continuing Membership in the Institute, a Member agrees to comply with and uphold this Code of Ethics.

STANDARD 1.2

Members shall separate facts and observations from interpretations. Members should acknowledge the complexities and uncertainties of Earth systems and state what is unknown in addition to what is known.

CANON 2. Obligations to the Public

Members shall uphold the public health, safety, and welfare in the performance of professional activities, and avoid even the appearance of impropriety.
STANDARD 2.1

Members shall observe and comply with the requirements and intent of all applicable laws, codes, and regulations.

Rule 2.1.1 A Member shall not knowingly participate in any illegal activities, or knowingly permit the publication of his or her reports, maps, or other documents for illegal purpose.

Rule 2.1.2 A Member shall neither offer nor make any illegal payment, gift, or other valuable consideration to a public official for the purpose of influencing a decision by such official; nor shall a Member accept any payment, gift, or other valuable consideration which would appear to influence a decision made on behalf of the public by the Member acting in a position of public trust.

Rule 2.1.3 If a Member becomes aware of a decision or action by an employer, client, or colleague which violates any law or regulation, the Member shall advise against such action, and when such violation appears to materially affect the public health, safety, or welfare, shall advise the appropriate public officials responsible for the enforcement of such law or regulation.

STANDARD 2.2

Members shall be accurate, truthful, and candid in all communications with the public.

Rule 2.2.1 A Member shall not knowingly engage in false or deceptive advertising, or make false, misleading, or deceptive representations or claims in regard to the profession of geology or which concern his or her own professional qualifications or abilities or those of other geologists.

Rule 2.2.2 A Member shall not issue a false statement or false information which the Member knows to be false or misleading, even though directed to do so by an employer or client.

Rule 2.2.3 A Member shall avoid making sensational, exaggerated, and or unwarranted statements that may mislead or deceive members of the public or any public body.

STANDARD 2.3

Members should participate as citizens and as professionals in public affairs.

Rule 2.3.1 A Member acting in a position of public trust shall exercise his or her authority impartially, and shall not seek to use his or her authority for personal profit or to secure any competitive advantage.
2019 AIPG Code of Ethics

STANDARD 2.4

Members should promote public awareness of the effects of geology and geological processes on the quality of life.

CANON 3. Obligations to Employers and Clients

Members shall serve their employers and clients faithfully and competently within their overall professional and ethical obligations.

STANDARD 3.1

Members shall disclose any actual or potential conflicts of interest which may affect their ability to serve an employer or client faithfully.

Rule 3.1.1 A Member shall disclose to a prospective employer or client the existence of any owned or controlled mineral or other interest which may, either directly or indirectly, have a pertinent bearing on such employment.

Rule 3.1.2 A Member having or expecting to have beneficial interest in a property on which the Member reports shall state in the report the fact of the existence of such interest or expected interest.

Rule 3.1.3 A Member employed or retained by one employer or client shall not accept, without that employer's or client's written consent, an engagement by another if the interests of the two are in any manner conflicting.

STANDARD 3.2

Members shall protect, to the fullest possible extent, the interest of an employer or client so far as is consistent with the public health, safety, and welfare and the Member's legal, professional, and ethical obligations.

Rule 3.2.1 A Member shall not use, directly or indirectly, any confidential information obtained from or in the course of performing services for an employer or client in any way which is adverse or detrimental to the interests of the employer or client, except with the prior consent of the employer or client or when disclosure is required by law.

Rule 3.2.2 A Member who has made an investigation for an employer or client shall not seek to profit economically from the information gained without written permission of the employer or client, unless it is clear that there can no longer be a conflict of interest with the original employer or client.
2019 AIPG Code of Ethics

Rule 3.2.3 A Member shall not use his or her employer's or client's resources for private gain without the prior knowledge and consent of his or her employer or client.

STANDARD 3.3

Members shall serve their employers and clients competently.

Rule 3.3.1 A Member shall perform professional services or issue professional advice which is only within the scope of the education and experience of the Member and the Member's professional associates, consultants, or employees, and shall advise the employer or client if any professional advice is outside of the Member's personal expertise.

Rule 3.3.2 A Member shall not give a professional opinion or submit a report without being as thoroughly informed as might be reasonably expected, considering the purpose for which the opinion or report is requested.

Rule 3.3.3 A Member shall engage, or advise an employer or client to engage, and cooperate with other experts and specialists whenever the employer's or client's interests would be best served by such service.

STANDARD 3.4

Members shall serve their employers and clients diligently and perform their services in a timely manner.

STANDARD 3.5

Members who find that obligations to an employer or client conflict with professional or ethical standards shall have such objectionable conditions corrected or resign.

CANON 4. Obligations to Professional Colleagues

Members shall respect the rights, interests, and contributions of their professional colleagues.

STANDARD 4.1

Members shall respect and acknowledge the professional status and contributions of their colleagues.

Rule 4.1.1 A Member shall give due credit for work done by others in the course of a professional assignment, and shall not knowingly accept credit due another.

Rule 4.1.2 A Member shall not plagiarize another in oral and written communications, or use materials prepared by others without appropriate attribution.
2019 AIPG Code of Ethics

STANDARD 4.2
Members shall be accurate, truthful, and candid in all communications with others regarding professional colleagues.

Rule 4.2.1. A Member shall not issue (a) false statement(s), (a) misleading statement(s), or (a) sensational, exaggerated, defamatory, and or unwarranted statement(s) regarding a professional colleague. Differences of opinion occur and statements regarding opinions should be restricted to and based on logical and scientific principles and shall be made in a respectful and professional manner.

STANDARD 4.3
Members should encourage and assist in the development of a diverse and inclusive workforce.

STANDARD 4.4
A respectful and fruitful working environment is fundamental for maintaining a high level of professionalism. Therefore, discrimination or harassment, either sexual or of any other kind, is unacceptable because it offends the dignity of persons and seriously undermines the atmosphere of trust essential to the work of all geologists. Such actions should be denounced immediately to authorities. It is unprofessional and unethical to condone any kind of discrimination or harassment or to disregard complaints of harassment from colleagues or staff. AIPG’s Events Code of Conduct policy provides more explicit examples of acceptable and unacceptable behavior.

Rule 4.4.1 A Member who is found to have engaged in a discriminatory and/or harassing manner, regardless of kind, can be subject to AIPG discipline, including termination of membership.

CANON 5. Obligations to the Institute and the Profession

Members should continually strive to improve the profession of geology so that it may be of ever increasing benefit to society.

STANDARD 5.1
Members should strive to improve their professional knowledge and skills.

STANDARD 5.2
Members should cooperate with others in the profession and encourage the dissemination of geological knowledge.
2019 AIPG Code of Ethics

STANDARD 5.3
Members should work toward the improvement of standards of geological education, research, training, and practice.

STANDARD 5.4
Members should not only uphold these standards of ethics by precept and example but also encourage by counsel and advice to other Members, their adherence to such standards.

STANDARD 5.5
Members having knowledge of a violation of these Rules by another Member shall bring substantiated evidence of such violation to the attention of the Institute.
APPENDIX F

AIPG SOCIAL MEDIA POLICY
AIPG Social Media Policy

(November 10, 2015)

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 6,000 members in the U.S. and abroad, organized into 35 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 and adheres to the bylaws and code of ethics set forth by the institute. AIPG is an advocate for the profession and communicates regularly to federal and state legislators and agencies on matters pertaining to the geosciences.

This policy has been established to ensure the use of social media on behalf of or associated with AIPG is consistent with the organization’s mission and objectives. AIPG encourages members to participate in social media in a manner that helps support the mission and objectives and recognizes that social media can be a very effective tool for our members and the profession.

This policy sets forth best practices for posting information on social media, websites, blogs, etc.

- Clearly state that opinions, recommendations, or views that you publish are yours and do not represent those of AIPG.
- Do not misrepresent yourself or intentionally obscure your identity or association with AIPG.
- Do not publish, post, or release information that is considered confidential or proprietary.
- If you use images, they must not violate copyright laws or trademark rights.
- Do not harass, demean, or attack others online, even if you do not agree with their views.
- AIPG will not tolerate discrimination (including age, sex, race, color, creed, religion, ethnicity, gender identity, national origin, sexual orientation, citizenship, disability, or marital status or any other legally recognized protected basis, to comply with all laws and regulations of the countries in which we operate).
- You are personally responsible for whatever you publish online, be sure to keep it professional.
- AIPG does not endorse advertising of products and services that are reposted.
- AIPG Executive Committee and staff has full decision making and ownership of all AIPG posted material.
- Postings that do not comply with AIPG policies will be removed.
APPENDIX G

CONFLICT OF INTEREST ACKNOWLEDGEMENT AND DISCLOSURE

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

(UNDER REVIEW)