

SECTION OFFICERS' MANUAL



AMERICAN INSTITUTE OF PROFESSIONAL GEOLOGISTS

2020

AIPG SECTION OFFICERS' MANUAL

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INTRODUCTION

This manual was created for the benefit of all Sections of the American Institute of Professional Geologists (AIPG). The contents of this document were selected to provide a fundamental source of information, documentation, and general guidance for all Members.

A major objective in creating this Manual is the establishment of a uniform and consistent operational guide for all AIPG Sections to encourage Sections to benefit from the experiences of each other and the National organization. The Manual will also preclude each Section from having to go through a learning process each time it decides to implement a service or activity new to the particular Section.

Contributions to this document were made by many individuals and Sections. There is no pride of authorship except for the documents which have been expressly and legally created through the rightful actions of the National Executive Committee. All documents can be copied and otherwise used by the Section Officers if doing so will assist them in performing official duties.

This edition of the Section Officers' Manual is the second. It is based upon existing legal instruments which established AIPG and allow AIPG to function as a non-profit entity. The Manual uses as references AIPG Bylaws, AIPG Policies and Procedures, the AIPG Code of Ethics, and other guidance documents, internal memoranda, and forms. As you use this manual, you will recognize subjects requiring more detail or revision. Your Section may have a unique experience from which all Sections and National would benefit. If at any time you wish to recommend modifications/additions to the Manual which would benefit the entire body of AIPG, please submit your recommendations to the National Executive Committee for consideration and incorporation into Addenda and subsequent Editions of the Manual.

The Editor

SECTION 1.0

AMERICAN INSTITUTE OF PROFESSIONAL GEOLOGISTS (AIPG)

The AIPG was founded in 1963 to promote the profession of geology. A short history of AIPG and compelling reasons for active participation follow. Note: 1989 President Richard Proctor, CPG 5091, assembled *A History of AIPG 1963-2003*, which is available from AIPG's website under "Publications."

1.1 History of the AIPG

Prior to 1963, numerous societies existed to focus on the science of geology and upon specialty areas within geology, but many geological scientists were concerned about the lack of any national organization that focused on geology as a profession. The practice of geology, particularly with respect to public responsibility, regulation, and business practice, had no established guidelines and no national representation. This deficiency was finally addressed in 1963, when a small group of dedicated geologists met in Golden, Colorado, to compose the Constitution and Bylaws for the American Institute of Professional Geologists (the Institute). November 14, 1963, when AIPG was chartered as a non-profit corporation, is considered the official date of the founding of the Institute. Martin Van Couvering was elected the first President, and the first AIPG Headquarters was located at the Colorado School of Mines. Members were distinguished as a "Certified Professional Geologist" and were authorized to use this title, abbreviated by the letters "CPG," after their name.

Steps were promptly taken to establish Sections of the Institute at state and regional levels. In some areas, local organizations existed with the purpose of advancing geology as a profession. Members of these organizations recognized the advantages of having national affiliation and merged into the Institute. AIPG became a national organization with a membership of nearly 850 by 1965, little more than a year after its founding.

By 1974, the Institute had a membership of over 2,000, outgrew its office at the School of Mines, and moved its Headquarters to an off campus site.

The primary purpose of AIPG, to strengthen geological science as a profession, remains undiminished. AIPG remains dedicated to communicating to the public, and to its representatives, the importance of the profession of geology to society. The Institute promotes ethical conduct and seeks to protect the public and the geological sciences from unprofessional practice. AIPG establishes qualifications for granting of the title, "Certified Professional Geologist," and certifies to the public that those geologists who hold this title have undergone peer review and have been deemed competent practitioners who are worthy of public trust.

1.2 AIPG Member Services (refer to national website for details)

1. Active Sections/Chapters
2. Academic Liaison

3. Affiliation with AGI
4. Aflac Supplemental Insurance
5. Annual Convention
6. Quarterly Journal
7. E-Newsletter
8. Ethics in Practice
9. Free Resume Posting
10. Insignia
11. International Recognition of CPG
12. Job Listings
13. Liaison with State Agencies
14. Liberty Mutual Insurance
15. Life and Health Insurance
16. Liability Insurance
17. Lobby
18. Member Website Links
19. National Advocacy
20. National Awards
21. National Conference of State Legislatures Educational Exhibit
22. National Website
23. Networking
24. Ombudsmanship for Geologists
25. Online Courses
26. Online Directory
27. Online Registration
28. Online Voting
29. Professional Certification
30. Professional Development
31. Publications
32. Publication Discounts
33. Public Outreach
34. Reciprocity Agreements
35. Referrals
36. Rental Car Discounts
37. Section/Chapter Websites
38. Student Scholarship
39. Student Chapters

1.3 Section Activities

There are certain activities that each Section should work toward accomplishing. No matter what the actual size of a Section is in terms on membership, most Sections typically function due to the dedicated service of a small group. The challenge then is how to provide services to members and how to have an impact at the national, state, and local levels regarding issues important to the profession of geology. Some ways to meet the challenge are:

- Prepare and distribute a newsletter on a periodic basis;

- Conduct meetings and/or intersociety meetings on a periodic basis;
- Establish a student-career day and student chapters;
- Establish a program to provide presentations on professionalism at campuses;
- Schedule at minimum, annual meetings with your respective state geological survey, regional USGS representative, State Geology, Oil and Gas, and Mining Boards, and local legislators to develop professional relationships and provide a mechanism to discuss issues of mutual interest to the profession;
- Send a representative to the annual Washington, DC fly-in;
- Organize field trips with students;
- Establish and maintain a government political relations or legislative and regulatory committee to actively engage in contact with and education of legislators on affairs related to geology or affecting geologists, including but not limited to volunteer lobbying at the state level; and
- Send Section Delegates to the Annual AIPG Meeting.

1.4 Section/National Relationships

There are numerous relationships between the Sections and the National AIPG. A description of some of the most crucial follows.

- **Dues Collection.** National AIPG collects dues annually for two purposes. National dues are the amount set by the National Executive Committee to cover the costs of operating headquarters and the National Executive Committee on a not-for-profit basis. Non-dues income can be an important part of National's income and typically supports the Institute's publications program. Section dues are the amount set by each Section Executive Committee and are collected by National and remitted to the Sections for the use of each Section according to guidelines set forth in Institute Bylaws.
- **Finances.** Each Section is expected to be self supporting. National is not in a position to financially subsidize the activities of any Section.
- **Annual Meetings.** Annual meetings are held in different Sections each year. National headquarters is responsible for coordinating the meeting location, activities, and financing, and encourages strong Section participation in activities such as social events, field trips, and short courses.
- **Registration and Legislative Activities.** National AIPG is prepared to provide guidance based upon the experiences of other Sections that have supported legislative drives.

SECTION 2.0 MEMBERSHIP

2.1 Categories and Requirements

The text below is excerpted from the AIPG Bylaws (rev. September 1, 1997). For details and official language and requirements, please refer to the full AIPG Bylaws text found on the AIPG national website.

Categories

- 1) Certified Professional Geologist (CPG),
- 2) Member (Mbr),
- 3) Student Adjunct, and
- 4) Associate Adjunct.

There are two categories awarded by the Executive Committee as special recognition of contributions to AIPG and the profession. These are:

- 5) “Honorary” or
- 6) “Emeritus” and can only be designated by the Executive Committee.
- 7) A member may be designated “Not Practicing” upon request at the age of 60 or older, provided that the member is no longer actively engaged in the practice of geology for financial gain.

AIPG Bylaws

(Revised – February 1, 2020)

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 or a Member designated by the Section President from the Section Members.

4.4.3. Selection of Advisory Board Delegates

The Delegates to the Advisory Board shall be selected by their respective Sections prior to the Institute's annual meeting to serve on an annual basis beginning with the first day of the first such annual meeting following their selection and ending the last day of the second such annual meeting following their selection.

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:

Section Members Votes

10 - 50	1
51 - 150	2
151 - 250	3
251 - 350	4
351 - 450	5
451 - 550	6

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 under take 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 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, 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 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.

9.3.2 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.

9.3.3 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).

9.3.4 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.

SECTION 3.0

SECTION OFFICERS

Section 3 includes general information regarding duties and responsibilities of Section Officers and Committees. The specific details are found in the Model Section Bylaws. (A copy of the Model is available on the AIPG national website).

3.1 Executive Committee Description and Duties

The business and affairs of the Section must be managed and operated by or under the direction of the Section Executive Committee. The size and composition of the Executive Committee will depend on many factors, including the size and geographical dispersion of the Section and the Section's preference for a small or large working group. The governing body must include the principal officers as voting members. It should also include at least one principal officer of any subsidiary chapter(s) or districts (National Bylaws, Section 7.1) established by the Section. The Section may wish to include the past President on the Executive Committee in the interest of continuity and may also wish to have additional Officers, such as Editor and Vice President. Since most decisions are made by consensus, it is rarely necessary to have an odd number on the Executive Committee.

The Officers of the Section must consist of the following and such additional officers as may be designated by the Section Executive Committee.

1. the President;
2. the Vice President
3. the President-elect
4. the Secretary;
5. the Editor [and]
6. the Treasurer.

As stated in Section 7.2.2 of the Institute's Bylaws, the President-elect, and Vice President of each Section, and other officers as designated by each Section, shall be Certified Professional Geologists. Any two or more offices, except the office of President and President-elect, may be held by a single person. Sections have wide latitude in the design of their governance structure. The only required officers are the President, President-elect, Secretary, and Treasurer. A separate office of Secretary is recommended over a combined Secretary-Treasurer. The Section may have additional officers as suits the needs of the Section, particularly an Editor if the Section produces a newsletter.

The Section Executive Committee must meet at least once annually, at a time and location determined by it. Meetings may be held by conference telephone call or by e-

mail. Decisions may be made by unanimous written consent if a meeting is impractical. Minutes of meetings and decisions of the Executive Committee must be kept, and all actions shall be reported to the membership in a regular publication of the Section.

3.2 President

3.2.1 Duties

The President presides at all meetings of the Section and of its Executive Committee, and performs the duties customary to the office. The President is the official spokesperson for the Section and must execute all documents and official correspondence of the Section as appropriate. The President appoints the members of all committees of the Section. The President is responsible for carrying out all of the policies and directives of the Section Executive Committee, except where such responsibility is specifically assigned to another officer. The President prepares and submits a Section Report for the National Annual Meeting.

REPORT TO AIPG ADVISORY BOARD

<i>AIPG</i>	SECTION REPORT and DESIGNATION OF OFFICIAL SECTION DELEGATE
AIPG SECTION:	
DELEGATE:	
A) Activities:	
B) Plans:	
C) Problems/issues within section:	

D) Recommendations to national Executive Committee and headquarters.	
SIGNATURE of Sect. PRESIDENT w/date:	
Please note a DEADLINE of SEPTEMBER 10:	Please submit this form to AIPG headquarters via mail (1333 W. 120th Ave., Westminster, CO 80234); fax (303) 253.9220; or email (aipg@aipg.org) no later than August 31st or bring 50 copies with you to the meeting. Thank you.

3.2.2 Relationship to National AIPG

The Section President, as spokesperson for the Section, is the official liaison with the National Executive Committee. As such, the Section President is the official representative to the annual Advisory Board meeting of the National AIPG, and is responsible for appointing an official representative should the Section President be unable to attend.

3.3 President-elect

3.3.1 Duties

The President-elect's primary responsibility is to ensure continuity and an efficient transition between a Section's current and subsequent Executive Committees. The President-elect may also undertake other assignments at the request of the Section President. The President-elect is normally the Section's Advisory Board Representative for the next year.

3.3.2 Prerogatives

The President-elect has limited prerogatives, except at the direction of the Section President. The President-elect should use the office of the President-elect to prepare for the transition from the present to the subsequent Executive Committee, at which time the President-elect will assume the office of President. The President-elect should, if the President is not available, represent the Section at the Annual Advisory Board meeting of the National AIPG Annual Meeting.

3.4 Vice President

The creation of the office of Vice President is at the discretion of the Section Executive Committee. Since this office is not a nationally mandated requirement of Section Bylaws,

the duties of Vice President are also at the discretion of the Section Executive Committee.

3.5 Secretary

The Secretary shall perform the duties customary to the office, those assigned by the Section Bylaws or by the Section Executive Committee, and those required of a Section Secretary by the Institute. The Secretary is required to keep, maintain, and have custody of the Bylaws, official documents, and correspondence of the Section, the minutes and records of the meetings, and decisions of the Section and of the Section Executive Committee. The Secretary shall be responsible for giving all notices required by the Section Bylaws.

3.6 Treasurer

3.6.1 Duties

The Treasurer shall perform the duties customary to the office, those assigned by the Section Bylaws or by the Section Executive Committee, and those required of a Section Treasurer by the Institute. The Treasurer shall keep an accurate accounting of all Section financial transactions and account balances, and must insure that all funds received are properly deposited and disbursements properly made from the Section's accounts. The Treasurer is responsible for preparing and submitting the annual financial statements and reports of the Section in a **timely fashion**, and such other financial reports as may be required by the Executive Committee or the Institute. The Treasurer, along with the President, is authorized to sign checks on behalf of the Section. Note that the Section cannot make National AIPG liable for Section debt. Should a Section become defunct, all excess funds revert to National AIPG.

3.6.2 Relationship to National Organization

All Section financial resources are the property of the American Institute of Professional Geologists. Such financial resources are placed in the custody and under the management of the Section Treasurer under the ultimate authority of the Institute Treasurer.

3.6.3 Annual Financial Report Form

The following affidavit and financial report form **must be completed and submitted to the National AIPG by the Section Treasurer no later than April 15 of each calendar year**. Each Section has a separate EIN number

Executive Committee
American Institute of Professional Geologists
National Headquarters
1333 W. 120th Ave., Suite 211
Westminster, Colorado 80234

Executive Committee:

Its SECTION NAME Section hereby authorizes the American Institute of Professional Geologists to include the attached statement of Section receipts and disbursements in its group filing of the Form 990 to the Internal Revenue Service for the calendar year of _____.

I hereby declare under the penalties of perjury that this authorization (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete and made in good faith for the taxable year stated.

By _____
Authorized Officer (normally the Section Treasurer)

EIN
Employer Identification Number (EIN) of Section

AMERICAN INSTITUTE OF PROFESSIONAL GEOLOGISTS
Statement of Income and Expenses
For the Year Ending December 31, _____

SECTION NAME Section

Accounting information for filing Group Return 990:

(1) Cash and Cash Items on January 1, _____

(Must be the same as ending balance reported _____)

\$\$ ON HAND IN BANK

Income from

Dues	\$ _____
Interest	\$ _____
Donations (If more than \$25)	\$ _____
Conventions & Meetings	\$ _____
Advertising	\$ _____
Miscellaneous	\$ _____

(2) Total Income \$ _____

(3) To account for (1) + (2) \$ _____

Expenses for:

Newsletter printing & Postage	\$ _____
General Printing	\$ _____
Telephone	\$ _____
Office Supplies	\$ _____
Dues & Subscriptions	\$ _____
Advertising	\$ _____
Travel	\$ _____
Subsistence	\$ _____
Rent	\$ _____
Legal & Accounting	\$ _____
Outside Services	\$ _____
Insurance	\$ _____
Conventions & Meetings	\$ _____
Bank Charges	\$ _____
Miscellaneous (A)	\$ _____
Scholarships	\$ _____
Donations	\$ _____
Lobbying	\$ _____

(4) Total Expenses \$ _____

(5) Cash and Cash Items on December 31, 1997

(3) minus (4)

(Must agree with Cash on hand and in Bank) \$ _____

(A) If furniture or fixtures were purchased, include in miscellaneous expense and note items and cost below.)

3.7 Editor

The Section Editor is the chief communication officer for the Section and is responsible for the Section Newsletter, if there is one. The duties of a Section Editor vary with the Section's editorial program. They include creating and sending out announcements of Section meetings and other events. This function may be incorporated into a Section Executive Committee, if necessary.

The Editor's job is second only to the President's in terms of time commitment. For this reason, an effective and willing Editor is asked to serve from year to year in contrast to other Section officers, even in large sections. If there is a Section newsletter and advertising is accepted to defray costs, there may be a need for a separate advertising manager. Because of the importance of communication in any organization, the Editor is inherently one of the most visible people in the Section.

Section Meetings and Other Announcements

Traditionally, Section meeting and other announcements have been distributed by post card, letter, or email. AIPG National Headquarters maintains a currently list of members. This list is always available electronically.

Section Newsletter

A newsletter can be very important to a Section. However, publishing a newsletter on a regular basis also requires editorial time and knowledge. Section newsletters can be quarterly or more or less monthly. Newsletter content can include articles and opinion content in addition to Section news. Even though desktop publishing software allows for the creation of good-looking newsletters, the editorial content must still be assembled, edited, proof-read, copied or printed, and mailed. Printing and mailing costs can be represent a significant percentage of a Section's budget. Section material can be posted on the AIPG website.

3.8 Checklist of Section Responsibilities

- Submit annual financial report to National AIPG by March 15 of each year.
- Submit results of annual Section Elections promptly.
- Send Section representative(s) to the Advisory Board Meetings held in conjunction with Annual Meeting.
- Submit written Section status report to headquarters for presentation at the Advisory Board Meeting held at each National Annual Meeting.
- Provide candidates annually for National Executive Committee officers.
- Advise National Headquarters of legislative/regulatory changes in section which impact upon the profession locally, statewide, or nationally.
- Take initiative to promote professional issues, particularly within Section.
- Take initiative to place AIPG in prominent roles when advocacy is required.

SECTION 4.0

SECTION COMMITTEES

The Section Executive Committee must establish the following standing committees as required by the Institute:

1. Screening Committee
2. Nominating Committee
3. Regulation and Legislation, or Government Relations Committee
4. Membership Committee

Unless otherwise provided in the Section Bylaws or in the resolution of the Section Executive Committee establishing a committee, the Section President appoints, and has the power to remove, the chairman and members of all Section committees.

All committees are subject to the directions and instructions of the Section Executive Committee. No committee, nor the chairman or any member of any committee, has any authority to make or set policy, to issue any official statements on behalf of the Section, or to act for or bind the Section in any other way, without the express authorization of the Section Executive Committee.

Each and every committee of the Section must file a written report with the Section Executive Committee not less than once each year, a copy of which must be kept with the minutes of the Section Executive Committee.

4.1 Section Screening Committee and its Relationship to National Screening Committee

The Section Screening Committee's function is to assist the Institute in evaluating the qualifications and credentials of applicants for Certification by the Institute. Thus, all Section Screening Committee members must be CPGs (Institute Bylaws, Section 7.2.2).

The Section Screening Committee must consist of a Chairman, appointed annually by the Section President, and at least two other assigned members selected by the Chairman with the consent of the Section President. The number and qualifications of the members of the Screening Committee shall be generally representative of the membership of this Section.

The Chairman and each member of the Screening Committee must preserve all applications, references, and inquiry material in strict confidence, and must not disclose such information except as authorized by the Institute. Files relating to the evaluation of an applicant shall be kept by the Chairman until the final recommendation of the Screening Committee has been made, whereupon the application and all of the evaluation material and supporting data must be forwarded to Institute Headquarters, and must not be retained by the Screening Committee or the Section. Applications upon which action has not been completed by the end of the term of office of the Chairman will be transmitted to the succeeding Chairman.

As set forth in the Institute's Disciplinary Procedures, only the National Ethics Committee is authorized to investigate allegation that an applicant for Certification has violated AIPG's Code of Ethics. Should such allegations come to the attention of a Section Screening Committee, those allegations should be promptly referred to the

Chairman of the Ethics Committee. Pursuant to section 1.2 of the Disciplinary Procedures, all screening activities will be suspended until the disciplinary proceeding into the allegations terminates.

Final authority for the acceptance or rejection of any applicant lies with the National Executive Committee of the Institute. To assist in its decisions, the National Executive Committee assigns the prime responsibility for investigation of applicant qualifications to Section Screening Committees. While the recommendation of the Screening Committees are heavily relied upon by the National Executive Committee, the National Executive Committee is the final authority.

The National Executive Committee relies upon the National Screening Committee. The National Screening Committee guides the Section Screening Boards, reviewing all applications, and referring “problem applications” to the National Executive Committee for acceptance, rejection, or a request for further action.

When the Applicant file is complete, Headquarters will send it to the appropriate Section Screening Committee Chairman, who should promptly circulate the application among members of the Committee. Section Screening Boards do not usually meet as a body to consider and discuss applications, but Boards should consider meeting--either in person or by conference phone calls—to discuss those applications about which there are doubts or questions.

The Section Screening Committee Chairman should follow up to insure that each application receives prompt attention from Committee members. An application should be returned to Headquarters by the Section Screening Committee no later than 60 days after it is received. (For additional guidance, please refer to AIPG Screening Policy for Applicants, rev. Jan. 14, 1995; AIPG Policy on Applicant Sponsors, rev. Jan. 25, 1992; and AIPG Policy on Evaluating Educational Qualifications in lieu of Standard Academic Coursework, Adpt. Feb. 17, 1992. Copies of all policies are found on the AIPG website.)

Review of the Application and the Applicant's Qualifications

Each application will have been checked by Headquarters to assure that it is complete. However, each should be carefully reviewed by the Section Screening Committee Chairman when received. If an application is found for some reason to be incomplete, it should be returned immediately to AIPG Membership Services Manager with the deficiency noted.

Again, Headquarters will have ascertained that the applicant appears to have the necessary qualifications for AIPG Membership or Adjunct affiliation, but the Section Screening Committee is to make its own judgment on whether or not **it** feels the applicant is qualified. The requirements for AIPG Membership or Adjunct affiliation are clearly stated in the Bylaws. Each Screening Committee Member brings a different set of experiences and attitudes and opinions to bear in rendering judgment on an applicant's qualifications. The Institute requires that Section Screening Committee Members have honest, valid reasons for all decisions.

Return of Application File to Headquarters

The Committee Chairman should add to the file any additional information gathered (from the applicant, other sources, etc.) and any comments. He or she must date and sign the back of the application, indicating "approve" or "disapprove." The forms showing the results of voting by Screening Board Members should be included.

Again, no "conditional approval" may be given, by order of the Executive Committee. The Application must bear either an "accept" or "reject" recommendation from the Section Screening Committee Chairman when it is returned to Headquarters.

If, however, an application is not received back at Headquarters 60 days from the date it was mailed to the Section Screening Committee Chairman, a recommendation of "no action" will automatically be entered. A copy of the original application will be made and forwarded (along with all letters of comment received) to the reviewing national officers so that proper processing can continue in a professional, timely manner.

4.2 Section Nominating Committee

In accordance with Section and National Bylaws, this committee is responsible for identifying and obtaining commitments from Section Members to become candidates for Section Offices.

4.3 Section Regulations and Legislation (or Government Relations) Committee

In accordance with Section and National Bylaws, this committee has the responsibility of tracking and acting upon, as appropriate, legislative, regulatory, and other governmental issues which have the potential to impact the profession of geology.

Some possible activities:

- Monitoring changes in licensing laws which could negatively affect the practice.
- Provide guidance on how to effect change in legislation to support the profession.
- Educate legislators about the importance of the geologic sciences to the public welfare.
- Sponsor meetings with legislators to discuss issues of importance to the profession.
- Monitor changes in statutes or rules that affect the practice of geology with regard to environmental or engineering laws or rules.

4.4 Membership Committee

In accordance with Section and National Bylaws, this committee has the responsibility for assisting the Section Executive Committee in the recruitment of new members.

Some possible activities:

- Issue press releases announcing upcoming meetings.
- Actively solicit participation in the Section from geologists not currently members.

- Establish opportunities for the formation of Student Chapters at local colleges through contact with professors and students.
- Recruit new members from among professional colleagues.

4.5 All Other Committees

The Section Executive Committee has the authority to other establish committees of the Section, as may be appropriate, to perform functions comparable to those of committees of the Institute, to maintain liaison with such Institute committees, and to assist in carrying out the purposes and objectives of the Institute and the Section. The name, size, duration, and responsibilities of each Section committee are determined by the Section Executive Committee; must be recorded in the minutes of its proceedings and the records of the Section; and must be reviewed and kept current by the Section Executive Committee on an annual basis. The President may establish and appoint any ad hoc or special committee as may be needed for special projects and functions of the Section.

SECTION 5.0

DELEGATE TO NATIONAL ADVISORY BOARD MEETINGS

Two Advisory Board meetings are held during the AIPG Annual Meeting. These meetings provide an opportunity for the exchange of information among the Sections and assistance in evaluating issues and concerns that affect the Sections and membership. These meetings assist the National Executive Committee in better serving the Sections and membership by focusing its time, energy, and resources toward these issues and concerns. At its second (a.k.a. Annual) meeting, the Advisory Board also elects four members to the National Executive Committee. Prior to the meetings, each Section President will need to prepare a Section report for the combined Advisory Board Meeting.

NOMINATION for AIPG ADVISORY BOARD

<i>AIPG</i>	Each section nominates a single Candidate, to be one of four elected from among all sections, to serve as Advisory Board Representative to the national Executive Committee. Please consider very carefully the willingness and ability of the nominee to serve, since a commitment of time is required.
AIPG SECTION	
Ad. Bd. Nominee and CPG number	CPG # _____
Will you serve if elected?	YES NO
Geologic specialty:	
Mailing address:	
Phone number:	
Email address:	

Employer:	
Brief summary of your AIPG activities.	
Pertinent issues for consideration at the Ad. Board meeting.	
Your brief statement of purpose for AIPG.	
Please note the DEADLINE of SEPTEMBER 10:	Please submit this form to AIPG headquarters via mail (1333 W. 120 th Ave., Suite 211, Westminster, CO 80234); fax (303) 253.9220; or email (aipg@aipg.org) no later than August 31 st or bring 50 copies with you to the meeting. Thank you.

5.1 Duties/Section Report

The meeting of the combined current and succeeding Advisory Boards is chaired by the current National President-elect. Following introductions and roll call, there normally is a discussion of key issues and concerns facing the Institute and its membership, with a synopsis of issues as summarized from each written Section report on a Section-by-Section basis to be presented verbally by each Section's delegate. Verbal Section summaries are usually limited to two minutes. Subsequent to the Section Reports, there is typically a discussion of those issues of concern to all Sections.

The Section report should include information that will be of interest to the other Sections and the Executive Committee. Such information should highlight:

- 1) recent successful meetings and programs,
- 2) significant plans for the future, and

- 3) ideas you may have that would help other Sections and AIPG National Headquarters to better serve the Sections and membership, and
- 4) issues and concerns

The Section report should be received by AIPG Headquarters no later than September 1 of each year. The Section report consists of a one or two page summary of your Section's activities. Headquarters staff will make copies of the reports and distribute them during the Annual Meeting.

5.2 Section Advisory Board Delegates

The Delegates to the current and succeeding Advisory Boards are usually the current Section President and President-elect, respectively. In the event that these individuals cannot attend the Annual meeting, then the Section President should designate Delegate(s) to attend in their place. The Section President should submit a Delegate Designation Form no later than September 1.

5.3 Advisory Board Representative on the National Executive Committee

The four Advisory Board Representatives to the National AIPG Executive Committee constitute 40% of the National Executive Committee. Their selection is one of the most important functions of the Advisory Board. Election of a Section's Advisory Board Delegate for the coming year to the National Executive Committee represents one of the most effective means a Section has of influencing National policies. Effective Advisory Board Representatives are strong candidates for nomination to one of the elective positions on the National Executive Committee. If one of your Section members wants to become a National officer, this is one way of achieving that goal. This section describes the processes involved in running for one of these important national positions.

5.3.1 Duties of the Advisory Board Representatives to the National Executive Committee

Advisory Board Representatives are required to participate in the succeeding year's AIPG Executive Committee meetings. These meetings are held three times per year. Advisory Board Representatives will be asked to prepare a brief written summary of significant actions for *The Professional Geologist*. Advisory Board Representatives are expected to do a great deal of work. Talk to someone who is or has served as an Advisory Board Representative about the time required if you are interested in one of these positions.

AIPG reimburses reasonable expenses for airfare, ground transportation and hotel rooms, if necessary, for Executive Committee Members to attend the Executive Committee meetings. However, Members of the Executive Committee including the Advisory Board Representatives are expected to cover their own expenses for meals, extra expenses of the Annual Meeting, and all other expenses that are not directly part of the Executive Committee function (i.e., meeting registration, field trips, banquet, etc.). All Executive Committee Members are asked to personally fund as many of their transportation and lodging expenses as they can.

Each Section Executive Committee should endeavor to cover the expenses of Section Advisory Board Delegates to the Annual Meeting.

5.3.2 Only Advisory Board Delegates May Be Elected

If one of your Section members wants to run for the National Executive Committee as an Advisory Board Representative, the member **MUST** be the Advisory Board Delegate of the Section for the coming year.

Please note that a Section's Delegate may not be elected as a Representative on the Executive Committee for more than two consecutive years. In addition, Advisory Board Representatives, when elected, must be Members of Sections other than those which currently have members who are incoming or continuing Institute Executive officers.

5.3.3 Nomination Process

Sections are asked each year to identify whether their Advisory Board Delegate for the coming year wishes to run for one of the Advisory Board Representative positions. The chances of election are improved if your Delegate announces his or her intention to run well in advance of the meeting. Let people know why you want to run and what your positions are on key national issues.

Nominations will formally be opened at the Advisory Board meeting for the coming year. While nominations can be made at this time, those who have previously announced their intention to run will be nominated and have a better chance of being elected. Each nominee who is present is normally asked to make a brief statement about why he or she wishes to serve on the succeeding Executive Committee. Having your brief statement prepared in advance makes a big difference in the effectiveness of its presentation.

SECTION 6.0

CHAPTERS AND DISTRICTS, INCLUDING STUDENT CHAPTERS

AIPG's Bylaws grant each Section the latitude to create chapters or districts. The chapters or districts are only established at the discretion of the Section Executive Committee, which has the sole prerogative to establish, alter, or dissolve chapters or districts.

Chapters or districts may be useful in Sections having concentrations of members in two or more areas within the Section or within multi-state Sections. Sections considering whether to form separate chapters or districts are urged to contact the Executive Director who can put the Section in touch with Sections having established chapters or districts in order to see how chapters or districts can help a Section provide services to its members.

Student chapters fall within this category and as such, should be established with close coordination with the Section Executive Committee. Chapters must be organized by the Section Executive Committee in accordance with the Institute Bylaws and policies. The Section will remain responsible to the Institute for the conduct of all of the activities and affairs of such chapters, and for all reports and other responsibilities required by the

Institute. To prolong leadership continuity for Student Chapters, a faculty sponsor may be designated for each chapter as Lead Mentor and University liaison.

The Institute has written guidelines for the creation of Student Chapters. The guidelines, entitled *AIPG Student Chapter OPERATIONS MANUAL, Revised June, 2019*, should be incorporated into this Manual by the Section if a Student Chapter is created. Furthermore, the relevant constraints placed by the Section on its subsidiary chapters should be described in the Section Bylaws. Copies of the Manual are available on the AIPG website.

7.1 PARLIAMENTARY PROCEDURE

All meetings must be conducted in accordance with *Robert's Rules of Order Newly Revised* (Ed. Henry M. Robert & William J. Evans, paperback, 706 pp., 9th Revised Edition 1991, ISBN 0062760513) to the extent that such rules are practicable and are not superseded by the AIPG National or Section Bylaws or by other rules or procedures adopted by the Executive Committee.

It is recommended that each Section incorporate a copy of *Robert's Rules of Order Newly Revised* with this Manual.