

*The Hydrogeology Division  
of  
The Geological Society of America*

**Rules and Regulations of the Division**  
*(Adopted November 7, 1995)*  
*(Revised November 29, 2000)*  
*(Revised November 7, 2004)*  
*(Revised October 22, 2006)*

1. *Purpose.* These Rules and Regulations shall serve as the basis for the operation and staffing of committees and other positions that function to support the activities of the Hydrogeology Division of the Geological Society of America, Inc.
2. *Program Committee.* A program committee shall consist of three or more voting affiliates of the division. The program committee will typically consist of five members.

The program committee shall plan and arrange for the technical sessions of the division at the annual meeting and such other programs as may be directed by the management board. The program committee chair (or, if warranted by unusual circumstances, someone designated by him/her) shall serve as the Hydrogeology Division's program representative on the GSA Council's Joint Technical Program Committee. Each year the second vice-chair of the management board shall select a new member of the program committee, whose primary responsibility shall be to plan and coordinate the technical program for the annual meeting of GSA that will occur two years hence, when that second vice-chair is serving as the chair. That selection shall be approved by the chair of the management board. The past chair of the program committee will normally continue to serve as a member of the committee for one additional year in an advisory role. The next chair of the program committee (that is, the program committee member selected by the present first vice-chair of the management board) will assist the program committee chair with abstract review and other coordinating activities that will provide experience helpful for planning the program for the succeeding year. The next chair shall actively begin planning program activities for the next annual meeting in the year before becoming chair of the program committee. A fifth member of the program committee can be selected for a one-year term by the chair of the program committee, with the approval of the chair of the management board. This member of the program committee shall assist the program committee chair with abstract reviews and otherwise as requested.

3. *Nominating Committee.* A nominating committee shall consist of three voting affiliates of the Hydrogeology Division who are not members of the management board. The nominating committee shall nominate candidates annually for chair, first-vice chair, and second vice-chair of the management board; and every two years for secretary-treasurer. Normally members of the nominating committee shall serve on this committee for three-year terms, and be chair of the committee during their third year of service. Members

will have overlapping terms to provide continuity to the committee. The chair of the management board will normally appoint one new junior member of the committee.

4. *O. E. Meinzer Award Committee.* The O. E. Meinzer Award will be considered annually in accordance with the bylaws of the Society. The award will be made to the author or authors of a published paper or body of papers of distinction advancing the science of hydrogeology or a closely related field. There are no restrictions as to the publishing agency of such a paper. The author or authors need not be a member or members of the Hydrogeology Division or of the Society.
  - a. *Selection Committee.* The nominees for the award will be selected by a committee appointed by the chair of the division. The committee will consist of five voting affiliates, each with a tenure of three years. Members will have overlapping terms to provide continuity to the committee. One or two members—as appropriate—will be appointed each year. If possible, three of the five members should be past recipients of the award. The chair of the committee will be selected by the division chair from among the second or third year members of the committee; he/she shall, insofar as possible, be a past recipient of the award. Members of the O.E. Meinzer Award Committee (the selection committee) shall not be eligible for the award during their tenure on the selection committee.
  - b. *Frequency.* The award generally will be made annually, but in any particular year may be withheld if no suitable paper is decided upon. The award can be given only once in each calendar year.
  - c. *Qualifying Paper.* The paper or body of papers constituting the basis for the award must: (1) deal with hydrogeology or a closely related field, and (2) have significantly influenced the intellectual direction of hydrogeology or broadly enhanced the knowledge of the discipline. A single paper or body of papers may be considered more than once. Although a member of the selection committee is not eligible for the award, a paper co-authored by a committee member may be considered. Normally, the award may not be given to a prior recipient, although a prior recipient may be a co-author of a paper cited in a subsequent year.
  - d. *The Award.* The award will include a printed or inscribed certificate of such design as is deemed suitable by the division and by the Society, and will include the words, "O.E. Meinzer Award." Custody of the silver Revere-style bowl, a gift of John Birdsall, will be presented to the recipient(s) of the award. The awardee(s) will have the privilege, should they so desire, to have possession of the Birdsall Bowl during the following year, but the Birdsall Bowl will remain the property of the Society. The name(s) of the awardee(s) will be engraved on the Birdsall Bowl. Each winner of the O.E. Meinzer Award will be presented with a miniature silver Revere-style bowl (a replica of the Birdsall Bowl) engraved with his or her name for their permanent possession.

- e. *Selection Procedure.* Nominations for the award will be made in accordance with the following procedures:

(1) The secretary of the division shall, at the earliest convenience, but no later than December 15, provide to each member of the committee and to any other member of the division requesting such material, the names and addresses of the committee members, a copy of the rules of procedure, a list of past award recipients, instructions describing the format to be used in recommending one to three papers, instructions for submitting names, and notification of the February 1 deadline for receipt of nominations by the chair of the selection committee. The materials to be submitted as part of the recommendation will include at least one letter of nomination and at least two supporting letters in addition to the name of the nominee and the title(s) and citation information for the papers constituting the basis for the nomination. Information on nomination procedures and deadlines will also be posted on the division web site no later than December 15 and division members will be alerted to the availability of the web information by email.

(2) Each member of the committee and any other members of the division who wish to nominate authors and titles for consideration, shall send to the committee chair by February 1, one to three names of authors and titles of papers numbered in order of preference along with nominating and supporting letters. These nominations and supporting information may be sent by mail, email or fax. A committee member may state that he/she is in favor of not giving the award in the current year.

(3) It is the responsibility of the nominator to assemble the complete nomination package, including supporting letters, and to transmit the complete package to the committee chair. Resubmission of a nomination from a previous year is permitted, but supporting letters more than 3 years old at the submission deadline will not be considered. Furthermore, an updated supporting letter will supercede an older letter written by the same person (i.e. only the most recent supporting letter from a given person will be considered.)

(4) The committee chair shall compile a list of all names and titles received for consideration (including the chair's list) and shall provide the list to each committee member by mail, fax or email, together with electronic or paper copies of nominating and supporting letters plus any recommendation for no award, with instructions that each committee member send to the committee chair a ballot showing preferred ranking of all authors and titles under consideration. (Best paper is ranked number 1.) This ballot may be submitted by mail, fax or email.

(5) Upon receipt of the preferential ballots, the committee chair shall total the numbers given to each author and title. The committee chair will send a list of the names and titles of the six lowest scores to the committee members.

(6) Each committee member shall again rank the six authors and papers by number (best is number 1), or vote for no award, and send their rankings to the committee chair by mail, fax or email.

(7) The committee chair shall total the numbers given to each and will then send a list of the authors and papers having the three lowest scores to the chair of the Hydrogeology Division, no later than April 1, and will include all nominating and supporting letters and any other material submitted as part of the nomination.

(8) The chair of the Hydrogeology Division, either alone or with the help of the other division officers, shall select the winning author(s). Normally, this will be the one with the lowest score unless there is a strong reason to select one of the other two. The division chair shall then submit the name and address of the author(s), title(s) of the paper(s) selected, publishing agency, and dates, to the executive director of the Society, who will place the request for ratification on the agenda for consideration by the Council at its spring meeting.

Following the Council meeting, the president of the Society will inform the winning author(s) and the division chair of the results of the ratification. The division chair will present the certificate(s) and bowl(s), which have been prepared by the executive director's office, to the author(s) or his/her representative(s) at the annual meeting of the division. If the winner(s) or his/her representative(s) is/are not present at the annual awards ceremony of the division, the division chair will present the award in absentia, and later give or send the certificate(s) and miniature silver (Revere-style) bowl(s) to the author(s).

(9) All letters and correspondence shall be held confidential, but all biographies, votes, and pertinent correspondence shall be preserved by the secretary of the division who will make them available to the succeeding chair upon request.

(10) A time schedule for the steps from 4.e.(3) through 4.e.(6) shall be at the discretion of the current management board of the division and the award committee.

5. *Distinguished Service Award Committee.* The Award for Distinguished Service in Hydrogeology will be considered annually in accordance with the bylaws of the Society. The award will be made in recognition of distinguished personal service to the hydrogeology profession and to the Hydrogeology Division.

a. *Selection Committee.* The nominees for the award will be selected by a committee appointed by the chair of the division. The committee will consist of three voting affiliates, each with a tenure of three years. Members will have overlapping terms to provide continuity to the committee. One member will be appointed each year. Normally the third-year member will be the chair. If possible, two of the members should be past recipients of the award.

- b. *Frequency.* The award generally will be made annually, but in any particular year may be withheld if no recipient is decided upon. The award will be presented at the annual awards ceremony of the division.
- c. *Qualifications.* The award is based on a history of sustained creditable service to the hydrogeology profession and to the Hydrogeology Division. The recipient must be a member of the Hydrogeology Division. The award may not be given to a prior recipient. Members of the selection committee shall not be eligible for the award during their tenure on the selection committee.
- d. *The Award.* The award will include a plaque inscribed with the name of the recipient, the name of the award, and the name of the division, in a design deemed suitable by the division chair. A brochure will be printed that describes the nature and purpose of the award and will include a brief biography of the recipient. If more than one recipient is selected, a plaque and a brochure will be prepared for each.
- e. *Selection Procedure.* Nominations for the award will be made in accordance with the following procedures:
  - (1) By December 15, the secretary of the division shall send to each member of the committee, and to any other members of the division who request such material, the following items: the names and addresses of the committee members, a copy of the rules of procedure that includes the deadline dates, a list of past award recipients, a description of the format to be used in recommending from one to three recipients, and instructions for submitting names. In addition, committee members shall receive balloting instructions and materials. Information on nomination format and deadlines will also be posted on the division web site no later than December 15 and division members will be alerted to the availability of the web information by email.
  - (2) By February 1, each member of the committee, and any other members of the division who wish to nominate candidates, shall send to the committee chair the names of one to three candidates, each nomination following the required format and each ranked in order of preference. These nominations and any supporting materials may be sent by mail, email or fax.
  - (3) The committee chair shall compile a list of all nominees (including the chair's list) and shall send the list to each committee member by mail, fax or email along with: (a) a copy of the nomination and supporting material for each candidate, (b) instructions for assigning a numerical vote to each candidate (preferred candidate is ranked number 1), and (c) instructions for returning a ballot to the chair. This ballot may be submitted by mail, fax or email.
  - (4) Upon receipt of the preferential ballots (including the chair's ballot), the committee chair shall total the numbers given to each candidate. The chair will send a list of those candidates having the six lowest scores to the committee members for a second vote.

- (5) Each committee member shall rank the six candidates by number (preferred candidate is number 1) or vote for no award, and shall return a second ballot by mail, fax or email to the committee chair.
  - (6) The committee chair shall total the numbers given to each candidate. The committee should discuss the list, as ranked, with the chair and, at the committee's discretion, former chairs or selectively other members of the division. The committee should then select from the list no more than three recipients of the award. The committee chair will forward the list, no later than April 1, to the division chair for approval, with concurrence of the management board, after which the committee chair will forward the list to the division secretary.
  - (7) The committee chair will cause the appropriate plaque and brochure to be prepared and will make arrangement to present the award at the annual awards ceremony of the division. The division chair will send the name of each recipient to the executive director of the Society.
6. *Distinguished Lecturer Committee.* The three-member committee shall be composed of the current Birdsall-Dreiss Distinguished Lecturer and the two previous lecturers, each with a tenure of three years and overlapping terms to provide continuity. The earliest lecturer shall serve as chair, and the most recent past lecturer shall serve as coordinator for the lecture series.
  - a. *Tour Coordination.* The distinguished lecturer shall have the responsibility of arranging the tour in consultation with the coordinator. The tour shall be arranged and conducted within the overall budgetary limits indicated by the secretary-treasurer of the division. If the lecturer wishes, responses to institutional requests for visits may be received by the coordinator, who will, in discussion with the distinguished lecturer, develop a program for the tour. The tour shall be designed, to the greatest extent possible, to achieve a long-term balance among size, nature, and geographic distribution of host institutes. To help achieve such a balance, the coordinator shall provide the lecturer with a list of institutes visited by previous lecturers during the preceding five years.
  - b. *Selection of Distinguished Lecturer.* The three members shall nominate the distinguished lecturer for the following year before March 1 or by an alternate date to be specified by the secretary of the division. The committee chair shall transmit the name of the nominee to the chair of the Hydrogeology Division for approval, with concurrence of the management board.
7. *Other Committees and Positions.* Chairs of other committees may be appointed by the chair of the management board with the concurrence of the management board. Recommendations for appointment of members of other committees will be the responsibility of the committee chair, subject to approval Hydrogeology Division chair, with the concurrence of the management board.

- a. *Archivist.* The division chair shall appoint an archivist of the division, whose term shall be one year and who may be reappointed for up to five terms.
  - b. *Newsletter Editor.* The division chair shall appoint an editor for the newsletter of the division, whose term shall be one year and who may be reappointed for up to five terms.
8. *Responsibility.* Reports, recommendations, or other actions by appointed committees, other than the nominating committee, shall be subject to the approval of the management board. After such approval, the Secretary-treasurer of the division shall report appropriately to the executive director of the Society if the attention or action of the Council is required. Appointed committees shall present annual reports which shall be summarized in the annual report of the management board.
9. *Tenure.* Committee appointments shall expire at the close of the next annual meeting of the division, unless otherwise specified. Committee members may be reappointed for up to three consecutive years. The archivist and newsletter editor may be reappointed for up to five consecutive years.
10. *Vacancies.* If a member of a permanent committee is incapacitated, resigns, or is otherwise unable to serve or complete their term of office, then the chair of the division, with the approval of a majority of the management board, shall either (1) appoint a replacement to serve the remainder of the normal expected term of office of such committee member, (2) appoint an interim replacement until the committee member is able to resume their duties, or (3) transfer the duties and voting privileges of such Committee member to the chair or past-chair of the management board. If a member of any other, non-permanent, committee is incapacitated, resigns, or is otherwise unable to serve or complete their term of office, then the position vacated may be filled by the chair of that committee or left vacant if deemed noncritical.
11. *Amendment.* These Rules and Regulations may be amended by a majority vote of the management board, or by a majority vote of division members present at the annual business meeting of the division, as stated in Article VIII of the bylaws. The date of adoption of the revisions shall be so indicated in the heading of the revised Rules and Regulations. Subsequent to passage of any amendments, copies of the revised Rules and Regulations shall be mailed to all committee chairs and a notice summarizing the revisions shall be printed in the next issue of the newsletter of the division.