



BYLAWS

I. Name:

The name of this organization will be the Highway Geology Symposium.

II. Objective:

The objective of the Steering Committee will be to plan and promote the Highway Geology Symposium. The objective of the Symposium will be to disseminate information on the potential contributions of the science of geology and geotechnics to the practice of transportation engineering. The group is national in scope and is free to hold meeting anywhere in the United States.

III. Membership:

1. The membership of the Steering Committee will consist of representatives from the fields of geology and engineering. The number of members will be determined by the Steering Committee.
2. Members of the Steering Committee shall be elected for a term of three years.
3. A representative of the host institution for the Symposium shall act as Chairman of Local Arrangements and be a member of the Steering Committee for that year.

IV. Officers:

1. The officers of the Steering committee will consist of a Chairman, Vice-Chairman, Secretary, and Treasurer.
2. The offices, except Treasurer, will be elected by the Steering Committee for a term of two years. Immediately *following* the election of the Steering Committee officers, the Chairman will appoint a Treasurer to serve a two-year term of office.
3. The officers, except Treasurer, can serve only two consecutive terms (4 years) at the same office.

V. Duties of Officers:

Chairman

1. Preside over the business meeting of the Steering Committee.

2. Conduct other Symposium business as necessary between meetings.
3. Appoint officers and/or steering Committee Members for any unexpired term with the approval of the Steering Committee.
4. Appoint committees as necessary to maintain the functions of the Symposium.

Vice-Chairman

1. Assume the responsibilities of Chairman in his absence.

Secretary

1. Prepare the Minutes of the Steering Committee Meeting.
2. Maintain a mailing roster of the Geologists, Engineers, and other interested persons or organizations who are to receive announcements and information on the Symposium.

Treasurer

1. Maintain copies and be responsible for the sale of old proceedings.
2. Establish and maintain a checking account.
3. Keep financial records of all transactions for the Symposium.
4. Prepare a financial statement for presentation at the Steering Committee Meeting.

VI. Business Meeting:

1. There will be one business meeting of the Steering Committee per year. This meeting will be held in conjunction with the annual Symposium.
2. Other meetings will be on the call of the Chairman.

VII. Annual Symposia:

1. There will be one technical meeting each year at the time and for the duration to be decided by the Steering Committee.
2. The location of the meeting will be decided by the Steering Committee, and will be selected so as to best serve the objectives of the Symposia. The Steering Committee will designate the location for the next Symposium at the close of the immediate preceding Symposium.
3. The Chairman of Local Arrangements of the host state institutions will circulate the initial notice of the Annual Symposium, no later than six months prior to the meeting.
4. Proceedings will be published in a form approved by the Steering Committee.
5. The Steering Committee will cooperate in every possible way with the Chairman of Local Arrangements in suggesting qualified speakers.
6. The Treasurer will be furnished with two proceedings from the Host State. The Host State will be responsible for the sale of their proceedings.

VIII. Medallion Award:

1. The Chairman shall appoint a committee of three from the Steering Committee to select a recipient from nominations made by the Steering Committee Members. A majority of the votes by the Medallion Committee will be necessary for a selection.
2. Awards shall be based on outstanding service to the organization.
3. The award will be presented at the Symposium Banquet.
4. Previous awards recipients will be listed in the proceedings of the Symposium.
5. Responsible for the custody and preparation of the Medallion Award.

IX. Emeritus Members:

Past members of the Steering committee who have provided outstanding service to the organization but now have retired and are no longer active in the organization are eligible to become an Emeritus Member. The Emeritus Member Committee will provide the Steering Committee with nominees for this honor. Nominations may be received from the floor at the Steering Committee Meeting. A majority vote of those members present at the Steering Committee Meeting will be necessary for the selection. The Emeritus Members shall be listed in the Annual Symposium Proceedings by name, title, affiliation, and number of active years with the HGS.

X. Proxy:

If a Steering Committee Member cannot attend and wants to have a proxy, this request should be submitted to the Chairman prior to the meeting. The Chairman shall review the request and notify the member in writing as to the decision. The proxy shall be extended all the responsibilities and privileges of a member. The Steering Committee Member using the proxy will not receive credit for attending the meeting.

XI. Amendments:

These Bylaws may be amended by a vote of a majority of the Steering Committee present.

XII. Effective Date:

These Bylaws, including all amendments, were effective as of May 21, 1999.