

Highway Geology Symposium By-Laws

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 HGS. The objective of the HGS 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 international in scope and is free to hold meeting anywhere in the United States.

III. Membership:

1. The membership of the Steering Committee consists of practitioners from the fields of geology and engineering. The number of members will be determined by the Steering Committee. Elected Steering Committee members shall serve for a three-year term.
2. Existing members whose term will expire before the next meeting shall be elected by a majority of the Steering Committee members present. In case a member has not been active, i.e., (missed three consecutive meetings), they shall be contacted by the Chairman prior to the meeting to determine their interest in remaining a member.
3. New prospective steering committee members shall submit an application to the Chairman. The Chairman will present the applications to the Steering Committee members prior to the next meeting for consideration. A majority of the Steering Committee members present will be required for election of the proposed new member.
4. A representative of the host institution for the HGS shall act as Chairman of Local Arrangements and be a member of the Steering Committee for that year.

IV. Officers:

The Officers of the Steering Committee will consist of a Chairman, Vice-Chairman, Secretary, and Treasurer.

The Officers, except Treasurer, shall be elected by a majority of the Steering Committee members present for a term of two years. A Nominating Committee, appointed by the Chairman, shall present a slate of candidates for office prior to the meeting in which the elections are to be held. Nominations will also be taken from the floor at the time of the election. Newly elected Officers will assume their positions at the beginning of the next HGS after the election.

The newly elected Chairman shall appoint a Treasurer to serve a two-year term immediately following the election of the Steering Committee Officers. This action must be approved by a majority of the Steering Committee members present. In the past the Treasurer has been a Steering Committee member from North Carolina as a matter of convenience in lieu of moving the money around the country every time the Treasurer changes. The money has been deposited in the NC State Employees Credit Union since 1982.

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 HGS business as necessary between meetings.
3. Appoint Officers and/or Steering Committee members for any unexpired term with the approval of a majority the Steering Committee members.
4. Appoint Committees as necessary to maintain the functions of the HGS.
5. Appoint a Treasurer, immediately following the election of Officers, to serve a two year term. This action must be approved by a majority of the Steering Committee members present.

Vice-Chairman

1. Assume the responsibilities of Chairman in his/her 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 which receive announcements and information on the HGS.

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 an annual financial statement for presentation at the Steering Committee Meeting.
5. Arrange for CPA specializing in tax exempt organizations for the yearly tax report to IRS. Any IRS inquires shall be presented to the Steering Committee members.
6. Any expenditure other than normal for operating the HGS shall be reported to the Chairman for action. A majority of the National Steering Committee members is necessary prior to approval.

VI. Business Meeting:

There will be one business meeting of the Steering Committee per year. This meeting will be held in conjunction with the annual Symposium.

VII. Annual Symposia:

1. There will be one technical meeting each year at the time, location, and for the duration to be decided by the Chairman of Local Arrangements and approved by the Steering Committee members.
2. A member of the Steering Committee will announce the next location of the HGS at the close of the HGS; however, potential locations will be listed on the HGS web site as soon as they are known.
3. The Chairman of Local Arrangements of the host institutions will circulate the initial notice of the HGS, no later than six months prior to the meeting.
4. Technical papers will be reviewed by National Steering Committee members who serve on a Paper Review Committee. A chairman will be appointed for this committee and will be responsible for tracking the review progress of the papers. This committee chair will work with the host committee during the abstract selection and paper review process for inclusion of presentations and papers in the proceedings. The final version of the abstracts and papers will be submitted to the Local Committee hosting the HGS one (1) month prior to the beginning of the conference.
5. Proceedings will be published in a form approved by the Steering Committee. Electronic publication of the proceedings should be available prior to the symposium or no later than three months after the symposium.
6. The Steering Committee will cooperate in every possible way with the Chairman of Local Arrangements in suggesting qualified speakers.
7. The Chairman of Local Arrangements should send the Treasurer an electronic version of the proceedings in pdf format to sell.

VIII. Medallion Award:

1. The Chairman shall appoint a Medallion Committee to select a recipient from nominations made by Steering Committee members. A majority of the votes by the Steering 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 HGS Banquet.
4. Previous awards recipients will be listed in the proceedings of the HGS.
5. The Medallion Award Committee shall be responsible for the custody and preparation of the Medallion Award.

IX. Young Authors Award:

A young author's award (participant of the age of 35 years or younger in the year of the HGS) will be presented based on the technical merits of the papers received. The papers will be reviewed by members of the National Steering Committee who serve on the National Young Authors Committee and the final paper rankings provided to the Local Committee hosting the HGS. The Review Committee will determine how many awards will be awarded for that particular year and there is no guarantee that an award will be made if the papers do not meet exceptions. Refer to the HGS website for a link under the Main Menu.

X. 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 members with nominees for this honor. Nominations may be received from the floor at the Steering Committee Meeting. A majority vote of Steering Committee members will be necessary for the selection. The Emeritus Members shall be listed in the Annual Symposium Proceedings by name. If Emeritus Members desire to attend the HGS, registration will be required but fees will be waived.

XI. 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 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.

XII. Electronic Vote:

The Chairman may elect to submit proposals by electronic means for a vote.

XIII. Amendments:

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

XIV. Effective Date:

These By-Laws including all amendments were effective as of July 7, 2014.