



AAPG

Advancing the World of Petroleum Geosciences

AAPG House of Delegates Handbook

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Delegate Job Description and Responsibilities

Delegates are the elected voice of the AAPG membership. Delegates serve for a term of three years. Any Delegate elected as a House Officer during the last year of that Delegate's term automatically becomes a voting At-Large Member of the House for the term as Officer.

Delegates have two principal areas of responsibility to the Association, legislative and membership. Before agreeing to stand as a candidate for election or appointment to the HoD, individuals should be aware of the responsibilities and expectations of a Delegate, and agree to meet them

Legislative Responsibilities

The House of Delegates is the legislative branch of the Association. To carry out the duties of a Delegate, the Delegate must be familiar with the Rules and Procedures of the House of Delegates and with the Constitution and Bylaws of the Association. The Delegate should be knowledgeable of the Association's current policies and programs as well as the Associations current 3-year plan.

Prior to any vote on legislative issues, the Delegate should make every effort to solicit the opinions of the members in their section or region. As the elected representative of the members, it is the Delegates responsibility to represent the member's interests and wishes to the best of their ability. Likewise, the Delegates should make every effort to communicate to the members the vision and intent of the Association leadership in regard to the proposed legislation.

Legislative issues are voted on at the House of Delegates meeting held in conjunction with the Association's annual meeting. The Delegate should be present at each House meeting and vote upon all Association business that comes before the House. If unable to attend, the Delegate shall inform AAPG as soon as possible, but no later than 15 days prior to the meeting of the House. Delegates that fail to attend the annual HoD meeting, and who have not notified AAPG that they were unable to attend may be removed as a delegate at the discretion of the Chairman of the HoD.

Membership Responsibilities

The Association cannot exist without qualified members, and for the Association to be viable, between 5 and 10% of those members must be actively engaged in helping the Association conduct its affairs. With this in mind, Delegates have three membership responsibilities; recruitment of members, reviewing Member applicant qualifications, and encouragement of members to be active in serving the Association.

Membership Recruitment: Delegates shall actively solicit applications from eligible geoscientists and those in related fields for membership in the Association. To achieve this aim, Delegates are encouraged to periodically introduce themselves at local affiliated society meetings and invite those in attendance who are not members to join. For those in attendance who are members, they should be encouraged to join the Divisions.

In that students represent the future of the Association, at least once a year Delegates should visit nearby geology departments, especially those with AAPG Student Chapters to visit with geoscience students and inform them of the benefits of becoming members of the Association, and just as important, the value of retaining that membership after they graduate.

Review of Applicant Qualifications: Delegates may be asked to review applications for Member submitted from their Society or Region area. It is essential that all Delegates conduct these applicant reviews to the same standard. The Delegate will be provided the applicants information/application, as well as name and contact information of their sponsor. The Delegate shall review the applicant's information, and determine, to the best of their ability, that the applicant's education, professional experience, and professional/ethical standards meet the qualifications of membership in the Association.

Volunteer Pipeline: AAPG is a volunteer-based Association. Volunteers are needed to serve on committees and to give talks or short courses. Without an active base of volunteers, AAPG will cease to be a viable organization. As such, soliciting AAPG members to actively serve the Association is an essential Delegate responsibility.

It is recommended that Delegates meet and get to know the Young Professionals in their Section or Region and encourage them to become involved. When attending affiliates society events or conventions, Delegates should look for individuals to recruit to serve on committees.

Membership Categories and Qualifications

Member

Applicants for Member must hold at least a bachelor's degree in a geological (or related) science and a minimum of one years experience in the professional practice or teaching of geology. Degree waivers may be granted by the AAPG Executive Committee provided the applicant has attained adequate standing in the profession.

Emeritus Membership:

Any Member in good standing may contact the Executive Director to request Emeritus status after having reached these milestones:

- age sixty-five (65)
- having been a member of the AAPG for a total of 30 years (regardless of classification), including military service time

Emeritus members pay fifty percent (50%) of Member dues, and are entitled to all privileges and advantages of Member.

Associate Membership:

Any person not qualified for another class of membership may apply for Associate membership in AAPG. **Persons qualified for Member, rather than Associate, will be advised of their eligibility and bylaw stipulation for appropriate classification; AAPG HQ staff will assist the applicant in obtaining the (one) required sponsor and process the application for Member status.**

Student Membership:

Any student majoring in geology or in a field of study related to, or associated with, geology at a college of acceptable academic standards may apply for Student Membership.

House of Delegates Organization

House Leadership

Chair of the House

The Chair of the House is responsible for

- 1) Serving on the Executive Committee of the Association as a liaison of the membership and the House
- 2) assigning committee chairs for the various standing and ad hoc committees in the House
- 3) working with the House leadership to advance the Association's agenda, as approved by the Executive Committee
- 4) communicating the goals and agenda of the Association to the membership
- 5) convening a mid-year meeting of the House leadership
- 6) conducting the annual House of Delegates meeting

Secretary-Editor

The Secretary-Editor is responsible for

- 1) Assisting the Chair of the House to achieve his / her responsibilities, especially those associated with communication to the membership
- 2) Publishing the House's quarterly newsletter, the Delegate's Voice

Chair-elect

The Chair elect is responsible for

- 1) Assisting the Chair of the House to achieve his / her responsibilities
- 2) Developing the budget for the fiscal year he or she will serve as Chair

Committee Chairs

Committee chairs are responsible for

- 1) Assembling their committee and communicating to them their responsibilities
- 2) Setting and meeting the goals and action items for that committee
- 3) Presenting a committee report to the House at the annual meeting

Society and Region Leadership

All U.S. societies and international regions shall have delegate representation. Societies and Regions are eligible to have one delegate for each 70 members, and or greater thereof. For example, a society or region with 190 members can elect 3 delegates.

Standing Committees

Nomination and Election Committee

The Nomination and Election Committee is tasked with finding and vetting candidates to run for House of Delegates office. Delegates appointed to the Nomination and Election Committee should refer to the Rules and Procedures of the House of Delegates Article III, Section 1a.

Credentials Committee

The Credentials Committee will arrive early to prepare for the welcoming and credentials check of delegates for the annual HoD meeting. Candidates for HoD Leadership automatically serve on the Credentials Committee. Delegates appointed to the Credentials Committee should refer to the Rules and Procedures of the House of Delegates Article III, Section 1b.

Rules and Procedures Committee

The Rules and Procedures Committee drafts all proposed changes to the House Rules and Procedures. . Delegates appointed to the Rules and Procedures Committee should refer to the Rules and Procedures of the House of Delegates Article III, Section 1c.

Constitution and Bylaws Committee

The Constitution and Bylaws Committee drafts and provide rationale in support of any proposed changes to the Constitution and Bylaws of the Association. Delegates appointed to the Constitution and Bylaws Committee should refer to the Rules and Procedures of the House of Delegates Article III, Section 1d.

Resolutions Committee

The Resolutions Committee reviews local societies for affiliation or disaffiliation with AAPG. Delegates appointed to the Resolutions Committee should refer to the Rules and Procedures of the House of Delegates Article III, Section 1e

Newsletter Committee

The Newsletter Committee is responsible for communicating to the Delegates through timely publication of the House newsletter, *The Delegates' Voice*. Delegates appointed to the Newsletter Committee should refer to the Rules and Procedures of the House of Delegates Article III, Section 1f

Honors and Awards Committee

The Honors and Awards Committee is responsible for nominating HoD Members to receive the various awards given by the House of Delegates. Delegates appointed to the honors and Awards Committee should refer to the Rules and Procedures of the House of Delegates Article III, Section 1g.

Minutes Approval Committee

The Minutes Approval Committee consists of the outgoing Secretary/Editor of the House, and the two candidates for Secretary/Editor. The Minutes and Approval Committee shall review and approve the minutes within 60 days following the annual meeting.