



AAPG

House of Delegates

AMERICAN ASSOCIATION OF PETROLEUM GEOLOGISTS RULES AND PROCEDURES OF THE HOUSE OF DELEGATES

PURPOSE

The Rules and Procedures of the House of Delegates shall serve as a guide to the House Officers and Delegates in their conduct of the legislative affairs of the Association.

TERMS AND DEFINITIONS

- **Association** refers to the AAPG
- **Member** is a full voting member of the Association.
- **HoD** stands for House of Delegates.
- **HoD Meeting** means any meeting of the House called to conduct legislative, policy or official business and replaces any reference to HoD Meeting.
- A **HoD member** is either a Delegate, Alternate Delegate, At-Large Delegate, or an Appointed Alternate Delegate.
- Any referral to '**year**' means fiscal year, July 1 to June 30, unless specifically stated otherwise.
- A **Delegate** is a Member who was elected or appointed from their Affiliated Society, Section, or Region. Societies with fewer than 70 Members may either elect or appoint one Delegate.
- A **Delegate's term** is three (fiscal) years beginning July 1 after their election or appointment.
- An **Alternate Delegate** (or Alternate) is a Member who did not receive enough votes from their election. An Alternate's term is three (fiscal) years following the election.
- An **Alternate** who advances to Delegate serves the remaining term of their predecessor.
- An **At-Large Delegate** is anyone who has been a Past-Chair of the House or a Past President of the Association. It is a non-voting position.
- **Delegates and Alternates** may only stand for re-election in the final year of their term.

- **Delegate or Alternate** must maintain standing as a Member. A lapse in Association membership terminates a Delegate's or Alternate's status.
- An **Appointed Alternate Delegate** are those appointed by the Society President or Foreman to temporarily fill vacancies for a specific official HoD Meeting. They may be selected, in no particular order, from Alternate Delegates, At-Large Delegates and Members in good standing that are affiliated with that Society. Their names must be submitted at least 15-days in advance of the Meeting for which they have been appointed. Their term is for the Meeting for which they have been appointed. (*Bylaws Article VI, Section C*)
- **Delegates Voice:** Any reference to the Newsletter includes but is not limited to the *Delegates Voice*.

I DELEGATE DUTIES

- A. Read AAPG's Constitution and Bylaws and have a thorough understanding of Article VI, Section 4, "Duties of Delegates" of the Bylaws (included in Appendix 1 of this document).
- B. Delegates must keep their contact information current on the AAPG.org webpage and provide any changes to the HoD Chair and HoD Secretary/Editor.
- C. Timely Communication
 - 1. Delegates must respond to communications from House Leadership and Committee Chairs regarding HOD business in a timely manner.
 - 2. A Delegate who does not respond to HOD business communications after thirty (30) days, four emails and two phone calls, may be removed by the HoD Chair. Email and phone records shall be documented and archived.
 - 3. The Chair will then remove the Delegate and send the Affiliated Society and/or Section and/or Region President a request for a new Delegate.
- D. Membership Growth
 - 1. All Delegates will work to maintain and grow membership with alacrity:
 - a. Actively solicit applications from eligible geoscientists for membership in the Association,
 - b. Work to retain existing members,
 - c. Participate in membership renewal drives,
 - d. Support other membership events.
- E. Service on Committees
 - 1. Endeavor to actively serve on HoD Committees.
- F. Delegates will assist AAPG Staff and the Governance Executive.
 - 1. Delegates help find qualified Members to serve in the House of Delegates.
 - 2. Delegates must respond promptly to the staff's requests for assistance.

II. OFFICER DUTIES

72 A. The HoD Chair Duties:

- 73 1. Hold meetings of the HoD Leadership Team regularly (preferably at least
74 monthly) during their term of service.
- 75 a. HoD Leadership Team consists of:
- 76 i. HoD Officers
 - 77 ii. Membership Committee Chair
 - 78 iii. Nominations and Election Committee Chair
 - 79 iv. Honors and Awards Committee Chair
 - 80 v. Constitution and Bylaws Committee Chair
 - 81 vi. Rules and Procedures Committee Chair
 - 82 vii. Credentials Committee Chair
 - 83 viii. HoD Past-Chair
- 84 2. Identify Chairs of all standing committees and notify HoD members and the
85 AAPG Executive Director of these appointments by September 15.
- 86 3. Provide the Constitution and Bylaws Committee Chair with proposed
87 amendments submitted by the AAPG Executive Committee, by a special
88 committee appointed by the AAPG President, or by petition of any fifty
89 Members of AAPG.
- 90 4. Schedule and preside over at least one Meeting of the House of Delegates
91 during their term of service. Preside over debate and voting as outlined in
92 Rules and Procedures *Section IV. MEETINGS, C. Debate and Voting*.
- 93 5. Distribute proposed agenda for House of Delegates' Meetings at least 35
94 days before the Meeting.
- 95 6. Vote on Honors and Awards nominees.
- 96 7. Present the Nomination and Election Committee report from the previous
97 election to the current Nomination and Election Committee.
- 98 8. Receive credentials of an attested roll of delegates, alternate delegates, and
99 appointed alternate delegates.
- 100 9. Inform affiliated societies if they are risking disaffiliation and encourage their
101 participation and involvement.
- 102 10. Receive and investigate allegations of AAPG Election Campaign Policy
103 violations.
- 104 11. Receive ethics complaints from Delegates about Delegates, and appoint a
105 complaint review panel, following *Section VI. PROFESSIONAL CONDUCT*
106 *AND DISCIPLINE* of this document.
- 107 12. Convene an ethics appeal panel, if required, following *Section VI*
108 *PROFESSIONAL CONDUCT AND DISCIPLINE* of this document.

109 B. The HoD Chair-Elect Duties:

- 110 1. Attend scheduled Leadership Team meetings.

2. Hold HoD Leadership Team meetings when requested by HoD Chair.
3. Prepare a HoD budget for the fiscal year he or she will serve as Chair.
4. Vote on Honors and Awards nominees.
5. Receive the yearly report from the Nomination and Election Committee.
6. Receive and investigate allegations of AAPG Election Campaign Policy violations.

C. The HoD Secretary/Editor Duties:

1. Attend scheduled Leadership Team meetings.
2. Compile, edit, and publish a newsletter, Delegates' Voice, at least twice and up to six issues each fiscal year. Chair the Newsletter Committee if one is convened.
3. Review and approve the minutes of the House of Delegates Meetings within 60 days of the Meetings.
4. Vote on Honors and Awards nominees.
5. Receive and investigate allegations of AAPG Election Campaign Policy violations.

III MEMBERSHIP AND OFFICERS

- A. By June 30 of each year, Region and Section officers shall notify AAPG headquarters of the names of elected delegates, alternate delegates and unsuccessful candidates in order of total number of votes.
- B. The number and allocation of delegates shall be determined as of November 30 membership numbers.
- C. Candidates for officer positions shall be proposed by the Nomination and Election Committee or nominated by petition of 25 delegates at least 10 days prior to the date of the election. When there are more than two candidates for an office, preferential voting shall apply.
- D. Candidates for Chair-Elect shall abide by the principles outlined in the Election Campaign Policy as adopted by the AAPG Executive Committee. The officers of the House shall receive and investigate allegations of election policy violation. The Chair of the House of Delegates shall be obliged to inform the House prior to election voting of any violations of the Election Campaign Policy.
- E. The Chair-Elect shall prepare a House budget for the fiscal year that he or she will serve as Chair. This budget shall be presented to the Executive Committee for consideration at its first meeting of the fiscal year.

IV. MEETINGS

A. Time

The HoD Meeting of the House shall be held in accordance with the Bylaws of the Association. The Meeting shall be scheduled by the Chair of the House, in

coordination with the Executive Committee, and proper notice published in the Bulletin or by other suitable means. Other meetings of the House of Delegates may be called by the Chair of the House upon 30 days' notice to all Affiliated Societies and to all delegates.

B. Agenda

1. The proposed agenda for any Meeting shall be established by the Chair and distributed to the delegates at least 35 days before the date set for the Meeting.
2. Reports for the Meeting shall be submitted in writing in sufficient time prior to the Meeting to be distributed to the delegates at least 35 days before the date set for the Meeting. Minority reports, if any, from all standing House committees shall be heard. In case of a tie vote within a committee, the Chair's report shall be considered the majority report.

C. Debate and Voting

1. Voting shall be by electronic keypad, or other means, as costs allow. All responses shall be kept anonymous.
2. Debate on Bylaws amendments shall be for 30 minutes. When the time expires, if there are still delegates waiting to speak, the Chair will take an automatic vote to extend debate in 10-minute increments.
3. When recognized, those granted the right to speak may speak for up to two minutes. No speaker may speak twice on the same motion unless all willing speakers have had the opportunity to have their statement heard.
4. So far as possible, the Chair shall alternate "pro" and "con" when recognizing speakers.

D. Virtual Meeting Quorum Determination

The quorum will be verified at the beginning of each virtual Meeting. Once a quorum is established, it shall be the quorum in effect until the adjournment of the Meeting.

V. COMMITTEES AND THEIR DUTIES

A. The AAPG HoD shall have standing committees, and ad hoc committees as deemed necessary by the Chair, to accomplish the goals of the house. Except as otherwise provided in these Rules and Procedures, the Chair shall appoint qualified Delegates or Past Chairs of the HoD to serve on committees.

1. A member of a committee may be removed by a three-quarter vote of the current Chair, Chair-Elect, Secretary/Editor and immediate Past Chair.
2. The HoD Chair must identify Chairs of all standing committees and notify the HoD members and the AAPG Executive Director of these appointments by September 15.

- 187 a. Standing Committees are Membership Committee, Nominations and
188 Elections Committee, Honors and Awards Committee, Constitution and
189 Bylaws Committee, and Rules and Procedures Committee.
- 190 3. If the HoD Chair does not form the standing committees by September 15
191 each year, AAPG's Governance Executive or AAPG's Executive Director will,
192 within ten (10) business days, notify the Chair that they have been removed
193 and will change the Chair-Elect's title to "Chair" and announce the changes.
- 194 a. The Executive Director may elect to make a reasonable extension for
195 extreme hardship, but only if a written request is provided to the Executive
196 Director and the HoD Chair-Elect and Secretary/Editor no later than
197 September 15.
- 198 4. The removed Chair will have no further authority in the House and receive no
199 benefits that customarily accrue to former House Chairs.
- 200 B. Affiliated Society Committee – The affiliated society committee shall be
201 responsible for directing the following disaffiliation procedures:
- 202 1. If an affiliated society fails to send a representative to the HoD Meeting for two
203 consecutive years, the Chair of HoD shall inform the affiliated society
204 Committee Chair. The affiliated society committee shall then attempt to
205 contact the leadership and members of that society to encourage participation
206 and to determine if the society is inactive.
- 207 2. If, after six months from the initial contact effort by the affiliated society
208 committee, the committee finds that no progress is being made to reactivate
209 the society, the committee shall inform the Chair of the HoD. The HoD Chair
210 shall send three letters – (1) to the affiliated society president to encourage its
211 participation, (2) to the appropriate section president to request its
212 involvement, and (3) to the Members within the jurisdiction of that society – to
213 advise them that they are not represented and to invite their attention to this
214 matter.
- 215 3. If a third HoD Meeting occurs without a representative delegate, then a letter
216 from the Committee shall be sent to the members of the affiliate society
217 requesting that they elect to affiliate with an active society within six months,
218 or AAPG headquarters shall automatically assign them to a nearby active
219 society. The original society shall then be placed in "INACTIVE" status.
- 220 4. If after two years the Society remains in "INACTIVE" status, a resolution shall
221 be proposed to the HoD by this Committee to disaffiliate the Society.
- 222 C. Constitution and Bylaws Committee – The Constitution and Bylaws Committee
223 shall report to the House of Delegates at the HoD Meeting proposed
224 amendments to the Constitution and Bylaws generated by the committee or
225 otherwise proposed in accordance with the Bylaws, including the purpose,
226 function and significance of such amendments. Such proposals must be
227 submitted at least 90 days prior to the HoD Meeting to the Chair of the House for
228 placement on the agenda. Members of this committee shall serve staggered two-
229 year terms.

230 D. Credentials Committee – The credentials committee shall submit to the Chair an
231 attested roll of delegates, alternate delegates and appointed alternate delegates
232 who are qualified. Officers of the House may not serve on this committee. In the
233 event of a dispute over credentials, the committee shall report to the House its
234 reason for withholding accreditation, after which the designating society and the
235 nominated delegate or alternate may report reasons to support accreditation of
236 the delegate. The House shall vote whether to uphold the committee
237 determination.

238 E. Honors and Awards Committee – The Honors and Awards Committee shall
239 consist of one member from each Region and Section. The Committee Chair
240 shall be appointed from among the members. The members and the Committee
241 Chair shall serve staggered two-year terms. Only candidates selected by this
242 committee may receive awards. If a committee member position becomes vacant
243 prior to work being completed on the committee, the House of Delegates
244 leadership shall fill the vacancy from that Section or Region.

245 The Honors and Awards Committee is responsible for both HoD and Association
246 (AAPG) honors and awards. The Committee may choose to divide the HoD
247 portion and the Association portion of Honors and Awards into two separate sub-
248 committees and each sub-committee may have different subcommittee
249 members.

250 1. Honors and Awards for the House of Delegates

251 Each year the committee shall submit a confidential report to the Chair-Elect
252 listing the individuals considered that year for an award but were unavailable
253 or ineligible for such award. The report shall be provided by the Chair-Elect to
254 the honors and awards committee serving during his or her term of office;
255 provided, however, that the report shall, at all times, be kept confidential.
256 Each award is subject to approval by majority vote of the Chair, Chair-Elect
257 and the Secretary/Editor.

258 The Honors and Awards Committee shall forward names of all nominations to
259 the Chair of the House of Delegates for consideration by October 31 of each
260 year as the recipient of the following:

- 261 a. Honorary Member of the House – The highest award of the House,
262 presented at the HoD Meeting in recognition of a record of consistent,
263 dedicated and exemplary service to the House of Delegates through
264 committee work and officer service (not required). Annual presentation is
265 not required and there shall be no limitation of the number of annual
266 recipients. Past recipients shall be invited to and publicly recognized at the
267 HoD Meeting.
- 268 b. Distinguished Member of the House – Presented in recognition of the
269 unique or exemplary service to the House through committee work.
270 Charring of committees and service as an officer will be considered but not
271 required. Annual presentation is not required and there shall be no
272 limitation of the number of annual recipients.

- 273 c. House Recognition of Service – Presented yearly to the outgoing Chair of
274 the House of Delegates and Secretary/Editor at the end of their term of
275 office.

276 The Distinguished Member of the House and Honorary Member of the
277 House awards shall be presented at the award ceremony at the AAPG
278 Annual Meeting. Presentation of the House Recognition of Service awards
279 will be presented following the end of the fiscal year in which they served.

- 280 d. Rules and Procedures for Granting HoD Awards

- 281 i. All awards shall be given only to recognize persons for their service to
282 the house of delegates.
283 ii. Current membership in the House of Delegates is not required.
284 iii. The Honors and Awards Committee shall prepare the title, description
285 of and qualifications for any new award proposed by the committee to
286 be established and shall forward the same to the rules and procedures
287 committee. All awards will be presented in the year following the year
288 the award is established.
289 iv. All awards shall be established by amendment to these rules and
290 procedures.
291 v. No Honors and Awards Committee member shall receive an award
292 while serving on that committee.
293 vi. No AAPG Member shall receive more than one House award in any
294 one year. A Member being voted two or more such awards in the same
295 year shall retain the highest award and relinquish the lower one(s). The
296 award ranking shall be 1) Honorary Member and 2) Distinguished
297 Member of the House. This shall not preclude that member from
298 receiving one or more of the other awards later. No current holder of or
299 candidate for any AAPG office, no current holder of or candidate for
300 any HoD office, no immediate Past Chair of the HoD, no President or
301 candidate for President of any AAPG Division, and no candidate and/or
302 current voting member serving on the Advisory Council may be
303 nominated for an HoD award except an HoD Recognition of Service
304 Award.

305 2. Honors and Awards for the Association

306 The committee will review and recommend Association honors and awards
307 nominations as per the "*Honors and Awards Guidelines*" document to the
308 Association Executive Committee. The Committee will actively seek input
309 from the Division Leadership for Honors & Awards nominations.

- 310 F. Membership Committee – The Membership Committee shall recruit new
311 members to AAPG and work to retain existing members, following directives from
312 the HoD and the AAPG Executive Committee related to membership and working
313 with AAPG staff on initiatives pertaining to membership.

- 314 G. Minutes Approval Committee – The Minutes Approval Committee shall consist of
315 the outgoing Secretary/Editor as Chair, and the Secretary/Editor-Elect. The

minutes' approval committee shall review and approve the minutes within 60 days following the HoD Meeting.

H. Newsletter Committee – There must be at least two and typically up to six newsletter issues in each fiscal year of AAPG. The elected HoD Secretary/Editor shall serve as Editor of the newsletter and be responsible for its content and timely dissemination.

1. A Newsletter Committee may be formed annually at the discretion of the House leadership. The Committee will be Chaired by the Secretary/Editor. If the Committee is not formed, the Secretary/Editor maintains sole responsibility for publishing of the newsletter(s).
2. Delegates may submit newsletter articles to the Secretary/Editor for publication any time during the year. Any submissions less than 21 days prior to an HoD Meeting may not be published in that newsletter and will be in the following newsletter.
3. The Secretary/Editor will make a good faith effort to seek editorial input from Delegates and to produce a Newsletter in advance of any HoD Meeting. The Newsletter should be prepared ahead of any HoD Meeting to inform Delegates of the issues being brought before that Meeting.

I. Nomination and Election Committee– The Nomination and Election Committee shall be composed of one member from each Region and Section. The members including a Chair shall be appointed for one-year terms. If a committee member position becomes vacant prior to work being completed on the committee, the House of Delegates leadership shall fill the vacancy from that Section or Region.

The Nominations Committee is responsible for both HoD and Association (AAPG) candidates for officer elections. The Committee may choose to divide the HoD portion and the Association portion of Nominations into two separate sub-committees and each sub-committee may have different subcommittee members.

1. Nominations for the House of Delegates.

This committee shall present to the HoD Meeting at least two nominees for each of the officers to be elected by the House of Delegates. Factual background data concerning each candidate shall be given to the Chair of the House of Delegates by September 30 of each year for publication in the Delegates' Voice. In addition to the above duties, this committee shall be responsible for the administration of the election at the HoD Meeting. No currently serving member of the Nomination and Election Committee shall be considered for nomination as a House of Delegates officer. Each year the committee shall submit a confidential report to the Chair-Elect listing each individual considered that year for nomination by the committee, but who was unavailable or ineligible for nomination, and the names of people not recommended for nomination. The report shall be provided by the Chair-Elect, upon his or her becoming Chair, to the Nomination and Election Committee serving during his or her term of office; provided, however, that

the report shall at all times be kept confidential.

2. Nominations for the Association

The committee will review and recommend Association officer nominations as per the “*nomination guidelines*” document to the Association Executive Committee for the following year. The Committee will actively seek input from the Divisions for potential candidate nominations

- J. Rules and Procedures Committee – The Rules and Procedures Committee shall review the rules and procedures of the House, review proposals for change, and make recommendations for changes in the rules and procedures. Such proposals shall be submitted to the Chair of the House at least 90 days prior to the HoD Meeting. The Chair of the House shall have the proposed changes checked for legal conformity, if necessary. All recommended changes that legally conform shall be disseminated to the delegates at least 60 days prior to the HoD Meeting and included in the agenda of such Meeting. Members of this committee shall serve staggered two-year terms.

VI. PROFESSIONAL CONDUCT AND DISCIPLINE

A. Professional Conduct

All members of the AAPG House of Delegates (HoD) shall be expected to fully adhere to the AAPG Code of Ethics and exhibit the highest standards of professionalism, ethics and integrity – whether during a meeting or any other activity related to AAPG business. Delegates found to have violated these standards shall be subject to disciplinary action in accordance with these rules, the parliamentary authority, and operational procedures for implementation.

Prohibited behavior shall include, but not be limited to:

1. Any form of harassment, including sexual harassment, bullying, cyber-bullying, etc.;
2. Failure to comply with the AAPG Code of Ethics, Bylaws, the parliamentary authority, or any other rules adopted by AAPG;
3. Engaging in conduct injurious to the good name of AAPG;
4. Personal attacks or intimidation of other delegates;
5. Misrepresentation of credentials;
6. Habitual use of alcohol, drugs or any substance that impairs competent and objective personal or professional conduct;
7. Discrimination with regard to race, gender, sexual orientation, nationality, creed, age or disability; or
8. The conviction or plea of guilty or nolo contendere to any felony or any misdemeanor involving moral turpitude.

B. Violations of Professional Conduct.

1. If the prohibited behavior occurs during a meeting the HoD may, by majority vote, order the delegate to be immediately removed from the meeting, following the procedures found in the parliamentary authority, *Robert's Rules of Order Newly Revised*.

2. If the prohibited behavior occurs outside of a meeting, a delegate may file a written complaint with the HoD Chair, who shall acknowledge the communication within five days of receipt, copying the executive director. Complaints against the HoD Chair shall be filed with the Chair-Elect, who shall then assume the role of Chair for this matter only until its conclusion.

C. Investigations

1. Within five business days of acknowledging receipt of the complaint, the HoD Chair shall appoint a complaint review panel composed of five members of the HoD. The complaint review panel shall then have 30 days to conduct a full, impartial and confidential investigation. All information collected during the investigation shall remain confidential.
2. The complaint review panel shall issue a written report of its findings regarding whether the complaint has merit and shall submit its report to the HoD Chair no later than 10 days following completion of the investigation.
3. If the complaint review panel reports that the complaint has no merit, the HoD Chair will notify all parties of the result and no further action will be taken. If the complaint review panel finds that the complaint has merit, the HoD Chair shall appoint a hearing panel of three different delegates. The materials from the complaint review panel shall be forwarded to the hearing panel, who shall also hold such information as confidential.

D. Hearing.

1. The hearing panel shall conduct a hearing on the complaint, which must commence no later than 60 days following receipt of the complaint review panel report.
2. The complainant and the accused shall be allowed to appear before the hearing panel to present evidence and answer questions as may be needed. The complainant and the accused may each be represented by legal counsel in their sole discretion. The hearing panel may request information from additional witnesses with knowledge of the matter.
3. Following the conclusion of the hearing, the hearing panel shall meet in closed session to deliberate and render a decision on whether the accused has violated AAPG rules as outlined in the complaint. If found not to be in violation of AAPG rules, the report shall be sent promptly to the HoD Chair and the matter shall be closed. If found to be in violation of AAPG rules, the hearing panel shall determine what penalties, if any, shall be ratified by the HoD. The final report of the hearing panel shall be submitted to the HoD Chair within five business days following the hearing.
4. The hearing panel may recommend any or all of the following penalties to the HoD:
 - a. Request the accused delegate to make a formal apology.
 - b. Censure the accused delegate, recording the censure motion in the minutes of the meeting.

- c. Require the accused delegate to pay a fine to reimburse reasonable costs incurred by AAPG; and/or
 - d. Suspend the delegate from the HoD for a specific period, not to exceed the current term.
5. The hearing panel, in its sole discretion, may also forward the complaint and information collected to the executive director for processing as per the AAPG Disciplinary Code.

E. Appeal.

1. The accused delegate may file a written appeal to the HoD Chair within 30 days of the delivery of the hearing panel report. If an appeal is not filed within the 30-day period, the determination of the hearing panel shall be final.
2. Upon receipt of a written appeal, the HoD Chair shall acknowledge receipt of the communication within five days and convene an appeal panel composed of the HoD Chair, Chair-Elect, Secretary/Editor and Constitution and Bylaws Committee Chair. The appeal panel shall examine all documentation on the matter and determine whether the process followed was fair and impartial, and whether the recommended penalty is appropriate. The appeal panel shall render a determination within 30 days after receiving the appeal. The determination of the appeal panel shall be final.

F. Imposition of Penalties.

1. If a penalty is recommended by the hearing panel and, if applicable, upheld on appeal, the HoD Chair shall put the question regarding ratification of the penalty to the delegates at their next meeting.
2. The HoD shall determine by majority vote whether to ratify the recommended penalty. It shall not deliberate anything related to the complaint except whether to ratify the recommended penalty.

VII. AMENDMENTS

Amendments to these Rules and Procedures may be made upon recommendation of the Rules and Procedures Committee in accordance with prescribed procedures with approval of a majority of the delegates present and voting.

VIII. EDITORIAL CORRECTIONS

The Rules and Procedures Committee is authorized to make necessary grammatical, typographical and numerical changes to the AAPG House of Delegates Rules and Procedures.

APPENDIX 1

from the AAPG BYLAWS

(this Appendix will automatically change if changed in the Bylaws)

ARTICLE VI – HOUSE OF DELEGATES

SECTION 4. Duties of Delegates

Delegates shall:

- Serve as representatives of the members in their society or region;
- Familiarize themselves with the Association's governing documents;
- Acquaint themselves with the Association's current policies and programs.
- Keep their alternates and the leaders of their society and region informed of the Association's program of activities, especially with regard to cooperative participation and service.
- Process requests from the executive committee for information regarding eligibility of applicants for membership in the Association.
- Function as local certification committee members and process requests from the board of certification for information regarding applicants for certification by the Association.
- Actively solicit applications from eligible geologists for membership in this Association; and
- Recognize the obligation to attend all meetings of the house of delegates during their terms, and to perform their duties to the best of their ability.

Rules and Procedures Revision History

- March 13, 2023
- December 5, 2025; proposed changes 1-7 with amendments adopted
 - All references to "House Annual Meeting" changed to "HoD Meeting"
 - All formal titles (such as Chair, Secretary, Meeting, etc.) capitalized.
- May 15, 2026; proposed changes 1-4 adopted
 - Paragraph numbering corrections made under Article VIII
 - Article V numbering corrected to match document format
 - Replaced bullets with outline numbering style for consistency except in Terms and Definitions under Article VIII