

*STATUTES AND BY-LAWS OF THE
INTERNATIONAL ASSOCIATION
OF GEOCHEMISTRY*

As amended and ratified, August 2010

THE INTERNATIONAL ASSOCIATION OF GEOCHEMISTRY

Outline of the Statutes and By-Laws

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**STATUTES AND BY-LAWS OF THE
INTERNATIONAL ASSOCIATION OF GEOCHEMISTRY (IAGC)**

Revision of July 2010

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I. Name, Objectives, and Classes of Membership

A. Name

The organization, founded on 8 May 1967, is presently known as the International Association of GeoChemistry (IAGC), hereafter shall be described as either “IAGC” or ‘the Association’. The word ‘geochemistry’, where used hereinafter, shall be understood always to mean geochemistry in its very broadest sense, *i.e.* the application of the techniques of analytical geochemistry to understanding the earth and solving problems in the space, earth, atmospheric, hydrological, environmental, biological and ecological, medical, forensic, and related sciences.

B. Objectives

The principal objective of the Association shall be to foster international cooperation in, and advancement of, the broad field of geochemistry and its application by:

1. Working with interested and appropriate groups to sponsor conferences, symposia, workshops, technical sessions, and other types of technical meetings related to geochemistry;
2. Sponsoring a world-class publication in the area of applied geochemistry;
3. Establishing official Association Working Groups to foster the study of specific areas of geochemistry that require, or would benefit from, international cooperation.
4. Contributing to geochemical education and encouraging the early career development of young geochemists.
5. Undertaking other activities to promote and advance the science of geochemistry.

C. Membership

1. Membership of the Association shall be of three (3) classes:
 - a. Individual Members: Individuals who (i) are interested in any aspect of applied geochemistry and can evidence at least university degree in a field of science, engineering, or mathematics or its equivalent and a general understanding of geochemistry, (ii) subscribe to the declared purposes of the Association, and (iii) who pay the regular Association dues, as specified in Part V, Section C of these Statutes and By-Laws.
 - b. Sustaining Members: Individuals meeting the criteria of Section C, Article 1 above, or organizations particularly interested in the Association and its work, and who make annual financial contributions that are substantially greater than the regular dues, as specified in Part V, Section C of these Statutes and By-Laws.
 - c. Life Members: Individuals meeting the criteria for IAGC membership, or organizations particularly interested in the Association and its work, and who make a one-time dues payment of 25 times the current annual dues.
2. Any Member may resign from IAGC by submitting a written resignation request to the Secretary. Membership terminates on the dissolution of IAGC or the death of a Member.

II. IAGC Administration

A. The IAGC Board of Directors

1. The IAGC Board of Directors, henceforth herein described as ‘the Board’, shall consist of fifteen (15) people: (i) the four (4) Association Officers who constitute the IAGC Executive Committee: President, Vice-President, Secretary, and Treasurer; (ii) the Immediate Past-President, and (iii) ten (10) Council Members (to be described herein henceforth as the ‘Council’), all of whom previously shall have been elected or appointed to their positions as described in these Statutes and By-Laws.
 - a. The Board shall be responsible for conducting the business, supervising the activities, and achieving the objectives of the Association.
 - b. The Board shall receive, review, and endorse the IAGC Annual Operating Report mandated in these Statutes and By-Laws.
 - c. The day-to-day responsibilities and duties of the members of the Board are provided in the IAGC Operational Handbook Appendix to these Statutes and By-Laws.
2. The IAGC Officers:
 - a. The President (see Section C below) and Vice-President (see Section D below) are appointed by a majority vote of the Council from a slate of candidates proposed by the Nominations Committee (see Part III, Section E below) and serve a 2-year term with full voting rights, except for the election of Officers.
 - b. The terms of office of the President, Vice-President, and Immediate Past-President shall be synchronous.
 - c. The President and Vice-President are not eligible for re-election to a second term in the same position.
 - d. The Treasurer (see Section E below) and Secretary (see Section F below) are appointed by a majority vote of the Council from a slate of candidates proposed by the Nominations Committee and serve a 4-year term as members of the Board, with full voting rights except for the election of Officers. The Secretary and Treasurer serve at the pleasure of the Board and may be elected to up to two (2) additional full, 4-year terms of office.
 - e. Council shall strive for a good geographic distribution in the residence of the Officers.
 - f. All Officers are expected to be highly active within the period of their appointment (i.e., discharge the duties and responsibilities and duties assigned to their position in a timely and professional manner, participate in discussion of matters brought before the Board for action, respond to messages from other Officers and the Council, vote on matters put before the Board for decision, etc.). Officers who become inactive for a period of more than six (6) months may be removed from office by a majority vote of the Board, but only after reasonable attempts have been made by the Secretary and President to reactivate the inactive Officer.
 - g. The Officers, by a three-quarters (3/4) majority vote, are empowered by the Board to take executive actions on behalf of the Board when there is not time to poll the entire Board, to act on financial matters that require an urgent decision or do not significantly affect the IAGC annual budget, to act on sensitive matters, and to act on minor matters over which polling the entire Board is not justified.
 - h. The President, speaking on behalf of the Officers, shall keep the Board informed of any executive actions taken in a reasonable, appropriate, and timely manner.
3. The IAGC Council:
 - a. The ten (10) Members of Council shall be on the basis of election by a majority vote of the Board from a slate of candidates proposed by the Nominations Committee and serve a 2-year term with full voting rights.
 - b. The terms of the Council Members shall be structured so that approximately half of the Council positions are newly elected every two (2) years (see Section II, Part B, Article 2 below).
 - c. In the selection of candidates for Council, a good-faith effort should be made by the Nominations Committee to ensure an equitable geographic distribution of Council Members. Under normal circumstances, it is expected that there will be at least two (2) Council Members nominated from the Middle East and Africa, Australasia, or Central/South America during each election cycle.
 - d. All members of the Council are expected to be active within the period of their appointment (i.e., participate in discussion of matters brought before the Board for action, respond to messages from the Secretary and President, vote on matters put before the Board for decision, etc.). Council Members who become inactive for a period of more than 6 months may be removed from office by a majority vote of

- e. Should a Council vacancy arise as the result of resignation or removal of an inactive Council Member more than twelve (12) months prior to the next biennial election, then the Nominations Committee shall bring forward a nomination for replacement to the Board for a vote within thirty (30) days of receiving the request to do so from the Secretary. The nominated candidate shall be elected by a majority vote of Council to fill the remaining Council term and will be eligible for an additional 2-year term of service. If a Council vacancy arises less than 12 months prior to the next biennial election, then the Council position shall remain vacant until the election.

4. Other Members of the Board:

- a. The Immediate Past-President (See Section H below) is an automatic member of the Board, with full voting rights, for the two (2) years following his/her term of office as President.
- b. The Journal Executive Editor (see section J below) is appointed by a majority vote of the Board and serves as an ex-officio Members of the Board, without voting rights while occupying this position.

B. Association Business

1. Insofar as possible, the general business of the Association, excluding the induction of new Officers and Council Members, shall be conducted by the Board under the direction of the President operating through the Secretary and the Business Office.
 - a. The normal procedure for conducting the day-to-day business of IAGC and communication amongst the members of the Board shall be via electronic mail.
 - b. Member votes contributing to the decisions taken by the Board, except during Association business meetings, shall be taken via electronic mail and shall be recorded by the Secretary and placed in the IAGC permanent records.
 - c. Time-sensitive issues that require rapid action may be addressed by an interim decision reached by a three-quarters majority vote of the Officers.
 - e. All such interim decisions regarding a significant financial matter shall subsequently be brought to the Board within a month for ratification by a majority vote. If not so ratified, such actions become automatically rescinded.
2. Association business will be recorded in the required annual reports required of the Secretary, Treasurer, Committee Chairs, Journal Executive Editor, Working Group Leaders, and Business Officer Manager and in the minutes of official IAGC business meetings. IAGC Officers and Committee Chairs should retain a record of their correspondence related to important matters of Association and provide a copy of this correspondence to the Business Office after their term of service.

C. Business Meetings

1. A biennial business meeting of the IAGC Board should take place every two (2) years during the International Geological Congress or at an IAGC-sponsored Working Group meeting, unless an alternative venue is agreed by two-thirds (2/3) vote of the Board.
 - a. It is expected that members of the Board will use resources available to them to facilitate participation in the biennial business meeting, plus any other special business meetings decided upon by the Board. However, financial support, full or in part, for travel and lodging may be provided (see Article 4 below).
 - b. A quorum for a biennial business meeting shall be nine (9) members of the Board, including at least two (2) Officers, one of whom shall be either the President or Vice President, attending in person or attending in person or by proxy, as designated in writing to the Secretary prior to the meeting,
 - c. Specific items of business that are mandated for the biennial business meeting are described in the Appendix to these Statutes and By-Laws..
2. Special, interim business meetings of the Association may be held at convenient times and places, as decided by a majority vote of the Board.
 - a. The President, any two (2) Officers, or any four (4) Council Members, may call for a special interim business meeting; A group of twenty regular dues-paid Members in good standing may petition the Board for a special interim business meeting.

- b. An interim business meeting may be held separately, in conjunction with meetings of other scientific societies and organizations, or be a virtual meeting conducted using electronic media.
 - c. A quorum of nine (9) members of the Board, attending in person or by proxy, as designated in writing to the Secretary prior to the meeting, is needed to hold an interim business meeting, including at least 2 Officers, one of whom shall be either the President or Vice President.
3. A Board Member who is unable to attend a business meeting may designate another member of the Board as a proxy, to vote for that member on their behalf on any motion brought forward to the Board for action at such meetings. Proxy designations must be made in writing to the Secretary not less than 15 days before the meeting and shall expire at the conclusion of the meeting.
 4. IAGC may decide to provide partial financial support for the Board Members and Working Group Leaders to facilitate attendance at the biennial business meeting or an important interim business meeting so designated by the President. In such cases, the President, in consultation with the Treasurer, shall set the level of support, which shall be communicated to the meeting attendees by the Secretary and provided by the Treasurer. Such support cannot be requested by individuals.
 5. Representatives of all Working Groups (see Part IV, Section B below) and Associated Societies (see Part V, Section C below) shall be invited by the Secretary to attend all business meetings as non-voting guests. They shall be informed by the Secretary of the time and place of a business meeting at least sixty (60) days in advance by a special e-mail announcement and of Interim business meetings as soon as is possible after the meeting is announced.

D. President

1. The President shall assume that office at an Association biennial business meeting, having first served as elected Vice-President, based upon endorsement by a majority vote of the Board.
2. The President serves as Chief Executive Officer of IAGC and the role of the President is to provide the leadership necessary to address the mission and achieve the goals of the Association.
3. The President is designated as the official representative and spokesperson of the Association in dealing with other professional societies, external organizations, and the general public.
4. The President serves a single 2-year term and automatically becomes the Immediate Past-President when that term expires.
5. The President presides at Board meetings, works with the Secretary to develop and the business agenda for each meeting, and works with the Secretary and Business Office Manager to undertake the day-to-day operations of the Association, excluding those tasks specifically assigned to others as designated by these Statutes and By-Laws and their Appendix.
6. The President is not permitted to make formal commitments and obligations on behalf of the Association without first receiving a formal endorsement through an authorization vote by a majority of the Board.
7. In the event that a President (i) resigns from office, (ii) is unable to discharge the responsibilities and duties of the office for reasons of ill health, (iii) becomes inactive for more than six (6) months or (iv) is unwilling to act after multiple requests from the Board, then an Interim President will be appointed by a majority vote of the Board. The serving Vice-President shall be the first choice for Interim President. A Vice President appointed as Interim President shall be eligible for a subsequent full 2-year term by a majority vote of Council at its next biennial business meeting. If the Vice President is unwilling to accept an appointment as Interim President, then the immediate Past-President may be appointed to be position of Interim President for the duration of the Presidential term, but shall not be eligible for additional service as President and a new President shall be elected at the next biennial business meeting.

E. Vice-President

1. The Vice-President shall be elected by the Council during a biennial business meeting from a list of candidates provided for its consideration by the Nominations Committee.
2. The Vice-President serves a single 2-year term and becomes IAGC President at the end of that period, following a ratification vote by a majority of the Board. If the serving Vice President is unable or unwilling to serve as President, then another member of Council shall be nominated to serve as President based upon a majority vote of Council.
3. Perform other duties as assigned by the President or Board.

F. Treasurer

1. The Council, by majority vote, shall appoint an Association Treasurer and instruct the Treasurer as to the kinds of expenses for which funds may be used.
2. The Treasurer shall be appointed to an initial 4-year term and be re-appointed by the Board for up to two (2) additional 4-year terms.
3. The Treasurer shall have charge and custody of, and be responsible for, management of the financial assets of the Association and shall be responsible to the Board for Association investments.
4. The Treasurer shall receive funds due and payable to the Association from any source.
5. The Treasurer shall deposit all funds received in the name of the Association into banks, trust companies, or other depositories.
6. The Treasurer is empowered to write checks and disburse funds to discharge obligations of the Association.
7. The Treasurer shall maintain the financial books and records of the Association.
8. The Treasurer may seek advice from the financial community to develop a plan for the investment of Association funds. A general financial 4-year investment plan shall be presented at each biennial business meeting for endorsement by the Board Any specific investment proposal, or any other action regarding a current IAGC investment, should be brought to the Board for endorsement. A two-thirds (2/3) majority vote of the Board is required for endorsement of such financial matters.
9. The Treasurer shall devolve, but oversee, the financial operations of the Association related to the receipt and disbursement of the income necessary to operate the IAGC Business Office.
10. The Treasurer shall prepare and submit as directed all reports mandated in the Appendix to these Statutes and By-Laws.
11. The Treasurer shall perform the general duties incident to the Office of Treasurer, including the preparation and filing of the annual United States tax return, and other financial duties as assigned by the President or the Board.

G. Secretary

1. The Council, by majority vote, shall appoint an Association Secretary.
2. The Secretary shall be appointed to an initial 4-year term and be re-appointed by the Board for up to two (2) additional 4-year terms.

3. The Secretary shall conduct the day-to-day communication amongst the Association Officers, Business Office, Journal Executive Editor, Committee Chairs, and Working Group Leaders.
4. The Secretary shall organize and conduct electronic mail votes of the Board as business matters arise outside the time of official business meetings.
5. The Secretary shall be the official point-of-contact for Members and non-Members regarding any Association business or questions about the operation of the Association.
6. The Secretary shall perform all general duties incident to the office of Secretary and other duties as assigned by the President or by the Board.

H. The Past President

1. The Immediate Past-President is an automatic member of the Board, with full voting rights, for the two (2) years following his/her term of office as President.
2. The Immediate Past President shall serve on the IAGC Awards Committee and the IAGC Student Research Grants Committee (see Part III, Section F and G below).
3. The Immediate Past President shall be the IAGC representative to the Board of the geochemical community magazine *Elements*.

I. Business Office and Business Office Manager

1. IAGC shall establish a Business Office to manage the day-to-day operations of the Association and maintain the official IAGC records.
2. The Board shall appoint a Business Office Manager, who shall serve a 4-year term and be re-appointed to subsequent 4-year terms without limit at the pleasure of the board so long as the performance of the appointee is deemed satisfactory.
3. The Business Office Manager is charged with handling the day-to-day business operations of the Association and shall be financially compensated for his/her work on behalf of IAGC on a semi-annual basis, at a level determined by a majority vote of the Board prior to the start of the fiscal year and based in response to a Business Office operating budget proposal submitted at least 60 days in advance.
4. The Business Office manager shall be empowered to establish a bank account and conduct financial transactions related to the operations of the Business Office and Association business as contained in the annual Business Office operational proposal or for other activities designated by the President or Treasurer.
5. The specific day-to-day duties of the Business Office Manager are detailed in the Appendix to these Statutes and By-Laws.
6. In the event that the office of the post of Business Office Manager should become vacant for an extended period of time, the President shall ensure (i) transfer the Association operational funds to the custody of the Treasurer and (ii) transfer of the Business Office duties to the Secretary until the position of Business Office Manager is again filled by the Board.

J. Executive Editor of the Association Journal

1. As noted in Part I, Section B.2 above, IAGC shall publish a 'world-class' journal in the field of applied geochemistry.

2. The Board shall appoint the Executive Editor of the Association journal, *Applied Geochemistry*, through discussion with Elsevier Science Ltd. in accordance with the terms of the current contract between the Association and Elsevier Science Ltd.
3. The Journal Executive Editor shall serve a 6-year term and may be re-appointed by the Board to subsequent terms without limit following consultation with Elsevier and after an objective review of the Editor's job performance by the Association Publications Committee (see Part III, Section D below).
4. The Journal Executive Editor shall be solely responsible for the editorial policy, content, and timely publication of the Association journal.
5. The Journal Executive Editor shall be an ex-officio, non-voting member of the Board.
6. The Executive Editor shall be a member of the Publications Committee (see Part III, Section C below) and may be called upon by the committee Chair to provide information and advice concerning matters related to the publication of the Association journal.
7. Other duties of the Executive Editor are detailed in the Appendix to these Statutes and By-Laws.

III. Committees

A. Committees

1. The Board may establish standing or interim 'ad-hoc' committees and delegate certain of its authorities to these committees, as long as the committee consists of a majority of Board members. The Board may delegate its authority to appoint and remove members of a committee. The establishment of a committee shall not relieve the Board or any individual Board member for any of the responsibility imposed on the Board by these Statutes and By-Laws or otherwise imposed by law. A committee shall not take any action outside the scope of authority delegated to it by the Board.
2. A good-faith effort should be made by the Board to ensure an equitable geographic distribution and a gender balance of non-Council members of committees.
3. Unless otherwise noted, each member of an IAGC committee shall continue to serve on the committee until a successor is appointed. However, the term of a committee member may end earlier if the committee is disbanded or if the member resigns, dies, or is removed for cause by the Board. A vacancy that arises on a committee may be filled for the remainder of the original committee member's term in the same manner as the original appointment. When a vacancy occurs on this Committee, the committee Chair shall nominate a replacement committee member in writing to the Secretary within 30 days of the occurrence.
4. Each committee may adopt rules for its own internal operation, insofar as these do not conflict with the IAGC Statutes and By-Laws or with other rules adopted by the Board.
5. The Chair of each standing committee shall be designated by these Statutes and By-Laws or appointed by the President.
6. The membership of each committee shall be made known to all IAGC members via the IAGC Newsletter or other convenient means.
7. Every committee, standing and interim, shall submit an annual report to the Secretary.
8. The specific duties and responsibilities of the all committees and the procedures to be followed in the discharge of its official duties are provided in the Appendix to these Statutes and By-Laws.

B. Standing Committees

1. These Statutes and By-Laws establish five (5) standing IAGC committees: (i) a Publications Committee, (ii) a Nominations Committee, (iii) a Statutes, Plans & Program Committee, (iv) an Awards Committee, and (v) a Student Research Grants Committee.
2. The Board may, as deemed necessary by a majority vote Council, create other standing committees.

C. Publications Committee

1. There shall be an IAGC Publications Committee.
2. The President shall appoint a Council Member to Chair this committee.
3. The Executive Editor of the Association journal, *Applied Geochemistry* shall be a member of this Committee.
4. The Committee Chair shall select two (2) additional Committee members, one (1) of whom shall be a Council Member.
5. This Committee shall have the responsibility of selecting the recipient of the annual IAGC Hitchon Award, monitoring the performance of the Association Journal Executive Editor, and conducting a search for a new Journal Executive Editor and nominating up to three (3) candidates for consideration by Council should the position come vacant.
6. The term of service for members of this Committee is two (2) years, and reappointment may occur for 2 additional years.

D. Nominations Committee

1. There shall be an IAGC Nominations Committee.
2. The President shall appoint a Council Member to Chair this Committee.
3. The Committee Chair shall select three (3) additional members, not more than one (1) of whom may be a Council Member.
4. This Committee shall have the sole responsibility of preparing a slate of IAGC Officer and Council Member candidates in three (3) months in advance of the Business Meeting of the Association at which the new Officers and Council Members would be inducted.
5. The term of service for members of this Committee is two (2) years, and reappointment may occur for two (2) additional years.

E. Statutes, Plans, & Programs Committee

1. There shall be an IAGC Statutes, Plans, & Programs Committee.
2. The President shall appoint a Member of Council to Chair this Committee.
3. The Committee Chair shall select two (2) additional Council Members to form this Committee. The President shall be an 'ex-officio' member of this committee.
4. This Committee shall have seven (7) primary responsibilities:
 - a. Developing new initiatives to increase IAGC membership.
 - b. Generating long-range plans for IAGC meeting participation and sponsorship.
 - c. Assisting the IAGC Working Group Leaders to develop Working Group meeting support applications.

- d. Working cooperatively with the designated representatives of other societies or associations which the IAGC might decide to cooperate with in the organization and conduct of a conference, symposium, or meeting.
 - e. Assisting with the selection of the Organizing Committee for any conference or meeting that IAGC might undertake, excluding those of its Working Groups.
 - f. Developing fund-raising plans for IAGC awards and other designated purposes, as requested by the President or Council,
 - g. Periodically reviewing the IAGC Statutes and Bylaws for currency, or at any time requested by the IAGC President or Council, and recommending to Council an update when necessary.
5. The term of service for members of this Committee is two (2) years, and reappointment may occur for two (2) additional years.

F. Awards Committee

1. There shall be an IAGC Awards Committee.
2. The Vice President shall be the Chair of this Committee and the Past President shall serve on this Committee.
3. This Committee shall have a membership of five (5), so that the Committee Chair shall select two (2) Council members and 1 senior IAGC Member to complete the membership of the Committee.
4. This Committee shall have the sole responsibility of recommending for Board endorsement those individuals to receive an IAGC award, with the exception of the IAGC Hitchon Award which is the responsibility of the Publications Committee.
5. The term of service for members of this Committee is two (2) years, and reappointment may occur for two (2) additional years.
6. A subcommittee of three (3), led by an IAGC Council Member and consisting of two (2) regular dues-paid IAGC Members in good standing, shall be established to manage the Kharaka Award program and the selection of the award recipients. Annually, this subcommittee shall bring forward nominations for the award to the Awards Committee Chair.
7. Other duties and responsibilities of the Awards Committee and the procedures to be followed in the discharge of its official duties are provided in Appendix IV to these Statutes and By-Laws.

G. Student Research Grant Committee

1. There shall be an IAGC Student Research Grants Committee.
2. The President shall appoint a Council Member to Chair this committee.
3. The other members of the Committee shall be the Past President and two (2) members of Council appointed by President.
4. This Committee shall have the sole responsibility of selecting the PhD students each year to receive an IAGC Student Research Grant.
5. The term of service for members of this Committee is two (2) years, and reappointment may occur for two (2) additional years.

IV. Scientific Activities

A. Working Groups

1. The Board may, from time to time, as deemed to be helpful in meeting the objectives of the Association and by a majority vote of the Board, charter Working Groups that are focused on a particular aspect of geochemistry.
2. Any group of twenty (20) or more IAGC Members may petition the Board, in writing via the Secretary, to establish an IAGC Working Group.
3. The charter of a Working Group shall run for no more than 4 years from the time of initial charter or recharter.
4. The leadership arrangement and leader(s) of a Working Group will be selected by its members. The leadership of a Working Group is not a permanent position and it is expected the Working Groups will change leadership on a periodic basis according to the organizational structure and defined procedures of the Working Group. Under all but exceptional circumstances, the Board will endorse the leader(s) selected by a Working Group based upon evidence submitted to the Board that the selection of the Working Group leader has been made by the Working Group membership according to standard Working Group procedures. Existing Working Group leadership appointments will remain effective until such time as a new appointment is made or the current term of the Working Group expires.
5. Any Working Group in 'good standing' that wishes to continue may be re-chartered for an additional 4-year term by a majority vote of the Board during the biennial business meeting, so long as the performance of the Working Group and its appointed leader(s) are deemed satisfactory. There is no limit to the number of times that a Working Group may be re-chartered.
6. A Working Group is considered to be in 'good standing' when it has been active during the preceding year, its annual report has been submitted on time, and it has fulfilled all of its obligations to IAGC for any activities that the Association endorsed or sponsored during the previous year, as described in the 'Conditions and Guidelines for Awarding IAGC Sponsorship of Scientific Meetings' section of the Appendix to these Statutes and By-Laws.
7. The specific responsibilities of Working Groups to IAGC and further guidance on their operation are provided in the Appendix to these Statutes and By-Laws.

B. Sponsorship of Symposia, Conferences, Meetings, and Workshops

1. The Association may sponsor, support, or conduct scientific activities compatible with its objectives through endorsement by a 2/3 majority vote of the Board.
2. Any IAGC-organized conference or Working Group meeting or major conference supported financially by IAGC shall include in the event registration fee for participants who are not IAGC members at 125% the cost of an annual IAGC membership.
3. The conditions for awarding IAGC sponsorship and financial support for a scientific meeting or other activity are provided in the Appendix to these Statutes and By-Laws.

C. Ingerson International Lecture

1. The Ingerson International Lecture of the IAGC is based on a bequest by Dr. Earl Ingerson, first President of the Association. The funds are invested separately by the Treasurer and only the accrued interest is used to support the Lecture, supplemented by general funds as required.
2. Details about the Ingerson International Lecture and are given in the Appendix to these Statutes and By-Laws.

D. IAGC PhD Student Research Grants Program

1. IAGC shall establish a program of annual research grants to PhD students.
2. A number of student research grants, as determined by the Students Research Grants Committee, in collaboration with the IAGC Treasurer and endorsed by the IAGC Board, shall be awarded each year on the basis of proposals submitted to IAGC by PhD students enrolled in full-time study in the broad area of geochemistry at a recognized degree-granting university, with consideration given to a fair and equitable geographic and gender distribution of these awards.
3. The student grant process, which shall be managed by the IAGC Student Research Committee, is described in the Appendix to these Statutes and By-Laws.

E. IAGC Awards and Honors

1. The IAGC shall establish four permanent awards – (i) the IAGC Vernadsky Medal, (ii) the IAGC Ebelmen Award, and (iii) the IAGC Distinguished Service Award, (iv) the IAGC Certificate of Recognition.
2. IAGC also bestows the honor of Fellow on its most deserving Members.
2. Other awards, such as the IAGC Hitchon Award, the IAGC Faure Award, and the IAGC Kharaka Award may be established from time to time as deemed necessary and ratified by two-thirds vote of the Board.
3. The descriptions of the IAGC awards and the nomination requirements for each award are described in the Appendix to these Statutes and By-Laws.

V. Newsletter

A. Establishment

1. These Statutes and By-Laws provide for an Association Newsletter as a means of communicating with the about Association activities and conveying other important information to the Membership.
2. Information governing the publication of Newsletter is provided in the Appendix to these Statutes and By-Laws.

VI. Finances

A. Fiscal Year

1. The Association fiscal year shall be from the first day of January through the last day of December each year.

B. Association Expenditures

1. The Association may spend up to 100% of its annual income. Greater expenditures that would come from IAGC invested funds, may be recommended by the President and Treasurer for a specific, meritorious purpose that has potential benefit to the Association, and then only if endorsed by a three-quarters (3/4) majority vote of the Board.

C. Dues and Contributions

1. The Board shall set, and change as deemed necessary, the amount of the annual dues payable to the Association by its Members.
2. Annual membership shall coincide with the Association fiscal year and may include options and respective fee structures to subscribe or not to the Association journal, *Applied Geochemistry*.

3. No dues are required of Affiliated Societies (see Part VI, Section A below).

VII. Financial Oversight

A. Procedure.

1. In order to provide appropriate financial oversight of IAGC, the Board may at any time establish an IAGC Audit Committee, direct the Treasurer to hire a Certified Public Accountant, or select another mechanism to review the Treasurer's Annual Reports on the financial state of IAGC and the financial activity and investments of the Association through a report provided to the Board.
2. If a committee approach is taken, then the Audit Committee shall consist of the Vice President as Chair, one (1) Council Member, and two (2) regular IAGC Members in good standing. The composition of this Committee shall be endorsed by a majority vote of the Board.
3. If formed, the term of this Committee shall expire upon presentation of its report to the Secretary, although the Committee Chair may be called upon by the Board subsequently to clarify the contents of the report.

VIII. Miscellaneous Provisions

A. Affiliations

1. The Association may affiliate with appropriate international unions and other organizations with geochemical interests in order to further the objectives of the Association. Any affiliation must be approved by a majority vote of the Board.
2. Any international, regional, or national scientific society, with a particular interest in the objectives of the Association that wishes to join with the Association in seeking to achieve those objectives, may become an Affiliated Society.
3. This affiliation can be established by mutual agreement between the Board and the official representatives of the Affiliated Society.
4. No hierarchical relationship between the Association and an Affiliated Society is implied by joining in this way.
5. Affiliated Societies will receive all Association general mailings and will be notified by the Secretary in advance of all Board meetings.
6. The Association Newsletter shall be provided to the Affiliated Society Secretary or other designated recipient of the material by the Business Office through e-mail.
7. Affiliated Societies are expected to maintain effective contact with the Association and provides up-to-date mailing addresses to the Business Office.

B. Official Languages

1. The official language of the Association shall be English, although Association business may be conducted in another major scientific language should it be necessary to do so.
2. English text shall be considered authoritative in the interpretation of these Statutes and By-Laws and its IAGC Operational Handbook Appendix.
3. The Association Newsletter, website, all reports mandated by these Statutes and By-Laws and its IAGC Operational Handbook Appendix., and any other reports which may be from time to time be required shall be prepared, presented, and distributed in English.

C. Records

1. The Association shall keep records of its operations. This shall include:
 - a. A copy of these Statutes and By-Laws, with any amendments thereto.
 - b. A copy of IAGC Operational Handbook Appendix, with any amendments thereto.
 - c. Minutes of the business meetings of the Association.
 - d. A list of names and addresses of the Association Members, including its Officers, Journal Executive Editor, Business Office Manager, Council Members, Committee Members and Working Group Leaders, all of whom shall be made known to the IAGC membership on at least an annual basis.
 - e. Financial statements describing the assets, liabilities, and net worth of the Association at the end of the 8 most recent fiscal years.
 - f. A copy of the annual income tax returns submitted to United States Internal Revenue Service for each of the past 8 years.
 - g. All letters, rulings, and other documents relating to the Association's Federal, State, and Local tax situation in the United States.
 - h. A copy of all of the Association Newsletters and the partly IAGC-sponsored magazine *Elements*.
2. Any IAGC Member may inspect and, upon request, receive copies of all IAGC records required by these Statutes and By-Laws and its IAGC Operational Handbook Appendix. Inspection requests shall be based on a proper purpose based upon the individual's interest in the Association and submitted to the Secretary in writing. The cost of copying any records shall be borne by the individual making the request and the requested records only provided upon payment to the IAGC Business Office of this cost.

D. Diversity

1. IAGC does not discriminate on the basis of race, gender, or ethnicity.

E. Behavior

1. For as long as IAGC exists, no Officer, Council Member, Committee Member, or Journal Executive Editor, Business Office Manager, or Working Group Leader shall:
 - a. Act in violation of these Statutes and By-Laws, except with the prior approval of the Board.
 - b. Undertake any act with the intention of harming IAGC or any of its operations.
 - c. Undertake any act that would make it impossible or especially difficult for IAGC to carry out its ordinary, day-to-day business.
 - d. Use IAGC assets for personal gain, misuse, wrongfully transfer or dispose of IAGC property, or gain improper personal benefit from IAGC operations.
2. Any person occupying an IAGC position cited in Article 1 above who engages in any of the prohibited activities described in Items a-d above may be removed from their position by a majority vote of the Board.

F. Notices

1. Any notices required or permitted by these Statutes and By-Laws and its IAGC Operational Handbook Appendix to be given to a Member of the Board, Committee Members, Working Group Leaders, or Member may be sent by traditional mail, facsimile, or electronic mail. If mailed, a notice shall be deemed to be delivered when deposited in the official post office service of a country when addressed to the person at the address as it appears in the IAGC membership records and bearing the appropriate postage. If sent by facsimile, a notice shall be deemed delivered when the transmission status sheet indicates that the message was successfully transmitted. If sent by electronic mail, a notice shall be considered delivered when the message transmission is not followed by an indication of a transmission error. A Member may change an address of record by given written, facsimile, or electronic mail notice to the Association Business Office.

G. Amendments

1. The IAGC Statutes and By-Laws and its IAGC Operational Handbook Appendix, may be altered, amended or repealed, either by a majority vote of the Board or the Association membership acting in the majority.

2. Requests for changes of the existing Statutes and By-Laws or their Appendix may be submitted at any time, either by a member of the Board or by a group of at least 20 IAGC Members. The decision of the Board regarding any changes to these Statutes and By-Laws and Appendices thereto will be communicated to the Association membership through an e-mail message from the Secretary and also published in the next issue of the Newsletter and posted on the website.

H. Petitions to the Board

1. Any group of at least twenty (20) Individual Members can bring a matter to the Board for consideration through a signed petition lodged with the Secretary. The decision of the Board regarding such petitions will be communicated to the Association membership through an e-mail message from the Secretary and also published in the next issue of the Newsletter and posted on the website.

I. Seal

1. The Board may provide for an Association seal.

J. Parties Bound

1. These Statutes and By-Laws and its IAGC Operational Handbook Appendix shall be binding upon and inure to the benefit of the Board, the Council, Journal Executive Editor, Business Office Manager, Committee Members, Working Group Chairs, employees, and agents of the Association except as otherwise provided in the Statutes and By-Laws.

K. Legal Construction

1. If any provision in these Statutes and By-Laws is held to be invalid, illegal, or unenforceable in any respect, then the invalidity, illegality, or unenforceability shall not affect any other provision and they shall be construed as if the invalid, illegal, or unenforceable provision had not been included in these Statutes and By-Laws.

L. Implementation

1. These Statutes and By-Laws, having been approved by the Association Board during an official business meeting in August 2010 will be implemented, with the full provisions taking effect on 1 September 2010.

IX. CERTIFICATION OF THE SECRETARY

I certify that I am the duly elected and acting Secretary and that the foregoing text constitutes the Statutes and By-Laws of the International Association of GeoChemistry. These Statutes and By-Laws were duly adopted at a meeting of the Board of Directors held on 3 September 2000 in Oxford, UK and amended at subsequent meetings of the Board of Directors held on 18 August 2002 in Davos, Switzerland; 3 June 2004 in Florence, Italy; 19 August 2007 in Cologne, Germany; 13 August 2008 in Oslo, Norway; and most recently on 17 August in Guanajuato, Mexico.

Date: 18 August 2010



Thomas D. Bullen
Menlo Park, CA 94025 USA

IAGC Statutes and By-Laws - Appendix I

IAGC Publications and Publications Committee

The Statutes of the IAGC (Part III, Section C) indicate that the Association shall have a Publications Committee. These Bylaws do not, however, provide instructions regarding guidelines and conditions the operation of this Committee, which are set forth in this appendix.

A. Committee Membership and Terms of Office

1. As indicated in Section III, Part C, Articles 1-4 of the Statutes and By-Laws, there shall be a Publications Committee, consisting of a Council Member appointed as Chair, and three additional members. No more than two of the four Publications Committee members shall reside in the same country.
2. The Publications Committee shall consist of four (4) members – (i) A Chair appointed by the Board; (ii) the Executive Editor of the IAGC journal *Applied Geochemistry*, who in this capacity, will provide information and advice concerning matters related to the publication of the journal; and two (2) additional Association Members selected by the Chair, 1 of whom shall be a Council Member.
3. The two additional Committee members should, if possible, be persons with experience in the publication of scientific journals. The members of the Committee serve at the pleasure of its Chair and can be replaced by him/her after appropriate consultation with the Council.
4. The terms of the members of the Committee shall be two (2) years and are renewable for one time for a total of four (4) years. It is desirable that the terms of the Committee members be staggered, so a Committee member may elect to serve a term of less than four (4) years.
5. The Secretary shall, upon receipt, provide to the Board the name(s) of all nominees for Committee membership and request a vote. A simple majority vote of Council is required for approval of a nomination.
6. This procedure for filling vacancies on the Committee shall be followed whenever a committee vacancy arises, regardless of the circumstances. Should the position of Committee Chair become vacant, the President shall select an interim replacement from the current roster of Council Members and submit the name of the individual through the Secretary to the Board for a vote. Should a vacancy occur on the Committee, the Chair shall nominate a replacement to serve the remainder of the vacant term.
7. The Secretary shall, upon receipt, provide to Council the name(s) of all nominees for the Committee membership and request a vote. A simple majority vote of the Board is required for approval of a nomination.
8. A simple majority of the Board is required for approval of an interim nomination. Once approved the interim Committee Chair or Committee member will serve the remainder of the current term, when a new Committee will be selected according to Section III, Part C, Article 2 of the Statutes and By-Laws.
9. Any interim appointment shall be the top priority candidate for this position if the temporary service has been satisfactory and the individual is willing to continue service in this position.

B. Publications Committee Responsibilities

1. The duties of the Publications Committee, as described in detail in Items 3-6 below, include: (i) Overseeing publication of the Association Newsletter, (ii) Negotiating with Elsevier Science, Ltd. to set the price of the annual subscription to *Applied Geochemistry* for Members of IAGC in accordance with the provisions of its contract with Elsevier Science Ltd., (iii) Overseeing and annually reviewing the status and performance of *Applied Geochemistry*, (iii) Assisting the Executive Editor of *Applied Geochemistry* in maintaining a harmonious working

relationship with Elsevier and in the selection of Associate Editors, (iv) Developing nominations for the position of Executive Editor of *Applied Geochemistry* when a vacancy develops.

2. The Chair of the publications Committee shall serve as the IAGC representative to the *Elements* consortium Editorial Advisory Board.
3. The Committee Chair shall make an annual report to Council concerning the four areas described in Item 1 above. The report shall be submitted to the IAGC Business Office by 15 December each year. This report, which shall describe the state of the Newsletter and the status of the Journal, should be sensitive to the perceptions of the authors and readers of both publications. A Committee report shall also be prepared for all Council meetings and submitted to the Secretary at least one (1) month prior to a Board meeting.
3. The IAGC Newsletter
 - a. As mandated in Part V of the IAGC Statutes and By-Laws there shall be an Association Newsletter
 - b. The Committee shall oversee the publication of the Association Newsletter and be responsible for nominating its Editor, who is appointed by a simple majority vote of Council on the basis of a nomination sent to the Secretary from the Committee Chair.
 - c. The Newsletter Editor may accept paid advertisements in the Newsletter, provided they are compatible with objectives of the Association, and is encouraged to develop this revenue stream. Any income received from such advertisements will be transferred to the Treasurer.
 - d. The Newsletter Editor is solely responsible for the accuracy and appropriateness of all items and information included in the IAGC Newsletter.
 - e. As noted in Item B.2 above, the Committee Chair shall submit an annual report to the Council about the status of the Newsletter. This report shall document the performance of the Newsletter during the past year and make any suggestions the Committee feels would improve its content.
 - f. Should the position of Newsletter Editor become vacant, the Committee shall bring forward to the Board a nomination for a new Editor within thirty (30) days.
4. IAGC Member Subscription Rates to *Applied Geochemistry*
 - a. The Committee Chair, in consultation with Committee members shall negotiate the IAGC member subscription rate to *Applied Geochemistry* with Elsevier Science Ltd. in multi-year increments.
 - b. The procedure described in Items c-f below was specified in the contract between IAGC and Elsevier Science Ltd., signed by Dr. Christopher Lloyd of Elsevier on April 22, 1996.
 - c. The agreement with Elsevier Science Ltd. concerning IAGC member subscription rates to *Applied Geochemistry* shall be communicated to members of the Committee for comment and must then be presented to the Board for approval.
 - d. The proposed subscription rates require the approval of the Board before they can be implemented by Elsevier.
 - e. In case a disagreement develops concerning the subscription rate to *Applied Geochemistry*, both parties must attempt to resolve the conflict by an objective review of the relevant facts. A harmonious working relationship is in the best interests of both parties.
 - f. Failure to agree on the subscription rates for *Applied Geochemistry* shall jeopardize the continuation of the contract between IAGC and Elsevier referred to above.

5. Oversight of the Publication of *Applied Geochemistry*

- a. The Executive Editor of *Applied Geochemistry* is solely responsible for setting the editorial policy of the journal, selecting Associate Editors, defining the review process for manuscript evaluation, and the acceptance of manuscripts for publication in *Applied Geochemistry*.
- b. The Committee Chair, assisted by the Committee members, shall monitor the timely publication of *Applied Geochemistry* and the quality of the papers that are published in the journal. The outcome of this review shall be reported to Council in the Committee annual report (see Item B.1 above).
- c. The Executive Editor of *Applied Geochemistry* may request the assistance of the Committee in the case of administrative difficulties with the publisher, or with Associate Editors of the journal, or with authors who have submitted manuscripts to the journal, or for any reason whatsoever. In the case of such requests, the Chair of the Publications Committee, with the advice of its members, shall ascertain the facts of the matter and shall use his/her influence to resolve the matter under dispute in an amicable manner.
- d. In instances where a dispute cannot be amicably resolved, the Committee Chair shall refer the matter to the IAGC Executive Committee for consideration and resolution.
- e. As noted in Item B.2 above, the Committee Chair shall submit an annual report to the Council about the status of *Applied Geochemistry*. This report shall document the performance of the Journal during the past year, describe any requests for assistance from the Executive Editor during the past year and the outcome of the issue, and all other activities of the committee related to the Journal during the year. This report may contain recommendations from the Committee for change in any aspect of the publication of the Journal for possible consideration by the Board.
- f. Any change in policy regarding the operation of *Applied Geochemistry* can only be approved by the Board after input from, and agreement by, all parties concerned.

6. Appointment of the Executive Editor of *Applied Geochemistry*

- a. As indicated in Part II, Section J, Articles 1-7 of the Bylaws: (i) Board shall appoint the Executive Editor of *Applied Geochemistry* in accordance with the terms of the contract between IAGC and Elsevier Science Ltd., and the Journal Executive Editor shall (ii) serve a 6-year term and may be re-appointed by the Board to subsequent terms without limit following consultation with Elsevier and after an objective review of the Editor's job performance by the Committee, (iii) be solely responsible for the editorial policy, content, and timely publication of the journal, (iv) be a voting member of Council, (v) be an ex-officio member of the Publications Committee, and (vi) make an annual report to Council concerning the state of the *Applied Geochemistry* no later than 31 December each year.
- b. In the case of a vacancy in the position of Executive Editor of *Applied Geochemistry*, the Publications Committee shall conduct a search for a new Executive Editor and nominate up to three (3) candidates for consideration by Council.
- c. The outgoing Executive Editor may recommend a successor to the Publications Committee. In that case, the nominee of the Executive Editor shall be included among the nominees presented by the Committee to the Board.
- d. The Committee may solicit nominations from the community of geochemists, or it may assemble a list of nominees based on suggestions by members of the Publications Committee.
- e. IAGC Officers and Council Members are welcome to nominate candidates by submitting the candidate's name in writing to the Committee Chair.
- f. The Committee Chair will ascertain that the individuals nominated for Executive Editor are willing to serve if appointed to the position.

- g. The Committee Chair will assemble the resumes for all the Executive Editor nominees, with an emphasis on the record of publication, previous experience of editing scientific journals or books, a stable employment record at an academic or research institution, and a proven ability for efficient administration in a non-confrontational manner.
 - h. The Board will consider the qualifications of the Executive Editor candidates on the short list submitted by the Committee and will make a selection by a two-thirds vote of Council.
 - i. The Board will appoint the Executive Editor of *Applied Geochemistry* after first presenting the qualifications of the nominee to Elsevier for their agreement. Such agreement will not be held unreasonably.
 - j. The IAGC President will inform the successful Executive Editor candidate and Elsevier of the decision of the Board.
 - k. Elsevier will have a direct contract with the Executive Editor of *Applied Geochemistry*. The terms of the appointment are specified in contract between IAGC and Elsevier Science Ltd. regarding publication of *Applied Geochemistry*. Elsevier will provide adequate financial support to the Executive Editor as required for the rapid handling and processing of journal manuscripts and as necessary to travel on business. Elsevier also will provide an honorarium to the Executive Editor commensurate with the commitment of time required to produce *Applied Geochemistry* in a timely manner.
6. Appointment of Associate Editors of *Applied Geochemistry*
- a. The Executive Editor of *Applied Geochemistry* shall select qualified persons to serve as Associate Editors of the Journal.
 - b. The Executive Editor may request the assistance of the Committee in the case difficulties with an Associate Editor. Such assistance may include the resolution of a specific problem or may be a request to dismiss an Associate Editor for reasons that need not be specified. The Committee Chair will honor such requests for assistance or dismissal without delay because Associate Editors of *Applied Geochemistry* serve at the pleasure of the Executive Editor.

IAGC Statutes and By-Laws - Appendix II

The Nominations Committee

The Statutes of the IAGC (Part III, Section D) indicate that the Association shall have a Nominations Committee. These Bylaws do not, however, provide instructions regarding guidelines and conditions the operation of this Committee, which are set forth in this appendix.

A. Committee Membership and Terms of Office

1. As indicated in Section III, Part D, Articles 1-3 of the Statutes and By-Laws, there shall be a Nominations Committee, consisting of a The Board Member appointed by the Board as Chair, and three additional members selected by the Committee Chair, not more than one (1) of whom may be a The Board member. No more than two (2) of the four (4) Committee members shall reside in the same country.
2. The terms of the Committee members shall be two (2) years and are once renewable for a total of four (4) years.
3. The Committee Chair shall prepare and submit to the IAGC Secretary by 15 December each year, an annual report on the activities of the Committee during the current calendar year.
4. The Secretary shall, upon receipt from the Committee Chair, provide to the Board the name(s) of all nominees for the Nominations Committee membership and request a vote. A simple majority vote of The Board is required for approval of a nomination.
5. The Committee members serve at the pleasure of its Chair and can be replaced by him/her after appropriate consultation with the President.
6. This procedure for filling vacancies on the Committee shall be followed whenever a committee vacancy arises, regardless of the circumstances. Should the position of Committee Chair become vacant, the President shall select an interim replacement from the current roster of Council Members and submit the name of the individual through the Secretary to the Board for a vote. Should a vacancy occur on the Committee, the Chair shall nominate a replacement to serve the remainder of the vacant term.
7. A simple majority of the Board is required for approval of an interim nomination. Once approved the interim Committee Chair or Committee member will serve the remainder of the current term, when a new Committee will be selected according to Section III, Part C, Article 2 of the Statutes and By-Laws.
8. Any interim appointment shall be the top priority candidate for this position if the temporary service has been satisfactory and the individual is willing to continue service in this position.

B. Nominations Committee Responsibilities

1. The Committee shall have the sole responsibility of preparing a slate of Officer and Council Member candidates in advance of the business meeting of the Association at which the new Officers and Council Members will be inducted.
2. The Chair of the Nominations Committee shall receive from the President, no later than one (1) year prior to the business meeting at which Officer and Council Members are to be inducted, the list of vacant Officer and Council Member positions that need to be filled.
3. The Committee shall identify suitable Officer and Council candidates and develop a list of potential nominees for vacant Officer and Council Member positions and ascertain the willingness of potential nominees to actively serve the Association. A biography of each candidate shall be obtained and the biography of those selected for nomination shall be filed with the Business Office.

4. Not later than three (3) months before the business meeting at which Officer and Council Member positions are to be inducted, the Committee Chair shall formally submit to the Secretary the list of recommendations to fill the vacant positions for the ensuing 2-year period. Once received, the Secretary will submit the nominations to the Board for approval at least sixty (60) days prior to the business meeting at which the induction of the new Officer(s) and Council Members will occur.
5. Election of new Officers and Council Members, based upon the slate of candidates put forward by the Committee, shall be by majority vote of the Board at an official business meeting of the Association.
6. The Committee Chair shall prepare and submit to the IAGC Secretary by 15 December each year, an annual report on the activities of the Committee during the current calendar year.

IAGC Statutes and By-Laws - Appendix III

The Statutes, Plans, and Programs Committee

The Statutes of the IAGC (Part III, Section E) indicate that the Association shall have a Statutes, Plans, and Programs Committee. These Bylaws do not, however, provide instructions regarding guidelines and conditions the operation of this Committee, which are set forth in this Appendix.

A. Committee Membership and Terms of Office

1. As indicated in Section III, Part E, Articles 1-3 of the Statutes and By-Laws, there shall be a Statutes, Plans, and Programs Committee consisting of a Council Member appointed by the Board as Chair, and two (2) additional Council Members selected by the Committee Chair. No members of the Committee shall reside in the same country.
2. The President shall be an 'ex-officio' member of this committee.
3. The terms of the Committee members shall be two (2) years and are renewable for one time for a total of four (4) years.
3. The Secretary shall, upon receipt from the Committee Chair, provide to the Council the name(s) of all nominees for the Statues, Plans and Programs Committee membership and request a vote. A simple majority vote of the Board is required for approval of a nomination.
4. The Committee members serve at the pleasure of its Chair and can be replaced by him/her after appropriate consultation with the President.
5. This procedure for filling vacancies on the Committee shall be followed whenever a committee vacancy arises, regardless of the circumstances. Should the position of Committee Chair become vacant, the President shall select an interim replacement from the current roster of Council Members and submit the name of the individual through the Secretary to Council for a vote. Should a vacancy occur on the Committee, the Chair shall nominate a replacement to serve the remainder of the vacant term.
6. A simple majority vote of the Board is required for approval of an interim nomination. Once approved the interim Committee Chair or Committee member will serve the remainder of the current term, when a new Committee will be selected according to Section III, Part C, Article 2 of the Statutes and By-Laws.
7. Any interim appointment shall be the top priority candidate for this position if the temporary service has been satisfactory and the individual is willing to continue service in this position.

B. Statutes, Plans, and Programs Committee Responsibilities

1. The Committee shall have seven (7) primary responsibilities:
 - a. Developing new initiatives to increase IAGC membership.
 - b. Generating long-range plans for IAGC meeting participation and sponsorship,.
 - c. Assisting the IAGC Working Group Leaders to develop Working Group meeting support applications.
 - d. Working cooperatively with the designated representatives of other societies or associations which the IAGC might decide to cooperate with in the organization and conduct of a conference, symposium, or meeting.
 - e. Selecting the Organizing Committee for any conference or meeting that IAGC might undertake, excluding those of its Working Groups.
 - f. Developing fund-raising plans for IAGC awards and other designated purposes, as requested by the President or Council,
 - g. Periodically reviewing the IAGC Statutes and Bylaws for currency, or at any time requested by the IAGC President or Council, and recommending to Council an update when necessary.

IAGC Statutes and By-Laws - Appendix IV

The IAGC Awards and Awards Committee

The Statutes and By-Laws of the IAGC (Part III, Section E) indicate that the Association shall have Awards and an Awards Committee. These Statutes and By-Laws do not, however, provide full details about the IAGC Awards or instructions regarding guidelines and conditions for the operation of the Committee, which are set forth in this policy paper.

A. Committee Membership and Terms of Office

1. As indicated in Part III, Section F, Articles 1-3 of the Statutes and By-Laws, there shall be an Awards Committee, which shall consist of five (5) Members.
2. The Committee Chair shall prepare and submit to the IAGC Secretary by 15 December each year, an annual report on the activities of the Committee during the current calendar year.
3. The Vice President shall be the Chair of this Committee, the Past President shall serve on this Committee, and the Committee Chair shall select two (2) Council members and one (1) senior IAGC Member to complete the membership of the Committee.
4. A Subcommittee of three (3), led by an IAGC Council Member and consisting of two (2) IAGC Members in good standing, shall be established to manage the Kharaka Award program and the selection of the award recipients. Annually, this subcommittee shall bring forward nominations for this award to the Committee Chair.
5. The terms of the Committee members shall be two (2) years and not renewable.
6. The Secretary shall, upon receipt from the Committee Chair, provide to Council the name(s) of all nominees for the Awards Committee membership and request a vote. A simple majority vote of the Board is required for approval of a nomination.
7. This procedure for filling vacancies on the Committee shall be followed whenever a committee vacancy arises, regardless of the circumstances. Should the position of Committee Chair become vacant, the President shall select an interim replacement from the current roster of Council Members and submit the name of the individual through the Secretary to Council for a vote. Should a vacancy occur on the Committee, the Vice President shall nominate a replacement to serve the remainder of the vacant term.
9. A simple majority of the Board is required for approval of an interim nomination. Once approved the interim Committee Chair or Committee member will serve the remainder of the current term.

B. Award Committee Responsibilities

1. The Committee shall have the sole responsibility of preparing a slate of recommendations each year for the IAGC awards described in Part 4, Section E of the Statutes and By-Laws and Section E of this document.
2. With the exception of the Faure Award, which is decided on a recurring basis as IAGC-sponsored meetings take place and the Kharaka Award which is nominated by a special Subcommittee established for this purpose, the Awards Committee shall (i) submit its recommendations for the Distinguished Service Award, IAGC Fellows, and Certificates of Recognition to the Board annually and (ii) submit its recommendations for the Venadsky Medal, Ebelemen Award, and Ingerson International Lecturer biennially. The Hitchon Award is conferred annually based upon a recommendation from the Publications Committee.
3. The Committee Chair shall submit the award recommendations to the Secretary not later than 15 February each year. Upon receipt the Secretary will transmit the Committee recommendation to the Board for review and endorsement by 1 March.

4. The Committee Chair shall prepare and submit to the IAGC Secretary by 15 December each year, an annual report on the activities of the Committee during the current calendar year.

C. Award Nominations Process

1. Nominations for all IAGC awards and honors except the Ingerson International Lecturer and Hitchon Award can only be made by any dues-paid IAGC Member in good-standing, except members of the Award Committee who should actively solicit nominations from other IAGC Members. A nomination for the Hitchon Award shall consist of a recommendation from the Publications Committee.
2. A nomination for the Vernadsky Medal and Ebelmen Award shall consist of a letter or e-mail of nomination not more than two (2) pages in length from any dues-paid IAGC member in good standing that (i) profiles the nominee, (ii) provides relevant career information, (iii) and includes a short list of important scientific accomplishments and the most publications of the nominee. This nomination should contain the suggested citation text.
3. Nominations for the Distinguished Service Award shall consist of an official letter or e-mail of nomination not more than one (1) page in length from any IAGC member in good standing that describes why the nominee is deserving of the award. This nomination should contain the suggested citation text.
4. Nominations for a Certificate of Recognition shall consist of an official letter or e-mail of nomination of a single short paragraph in length that explains why the nominee is deserving of IAGC recognition in one or more of the three categories: (i) outstanding scientific accomplishment in a particular area of geochemistry, (ii) excellence in teaching or public service, and (iii) for meritorious service to the Association or the international scientific community. This nomination should contain the suggested citation text.
5. A nomination for the Kharaka Award, which can be made at any time by the Subcommittee responsible for this award, shall consist of a recommendation to the Committee Chair. Upon receipt of a Kharaka Award nomination, the Committee Chair will forward the nomination to the Secretary, who will transmit the nomination to the Board for review and endorsement.
6. A nomination for the Ingerson International Lecturer shall be made by the Vice President based on nominations received from members of the Board no later than 1 February in the year lecture.
7. The period set aside each year for award nominations is 15 June-15 November. A call for award nominations will be published in the mid-year Newsletter and sent by e-mail to the IAGC membership.

D. Awards Committee Selection Process

1. Once the nomination period has closed, the Secretary will prepare a separate compilation of nominations for each award and forward these nomination files to the Committee Chair for selection by the Committee of a recommended recipient for each award.
2. The Committee will review the files received from 15 November to 15 February. A single person shall be selected for the Vernadsky Medal and Distinguished Service Award, whereas the Ebelmen Award may, in exceptional circumstances, be shared by two individuals.
3. In the case that no clear winner emerges from the first round of Committee discussion and voting, there will be an additional round of voting by the committee using a winnowing process. In the first round the two nominees with the highest number of votes will be retained. In the second round the nominee with the highest number of votes will become the award nominee that is forwarded to the Board for its endorsement.
4. Nominees for the Vernadsky Medal not selected in the first year of nomination will be held over for consideration during the following nomination period for up to three cycles; after that a nominee will be dropped from consideration unless subsequently re-nominated. Candidates for the Ebelmen Award not selected in the first year of nomination will be held over for consideration during the following nomination period, if still eligible on the basis of age. After that a nominee will be dropped from consideration.

5. The Committee will review the Fellow and Certificate of Recognition nominations and recommend no more than two (2) Fellow and five (5) Certificate of Recognition awards in any calendar year.
6. The Committee Chair will inform the Secretary and of the award and honor recommendations no later than 15 February of the award year for review and endorsement by the Board by 1 March.
7. A Vernadsky Medal nomination will be accepted when endorsed by a 2/3 majority vote of the Board. Board members may not vote on any nomination where there is a clear conflict of interest (e.g., candidate from the same institution).
8. An Ebelmen Award nomination will accepted when endorsed by a 2/3 majority vote of the Board. Board members may not vote on any nomination where there is a clear conflict of interest (e.g., former student or candidate from the same institution).
9. Other award nomination are accepted when endorsed by a simple majority vote of the Board. Board members may not vote on any nomination where there is a clear conflict of interest (e.g., former student or candidate from the same institution).

E. The IAGC Awards and Honors

1. The Statutes and Bylaws of IAGC establish four (4) permanent awards – (i) the IAGC Vernadsky Medal, (ii) the IAGC Ebelmen Award, (iii) the IAGC Distinguished Service Award, (iv) the IAGC Certificate of Recognition.
2. IAGC also bestows the honor of Fellow on its most deserving Members.
3. Other awards, such as the IAGC Hitchon Award, the IAGC Faure Award, and the IAGC Kharaka Award may be established from time to time as deemed necessary.
4. The IAGC Vernadsky Medal is awarded biennially to a single person for a distinguished record of scientific accomplishment in geochemistry over the course of a career, provided a deserving candidate is proposed by the Awards Committee. This award consists of a framed certificate, engraved medal, plus an article published in the IAGC Newsletter and posted on the IAGC website. The recipient's acceptance speech and citationist's remarks will be published in the Association journal, *Applied Geochemistry*. IAGC will pay for the travel of the award recipient to the meeting where the award is conferred, if the IAGC Treasurer determines that the Association has the financial resources to make this possible. The award recipient also will receive a complementary 1-year membership to IAGC for the year following receipt of the award, if not already an IAGC member. The recipient shall be profiled on the Association website and in the IAGC Newsletter.
2. The IAGC Ebelmen Award is given biennially to a geochemist of particular merit and outstanding promise less than 35 years old at the time of nomination, provided a deserving candidate is proposed by the Awards Committee. This award, which may under exceptional circumstances be shared between two individuals, shall consist of a framed certificate and a cash prize of \$1000 (US). The recipient shall be profiled on the Association website and in the IAGC Newsletter. The recipient's acceptance speech and citationist's remarks will be published in the Association journal, *Applied Geochemistry*. IAGC will pay for the travel of the award recipient to the meeting where the award is conferred, if the IAGC Treasurer determines that the Association has the financial resources to make this possible. IAGC will pay for the travel of the award recipient to the meeting where the award is conferred, if the IAGC Treasurer determines that the Association has the financial resources to make this possible. The award recipient also will receive a complementary 1-year membership to IAGC for the year following receipt of the award, if not already an IAGC member. In selecting the nominees for this award, particular consideration should be given to young scientists from developing countries (i.e., not North America, Western Europe, Japan, Australia and New Zealand).
3. The IAGC Distinguished Service Award shall be bestowed intermittently as a deserving candidate is identified to recognize outstanding service by an IAGC member to the Association or to the geochemical community that greatly exceeds the normal expectations of voluntary service. A candidate proposed by the Awards Committee must receive a majority vote of the Board to receive this award. Board members may not vote on any nomination where there is a clear conflict of interest (e.g., candidate from the same institution). This award consists of a certificate

and a honorarium of \$500 (US), if the IAGC Treasurer determines that the Association has the financial resources to make this possible., plus an article published about the recipient in the IAGC Newsletter and posted on the IAGC website. Nominations for recipients of the Distinguished Service Award may be made by any member of the Association during the annual call for nominations. The recipient shall be profiled on the Association website and in the IAGC Newsletter.

4. The IAGC Kharaka Award is bestowed annually, based upon a recommendation from the Awards Committee, to no more than three deserving scientists (which may include senior graduate students) from developing countries. The award consists of a framed certificate plus an IAGC membership and *Applied Geochemistry* subscription for a term of three (3) years, with award recipients profiled in the IAGC Newsletter and on the Association website.
5. The IAGC Hitchen Award shall be given annually to a recent paper of significance published in the IAGC journal, *Applied Geochemistry* as determined by the IAGC Publications Committee, considering any nominations received from the journal Associate Editors. This award consists of a certificate to the author and all co-authors of the cited paper. The recipients also will receive a complementary 1-year membership to IAGC for the year following receipt of the award, if not already an IAGC member. The award recipients shall be cited in the IAGC Newsletter and website. The abstract of any paper receiving the Hitchon Award may be reprinted in the IAGC Newsletter after the award is announced.
6. An IAGC Faure Award may be given to the best student research presentation at each IAGC-sponsored conference or IAGC-organized technical session at a major conference. A student research presentation is defined as one with a student as senior author that is presented at the meeting by the student. The selection committee for this award will consist of an 'ad-hoc' panel of at least three (3) IAGC Members, present at the meeting, one of whom must be a Board Member. Under exceptional circumstances the award may given to two students. This award consists of a certificate and a complementary 1-year membership to IAGC for the year following receipt of the award. The award recipient will be profiled in the IAGC Newsletter and on the Association website.
7. Up to five (5) IAGC Certificates of Recognition may be awarded annually to IAGC Members (i) for outstanding scientific accomplishment in a particular area of geochemistry, (ii) for excellence in teaching or public service, or (iii) for meritorious service to the Association or the international geochemistry community. This award shall consist of a certificate and the recipients shall be cited in the IAGC Newsletter and on the Association website.
8. The honorary title of IAGC Fellow is bestowed annually to no more than two scientists who, over the course of some years, have made significant contributions to the field of geochemistry. Geochemists practicing in all facets of the subject are eligible for this award, but particular emphasis should be on the applied geochemistry. Due consideration to a fair and equitable geographic distribution should be given by the Committee in the selection of IAGC Fellows. This award consists of a certificate and the recipients shall be cited on the Association website and in the IAGC Newsletter. An award recipient also will receive a complementary 1-year membership to IAGC for the year following receipt of the award, if not already an IAGC member. The recipients of the Vernadsky Medal automatically become Fellows.
9. An IAGC Ingerson International Lecturer is selected every two (2) years., with lecture is scheduled either at an International Geological Congress or at (i) a suitable scientific meeting organized by an IAGC Working Group or (ii) at some other prestigious international/national meeting of another scientific society during the second year after an International Geological Congress. Additional Lectures may be held in intervening years for special reasons (e.g. an important international conference), if approved at least 6 months in advance by a majority vote of the Board. This award consists of a certificate and a complementary 1-year membership to IAGC for the year following receipt of the award, if not already an IAGC member. IAGC will pay for the travel of the award recipient to the meeting where the lecture is delivered, if the IAGC Treasurer determines that the Association has the financial resources to make this possible. The Lecturer shall be available during the 2 years following the presentation of the Ingerson International Lecture for seminars at academic and research institutions on the basis of expenses-paid invitation and it is expected that the Lecturer will prepare and publish an article in the Association Journal during his/her term as Lecturer.

IAGC Statutes and By-Laws - Appendix V

The IAGC PhD Student Research Grants Program and Committee

The IAGC Statutes and By-Laws (Part III, Section G and Part IV, Section D) state that the Association shall have a PhD Student Research Grants Program and a Committee to administer the program. These Statutes and By-Laws do not, however, provide full detail about the program or guidelines and conditions for the operation of this Committee, which are set forth in this Appendix.

A. Committee Membership and Terms of Office

1. As indicated in Section III, Section G and Section IV, Part D of the Statutes and By-Laws, IAGC shall establish an annual Student Research Grant program and there shall be an IAGC Student Research Grants Committee.
2. The Chair of the Committee shall be appointed by the President. The other members of the Committee shall be the Past President and 2 members of Council appointed by President.
3. The Secretary shall, upon receipt from the Committee Chair, provide to Council the name(s) of all nominees for Committee membership and request a vote. A simple majority vote of Council is required for approval of a nomination.
4. The term of service for members of this Committee is two (2) years, and reappointment may occur for two (2) additional years.
5. This procedure for filling vacancies on the Committee shall be followed whenever a committee vacancy arises, regardless of the circumstances. Should the Committee Chair or a Committee member resign, the President shall select an interim replacement from the current roster of Council Members and submit the name of the individual through the Secretary to Council for a vote. Should a vacancy occur on the Committee, the Chair shall nominate a replacement to serve the remainder of the vacant term.
5. The IAGC Secretary shall, upon receipt, provide to Council the name(s) of all nominees for Committee membership and request a vote. A simple majority vote of Council is required for approval of a nomination.
6. Only a simple majority of Council is required for approval of an interim nomination. Once approved the interim Committee Chair will serve the remainder of the current term, when a new Chair shall be selected according to Section III, Part C, Article 2 of the Statutes and By-Laws.
7. The interim appointment shall be the top priority candidate for this position if the temporary service has been satisfactory and the individual is willing to continue service in this position.

B. PhD Student Research Grants Program Committee Responsibilities

1. The Committee shall have as its sole responsibility the management of the PhD Student Research Grants program and the selection of the grant recipients each year.
2. The Committee Chair shall prepare and submit to the IAGC Secretary by 15 December each year, an annual report on the activities of the Committee during the current calendar year.

C. PhD Student Research Grants

1. The objective of the PhD Student Research Grant program is to assist PhD students registered in a recognized program at a PhD-degree granting institution who is undertaking research in an area of geochemistry to acquire geochemical analyses in support of the student's dissertation research.
2. A PhD Student Research Grant shall consist of a grant of up to \$3000 (US), the specific amount decided by the Committee, to support the analytical needs of geochemistry PhD student, a certificate, and an article profiling the recipient in the IAGC Newsletter and posted on the IAGC website.
3. Each recipient of a PhD Student Research Grant also receive a complementary 1-year membership to IAGC for the year following receipt of the award. if the recipient is not already an Association member.
4. Up to three (3) PhD Student Research Grant may be awarded annually, based upon receipt of one or more deserving proposals received by the Association, as determined by the Committee.

D. Proposal

1. A proposal for an IAGC PhD Student Research Grant shall be submitted to the Business Office by 15 November of each year using the official proposal form (Section H below), which will be available from the IAGC website.
2. The Business Office will log-in all proposals received and provide the full set of proposals to the Committee Chair by 1 December.
3. Each Committee member will independently review and rank order the proposals by 1 February of the following year. The Committee will then consult and arrive at a final order-of-merit list for the proposals by 28 February, with due consideration given to a fair and equitable geographic distribution of grant awards over the preceding three (3) years.
4. The order-of-merit list and Committee recommendations shall be submitted to the Secretary by 15 February for review and endorsement by the Board by 1 March.

E. Award Selection, Notification, and Funds Disbursement

1. Once the Committee recommendations for PhD Student Research Grant awards have been endorsed by Council, the Committee Chair shall notify the Treasurer and Business Office of the grant recipients by 1 April. The awards will be announced by a letter from the President to the recipients.
2. The recipients of each Student Research Grant will be profiled on the Association website and in the mid-year edition of the IAGC Newsletter.
3. After receipt of the signed agreement to the terms and conditions of the PhD Student Research Grant award, The Treasurer shall disburse the grant awards and signed certificates to the recipients on or before 1 May, if possible, based on the level of funding recommended by the Committee and upon receipt of the signed award 'terms and conditions' statement from the student.
4. Each grant recipient will provide the IAGC Business Office a personal photograph and mini-biography at the time that the signed agreement to the award 'terms and conditions' statement is sent to IAGC.

F. Use of Student Research Grant Funds

1. Authorized uses of Research Student Grant funds include: (i) the cost of preparing PhD dissertation research samples for geochemical analysis, (ii) travel to an analytical facility to undertake geochemical sample analysis, and (iii) the cost of geochemical analyses of PhD dissertation research samples.

G. Post-Award Actions and Requirements

1. Each recipient of a PhD Student Research Grant shall provide a summary to the IAGC Treasurer of how the grant funds were spent not later than twenty-four (24) months the grant is received.
2. Each PhD student receiving an IAGC Student Research Grant shall acknowledge this support in their PhD dissertation and in any scientific publications deriving from the PhD research.

H. Application Form



International Association
of
GeoChemistry

Business Office:

NEED OSU ADDRESS

web: www.iagc.ca

Application for an IGC PhD Student Research Grant

*****Submission Deadline: 1 November*****

Year of application _____ Amount requested (\$3000 US maximum) \$ _____

Personal Information: First Name _____ Last Name _____
E-mail address _____
Citizenship _____

Mailing address: Street Address _____
City _____
Country _____ Code _____

Academic Information: Department _____
University _____
Current degree program _____

Previous academic history:
Bachelor's degree _____ Year _____ PhD Supervisor Name _____
Master's degree _____ Year _____ E-mail Address _____
Years in PhD program _____ Affiliation _____

Specific field of PhD research _____
Title of PhD research _____
Geographic location of PhD research _____
Anticipated graduation date _____

Student's Signature _____ Date _____

Condensed Biography/CV (150 words maximum).

1. Background (1 page limit in 11 point font): Discuss the background to your PhD dissertation research problem, document the importance of the problem, and describe the contribution of geochemistry to its solution.

2. Proposal text (2 page limit in 11 point font). Clearly describe how you are addressing your PhD research problem, what hypothesis your research will test, and what is the anticipated contribution of geochemical analysis to the project

3. Proposal Budget:

	<u>expenditure category</u>	<u>cost (\$ US)</u>
_____	1. _____	_____
_____	2. _____	_____
_____	3. _____	_____
_____	4. _____	_____
_____	5. _____	_____
		TOTAL _____

Amount and nature of other funds available for the PhD research (list amounts and sources, including those from research grants to academic supervisor)

<u>amount (\$ US)</u>		<u>source</u>
_____	1.	_____
_____	2.	_____
_____	3.	_____
_____	3.	_____
_____	TOTAL	

* * * * *

IAGC Statutes and By-Laws - Appendix VI

The IAGC Business Office

The Statutes and By-Laws of the IAGC (Part II, Section G) provide for the establishment of a Business Office to manage the day-to-day operational affairs of the Association and mandate that Council shall appoint a Business Office Manager who is charged with handling the day-to-day administrative matters of the Association related to receipt and disbursement of funds for the kinds of activities that have been endorsed by Council. These By-Laws do not, however, provide instructions regarding guidelines and conditions the operation of the Business Office and the responsibilities and duties of the Business Office Manager, which are set forth in this policy paper.

1. The Business Office Manager shall submit an operating budget to Council on an annual basis. This budget shall be considered approved when ratified by a majority vote of the Board. The distribution of funds to operate the Business Office shall be authorized for the Business Office Manager, in advance, by the Treasurer on a semi-annual basis, based upon a written request to the IAGC Secretary from the Business Office Manager.
2. The Business Office Manager shall receive from the IAGC Treasurer the funds designated by Council for the operation of the Business Office on an annual or semi-annual basis, as requested from Council. These funds shall be deposited in one or more interest-bearing bank accounts and these accounts shall be used to disburse funds for Association financial obligations subject to instructions received from the Treasurer based upon decisions of Council. Only the Treasurer and the Business Office Manager shall be signatories on Association bank accounts.
3. The Business Office Manager shall submit an annual operating report no later than 31 December of each year that details the operating activities of the Business Office during the preceding calendar year. This report shall provide a financial summary and describe the important activities of the Business Office during the past twelve (12) months.
4. In the event that the office of the post of Business Office Manager should become vacant for an extended period of time, the President shall transfer the Association operational funds to the custody of the Treasurer until the position of Business Office Manager is again filled by the Board.
5. The Business Office Manager shall keep an up-to-date list that includes e-mail addresses of all dues-paid Association members and, at the request of an Officer, Council Member, or Working Group Leader, distribute Association information to the membership via the e-mail list.
6. IAGC is a participant in the consortium of professional societies publishing the magazine *Elements – A Geochemical, Mineralogical, and Petrological Magazine*. The Business Office Manager shall be responsible for the periodic preparation and timely submission of the material for the IAGC section of *Elements* and is charged to work directly with the *Elements* editorial, management, and production staff in this context. The Business Office Manager shall work directly with the Board, Working Group Chairs, and Members to develop IAGC material for *Elements*. The Business Office Manager shall make the IAGC Member list available to the *Elements* Executive Editor periodically upon request.
7. The Business Office Manager shall maintain the IAGC web site, the content of which shall be approved by the President and Secretary, and insure that this web site is current. The Business Office Manager is encouraged to continually enhance the website and expand the information available there to IAGC Members.
8. The Business Manager shall receive from Working Group Chairs, reports on conferences and other activities sponsored by Working Groups. Such activity reports are due no later than two (2) months after the event.
9. The Business Manager shall receive the Working Group annual reports, which are due from the Working Group Chairs no later than 31 December each year.

10. The Business Office Manager shall be responsible for the semi-annual preparation and distribution of the IAGC Newsletter.
11. The IAGC Newsletter shall be the primary means used by the Council to communicate officially with Association Members. The newsletter shall be used to inform all Members about actions contemplated or taken by Council, contain information concerning activities of the IAGC Working Groups, and be used to communicate other matters of interest to the professional geochemical community. All scientific activities sponsored by IAGC, and the level of financial support provided, shall be listed annually in the IAGC Newsletter. The annual reports of IAGC committees shall be published in the Association Newsletter. The recipients of the annual IAGC awards (see Part IV, Section C of the IAGC Bylaws) will be profiled in the IAGC Newsletter in the issue following the receipt of the award. To the maximum extent possible, the Business Office shall distribute the Newsletter to Association Members and other recipients by e-mail.
12. The Business Office Manager, with the endorsement of the President, may develop and offer incentives to increase Association membership.
15. As described in Section IV, Part B of the IAGC Statutes and By-Laws, the Association may sponsor, support, or conduct scientific activities. Once Council approval has been received for a sponsored activity, the Business Office Manager, shall provide the statement of 'Terms and Conditions' developed for the scientific activity (e.g. workshop, conference session, symposium etc.) supported by the Association to the organizer at the time that the financial support is provided.
16. The Business Office shall, in a timely manner, act to provide the support required to all activities endorsed by the Board.
18. The Business Office Manager shall ensure that the organizers of all meetings endorsed or sponsored by the Association, or its Working Groups (i) are sent the statement of "Terms and Conditions" for an activity receiving financial support to the organizers, (ii) are aware of the requirement to include the cost of 125% a 1-yr membership to IAGC in their meeting fee structure for participants who are not IAGC Members, and (iii) provide a report on the activity within two (2) months after the event.
19. The Business Office Manager shall ensure that all certificates for IAGC awards and other recognitions as decided upon by the Board are prepared well in advance of the award or recognition ceremony and (i) be available for presentation at the event or (ii) are sent to the recipient in a timely manner.
20. The Business Office shall be responsible for organizing and delivering any IAGC publicity material for IAGC-sponsored events (conferences, symposia, Working Group meetings, etc.). This responsibility shall include staffing of an IAGC booth at a conference or other event on such occasions as the Board might decide to employ this vehicle of advertisement and recruitment. The Business Office Manager shall work directly with Elsevier on such occasions to insure that copies of *Applied Geochemistry* and IAGC membership application forms are included in the display.
21. The cost of traveling to and setting up a conference display or staffing a conference advertising booth shall be over and above the expenses described in the Business Office annual operating budget that is submitted to, and approved by, Council. The Business Office Manager shall submit to the Board a cost estimate for developing conference displays or operating and staffing a conference advertising booth on a case-by-case basis as requested by the IAGC President or Secretary (acting on behalf of the Board). This cost estimate shall require a majority vote of Board for approval and may be amended within 10% after the fact based upon actual expenses incurred and documented.
22. The Business Office shall maintain a complete listing of the recipients of all IAGC awards. This shall include their contact information, if living.
23. The Business Office is responsible for collecting annual dues from IAGC Members. Once made, the Board decision about the annual dues for all classes of IAGC Members, shall be announced to the IAGC Membership in the Newsletter, on the IAGC website, and provided to the Journal Editor.

24. In late October of each year, the Business Office Manager shall notify the IAGC Secretary, Treasurer, the journal Executive Editor, all Committee Chairs, and all Working Group Leaders/Chairs that their annual reports are due on 15 December.
25. The IAGC Business Office shall receive all annual reports and compile them into three separate documents - an IAGC Internal Operations Annual Report, an IAGC Business Office Annual Report, and an IAGC Working Groups Annual Report. These three annual reports shall be consolidated into a single IAGC Annual Report and submitted by the Business Office Manager to the IAGC Secretary no later than 31 January each year.
27. The Internal Operations Annual Report shall consist of the annual reports of the IAGC Secretary, Treasurer, the Executive Editor of the IAGC journal, and all IAGC standing committee annual reports.
28. The Business Office Manager shall compile the annual reports received from the Working Groups. Based upon the information contained in the Working Group annual reports, the Business Office Manager shall advise Council in the Business Office Annual Report whether or not each chartered Working Group is in 'good standing,' as defined in Part III, Section F, Article 9 of the IAGC Statutes and By-Laws.
29. At the end of each year, the Business Office shall ascertain whether or not the each of the Journal Associate Editors and the lead author of a paper published in the IAGC journal *Applied Geochemistry* is an Association member. The Associate Editors not IAGC members shall be thanked for their service to the Association and sent a membership form and an invitation to join the Association. The lead authors of Journal papers will be sent a letter of thanks for choosing *Applied Geochemistry* for publication, an IAGC information sheet, a membership application form, and an invitation to join the Association, if these persons are not already IAGC members.
30. As directed by Board, the Business Office Manager shall provide the Newsletter Editor with the Board-approved annual reports for publication in the next issue of the IAGC Newsletter. Working Groups submissions may be condensed as deemed appropriate by the Business Office Manager, whereas full text of all other reports shall be presented in the Newsletter, unless condensed at the direction of the Board.

IAGC Statutes and By-Laws - Appendix VII

The IAGC Newsletter

The Statutes and By-Laws of the IAGC (Part VI) provide for an IAGC Newsletter. These By-Laws do not, however, provide instructions regarding guidelines for a Newsletter or the selection and responsibilities of a Newsletter Editor, which are set forth in this appendix.

1. The Board shall appoint the Editor based upon a recommendation from the Publications Committee. A simple majority of the Board is required for approval of a nomination.
2. The Board shall decide the frequency of publication of the Association Newsletter based on a simple majority vote.
3. The Publications Committee will exercise oversight of the Newsletter Editor, who may be removed from this position by a majority vote of the Board based upon a recommendation from the Publications Committee
4. The Board may choose to compensate the Newsletter Editor for preparation of the Newsletter on a per issue basis in arrears.
5. The Newsletter will be provided to Members by e-mail from the Secretary and posted on the Association website.

IAGC Statutes and By-Laws - Appendix VIII

IAGC Working Groups

The Statutes of the IAGC (Part IV, Section A) provide for the establishment of specialist Working Groups as deemed to be helpful in meeting the objectives of the Association. These Bylaws do not, however, provide instructions regarding guidelines and conditions the operation of the Working Groups, which are set forth in this appendix.

1. Any group of twenty (20) or more IAGC Members may petition the IAGC Board in writing via the Secretary to establish an IAGC Working Group focused on a particular aspect of geochemistry.
2. As indicated in the IAGC Bylaws (Part IV, Section A, Article 3), once approved by the Board, the charter of a thematic Working Group shall run for no more than four (4) years, from the time of initial charter.
3. A Working Group in 'good standing' that wishes to continue may apply to the IAGC Secretary in writing for continued charter for an additional 4-year term no later than three (3) months prior a Board meeting. Once rechartered by a majority vote of the Board, a Working Group shall run for no more than four (4) additional years, from the time of recharter. There is no limit to the number of times that a Working Group may be rechartered.
4. Working Groups may establish an internal administrative structure and process to conduct the business of the Working Group. At the minimum, a Working Group shall have a non-permanent Leader and Executive Committee of international composition.
5. In the case of well-organized Working Groups operating under their own statutes, the Board will recognize the need of these groups for autonomy and, in normal circumstances, will not interfere with the Working Group regarding the appointment of its Leader and Executive Committee.
6. Each Working Group is required to submit an annual report to the IAGC Business Office by e-mail no later than 15 December. This report shall detail the activities of the Working Group during the calendar year, including Working Group meetings and other official activities, together with its plans for the future. The annual report shall be reviewed and endorsed by the Board as a basis for the required 'good standing' status determination (see Part IV, Section A, Article 6 of the IAGC Statutes and By-Laws and item #8 below) and then published in the next issue of the Association Newsletter.
7. The Working Group Leader shall be responsible for the submission of the Working Group annual report.
8. A Working Group is considered to be in 'good standing' when it has been active during the preceding year, its annual report has been submitted on time, and it has fulfilled all of its obligations to IAGC for any activities that the Association endorsed or sponsored during the past year, as described in Appendix IX of the IAGC Statutes and By-Laws governing 'Conditions and Guidelines for Awarding IAGC Sponsorship of Scientific Meetings'. The determination of 'good standing' for a Working Group shall be made by the President not later than 1 March through a recommendation endorsed by a majority vote of the Board, based upon the information provided in the Working Group annual report for the previous year.
9. A Working Group failing to submit an annual report by 15 December shall be considered to be in breach of its obligation to IAGC and immediately be placed on a state of probation. The Secretary shall determine from the Working Group Chair if the Working group is going to submit its annual report and when the report will be received. If the overdue annual report is received by 1 May, the Working Group shall immediately revert to a 'good standing' status following acceptance of the report by the Board.
10. If the matter cannot be expediently resolved and the overdue annual report is not received by 1 May, the Working Group shall automatically lose its 'good standing' status and may not conduct any activity under the auspices of IAGC or apply to IAG C for financial support of a conference or other activity.

11. A Working Group losing its 'good standing' status must apply in writing to the Association Secretary for reinstatement, which requires a majority vote of the Board, once the outstanding obligations of the Working Group to the Association have been met. A Working Group losing its 'good standing' status that does not apply for reinstatement will automatically lose its charter at the next meeting of the Board.
12. Working Groups that are in a current state of 'good standing' may seek Association sponsorship and/or financial support for a scientific activity that is compatible with the objectives of the IAGC (e.g. workshop, conference session, symposium, etc.) the formal submission of a proposal to the Secretary no later than eight (8) months prior to the event. The Secretary will bring such submissions to the Board for vote within fifteen (15) days of receipt. Once a Working Group meeting or activity is approved by the Board, the Treasurer shall act in a timely manner to provide the approved financial support and the Business Office Manager and Newsletter Editor shall assist in advertising the event in *Elements* and Newsletter. Additional conditions and guidance related to sponsorship of Working Group meetings is provided in Appendix IX of the IAGC Statutes.
13. A Working Group organizing and/or sponsoring an activity endorsed or financially-supported by the Association (e.g. workshop, conference session, symposium, etc.) shall ensure that the Association affiliation and logo is present on all official documents and that Association information flyers and membership application forms, to be provided by the Business Office, are made available to all event participants.
14. A report on any IAGC-sponsored Working Group activity shall be provided by e-mail to the Business Office by either the event organizer or Working Group Leader no later than two (2) months after the event.

IAGC Statutes and By-Laws - Appendix IX

Conditions and Guidelines for Awarding IAGC Sponsorship of Scientific Meetings

The Statutes and By-Laws of the IAGC (Part IV, Section B) indicate that the Association may sponsor, support, or conduct scientific activities compatible with its mission and objectives. These Statutes and By-Laws do not, however, provide instructions regarding guidelines and conditions for meeting sponsorship, which are set forth in this appendix so that IAGC control and accountability can be exercised.

1. IAGC may sponsor and support financially scientific meetings compatible with its objectives through endorsement by a two-thirds (2/3) majority vote of the Board.
2. Sponsorship and support is offered to three types of meetings, in order of priority:
 - a. Sponsorship of IAGC Working Group meetings. Financial support in such instances shall be negotiated between the Working Group Chair and IAGC President, but is expected not to exceed \$5000 (US) except under exceptional circumstances.
 - b. Joint sponsorship of an entire conference in which IAGC is an organizational partner in the meeting and takes responsibility for the organization and execution of multiple thematic sessions. Financial support for such meetings shall be negotiated between the applicant and IAGC President, but cannot \$5,000 (US). Such sponsorship and financial support shall result in acknowledgement of the IAGC sponsorship and logo being displayed on all official documents and the provision of Association information flyers and membership application forms to all meeting participants. IAGC shall have the right to an advertisement booth during the meeting at no additional cost over and above the sponsorship grant.
 - c. Sponsorship of an IAGC-sponsored thematic session within a major international conference in which an IAGC Member is the organizer/co-organizer of the session. Financial support in such instances shall be negotiated between the applicant and IAGC President, but is expected not to exceed \$1500 US except under exceptional circumstances.
3. The sponsored event should be a meeting of an international nature that is open to all scientists, not centered on a theme that suggests only a local interest, and advertised at least nine (9) months in advance to enable adequate notice to the international scientific community.
4. IAGC Working Groups, conference organizers, or individuals seeking IAGC sponsorship and/or financial support for a scientific meeting that is compatible with the objectives of the Association (e.g. workshop, conference session, symposium, etc.), shall submit a formal proposal to the IAGC Secretary no later than eight (8) months prior to the event. Preferably such proposals should be submitted at least twelve (12) months before the meeting so IAGC can include the expenditure in its financial planning. The Secretary will bring such submissions to the Board for vote within fifteen (15) days of receipt. The Treasurer shall then act in a timely manner to provide the financial support to the meeting once it is endorsed by the Board and the Business Office and Newsletter will provide assistance with event advertising.
5. IAGC support for scientific meetings should be used primarily to support invited speakers and permit scientists from developing countries (who generally have difficulty in obtaining travel funding from internal sources) to participate in the meeting.
6. No individual should receive funds to participate in an IAGC-sponsored meeting more than once in a 5-year period.
7. The organizer of a meeting (e.g. workshop, conference session, symposium, etc.) sponsored or financially-supported by the IAGC shall insure that the endorsement is recognized and the IAGC logo presented on all official documents. In the case of a sponsored thematic session at an international conference, the organizer shall announce the IAGC support at the beginning of the session and make IAGC information flyers and membership application forms available to those persons attending the session.

8. The organizer of a meeting or special conference receiving IAGC sponsorship or financial support shall submit a report on the meeting to the IAGC Business Office no later than two (2) months after the event. This report should briefly describe the meeting, indicate the number of meeting/session participants, provide a financial summary of meeting income and expenses, and detail how the IAGC funds were spent. It is important that names of individuals supported and their role in the meeting be described in this report. To the extent possible, reports from meeting organizers to IAGC shall be submitted to the Association Business Office by e-mail.
9. IAGC support for a meeting gives the Association, through the Executive Editor of the Association journal *Applied Geochemistry*, the 'first right of refusal' regarding the publication of the conference proceedings. The organizer of each meeting supported financially by the IAGC shall, upon receipt of the notice of meeting support from IAGC, contact the Executive Editor of *Applied Geochemistry* regarding publication of the meeting proceedings or a subset of conference papers as a special issue before considering any other publication alternative. Failure to do so will result in the withdrawal of IAGC financial support for the meeting.
10. Any Working Group meeting or major conference supported financially by IAGC shall include in the event registration fee 125% the cost of an annual IAGC membership, i.e. there shall be a 2-tiered registration fee structure for the meeting with one registration fee for IAGC members and a second higher registration fee for non-IAGC members set at to be 125% of the current level of IAGC annual dues.
11. Any meeting sponsored by IAGC shall provide one (1) complementary registration to IAGC for the purpose of an IAGC Officer representing the Association at the meeting.
12. The report on the event to IAGC shall contain the names and both postal and e-mail addresses of those meeting participants who paid the higher non-IAGC member registration fee.
13. The registration fee surcharge collected by the IAGC-sponsored meeting for non-IAGC members should be transmitted by the conference organizer to the IAGC Treasurer within two (2) months after the meeting. Failure to do this will result in no future IAGC financial sponsorship to the group organizing the meeting.
14. Should the total amount of IAGC funding received for a meeting not be spent, then the residual proportion of the funds remaining in the meeting account after all expenses are paid should be returned to the IAGC. This determination will be made by agreement between the meeting organizer and the IAGC Treasurer.
15. Should an IAGC-sponsored meeting make a profit (due to an excess of meeting income over expenditure) after all expenses are paid, then an appropriate proportion of the profit should be disbursed to the IAGC. This determination will be made by negotiation and agreement between the meeting organizer and the IAGC Treasurer.

IAGC Statutes and By-Laws - Appendix X

IAGC Annual Reports

Various articles of the IAGC Statutes and Bylaws and its Appendices call for the submission of annual reports of the different operating elements of the Association. This appendix details the annual reporting process.

1. The IAGC Secretary, Treasurer, the Executive Editor of the IAGC journal *Applied Geochemistry*, all IAGC Committee Chairs, all IAGC Working Group Leaders, and the IAGC Business Office shall submit an annual report to IAGC Council.
2. In late October of each year, the Business Office Manager shall notify the Secretary, Treasurer, the Journal Executive Editor, all Committee Chairs, and all Working Group Leaders that their annual reports are due on 15 December.
3. These annual reports shall cover the current calendar year.
4. Annual reports should be submitted to the IAGC Business Office by e-mail.
5. The Business Office shall receive the annual reports and prepare three separate documents - an IAGC Internal Operations Annual Report, an IAGC Business Office Annual Report, and an IAGC Working Groups Annual Report.
6. The Internal Operations Annual Report shall consist of the annual reports of the IAGC Secretary, Treasurer, the Executive Editor of the IAGC journal *Applied Geochemistry*, and all Committee annual reports.
7. The Business Office Manager shall compile the annual reports received from the Working Groups into a single IAGC Working Groups Annual Report. Based upon the information contained in the Working Group annual reports, the Business Office Manager shall advise the Board in the Business Office Annual Report whether or not each chartered Working Group is in 'good standing,' as defined in Part IV, Section A, Article 6 of the IAGC Statutes and Bylaws.
8. The Business Office Manager shall transmit the three annual reports - IAGC Internal Operations Annual Report, IAGC Business Office Annual Report, and IAGC Working Groups Annual Report – the Secretary no later than 31 January and the Secretary shall forward these reports to the Board for review and endorsement no later than 28 February. Once approved by the Board, the Business Office Manager shall provide copies of the annual reports to the Newsletter Editor.
9. Unless otherwise directed by the Board, the Newsletter Editor shall ensure that these reports in the next issue of the IAGC Newsletter. Working Groups submissions may be condensed as deemed appropriate by the Business Office Manager, whereas full text of all other reports shall be presented in the Newsletter, unless condensed at the direction of Council.
9. The IAGC Business Office shall maintain a permanent record of all annual reports