

IAGC Operations Handbook

(Annexes to the IAGC Statutes and By-Laws)

Draft, June 2007

International Association of GeoChemistry (IAGC)

This IAGC Operations Handbook describes the regular, day-to-day duties of Officers, Council, Business Office Manager, Journal Executive Editor, Committee Chairs, and Working Group Leaders that derive from the IAGC Statutes and By-Laws

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NOTES:

1. This is a 'living' document that is in constant flux. Any statements herein which may conflict with the current version of the IAGC Statutes and By-Laws should be considered erroneous and in need of reconciliation.
2. This document consists of three parts:
 - (i) A set of policy papers (annexes 1-10) that describes the policies governing IAGC activities,
 - (ii) A description of the internal operating structure and operations of IAGC,
and
 - (iii) A description of the duties and responsibilities of the Officers, Council Members, Journal Executive Editor, Business Office Manager, Committee Chairs, and Working Group Leaders in discharging the responsibilities that are assigned to them by the IAGC Statutes and By-Laws.
3. As noted in the Figure 2-5, IAGC activities occur largely within three distinct time frames – annually (Figures 2 & 3), a biennial cycle (Figure 4), and a quadrennial cycle (Figure 5).

ORGANIZATIONAL STRUCTURE OF IAGC

As described in the IAGC Statutes and By-Laws of the International Association of GeoChemistry, the elected governing body of the IAGC is the Board of Directors. This Board consists of an Executive, comprising the four elected Officers – President, Vice President, Secretary and Treasurer – and a ten-member Council, all of whom have full voting rights. The Vice President serves as Chair of the Council. The two Board-appointed service functionaries of the Association - the Journal Executive Editor and the Business Office Manager - are ex-officio members of the Board without voting rights. IAGC has 6 standing committees – the Nominations Committee, the Publications Committee, the Awards Committee, the Student Research Grant Committee, the Planning and Program Committee, and the Audit Committee. The official IAGC Working Groups are quasi-independent organizations that are obliged by the Statutes and By-Laws to report annually to the Association and their Leaders are invited to contribute to the discussion on issues of interest at all official Association business meetings. The Vice President is the official point-of-contact for the Working Groups. Figure 1 shows the IAGC organizational chart.

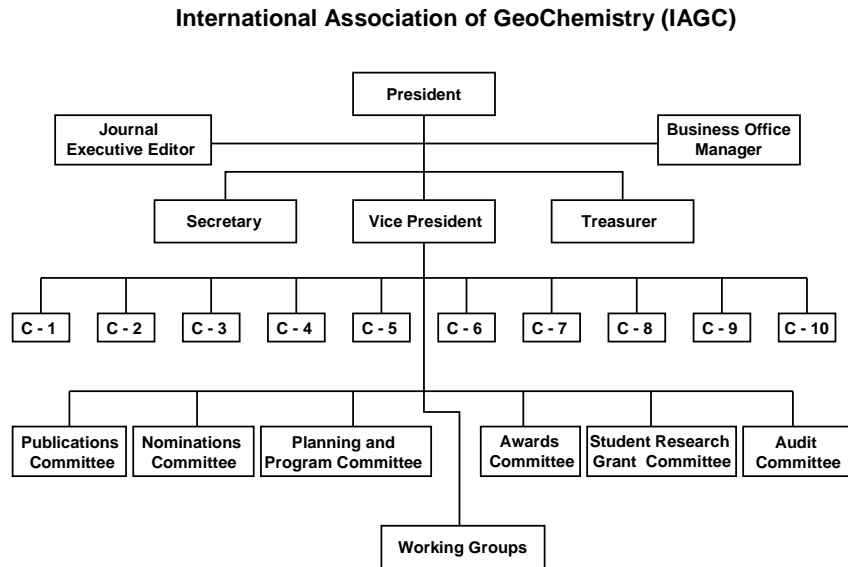


Figure 1. The IAGC organizational chart.

The Statutes and By-Laws of the IAGC describe the mission of the Association, set forth the general responsibilities of the Board, provide a governance structure for the Association, and indicate what activities are permitted. The Statutes and By-Laws do not, however, provide detailed instructions about these matters, which are provided in these annexes, the authority of which is derived from the IAGC Statutes and By-Laws and, therefore, shall be binding on the Officers, Council, Committees, Journal Executive Editor, Business Office Manager, and Working Group Leaders.

ANNEX 1. INTERNAL ANNUAL REPORTS

The duties and responsibilities of various IAGC Officers and Committee Chairs, the Journal Executive Editor, Business Office Manager, and Working Group Leaders described in the Statutes and By-Laws call for the submission of annual reports for the different operating elements of the Association. This Annex details the annual reporting process.

1. The Secretary, Treasurer, the Executive Editor of *Applied Geochemistry*, all committee Chairs, all Working Group Leaders, and the Business Office Manager shall submit an annual report to the Secretary for review and endorsement by the Board
2. By 15 October of each year, the Secretary shall notify the Officers, the Journal Executive Editor, all Committee Chairs, the Business Office Manager, and all Working Group Leaders that their annual reports, which are to inclusively cover the current calendar year, are due on 31 December and should be submitted to the Secretary by e-mail.
3. The Secretary shall receive the annual reports no later than 31 December and prepare three separate documents – (i) an IAGC Internal Operations Annual Report consisting of the Officer, Committee Chair, and the Journal Executive Editor annual reports; (ii) an IAGC Business Office Annual Report; and (iii) an IAGC Working Groups Annual Report.
4. Once the annual reports received from the Working Groups have been compiled, and based upon the information contained in each Working Group annual report, the Secretary shall advise the Board in the IAGC Annual Report whether or not each chartered Working Group is in ‘good standing,’ as defined in Part IV, Section A, Article 5 of the IAGC Statutes and By-Laws.
5. These three reports will be consolidated into a single IAGC Annual Report that will be transmitted by the Secretary to the Board no later than 1 February of the new year. By 28 February, the Board shall review and either (i) endorse the Annual Report or (ii) send specific parts back to the originator for Board-specified revision.
6. Once endorsed by the Board, the Annual Report shall be sent to the Business Office. The Business Office Manager shall publish the annual reports in the next issue of the IAGC Newsletter. The full text of all reports shall be presented in the Newsletter, unless condensed at the direction Secretary acting on behalf of the Board.
7. The IAGC Business Office shall archive all IAGC Annual Reports.

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ANNEX 2. IAGC SPONSORSHIP AND FINANCIAL SUPPORT OF CONFERENCES, MEETINGS, AND OTHER SCIENTIFIC ACTIVITIES

The instructions for IAGC the financial sponsorship of conferences, symposia or other meetings and the provision of financial support for other activities, permitted by Part IV, Section B Statutes and By-Laws are set forth in this Annex so that IAGC fiscal responsibility and accountability can be exercised.

A. KINDS OF ACTIVITIES SPONSORED BY IAGC

1. Sponsorship and financial support may be offered to scientific conferences, symposia, and meetings compatible with the IAGC mission and objectives through endorsement of a submitted proposal by a 2/3 majority vote of the Board.
2. IAGC does not support requests from individuals for financial support.
3. IAGC sponsorship and financial support is offered to three types of meetings, in order of priority:
 - a. Sponsorship of official IAGC Working Group meetings. Financial support in such instances shall not exceed \$10,000 (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 promotional information 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.

- 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 not exceed \$5000 (US), except in exceptional circumstances, and then only by $\frac{3}{4}$ majority vote of the Board. 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 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 (or multiple sessions) within a major international conference in which an IAGC Member is the organizer/co-organizer of the session. Financial support in such instances shall not exceed \$2500 (US).
 - d. Other meetings specialist meetings, workshops, and other scientific activities. Financial support in such instances shall not exceed \$1500 (US).
4. The Business Office shall maintain an up-to-date record of all activities sponsored by IAGC.

B. SPONSORSHIP PROPOSALS

1. Conferences, symposia, and meetings sponsored by IAGC should be of an international nature, with participation open to all interested scientists, not centered on a theme that suggests only a local interest, and advertised at least 6 months in advance to the international scientific community to enable adequate notice.
2. The organizer of a scientific activity seeking IAGC sponsorship and/or financial support must submit a formal proposal to the IAGC Secretary no later than 6 months prior to the event; preferably such proposals should be submitted 9-12 months before the event. This proposal shall contain a detailed proposal of how the funding requested of IAGC will be spent.
3. The Secretary will bring such submissions to the Board for vote within 1 month of receipt.
4. Upon approval of the request by the Board, the Secretary shall notify the conference organizer of the IAGC support, the Business Office shall provide IAGC information flyers and any agreed publicity materials to the meeting, and the Treasurer shall disburse the funds to the event organizer once it has been ascertained that the terms of Part C, Item 1 below have been met.
5. Individuals wishing to organize an IAGC-sponsored thematic session at a non-IAGC sponsored conference, shall provide a brief written description of the session to the Secretary.
6. Upon receipt, the Secretary shall obtain the endorsement of the President for the sponsored session and, upon receipt of this endorsement, shall notify the session organizer and the Business Office.

C. SPONSORED ACTIVITY OBLIGATIONS TO IAGC

1. All conferences, symposia, and other meetings sponsored by IAGC and receiving IAGC financial support that have a registration fee shall have two classes of registration fee: a fee for IAGC members and a non-members fee that shall than the members registration fee shall be higher by an additional sum that is 2.5 times the current IAGC annual dues. For example, if the meeting registration fee for IAGC members is set at \$200 and the current IAGC membership annual dues are \$20, then the non-members registration fee shall be \$250.
2. All conferences, symposia, and other meetings sponsored by IAGC and receiving IAGC financial support that have a registration shall ensure that the meeting fee charged includes the cost of a 1-year IAGC membership for all participants. This requirement does not apply to the sponsorship of thematic sessions in conferences or symposia organized by other societies. Participants in the meeting who are already IAGC members will have their membership extended by one year.
3. IAGC support for scientific meetings should be used primarily to fund the participation of scientists and senior graduate students from developing countries (who generally have difficulty in obtaining travel funding from internal sources) to participate in the meeting. In certain, special instances, sponsorship may be available when a meeting convener in a developing country would like to use a part of the IAGC financial support to invite a 'distinguished' IAGC Member to attend the meeting and present a keynote lecture to attract participants. In this

situation, it should be clearly stated in the proposal to IAGC that the individual cannot obtain funds elsewhere to attend the meeting.

4. No individual should receive funds to participate as invited 'keynote' speaker in an IAGC-sponsored meeting more than once in a 5-year period.
5. IAGC, by majority vote of the Board, may request the participation of the Business Office Manager, or other senior IAGC person, to be the official IAGC representative at a conference or other IAGC-sponsored activity in order to staff the IAGC booth or officially represent IAGC in a leadership capacity at the event. The full cost of travel and lodging may, if necessary, be provided in such instances.
6. The organizer of a meeting (e.g. workshop, conference session, symposium, etc.) sponsored or financially-supported by the IAGC shall ensure that the endorsement is recognized and the IAGC logo presented on all official documents, and that IAGC information flyers, to be provided by the Business Office, are made available to all meeting participants.
7. In the case of a sponsored thematic session at a non-IAGC sponsored conference, the organizer shall announce the IAGC support at the beginning of the session and make IAGC information flyers and membership application forms, to be provided by the Business Office, available to those persons attending the session.
8. IAGC shall have the first opportunity for publishing selected papers from the conference in a special issue of *Applied Geochemistry*.
9. The organizer of a meeting or special conference receiving IAGC financial support shall submit a report on the meeting to the IAGC Business Office no later than 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. The Board will determine if a report is satisfactory by a majority vote.
10. After the event, the organizer of an IAGC-sponsored session at a non-IAGC sponsored conference shall report the session attendance to the Secretary.

D. POST-EVENT FINANCIAL CONSIDERATIONS

1. Should the total amount of IAGC funding received for a meeting not be spent, then an appropriate 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.
2. 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 agreement between the meeting organizer and the IAGC Treasurer.

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ANNEX 3. IAGC STUDENT RESEARCH GRANTS AND THE GRANTS COMMITTEE

The Statutes and By-Laws of the IAGC (Part IV Section G) indicate that the Association shall award IAGC Student Research Grants on an annual basis and that there shall be a Students Grants Committee (Part III, Section F). These Statutes and By-Laws do not, however, provide conditions governing Student Research Grants, the processes for application and selection, and describes the structure and operation of the Student Grants Committee, which are set forth in this Annex.

A. COMMITTEE MEMBERSHIP AND TERMS OF SERVICE

1. A Student Grants Committee shall be established to manage the annual Student Research Grant. This Committee shall consist of the President as Chair, the Past President, and 2 Council Members.

2. The terms of the members of the Student Research Grants Committee shall be for 4 years, concomitant with the terms of office of the Committee members.

B. IAGC STUDENT RESEARCH GRANTS

1. The objective of the IAGC Student Research Grant program is to assist PhD students in geochemistry with undertaking and acquiring geochemical analyses in support of the student's Dissertation research.
2. An IAGC Student Research Grant award shall consist of a grant of up to \$3000 (US) to support the analytical needs of a 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 an IAGC Student Research Grant also receives a complementary 1-year membership to IAGC for the year following receipt of the award, if not already a member.
4. Up to 3 IAGC Student Research Grant may be awarded annually, based upon receipt of one or more deserving proposals received by the Association, as determined by the Student Research Award Committee.

C. THE RESEARCH GRANT PROPOSAL

1. A proposal for an IAGC Student Research Grant shall be submitted to the Business Office by 1 October of each year using the official proposal form (see Appendix 1 to this Annex), which will be posted on the IAGC website.
2. The Business Office will log-in all proposals received, send a letter of receipt to the student submitting the proposal, retain a copy of each proposal for the IAGC archives, and provide the full set of proposals to the Student Research Grant Committee by 15 October.
3. Each Committee member will independently review and rank order the set of proposals by 31 January of the following year. A Committee member may not review any proposal where there is a clear conflict of interest (e.g., prior degree advisor of the student or student from the same institution).
4. The Committee will then consult and work with the Committee Chair until a consensus is reached and the Committee arrives at a final order-of-merit list for the proposals, with due consideration given to a fair and equitable geographic distribution of grant awards over the preceding 3 years.

D. AWARD SELECTION AND NOTIFICATION

1. The Committee Chair shall notify the Secretary of the student research grant recommendations by 15 February.
2. Secretary will transmit the grant nominations to the Board for the required 2/3 majority endorsement vote, which shall be completed by 28 February.
3. The Secretary shall notify the President, Treasurer, and Business Office of the student research grant selections by 1 March. The President shall send a letter of congratulations to the recipients by 1 April.
4. The Treasurer shall disburse the grant awards to the recipients on or before 1 June based on the proposal budget and any revisions that may have been recommended by the Student Grants Committee and endorsed by the Board.
5. The recipients of each Student Research Grant will be profiled in the mid-year edition of the Newsletter and on website.

E. USE OF STUDENT RESEARCH GRANT FUNDS

1. Authorized uses of Research Student Grant funds include only:
 - a. The cost of preparing PhD dissertation research samples for geochemical analysis,
 - b. The cost of travel to an analytical facility to undertake geochemical analysis of PhD dissertation samples and local lodging costs incurred while undertaking the analyses, and
 - c. Laboratory charges for the geochemical analysis of PhD dissertation research samples.

E. POST-AWARD REQUIREMENTS

1. Each PhD student receiving an IAGC Student Research Grant shall provide a financial report to the IAGC Treasurer of how the grant funds were spent not later than 24 months the grant is received.
2. Each recipient of an IAGC Student Research Grant shall acknowledge this support in their PhD dissertation and in any scientific publications deriving from the part of the PhD research supported by IAGC.
3. The grant recipient shall provide a copy of the PhD dissertation and reprints of any scientific papers deriving from the IAGC-supported research to the IAGC Business Office. The Business Office shall note all such submissions in its annual report.



International Association of GeoChemistry

Business Office: Mel Gascoyne
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Pinawa, Manitoba, R0E 1L0, Canada
Fax: 1-204-753-2292
e-mail: gascoyne@granite.mb.ca
web: www.iagc.ca

Application for a Student Research Grant

****Submission Deadline: 1 October****

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 _____

Master's degree _____ Year _____

Years in PhD program _____

Specific field of PhD research _____

Title of PhD research _____

Geographic location of PhD research _____

Anticipated graduation date _____

PhD Supervisor Name _____

E-mail _____

Affiliation _____

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. _____
_____	4. _____
_____	5. _____
_____	TOTAL

* * * * *

ANNEX 4. IAGC AWARDS & HONORS AND THE AWARDS COMMITTEE

The IAGC Statutes and By-Laws (Part IV, Section E) establish seven permanent awards – (i) the IAGC Vernadsky Medal, (ii) the IAGC Ebelmen Award, (iii) the IAGC Distinguished Service Award, (iv) the IAGC Hitchon Award, (v) the IAGC Faure Award, (vi) the IAGC Certificate of Recognition, and (vii) and the honor of IAGC Fellow. Other awards may be established as deemed necessary by the Board. The IAGC Statutes and By-Laws also indicate that the Association shall have an Awards Committee (Part III, Section F.) This Annex provides instructions regarding the specifics of the awards, establishes the guidelines for selecting the award recipients, and describes the structure and operations of the Awards Committee.

A. THE AWARDS COMMITTEE AND TERMS OF SERVICE

1. The Awards Committee shall consist of the Vice President as Chair, and 3 additional Council Members.
2. The terms of the members of the Committee shall be 4 years and are not renewable.
3. Should a Committee vacancy arise, the Vice President will fill the vacancy with another Council member.
4. The Awards Committee shall have the sole responsibility of preparing a slate of recommendations each year for the IAGC awards. With the exception of the Faure Award, which is decided on a recurring basis as IAGC-sponsored meetings take place, the Awards Committee shall (i) submit its recommendations for IAGC Certificates of Recognition and the Hitchon Award (which is received from the Publications Committee to the Chair) to the Board annually and (ii) submit its recommendations for the Venadsky Medal, Ebelemen Award, Distinguished Service Award, and the IAGC Fellow honor biennially.

B. THE IAGC AWARDS

1. The IAGC Vernadsky Medal shall be 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 and is accepted by at least 14 of 17 possible votes of the Board. Board members should not vote on any nomination where there is a clear conflict of interest (e.g., candidate from the same institution).
 - a. This award consists of a framed certificate, engraved medal, plus an article published in the IAGC Newsletter and posted on the IAGC website.
 - b. The recipient's acceptance speech and citationist's remarks will be submitted for publication in the Association journal, *Applied Geochemistry*.
 - c. 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.
 - d. The award shall be announced in ample time for the recipient to plan to attend the conference at which the award will be tendered.
2. The IAGC Ebelmen Award shall be 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 and this nomination is ratified by least 11 of 17 possible votes of the Board. Board members may not vote on any nomination where there is a clear conflict of interest (e.g., a former students or a candidate from the same institution).
 - a. 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).
 - b. This award, which may be given to up to 3 individuals in any single year, shall consist of a framed certificate and a cash prize of \$1500 (US), plus an article published in the IAGC Newsletter and posted on the IAGC website.
 - c. The recipient's acceptance speech and citationist's remarks will be submitted for publication in the Association journal, *Applied Geochemistry*.
 - d. 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.
 - e. The recipient shall be profiled on the Association website and in the IAGC Newsletter. The award shall be announced in ample time for the recipient to plan to attend the conference at which the award will be tendered.

3. The IAGC Distinguished Service Award may be bestowed intermittently as a deserving recipient is identified, but not more than once every 2 years, 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 nominated 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).
 - a. This award consists of a certificate and the recipients shall be profiled on the Association website and in the IAGC Newsletter.
 - b. The award shall be announced in ample time for the recipient to plan to attend the conference.
4. The IAGC Hitchon Award shall be given annually to the best paper published in the IAGC journal, *Applied Geochemistry*, as determined by the Publications Committee, considering any nominations received from the journal Associate Editors.
 - a. This award shall consist of a certificate to the author and all co-authors of the cited paper and the recipients shall be cited in the IAGC Newsletter and website.
 - b. The award recipient(s) also will receive a complementary 1-year membership to IAGC for the year following receipt of the award, if not already an IAGC member(s).
 - c. The recipient(s) of a paper receiving the Hitchon Award shall be profiled, and paper abstract of shall be reprinted, in the IAGC Newsletter and on the website after the award is announced.
5. The IAGC Faure Award shall be given at each large (>150 participants) IAGC- sponsored conference to the best student poster presentation. A student poster 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 3 IAGC Members, present at the meeting, one of whom must be a Board Member or Working Group Leader.
 - a. This award shall consist of a certificate and 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(s).
 - b. The award recipients shall be profiled, and the abstract reprinted, in the IAGC Newsletter and on the website in the IAGC Newsletter once the award is announced.
5. IAGC Certificates of Recognition are awarded annually (i) to any scientist for a particular scientific accomplishment in a particular area of geochemistry, (ii) to other geochemists for excellence in teaching or public service, and (iii) to an IAGC member for meritorious service to the Association or the international geochemistry community.
 - a. This award shall consist of a certificate and the recipients shall be cited in the IAGC Newsletter on the website.
 - b. 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.
6. The honorary title of IAGC Fellow is a special tribute bestowed annually to IAGC Members who have made significant contributions to the field or sub-field of geochemistry over the course of some extended period of years.
 - a. Due consideration to a fair and equitable geographic distribution should be given by the Committee in the selection of IAGC Fellows.
 - b. This award consists of a certificate and the recipients shall be cited in the IAGC Newsletter and on the website.
 - c. The recipients of the annual Vernadsky Medal and Ebelmen Award automatically become IAGC Fellows.
 - d. The award shall be announced in ample time for the recipient to plan to attend the conference at which the award will be tendered.

C. AWARDS NOMINATION PROCESS

1. Nominations for all IAGC awards and honors except the Hitchon Award can be made by IAGC members in good-standing, except members of the Award Committee who instead shall actively solicit nominations from other IAGC Members. A nomination for the Hitchon Award shall consist of a nomination, from the Publications Committee, co-signed by the IAGC Journal Executive Editor and Chair of the IAGC Publications Committee.
2. Each year, the Secretary will issue a call for award nominations by 15 June and this call will be published in the mid-year Newsletter, posted on the website, and sent by e-mail to the IAGC Membership.
3. The nominal period for nominations to be received is from 15 July - 15 October each year.

4. All nomination must be submitted in writing to the Secretary by the 15 October deadline.
5. A nomination for the Vernadsky Medal and Ebelmen Award shall consist of a submission of not more than 2 pages in length 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.
6. Nominations for the Distinguished Service Award shall consist of a submission not more than ½ page in length that describes why the nominee is deserving of the award. This nomination should also contain the suggested citation text.
7. Nominations for a Certificate of Recognition shall consist of a single short paragraph 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 also contain the suggested citation text.
8. Nominations for the honor of IAGC Fellow shall consist of a submission not more than ½ page in length that describes why the nominee is deserving of the award. This nomination should also contain the suggested citation text.

C. AWARDS COMMITTEE SELECTION PROCESS

1. Once the nomination period has closed, the Secretary will prepare a separate compilation of nominations for each IAGC award and forward these nomination files by 31 October to the Chair of the Awards Committee for selection of a recommended recipient for each award.
2. The IAGC Awards Committee will review the files received from 1 November to 28 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 will be held over for consideration during the following nomination period for up to 3 biennial cycles; after that a nominee will be dropped from consideration unless subsequently re-nominated. Candidates for the Ebelmen Award not selected 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 Awards Committee will review the Fellow and Certificate of Recognition nominations and choose no more than 5 awards in any single award year.
6. The Chairman of the Awards Committee will inform the Secretary and President of the award and honor recommendations no later than 1 March of the award year, thus concluding the Awards committee work for that awards cycle.
7. The Secretary will transmit the award nominations to the Board for the required endorsement vote, which shall be completed by 15 March.
8. The Secretary will inform the President, Business Office, and Treasurer of the award selections no later than 15 March of the award year.
9. The President shall send a letter of congratulations to each recipient of an IAGC award by 1 April.

10. IAGC shall pay for the travel of the recipients of the Vernadsky Medal and Ebelmen Award to the presentation ceremony, if necessary. The Business Office shall assist with the travel arrangements as requested and will prepare the medal, certificates, and cash prize checks in time for their award.
11. The recipients of each IAGC award will be profiled in the Newsletter, in the issue following the receipt of the award, and on the website.

* * * * *

ANNEX 5. THE NOMINATIONS COMMITTEE

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

A. COMMITTEE MEMBERSHIP AND TERMS OF OFFICE

1. The IAGC Nominations Committee shall consist of a Council Member appointed by the Board as Chair, and 3 additional members selected by the Chair, not more than 1 of whom may be a Council Member.
2. The terms of the members of the Nominations Committee shall be 4 years and are not renewable.
3. The Secretary shall, upon receipt from the Committee Chair, provide to Council the name(s) of all nominees for the Nominations Committee membership and request a vote. A simple majority vote of Council is required for approval of a Committee nomination.
4. The members of the Nominations Committee serve at the pleasure of its Chair and can be replaced by him/her after appropriate consultation with the Board. This procedure for filling vacancies on the Nominations Committee shall be followed whenever a committee vacancy arises, regardless of the circumstances.
5. In the cases that the Chair of the Nominations Committee resigns, the President shall nominate an interim replacement from the current roster of Council Members and submit the name of the individual through the Association Secretary to Council for a vote. Once approved the interim Chair of the Nominations Committee will serve until the next Quadrennial Business Meeting, when a new Nominations Committee chair shall be appointed according to Section III, Part D, Article 2 of the Statutes and By-Laws. The interim Nominations Committee Chair 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 & NOMINATIONS PROCESS

1. The Nominations Committee shall have the sole responsibility of preparing a slate of IAGC Officer and Council Member candidates in advance of the mandated Quadrennial Business Meeting.
2. The Nominations Committee Chair shall receive from the President, no later than 1 June of the year prior to the next IAGC Quadrennial Business Meeting, the list of vacant Officer and Council Member positions that need to be filled.
3. The Secretary shall issue a call to the Association membership for new Officer and Council Member nominations at prior to 1 July of year before the Quadrennial Business Meeting through the Association Newsletter, website, and by e-mail using the Business Office membership list. This call will designate the closing date of 15 November for nominations to be received.
4. Nominations for a vacant Officer position may be made in writing to the Secretary by 10 or more Members and for Council Member positions by 5 or more Members during the nomination period.
5. The Nominations Committee shall receive the list of nominees for vacant Officer and Council positions from the Secretary on 1 December of the year before the Quadrennial Business Meeting. The members of the Nominations

Committee will also develop their own a list of nominees for vacant Officer and Council positions during the nomination period.

6. The Nominations Committee shall have the period from 1 December of the year before the Quadrennial Business Meeting to 28 February of the year of the Quadrennial Business Meeting to develop the slate of Officer and Council Member nominations positions for the ensuing 4-year period that will be sent to the Board for review and ratification.
7. In developing the final list of candidates for IAGC service as Officers or Council Members the Nominations Committee should confirm for each nominee a familiarity with the position and a willingness to serve according to Part II, Section II of the IAGC Statutes and By-Laws. A good-faith effort should be made by the Committee to ensure an equitable geographic distribution of Officer and Council Member nominations.
7. By 28 February of the year of the Quadrennial Business Meeting, the Nominations Committee Chair shall formally submit the list of Officer and Council Member recommendations to the Secretary. The approved list shall be submitted by the Secretary to the Board by 1 March and the Board will decide upon the proposed slate of nominations by 31 March.
8. The Secretary shall notify the President once Board action is taken on the nominations and the President shall write a letter of notification to the new Officers and Council Members by 1 May, informing them of the time and place of the Quadrennial Business Meeting.
9. Election of new Officers and Council Members, based upon the slate of candidates put forward by the Nominations Committee shall be by majority vote of the Board at the Quadrennial Business Meeting.

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ANNEX 6. THE PUBLICATIONS COMMITTEE

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

A. COMMITTEE MEMBERSHIP AND TERMS OF SERVICE

1. The Publications Committee shall consist of 3 members – (i) A Chair appointed by Council; (ii) 2 additional Association Members selected by the Chair who should have experience in the publication of scientific books and/or journals, and (iii) the Executive Editor of the IAGC journal *Applied Geochemistry* in an ex-officio capacity, who will provide information and advice concerning matters related to the publication of the journal. The members of the Publications Committee serve at the pleasure of its Chair and can be replaced by him/her after appropriate consultation with the Board. The Vice President serves as an ex-officio member of the Publications Committee.
2. The terms of the members of the Publications Committee shall be 4 years, once renewable, for a maximum of 8 years. It is desirable that the terms of the Publications Committee members be staggered, so a committee member may elect to serve a term of less than 4 years.
3. When a vacancy occurs on the Publications Committee, irregardless of circumstance, the committee Chair shall nominate a replacement committee member in writing to the Association Secretary within 60 days of the occurrence. In additional, the committee Chair shall provide to the Secretary a short biography of each committee candidate to demonstrate his/her qualification to serve on the Publications Committee.
4. The IAGC Secretary shall, upon receipt, provide to Council the name(s) and biographical information of all nominees for Publications Committee membership and request a vote. A simple majority vote of the Board is required for approval of a nomination.
5. In the cases that the Chair of the Publications Committee retires for the position or resigns, the President shall nominate an interim replacement from the current roster of Council Members and submit the name of the individual through the Secretary for a vote by the Board. Only a simple majority vote of the Board is required for approval of

an interim nomination. Once approved the interim Chair of the Publications Committee will serve until the next Quadrennial Business Meeting when a new Publications Committee chair shall be appointed according to Section III, Part C of the Statutes and By-Laws. The interim Publications Committee Chair 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 Chair of the Publications Committee shall make an annual report to Council concerning the 3 areas described in Items 3-5 below. The report shall be submitted to the Business Office by 31 December each year. This report, which shall describe the status of the journal, should be sensitive to the perceptions of the authors and readers of the journal.
2. The duties of the Publications Committee, as described in Items 2-6 below, include: (i) Negotiating with Elsevier Science, Ltd. 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., (ii) 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 Science, Ltd. and in the selection of Associate Editors, (iv) Developing nominations for the position of Executive Editor of *Applied Geochemistry* when a vacancy develops, and (v) Annually recommending a recipient of the IAGC Hitchon award for best paper published in *Applied Geochemistry* during the preceding calendar year.
3. IAGC Member Subscription Rates to *Applied Geochemistry*
 - a. The Chair of the Publications Committee, in consultation with members of the Publications Committee as appropriate, shall negotiate the IAGC member subscription rate to *Applied Geochemistry* with Elsevier Science Ltd. in 3-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 Association Publications 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.
4. Oversight of the publication of *Applied Geochemistry*.
 - a. Elsevier will have a direct contract with the Executive Editor of *Applied Geochemistry*. The terms of the appointment regarding publication of *Applied Geochemistry* are specified by paragraphs 12-16 of the contract between IAGC and Elsevier Science Ltd. 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 to report to the Board on an annual basis. Elsevier also will provide an honorarium to the Executive Editor commensurate with the commitment of time required to produce issues of *Applied Geochemistry* in a timely manner.
 - b. 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*.
 - c. The Chair of the Publications Committee, with the advice of the committee members, shall monitor the timely publication of *Applied Geochemistry* and the quality of the papers that are published in the journal. The annual report of the Publications Committee 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 Publications Committee for change in any aspect of the publication of the journal for possible consideration by the Board.
 - d. The Executive Editor of *Applied Geochemistry* may request the assistance of the Publications 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.
- e. In instances where a dispute cannot be amicably resolved, the Chair of the Publications Committee shall refer the matter to the Board for consideration and resolution.
 - f. Any change in policy regarding the operation of *Applied Geochemistry* can only be approved by Board, after input from the Publications Committee, and agreement by all parties concerned.
5. Appointment of the Executive Editor of *Applied Geochemistry*
- a. As indicated in Part II, Section J of the Statutes and By-Laws: (i) the Board shall appoint the Executive Editor of the Association journal *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 Association Publications Committee, (iii) be solely responsible for the editorial policy, content, and timely publication of the journal, (iv) be an ex-officio member of the Publications Committee, and (vi) make an annual report to the Board concerning the state of the Association journal 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 within 1 month present a slate of 3 candidates for consideration by the Board.
 - c. The Publications Committee may solicit nominations from the IAGC Officers and Council Members, IAGC memberships, or community of geochemists.
 - d. The Publications Committee will ascertain that the individuals nominated for Executive Editor are willing to serve if appointed to the position.
 - e. 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 Publications Committee to the Board.
 - f. The Publications Committee 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.
 - g. The Board will consider the qualifications of the Executive Editor candidates on the list submitted by the Publications Committee, after first presenting the qualifications of the nominee to Elsevier for their agreement which will not be held unreasonably, and will make a selection by a 2/3 vote of the Board with 1 week of concurrence of the nomination by Elsevier.
 - h. The President will inform the successful Executive Editor candidate of the decision of the Board.
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 of *Applied Geochemistry* may request the assistance of the Chair of the Publications 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 Chair of the Publications Committee will honor such requests for assistance or dismissal without delay because Associate Editors of *Applied Geochemistry* serve at the pleasure of the Executive Editor.
7. Hitchon Award Recommendation
- a. The IAGC Hitchon Award shall be given annually to the best paper published during the preceding calendar year in the IAGC journal, *Applied Geochemistry*, as determined by the IAGC Publications Committee, considering any nominations received from the journal Associate Editors.
 - b. A nomination for the Hitchon Award shall consist of a recommendation, from the Publications Committee, co-signed by the IAGC Journal Executive Editor and Chair of the Publications Committee. This letter shall contain the suggested citation text.
 - c. The Chairman of the Publications Committee will inform the Chairman of the Awards Committee of the Hitchon Award recommendation no later than 1 March each year.

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ANNEX 7. THE PLANNING AND PROGRAM COMMITTEE

The Statutes and By-Laws of the IAGC (Part III, Section E) indicate that the Association shall have a Nominations Committee. These Statutes and By-Laws do not, however, provide instructions regarding guidelines and conditions for the operation of this committee, which are set forth in this Annex.

A. COMMITTEE MEMBERSHIP AND TERMS OF OFFICE

1. The Planning and Program Committee shall consist of a Chair, appointed by the Board, and 2 Council Members.
2. The Committee Chair shall select 2 additional members of Council to form this Committee. The President shall be an 'ex-officio' member of this committee.
3. The terms of the members of the Committee shall be 4 years and are not renewable.
4. This Committee shall have four responsibilities, all of which should be undertaken with the view of enhancing the position of IAGC in the greater geochemistry community.
 - a. To develop ideas for IAGC for new initiatives to increase IAGC membership.
 - b. To generate long-range plans for meeting participation and sponsorship.
 - b. To assist the IAGC Working Group Leaders to develop Working Group meeting support applications.
 - c. To work cooperatively with the designated representatives of the Association of Applied Geochemistry (AAG) to develop and conduct the triennial AAG-IAGC International Applied Geochemistry Symposium.
 - d. To select the Organizing Committee for any conference or meeting that IAGC might undertake, excluding those of its Working Groups.
5. Initiatives from the Committee should be submitted through the Secretary for Board consideration and endorsement.
6. The Committee should work in such a way as to bring proposals for major initiatives to the Board at the Quadrennial Business Meeting.

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ANNEX 8. IAGC FINANCIAL OVERSIGHT

1. The IAGC Board may choose to establish an IAGC Audit Committee during the year prior to the Quadrennial Business Meeting to review the Treasurer's Quadrennial Report on the financial state of IAGC, the Treasurer's Annual Financial Reports, and the financial activity and investments of the Association for the previous 4 years in advance of its report to the Board at the Quadrennial Business Meeting.
2. If this approach is taken, then the Committee shall consist of a Chair who is a Council Member and 2 IAGC Members in good standing. The composition of this Committee shall be endorsed by a majority vote of the Board.
3. 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.
4. If formed, the Committee shall conduct its work between March - May of the year of a Quadrennial Business Meeting and the Chair shall submit the Committee report to the Secretary no later 1 June. The Committee report shall document and concerns that might arise out of its review of the financial records of the previous 4 years and/or the Treasurer's report for the Quadrennial Business Meeting.
5. Alternatively, the Board may authorize the Treasurer to hire a Certified Public Accountant to conduct a Quadrennial Financial Review of IAGC that will be presented at the IAGC Quadrennial Business Meeting.

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ANNEX 9. THE BUSINESS OFFICE

The Statutes and By-Laws of the IAGC (Part II, Section I) provide for the establishment of a Business Office to manage the day-to-day operational affairs of the Association and the hiring of a Business Office Manager who shall be charged with handling the day-to-day administrative matters of the Association for the kinds of activities that have been directed by the Board. These Statutes and By-Laws do not, however, provide guidance for the operation of the Business Office and the responsibilities and duties of the Business Office Manager, which are set forth in this Annex.

A. FINANCIAL MATTERS

1. The Business Office Manager shall submit a proposed annual operating budget to the Secretary for Board endorsement by 1 November of each year.
2. This budget shall be considered approved when ratified by a 2/3 majority vote of the Board by 31 November.
3. The distribution of funds to operate the Business Office shall be authorized for the Business Office Manager, paid in advance, by the Treasurer on a semi-annual basis, based upon the budget proposal approved by the Board.
4. The Business Office Manager shall receive from the IAGC Treasurer the funds designated by the Board for the operation of the Business Office on a semi-annual basis.
3. These funds shall be deposited in an interest-bearing bank accounts and the account used to receive and disburse funds related to the day-to-day operation of the Business Office, subject to instructions received from the Treasurer.
4. Once made, the Board decision about the annual dues for IAGC Members shall be transmitted by the Business Office to the full membership by e-mail and IAGC dues received by the Business Office from IAGC Members shall be recorded, deposited in the Business Office bank account, and transferred to the Treasurer on a quarterly basis.

B. ADMINISTRATIVE ACTIVITIES

1. An annual Business Office operating report shall be submitted to the Secretary no later than 31 December of each year. This report shall provide a financial summary and describe the activities of the Business Office during the past 12 months.
2. The Business Office Manager shall keep an up-to-date Association membership list that includes e-mail addresses of all dues-paid 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.
3. IAGC is a participant in the consortium of professional societies publishing the magazine *Elements – A Geochemical, Mineralogical, and Petrological Magazine*.
 - a. 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.
 - b. The Business Office Manager shall work directly with the Board, Working Group Chairs, and Members to develop IAGC material for *Elements*.
 - c. The Business Office Manager shall make the IAGC Member list available to the *Elements* Executive Editor periodically upon request.
4. The Business Manager shall receive, for archiving in the IAGC permanent records, reports from the Secretary, Working Group Leaders, and Conference Organizers on activities sponsored by the IAGC Working Groups and conferences and other activities to which IAGC may offer financial support. Such activity reports are due no later than 2 months after the event and shall be published in the IAGC Newsletter.
5. The Business Office Manager shall develop and maintain the IAGC web site, the content of which shall be approved by the President and Secretary, and ensure 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.

6. The Business Office Manager shall be responsible for the semi-annual preparation and distribution of the IAGC Newsletter, which is a primary means used to communicate officially with Association Members.
 - a. The Business Office Manager is solely responsible for the accuracy and appropriateness of all items and information included in the Newsletter.
 - b. The Newsletter shall be used to inform all Members about actions taken by the Board.
 - c. The Minutes of all IAGC business meetings shall be published in the Newsletter and the annual reports of IAGC committees shall be published in the Association Newsletter.
 - d. The Newsletter will present information about activities of the IAGC Working Groups and be used to communicate other matters of interest to the membership.
 - e. All scientific activities sponsored by IAGC, and the level of financial support provided, shall be listed annually in the Newsletter.
 - f. The recipients of the annual IAGC awards will be profiled in the Newsletter in the issue following the receipt of their awards.
 - g. To the maximum extent possible, the Business Office shall distribute the Newsletter to members and other recipients by e-mail.
 - h. As directed by Board, the Business Office Manager shall publish the annual 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 the Board.
 - i. The Business Office Manager is encouraged to solicit paid advertisements for the Newsletter, provided they are compatible with objectives of the Association, and is encouraged to develop this revenue stream.
7. The Business Office Manager, through consultation with the Chair of the Planning and Programs Committee, may develop and offer incentives to increase Association membership.
8. As described in Section IV, Part B of the IAGC Statutes and By-Laws, the Association may sponsor, support, or conduct scientific activities.
 - a. Once Board approval has been received for a sponsored activity (e.g. workshop, conference session, symposium etc.), the Business Office Manager, shall provide the statement of 'Terms and Conditions of IAGC Sponsorship and Financial Support' developed for scientific activities supported by the Association to the organizer at the time that the financial support is provided and ensure that a conference or symposium organizer is aware of the requirement to include the cost of a 1-yr membership to IAGC in their meeting fee structure.
 - b. The Business Office shall deliver any IAGC publicity material for IAGC-sponsored events (conferences, symposia, Working Group meetings, etc.) to the activity organizer in a timely manner prior to the event.
 - c. The Business Office Manager shall ensure that the organizers of all meetings endorsed or sponsored by the Association, or its Working Groups provide a report on the activity within 2 months after the event.
9. The Business Office Manager shall ensure that all certificates for IAGC awards and other recognitions as decided upon by the IAGC are prepared well in advance of the award or recognition ceremony and be available for presentation at the event.
10. The Business Office shall assist the Vernadsky Medal and Ebelmen Award recipients and the Ingerson International Lecturer, as required, with their travel to the meeting at which the awards are presented and the lecture delivered.
11. The Business Office shall maintain a complete listing of the recipients of all IAGCC awards. This shall include their contact information, if living.
12. The Business Office shall staff 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.
 - a. The Business Office Manager shall submit to the Board for endorsement 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 2/3 majority vote of the Board for approval and may be amended within 10% after the fact based upon actual expenses incurred and documented.
 - b. The Business Office Manager shall work directly with Elsevier on such occasions to ensure that copies of *Applied Geochemistry* and IAGC membership application forms are included in the display.

ANNEX 10. IAGC WORKING GROUPS

The Statutes and By-Laws 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 Statutes and By-Laws do not, however, provide instructions regarding guidelines and conditions the operation of the Working Groups, which are set forth in this Annex.

A. ORGANIZATION

1. Any group of 20 or more IAGC Members may petition the Board in writing via the Secretary to establish an IAGC Working Group focused on a particular aspect of geochemistry.
2. Once approved by the Board, the charter of a thematic Working Group shall run for no more than 4 years, from the time of initial charter until the next Quadrennial Business Meeting.
3. Once re-chartered by a majority vote of the Board, a Working Group will continue for an additional 4 years until the next Quadrennial Business Meeting.
4. There is no limit to the number of times that a Working Group may be re-chartered.

B. INTERNAL OPERATION

1. 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 Leader/Chair and Executive/Steering Committee.
2. In the case of well-organized Working Groups operating under their own statutes or procedures, the Board will recognize the need of these groups for autonomy.
3. At such times as there is a change in the Working Group leadership, the Working Group shall notify the Secretary of the change and, in normal circumstances, the Board will endorse the recommendations of the Working Group regarding the selection of the Working Group leadership.

C. REPORTING

1. Every Working Group shall submit an annual report to the Secretary by e-mail no later than 31 December each year.
 - a. The Working Group Leader/Chair shall be responsible for the submission of the Working Group annual report.
 - b. Working Group reports shall be submitted by electronic mail.
 - c. This report shall detail the activities of the Working Group during the preceding year, including meetings and other official Working Group activities, and its plans for the future.
2. The annual report shall be reviewed and endorsed by the Board and then published in the next issue of the Newsletter.

D. 'GOOD STANDING'

1. A Working Group shall be considered to be in 'good standing' when:
 - a. It has been active during the preceding year,
 - b. Its annual report has been submitted on time, and
 - c. It has fulfilled all of its obligations to the Association for any activities that the Association sponsored or supported financially during the past year as described in Annex 2 of the IAGC Statutes and By-Laws governing 'IAGC Sponsorship and Financial Support of Conferences, Meetings, and Other Scientific Activities'.
2. The determination of 'good standing' for every Working Group shall be made by the Board not later than 1 March each year based on a recommendation from the President, after receiving a certification of compliance from the Secretary by mid-February each year based upon the information provided in the Working Group annual report.

3. A Working Group losing its 'good standing' status by majority vote of the Board for failing to submit an annual report or sponsored activity report shall be considered to be in breach of its obligation to IAGC and placed in a state of probation.
 - a. A Working Group may not receive sponsorship or financial support from IAGC for a Working Group activity while in a probation status, including support previously agreed based upon a Working Group proposal endorsed by the Board.
 - b. If the overdue annual report or sponsored activity report is received by 1 June, the probation status of the Working Group shall be lifted following a recommendation from the President to Council and an endorsement by majority vote of the Board.
 - c. After 1 June, a Working Group losing its 'good standing' status must apply in writing to the Secretary for reinstatement, which may occur by a majority vote of the Board, once the outstanding obligations of the Working Group to the Association have been met.
 - d. A Working Group losing its 'good standing' status that does not apply for reinstatement will automatically lose its charter at the next IAGC Quadrennial Business Meeting.

E. IAGC SPONSORSHIP OF WORKING GROUP ACTIVITIES

1. 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 9 months prior to the event. The Secretary will bring such submissions to the Council for vote within 1 month of receipt.
2. 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:
 - a. The cost of a 1-year IAGC membership is included the meeting registration fee,
 - b. The endorsement is recognized and the IAGC logo presented on all official documents,
 - c. The IAGC information flyers provided by the Business Office are made available to all meeting participants
3. A report on any IAGC-sponsored Working Group activity shall be provided to the Business Office, either by the Working Group Leader or event organizer, no later than 2 months after the event.

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IAGC INTERNAL OPERATIONS

Figures 2-5 present the schedule for the various IAGC internal operations on an annual, biennial, triennial, and quadrennial basis. Officers, the Journal Executive Editor and Business Office Manager, Committee Chairs, and Working Group Leaders should refer to these figures and the text below in the execution of their IAGC duties.

I. Operations of the IAGC Board of Directors

1. The Board shall direct all affairs and activities of the Association, including the expenditure of its funds.
2. Board Members shall manage the affairs of the Association, keeping in mind the best interest of the Members.
3. The Board shall try to act by consensus.
4. The vote of a majority of Board Members present and voting at a meeting at which a quorum is present shall be sufficient to constitute an act of the Board unless a greater than majority vote is stipulated by the Statutes and By-Laws for a specific matter.
5. The day-to-day business of the Association and communication to and by the Board Members is conducted by electronic mail.

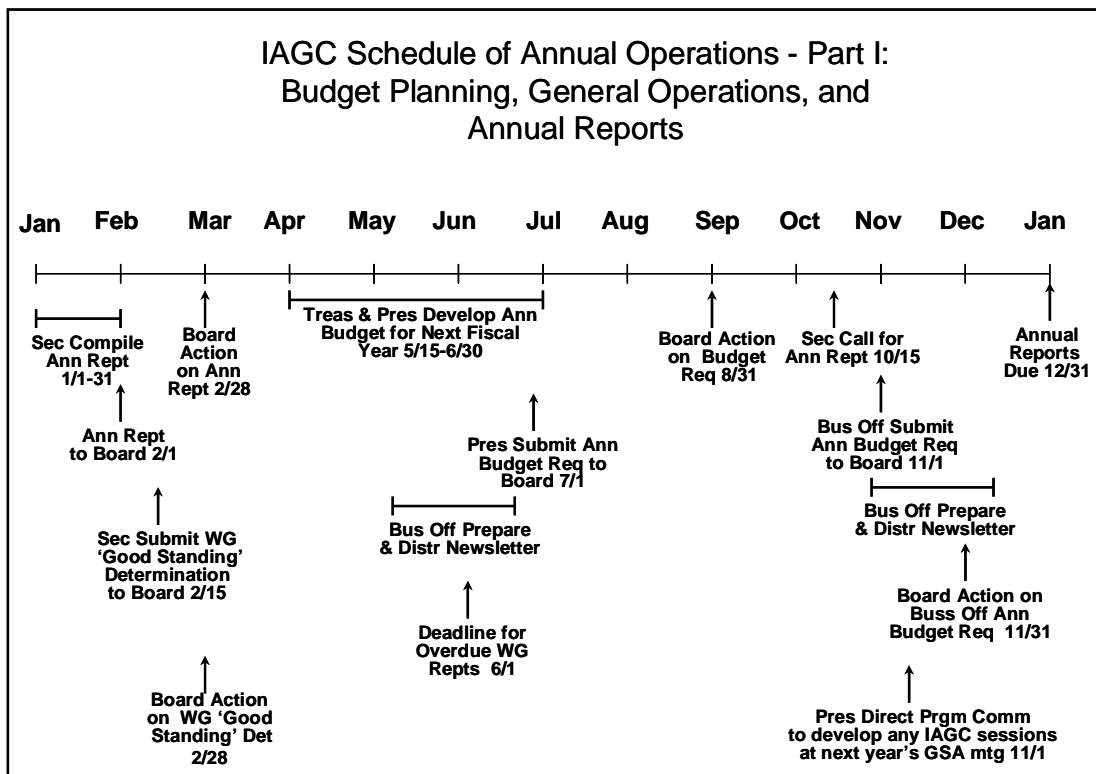


Figure 2. IAGC schedule of annual operations – Part I: Budget planning, general administrative operations, and annual reports.

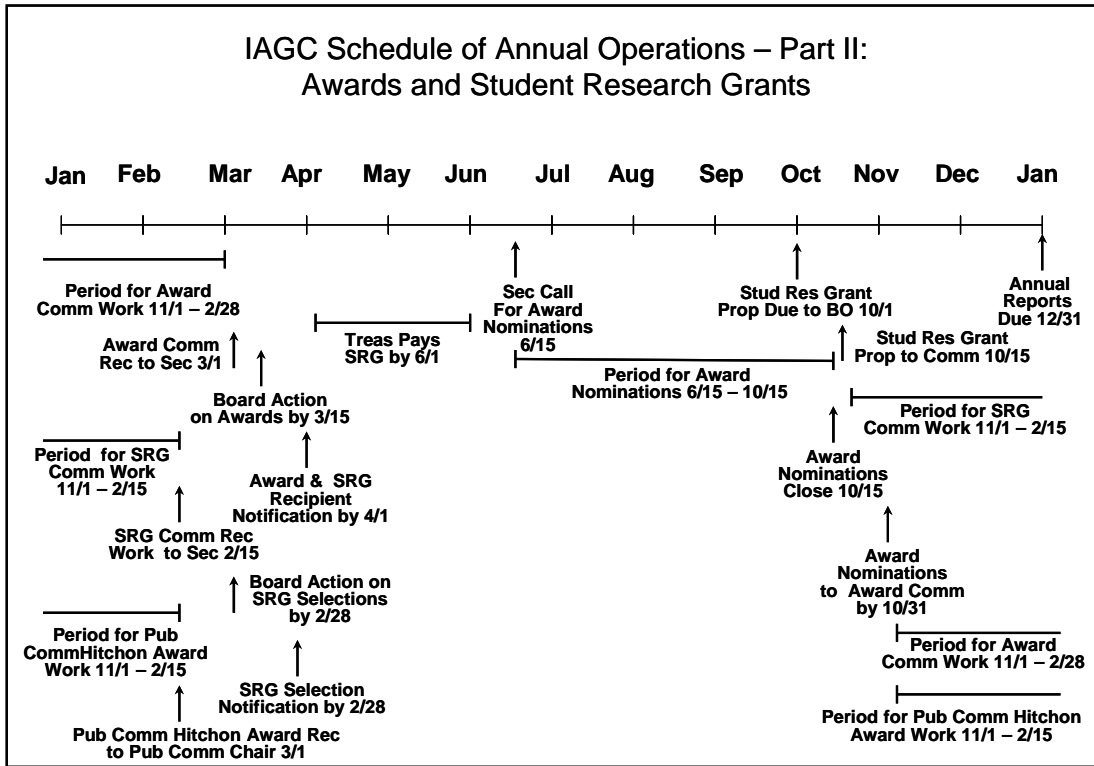


Figure 3. IAGC schedule of annual operations – Part II: Awards and student research grants.

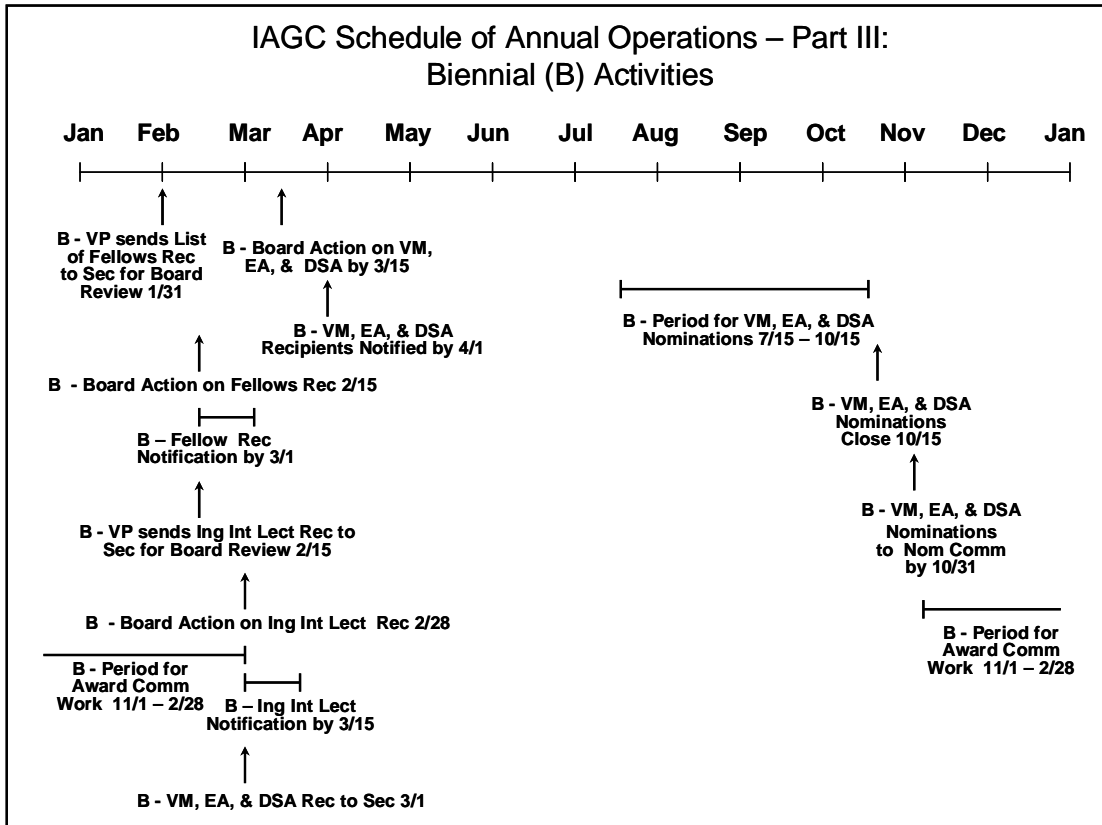


Figure 4. IAGC schedule of annual operations – Part III: Biennial activities.

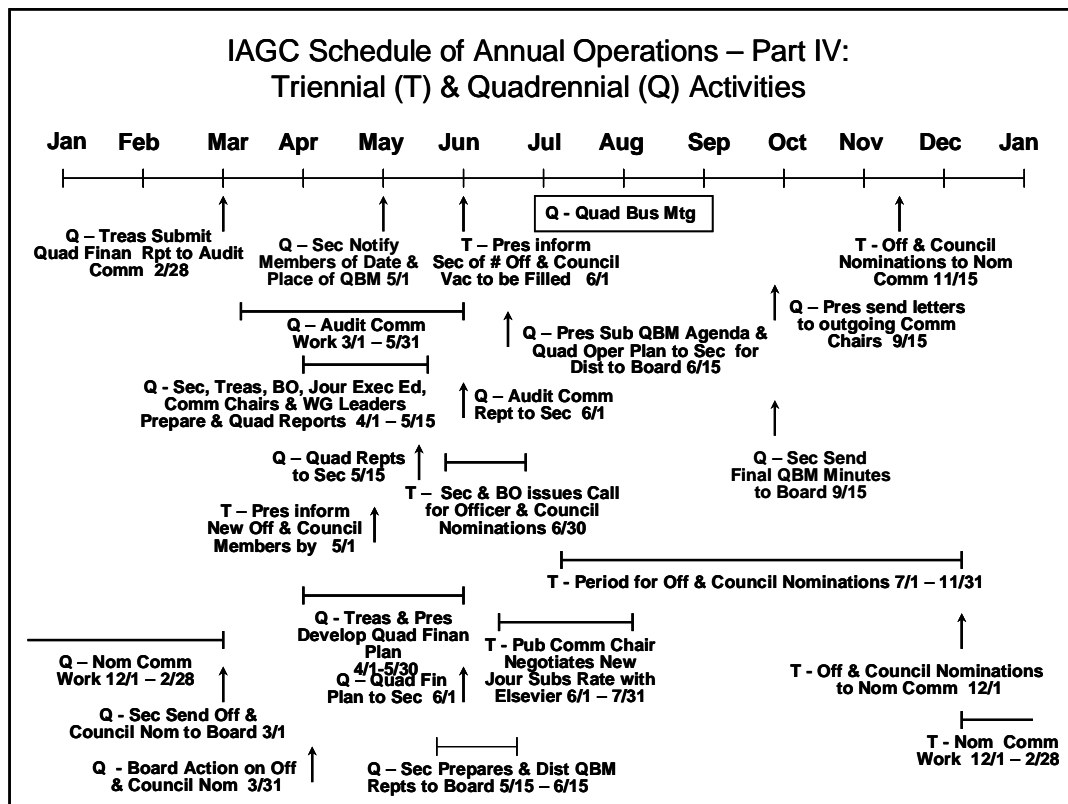


Figure 5. IAGC schedule of annual operations – Part IV: Triennial and quadrennial activities.

II. Business Meetings

1. The Board is required by the Statutes and By-Laws to hold a Quadrennial Business Meeting and may decide to hold Interim Business Meetings by a resolution endorsed by majority vote.
2. The President, any 2 Officers, any 4 Council Members, or a majority of the membership may call for a special Interim Business Meeting.
3. An agenda shall be developed by the President and Secretary for each Association business meeting and distributed to the Board, Journal Executive Editor, Business office Manager, Committees, and Working Groups at least 45 days prior to the meeting.
4. Quadrennial Business Meeting
 - A. Pre-Meeting Work:
 - i. The President shall submit the IAGC general operating plan for the next 4 years to the Secretary at least 60 days before the meeting and the Treasurer shall submit a planning budget for or the next 4 years based upon the President’s general operating plan at least 60 days before the meeting.
 - ii. The Secretary, Treasurer, Journal Executive Editor, Business Office Manager, Committee Chairs, and Working Group Leaders shall submit a quadrennial report to the Secretary 60 days before the Quadrennial Business Meeting.
 - iii. The Secretary shall prepare the Minutes of the previous Quadrennial Business Meeting, together with the Minutes from any Interim Business Meeting that has been held during the 4 previous years at least 45 days before the meeting.
 - iv. The Secretary shall assemble all of the reports, together with any other any ‘read ahead’ information for a business meeting (e.g. Statutes revisions, planning documents and ‘white papers’, conference proposals for IAGC funding, etc.) for the Quadrennial Business Meeting and distribute the integrated report to the Board,

Journal Executive Editor, Business office Manager, Committee Chairs, and Working Group Leaders at least 30 days prior to the meeting.

B. The Quadrennial Business Meeting:

- i. During the Quadrennial Business Meeting, the Board will review the President's general operating plan and Treasurer's planning budget for the next 4 years, amend as necessary, and endorse these plans by a majority vote.
- ii. The quadrennial reports of the Secretary, Treasurer, Standing Committees and any 'ad-hoc' committees that were active during the previous four years, will be reviewed by the Board. Actions will be taken by the Board to correct any deficiencies noted.
- iii. The Working Group quadrennial reports will be reviewed by the Board and petitions from any Working Groups requesting continuation for another 4 years will be considered. A decision will be made during the meeting, by a majority vote of the Board, about whether or not to continue each Working Group that has petitioned for renewal and is in a status of 'good standing'. Any petitions to constitute a new Working Group will be discussed and the petition accepted by a majority vote of the Board.
- iv. As the penultimate item of business for this meeting, the Nominations Committee shall formally submit, for approval, a list of recommended candidates for vacant Officer and Council Member positions for the ensuing 4-year period. This slate of Officer candidates shall be accepted by a majority vote of the Council and the slate of Council Members shall be accepted by a majority vote of the Board. The President may decide not to vote, except in the case of a tie.
- v. Committee Chairs and membership for the next four years will be decided and accepted by a majority vote of the Board.
- vi. As the final item of business for this meeting the new President, other Officers, and Council Members shall be inducted for the next 4 years by the outgoing President.

5. Other Business Meetings

1. The read-ahead material for other Interim Business meetings shall be provided to the Secretary 45 days, assembled, and provided to the Board, Journal Executive Editor, Business office Manager, Committee Chairs, and Working Group Leaders at least 30 days prior to the meeting.

III. PRESIDENT

Ongoing Responsibilities

The President:

1. Is the Chief Executive Officer of the IAGC and in this capacity acts as its official spokesperson.
2. Provides the leadership deemed necessary to achieve the goals of the Association and shall perform all duties prescribed by the Board and any other duties incident to the office of the President.
3. Manages the day-to-day affairs of the Association, excluding those specific tasks assigned to others.
4. Executes any contracts or other financial instruments that the Board has authorized to be executed. However, the President may not execute instruments on behalf of IAGC if this power is expressly delegated to another Officer or agent of IAGC by the Statutes and By-Laws.
5. Maintains the schedule of Officer and Council terms. Designated terms are as follows: President, Vice President, and Immediate Past President: concurrent 4-year terms; Secretary and Treasurer: 4-year terms that are twice renewable; Executive Editor of Applied Geochemistry and Business Office Manager: indefinite 4-year terms during the term of service in these positions; and Council Members: 4-year terms, with half of the Council Member terms expiring at each Quadrennial Business meeting.
6. Chairs the Student Research Grants Committee and ensures that the work of this Committee is undertaken and completed on schedule.

7. As the occasion arises, is responsible for managing requests for co-sponsorship of meetings not initiated by the Society. Agreement for co-sponsoring meeting should follow general Association guidelines and be approved either by the Board. General guidelines include the following:
 - (a) There should be an active role of a representative of the Association involved in planning the program for the conference.
 - (b) There should be a sensible role for geochemistry.
 - (c) The meeting should be of high professional and scientific caliber.
 - (d) IAGC shall have the first opportunity to publish a special issue of *Applied Geochemistry* from the meeting.
8. Attends, designates a representative, the semi-annual meetings of the Associated Society of the Geological Society of America of which IAGC is an Affiliated Society.
9. Appoints replacement Committee Chair or member positions, should a vacancy arise between Quadrennial Business Meetings.

Annual Duties:

1 March	Receive the Board action on the IAGC Annual Report, taking any follow-on actions that the Board may have requested.
1 March	Receive the Board decision on the Ingerson International Lecturer Student Research Grants from the Secretary and send a letter of congratulations to the recipients by 1 April.
15 March	Receive the Board decision on the Hitchon Award and Certificates of Recognition for the year.
15 March-1 April	Prepare and send a letter of congratulations to the recipients by 1 April indicating the award received and the date and place of the conference at which the award will be announced.
15 May-30 June	In collaboration with the Treasurer, prepare the IAGC budget and set the member dues for the following year. Submit the budget to the Board for approval by 1 July.
October-November	Attend, or designate representative to attend, the GSA Associated Societies Meeting at the Geological Society of America Annual Meeting.
1 November	Direct the Program Committee to develop plans for any IAGC-sponsored sessions at the following year's Geological Society of America Annual Meeting.
December	Collaborate with the Program Committee Chair to ensure preparation and submission by the mid-January deadline, if IAGC is to sponsor a session at the Geological Society of America Annual Meeting.

Biennial Duties (even years):

15 February	Receive the new Fellows list from the Board
15-28 February	Prepare and send a letter of congratulations to the new Fellows 28 February indicating the date and place of the conference at which the honor will be announced.
28 February	Receive the Ingerson International Lecturer selection from the Board
1-15 March	Prepare and send a letter of congratulations to Ingerson Lecturer by 15 March indicating the date and place of the conference at which the lecture will be delivered. Indicate that the Ingerson Lecture is to be published in <i>Applied Geochemistry</i> . Direct the Business Office to communicate with Ingerson International Lecturer to arrange for their travel to the venue, at which the lecture will take place, if necessary. Indicate that the Executive Editor of <i>Applied Geochemistry</i> needs to receive the manuscript on or before the date of the meeting selected for the presentation

15 March	Receive the Vernadsky Medal and Ebelmen Award selections from the Board.
15-31 March	Prepare and send a letter of congratulations to the Vernadsky Medal and Ebelmen Award recipients by 31 March indicating the date and place of the conference at which the awards will be conferred. Indicate that the citation and acceptance remarks are to be published in <i>Applied Geochemistry</i> . Direct the Business Office to communicate with award recipients to arrange for their travel to the venue, at which the lecture will take place, if necessary. Indicate that the Executive Editor of <i>Applied Geochemistry</i> needs to receive the manuscript on or before the date of the meeting selected for the presentation
15 March	Receive any Distinguished Service Award selection from the Board.
15-31 March	Prepare and send a letter of congratulations to the award recipient by 31 March indicating the date and place of the conference at which the honor will be announced.
15 March-1 April	Inform the Vernadsky Medal, Ebelmen Award, and Distinguished Service Award winners of their selection. Send formal letters indicating their award and the date and place of the award ceremony. For the Vernadsky Medal and Ebelmen Award, obtain the name of the person to give the citation (someone designated by each award winner). Indicate that the citation and acceptance speeches are to be published in <i>Applied Geochemistry</i> and are to be submitted to the Business Office immediately after the meeting at which the awards are conferred. Direct the Business Office to communicate with the Vernadsky Medal and Ebelmen Award winners, if necessary, to arrange for their travel to the venue at which the awards will be presented.
15 March-1 April	Inform recipients of the Hitchon Award, Certificates of Recognition, and the Fellow honor of their selection. Send formal letters with the date and place of the venue at which the awards will be announced.
April -June	Communicate further, as necessary, with the Vernadsky Medal and Ebelmen Award recipients and citationists. Provide the time allowed for citations and responses. Remind both that the citations and acceptance speeches are to be published in <i>Applied Geochemistry</i> and that the Business Office needs to receive the manuscripts immediately after the conference at which the awards are conferred.
June-July	In collaboration with the Business Office, ensure the Geological Society of America is notified of the IAGC award winners and that their pictures and biographical information is provided to GSA for the annual meeting awards display.
July-September	Work with the Business Office to ensure that the manuscripts for the Vernadsky Medal and Ebelmen Award citations and responses are ready and submitted to the Executive Editor of <i>Applied Geochemistry</i> .

Pre-ICG Year Duties

1 June	Inform the Secretary and Chairman of the Nominations Committee of the number of Officer and Council vacancies that need to be filled for next year's Quadrennial Business Meeting. Work with the Secretary and Business Office Manager to ensure that the call and deadline for nominations is distributed to all members
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IGC Year Duties:

January-February	Prepare for Presidential Address at upcoming International Geological Congress, noting that the Executive Editor of <i>Applied Geochemistry</i> needs to receive the manuscript immediately after the IGC.
31 March	Obtain ratification of the slate of new Officers and Council Members from the Board.

1 April – 1 May	Prepare and send letters to new Officers and Council Members, thanking them for their willingness to serve IAGC and informing them of the date and place of the Quadrennial Business Meeting at which they will begin their terms of service.
April-May	Work with the Secretary and Business Office Manager to solicit and contribute agenda items for the Association Quadrennial Business Meeting.
March-May	Work with the Vice President, Treasurer, and Chair of the Planning and Program Committee to develop the general operating plan for IAGC over the next four years.
15 June	Submit the agenda for the Quadrennial Business Meeting and the IAGC Quadrennial Operating Plan to the Secretary 15 May.
June	Instruct the Business Office, prepare letters of thanks and Certificates of Service for any Officers, Council Members, and Committee Chairs who will complete their term of service at the upcoming Quadrennial Business Meeting.
July-August	Attend the IAGC Quadrennial Business Meeting. Preside over the meeting. Make sure that the following items are dealt with at the Board Meeting: (i) Approval of nominations for new Officers and Council Members; (ii) Give a formal thanks to departing members of the IAGC Board that are present at the meeting for their efforts and present Certificates of Service; (iii) Obtain approval for (a) the IAGC general operating plan for the next four years and (b) the IAGC budget, member dues, and (c) the <i>Applied Geochemistry</i> subscription rate for the following year (iv) Select Committee Chairs and Members for the next four years.
July-August	Present the IAGC the awards at the IGC. Deliver the IAGC Presidential Address at the International Geological Congress and submit the text to the Executive Editor of Applied Geochemistry.
15 September	Prepare and send letters to outgoing Committee Chairs chairmen by 15 September, thanking them for their service and instructing them to send the records and any instructions or suggestions to the new chairperson.

IV. VICE PRESIDENT

Ongoing Responsibilities

The Vice President:

1. Keeps current with the affairs of the Association.
2. Assists the President providing the leadership necessary to achieve the goals of the Association and in managing the day-to-day affairs of the Association, excluding those specific tasks assigned to others. Clearly it is desirable that the President and Vice President keep in close touch and work together as a team.
3. Performs the duties of the President, if the President become unable to act, or refuses to act, after repeated requests from the Board.
4. Represents IAGC on the Executive Committee of *Elements*.
5. Chairs the Awards Committee and ensures that the work of this Committee is undertaken and completed on schedule.
6. Serves as an ex-officio member of the Publications Committee.
7. Bears biennial responsibility for the selection of the person International Lecturer and presents the nomination for this honor to the Board for discussion and approval.

8. Oversee the IAGC Working Groups provide a strong but supportive role in the development on new Working Groups.
9. Attends all Board meetings, if possible, and preside over a Board meeting in the absence of the President, assist the Secretary in recording the minutes of the Quadrennial Business Meeting.
10. Takes an active role in proposing people to fill Officer, Journal Editor, Business Office Manager, Council vacancies, and Committee Chairs, and (should it become necessary) to replace persons who are not taking an active part in the committees' activities to the detriment of the Society. A particular responsibility of the Vice President in this context is to achieve diversity and balance in IAGC service.
11. Ensures that new Officers, Council members, and Committee chairs are aware of their expected duties. This is to be accomplished by a discussion meeting immediately following the Quadrennial Business Meeting (in which the IAGC Operations Handbook is presented and discussed) and through e-mail communication.
12. Assists the Board in monitoring the activities of the committees to ensure that the IAGC Committees perform their duties adequately and in a timely manner.
13. Performs other duties incident to the office of the Vice President as assigned by the President or Board.

Chronological list of duties

Annual Duties

28 February Send Award Committee slate of Hitchon Award and Certificates of Recognition recommendations to Secretary for Board review and endorsement.

Biennial Duties (even years):

15 February Send the Ingerson International Lecturer nomination to the Secretary for Board for review and endorsement.

28 February Send Award Committee slate of Vernadsky Medal, Ebelmen Award, Distinguished Service Award, Hitchon Award, Fellows, and Certificates of Recognition recommendations to Secretary for Board review and endorsement.

March Ensure that the Lecturer knows that a written text for the Lecture is required no later than the time of the Lecture and that the Lecture will be published in *Applied Geochemistry*.

April – May stay in touch with the , ensure that the Ingerson International Lecturer is on scheduled at the conference where it is to be delivered, and be responsible for advertising the lecture to the IAGC Membership and wider scientific community. Arrange with the Business Office for the framed certificate to be prepared and transported to the conference venue.

June Arrange for the introduction of the Lecturer at the conference venue, photography, and presentation of the certificate after the Lecture.

August Ensure that the manuscript for the Lecture is ready to be submitted to the Executive Editor of *Applied Geochemistry* after the conference at which the lecture is delivered.

Pre-IGC Year Duties:

October -December Assist the President in obtaining nominations for new Officers, Council Members and, if necessary, Treasurer, Business Office Manager, and/or Journal Executive Editor from the Nominations Committee. Present these nominations to the Board for discussion and approval.

IGC Year Duties:

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| April-May | Assist the President developing the agenda for the Quadrennial Business Meeting, |
| July-August | Attend the IAGC Quadrennial Business Meeting. The outgoing Vice President shall meet with the new Officers, Council Members, and Committee Chairs at the conclusion of the Quadrennial Business Meeting to distribute a copy of the “IAGC Operations Handbook” to discuss their responsibilities during the next four years. |

V. TREASURER

Ongoing Responsibilities

The Treasurer:

Takes charge and custody of, and be responsible for, management of the financial assets of the Association and be responsible to the Board for Association investments.

Receives funds due and payable to the Association from any source.

Deposits all funds received in the name of the Association into banks, trust companies, or other interest-earning depositories.

Writes checks and disburse funds to discharge obligations of the Association.

Maintains the financial books and records of the Association.

Is responsible to the Board for Association investments and decide specifically how Association funds should be invested, with specific investment proposals or any other action regarding the IAGC investment portfolio, being brought to the Board for endorsement.

Oversees the financial operations of the Association related to the receipt and disbursement of income as necessary to operate the Business Office.

8. Disburse the funds in a timely manner to the organizer of an event supported financially by IAGC, upon approval by the Board.

10. Performs the general duties incident to the Office of Treasurer and other financial duties as assigned by the President or the Board.

Chronological list of duties

Annual Duties:

February-March	Prepare and submit the Associations annual United States income tax filing for the preceding calendar year.
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28 February	Receive the Ingerson International Lecturer and Student Research Grant recipient endorsements from the Secretary.
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April-June	During the second quarter of each fiscal year, the IAGC Treasurer shall work with the President to develop the budget for the following year, estimating anticipated income and expenditures by the Association, and recommend the level of the annual dues for all classes of IAGC Membership for the following year. This plan shall be submitted to the Board for review and endorsement by 1 July.
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April - May	Ensure that Student Research Grant awards are paid in a timely manner by 1 June.
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- November-December Organize financial records of the Association prior to preparing the annual tax return. Prepare the annual Treasurer's Report for the preceding year that details all income and expenditures during the preceding calendar year.
- 31 December Provide an Annual Treasurer's Report to the Secretary. This report should summarize the financial state of the Association, its investments, and cash flow during the preceding calendar year.

Biennial Duties:

- July - September The Treasurer shall ensure that the honoraria associated with the Ebelmen Award is paid in a timely manner, usually at the time of the event.

IGC Year:

- 28 February Submit a comprehensive Quadrennial Financial Report to the Chair of the IAGC Audit Committee that details of IAGC financial status, investments, budgets income and expenditures of the Association during the preceding 4 years.
- 1 April -31 May Work with the President to develop the quadrennial financial plan, estimating anticipated income and expenditures by the Association for the following 4 years.
- 15 May Submit Quadrennial Financial Report to Secretary for the Quadrennial Business Meeting.
- 1 June Submit the quadrennial financial plan to the Secretary.
- July-August Attend the IAGC Quadrennial Business Meeting. Present the Quadrennial Financial Report, the next 4-year general financial plan, and the budget and level of the annual dues for all classes of IAGC Membership for the following year to the Board.

VI. SECRETARY

Ongoing responsibilities

The Secretary:

1. Maintains the official records of the Association.
2. Is point-of-contact for Members for any Association business or questions regarding the operation of the Association.
3. Conducts the day-to-day communication amongst the Association Officers, Business Office, Journal Executive Editor, Committee Chairs, and Working Group Leaders.
4. Works with the Business Office Manager to ensure that the day-to-day business of the Association is conducted in a timely and efficient manner.
5. Organizes and conduct electronic mail votes of the Board as business matters arise.
6. Notifies the full, dues-paid IAGC membership by e-mail of the date, time, and place of all official Association business meetings at least 90 days before the event.
7. Invites representatives of all Working Groups and Associated Societies to attend all scheduled business meetings as non-voting guests. They shall be informed of the time and place of these meetings in advance by a special e-mail announcement.
8. Makes all necessary preparations for business meetings and distribute agendas and minutes to the members of Council by electronic mail at least 1 month prior to such meetings.

9. Takes minutes for all official business meetings of the Association, assisted by the Vice President.
10. Issues calls for nominations for vacant Officer and Council positions to the IAGC membership.
11. Receives nominations for Officer, Council, Journal Executive Editor, and Business Office Manager from the Nominations Committee and bring these nominations to the Board or Council, as appropriate, for a vote.
12. Notifies the Treasurer the journal Executive Editor of *Applied Geochemistry*, all committee Chairs, and all Working Group Leaders/Chairs in late November of each year that their annual reports are due on 31 December.
13. Receives the annual reports of Officers, the Journal Executive Editor, and Business Office Manager, Committees, and Working Groups no later than 31 December each year and assemble these documents into the IAGC Annual Report (Officers and Committee reports, Journal Executive Editor's report, Business Office report, and the Working Group reports), and bring the assembled IAGC Annual Report to the Board for endorsement by 31 January. Once the Annual Report has been endorsed by the Board, the Secretary will transfer the Annual Report to the Business Office for publication in the Newsletter and archiving.
14. Advise the Board, based upon the information contained in the Working Group annual reports, whether or not each chartered Working Group is in 'good standing,' as defined in Part III, Section A, Article 5 of the IAGC Statutes and By-Laws.
15. Receives award and honor recommendations from the Awards Committee, Student Research Grants Committee, and Publications Committee and obtains the Board endorsement.
16. Receives proposals from Working Groups, or other organizations seeking Association sponsorship and/or financial support from the Association for a scientific activity that is compatible with the Association objectives (e.g. workshop, conference session, symposium, etc.) no later than 9 months before the event and bring such submissions to the Board for vote within 2 weeks of receipt. Upon receipt of notice of Board approval for a conference or other scientific event, the Secretary will inform the event organizer within 2 weeks.
17. Serves as the official responsible for liaison purposes of correspondence with the IUGS and other societies with which IAGC is affiliated or has established a cooperative relationship (e.g. GSA, AAG, GS, EAG, etc.).
18. Works with the Business Office Manager to file and curate copies of all official written material of the Association (e.g. correspondence, the Statutes and By-Laws, List and addresses of Board Members, Handbook of Board Duties, Newsletters, etc.).
19. Performs all general duties incident to the office of Secretary, including the presentation of an annual report of the Office of the Secretary to the Board.
20. Performs other duties as assigned by the President or by the Board.

Annual Duties:

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| 1-31 January | Compile the annual reports of the Treasurer, Secretary, Journal Executive Editor, Business Office, Committee Chairs, and Working Group Leaders into the IAGC Annual Report, which shall consist of three sections: (i) IAGC Internal Operations Annual Report, (ii) IAGC Business Office Annual Report, and (iii) IAGC Working Groups Annual Report. |
| 1 February | Send the IAGC Annual Report to the Board for review and endorsement. |
| 15 February | Advise the Board whether or not each chartered Working Group is in 'good standing,' as defined in Part IV, Section A, Article 5 of the IAGC Statutes and By-Laws. |
| 15 February | Receive the Student Research Grant order-of-merit list from the President and transmit to the Board for review and endorsement. |

28 February	Receive action on Annual Report from Board.
28 February	Receive action Student Research Grant selection for the current year from the Board and transmit the results to the President, Treasurer, and Business Office.
1 March	Receive the recommendations for annual Hitchon Award and Certificates of Recognition for the current year from the Awards Committee Chair and transmit to the Board for review and endorsement.
15 March	Receive the annual Hitchon Award and Certificates of Merit recipients endorsements from the Board and transmit to the President, Treasurer and Business Office by 15 March.
15 June	Work with the Business Office Manager to issue the general call to the IAGC membership for next year's award nominations.
15 June-15 October	Receive award nominations for next year's awards and compile candidate lists for each award.
15 October	Provide award nomination compilations to the Chair of the Awards Committee by 15 October.
1 July	Receive the budget for the following year from the Treasurer and submit this budget to the Board for review and endorsement by 31 August and, upon Board endorsement, the annual dues for the following year shall be communicated by the Secretary and Business Office Manager to all Association members.
15 October	Transmit compiled lists of award nominations to the Chair of the Awards Committee.
15 October	Issue a call for the Statutes-mandated annual reports from the Officers, Journal Executive Editor, Business Office, Committee Chair, and Working Group Chairs, which are due on 31 December.
December	Prepare the Secretary's annual report, summarizing of all Board actions and decisions during the preceding calendar year. It should also include a report and assessment of Board Member activity, which shall include a compilation of votes on IAGC business and a listing of involvement in IAGC activities (e.g., committee work, business meetings, conferences and meetings supported, conference sessions organized, etc.). This report will also contain a list of all Association awards and honors bestowed during the preceding calendar year.
31 December	Submit the Secretary's annual report.
31 December	Receive the Treasurer, Secretary, Journal Executive Editor, Business Office Manager, all Committee Chairs, and all Working Group Leaders.

Biennial Duties (odd years)

15 June	Work with the Business Office Manager to issue the general call to the IAGC membership for next year's Vernadsky Medal, Ebelmen Award, Distinguished Service Award, and Fellow honor nominations.
15 June-15 October	Receive award nominations for next year's awards and compile candidate lists for each award.
15 October	Provide award nomination compilations to the Chair of the Awards Committee.

Biennial Duties (even years)

31 January	Receive Fellows nominations from the Awards Committee Chair (Vice President) and transmit to the Board for review and endorsement.
15 February	Receive action on Fellows selection from Board and inform President and Business Office.
15 February	Receive Ingerson International Lecture nomination from the Vice President and transmit to the Board for review and endorsement.
15 February	Receive action on Ingerson International Lecture selection from Board and notify the President and Business Office.
28 February	Transmit the Ingerson International Lecturer selection to the President and Business Office.
1 March	Receive the actions on the IAGC Vernadsky Medal, Ebelmen Award, and Distinguished Service nominations from the Chair of the Awards Committee.
15 March	Receive the actions on the IAGC Vernadsky Medal, Ebelmen Award, and Distinguished Service Award selection from the Board and notify the President, Treasurer, and Business Office. Notify the President, Treasurer, and Business Office of the selection.

Pre-IGC Year Duties:

1 June	Receive from the President the number of Officer, Executive Committee, and Council vacancies that need to be filled for the next 4-year period and transmit this information to the Nominations Committee Chair.
30 June	Work with the Business Office Manager to issue a Newsletter and an e-mail call for nominations for Officer and Council Member nominations for the next 4-year period to full, dues-paid IAGC membership, with a nominations receipt deadline of 31 November.
31 November	Close the nominations period and compile any nominations for Officer and Council Members that were submitted according to the guidelines in Annex 5.
1 December	Submit all Officer and Council Member nominations received to the Chair of the Nominations Committee.

IGC Year Duties:

March	Announce the winners of the Vernadsky Medal and the Ebelmen Award to the heads of their institutions.
31 March	Receive from the Chair of the Nominations Committee the full slate of recommended new Officers and Council Members to be inducted at the Quadrennial Business Meeting and transmit to the Board for review and endorsement.
1 April	Transmit the slate of new Officers and Council Members to the President.
April-May	Work with the President, Council, and Business Office Manager to solicit and contribute agenda items for the Quadrennial Business Meeting.
1 May	Work with the Business Office to notify Officers, Journal Executive Editor, Council Members, Working Group Leaders, full, dues-paid IAGC membership by e-mail of the date, time, and place of the Quadrennial Business Meeting.
15 May	Receive quadrennial reports from the Officers, Journal Executive Editor, Committee Chairs, and Working Group Leaders

15 May – 6/15	Compile the quadrennial reports and prepare any other items, reports and correspondence to be discussed at the Quadrennial Business Meeting.
31 May	Determine who will be present at the Quadrennial Business Meeting. Arrange for proxy votes for those not attending, and confirm that a quorum will be present.
1 June	Submit agenda items for the Quadrennial Business Meeting to the President.
15 June	Receive the Quadrennial Business Meeting agenda and quadrennial operating plan from the President and transmit the agenda and copies of all meeting material to the Board.
July-August	Participate in the IAGC Quadrennial Business Meeting. Record the meeting minutes, assisted by the Vice President.
1-15 September	Work with the President to prepare send letters to outgoing Committee Chairs chairmen, instructing them to send the records and any instructions or suggestions to the new chairperson.
15 October	Prepare the official copy of the Quadrennial Business Meeting minutes and distribute to the Board for review and approval.

VII. JOURNAL EXECUTIVE EDITOR

Ongoing responsibilities

The Executive Editor of *Applied Geochemistry*:

1. Is solely responsible for the editorial policy, content, and timely publication of the Association journal.
2. Is an *ad-hoc* member of the Publications Committee.
3. Makes an annual report to the Board concerning the state of the Association journal no later than 31 December each year.
4. Every 4 years, submits a report to the Board summarizing the state of the journal over the past 4 years with plans for the next 4 years to the Secretary no later than 15 May before the Quadrennial Business Meeting.

Annual responsibilities

1-31 January	Continue Publications Committee work to select annual Hitchon Award.
1 November-31 January	Participate a member of the Publications Committee in the annual selection of the recipient of the IAGC Hitchon Award, the nomination for which must be sent to the Chair of the Awards Committee no later than 15 February
31 December	Submit an annual report to the Board concerning the state of the Association journal, <i>Applied Geochemistry</i> , to the IAGC Business Office

IGC year responsibilities

15 May	Submit a summary report to the Board summarizing the state of the journal over the past 4 years and projections for the next 4 years to the Secretary no later than 15 May.
July – August	Participate in the IAGC Quadrennial Business Meeting. Present the Executive Editor's report.

VIII. BUSINESS OFFICE MANAGER

The specific responsibilities of the Business Office Manager and guidance on the operation of the IAGC Business Office are provided in Appendix I of these Statutes and Bylaws.

Ongoing duties:

1. Maintains the IAGC records and curate copies of all official written material of the Association (e.g. correspondence, the Statutes and By-Laws and Operations Handbooks, Address Lists, Newsletters, etc.).
2. Handles the day-to-day administrative and business operations of the Association, including those matters related to receipt and disbursement of funds for the kinds of operational activities that have been endorsed by the Board.
3. Works cooperatively with the IAGC Secretary to ensure that the day-to-day business of the Association is conducted in a timely and efficient manner.
4. Works cooperatively with the IAGC Treasurer to ensure that the day-to-day financial business of the Association is conducted in a timely and efficient manner and that travel reimbursements are paid in a timely manner.
5. Transmits by e-mail the decision about the annual dues for all classes of IAGC Membership, once decided by the Board.
6. Receives and record new and continuing member dues, deposit these payments in the Business Office bank account, and transfer the cumulative amounts to the Treasurer on a quarterly basis.
7. Receives from the IAGC Treasurer the funds designated by the Board for operation of the Business Office on a semi-annual basis. 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.
8. Maintains and manage the IAGC web site, the content of which shall be approved by the President and Secretary, and insure that this web site is current.
9. Keeps an up-to-date register that includes the mailing and e-mail addresses of each dues-paid Member, Officer, Council Member, and Working Group Leader.
10. Maintains an inclusive and up-to-date list of all living and deceased Association Officers, Journal Editors, Business Office Managers, and Working Group Leaders.
11. As necessary, distribute Association information to the membership via the master e-mail list.
12. Prepares and distribute the semi-annual IAGC Newsletter.
13. Advertises IAGC activities in *Applied Geochemistry*, EOS, the IAGC Newsletter and website, and other appropriate publications. This shall include ensuring that other geochemical societies provide a website link to the IAGC website and vice-versa.
14. Solicits and accept paid advertisements in the Newsletter provided they are compatible with objectives of the Association. This should be an ongoing task throughout the year, keyed to the semi-annual publication schedule of the Newsletter.
15. Within 1 month after all IAGC-sponsored conferences and symposia at which a 1-year IAGC membership fee is included in the meeting registration fee, the Business Office Manager shall contact the event organizer and make arrangements for the funds transfer of the membership fees to IAGC. The new members will be added to the IAGC membership roster and included in the next IAGC membership report to the Executive Editor of *Elements*.

16. Upon receipt of notice of Board approval for a conference or other scientific event from the Secretary, provide the Association statement of "Terms and Conditions", information brochures, and membership application forms to the organizers of an activity receiving financial support from the Association to the meeting organizer at least 2 months prior to the event.
17. Receive reports from Working Group Leaders and organizers of conferences and other activities supported financially IAGC. Such activity reports are due no later than 2 months after the event.
18. Maintain an inclusive and up-to-date list of all living and deceased recipients of IAGC Awards.
19. Prepare all certificates for IAGC awards and other recognitions as decided upon by the IAGC Board well in advance of the award or recognition ceremony so that they are available for presentation at the event.
20. Guide and assist Vernadsky Medal and Ebelmen Award recipients with travel arrangements to the awards ceremony, if necessary.
21. Work with the Awards Committee to appropriately publicize IAGC awards, including making sure that the major IAGC awards are contributed to the Geological Society of America for citation at the GSA annual meeting.
22. Periodically, as required, prepare and submit the material for the IAGC section of *Elements* and work directly with the *Elements* editorial, management, and production staff in this context; work directly with the Board, Working Group Chairs, and Members to develop IAGC material for *Elements*; and make the IAGC Member list available to the *Elements* Executive Editor periodically upon request.
23. With the endorsement of the President, develop and offer incentives to increase Association membership.
24. Submit to the Board for endorsement 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 the Board for approval and may be amended within 10% without an additional action by the Board after the fact based upon actual expenses incurred and documented.
25. Staff an IAGC booth at any conferences or other event for which the Board has decided to employ this vehicle of advertisement and recruitment. The Business Office Manager shall work directly with Elsevier on such occasions to ensure that copies of *Applied Geochemistry* and IAGC membership application forms are included in the display.
26. Make an annual report to Council by 31 December each year describing the operations and finances of the Business Office during the preceding calendar year.
27. Perform other duties as assigned by the President or Board.

Annual Duties:

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| January | Contact GSA meetings coordinator with an approximate plan for IAGC activities at the GSA annual meeting that year. Activities include a special IAGC symposium or theme session or an IAGC Business Meeting. |
| January | Ascertain whether or not the authors of each paper published in the IAGC journal <i>Applied Geochemistry</i> during the previous year is an Association member. Send a letter of thanks for choosing <i>Applied Geochemistry</i> for publication, an IAGC information sheet, a membership application form, and an invitation to join the Association to the paper senior author if these persons are not already IAGC members. |
| 15 March | Receive list of annual award recipients for the current year (i.e. Hitchon Award & Certificates of Recognition) from the Secretary and subsequently prepare award certificates prior to time of announcement. |

April-May	Solicit contributions for Newsletter from the Board, the Journal Executive Editor, Committee Chairs, Working Group Leaders, the organizers of any IAGC-sponsored conferences, and any other appropriate sources.
1 May	Submit the semi-annual written request to the Treasurer for funds to operate the Business Office for the second half of the calendar year.
May-June	Prepare the certificates for the annual awards and honors (Hitchon Award and Certificates of Recognition), obtain the President's signature on the certificates, and prepare for distribution to the recipients.
June	Prepare the semi-annual IAGC Newsletter, which shall include salient information from the previous year's 'IAGC Annual Report' and announce the IAGC award winners for the current year, and distribute it to all dues-paid Members. Place a call in the Newsletter for volunteers to organize an IAGC-sponsored theme session at the following year's GSA meeting, noting that the 50-word session descriptions are due in early January and asking that the Business Office be informed of all session topic submissions. Obtain the time of any IAGC-sponsored sessions at the GSA annual meeting for the Newsletter. Also, place a list and descriptions of any other sessions at the GSA annual meeting of interest to IAGC members.
June	Place an advertisement in the Newsletter and e-mail all dues-paid Members calling for nominations to the IAGC Secretary for IAGC awards for the following year. Direct the Publications Committee Chair to initiate the selection process for the Hitchon Award, setting the deadline of 31 October for receipt of all nominations.
1 November	Submit an annual Business Office operating budget for the next calendar year to the Board.
30 November	Submit the semi-annual written request to the Treasurer for funds to operate the Business Office for the first half of the next calendar year.
December	Prepare the semi-annual IAGC Newsletter, profile the IAGC award winners for the current year, and distribute it to all dues-paid Members.
31 December	Submit the annual operating report to the Board that summarizes the operations 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 12 months.

Biennial Duties

28 February	Receive the Board decision on the Ingerson International Lecture from the Secretary and subsequently assist with travel arrangements, as needed.
28 February	Receive the Board decision on the Student Research Grants from the Secretary.
1 – 15 March	Inform the organizers of the conference at which the Ingerson International Lecture and IAGC awards will be presented of the need to arrange an awards ceremony or be included in that conference award ceremony.
15 March	Receive the Board decision on the awards for the current year (Vernadsky Medal, Ebelmen Award, Distinguished Service Award, Fellows, Hitchon Award, and Certificates of Recognition) from the Secretary.
April	Communicate with the Vernadsky Medal and Ebelmen Award winners to arrange, if necessary, for their travel to the venue at which the awards will be presented.

June	In collaboration with the President, ensure that the Geological Society of America is notified of the IAGC award winners and that their pictures and biographical information is provided to GSA for the annual meeting awards display. Update the IAGC website with the new award information.
May-June	Prepare the awards and certificates (Vernadsky Medal, Ebelmen Award, Distinguished Service Award, Hitchon Award, Fellows, Certificates of Recognition), obtain the President's signature on the certificates, and either make arrangements for delivery to the award venue (Vernadsky Medal and Ebelmen Award) or send to the recipients (Distinguished Service Award, Hitchon Award, Fellows, Certificates of Recognition) after the conference at which the major awards are presented.
August - September	Receive the Vernadsky Medalist and Ebelmen Awards recipient's acceptance speech text and the award citationist's text; compile into a single file, and transmit this to the Journal Executive Editor for publication in <i>Applied Geochemistry</i> .

IGC year duties

April	Obtain the date, time and location of the Quadrennial Business Meeting, from the Secretary, arrange for any food service needed for the Board meeting, and pay any reservation and catering fees.
June	E-mail the date, time and location of the Quadrennial Business Meeting to all members and publish this in the semi-annual issue of the Newsletter.
June	Prepare a certificate of recognition for service to the Association for the departing President and have it signed by the current Past President. Prepare certificates of recognition for any other departing Officers and Council Members and have them signed by the President.
July-August	Participate in the Association Quadrennial Business Meeting and present the Business Office operations summary report for the preceding four years and the Business Office operations plan for the next four year. Staff the IAGC booth at the International Geological Congress. Assist the President with the awards ceremony at the International Geological Congress.
September	Update the IAGC website with the names and affiliations of the new Officers, Council Members, and Committee Chairs.
September	Obtain the Presidential address from the immediate Past President and transmit to the Executive Editor of <i>Applied Geochemistry</i> for publication.

IX. IAGC COUNCIL

Ongoing responsibilities

1. It is the responsibility of each elected Council Member to keep well-informed of the activities of the Association in order to make informed decisions and initiate needed actions. The primary responsibility Council Members is to ensure that the Association conducts its operations in the best interests of the Association Membership and the geochemical community at large, in full compliance with the Statutes and By-Laws of the Association.
2. The normal business of the Association is conducted by e-mail, so it is the responsibility of each Council Member to vote on the issues brought to Council for decision. It is expected that each Council Member will respond to requests from the Secretary for a vote on an issue within 1 week.
3. It is the assumed responsibility of each Council Member to make a good faith effort to attend the Quadrennial Business Meeting, which is held during the International Geological Congress, and to make the necessary arrangements to do so in a timely manner.

X. COMMITTEE CHAIRS

General ongoing responsibilities

1. The responsibility for much of the important business of the Association is conducted by its Committees, so it is the responsibility of each Committee Chair to be familiar with the Committee duties described in the IAGC Operations Handbooks, both general and for the specific committee of responsibility..

General annual responsibilities

- 31 December Submit an annual report on the Committee activities and actions during the preceding year to the Business Office.

General IGC year responsibilities

- 15 May Submit a summary report of the Committee activities and actions over the preceding 4 years to the Secretary.

1. PUBLICATIONS COMMITTEE

Ongoing responsibilities

1. IAGC is a participant in the consortium of professional societies publishing the magazine *Elements - An International Magazine of Mineralogy, Geochemistry, and Petrology*. The Chair of the Publications Committee shall represent IAGC on the Advisory Board of *Elements*.
2. The Chair of the Publications Committee, in consultation with members of the Publications Committee as appropriate, shall negotiate the IAGC member subscription rate to *Applied Geochemistry* with Elsevier Science Ltd. in 3-year increments on the temporal cycle, 2001, 2004, 2007, 2010, 2013, 2016, etc.
3. Monitor the timely publication of *Applied Geochemistry* and the quality of the papers that are published in the journal. Include a summary of this review in the Publications Committee annual report.
4. As required when a vacancy arises, conduct a search for a new Executive Editor and nominate up to 3 candidates for consideration by the Board.

Annual responsibilities

- 1 January-15 February Continue Committee work.
- 15 February Submit the Publications Committee recommendation for the Hitchon Award to the Chair of the Awards Committee.
- November-31 December Committee work for the annual selection of the recipient of the IAGC Hitchon Award.
- 31 December Submit an annual report on the Committee activities and actions during the preceding year to the Secretary that includes the specific information listed in this Annex 6 governing the operations of the Publications Committee.

Triennial responsibilities

- 1 June – 31 July Negotiate with Elsevier Science, Ltd. the price of the annual subscription to *Applied Geochemistry* for regular and student members of IAGC in accordance with the provisions of its contract with Elsevier Science Ltd.

Quadrennial responsibilities

15 May Submit a report summarizing the Committee operations and activities over the past 4 years to the IAGC Secretary.

2. NOMINATIONS COMMITTEE

Pre-IGC year responsibilities

1 June Receive from the President, a list of vacant Officer and Council Member positions that will need to be filled at next years' Quadrennial Business Meeting.

15 June Direct the Secretary and Business Office to issue a 'call for nominations' for new Officer and Council Member nominations to the Business Office Manager for distribution to the Association membership via the Newsletter, and website, & e-mail. This call will designate a closing date of 31 November for nominations to be received.

31 November Receive the list of nominees for vacant Officer and Council positions from the Secretary, with Nomination Committee selection work from 1 December to 28 February.

1-31 December Committee work to select new slate of Officer and Council Member nominations.

IGC year responsibilities

1 January-28 February Continue Committee work.

28 February Nomination Committee complete selection work to develop the list of recommendations for new IAGC Officers and Council Members.

28 February Send the slate of new IAGC Officer and Council Member nominations to the Secretary.

15 May Submit a report summarizing the Committee operations and activities over the past 4 years to the IAGC Secretary.

3. AWARDS COMMITTEE

1. The Vernadsky Medal and Ebelmen Award shall be bestowed on a biennial basis. The Vernadsky Medal is awarded to a single person, the Ebelmen Award may be shared between two individuals. The Distinguished Service Award and Certificates of Recognition are given on biennial basis as deserving candidates are recognized. The Fellow honor and Hitchon Award and are bestowed annually and the Faure Award is made on an irregular basis at IAGC-sponsored conferences.
2. Biennially, IAGC shall award the honorary title of Fellow to outstanding scientists who have made significant contributions to the field of geochemistry over the course of some time. The recipients of the annual Vernadsky Medal and Ebelmen Award automatically become Fellows.
3. With the exception of the IAGC Hitchon Award, Faure Award and Certificates of Recognition, which normally are expected to be presented to the recipients via a letter from the President, the IAGC Board shall decide the venue for the presentation of the other awards and, if necessary provide for the travel/lodging for the recipients of the Vernadsky Medal and Ebelmen Award to attend the ceremony. It is normally expected that the International Geological Congress will be the venue for the awards bestowed during an IGC year.
5. All IAGC awards and honors shall be announced in the IAGC Newsletter and posted on the IAGC website. The website shall also contain an up-to-date compilation of the recipients of all IAGC awards and honors. The text of the citations and acceptances of the IAGC Vernadsky Medal and Ebelmen Award shall be published in *Applied Geochemistry*.

6. This Committee shall have the responsibility of producing appropriate citations for each IAGC award and shall work with the Business Office to arrange for suitable publicity of the awards.

Annual responsibilities

1. Annually, this Committee shall prepare a slate of nominations for the IAGC Certificate of Recognition Award and biennially preparing a slate of candidates for the IAGC Vernadsky Medal, the IAGC Ebelman Award and the IAGC Distinguished Service Award, plus a list of new IAGC Fellows (see Part IV, Section C below).

31 December Submit an annual report to the IAGC Secretary describing the activities of the Committee during the past year

IGC year responsibilities

15 May Submit a report summarizing the Committee operations and activities over the past 4 years to the IAGC Secretary.

4. STUDENT RESEARCH GRANT COMMITTEE

1. This Committee shall have the responsibility of producing appropriate citations for each student research grant awarded and shall work with the Business Office to arrange for suitable publicity of the awards.
2. This Committee shall submit an annual report to the IAGC Secretary by 31 December each year and a report summarizing its operations over the past four years to the IAGC Secretary for the IAGC Quadrennial Business Meeting no later than two (2) months before the meeting.
3. The specific responsibilities of this Committee and the procedures to be followed in the discharge of its responsibilities and duties are provided in Appendix IX of these Statutes and By-Laws.
4. All IAGC Student Research Grant awards shall be announced in the IAGC Newsletter and posted on the IAGC website. The website shall also contain an up-to-date compilation of the recipients of all IAGC Student Research Grant awards.
5. The specific responsibilities of the Student Research Grant Committee and the procedures to be followed in the discharge of its responsibilities and duties are provided are provided in the IAGC Operational Handbook Appendix to these Statutes and By-Laws.

Annual responsibilities

15 October Receive the Student Research Grant proposals from the Business Office.

15 October-31 December Committee selection work

31 December Submit an annual report to the IAGC Secretary describing the activities of the Committee during the past year.

1 January-15 February Continue Committee selection work.

15 February Committee Chair send Student Research Grant order-of-merit list to the Secretary.

IGC year responsibilities

15 May Submit a report summarizing the Committee operations and activities over the past 4 years to the IAGC Secretary.

5. PLANNING AND PROGRAM COMMITTEE

Annual responsibilities

31 December Submit an annual report to the IAGC Secretary describing the activities of the Committee during the past year

IGC year responsibilities

15 May Submit a report summarizing the Committee operations and activities over the past 4 years to the IAGC Secretary.

XI. WORKING GROUP LEADERS

Annual responsibilities

31 December Submit the Working Group annual report to the IAGC Business Office that details the activities of the Working Group during the preceding year, including meetings and other official Working Group activities, and its plans for the future.

IGC year responsibilities

April-May If the Working Group is in 'good standing' (see Part III, Section J, Article 3 of the IAGC Statutes and By-Laws), apply to the Secretary in writing for continued charter of the Working Group for an additional 4-year term.

XII. FINANCIAL OVERSIGHT OF IAGC

1. The IAGC Board may choose to establish an IAGC Audit Committee during the year prior to the Quadrennial Business Meeting to review the Treasurer's Quadrennial Report on the financial state of IAGC, the Treasurer's Annual Financial Reports, and the financial activity and investments of the Association for the previous 4 years in advance of its report to the Board at the Quadrennial Business Meeting. Alternatively, the Board may authorize the Treasurer to hire a Certified Public Accountant to conduct a Quadrennial Financial Review of IAGC that will be presented at the IAGC Quadrennial Business Meeting.
2. If an Audit Committee is formed, then the Committee shall consist of a Chair who is a Council Member and 2 IAGC Members in good standing. The composition of this Committee shall be endorsed by a majority vote of the Board. 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.
4. If formed, the Committee shall conduct its work to review and verify the Treasurer's Quadrennial Report between March - May of the year of a Quadrennial Business Meeting and the Chair shall submit the Committee report to the Secretary no later 1 June. The Committee report shall document and concerns that might arise out of its review of the financial records of the previous 4 years and/or the Treasurer's report for the Quadrennial Business Meeting.
5. If the Board decides upon the recommendation of the Treasurer to hire a Certified Public Accountant for the quadrennial audit, then this work shall take place between March - May of the year of a Quadrennial Business Meeting and the Chair shall submit the Committee report to the Secretary no later 1 June
6. The Secretary shall present the report of the Audit Committee at Quadrennial Business Meeting for Board approval. A 2/3 majority vote majority vote of Board is required for approval of the quadrennial audit report.