

SUMMARY #2

Sections Information from SEG Procedures Manual

SEG Constitution Article VIII Council - Constitution

Section 1. The Council of the Society shall consist of the officers, the officers-elect, Section Representatives, and District Representatives. Active Members in good standing will be represented on the Council by Section Representatives from a Section of which they are members; otherwise, they will be represented on the Council by District Representatives corresponding to their geographical districts. Each Active Member will be represented by only one Section or District.

Section 2. The Council shall be the governing body of the Society and, subject to the provisions of the Constitution and Bylaws, shall have full control and management of the affairs and funds of the Society.

Section 3. A meeting of the Council shall be held at the call of and chaired by the President during the Annual Meeting of the Society. Prior to the Annual Meeting of the Society, an Annual Report, including reports from officers and committees, shall be printed and distributed to the Council. At this meeting the Council may review the reports from the officers and committees and the activities of the Society for the past year. The Council shall conduct any necessary business and issue instructions or recommendations to any officer or committee, subject to the provisions of the Constitution and Bylaws. The President may refer items of new business to the appropriate committees for study before action is taken by the Council. All committee chairmen may attend this meeting with the privilege to speak but not to vote.

Section 4. At the call of the President or a majority of the Council members, and after written notice to all Council members, the Council may meet at any time.

Section 5. A quorum at any meeting of the Council shall consist of one-third of all Council members

Section 6. Unless otherwise provided by the Constitution, the actions by the Council shall require a majority vote of the members present.

Article X. Meetings

Section 1. The Society shall hold at least one meeting of the members each year, this meeting to be known as the Annual Meeting. At one session of the Annual Meeting the Officers of the Society shall be presented and the Officers-Elect introduced.

Section 2. The Annual Meeting shall be held at a time and place designated by the Executive Committee.

Section 3. Additional meetings of the Society may be called by the Executive Committee.

Article XIII. District Representatives

Section 1. Active Members who are not represented by Sections will be represented on the Council of the Society by District Representatives.

Section 2. One more District Representatives from each District shall be elected in the manner prescribed in the Bylaws from among the Active Members of the Society in good standing who are not represented by Sections.

Section 3. District Representatives shall have all the rights and authority of Section Representatives.

BYLAWS

Article VIII. Council Representation

Section 1. Active Members in each Section or District shall be represented on Council in proportion to the total number of Active Members in the Society.

Section 2. Every fifth year a Unit Quota for Council representatives shall be determined by dividing into the total number of Active Members, as determined by the Executive Director, a number equal to the difference between seventy-five and the number of Sections and rounding the result up to the next multiple of fifty. The resulting Unit Quota shall be used to determine the number of representatives for each Section and District.

Section 3. The names of Council Representatives and/or Alternate Representatives must be submitted to the Business Office no later than thirty days prior to the schedule Annual Council Meeting, in order for the Representative(s) to be seated with voting privileges. Exceptions to the thirty-day provision require Executive Committee approval.

Article XI. District Representatives

Section 1. The term of a District Representative shall be three years. If a District Representative is unable to perform the required duties, the Executive Committee will appoint an Active Member of the Society from the District to fill the unexpired term.

Section 2. In the event a District Representative is unable to attend a Council meeting, an alternative or proxy who is an Active Member of the Society in good standing will be seated with the privilege of voting if that person has been authorized in advance by the Executive Committee of the Society.

Section 3. Active Members who are not represented by Sections shall be represented by District Representatives from one of the following twelve geographical Districts corresponding to their mailing addresses:

1. Northwest U. S. – Nebraska, S. Dakota, N. Dakota, Wyoming, Montana, Idaho, Oregon, Washington, and Alaska
2. Southwest U.S. – Kansas, Colorado, Utah, Nevada, California, Arizona, New Mexico, and Hawaii
3. Southeast U.S. – Texas, Oklahoma, and east to the Atlantic Ocean
4. Northeast U.S. – Minnesota, Iowa, Missouri, and east to the Atlantic Ocean.
5. Canada, Iceland, and Greenland
6. Latin America – Central America, the Caribbean, and South America.
7. Europe (Scandinavian countries, Poland, Slovakia, Hungary, Romania, Bulgaria, Turkey, and all countries west of the above ones to the Atlantic Ocean and north of the Mediterranean Sea, including the British Isles, Malta and Cyprus)
8. FSU (All state of the Former Soviet Union)
9. Africa (All of Africa's states including Egypt)
10. Middle East (Saudi Arabia, Kuwait, Qatar, United Arab Emirates, Oman Bahrain, Yemen, Israel, Palestine, Jordan, Lebanon, Syria, Iran and Iraq)
11. Asia – Far East (the rest of Asia mainland from Pakistan, Afghanistan, China, Mongolia and east to the Pacific Ocean, including Japan and Taiwan, but excluding FSU and Middle East.)
12. Pacific – Australia, New Zealand, New Guinea, Malaysia, Indonesia, Philippines, and all remaining Pacific Isles.
- 13.

SEG Active Members in good standing are represented on the Council by Section or Associated Society Representatives (from the Section or Associated Society of which they are members), or by District Representatives (if they are not affiliated with an SEG Section or Associated Society). SEG Active Members in each Section or Associated Society or District are represented on Council in proportion to the total number of Active Members in the Society (9/1998 EC Mtg.)

II.1.A. UNIT QUOTA

The Unit Quota method described in Article VIII, Section 2., of the SEG Bylaws determined the number of Representatives in each Section or Associated Society and District. The Unit Quota is computed every five years and the number of Representatives for each Section or Associated Society and District is calculated annually, based on the established Unit Quota and number of SEG Active Members in good standing affiliated with a specific Section or Associated Society or residing in a specific District. In addition, SEG Sections and Associated Societies are entitled to one (1) Representative for the first seventy-five (75) Active Members. (9/1998 EC Mtg.)

The following calculation was used to determine the current Unit Quota in effect for the 2004-08 Council Meetings. As of June 2003, the total number of active members was 7,479, divided by 34; (the difference between 75 and 41, the number of SEG sections) rounded to the next multiple of 50 gives a new unit quota of 250. The Unit Quota will need to be reestablished on or about July 31, 2008 for the 2009 Council Meeting (9/2004 EC Mtg.)

II.1.B. APPOINTMENT/AUTHORIZATION OF COUNCIL REPRESENTATIVES 9/98 EC Mtg.

II.1.B.1. Section/Associated Society Representatives

The term of office for a Section/Associated Society Representative is from one to three years, depending on the number of Representatives to which the Section is entitled. (see Bylaws, Article IX, Section 3.)

Section/Associated Society Representatives are determined by their position on their Executive Committee, in accordance with Article IX, Section 3 of the SEG Bylaws:

“The President of each Section shall represent that Section on the Council as Section Representative. The term of office of a Section Representative shall be one year. If a Section is entitled to two or three Representatives, as prescribed by the Constitution, these additional posts shall be filled by the Past President and either the prior Past President or President-Elect of the Section, respectively. A Section Representative must be a member of the Section and be an Active Member of the Society in good standing. When a Section President, Past President, prior Past President, or President-Elect is not eligible or otherwise is unable to serve on the Council, or when a Section is entitled to more than three Section Representatives, the Executive Committee of the Section shall be responsible for the selection of Section Representatives for one-year terms to the vacant or additional posts to be filled.”

II.1.B.2. District Representatives

District Representatives are elected by SEG Active Members, not affiliated with an SEG section and who reside within the specified District, in the manner prescribed in the SEG bylaws, Article VII, Section 1, and within the guidelines established in Article XI, Sections 1 and 2:

Section 1. The term of a District Representative will be three years. If a District Representative is unable to perform the required duties, the SEG Executive Committee will appoint an Active Member from the District to fill the unexpired term.

Section 2. If a District Representative is unable to attend a Council Meeting, an alternate or proxy who is an Active Member of the Society in good standing will be seated with the privilege of voting if that person has been authorized in advance by the Executive Committee of the Society.

SECTIONS/ASSOCIATED SOCIETIES MINUTES:

The vice-president assigned responsibility for liaison with Sections/Associated Societies should receive copies of the minutes of general and Executive Committee Meetings held by

the Sections/Associated Societies, and also be informed of any problems encountered by the Sections/Associated Societies with which the international society may be of assistance.

It is the Vice-President's responsibility to monitor Section/Associated Society activities and discourage any activity that appears to be outside the scope of SEG's stated objectives, or outside established policy of the Society. The minutes should serve to keep the Vice-President informed of Section activities, and if any of these appear to be outside SEG's objectives or established policy, discuss the matter with the Section officers and/or SEG's Executive Committee.

(Page II-34 of the Policy and Procedures, Chapter II Structure)

ANNUAL MEETINGS: (just notes showing the participation of a section when hosting the annual meeting from Page II-34 of the Policy and Procedures, Chapter II Structure)

In addition to the nominees generated by the President of the host Section/Associated Society for the year, he/she should be asked for more than one nominations for each of the two Annual Meeting offices. The Vice-President should explain to the host Section/Associated Society President that the selection will involve a variety of considerations by the Executive Committee before they reach a final decision.

The Vice-President should compile a list of not less than two nominees from his or her own list and/or the list submitted by the Section/Associated Society for each of the two subject Annual Meeting positions. The Vice-President should indicate which of the nominees for each position he or she ranks first, second, third, etc.

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IV.6 Section and Associated Societies

IV.6.A. Authority

The SEG was originally incorporated in 1937 in the state of Colorado and reincorporated in Oklahoma in 1983 in the US. The Charter provided that the Society might affiliate with regional sections, either within or outside the continental limits of the US or members sharing a common interest or problem. Thus, provision was made in the SEG Constitution and Bylaws for such affiliation. The SEG Constitution and Bylaws specifically provide for SEG sections as follows:

CONSTITUTION

Article XI. Sections and Associated Societies

Section 1. Sections, consisting of members of the Society and other persons engaged in geophysics or a related field residing within an appropriate distance of a central point, or sharing a common interest or problem, may be organized as provided in the Bylaws.

Section 2. Each Section shall assist in carrying out the objectives of the Society.

Section 3. Each Section shall have one Section Representative if among its members there are not more than 75 Active Members in good standing. When the Section has more than 75 Active Members in good standing, additional Section Representatives may be appointed on the basis of one Section Representative for each Unit Quota or fraction thereof as provided for in the Bylaws.

Section 4. The Section Representatives shall be selected from among the Active Members of the Society in good standing for terms stated and in the manner prescribed in the Bylaws.

Section 5. Affiliation with a Section may be dissolved as provided in the Bylaws.

IV.6.B FORMATION OF A SECTION

As stated in Bylaws Article IX, Section 1., the Council—or the Executive Committee acting in behalf of the Council—may authorize the formation of a Section upon receipt of a petition signed by 20 Active Members of the Society who reside within an appropriate distance of a central point or who share a common interest or problem. The steps to be followed in the formation of a Section are as follows:

IV.6.B.1. Petition

A petition might be worded: “We, the undersigned, Members in good standing of the Society of Exploration Geophysicists, hereby petition the Council of the Society to form a Section to be designated the _____. We further state that we reside within appropriate distance of a central point and/or share a common interest or problem, as specified in Article VIII., Section 1., of the Bylaws of the Society.”

IV.6.B.2 Bylaws

Upon receipt of such a petition signed by at least twenty members of the Society, the Business Office shall send to the organizers a model bylaws, which is not in conflict with the SEG Constitution and Bylaws, for adoption by the organizers of the proposed Section. If the bylaws adopted by the proposed Section deviates significantly from the model bylaws, such bylaws will be sent to the SEG Constitution and Bylaws Committee for a ruling on their acceptability.

IV.6.B.3 Election of Officers

After an acceptable set of bylaws has been adopted by the proposed Section, a slate of officers shall be elected in accordance with those bylaws. The names and addresses of these officers shall be mailed to the Business Office.

IV.6.B.4 Authorization

After reviewing the petition, the bylaws, and the list of officers of the proposed Section, the Council—or the Executive Committee acting in behalf of the Council—will vote on authorization of the group as a Section of the SEG. The vote will be taken either at a regular meeting of the Council or the Executive Committee, or by Executive Resolution.

The organizers will be notified by the Business Office of results of the vote. Notice of such authorization and the list of officers of the new Section will be published in GEOPHYSICS.

IV.6.D FORMATION OF A SECTION –SPECIAL CIRCUMSTANCES

The first step in establishing affiliation with SEG is for the proposed Section/Affiliated Society to petition to the SEG President in care of the SEG Business Office with the signatures of “20 SEG Active Members of the Society in good standing residing within appropriate distance of a central point, or sharing a common interest or problem.”

If the _____ Society does not have twenty SEG Active Members to fulfill the membership requirement, and/or funds for dues payments are not available, the organizers of the proposed Section/Affiliated Society should contact the SEG President and require a determination that special circumstances exist.

Once a determination that special circumstances exist, the petitioning Society should submit the applications and dues of twenty candidates for membership, with the organizers certifying these applicants as practicing geophysicists and are qualified for SEG Active Member status. If funds are not available from the applicants and there is not other known source of funds available, SEG’s President should be contacted and his assistance requested in locating a funding source.

The next step in the procedure is for the organized of the proposed Section to send a copy of the organization’s suggested Bylaws to the Business Office. The Business Office will send your Bylaws to the Constitution and Bylaws Committee who will review any deviation from the “Model Bylaws” and rule on their acceptability.

Upon acceptance of the Bylaws of the proposed Section, a slate of officers should be elected and the names and addresses of the officers submitted to the Business Office. The three documents (1) petition, (2) proposed bylaws (3) slate of officers may be submitted at the same time if more convenient.

Upon receipt of the signed petition, the Business Office will submit the petition to the Executive Committee, with a copy of the bylaws and list of officers of the proposed Section. The Executive Committee acting on behalf of the Council will review the petition, bylaws, and officers and vote on authorization of the group as an SEG Section. The organizers will be notified of the Executive Committee’s decision and a list of Section Officers will be published in The Leading Edge.

IV.6.E. Dissolution of Affiliation with a Section

The SEG Constitution Article XI, Section 5, and Bylaws Article VIII., Section 9 provide for the dissolution of affiliation with a Section by action of the Council—or the Executive Committee acting on behalf of the Council—for reasons it deems “good and sufficient.” Although circumstances might vary from one Section to another, good and sufficient reasons might include: (1) Obvious evidence that the Section is not carrying out the terms of its

bylaws; i.e., not electing a slate of officers annually; (2) a breakdown of communication with the Society; i.e., not sending names of new officers and/or not responding to the request for an annual membership count; or (3) a formal request from an authorized member of the Section that affiliation with that Section be dissolved.

IV.6.F ADVANTAGES OF ASSOCIATION WITH SEG AS A SECTION/ASSOCIATED SOCIETY

Some of the advantages accruing to Sections/Associated Societies of SEG are of an intrinsic nature and would encompass but not be exclusive to the following:

Opportunity to meet, influence and be influenced by successful geophysicists through participation in Section/Associated Society affairs;

Prestige, professionally and personally, of being associated with the Society recognized worldwide for advancement of the science of geophysics.

Other advantages are concrete and more easily defined:

1. **Representation on the Council.** Each SEG Section/Associated Society is entitled to at least one representation on the SEG Council; larger Sections/Associated Societies are entitled to more representatives as the size increases. The Council is the governing body of the Society and meets once each year during the Annual Meeting. The Council is composed of the Current Executive Committee, Officers-Elect, Section/Associated Society Representatives and District Representatives, who represent all SEG members who are not members of Sections/Associated Societies. In numbers, Section/Associated Society Representatives dominate the Council. As a group, they have the greatest potential to establish Society policy and procedures.
2. **Direct Liaison with the Executive Committee.** One Officer on each Executive Committee is responsible for liaison between SEG Sections/Associated Societies and the Executive Committee. It should go without saying that a message from the President of a Section/Associated Society, acting as spokesman for a number of SEG members, would exert much influence on the response of an Executive Committee.
3. **SEG President Attends Section/Associated Section Meetings.** Upon invitation, the elected president of the international SEG will attend and speak at as many Section/Associated Society meetings as possible.
4. **Assistance with Section/Associated Society Programs.** To assist the Section/Associated Society Program Chairman in selecting technical programs for his Section/Associated Society, the Business Office acts as a clearinghouse for speakers who are presenting technical papers on the programs of other Sections/Associated Societies. To accomplish this activity, a supply of blank meeting report forms is sent to each Section/Associated Society. These forms are completed and returned to the Business Office following each Section's Associated Society's monthly meeting.

Information taken from these forms will be included in the “Section/Associated Society Activities” column published in The Leading Edge.

5. **Communications from SEG Business Office.** At the direction of the Executive Committee, information regarding various Society activities is mailed to Section/Associate Society Officers from time to time. The Executive Committee has directed that Sections/Associated Societies be immediately apprised of any official statements it makes on behalf of the Society in the area of governmental affairs, and Sections/Associated Societies are kept informed on legislation regarding registration of geophysicists. Section/Associated Society Presidents are automatically added to the mailing list to receive copies of the important monthly seismic Crew Count. Examples of other such mailings are the annual “Call for Papers” for the Annual Meeting, the annual notice of the nominees selected for international offices in the Society, and the notice of results of the election.
6. **Publication of Section/Associated Society News in The Leading Edge.** Each Section/Associated Society is encouraged to send newsworthy items to the Business Office for publication in a special space The Leading Edge sets aside for “Section/Associated Society Activities.”
7. **Continuing Education Courses.** Cities large enough to support an SEG Section/Associated Society are logical sites for holding continuing education courses aimed at geophysicists. Such courses are held in coordination with the Section/Associated Society.
8. **Distinguished Lectures Program.** One or two Distinguished Lecture tours are scheduled annually. The availability and name of the DL and lecture title are announced only to Sections/Associated Societies. After responses are received from the Sections/Associated Societies, an itinerary for the lecturer is planned by coordinating the wishes of the Sections/Associated Societies, with the availability of the lecturer. Sections/Associated Societies participating in the DL tour share the program expenses through a fee schedule based on the number of members in each Section/Associated Society. These lecturers and the programs they present are carefully selected with the professional interests of geophysicists in mind.
9. **Committee Member.** Chairmen of some of the SEG standing committees depend on Sections/Associated Societies to recommend and to provide members who will serve on these committees. Such committee members, who through their Section/Associated Society activities have indicated their interest in Society affairs, have often been chosen to chair the committees.
10. **Source for Society Officers.** Each year several lists of members who have served the Society are used by the SEG Nominating Committee when that committee chooses nominees for national offices of SEG. One of these lists is the names of persons who have served as Section/Associated Societies Presidents, and another is

the names of persons who have served as committee chairmen. Again, the Section is used as a source for choosing Society leaders.

IV.6.G RESPONSIBILITIES OF A SECTION TO SEG

Representation on the Council. As authorized in SEG Bylaws, Article IX., Section 6, the Business Office requests an annual membership count from each Section. By design, this count is requested after distribution of the yearbook issue of The Leading Edge, which contains SEG's membership roster, so the Section's Executive Committee might check the latest Society membership list to determine the grades of SEG membership of its own members. The Section is encouraged to based this count on the membership at the end of the Section's dues year in order to reflect the largest number of members. A Section's representation on the Council is determined by the number of Active Members of the Society in good standing who are on the membership rolls of the Section.

A Section Representative on the SEG Council must be an Active Member of the Society in good standing. Representatives are designated as follows:

Number of Representatives to which a Section is Entitled	Designated Representative
1	Current Section President
2	Current President and Immediate Past President
3	Current President, Immediate Past-President, and Prior Past President Or President-Elect
More than 3	Current President, Immediate Past-President or President-Elect, and An Active Member appointed by The Section's Executive Committee for a one-year term for each Additional post

If the current President, Immediate Past-President, or Prior Past-President should be unable to qualify, or to otherwise serve, as Representative to the SEG Council, the Section's Executive Committee shall appoint an Active Member to serve during that term.

If a Section Representative is unable to attend the Council Meeting, the section's Executive Committee shall authorize an alternate or proxy, who is an Active Member. This alternate will be seated with the privilege of voting if the SEG President and Secretary-Treasurer are notified of this substitution in writing prior to the roll call of the Council Meeting.

The term of office of a Section Representative begins with the election of a Section's new officers each year. When the Business Office is notified of a Section's election results, the Council roster is changed. This roster is published on the Council page of each issue of Geophysics. Each Section that is entitled to more than three Representatives should appoint

these additional Representatives and notify the Business Office at the same time the notification of new offices is sent.

If a Section fails to notify the Business Office of its membership count at least 30 days prior to the Annual Meeting, that section shall be entitled to only one vote during the Council Meeting.

The duties of a Section Representative as a member of the SEG Council are described in other pages of the SEG Procedures Manual.

Direct Liaison with the Executive Committee. Each year following the election of SEG Officers in August, the SEG President assigns one Officer on the Executive Committee to be responsible for liaison between SEG Sections and Executive Committee. The Business Office will notify all Sections of the name and address of the Officer assigned to provide liaison. The liaison Office should be placed on the mailing lists of all Sections to receive notices of meetings, newsletters, minutes of meetings, etc. Section officers are encouraged to direct requests which would require Executive Committee action to their liaison Officer.

SEG President Attends Section Meetings. Each year following the election of SEG Officers in August, the Business Office will notify all Sections of the name and address of the Society's President for the next term of office. (The SEG President takes office following the last function of the annual Meeting following election and serves through the following Annual Meeting.) Upon invitation, the SEG President will attend (at no charge to the Section) and speak at as many Section meetings as schedule permits. If a Section would like to schedule the President as a speaker at one of its regularly scheduled meetings, it is suggested that the Section make a request to the President in writing, giving the schedule of Section meetings to be held during the President's term of office.

Communications with SEG Business Office. The Business Office should be placed on the mailing lists of all Sections to receive notices of meetings, news items which might be published in the "Section Activities" column of The Leading Edge. The Business Office should be sent the names and addresses of Section Officers following an election and should be kept abreast of changes to the Section's bylaws.

Changes to Section Bylaws. The SEG Bylaws state that the bylaws of a Section shall be consistent with the Constitution and Bylaws of the Society. To assure that any changes that are proposed to the original Section bylaws, as authorized by the SEG Council, are not in conflict with the SEG Constitution and Bylaws, such proposed changes shall be submitted to the Business Office for review by the SEG Constitution and Bylaws Committee before being incorporated into a Section's bylaws.

IV.6.H. LEGAL OBLIGATIONS

The parent organization, SEG, does not automatically provide the Sections an umbrella of protection from possible exposure to liability, nor does it automatically bestow tax-exempt

status on those Sections located in the U.S. It would be prudent for Sections to incorporate in their respective states or countries to protect their own officers from possible exposure to various liabilities. It is also advisable in most instances for the Section to secure from the IRS, designation as a not-for-profit organization and thus exempt from federal taxes.

The US tax law requires tax exempt organizations to file an annual return, keep records, and make sworn statements as required by the IRS. However as of 1978 annual returns are not required for any organization whose gross receipts in each taxable year are not normally more than \$10,000. Sections required to file returns must apply for an IRS ruling or determination that it is exempt from tax. Such application is made by submitting to the IRS a completed form 1024, as an organization described in IRS Code Section 501 (c) (6)