

THE AMERICAN ASSOCIATION OF PETROLEUM GEOLOGISTS



**DIVISION  
OF  
PROFESSIONAL AFFAIRS**

**EXECUTIVE COMMITTEE**

**PROCEDURES MANUAL**

FOR

**(President, Vice President, President-Elect, Immediate Past  
President, Secretary, and Treasurer.)**



## DPA PROCEDURES MANUAL

### I. EXECUTIVE COMMITTEE

#### A. Description (*italicized inserts taken from DPA Bylaws*)

***Article VI, SECTION 1. The officers of the Division shall be a President, Vice President, President-Elect, immediate Past President, Secretary, and Treasurer. The officers of the Division shall constitute the Executive Committee of the Division.***

#### B. Duties & Responsibilities

The Executive Committee traditionally meets twice a year – once in the fall and at the AAPG annual meeting. The Executive Committee should organize as a team with the President as the leader so that specific tasks and assignments are clearly defined.

##### 1. President (Term: 1 year)

The President shall serve as the Chief Executive Officer of the DPA and shall serve as spokesman for the DPA on all matters pertaining to the public except as stated otherwise in these Bylaws. The President shall preside at all regular and special meetings of the DPA except as stated otherwise in these Bylaws, and the Division Executive Committee; shall appoint all committee members except as stated otherwise in these Bylaws; and shall assign the other officers to serve as liaisons to committees.

In July, the President should send a letter to the DPA Executive Committee and Council that communicates his/her vision for the coming year.

##### 2. President-Elect (Term: 1 year)

###### Description

***Article VI, SECTION 1(c). The President-Elect shall serve for one (1) year as such and in the following year shall assume the office of President. The President-Elect shall become acquainted with all the details of the office of President, and generally become prepared to serve as President. The President-Elect while such shall coordinate Division activities to be conducted during the President-Elect's term as President, such coordination specifically to include without limitation Division activities during the Association's convention and Section/Region meetings. The President-Elect shall be responsible for coordinating the selection of Division members to serve as members of the DPA Council as provided by Article V, Section 1 (b) of these Bylaws.***

Upon election, and before taking office, the president-elect should develop a set of initiatives designed to advance the Division's business, and seek support from the President. Since even the most popular programs frequently require more than 12 months to fully develop, an early start is mandatory.

3. **Vice President** (Term: 1 year)

***Article VI, SECTION 1(b). The Vice President shall perform the duties of the President in the absence or inability of the President to serve; shall assume the office of the President in the case of a vacancy for any cause in that office and shall perform such duties as may be assigned by the President.***

**Duties**

The Vice President serves on the Executive Committee and as the Chairman of the Councilors, is responsible for conducting the mid-year and annual meetings of the Board.

The Vice President should also make every effort to actively assist the President advance his or her agenda by performing assigned tasks.

**Responsibilities**

July – August – Appoint Council leaders (by Sections/Regions). Contact all members of the Council (preferably by e-mail) and confirm they have read and understand responsibilities.

September – Work with President and AAPG Division Manager to develop mid-year meeting agenda. Letter to committee chairs and Council Section/Region leaders calling for reports. Read *Robert's Rules of Order*.

October – Conduct mid-year meeting.

November – Provide Council with summary article of mid-year meeting.

June – Year-end report to Council.

4. **Secretary** (Term: 2 years)

***Article VI, SECTION 1(d). The Secretary shall be responsible for recording the actions of the Division Executive Committee, the DPA Council, and assist the presiding officer; shall issue notices to meetings of the Executive Committee, the DPA Council, and the DPA membership on direction of the President. The Secretary shall monitor all elections and shall validate election results.***

DUTIES: The Secretary shall be responsible for recording the actions of the Council and Executive Committee. The Secretary should also seek special assignments from the President who may be especially suited for the secretarial office and capabilities.

5. **Treasurer** (Term: 2 years)

***Article VI, SECTION 1(e). The Treasurer shall supervise the receipt of all funds and, under the direction of the Division Executive Committee, be responsible for all disbursements of funds of the DPA. Disbursements of funds of \$500.00 or less, may be authorized with the approval of the President provided those disbursements do not constitute a series of disbursements for any single item whose gross amount exceeds the \$500.00 limitation. The Treasurer shall make the annual report and perform such other duties as directed by the Executive Committee.***



## **Duties**

The Treasurer serves on the Executive Committee and is responsible for overseeing the financial affairs of the DPA.

The Treasurer should review and coordinate his efforts with the current Treasurer on or before taking office. Early in his/her term the Treasurer should review the Division's finances with the AAPG Accounting Manager. The Treasurer should also make every effort to actively assist the President (as discussed above).

## **Responsibilities**

Reports to the Executive Committee and Council on the status of DPA accounts. Since bookkeeping is done by AAPG, this responsibility is mostly a matter of interpreting the reports prepared by the AAPG staff and answering questions regarding location of accounts, account status, investments, etc. Some of this basic information is included below.

Prepare a budget for DPA operations for the guidance of the Executive Committee and the Council. This is usually based on previous spending and income patterns, with changes based on the calendar schedule for the fiscal year (most expenses and much income occur during the Annual Convention) and on projects which are to be undertaken by the DPA in that year.

Actively participate in the meetings of the Executive Committee and the Advisory Board (normally 2/yr).

## **The Calendar Year**

The fiscal year for AAPG and its Divisions is July 1 – June 30.

Before the fiscal year starts - Prepare a budget for DPA expenses and income as a go-by. Modify budget using the fiscal year (FY) calendar and projects approved for that FY. It is useful to deal with the year by quarters (3<sup>rd</sup> Qtr = 1<sup>st</sup> Qtr FY; i.e., July-September), since AAPG reports are received 6-8 weeks after the end of each quarter. Include notes for consideration by the Executive Committee.

After each FY Quarter, when AAPG report is received, read the report, including the income statement (income and expenses) and the balance sheet (assets and liabilities). Rewrite these in an aesthetically pleasing format such as Excel spreadsheets. Compare to the budget. Write a cover letter to go with income statement and balance sheet, and send to the Executive Committee. These reports can also be used at the two yearly meetings of the Executive Committee and the Council. The AAPG Division Manager needs to receive the reports at least two weeks prior to the meeting so they can be included in the meeting books. If late, bring about 35 copies to the meeting.

At each Executive Committee and Council meeting, be prepared to explain the Treasurer's report early in each meeting. Point out significant variations from the budget and explain usual income or expenses. Receive questions and if unable to answer, obtain answers from the Manager of AAPG's Accounting Department.

## **Other Useful Information**

**Dues** - Dues are collected from all members by the regular AAPG statement once a year (reminders e-mailed three other times per year). That means we get a large sum of assets within 2-3 months, which lasts us for the year. In order to smooth out the accounts, the AAPG Accounting Manager posts the dues received into "Deferred Income," and then credits it to our income statement on a regular monthly basis. "Deferred Income" shows as a liability on the balance sheet, balancing the asset of money in "Cash" or in "Savings" until it gets entered as dues income. If checks in a quarter exceed the income (once this annualization is done), the

deficit will show as “checks issued against future deposits.” This is not a true deficit, since the dues are annualized.

**AAPG Reports** - The quarterly reports received from the AAPG Accounting Manager are cumulative within the FY; that is the second quarter report shows the sum of first and second quarters, etc. Likewise, the blue computer printouts that serve as ledger/journal sheets are also cumulative, and show all entries in the current FY. This makes it hard to give people a good report on activity in a quarter, so previous quarters have been subtracted from the YTD report to get the current quarter records.

**Savings Account** – The savings are managed along with AAPG general fund investments. Income from these bonds comes in irregularly and is not yet annualized. You should get from time to time an accounting of what paper and bonds are included in Savings.

**Salaries and Benefits** - A percentage of the salary and Association benefits are split among the three Divisions; DPA, EMD, DEG.

**Reconciliation of Report to the Ledger/Journal** – We receive computer-generated ledger/journal sheets, which show all checks issued or deposits received, as broken out by account. Getting from these records to the quarterly report is a bit interesting. For one thing, the ledger/journal may include entries from the prior FY, which are excluded from the quarterly report. Also, some of the accounts in the General Office – Travel – Postage cluster may be shuffled a bit for the report (mostly generalized, as in Miscellaneous). You should be able to sort this out with the journal record.

**Correlator** - AAPG Accounting Department should split out expenses related to editing printing and mailing the DPA newsletter.

**Governmental Affairs** – There is an account to cover committee’s work, including the Instant Response Teams, phone calls, etc.

**Annual Meeting** - A lot of expenses and income come from the AAPG Annual Meeting. These major items are mostly under the control of the DPA Chair for that meeting. It would be a good idea for the Treasurer to contact the DPA Chair at least a month or two before the meeting and get a budget for all DPA events – Luncheon, Short Courses and anything else.

6. **Past President (Term: 1 year)**

***Article VI, SECTION 1(f). The Past President shall serve as chairman of the nominations and awards committees of the DPA Council.***

The reason for the addition is to form a continuity process for three years so the President-Elect, President, and Past President will know what is going on in the Division throughout the terms and that consensus ideas and proposals will be carried out.

C. **Meetings**

The Executive Committee of the Division currently holds two meetings a year; one at the annual AAPG meeting, (usually held the Saturday before the convention starts; and the other during a weekend in the fall). The location of the midyear meeting is selected by the DPA President.

D. **Reimbursement of Expenses**

Sitting officers whose travel is not subsidized by their companies may request reimbursement of expenses incurred in connection with Executive Committee meetings, with the exception of the meeting scheduled at the annual convention and Section/Regional conventions from which they reside. (This exception recognizes that officers ordinarily attend the annual convention at their own expense, regardless of whether they attend an Executive Committee meeting.)

The following estimates are to be used as a guideline on future expenses.

President	up to \$10,000
President-Elect	up to \$10,000

Reimbursement claims by other DPA officers shall be submitted to the DPA President and DPA Treasurer for an independent review and approval.

A \$10,000 allowance will be authorized for travel by committee members; Council members, or other DPA members conducting official DPA business as deemed necessary. Final approval must come from the President and Treasurer.

## II. Councilors

### A. Description

***Article V, SECTION 1. The affairs and management of the Division of Professional Affairs are to be under the control of the DPA Council. The DPA Council shall consist of the following:***

***(b) Councilors shall be elected from each American Association of Petroleum Geologists Section/Region and international membership on a proportional basis. Each section/Region having one or more Division members shall be allowed one council member for each 200 resident Division members or major part thereof. International representation on the Council shall be one council member for each 200 international Division members or major part thereof. Each council member shall serve for three (3) years on staggered rotating terms. Any vacancies occurring during the year in any of the Councilors elected from the American Association of Petroleum Geologists sections or international region shall be filled from the Division of Professional Affairs membership by appointment from the President with the approval of the DPA Council. Such appointee shall serve out the remaining portion of his predecessor's term, or a lesser term as approved by the DPA Council.***

Councilors provide a very important function. Coordination is essential, new members are imperative. A Council member who is not personally present at any three meetings of the Council and Executive Committee during the member's three (3) year term shall automatically be terminated as a Council member at the adjournment of the third meeting at which the member is not personally present and such member's position on the Council shall thereupon be vacant.

### B. Duties

1. Councilors are automatically members on the DPA membership Committee.
2. Members should recognize the obligation to attend all meetings of the DPA Council during their term and to perform to the best of their ability all duties imposed upon them set forth by this Procedures Manual.
3. Members shall serve as representatives of their respective Section/Region. Representatives shall be aware of number of certified members within their Section/Region; DPA activities; Issues – Concerns.
4. Members shall familiarize themselves with the ***Division's Bylaws*** and Code of Ethics. Information can be found in the Division section at <http://dpa.aapg.org/bylaws/>.
5. Members shall inform the leaders of their Section/Region regarding the Division's program of activities, especially as it relates to cooperative participation and service. Representatives should make monthly announcements at their local society meetings about DPA activities; solicit new members; Issues – Concerns.

6. Members shall actively solicit applications from eligible geologists for membership for Certification as a Petroleum Geologist; Certification for Petroleum Geophysicist or Certification as a Coal Geologist.

C. **Meetings**

The current policy calls for two meetings a year; one at the annual AAPG meeting, and the other in October or early November. Councilors shall participate in quorums with the Executive Council. A quorum shall consist of a simple majority of members (Bylaws).

D. **Reimbursement of Expenses**

Reimbursement of Council members for travel is available when their companies may not subsidize these expenses, with the exception of the annual convention. The DPA Executive Committee pays expenses for Council members upon need and individual review.

E. **Vacancies of Council Members**

In the event of a vacancy in any Council member position, the vacancy shall be filled 1) by the person who received the largest number of votes in the election for the position after the person who last held the position or, 2) if no election was held or if otherwise necessary, by a member of the Division and the appropriate Section/Region selected by the President of the Division. Any Council member who will not attend a particular meeting of the Council shall so **notify the Chairman of the Council within one month prior to the last meeting**. An alternate member shall be selected for each Council member who so notifies the Chairman and shall serve in that member's place for that meeting. The alternate member shall serve only for that meeting and shall be selected in the manner described above. Failure of a vacancy to be filled or an alternate member to be selected shall not cause the delay or affect the validity of any meeting of the Council.

**A new member selected to fill a vacancy shall have all of the rights and privileges, including voting rights, as the Council member originally qualifying for the position. An alternate member selected to attend a particular meeting shall have all of the rights and privileges at that particular meeting only, including voting rights, as the Council member whose position the alternate member fills at such meeting.**

III. **STANDING COMMITTEES**

A. **Continuing Education**

**Article VIII, SECTION 6. COMMITTEE ON CONTINUING EDUCATION. There shall be a standing Committee on Continuing Education which shall consist of the Chairman, appointed annually by the President, and at least four (4) members appointed annually by the Chairman with the approval of the President. Committee activities shall include supervising and monitoring all continuing education activities of the Division. The Committee is specifically charged with the duty of evaluating and recommending to DPA members those non-AAPG continuing education offerings that would be of value to DPA members and to work with the Publications Committee to develop DPA sponsored courses. The Committee shall coordinate its activities with the Education Department of the AAPG.**

B. **Conventions**

**Article VIII, SECTION 10. CONVENTION COMMITTEE. The function of the Committee on Conventions is to plan and coordinate the Annual Meeting and other authorized conventions, conferences, and symposia. The committee shall consist of (3) three members appointed by the President.**

C. **Governmental Affairs**

**Article VIII, SECTION 4. COMMITTEE ON GOVERNMENTAL AFFAIRS. There shall be a standing Committee on Governmental Affairs which shall consist of the Chairman appointed annually by the**



**President, and at least five (5), but not more than twenty-five (25) members appointed annually by the Chairman with the approval of the President. The Chairman shall also appoint a Vice Chair with the approval of the President. Committee activities shall include, but not be limited to, governmental affairs that impact the profession of petroleum, energy and environmental geology. The Committee shall inform the Executive Committee and DPA Council on matters of concern regarding State and Federal legislation and regulatory policy, primarily by way of the Action Alert System. Committee activities shall, when appropriate, keep the members of the Association informed on matters affecting petroleum exploration and development. Official AAPG statements and related action by the Committee shall be approved by the Division Executive Committee and the Executive Committee of the Association. Subsequent Committee activities, statements or testimony before legislative, regulatory or other governing bodies are authorized when in conformity with previously approved AAPG statements or AAPG temporary statements on emerging issues. AAPG statements or temporary statements are those statements that have been approved by the GAC (Governmental Affairs Committee) Chairman, Vice Chair, and the AAPG Executive Committee. The GAC's Chairman and/or Vice Chair shall maintain communications with the GEO-DC office as much as is practicable and within the guidelines that may be provided for by the GEO-DC's Board of Governors.**

The Instant Response Subcommittee shall function under the Governmental Affairs Committee as a "grass roots" notice-giving entity allowing members to initiate direct response to important geopolitical issues.

**D. Honors and Awards**

**Article VIII, SECTION 9. AWARDS COMMITTEE. The awards committee shall make recommendations to the DPA Council for the purpose of awards each year. The committee shall be composed of three members: 1) two of which are appointed for three year terms; and 2) the immediate past president, who serves one year. The chairman shall be the immediate Past President.**

1. The following schedule was developed during Chuck Noll's term as president in order to provide a staggered-term rotation of committee members and the selection of the chairman:

	<u>Chairman</u>	<u>Member</u>	<u>Past President</u>
Year 1	Member A	Member B	Past Pres. A
Year 2	Member A	Member B	Past Pres. B
Year 3	Member B	Member C	Past Pres. C
Year 4	Member C	Member D	Past Pres. D
Year 5	Member C	Member D	Past Pres. E

This schedule can be modified to accommodate those members who cannot serve a two-year term as chairman.

2. The committee should commence work as soon as possible after July 1, so that the persons selected for awards can be approved by the DPA Executive Committee prior to the mid-year Advisory Board meeting.
3. Awardees should be notified by the President and should receive a letter from the chairman requesting a current biographical sketch and photograph. If the awardees choose to have a friend present the award, a citation should also be requested. The deadline for the response will depend on the date of the DPA Awards Dinner, which is usually held on Saturday evening prior to the AAPG convention.
4. Life Membership -- The highest and most prestigious award to be given by the Division of Professional Affairs.
5. Distinguished Service -- All DPA awards prior to 1991 were combined under the new title of Distinguished Service, even though these awards might have had different wordings in the title at the time of presentation.

6. Heritage -- For those who have excelled in the field of petroleum geology and through their endeavors, have inspired and mentored others in their quest.
7. Certificate of Merit – Presented to persons for outstanding contribution to and meritorious service for the betterment of the Division and its membership.
8. Special Awards - A unique award created for such special individual's efforts and perseverance who have made an impact for the DPA.
9. The Past President's Award - Initiated to recognize a year of dedicated, energetic service to the Division by its past presidents.
10. Best Paper -- Best technical paper presented at an AAPG Annual Meeting on behalf of the Division of Professional Affairs.
11. The Best Poster Award - Presented to author(s) of the best poster presentation in any DPA sponsored session at an annual meeting.

### **Deadline**

The Honor and Awards committee should commence work as soon as possible after July 1<sup>st</sup> so that the persons selected for the awards can be approved by the Division of Professional Affairs Executive Committee prior to the Fall mid-year Advisory meeting.

Awardees should be notified by the President and should receive a letter from the chairman requesting a current biographical sketch and photograph. If the awardees choose to have a friend present the award, a citation should also be requested. The deadline for the response will depend on the date of the DPA Awards Dinner, which is usually held on Saturday evening prior to the AAPG convention.

### **E. Local Certification**

**Article VIII, SECTION 3. LOCAL CERTIFICATION COMMITTEE.** *The President of the Division of Professional Affairs shall appoint two (2) or more Certified Petroleum Geologists, or use a Certified Delegate, as a local Committee for each concentration of members and prospective applicants, whose functions shall be to make recommendations on applicants for certification in professional categories sponsored by the Division of Professional Affairs and handle other local business as the need requires. The Local Certification Committee or the Certified Delegate shall make such investigations and submit such recommendations of the applicant's qualifications as required by the Board of Certification.*

### **F. Membership**

**Article VIII, SECTION 13. MEMBERSHIP.** *There shall be a standing Committee on Membership which shall consist of the Chairman, appointed annually by the President, and at least four (4) members of the Division appointed annually by the Chairman with approval of the President. All councilors shall be ex-officio members of the Membership Committee. Committee activities shall include promoting membership in the DPA and Certification amongst the AAPG membership; encouraging DPA members to take an active role in serving the Division; and to study demographics of present and future Division membership and report findings to the Council on an annual or other time frame as may be requested by the Council.*

This committee appears to be composed of two parts: 1) Administration and services handled by AAPG Headquarters in Tulsa; and 2) Special projects, advisories and coordination of input from officers and members.

Activities have included design and selection of a lapel pin, re-design and re-editing of the membership brochure and communication through local societies and the CORRELATOR.

The committee for the most part is composed of members from the Councilors who are involved in the aforementioned activities.

Future activities will include setting up and staffing a booth for the DPA at the Annual AAPG Convention, soliciting new members through various forms of communication, and possibly aiding various Sections/Regions in their attempts to conduct special seminars for the general membership.

## G. Nominating

### 1. Description

***Article VIII, SECTION 8. The nominating committee shall make recommendations to the DPA Council for officer nominations each year. The nominating committee shall consist of the three (3) latest past Presidents available and the current President. This committee shall advise nominees of their duties and obligations if elected to office in the DPA. The chairman shall be the immediate Past President.***

### 2. Duties

- a. Officers shall be elected from among the members of the Division by means of secret ballot in the following manner; a nominating committee, consisting of three (3) members serving three- (3) year terms, shall begin its term effective the first day of each new fiscal year and shall consist of the immediate past president of the Division, the past president one year out of office and the past president two years out of office. The President of the Division with the approval of the Executive Committee of the Division shall fill a vacancy on the nominating committee for the remainder of the three- (3) year term. The chairman of the committee shall be the member serving his second year on the committee
- b. The nominating committee shall, on or before September 30 of each year, recommend one (1) or more candidates each for the offices of the Vice President and president-elect, and biennially recommend one (1) or more candidates each for the offices of Secretary and Treasurer (the Secretary and Treasurer to be elected in alternate years) to stand for election during the current fiscal year, and if elected, to serve during the succeeding fiscal year.
- c. The chairman of the nominating committee shall inform the President of the Division as soon as possible of the committee's recommendations. The President shall then solicit the approval of the Council and Executive Committee of the Division and upon such approval shall, on or before October 31, submit the slate of candidates to the Executive Committee of the Association for approval.

In order for the DPA to achieve better recognition and more exposure of the candidates to the Division members, every effort should be made to complete in time to present at least the names, if not the actual candidates, at the Section/Region meetings which usually begin in September.

## H. Publications

**Article VIII, SECTION 11. PUBLICATIONS COMMITTEE: The function of the Publications Committee is to publish the DPA newsletter, The Correlator, as well as any special publications commissioned by the Division. The committee shall consist of the DPA Editor, appointed annually by the President, who may appoint members from the Division or Association to serve as committee members or secure such help from members of the Divisions or Association as may be necessary to develop the special publications requested by the Division. All members of the committee shall be subject to the approval of the President.**

The primary function and responsibility of the Publications Committee shall be to gather information and pertinent articles toward publication of the DPA biennial newsletter, THE CORRELATOR. The Chairman of the Publications Committee shall be appointed annually by the President and shall assume the position of Editor for THE CORRELATOR. The Chairman, with the approval of the President, may appoint one or more DPA members as committee members to act (primarily) as Assistant Editors for the newsletter, with specific duties to be outlined by the Editor.

In the spirit of the pride and professionalism of the Division, members of the Publications Committee shall constantly strive to improve the quality of communication through THE CORRELATOR. In recognizing that the newsletter is the primary forum for comment, discussion and debate among the membership, the committee shall, at all times, solicit input from DPA members. The Division of Professional Affairs guarantees its membership a strong voice in its publication.

From time to time certain DPA publications which are not handled by a special committee may require additional duties and effort on the part of members of the Publications Committee, to be determined by the Chairman.

**CORRELATOR** – Time Constraints - Traditionally, THE CORRELATOR is a quarterly publication. The turn-around time is normally two weeks depending on the Division Manager's workload. Although two weeks is a very short processing time between rough assembly and final editing, this period has been kept to a bare minimum in order to keep the articles (where applicable) as timely as possible.

## I. Reciprocity and New Certification Specialties

An ad hoc committee should be set up to make recommendations to the DPA Council whereby a committee establishes a specialty certification. This committee must consist of at least one past President of DPA.

## J. State Registration

**Article VIII, SECTION 5. COMMITTEE ON STATE REGISTRATION. There shall be a Committee on State Registration with a Chairman appointed annually by the President. The Chairman, with the approval of the President, may appoint members from the Division or Association to serve as committee members or secure such help from members of the Division or Association as may be necessary to carry out the duties of the Committee. The Committee shall monitor and report to the Executive Committee and the DPA Council on the status of registration or licensing of petroleum geologists at the State and Federal levels. The Committee shall coordinate with the Division President before taking action related to registration or licensing of petroleum geologists by government agencies.**

## K. Web Site Committee

**Article VIII, SECTION 12. WEB SITE COMMITTEE.** *There shall be a standing Committee that shall maintain the DPA's web site. Membership shall consist of the Chairman, appointed annually by the President, and two (2) members of the Division appointed annually by the Chairman with the approval of the President. The Committee shall ensure that the Division's web site is kept current with the activities of the Division and its' committees. This Committee will interface with all of the other committees and leadership in its duties.*

L. Other (Ad Hoc)

**Article VIII, SECTION 14. SPECIAL COMMITTEES.** *The President of the Division appoints special committees as may be necessary to conduct pertinent projects. Each special committee will have a purpose, or description, along with stated functions.*

IV. Office of Division Manager

- Oversees all business aspects of the Division of Professional Affairs.
- Maintains and stores membership data for approximately 3,000 members.
- Organizes all aspects for mailings, e-mailings for membership, committees and executive committee.
- Maintains and records all minutes of meetings.
- Planning, facilitates and handles logistics of meetings (i.e. annual, awards dinner, mid-year and Section/Region meetings) for division.
- Facilitates the preparation for DPA publications (i.e. newsletter and publications).
- Maintain division budgets.
- Reports to AAPG Executive Director and DPA President.

V. Certification

A. Certification Board

**Article VII, SECTION 1.** *There is hereby created a Board of Certification which shall consist of the Chairman of the Board of Certification, who shall be appointed by the President of the Division from among the members of the Division for a term of three years and who shall be qualified to serve as such Chairman only so long as he or she remains a member of the Division during such term, and the other members described in the immediately succeeding sentence. The president of each technical division of the American Association of Petroleum Geologists which sponsors certification of Association members in a professional category shall appoint as members of the Board of Certification for each category sponsored by such division four (4) members of such division and of the Association certified in such category (or, if such certified members of such division and the Association are not available, then Association and division members qualified to be certified), such Board members serving three – (3) year terms and (i) the three- (3) year terms of the four (4) Members of the Board appointed for each category shall be staggered so that the term of membership of no more than two (2) of such members shall be for the same three- (3) year period, (ii) in the event of the vacancy in the position served by any of such four (4) members before the end of a member's term, a replacement member shall be appointed to serve the expired term, and (iii) such members may serve successive terms as members.*

**SECTION 2.** *The members of the Board who are appointed by virtue of certification or qualification in a particular professional category ("Category Board Members") shall review each application for certification in that particular professional category, making such investigation as those Board members deem necessary, and shall approve or disapprove each applicant for certification of that particular professional category as determined by a majority vote of the Category Board Members. Certification of applicants so approved shall be subject to the approval of the President of the Division of Professional Affairs, the President of the technical division sponsoring certification in such professional category (if not the Division of Professional Affairs), and the Executive Director of the Association.*

B. Certification Categories: Petroleum Geologist, Coal Geologist, Petroleum Geophysicist and Other Professional Categories appropriate to the Association's Division.

**SECTION 4: (a). The Board of Certification shall develop, maintain, and revise from time to time as the Board deems appropriate the requirements for professional development hours for those members who are certified at the Board Certified level. (b). The Board of Certification shall, from time to time, randomly audit Board Certified Members to ensure proper adherence to the requirements for professional development hours as promulgated by the Board pursuant to Section 4a of this Article VII and set forth in Article III, Sections 6a and 6b.**

**SECTION 6: The requirements for maintenance of certification at the Board Certified Member level shall be: (a). Maintenance of membership as an active member of the Division of Professional Affairs; (b). Completion of twenty (20) professional development hours per year per the requirements set forth from time to time by the Division's Board of Certification.**

**C. Procedures for Certification**

1. AAPG Headquarters receives a request for certification application form.
2. AAPG determines that the person requesting the application is an AAPG active member and forwards the appropriate paperwork to the individual.
3. The application form is received from the member by AAPG headquarters.
4. AAPG Headquarters confirms that the applicant is an AAPG member in good standing and that the form is properly completed.
5. AAPG Headquarters sends a copy of the application form to the DPA delegate, alternate or member for certification in the local affiliated society where the applicant resides.
6. AAPG Headquarters publishes the applicant's name in the Explorer as an applicant for certification with a waiting period of 60 (sixty) days after publication.
7. The local certified delegate reviews the application.
8. The certified delegate contacts the sponsors and supervisors listed on the application form, making his/her report on the "delegate form" and returning it to AAPG Headquarters.
9. If any derogatory information is received from the sponsors, the DPA member who received the information, records that information as nearly verbatim as possible and forwards the derogatory information to the president of the DPA.
10. If no derogatory information is received from the sponsors, the local DPA member makes an independent inquiry of other persons who may have information concerning the applicant, asking only what the applicant's reputation as a petroleum geologist is in the community and what the applicant's general reputation is in the community. The local DPA member is not to attempt to confirm derogatory information by asking any person whether he or she is aware of or has heard the derogatory information that he or she has received. Questions are to be neutral: "What is Mr./Ms X's reputation as a petroleum geologist in this community?" or "What Mr./Ms X's reputation in this community?" NOT questions such as "Have you heard that Mr./Ms X's falsifies information on reports which he/she makes as a petroleum geologist?" or "Can you confirm that Mr./Ms X falsifies information on reports?"

For details on how "grievance proceedings" are handled refer to, Article VII. Section 3. (a) and (b).

**11. Certification as Coal Geologist**

- a. Purpose: To permit the DPA to certify AAPG members in specialties in addition to petroleum geology (i. e., coal, environmental, etc.).

- b. An applicant must be an AAPG active member and a member of the Energy Minerals Division.

12. **Certification as a Petroleum Geophysicist**

- a. Purpose: To permit the DPA to certify AAPG Active or Associate members (who do not meet the degree requirements) to apply for Certification as a Petroleum Geophysicist.

D. **Reciprocity**

1. **AIPG**

“Applicant for reciprocity shall complete the form without requesting sponsor input. AAPG headquarters will verify AIPG Certification and secure the names of the five AIPG sponsors. Three of the five sponsors must have been active AAPG members at the time of AIPG sponsorship. Applicant will pay for the application fee and annual dues prior to the circulation for approval through the DPA Board of Certification.”

2. **SIPES**

“Applicant for reciprocity shall complete form without requesting sponsor input. AAPG Headquarters will verify SIPES Certification. Applicant will pay annual dues (application fee is waived) prior to securing approval from the entire DPA Board of Certification and President of Division.”

3. **THE GEOLOGICAL SOCIETY (LONDON, ENGLAND)**

The Division of Professional Affairs of AAPG has entered into a reciprocity agreement with The Geological Society of London, whereby Chartered Geologists of The Geological Society can apply for certification by the DPA, and DPA members can apply for Fellows with Validation of the Society (chartered geologists). AAPG Headquarters will verify the Geological Society certification. Applicant will pay annual dues (application fee waived) prior to securing approval from the entire Board of Certification and DPA President.

E. **Legal**

1. **Revocation of Certification**

“Certification will be revoked: 1) at the request of the member; 2) for failure to pay dues in a timely manner; and 3) whenever grievance proceeding charges are sustained by the Advisory Council pursuant to ARTICLE XI of the AAPG Bylaws.”

2. **Other Disciplinary Action**

“Members violating any standard prescribed in the AAPG Code of Ethics shall be subject to discipline as provided by the AAPG Bylaws, ARTICLE XI Grievance Proceedings.”

VI. **EXECUTIVE COMMITTEE OFFICERS**

***Article VI, SECTION 3 (a). Officers shall be elected from among the members of the Division by means of secret ballot in the following manner: as provided under Article VIII, SECTION 8 and not later than October 31 of each year the DPA Council shall annually select two (2) or more candidates each for the offices of Vice President and President-Elect, and biennially select two (2) or more candidates for offices of Secretary and Treasurer to stand for election during the following fiscal year, and if elected, to serve during the second succeeding fiscal year. The names of the approved candidates shall be submitted for approval to the Executive Committee of the Association.***

***Additional nominations may be made by written petition of fifty (50) or more members in good standing in the Division. Such petition(s) must be received at Association headquarters not later than November 15 of each year. The slate of candidates, along with appropriate biographical information, shall be***

*disseminated to the members of the Division prior to the period of balloting in a manner to be determined by the Executive Committee of the Division.*

**ARTICLE VI, SECTION 3 (b)** *The Executive Committee of the Division shall then prepare a mail or electronic mail ballot, listing the candidates for each office and one (1) ballot shall be sent to each Division member on or before April 1. Ballots returned to and received by the Division after May 15 shall not be counted. A ballot committee, appointed by the President of the Division, shall count the ballots promptly after May 15 and report results to the President of the Division. A plurality of all votes cast for an office is necessary for election. In case of a tie vote, the Division Executive Committee shall cast one (1) additional vote.*

**ARTICLE VI, SECTION 4.** *A vacancy occurring in the offices of Vice President, Secretary, or Treasurer shall be filled by the DPA Council. A vacancy in the office of President shall be filled by the Vice President. A vacancy occurring in the office of President-Elect shall be filled by a mail or electronic mail ballot of the membership, through a special election called by the DPA Council. Two or more candidates shall be recommended and approved by the DPA Executive Committee and DPA Council. A ballot shall be mailed or by electronic mail or other suitable distribution to all Division members as soon as practicable. Only ballots returned within thirty (30) days from the date of the electronic mail or other suitable distribution shall be counted.*

**Article XI: Amendments**

*These Bylaws may be amended at any regular meeting of the DPA Council by a two-thirds vote of the quorum present providing the statement(s) of the proposed amendments was/were by electronic mail or other suitable means to the Council members at least sixty days prior to the meeting date. Amendments will be effective upon concurrence of the Executive Committee of the Association.*

VII. **DPA FUNCTIONS AT ANNUAL MEETINGS**

A. **Awards Banquet**

A mandatory guest list should be drawn up which includes the following groups:

- Honorees
- DPA Executive Committee
- DPA Councilors & Board of Certification
- DPA Committee Chairpersons
- Past Honorees
- Past DPA Presidents
- AAPG Executive Committee
- AAPG Executive Director
- Convention General Chairman
- Convention Vice-Chairman (DPA)
- Spouses or "Friends"

This policy was modified for the San Diego meeting with some invitees agreeing to pay a reasonable fee, which will be determined on a year to year basis. This policy should be standardized and budgeted.

B. **Luncheon (Vice-Chair, Headquarters & Administrative Staff)**

1. Plan gifts for featured speaker (include in Luncheon budget). Order early; verify spelling of names. Offer airport pickup for featured speaker. Check on flight arrival details. If he/she wants to be picked up, and brings a large party of associates, spouse and/or family, rent a big car.
2. Decide policy on complimentary registration, hotel and/or travel expenses, and complimentary luncheon tickets for all speakers (include in Luncheon budget). Notify speakers of these commitments by mail, at least three months before the convention. Send copies of "comp" letters to convention staff and Office of Divisions. Be certain that each speaker/guest is pre-registered by Tulsa staff, or that speaker has pre-registered on his/her own initiative.
3. Check each guest's registration envelope at the "pre-registration" desk (**AT START OF ON-SITE REGISTRATION**) to make sure complimentary registrations and lunch tickets are in the speaker's



envelope. Confirm all complimentary registration/tickets with guest and Tulsa staff by mail, in advance of speaker's arrival. Make certain that each guest knows if he/she will be required to purchase anything at their own expense when they register.

4. Set up reserved tables for speakers, wives, family, special guests, and any other "dignitaries" at lunch. Make up signs for these reserved tables. ("Mr. Smith's party", etc.)
5. Invite AAPG President and Convention General Chairman to sit at luncheon head table. Invitation by mail at least two months before the luncheon. Keep after them for an answer. If they decline at the last minute, adjust the head table place cards accordingly.
6. Arrange head table with care. Who? How placed? Etc. Don't let the professional staff put (10) place settings/chairs at each 6-foot diameter round table. Eight (8) is max.
7. Make up a carefully planned agenda for the luncheon. Who is responsible for introductions? Caution all preliminary speakers to limit their comments to a few minutes to allow for prompt introduction of the featured speaker.
8. Request bio for featured speaker's introduction. You need this information at least six weeks before the convention. Contact speaker's secretary and discuss the important points you intend to cover in your introduction. Ask what to stress, what to delete.
9. Keep a constant communication between the Tulsa staff, the General Chairman and yourself. It's easy for communications to get "lost" for this kind of convention.
10. Joint Division luncheons should be held only at meetings where light attendance may be of concern.
11. Insist on time for the DPA president to review Division activities and identify the DPA Executive Committee and present honorees. An optional method is to ask that Past Presidents and honorees stand, but not be introduced.

C. **Short Course(s)**

1. Watch for gatecrashers at DPA short courses. They may just walk in, leading you to think they will pay after the course is over. Then they'll disappear.
2. Technical sessions and short courses should be strongly promoted in the CORRELATOR and elsewhere. A possible schedule for short courses would consist of two (2) half days (for example, Saturday morning and Saturday afternoon).
3. Set up DPA short courses at AAPG Section/Region meetings, if in the "oil patch" sites.

D. **Exhibit Booth**

This is an important factor in promoting DPA functions and soliciting new members. The booth is usually located in the "AAPG Center" and should be open during the regular Exhibit Hall hours (Sunday through Wednesday). The AAPG Division Manager will be responsible for logistics.

E. **General**

1. Check on all signs for DPA events. Don't rely on others to prepare and correct signs; check them yourself.
2. In conclusion, don't rely on professional staff or other convention volunteers to keep track of the "nitty gritty." These and other details will slip through the cracks if you don't keep an eagle eye.

F. **Sections/Regions**

1. **Opening Session** - At some of the opening sessions each Division President is given a brief place (usually about 5 minutes) on the agenda. If so, then the report given at the DPA or joint luncheon can be modified or shortened, if appropriate.
2. **DPA/Joint Luncheons** - The President should give a strong review/projection story for DPA as well as allowing the speaker 20-25 minutes and 5-10 minutes for questions and answers. Where a joint luncheon is being held, a push for DPA only should be avoided.

G. **Other**

The DPA promotes its membership through a booth exhibit shared along with the AAPG Bookstore, and with the other divisions (DEG and EMD) at the Section/Region level. This helps all Divisions cut back on costs by sharing the booth space.