

# THE GEO-INSTITUTE OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS

The American Society of Civil Engineers (ASCE) created the Geo-Institute (G-I) in October 1996. The Geo-Institute is an organization of individual geoprofessionals, organizational members, and affiliated local Chapters that are members of ASCE sections and branches, and affiliated graduate student organizations located at colleges and universities. Geoprofessionals include engineers, scientists, engineering geologists, and technologists who have technical interests in soil, rock, and the fluids they contain and who have as a common goal the application of that interest to the improvement of the environment, the mitigation of natural hazards, and the economical construction of engineered facilities.

*Goal:* The primary goal of the Geo-Institute is to advance the geoprofessional community.

*Vision:* The G-I's vision over the upcoming five years centers around four primary areas.

- Being a more member-centric association
- Being the primary source of career development support for geoprofessionals
- Building collaboration among groups serving our profession, and
- Developing a stronger business model

*Values to Maintain:* The G-I recognizes that key values for the geoprofession need to be maintained including the following:

- Long-standing high-level reputation within the geoprofession
- Overall best source of information and networking for our profession
- High value publications for the membership, and
- An international, national, and local presence

*Strategies:* The G-I is envisioning the following key strategies over the upcoming five years to realize its vision:

- Reviewing existing membership demographic data
- Gathering feedback formally and informally from members and leaders who support our members
- Surveying our members
- Being more responsive to member feedback
- Creation of a destination website;
- Making the Geo-Congress more effective in promoting career development and serving the needs of the profession;
- Assembling the best professional development resources;
- Seeking joint activities with The Geoprofessional Business Association;
- Formalizing an alliance with the Federal Highway Administration;
- Maintaining and expanding our current alliances;
- Investigating alternative conference and subscription models
- Assessing potential for new revenues tied to the creation of new web resources;

The Geo-Institute serves as the United States of America member society of the International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE).

The Geo-Institute is led by a Board of Governors (BoG) consisting of eight voting and one nonvoting member. The nonvoting governor is the Geo-Institute Director who serves as board Secretary. The International Secretary to the ISSMGE frequently attends Board of Governors meetings.

The 2015 Board of Governors members are:

Allen W. Cadden, P.E., D.GE, F.ASCE, *President*

Kord Wissmann, Ph.D., P.E., D.GE, M.ASCE, *Vice-President*

Garry H. Gregory, Ph.D., P.E., D.GE, M.ASCE, *Treasurer*

William M. Camp III, P.E., D.GE, M.ASCE, *Past-President*

Patrick J. Fox, Ph.D., P.E., M.ASCE

Beth A. Gross, Ph.D., P.E., M.ASCE

Kancheepuram N. Gunalan “Guna,” Ph.D., P.E., D.GE, F.ASCE

Youssef M. A. Hashash, Ph.D., P.E., F.ASCE

Robert Schweinfurth, Aff.M.ASCE, *Secretary*

Additional information about Geo-Institute strategic plan, committees and activities can be obtained by contacting the Geo-Institute at ASCE Headquarters at 1-800-548-ASCE (2723) ext. 6350.

## Geo-Institute Bylaws

### ARTICLE 1. NAME

- 1.0 *Name.* The name of this Institute shall be The Geo-Institute, hereinafter referred to as the “Geo-Institute,” of the American Society of Civil Engineers, hereinafter referred to as the “Society.”

### ARTICLE 2. PURPOSE/VALUES/SCOPE

- 2.0 *Purpose:* The core purpose of the Geo-Institute is to advance the geo-engineering community.
- 2.1 *Values:* The core values of the Geo-Institute are: responsiveness to members’ needs, ethical behavior, service to the profession and the society, innovation, technical excellence and inclusiveness.
- 2.2 *Scope:* The scope of the Geo-Institute shall encompass the geo-science, geo-engineering, and geotechnology related to improving the built environment, mitigating natural hazards, and constructing engineered facilities.

### ARTICLE 3. ORGANIZATION

- 3.0 *Organization.* The Geo-Institute is organized within the Society. All policies and activities of the Geo-Institute shall be consistent with and subject to:
- 3.0.1 Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure, and Code of Ethics;
- 3.0.2 applicable federal, state, and local antitrust, trade regulation, and other laws, regulations and legal requirements;
- 3.0.3 all requirements to maintain the status of the Society as a not-for-profit organization exempt from federal income tax under sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954 (hereinafter referred to as “the Code”) qualifying at all times as an organization to which tax deductible contributions may be made pursuant to applicable sections of the Code;
- 3.0.4 all requirements imposed by the relevant jurisdiction for the maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and
- 3.0.5 such other policies and procedures as are authorized under these documents.
- 3.1 *Relationships with Other Associations and Federations.* The Geo-Institute may form relationships with other groups and may serve as the United States of America member society to various international organizations, as approved by the Geo-Institute.

### ARTICLE 4. MEMBERSHIP

- 4.0 *Membership Qualifications.* Membership shall be open to any Society member in good standing as well as to other persons who are interested in advancing the goals and purposes of the Geo-Institute, and who meet the qualifications defined below:

**Regular** (or “full”) membership is open to individuals who can demonstrate one (1) or more of the following qualifications:

- a. A baccalaureate degree in engineering, the physical sciences, the life sciences or mathematics; or
- b. Two (2) years of full-time-equivalent study in any discipline at a college or university plus five (5) additional years of experience in the geo-industry. Up to two (2) additional years of full-time-equivalent study in a university may be counted as two (2) years’ experience in the geo-industry; or
- c. Eight (8) years of experience in the geo-industry; or
- d. Any Society member in good standing who enrolls in the Geo-Institute according to procedures established by the Society and the Geo-Institute.

**Student** membership is open to full-time students pursuing a post-baccalaureate degree in engineering, the physical sciences, the life sciences or mathematics and undergraduate students enrolled in civil or geological engineering programs.

**Organizational** membership is open to associations, government agencies, and corporations interested in advancing the object of the Institute. Organizational membership does not imply that all members of the organization are members of the Geo-Institute.

**Premier organizational** membership is open to associations, government agencies, and corporations interested in advancing the scope of the Institute. Premier Organizational membership does not imply that all members of the organization are members of the Geo-Institute. Premier Organizational members benefit from access to exclusive client-oriented events hosted by the Geo-Institute.

#### 4.1 *Member Participation*

Members in good standing may be appointed to and participate on Geo-Institute committees. Regular members in good standing may vote on all Geo-Institute procedural issues and in elections put forth for the general membership, and may qualify for an elected position on the Board of Governors after holding membership in the Geo-Institute for a period of one (1) year. A Member whose dues are not in arrears shall be considered in good standing.

#### 4.2 *Non-Member Participation*

4.2.1 Non-members of the Geo-Institute may participate as non-voting members on the Geo-Institute's committees and task forces.

4.2.2 Non-members of the Geo-Institute may participate as voting members of the Geo-Institute's Standards Committees.

4.2.3 Conferences and other organized activities of the Geo-Institute shall be open to all persons with an interest in the geo-industry through payment of designated fees.

#### 4.3 *Admission of Members*

Applicants shall be admitted to membership in the Geo-Institute in such manner as the Geo-Institute Director may direct according to the policies and criteria determined by the Board of Governors. Admission decisions made by Geo-Institute or Society staff, under the direction of the Geo-Institute Director, are subject to review by the Membership Committee and/or Board of Governors. All Society members in good standing are eligible for Geo-Institute membership, and shall be admitted according to procedures established by the Geo-Institute Director and the Society.

#### 4.4 *Resignation*

Any member of the Geo-Institute in good standing may resign by a written communication to the Geo-Institute Director.

#### 4.5 *Expulsion*

Any member may be expelled from the Geo-Institute for conduct in violation of the Bylaws, or the Society's Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the opinion of the Board of Governors, is improper and prejudicial to the best interest of the Society or the Geo-Institute. Except in any case to which the third paragraph of this Section applies, a decision to expel shall be preceded by a fair hearing at a meeting of the Board of Governors.

Separation from membership in the Geo-Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society's Bylaws, except that in any case to which the third paragraph of this Section does not apply, the Geo-Institute Board of Governors acts on behalf of the Geo-Institute. Decisions of the Board of Governors shall not be open to appeal except in cases involving recommendation by the Board of Governors to expel a Society member, in which cases appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society Code of Ethics shall be referred to the Society Committee on Professional Conduct for determination on behalf of the Geo-Institute as provided in the Society's Bylaws, in lieu of the Geo-Institute's Board of Governors.

### ARTICLE 5. DUES

#### 5.0 *Dues.* Membership dues shall be established by the Board of Governors.

- 5.1 *Payment of Dues.* The annual dues payable by the Geo-Institute membership, as of January 1 of each calendar year, shall be as follows:  
 Individual Non-Society Member: .....\$105  
 Individual Society Member: ..... Included in Society dues and subject to fee if additional Institute  
 Organizational Member: .....\$1000  
 Premier Organizational Member: .....\$2000  
 Student Member: .....\$0
- 5.2 *Delinquency.* Not later than December 1 of each year, the Institute Director shall mail to each Geo-Institute member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of dues for the ensuing calendar year. Regular and timely payment of membership dues is a condition of continued membership in the Geo-Institute, unless a member shall have been relieved from the payment thereof by the Board of Governors.
- 5.3 *Penalties.* Any Geo-Institute member whose dues are more than three (3) months in arrears shall be so notified by the Institute Director and shall lose the right to receive publications normally furnished without charge to Geo-Institute members in good standing. A Geo-Institute member whose dues are six (6) months in arrears shall lose the right to vote. The Institute Director shall notify a Geo-Institute member whose dues become nine (9) months in arrears. Any Geo-Institute member whose dues become twelve (12) months in arrears shall forfeit connection with the Geo-Institute provided, however, that the Board of Governors, for cause deemed by it to be sufficient, may extend the time of payment of dues and for the application of those penalties. No dues will be refunded.
- 5.4 *Remission of Dues.* The Board of Governors, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of annual dues, temporarily or permanently; may remit the whole or any part of the dues which may be in arrears; and may remove any name from the list of those permanently excused from the payment of dues.

**ARTICLE 6. BOARD OF GOVERNORS**

- 6.0 The affairs, activities, and concerns of the Geo-Institute shall be under the direction of a Board of Governors, hereinafter referred to as the "Board," consisting of between seven (7) and nine (9) members.
- 6.1 *Composition of the Board.* At all times, at least five (5) Governors shall have been nominated and elected under the direction of the Nominations and Elections Committee according to the Geo-Institute Bylaws and procedures established by the Geo-Institute. The Board of Governors may appoint up to three (3) additional Governors. One (1) additional Governor shall be appointed by the Society's Board of Direction.  
  
 Each elected Governor shall be a member in good standing of the Geo-Institute for a period of a least one (1) year prior to election, unless waived by the Board. Each appointed Governor, must be a member in good standing of the Geo-Institute at the time of appointment. All governors shall be members of the Geo-Institute in good standing throughout his/her/their service as a Governor. The Geo-Institute Director shall serve as a non-voting Governor and as the Secretary to the Board. Failure to meet the aforementioned qualifications shall be grounds for removal as a Governor.
- 6.2 *Nominations, Elections, and Appointments.* Geo-Institute nominations and elections shall be directed by a Nominations and Elections Committee, hereinafter referred to as "the Committee," which has the responsibility of developing nominations for the Board and directing the elections. One (1) new governor shall be elected each year. Governors appointed by the Society's Board of Direction, shall be appointed every other year and serve a two (2) year term.  
  
 6.2.1 A Nominations and Elections Committee shall be appointed annually by the Board. The Committee shall consist of five (5) members, constituted as determined by the Board. All five (5) members of the Committee shall be individual members in good standing of the Geo-Institute, and at least three (3) members of the Committee shall not be current Governors. The Vice-President of the Geo-Institute shall be a member of the Committee and serve as the chair of the Committee.

6.2.2 The Nominations and Elections Committee shall solicit and receive nominations from the general membership of the Geo-Institute. Such nominations shall be received in the form of a nominating letter to the Committee. No member of the Committee may be nominated.

6.2.3 The Committee shall submit to the Board of Governors a list bearing the names of one (1) or more recommended nominees for each open position. Nominees shall be selected in accordance with the Geo-Institute Procedure for the Nomination and Election of Governors of the Geo-Institute and shall be fully informed of the duties and requirements of the office, and shall consent to their nominations. Geographic distribution and representation of the full technical scope and professional function of the Geo-Institute shall be considered in the Committee's recommendation. The Board is then charged with selecting one (1) individual for each open position from the Committee's list of recommended nominees to appear on the ballot.

6.2.4 If the Committee submits only one (1) nominee for each open position and that individual receives at least eighty percent (80%) support from the Committee, the Committee's recommendation does not require Board approval and the individual's name shall appear on the ballot. In the event this occurs, the Board of Governors may authorize a candidate of its own, provided the individual selected meets the qualifications for a Governor, to appear on the ballot in addition to and along with the Committee-approved nominee.

6.2.5 Once the ballot is announced to the general membership in the official Geo-Institute publication or other appropriate means to include the world wide web, a petition process shall be permitted, with oversight from the Committee, to allow members to add candidates to the ballot.

6.2.6 A ballot bearing the names and brief biographical sketches of all candidates shall be submitted to the membership for their vote, and members shall have thirty (30) days to return their ballot. Write-in candidates shall not be accepted. The candidate(s) receiving the most votes shall become the Governor(s)-Elect. In the event of a tie, selection shall be made by the Board of Governors from the persons so tied.

6.2.7 In the event there is only one (1) candidate on the ballot for each open position after the deadline for petitions is passed, the Board shall have the authority to certify the election results without balloting the membership. The candidate(s) will then become the Governor(s)-Elect.

6.2.8 Each nominee must file a written notice with the Geo-Institute Director prior to the election stating the nominee will serve if elected.

- 6.3 *Term of Office.* The term of office of each elected Governor shall be three (3) years and the Governor may be reelected or appointed. The term of office for appointed Governors shall be two (2) years. Previously appointed Governors are eligible to be elected to a single three (3) year term. The term of any Governor shall commence at the end of the annual meeting of the Board at which the term of the Governor's predecessor expires, except in cases where a Governor is appointed to complete an unexpired term. Individuals sitting on the Board as non-voting members shall remain on the Board so long as they remain engaged in their respective capacities.

A Governor may resign at any time by giving written notice of such resignation to the Secretary of the Board.

Any elected officer or Governor shall continue service unless earlier having resigned or been removed, until a successor qualifies and takes office.

- 6.4 *Vacancies.* Whenever any vacancy occurs in an elected position of the Board, other than by expiration of a Governor's term, it shall be filled without undue delay for not longer than the unexpired remainder of the term as a direct appointment of the remaining Governors.

Whenever any vacancy occurs in an appointed position of the Board, other than by expiration of a Governor's term, it shall be filled for the remainder of the term without undue delay as a direct appointment of the original appointing body.

- 6.5 *Meetings*

6.5.1 *Regular Meetings.* There shall be a minimum of one (1) Regular Meeting of the Board scheduled each year. Other Regular Meetings may be called by the President, as needed, or by a majority of the Governors. All Governors shall be given at least thirty (30) days notice of Regular Meetings. Notice may be given personally, by first class mail, confirmed facsimile, or by confirmed electronic mail. Agenda items shall be filed with the Secretary in advance of the meeting

according to a timetable determined by the Secretary in concert with the President, and the agenda shall be sent to Governors at least five (5) business days in advance of the meeting.

6.5.2 *Special Meetings.* Special Meetings of the Board may be called by the President, Vice-President or Secretary at any time upon the request of any two (2) Governors. All Governors must be given at least five (5) days notice of a Special Meeting. Special Meetings shall be limited in scope to the issue or issues specified in the meeting notice.

6.5.3 *Quorum.* At all Regular or Special Meetings of the Board, a simple majority of the voting Governors shall be sufficient to constitute a quorum for the transaction of business, and the act of a simple majority of the Governors present at any regular or Special Meeting at which there is a quorum shall be the act of the Board, except as may be otherwise specifically provided by these Bylaws or other applicable instrument or law. If at any such meeting there is less than a quorum present, the presiding officer shall adjourn the meeting to another time and place.

6.5.4 *Action Without a Meeting.* Any action required to be taken at a meeting of the Board, or any action that may be taken at a meeting of the Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all Governors and be filed with the minutes of the meetings.

6.5.5 *Meeting Participation by Alternative Means.* Members of the Board may participate in any meeting of the Board by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute attendance at the meeting.

6.5.6 *Absences from the Meetings of the Board.* Any Governor who does not attend two (2) consecutive meetings of the Board will be automatically removed from the Board as of the conclusion of such second meeting, unless retained by the majority vote of the Board before the conclusion of such second meeting.

6.5.7 The Geo-Institute Director or designee shall be present at all meetings of the Board, except for Executive Sessions of the Board, for which the Geo-Institute Director may or may not be present, as the Board may direct.

6.6 *Compensation.* Members of the Board, as such, shall not receive any salary or other compensation for their services as Governors, but they shall be entitled to reimbursement of reasonable expenses, if any, incurred by them as Governors, under procedures established by the Board. Nothing herein shall be construed to preclude any Governor from serving the Geo-Institute in any other capacity and receiving compensation for service in that capacity.

## ARTICLE 7. OFFICERS

7.0 *Officers.* The officers of the Geo-Institute shall be the President, Vice-President, Secretary and Treasurer.

7.1 *Election and Term of Office.* The President, Vice-President, and Treasurer of the Geo-Institute shall be Governors. The Vice-President and Treasurer shall be elected annually by a simple majority vote of the Board. The Vice-President shall be considered the President-Elect and shall assume the office of the President the following year. The Vice-President and Treasurer shall have been an elected Governor for at least one (1) year. The President, Vice-President, and Treasurer may hold appointed Governor positions near the end of their term of office.

7.2 *Duties.* The President shall be responsible for the general supervision of the affairs of the Board. The President shall preside at all meetings of the Board and of the members of the Geo-Institute. The President may call special meetings of the Board or of the members as may be deemed proper and according to the policies and guidelines as set forth by these Bylaws and by the Board.

The President shall be empowered to appoint any committees and chairpersons for those committees as deemed necessary for the effective functioning of the Geo-Institute, subject to approval of the Board.

The President or the appointed designee shall attend regular and special meetings of the Society's Board of Direction, and report at such meetings on Geo-Institute affairs, if and as from time to time requested by the Society's Board of Direction or by the Society's President or Executive Director.

In the absence of the Geo-Institute President, or in case of the President's inability from any cause to act, the Vice-President of the Geo-Institute shall perform the duties of the President. In the case of the President's death, resignation, or withdrawal from office, the Vice-President shall become President.

In case of the Vice-President's inability from any cause to act, a replacement shall be appointed by the Geo-Institute President with the approval of a simple majority of the Board members present and voting.

The Treasurer shall monitor management of the financial affairs of the Geo-Institute by the Geo-Institute Director, who shall prepare and present quarterly financial reports to the Board of Governors and at the annual meeting of the Geo-Institute.

In case of the Treasurer's inability from any cause to act, a replacement shall be appointed by the Geo-Institute President with the approval of a simple majority of the Board members present and voting.

The Secretary is the Geo-Institute Director. The Institute Director supervises the affairs of the Geo-Institute according to the policies and directions given by the Board. The Secretary shall give notice of, attend and insure minutes are kept of all meetings of the Board, unless excused by the Board therefrom; shall have custody of the minutes; shall approve and admit members of the Geo-Institute, consistent with the Board policy; shall maintain records of the Geo-Institute's income and expenditures and be prepared to present an accounting thereof to the Board of Governors, to the membership, officers, or any duly authorized person or persons when directed to do so by the Board; and shall perform other such duties and have other such powers as may from time to time be delegated by the Board.

- 7.3 *Removal.* Elected officers may be removed from office by a two-thirds (2/3) vote of the Board.
- 7.4 *Institute Director.* The Geo-Institute Director is appointed, and can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board of Governors. The Geo-Institute Director receives policy, program, and budget direction from the Geo-Institute Board and is responsible for the day-to-day management of the Geo-Institute.

The Geo-Institute Director shall appoint all Geo-Institute staff, independent contractors, and other suppliers and agents, subject to direction by the Board of Governors. In making such appointments, he/she shall comply with the human resources policies and procedures of the Society, which shall be applicable to and binding on the Geo-Institute.

## **ARTICLE 8. RELATIONSHIP WITH THE INTERNATIONAL SOCIETY FOR SOIL MECHANICS AND GEOTECHNICAL ENGINEERING**

- 8.0 *Representative to the ISSMGE.* The Geo-Institute shall be the United States of America Member Society of the International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE) or its successor.
- 8.1 *International Secretary.* The Board shall select an International Secretary to serve a four (4) year term, which may be renewed at the discretion of the Board. The terms shall begin and end in the odd numbered year in which an ISSMGE conference is normally held. The International Secretary shall not be selected from the membership of the Board, but shall meet with the Board as requested. The International Secretary may be removed at any time by a two-thirds (2/3) majority vote of the Board.
- 8.2 *Duties of the International Secretary.* The International Secretary shall serve as the formal liaison between the Geo-Institute and its Board and the ISSMGE. In addition, the International Secretary shall perform the specific duties and responsibilities prescribed by the Geo-Institute.
- 8.3 *ISSMGE Dues.* The Board shall be responsible for the annual payment of United States of America Member Society dues to the ISSMGE, as established by the ISSMGE Council.
- 8.4 *Duties and Appointments.* The Board shall designate delegates to represent the United States on the ISSMGE Administrative Council; cooperate in the organization and conduct of periodic international conferences, both regional and worldwide; recommend members to serve on ISSMGE technical committees; and, when requested, submit the current list of Geo-Institute ISSMGE members, their occupations, and addresses for publication in the ISSMGE List of Members.

- 8.5 *ISSMGE Trust Fund.* The ISSMGE Trust Fund was established as an endowment fund with the residual monies from the XI International Conference on Soil Mechanics and Foundations Engineering held in San Francisco in 1985. The purpose of the endowment is to provide funds to finance the administration and international activities of the United States of America Member Society of the ISSMGE (i.e., the Geo-Institute), and to foster national and international programs that enhance the profession of geotechnical engineering.
- 8.6 *Administration of the ISSMGE Trust Fund.* The ISSMGE Trust Fund shall be administered by the Board of Governors of the Geo-Institute. The day-to-day activities and expenditures of the ISSMGE Trust Fund shall be managed by the International Secretary, who shall annually prepare a proposed budget for approval by the Board, and an annual report of income and expenses.
- 8.7 *Integrity of the ISSMGE Trust Fund.* The ISSMGE Trust Fund, and earnings therefrom, is an entity under the sole control of the Geo-Institute as the United States of America Member Society of the International Society for Soil Mechanics and Geotechnical Engineering. When and if the Geo-Institute (which is designated herein as the Member Society) is ever dissolved, the control of this fund shall be vested in the duly named representatives of the United States of America Member Society.

### ARTICLE 9. MEMBERSHIP MEETINGS

- 9.0 *Annual Membership Meeting.* A general meeting of the membership shall be held each year to conduct any business that might properly come before the Geo-Institute. This meeting shall be encouraged to be held at the annual conference of the Geo-Institute. A minimum attendance of twenty-five (25) Regular Members shall constitute a quorum for the annual general meeting of the Geo-Institute.

At any Annual Membership Meeting, the membership, without notice and by a two-thirds (2/3) vote, may modify or change the rules as to order of business at that meeting.

- 9.1 *Special Meetings.* Special Meetings of the Geo-Institute membership may be called by the Board at any time. At such meetings, the requirement for a quorum remains the same as described above.
- 9.2 *Notice.* The Board must give Members at least thirty (30) days notice of all Annual and Special Meetings. The notice must include a description of the business to be conducted.
- 9.3 *Voting.* A majority of Regular Members where a quorum is present is necessary to make a decision except where some other number is required by law or by these Bylaws. Proxy voting is not permitted. Mail voting is permitted.

### ARTICLE 10. FINANCE

- 10.0 *Fiscal Year.* The fiscal year of the Geo-Institute shall be from October 1 through September 30.
- 10.1 *Assets.* All assets held by or for the Geo-Institute are vested in the Society with the exception of the ISSMGE Trust Fund, and shall be handled according to its fiscal policies.
- 10.2 *Fiscal Responsibility.* The Geo-Institute Board, with due responsibility to the Society's Board of Direction, shall oversee the funds and assets of the Geo-Institute and shall direct the Geo-Institute Director in their management. Neither the Geo-Institute nor any individual Governor, officer, member, employee, or representative thereof shall have any authority, as such, to contract debts for, pledge the credit of, or in any way financially bind the Society.
- 10.3 *Geo-Institute Budget.* The Geo-Institute budget must be approved by the Geo-Institute Board in accordance with guidelines established by the Society's Board of Direction. Any changes to the budget and any expenditures in excess of budgeted amounts or for unbudgeted items must be approved by the Geo-Institute Board in accordance with the provisions in these Bylaws.
- 10.4 *Revenues.* The Geo-Institute may raise revenue by means other than dues from members and fees for publications, provided such means are consistent with Society policy and the maintenance of ASCE's tax-exempt status. Any proposed solicitations, as well as the proposed acceptance of any grant or donation which contains any restriction, shall first be submitted to and approved as permissible by the Society's Executive Director, who shall investigate and notify the Geo-Institute of his/her determination, including any restrictions or modifications on which approval is conditioned.

In the event the Geo-Institute's revenues exceed its expenditures, the Society shall create a general reserve fund therefor, and the Geo-Institute shall control this reserve and may use funds from this reserve for programs and activities of the Geo-Institute.

Monies from the ISSMGE Trust Fund used for expenditures, which are not consistent with the purpose of the fund as described in Article VIII, Paragraph 6, shall be returned to the ISSMGE Trust Fund prior to any deposit of surplus in a reserve fund.

- 10.5 *Records.* The books and accounts of the Geo-Institute shall be kept by the Director of the Geo-Institute, who shall be directly responsible to the Geo-Institute Board.
- 10.6 *Reporting.* At the close of each fiscal year, the Geo-Institute Director shall provide a preliminary statement of the affairs of the Geo-Institute, including, but not limited to, a balance sheet and fiscal statement of operations for the preceding year, which shall be submitted to the Geo-Institute Board and to the Society's Board of Direction within sixty (60) days from the close of the fiscal year.
- 10.7 *Audit.* The Geo-Institute Director shall procure annually an external financial review of the books and records of the Geo-Institute. Such audit may be performed in conjunction with the Society's annual audit. The books and records shall be made available to the Society's Treasurer or designee on reasonable notice.

#### ARTICLE 11. MANAGEMENT

- 11.0 *Committees.* The Board may, at its discretion, establish and discharge organizational elements such as divisions, councils, standing and ad-hoc task committees as necessary or desirable to conduct the affairs of the Geo-Institute. Establishment of any such organizational element (including committees) shall be by means of a charter or charge, which shall define the mission of the element and its term of the charter. These elements will report to the Board of Governors through a hierarchy established by the Board. Appointments to councils as well as appointments of Board-level committee chairs are made by the Board of Governors. All other appointments to Board-level committees may be delegated by the Board to the individual committee chairs, but such appointments must be made with the consent of the Board.

The Board may, at its discretion, appoint task forces or ad hoc committees. Such task forces and committees shall be established with defined purposes and determined duration of appointment as specified by the Board. In addition, the Board may delegate to its committees (or other organizational elements) the authority to establish and appoint subcommittees or ad-hoc task committees.

Committee chairs shall return a committee's tangible property and records, and all records relating to any intangible property and work product of the committee to the Geo-Institute when discharged, or when requested by the Board. Such materials, and any intangible property including work products of the committee belong to the Geo-Institute. All committees (including any subcommittees), and all special delegates and representatives unless otherwise directed by the Board, shall be governed by this provision.

- 11.1 *Rules.* The Board may establish rules that are consistent with these Bylaws for the policies, procedures, and programs of the Geo-Institute. Committees and task forces of the Geo-Institute may be directed to establish written operating policies and procedures, which shall require approval of the Board for adoption and amendment.
- 11.2 *Parliamentary Authority.* All membership meetings of the Geo-Institute and meetings of its Board shall be conducted according to the rules contained in Robert's Rules of
- 11.3 *Dissemination of Information.* Electronic communications shall be utilized to encourage and ease the exchange of ideas and methods among Geo-Institute members.
- 11.4 *Relationship to the Society.* Fees for services provided to the Geo-Institute by the Society shall be set by written agreement between the Geo-Institute and the Society.

The Society shall have the right of first refusal on the provision of services for the delivery of Geo-Institute products and services. In the event that the Institute develops a product or service on its own, it must meet Society standards for quality.

Property and Records of the Geo-Institute shall belong to the Society, except for the ISSMGE Trust Fund.

The Geo-Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. No action shall be taken by the Geo-Institute which may be deemed to express an attitude or action of the Society, but resolutions or recommendations may be addressed to the Society Board of Direction for consideration or approval and promulgation.

The Geo-Institute may conduct conferences and conventions by itself or acting in conjunction with other units of ASCE or other affiliated organizations subject to the right of first refusal in the second paragraph of this Section.

- 11.5 *Publications.* Publications of the Geo-Institute shall be consistent with Society policies except as provided in written agreements that may exist between the Society and the Geo-Institute.

The Geo-Institute may develop journals, magazines, Manuals of Practice, and Standards by itself or in conjunction with the Society or other organizations.

Members of the Geo-Institute who are not members of the Society shall be entitled to receive publications of the Geo-Institute at Society member rates and other Society publications at rates determined by the Society and the Geo-Institute Board.

- 11.6 *Indemnification.* Governors, officers, the Geo-Institute Director, and Geo-Institute staff and agents, in their respective capacities as such, each shall receive the same indemnification by the Society as do the Society's Directors, officers, employees, and agents.

#### **ARTICLE 12. DISSOLUTION**

- 12.0 *Dissolution.* At any duly constituted meeting of the Board of Governors by a two-thirds (2/3) majority of those present and voting, the Geo-Institute's Board of Governors may vote to recommend dissolution by the Society's Board of Direction, provided that a written notice of this proposed action shall have been given at a previous meeting of the Board, and provided further that the proposed amendment shall have been published, together with an announcement soliciting membership comments, in an Geo-Institute, Society, or third party publication that normally reaches the entire membership of the Geo-Institute, or sent to the membership by other means.

#### **ARTICLE 13. AMENDMENT**

- 13.0 *Bylaws.* The Geo-Institute Bylaws may be amended at a duly constituted meeting of the Board of Governors, a quorum being present, by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at a previous meeting of the Board.

The Bylaws may also be amended upon receipt of the written consent of the majority of the Regular Members of the Geo-Institute in good standing.

No amendment to these Bylaws becomes effective until it is approved by the Society's Board of Direction.

## GEO-INSTITUTE COMMITTEES

Purpose. The core purpose of the Geo-Institute is to advance the geo-engineering community. The core values of the Geo-Institute are: Responsiveness to members' needs Ethical behavior Service to the profession and society Innovation Technical excellence Inclusiveness The scope of the Geo-Institute shall encompass the geo-science, geo-engineering, and geotechnology related to improving the built environment, mitigating natural hazards, and constructing engineered facilities.

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Purpose: To recommend recipients for Geo-Institute and Society awards to the G-I Board of Governors.

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Purpose: To consider policies and activities related to the international interests of the Institute.

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Purpose: To solicit from the G-I membership nominees for the office of G-I governor, and to oversee the process of electing new governors to the G-I board in the event of a contested election.

Kord J. Wissmann, Ph.D., P.E., D.GE,  
 M.ASCE

### Organizational Member Council

Purpose: To represent the interests of the Organizational Members of the Geo-Institute (G-I), with the ultimate goal of enhancing the benefits of this special membership category. The OMC seeks ways to increase the value of the Organizational Membership by recognizing the needs of the OM firms, identifying various activities or products that address those needs, and working with the G-I staff and leadership to implement the resulting programs.

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Purpose: To develop goals and guidelines for improving and coordinating G-I and G-I related publications.

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### Codes and Standards Council

Purpose: To identify the need for codes, standards, and guidance documents pertaining to the practice of geotechnology, and to prepare and/or cooperate with other professional and corporate entities in preparing appropriate codes, standards, and guidelines.

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### **Compaction Grouting Guideline**

Purpose: To develop a consensus guide for compaction grouting, focused specifically on applications where compaction of the soil is a primary element of the foundation improvement.

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 Robert Schweinfurth Jr., Aff.M.ASCE, *Chair*

Gene V. Roe, Ph.D., P.E., R.L.S., L.S.,  
 M.ASCE

### **Design of Residential Structures on Expansive Soil Standards**

Purpose: To develop standards for design of Residential Structures on Expansive Soils.

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 Robert F. Pierry Jr., P.E., M.ASCE  
 Thomas R. Thompson  
 W T. Witherspoon, P.E., L.S., M.ASCE

### **Pile Foundations Standards**

Purpose: To develop, maintain, and improve standards for design and construction of pile foundations to replace the provision of the old ANSI A56 standard written in 1952.

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Purpose: To integrate and coordinate all G-I technical activities, including technical committee activities and projects, specialty conferences, spoke conferences, and sessions. To develop committee organization and appropriate procedures for all technical committees.

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Purpose: To (a) organize major technical events such as specialty conferences for the advancement of geotechnology through the exchange of new research findings and practical experience; (b) organize major workshops and short courses on more focused topics of interest; (c) organize technical sessions for the specialty conferences of other groups and annual convention; (d) develop state-of-the-art/state-of-the-practice publications on issues related to geotechnology; (e) develop projects/activities that bring together the expertise from the G-I technical committees, in areas where such collaboration is essential or may lead to innovations; (f) identify and promote innovations and emerging technologies; (g) promote the work of the members and the G-I in the general public through articles in the national press; (h) provide expert opinions and respond to emergencies; and (i) partner with liaison organizations.

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