

# Geodesy Bylaws

(May 21 2002)

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## Duties of CGU-GS Officers

### Duties of the CGU-GS PRESIDENT

1. The CGU-GS President:
  - a. Shall be responsible for the promotion and fulfillment of the aims and objectives of the GS as described in Article 2 of the CGU-GS bylaws and in particular in 2.1 and 2.2.
  - b. Shall promote collaborations and involvement of Canadian geodesists in national and international projects. c.
  - c. Shall be in close contact with the national representative to IAG to ensure promotion of Canadian interests internationally. d.
  - d. Shall foster close cooperation among geodesists occupied in different sectors such as academia, Federal and Provincial Governemnts and private industry, in order to achieve effective flow of information on geodetic developments for informed decision making. e.
  - e. Shall examine the possibilities of organizing workshops, meetings, conferences and other venues in addition to the CGU annual conference, to stimulate discussions and exchange of ideas on current geodetic issues.
2. At Annual meeting:
  - a. Schedule and Chair CGU-GS Executive meetings immediately prior to the annual meeting.
  - b. Attend CGU Executive meeting.
  - c. Open the CGU-GS meeting and chair the business portion which will include:
    1. Welcome.
    2. Introduce program chair and executive.
    3. Each individual to stand and give name, affiliation and location.
    4. Secretary/Treasurer Report.
    5. Committee Reports.
    6. Publications Report.
    7. Future meetings.
  - d. At CGU banquet.
    1. Introduce Student Award.\*Announce winner of Student Paper Contest.
    2. At end of Annual meeting:
      - a. Remind membership of next meeting and request papers for it.
      - b. Hold short meeting of current executive.
      - c. During election years obtain name, address and phone number of each officer, committee member, etc. Send a typed list to each individual within two weeks.
3. Within four months following the annual meeting:
  - a. Write letters of thanks to authors, to any outgoing officers, to program chair, and to invited speaker(s).

- b. Provide CGU-GS Executive with an updated calendar of executive tasks leading up to the date of the next Annual Meeting.
4. Within eight months following the annual meeting:
  - a. Periodically check with executive to coordinate plans for next annual meeting.
  - b. Coordinate with relevant executive members regarding completion of regular duties and new actions.
5. Attend winter meeting of CGU Executive and report to CGU-GS Executive members.
6. As ex officio member, attend CGU-GS Committee Executive meetings.

## **Duties of the CGU-GS VICE PRESIDENT**

The Vice President is normally the Program Chair for the upcoming annual CGU-GS meeting except in cases where the CGU-GS executive appoints a program chair external to the executive. In all cases the Vice President is responsible for the final development of the full program.

1. Attend all CGU-GS and, where possible, all CGU Executive meetings.
2. Eight months prior to the annual meeting, prepare a “Call for Papers” outlining the topics for the next annual CGU-GS meeting. The deadline for the submission of abstracts to the Program Chair should be set at a minimum of six months before the upcoming meeting.
3. Thereafter, receive abstracts from authors and, if required, establish a procedure in consultation with the CGU-GS President for selecting papers to be presented at the annual meeting.
4. At least four months prior to the annual meeting:
  - a. Notify each author of oral and poster papers of acceptance/rejection, and of any special publication requirements..
  - b. Appoint Chairs for Oral and Poster Paper Sessions.
  - c. Provide each successful author with details regarding their oral or poster presentation (e.g., presentation/discussion time, poster dimensions etc.).
  - d. prepare a list of titles, authors and schedule, and mail to the CGU Program Chair.
5. Consult with the CGU Program Chair to finalize integration of CGU-GS and CGU Programs.
6. At least two months prior to the CGU-GS annual meeting, prepare a typed version of the final CGU-GS program and forward it to the CGU-GS Secretary and Treasurer for distribution to CGU-GS members. This program should include time for a CGU-GS annual business meeting.
7. Keep authors informed about the status of the upcoming meeting.
8. Periodically coordinate with delegated CGU-GS Member-at-Large regarding the local arrangements requirements for the upcoming meeting (e.g. Lecture and poster Rooms, poster boards, banquet, etc).
- 9.
10. At the CGU-GS annual meeting:
  - a. Coordinate the CGU-GS program
  - b. Introduce the Chairs for the Oral and Poster Paper Sessions.
  - c. Remind authors of the deadlines for any special publications.
11. Attend the CGU-GS Executive meeting immediately prior to and following the annual meeting.

## **Duties of the two CGU-GS Members-at-Large**

### **General**

1. Stand ready to assist CGU-GS Executive with special items of business.

2. Attend the CGU-GS Executive meeting immediately prior to and following the annual meeting.

#### Specific – Member A

1. Act as CGU-GS editor for a special geodesy section of the CGU newsletter ELEMENTS by:
  - A. editing and inputting an article summarizing the activities and results from the annual CGU-GS scientific meeting.
  - B. soliciting and editing information items from the CGU-GS committees.
  - C. inputting dates and information about selected meetings/workshops/symposiums of interest to Canadian geodesists.

#### Specific – Member B

1. Ensure that the announcement for the CGU-GS Student Paper Award is included in the CGU-GS Call for papers and the CGU general announcement.
2. The announcement should note that the student submissions (5 p. in length) are to be received by Member-at-Large B, no later than two months prior to the annual meeting.
3. Select a minimum of 2 CGU-GS members to review all CGU-GS student paper submissions for the following qualities: originality, contribution to geodesy, technical or analytical competence, and presentation (both written and oral).
4. Prior to the banquet at the conclusion of the annual meeting, inform the CGU-GS President of the winner of the best student paper award.

#### **Duties of the CGU-GS SECRETARY**

1. Based on CGU Membership list, maintain an up-to-date CGU-GS membership list and mailing list.
2. Eight months prior to the annual meeting, mail call for papers as provided by the CGU-GS Program Chair.
3. Two months prior to the annual meeting, mail the final CGU-GS program to all members and interested respondents.
4. No later than two months after the annual meeting, prepare and mail a list of attendees to all CGU-GS members.
5. Attend the CGU-GS Executive meeting immediately prior to and following the annual meeting.

#### **Duties of the CGU-GS TREASURER**

1. Record and balance receipts and expenditures.
2. Prepare and present an annual financial statement.
3. Maintain appropriate bank accounts and official CGU-GS files.

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# **CGU-GS Bylaws**

(May 17 2004)

1. **NAME**The name of this organization shall be the **Geodesy Section** of the Canadian Geophysical Union. Geodesy is the science concerned with the determination of size, shape, physical surface and gravity field of the Earth, in three-dimensional, time-varying space. It deals with the establishment, maintenance and continuous development and enhancement of national and global four-dimensional spatial reference frames and the measurement and monitoring of geodynamic phenomena, by making use of conventional and space geodetic techniques in a globally integrated observing system. The Geodesy Section shall address itself to questions within the context of Earth, atmospheric and space sciences.
2. **OBJECTIVES**To further the aims and objectives of the Canadian Geophysical Union within the field of Geodesy by:
  1. advancing, promoting and coordinating cooperative research and development in geodesy in Canada in support of scientific, environmental, economic and social activities;
  2. strengthening and expanding the links with associations such as the International Association of Geodesy (IAG), American Geophysical Union (AGU), European Geophysical Society (EGS) and Canadian Institute of Geomatics (CIG);
  3. promoting results and applications of geodetic research and products of IAG Services to the wider geophysical and other communities and encouraging multidisciplinary research;
  4. encouraging timely communication and dissemination of geodetic results and related information through conferences, workshops, special lectures and internet.
3. **MEMBERSHIP**
  1. Types of memberships are as defined in the by-laws of the Canadian Geophysical Union (hereafter called the Union).
  2. Members of the Section are members of the Union who indicate they wish to be registered as members of the Geodesy Section.
  3. All Sectional members eligible to hold office in the Union are eligible to be officers of the Section.
4. **OFFICERS AND ADMINISTRATION**
  1. **Executive Officers:** The Executive Officers shall be President, Vice-President, Secretary, Treasurer, two Members-at-large, and the Past-President. The Executive shall manage the property and affairs of the Section. At the Annual Meeting the Executive shall submit to the members a report, which shall include the report of the Secretary and Treasurer.
  2. **Term of Office:** A Term-of-Office shall be two years duration without honorarium. All Executive officers shall be elected to one term-of-office. Any officer shall be eligible for re-election for no more than two consecutive terms in the same office, except the Treasurer who may serve for one additional term. If the Office of President becomes vacant, the Vice-President will assume that office. If the Vice-President is unable to do so, the Executive can appoint an eligible member for the balance of the term. If any other executive position becomes vacant, the remaining Executive can appoint an eligible member for the balance of the term. If all executive positions become vacant the Union executive shall appoint an interim President, Secretary and Treasurer until the next scheduled election of Executive officers.
  3. **Duties of the Section President:** The President shall preside at meetings of the Section. The President shall appoint, as sanctioned by the Executive chairpersons of special interest, ad hoc committees and task groups formed to further the Section programmes. The President shall be an ex-officio member of all committees formed under the authority

of the Executive. The President shall be a voting member of the Union Council and may authorize an alternate from the Executive to attend and vote.

4. **Duties of the Section Vice-President:** Normally the Vice-President shall be the programme chair for the Annual Meeting of the Section. The Vice-President will assume the duties and powers of the President if the latter is absent or incapacitated. The Vice-President shall also have such powers or duties as assigned by the President.
5. **Duties of the Section Secretary:** The Secretary is responsible for the preparation and safe storage of the Minutes of Section and Executive meetings; the filing and storage of all official correspondence; maintaining up-to-date listings of members of committees and task forces; maintaining the website for the Section. The Secretary shall send out notices of nomination and of all meetings of the Section and of the Executive Committee. The Secretary will perform other duties as required by the President.
6. **Duties of the Section Treasurer:** The Treasurer is responsible for maintaining up-to-date listing of general members, keeping and maintaining financial records of such transactions as are required by the Executive of the Section and the Union, and submitting an annual financial summary to the Executive. The Treasurer shall perform other duties as required by the President. The fiscal year shall be defined by the Union by-laws.
7. **Duties of the Section Members-at-large:** These officers will undertake such duties and responsibilities as assigned by the President and sanctioned by the Executive.
8. **Duties of the Section Past-President:** The Past-President shall participate in Executive meetings and provide information on past activities of the Section to ensure continuity of the Section.

## 5. STANDING COMMITTEES

1. Committees may be formed to pursue special interests or specialities or to support regional initiatives of the Section. A committee and Chairperson may be proposed by the President and sanctioned by the Executive at any Executive meeting, but must be endorsed by Section members at the subsequent general meeting. Chairpersons of Committees shall report directly to the Executive and attend meetings at the request of the President.

## 6. NOMINATIONS AND ELECTIONS OF OFFICERS

1. At least two months prior to the annual general meeting, the outgoing President will strike and chair a Nominating Committee comprising a minimum of two past-Presidents. In years where this minimum is not available, positions on the Nominating Committee may be filled by past, and not currently incumbent, CGU-GS executive members. The Committee will send out to the general membership of the CGU-GS, a call for nominations to the Executive positions. All nominations must agree in writing to stand for nominations. The Nominating Committee will then determine by a process of a simple majority vote among the two appointed members, a slate of final nominees (one for each executive position). The Chair of the Nominating Committee is required to cast a vote only in the case of a tie vote among the other two committee members.

## 7. MEETINGS

1. The Section may hold as many meetings or executive meetings as deemed necessary or desirable by the Executive.
2. Executive Meetings: The Executive shall invite to their meetings those members of the Section or Union considered necessary. The practice of inviting representatives from related professional societies to attend Executive and other meetings of the Section, as an effective means of liaison, is to be followed when deemed useful by the Executive. A quorum for business meetings of the Executive is three.

3. Annual General Meeting: The Executive must hold an Annual General Meeting at the Annual Meeting of the Union, that is open to all interested members of the Section or Union. The date and location of this meeting must be announced to the membership of the section 30 days prior to the meeting.

#### **8. CONFERENCES**

1. Conference conveners shall be appointed by the President with the approval of the Executive. Conveners are responsible for the entire conference program content, appointing conference chairpersons, and for all liaisons necessary with the Union, and especially with conferences held concurrently with other Sections in the Union.
2. The Section may sponsor or support Conferences organized and managed by others, which further the objectives of the Section and/or the Union.

#### **9. PUBLICATIONS**

1. The Section will use the CGU newsletter to publish material related to its activities. The Section's web page will also be used for news, announcements and research work in geodesy. Financing of such communications will be in accordance with Union by-laws and administrative practices.

#### **10. AMENDMENTS TO BY-LAWS**

1. The by-laws of the Section and any subsequent amendments shall be approved by a majority vote of the Union's Executive.
2. Any Member of the Section must propose to the Executive new by-laws or amendments to existing by-laws in writing. All such proposals, with recommendation of the Executive, will be placed before the Annual Meeting of the Section for a vote where a simple majority carries.

#### **11. CONDUCT OF MEETINGS**

1. Robert's Rules of Order shall be followed except where a by-law of the Section 7 or the Union specifies otherwise.

#### **12. DISSOLUTION**

1. If the Section ceases to be active and the Union Executive is unable to re-establish it, all assets and records shall go to the Union.