

STANDING RULES

October 2003 Revision

Minutes for the SWS AAPG Board of Director's meetings were reviewed to determine what actions might qualify as "Standing Rules". No hierarchy is meant by the order of the "rules". The "Rules" have been grouped by "category" where appropriate. Where known, the date of the minutes is noted for each "Rule".

1. It was recalled from a previous year's motion (date unknown) that: A host society cannot enter into a contractual obligation with any convention organization without Board approval.
2. The Section shall bear all convention losses.
3. The SWS member society hosting the convention is entitled to a maximum of 50% of the net profits from that convention (to be approved by the Board prior to the convention) (**Revised October 2002**).
4. The host society can (and should) take its profit (not to exceed 50%) from the net convention proceeds before forwarding the Section's share to the SWS Treasurer (**Revised October 2002**).
5. Budget for the Transactions as part of the convention registration costs. (Since 1997 typical charge has been \$20.00 during registration; \$20.00 + postage after the convention.) (**June 1989**)
6. Excess monies after publication of the transactions will be returned to the SWS after the proper splits between the host society and the Section have been made.
7. A convention checklist will be created by each annual convention committee and forwarded to the next year's convention committee (**June 1992**).
8. The SWS will provide funding for at least one convention short courses which will be provided free of charge to at least 200 convention pre-registrants The host society determines the charge for "walk-ups" on a space available basis. The convention committee will conduct the convention short course(s), not the SWS Continuing Education Committee. The SWS Board will determine the amount of money available to an annual convention for its short courses at the June meeting preceding that year's convention (**April, 1992; February, 1999; June, 1999; October, 2003**).

9. Scholarships can be awarded to undergraduates (**June 1989**). No more than 9 scholarships shall be awarded (**March 1990; Revised October 2003**).
10. First Class postage will be used for election ballots (**June 1999**).
11. The SWS will endorse member society recommendations for AAPG awards or office, not just those who have been active in SWS affairs (**June 1999**).
12. The Bylaws Committee must include the President-Elect (chairman), President, Past President, and Secretary (**June 1999; Revised October 2003**).
13. The Treasurer will be a member of the Loan Committee (**June 1999; Revised October 2003**).
14. The Board will meet on the first Friday in October or in conjunction with the Fall Continuing Education Course. The meeting will be held in Abilene, as it is the most central location (**June 1999**).
15. Within two months of a term's end, the President, Secretary and Treasurer shall meet and complete one book of records, which shall serve as the Secretary's corporate record.
16. Conventions can set up their own credit facility for registration with local banks.
17. The Advisory Council Representative will be made a permanent, non-voting (**June, 2003**) member of the Honors and Awards Committee (March, 2003).
18. The Honors and Awards Committee will be responsible for obtaining plaques for the annual SWS awards and for outgoing officers.
19. The Fall Continuing Education Course will be named "The Bill Hailey Memorial Continuing Education Short Course" (October 2003).

Revisions Proposed October 7, 2003
R. Geoff Ice

