

Constitution

History of Earth Sciences Society

ARTICLE 1. NAME AND PURPOSE. The name of the organization shall be the History of Earth Sciences Society. The purpose shall be to promote interest and scholarship in this discipline by publishing, organizing meetings, supporting the efforts of other associations displaying similar interests and other such similar scholarly and scientific endeavors.

ARTICLE 2. MEMBERSHIP. The society is an international organization. Membership shall be determined by interest in the subject and is not otherwise restricted.

ARTICLE 3. OFFICERS. The officers of the society shall consist of: president-elect, president, past-president, secretary, treasurer, editor, program officer, and four councilors.

ARTICLE 4. COUNCIL. The officers of the society shall constitute the council which will manage the society and shall perform their duties in such a manner as to ensure that the scholarly nature of the organization shall be preserved and safeguarded. The council shall have the authority to incur financial obligations which are appropriate to the aims of the society.

ARTICLE 5. OPERATION. This organization is organized and shall be operated exclusively for charitable and educational purposes within the meaning of section 501(c)3 of the United States Internal Revenue Code of 1954, No part of the net earnings shall inure to the benefit of, or be distributable to members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purposes of the organization. No substantial part of the activities of the organization shall be carrying on of propaganda or otherwise attempting to influence legislation. The organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of political statements. Notwithstanding any provision of these articles, the organization shall not carry on any other activities which are not permitted to be carried on by an organization exempt from the Federal income tax under section 501(c)3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or by an organization to which contributions are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

BY-LAWS

1. Terms of Officers. The president-elect, president, and past-president shall each serve two year terms and shall not be eligible for reelection. The secretary, treasurer, and program officer shall each serve for three years and shall be eligible for reelection to a second term. The HESS treasurer responsibilities are codified in Appendix A. Councilors shall be elected for a term of two years and shall twice be eligible for reelection. The editor shall be elected for a term of three years and shall be eligible for reelection three times.

2. Dues. The annual dues will be fixed by the council. Once dues have been fixed, the council shall have the option to raise them by no more than US \$5.00 in any given year. The treasurer shall determine the most economical method of collecting dues and shall have the authority to collect dues in various currencies.

3. Membership and Its Privileges. Membership in good standing within the society shall be determined by payment of dues. The treasurer shall decide if it is necessary to remove a member from the rolls. Once dropped, a former member may rejoin upon payment of dues and shall receive the benefits of membership. Only members may serve as officers of the society and may be appointed by committees by council. The society shall publish a journal *Earth Sciences History*. Members shall receive the society journal annually and any other mailing as is deemed appropriate.

4. Sections. Regional sections may be established for the purpose of holding meetings or cooperating with various other organizations when it is to the advantage of the membership residing in that section. A section shall be established upon petition by 25 members in good standing. Members of a section must be members of the society. The section shall have the power to govern its own affairs, provided that does not contravene the constitution and by-laws of the society.

5. Governance. The council shall attempt to meet annually, but shall have the power to conduct business by mail. At annual meetings a quorum shall consist of the president and three others members of the council.

6. Nominations and Elections. The president shall appoint a nominating committee, which may not contain any members of the council, to prepare a slate of officers. This slate shall be submitted to the membership. Any member in good standing may also be nominated provided that his or her name is accompanied by a nominating petition with the signatures of three percent of the members of HESS. If no nominations are submitted from the membership within four weeks of the mailing, the candidates on the official slate will be declared elected by acclamation. If nominations are submitted, the secretary shall circulate a ballot listing all of the valid nominees. Those who receive the votes of more than half of the returned ballots will be elected. The secretary shall count the ballots and report

election results. Should vacancies occur between annual elections, the council shall have the power to fill them until the next election. An officer may be removed by the concurring vote of 8 of 11 of the council members.

7. Dissolution. In the event of dissolution of the society all assets shall be divided among the Royal Society of London, the Geological Society of America, and the History of Science Society. However, if at the dissolution, the beneficiary organizations no longer exist, are unqualified distributees, or are unwilling or unable to accept these assets, then organization assets will be distributed exclusively for the charitable organization or organizations which are so qualified under section 501(c) 3 of the Internal Revenue Code 1954 (or corresponding provision of the future United States Internal Revenue Law).

Note: This version of the Constitution is largely taken from that prepared by Ken Bork in 2001. I have retyped it in digital form. Sandra Herbert, October 2014. The original constitution of HESS was printed in ESH, vol. 2, no. 1 (1983), pp. 98-99. Record of a vote changing the term of the president from one to two years was reported in ESH, vol. 14, no. 1 (1995), p. 133. Record of a vote changing the number of councilors from two to four was reported in ESH, vol. 16, no. 2 (1997), p. 176. Ken Bork noted a vote taken in 2002 changing the wording for by-law 6. In 2016, a vote changed by-law 2, establishing the capacity of the council to raise dues by no more than US \$5.00 in any given year; by-law 3 to make explicit the name of the society's journal, Earth Sciences History; and by-law 6, to establish the mechanism for removal of council members.

A membership vote in August 2022 changed the terms of the officers so that the Editor could serve three consecutive terms, and the Treasurer's responsibilities were codified in Appendix A to re-secure non-profit status for HESS and ensure that US taxes are filled each year. Renee Clary, September 2022.

Note: By a vote of the membership tabulated on January 11, 2019, a change to by-law 1 concerning the Term of the Editor was made to: "The editor shall be elected for a term of three years and shall twice be eligible for reelection."

Appendix A

HESS treasurer responsibilities

Maintain the financial records files (PDF and/or paper copies) of the Society including but not limited to: monthly bank statements with check copies, other financial statements such as PayPal as a printout for the calendar year, and an annual printout of the digital records (below). Preserve deposit slips and invoices for services, printing, reimbursement and online presence. Keep all annual printed records together in a dedicated file. Remit all records older than 10 years for archiving.

Maintain a complete financial record in digital form either as an excel spreadsheet properly categorized, or as a Quickbooks or an equivalent accounting software record.

File annual tax forms with the IRS and appropriate state or district (DC) agency as required in a timely manner to avoid late filing penalties. Contract with bookkeeper to review the financial records at mid-year and on January 1 of the following year to print a report which can be used by an accountant to prepare the returns. Hire an accountant to file the returns.

Collect and deposit receivables:

Dues and subscriptions, individual and institutional,

Page and color fees for publication,

Profit sharing and article access payments for online access or article reprints,

Payments for back issues and mailing of those orders.

Pay the bills of the society, either directly by check or debit card or as reimbursement of authorized parties, for example: for payments to the printer, or distribution costs such as postage including for international mailings. Requests for reimbursement must be accompanied by proper documentation.

Pay for professional help in accounting, bookkeeping, and other necessary services. Collect and preserve IRS W9 forms and issue 1099 forms as required.

Inform the Membership Secretary of membership payments as they are made. Help determine, with the board, the membership fee schedule.