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CHAPTER I. INTRODUCTION

I.1. OBJECTIVE STATEMENT
The objectives of this Society shall be to promote the science of exploration geophysics and related fields, including applications and research, to foster the common scientific interests of geophysicists, and to maintain a high professional standing among its members.

I.2. PURPOSE OF MANUAL
The Society of Exploration Geophysicists Policies and Procedures Manual is maintained according the SEG Bylaws, Article XIII. Section 1. Policies and Procedures Manual is to reflect current policies and procedures as approved by the Board of Directors (hereafter referred to as the Board).

I.3. REVISION AND APPROVAL
The Executive Director will present recommended changes to the SEG Policies and Procedures Manual to the Board as the need arises. The Board will review the recommended changes and may suggest additional changes. The Board will consider and take action to approve those changes at each meeting.

Committee Chairs are invited to send their comments and recommendations for changes to the Procedures Manual at any time, but especially when they submit their annual report.
CHAPTER II. GOVERNANCE

II.1. SEG COUNCIL
(See Bylaws Article VII., Sections 1-6., Council)
SEG Active Members in good standing are represented on the Council by a Geographic District Representative, regardless of membership in Sections, Associated Societies, or Technical Sections. Furthermore, each Member in good standing may also be represented on the Council by Representatives from a Section, Associated Society, or Technical Section of which the Member is a member. SEG Active Members in each Section, Associated Society or Technical Section are represented on the Council in proportion to the total number of Active Members in the Society.

II.1.A. NUMBER OF REPRESENTATIVES
Article VII., Section 3 and Section 4. of the SEG Bylaws determines the number of Representatives in each Section, Associated Society, Technical Section. The number of Representatives is calculated annually, based on the number of SEG Active Members in good standing affiliated with a specific Section, Associated Society, or Technical Section.

II.1.B. APPOINTMENT/AUTHORIZATION OF COUNCIL REPRESENTATIVES

II.1.B.1. Section and Technical Section Representatives
The term of office for a Section/Technical Section Representative is three years, (See Bylaws, Article VII., Section 3.)

Section and Technical Section Representatives must be members of the Section or Technical Section and Active Members of the Society in good standing, in accordance with Article VII, Section 3 of the SEG Bylaws.

II.1.B.2. District Representatives
Members in each District shall be represented on the Council by two District Representatives. District Representatives from each District shall be elected in the manner prescribed in Article VI of the Bylaws from among all Active Members of the Society in good standing having primary address in the District. The term of each District Representative shall be two years with staggered terms such that only one District Representative is elected annually.

II.2. AMENDING THE SEG BYLAWS AND RULES OF ORDER
Proposed amendments to the SEG Bylaws being considered by the Council may be amended during Council discussion by a majority vote of the Council without the requirement they be resubmitted for publication prior to further consideration in the following cases:
1. Amendments cannot negate the original intent of the amendment and must be germane.
2. They must not increase the change that is proposed in the main motion.

SEG Bylaws, Article XVI, “Amendments to the Bylaws,”

Those amendments to the Bylaws rejected by the Council must be resubmitted under the provisions of this Article if they are to be further considered.

**II.2.A. AMEND AS A MAIN MOTION**

The motion to amend is sometimes applied to bylaws, standing rules, or resolutions that have been previously adopted and therefore are not pending. In such cases, the motion to amend is a main motion and is necessarily treated differently from the subsidiary motion to amend. Like other main motions, it cannot be made while any other motion is pending, and is subject to amendments of the first and second degree.

**II.3. BOARD OF DIRECTORS**

The Board shall be the governing body of the Society and shall have full control and management of the business, property affairs, and funds of the Society except as otherwise provided by law, the Articles of Incorporation of the Society, or the Bylaws of the Society.

The Board of Directors shall consist of the Executive Committee, the Chair of Council, and up to nine (9) Directors at Large which may be adjusted annually as determined by the Board.

**II.3.A. MEETINGS OF THE BOARD OF DIRECTORS**

The Board shall meet periodically throughout the year as determined necessary by the President of the Board, with the intent to meet quarterly.

The inaugural meeting of the incoming SEG Board of Directors shall be held on the Thursday afternoon immediately following the SEG Annual Meeting and Exposition, to continue discussions regarding focus areas for the coming year, to review items that may have arisen during the Annual Meeting, and to take action where appropriate. The spring meeting is to include budget approval for the coming fiscal year. The summer meeting is to include the approval of committee and board liaisons and is to immediately follow an orientation of the new Board-elect.

**II.3.B. OTHER DUTIES**

The Board shall conduct an annual performance appraisal for the SEG Executive Director. (See Chapter V.1.A.1.)

**II.3.B.1. Committees and Professionally Related Societies**

Members of the Board assume responsibility for the supervision of, and liaison with, SEG standing and ad hoc committees and representatives to professionally related societies as assigned by the President, if not already stated in position job description. Members of the Board are responsible for approving all Annual Reports submitted by their respective Committee Chairs before being published. Committee
and professionally related society liaison assignments are usually discussed at the Inaugural Board of Directors meeting. Any necessary changes to liaison assignments can be made at that time. An effort is made to equalize the workloads of the respective Board members.

Procedures associated with the individual committees and professionally related societies are included in other sections of this manual under their respective titles.

II.4. EXECUTIVE COMMITTEE
(See Bylaws Article V., Sections 1-4., Officers and Executive Committee, Article VIII, Section 1., Procedures for Meetings.)

The Executive Committee consists of the officers of the Society. The officers of the Society shall be a President, President-Elect, Immediate Past President, First Vice President, Second Vice President, Treasurer, and Vice President, Publications. The Executive Director of the Society shall serve as Secretary but does not have voting privileges.

The Executive Committee may conduct the business of SEG between meetings of the Board by face-to-face meetings, or telephone or video conference calls.

The Executive Committee shall have full authority to exercise all powers of the Board when the Board is not in session.

II.5. PROCEDURES FOR MINUTES OF BOARD AND EXECUTIVE COMMITTEE MEETINGS

1. Ten Working Days Following Meeting:
The Executive Director or his/her designee, will record the specific assignments made during each Board/Executive Committee Meeting. The SEG Business Office will then type and categorize the specific assignments by committee member, (with the original chronological numbering) and distribute to the Board/Executive Committee and staff attendees as soon as possible, but no later than ten (10) working days following the Board/Executive Committee Meeting.

2. Twenty Working Days Following Meeting:
The preparation and distribution of the first draft of the Minutes should be accomplished as soon as possible, but no later than twenty (20) working days following the meeting.

3. Two Weeks Prior to the Next Scheduled Board/Executive Committee Meeting:
The minutes and finalized agenda must be included in the Agenda Books for the next scheduled meeting. Agenda books must be mailed or posted two weeks prior to meetings to allow for sufficient review. Upon request, a final draft of the minutes must be forwarded to members of the Advisory Committee. Note: Notify the Advisory Committee (if they received copies) of any revisions to the minutes following Board approval.

4. Following Board Approval:
The Executive Director, or his/her designee, shall make required revisions and print approved minutes on minute stationary. The last page should include
signature lines for the President and Secretary. The signature page shall be forwarded to the President for signing. Upon return of the signature page, the Executive Director, as Secretary of the Board, shall sign the signature page and file the minutes in the “Official Minutes Book,” where they become a permanent record of Society business.

II.6. EXECUTIVE COMMITTEE AND BOARD CONFERENCE CALLS

Conference calls may be requested by the President of the Board and held by the Executive Committee or the Board to do the following:

- Conduct any necessary routine business that can be easily finalized;
- Further communication between the Business Office and the Executive Committee/Board as needed on current activities.

NOTE: The SEG Business Office will set up the conference call and inform all Executive Committee and/or Board members of arrangements. A call for agenda items will go out three weeks before the conference call and any needed background information will be circulated by e-mail one week before the call. Any needed votes will be conducted as long as all persons participating in the meeting can hear or otherwise communicate with each other, in accordance with Oklahoma statutes (Title 18 section 1027 F.4). A brief summary of the conference call and a record of all votes will be included in the formal Agenda Book for the next regular meeting of the Board and reported to the membership in the summary of actions taken at that meeting.

II.6.A. CONFERENCE CALL TRANSACTIONS OF EXECUTIVE COMMITTEE/BOARD BUSINESS

1. Introduction
   Any member of the Executive Committee/Board who wishes to do so may introduce a subject for discussion during a meeting and make a motion for action by the Executive Committee/Board by providing the Executive Committee/Board with a brief summary of the discussion subject or motion. Another Executive Committee/Board Member should then second the motion before discussion ensues.

2. Discussion
   The discussion will continue until each member has had the opportunity to participate or if the time restriction established by the President has been reached.

3. Final Action
   Actions taken by the Executive Committee/Board during a conference call must receive a majority vote and must reflect that all participants were given the opportunity to speak to the issue under consideration.

II.6.B. E-MAIL TRANSACTIONS OF EXECUTIVE COMMITTEE/BOARD BUSINESS

Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if all members of the Executive Committee/Board consent in writing or by electronic transmission. Actions taken by the Executive
Committee/Board during an e-mail vote must receive a majority vote and shall be filed with the minutes of proceedings of the Board.

1. **Introduction**
   Any member of the Executive Committee/Board who wishes to do so may introduce a subject for discussion via e-mail and make a motion for action by the Executive Committee/Board with a brief summary of the discussion subject or motion. Another member should then second the motion before discussion ensues.

2. **Discussion**
   The discussion will continue until each member has had the opportunity to participate or if the time restriction established by the President has been reached.

3. **Final Action**
   Actions taken by the Executive Committee/Board via email must be by unanimous consent. All members must either render a vote or, if abstaining, provide their consent to the vote.

**II.6.C. INFORMING THE COUNCIL AND BOARD**
The schedule of meetings and conference calls of the Executive Committee and the agenda for each meeting will be made available to members of the Board. A summary of actions shall be made available to the Board and Council by SEG President or Executive Director to keep members informed of actions taken by the Executive Committee.

**II.7. PUBLIC STATEMENTS BY SEG OFFICERS AND BOARD MEMBERS**
When speaking for SEG, the President, the Executive Committee and/or the Board should avoid taking a public position that favors one group of members against another, and should instead speak with one voice. SEG is a society with world-wide membership and the interests of all constituent groups are not always the same. Distinctions which lead to diverse or contradicting interests include but are not limited to nation to nation, governmental vs. private; capitalist vs. socialist; consumers vs. producers; developed vs. undeveloped; and application of geophysics to oil, minerals, engineering, geothermal resources, pure science, and archaeology.

**II.8. COMMITTEES AND ASSOCIATED SOCIETIES**
The Officer assigned the responsibility for liaison with each SEG standing and ad hoc committee should be familiar with the mission and activities of the committee, serve as the spokesperson for the committee to the Board, and attend the meeting of those committees when such meetings are held in conjunction with the Annual Meeting or conference calls between meetings.
II.9. ANNUAL REPORT
Article XI., Section 1.a. of the SEG Bylaws provides for an Annual Report, including reports from Officers and Committees, shall be distributed in either printed or electronic form to the SEG Council prior to its annual meeting. The SEG President will request that Committee Chairs and Representatives to Associated Societies submit a report of their activities to the Officer responsible for providing liaison, with a copy to the Business Office. The request for Annual Reports is to be mailed in early June to allow time for the Officers to complete their reports. The Board of Directors is not obliged to publish any report that, in its opinion, is not in the best interest of the Society.

The Auditor's Financial Report is an essential component of the SEG Annual Report to the SEG Council (as is the SEG Foundation Auditor's Financial Report). The SEG Council must vote to accept the SEG Annual Report. Voting on approval of the report normally occurs at the Council Meeting at the Annual General Meeting of the SEG.

In the instances where the Annual General Meeting and the normal Council Meeting occur prior to the availability of the Auditor's Financial Report, then
a. an interim Annual Report will be prepared and contain a place holder statement that is provided by the SEG Audit Committee indicating the absence of the financial information and the anticipated date of availability of the Auditors Financial Report;
b. when the Auditor’s Financial Report is received and approved by the SEG Audit Committee, the SEG Audit Committee will notify the SEG President that the SEG Board must approve the Auditor's Financial Report;
c. the SEG President will then follow the most expeditious process as specified in the bylaws to have the SEG Board approve the Auditor's Financial Report;
d. upon SEG Board approval of the Auditor’s Financial Report, the final SEG Annual Report will be compiled and the Chair of Council notified; and
e. when the final Annual Report becomes available, the Chair of Council (or his designate) will call an electronic meeting of Council and distribute of the complete SEG Annual Report respecting the notice period required for Council meetings. The Council will debate and then vote on a motion to accept the SEG Annual Report. A quorum of Council must attend the meeting and a simple majority vote of attendees will suffice for approval.

II.10. OFFICERS' REPORTS
In addition to the Annual Reports prepared by the Officers at the end of their term in office, written and/or oral reports are presented to the Board at each meeting. These reports include a brief summary of the individual Officers' activities in behalf of the Society, and the activities of the committees with which he/she provides liaison.

II.11. APPROVAL OF MEMBERSHIP APPLICATIONS
Business Office staff ensures that applications meet membership standards per the Bylaws, and handles all administrative details up to the monthly listings. Staff then sends monthly listing to the Membership Committee Chair for review. Applications that require special approval as an exception will be sent as a separate list, including backup
material listing the nature of the exception. The Membership Committee Chair will send exception applications to the full Membership Committee for its recommendation.

The Membership Committee Chair will provide a monthly report to the SEG Board liaison. If exceptions are found, the Membership Committee Chair will list these along with the Membership Committee recommendation.

The Membership Committee liaison to the Board will issue the approval for the applications that only require approval of one member of the Board of Directors.

The Membership Committee liaison to the Board will provide the Executive Director a list of any special requests or Active member applications that require majority vote of the Board of Directors for inclusion on the agenda at the next board meeting.

**II.12. BOARD OF DIRECTORS TRAVEL AND EXPENSE REIMBURSEMENT**

The SEG President is empowered to authorize payment or reimbursement of expenses for travel to Board Meetings for Board members who are unable to obtain reimbursement from their employer. In such instances where payment of travel expenses, either directly or through reimbursement, is requested, SEG will provide such assistance for each individual Board member (excluding spouses), in accordance with the SEG travel policy in place at the time of travel.

Any Board member travel outside of approved budget, over $1,000, must be approved by the entire Board.

In instances where the spouses of the President and/or President-Elect are required to participate in an official capacity at the SEG Annual Meeting, the incurred travel expense (including meals) for the spouse will be reimbursed by SEG if requested, following the same guidelines as set forth above and within the guidelines of the SEG travel policy active at the time of travel.

**II.13. DUTIES OF THE SEG BOARD OF DIRECTORS**

The Board of Directors shall be the governing body of the Society and shall have full control and management of the business, property, affairs, and funds of the Society except as otherwise provided by law, the Articles of Incorporation of the Society, or the SEG Bylaws.

**II.13.A. PRESIDENT**

(See Bylaws Article V., Section 3., Duties of Officers.)

**II.13.A.1. Roles**

- Meet primary roles of the Board, including setting the direction for the organization, ensuring resource availability, providing oversight, and maintaining public and membership trust.
As chief elected officer of the Society, personify the organization and set its tone; serve as the key steward of good governance and guardian of organizational values; serve as chief ambassador and spokesperson of the Society.

II.13.A.2. Responsibilities and Duties

- Lead the way in articulating a vision, mission, and strategic goals and objectives for the Society; model trust, respect, and cooperation in all interactions.
- Preside at all Board and Executive Committee meetings of the Society, except as otherwise provided in Section II.13.B.
- Appoint committee chairs, create and dissolve task forces, and appoint liaisons to committees and other entities (see also II.13.A.2.a.).
- Oversee the hiring of the Executive Director.
- Serve as Chair and Board liaison to the Compensation Committee and liaison to the Honors and Awards Committee.
- May serve on, and may be chair of, any committee.
- Meet primary Board responsibilities including being informed, fully prepared for and engaged in meetings, supportive of the decisions of the Board, embracing of Board policies, supportive of the Board-staff relationship, and attuned to SEG member needs.

II.13.A.2.a. Appointments

The President shall create committees and task forces as required for the purposes of the Society. Committee chairs and representatives shall be appointed to such committees and task forces and to other professionally related societies or activities by the President, except as otherwise specified in the Bylaws or the SEG Policies and Procedures Manual. The President may delegate this responsibility to other members of the Board. The appointments of all committee chairs and representatives shall be confirmed by the President.

The President may assign himself/herself directly responsible for any committee or as representative to other professionally related societies, without regard to which officer had responsibility in the past.

Procedures associated with the individual committees and professionally related societies are included in other sections of this manual under their respective titles. It is the President’s duty to follow the activity and encourage the work of all committees and to see that each is fulfilling its assigned duties. Recommendations made by the committees for which the President provides liaison should be submitted to the Board for action.

II.13.A.3. Responsibilities at Annual Meeting

The President shall prepare an address to be given before the members of the Society at the Annual Meeting.

At one session of the Annual Meeting the officers of the Society shall be presented and the officers elect introduced.
The Business Office in cooperation with the chair of the Honors and Awards Committee will prepare a script for his/her participation in the Honors and Awards program.

The Business Office will create a schedule for the President which will include the time and location of events during the Annual Meeting requiring his/her participation.

**II.13.A.3.a. Presidents’ Reception**

The Presidents' Reception is hosted jointly by the President and the President-Elect at Society expense. Attendance is by invitation only and invitations will include an RSVP request. The guest list includes those serving SEG during the President's term of office. The reception is held on any open evening during the Annual Meeting (usually on Tuesday evening).

Those invited traditionally include (including spouses):
  - Annual Meeting Steering Committee
  - Annual Meeting Sponsors
  - Associate and Special Editors
  - Big Cooperative Conference Representatives
  - Board Members
  - Board/Officers-Elect and Nominees
  - Council Members
  - Distinguished and Honorary Lecturers, DISC, and CE Instructors
  - Featured Speakers
  - Foundation Trustee Associates/Donors
  - Honors and Awards Recipients
  - Host Society President
  - Advisory Boards
  - President and Executive Director/Representative of Professionally Related Societies
  - Section and Associated Society Presidents
  - SEG Committee Chairs/Representatives
  - SEG Subsidiary Board members
  - SEG Staff
  - VIPs recommended by the SEG Regional Offices
  - Workshop Organizing Committee

All Past Presidents of the Society are also invited to attend and other guests may be invited at the discretion of the President and President-Elect.

Prior to distributing the invitations the Business Office will prepare and forward a list of invitees to the President and President-Elect for review and include the reason for the invitation. The Business Office will issue invitations, receive RSVPs, and handle all logistics for the event.

**II.13.A.3.b. President’s Spouse or Designee**
The President's spouse or designee may be asked to attend official luncheons and functions of the Guest Program.

II.13.A.4. Other Responsibilities
The President or a designee of the President has an opportunity to communicate with the SEG membership through the "President's Page," in each issue of THE LEADING EDGE. A schedule will be furnished of the dates these articles should be received in the Business Office. Generally, a President's first article appears in the first issue of THE LEADING EDGE published during the President's term and his/her last article in the last issue of his/her term in office.

The President should accept as many invitations as practicable to attend Section and Associated Society meetings and be prepared to deliver an address, if invited to do so.

The Business Office will, as authorized, handle much of the routine correspondence that goes out over the President's signature.

The President shall notify the Advisory Committee of matters that involve substantial changes to Society policy.

The President may sign contracts and other instruments on behalf of the Society which the Board of Directors has authorized to be executed and may delegate that authority to the Executive Director of the Society or an appropriate designee.

II.13.B. PRESIDENT-ELECT
(See Bylaws Article V., Section 3., Duties of Officers.)

II.13.B.1. Roles
- Meet primary roles of the Board, including setting the direction for the organization, ensuring resource availability, providing oversight, and maintaining public and membership trust.
- Serve as primary liaison to SEG’s business components, including the Foundation and subsidiaries.
- Oversee the development and implementation of the Annual Meeting and Exposition.
- Grow skills and abilities for presidential service.

II.13.B.2. Responsibilities and Duties
- Support the President with input and as a sounding board.
- Serve in the President’s stead when upon request.
- Serve as coordinator of the strategic-planning process, with input and guidance from the President and Executive Director.
- Serve as Board liaison to the following committees and associated organizations/subsidiaries unless otherwise assigned by the President: Foundation Board, SEG Global Inc. Board, SEAM Board, SEG Real Estate Board, Annual Meeting Steering Committee Chair, and Global Affairs Committee.
Meet primary Board responsibilities including being informed, fully prepared for and engaged in meetings, supportive of the decisions of the Board, embracing of Board policies, supportive of the Board-staff relationship, and attuned to SEG member needs.

II.13.B.3. Social Obligations of the President-Elect (and Spouse) at the Annual Meeting

II.13.B.3.a. President’s Reception
The Presidents’ Reception is hosted jointly by the President and the President-Elect at Society expense. Attendance is by invitation only. The guest list includes those serving SEG during the President's and President-Elect’s term of office. It is held on any open evening during the Annual Meeting (usually on Tuesday evening).

II.13.B.3.b. President-Elect’s Spouse, if applicable
Social obligations of the spouse of the president-elect may include official luncheons and functions of the Guest Program.

II.13.C. VICE PRESIDENTS
(See Bylaws Article V., Section 3., Duties of Officers.)

II.13.C.1. Roles
- Meet primary roles for the Board and Executive Committee, including setting the direction for the organization, ensuring resource availability, providing general Society oversight, and maintaining public and membership trust.
- Serve as the Society’s representative to specific programs and collaborations.

II.13.C.2. Responsibilities and Duties
- Perform the duties delegated by the President or approved by the Board.
- Meet primary Board responsibilities, including being informed, fully prepared for and engaged in meetings, supportive of the decisions of the Board, embracing of Board policies, supportive of the Board – staff relationship, and attuned to SEG member needs.
- Serve in the President’s stead when requested.
- The First Vice President will serve as the Board liaison to the following committees and entities unless otherwise assigned by the President: All cooperation (AAPG, SPE, AGU, EEGS), governance, and research committees.
- The Second Vice President will serve as the Board liaison or representative to the following committees and entities unless otherwise assigned by the President: Continuing Education Committee, Committee on University and Student Programs, Distinguished Lecturer Committee, Distinguished Instructor Short Course Subcommittee, Wiki Committee, Annual Meeting Exhibitors Subcommittee chair, and Annual Meeting Technical Program Subcommittee chair.
II.13.D. TREASURER
(See Bylaws Article V., Section 3., Duties of Officers.)

II.13.D.1. Roles
- Meet primary roles of the Board and Executive Committee, including setting the direction for the organization, ensuring resource availability, providing fiscal oversight, and maintaining public and membership trust.
- Oversee the financial affairs of the Society and ensure the Society’s finances are in order.

II.13.D.2. Responsibilities and Duties
- Perform duties delegated by the Board and the President.
- Meet primary Board responsibilities, including being informed, fully prepared for and engaged in meetings, supportive of the decisions of the Board, embracing of Board policies, supportive of the Board – staff relationship, and attuned to SEG member needs.
- Ensure that internal financial controls meet federal standards and auditors’ requirements; ensure that financial controls are fully met.
- Keep the Board current with fiscal matters; serve as the Board’s primary fiscal resource.
- Cause an audit to be prepared annually by a public accountant via the Audit Committee.
- Submit a report covering the fiscal year that is included in the Annual Report of the Society and that is published in the journal of the Society.
- Serve as the Board liaison or representative to the following committees and entities unless otherwise assigned by the President: Finance Committee and Audit Committee.
- Serve as a member of the Finance Committee in the first year of service as Treasurer; chair of the Finance Committee in the second year of service as Treasurer; and standalone service as the chair of the Finance Committee in the third year (suggested).
- Approve all expense accounts of the Executive Director.
- Along with the other members of the Finance Committee, review and render an opinion on all checks and contracts for significant non-budgeted amounts to the Board of Directors.

The definition of the term "significant" in the above procedures will be in the order of US$20,000 or more.

(See Standing Committees—Finance Committee)

II.13.E. VICE PRESIDENT, PUBLICATIONS
(See Bylaws Article V., Section 3., Duties of Officers.)
II.13.E.1. Roles

- Meet primary roles of the Board and Executive Committee, including setting the direction for the organization, ensuring resource availability, providing publications oversight, and maintaining public and membership trust.
- Through interaction with each publication’s editorial leaders, ensure that SEG publications and dissemination activities are aligned with SEG’s mission, goals, and policies.
- Help ensure highest standards for technical and scientific integrity of all SEG publications.
- Address violations of SEG’s publications ethics policies and take punitive action as necessary.

II.13.E.2. Responsibilities and Duties

- Appoint chair of the Reviews Committee.
- Serve as chair-elect of the Publications Committee.
- Serve as the Board liaison or representative to the following committees and entities unless otherwise assigned by the President: Publications Committee, Books Editorial Board, Reviews Committee, GEOPHYSICS Editorial Board, The Leading Edge Editorial Board, Interpretation Editorial Board, Translations Committee, and Wiki Committee.
- Submit an annual report on SEG publication and dissemination activities for publication in the SEG Annual Report.

II.13.F. PAST PRESIDENT

(See Bylaws Article V., Section 3., Duties of Officers)

II.13.F.1. Roles

- Meet primary roles of the Board, including setting the direction for the organization, ensuring resource availability, providing oversight of Society activities, and maintaining public and membership trust.
- Serve as important link to past leaderships; provide institutional memory.

II.13.F.2. Responsibilities and Duties

- Support the President with input and as a sounding board.
- Serve in the President’s stead when requested.
- Serve as a member of the Committee on Nominations.
- Serve as Board liaison or representative to the following committees or entities: Advisory Committee, Bylaws Committee, Historical Preservation Committee, NAPE Advisory Committee, OTC Board of Directors Representative, OTC Conduct Committee, and IPTC Board of Directors.
- Meet primary Board responsibilities including being informed, fully prepared for and engaged in meetings, supportive of the decisions of the Board, embracing of
Board policies, supportive of the Board-staff relationship, and attuned to SEG member needs.

**II.13.F.3. Responsibilities at Annual Meeting**

**II.13.F.3.a. Past-Presidents’ Luncheon**

The Past-President will host a luncheon during the Annual Meeting for the Past-Presidents of SEG. The organization and execution of this function is the responsibility of the SEG Business Office Staff.

**II.13.G. DIRECTORS AT LARGE**

(See Bylaws Article V., Section 3., Duties of Officers)

**II.13.G.1. Roles**

- Meet primary roles for the Board, including setting the direction for the organization, ensuring resource availability, providing oversight, and maintaining public and membership trust.
- Bring specific knowledge and skill sets to the leadership and utilize such to support specific programmatic areas of operation and to enrich decision-making.
- Provide a voice for all specialty areas within applied geophysics.
- Provide a voice for the geographic regions of SEG’s global membership.
- Provide a voice for other demographic populations within the membership, including age, gender, and geophysical specialty.

**II.13.G.2. Responsibilities and Duties**

- Perform the duties delegated by the President or approved by the Board.
- Meet primary Board responsibilities, including being informed, fully preparing for and engaged in meetings, supportive of the decisions of the Board, embracing of Board policies, supportive of the Board – staff relationship, and attuned to SEG member needs.
- Serve as Board liaison to applicable committees and as Board representative to other applicable entities as appointed by the President.
- One Director at Large serving the last year of his or her term will be the Chair of the Committee on Nominations.
- At least three Directors at Large will serve on the Audit Committee, with one of the Directors serving as Chair.

**II.13.H. CHAIR OF THE COUNCIL**

**II.13.H.1. Roles**

- Meet primary roles of the Board, including setting the direction for the organization, ensuring resource availability, providing oversight, and maintaining public and membership trust.
- Serve as the chief elected officer of the Council; serve as chief spokesperson for
II.13.H.2. Responsibilities and Duties

- Lead the way in orchestrating consensus input from the Council for the Board.
- Preside at all meetings of the Council.
- Create Council committees and task forces as necessary; appoint chairs; dissolve committees and task forces when appropriate.
- Perform the duties delegated by the Board and the President.
- Meet primary Board responsibilities, including being informed, fully prepared for and engaged in meetings, supportive of the decisions of the Board, embracing Board policies, supporting the Board – staff relationship, and attuned to SEG-member needs.
- Serve as Board liaison to committees and as Board representative to other entities as appointed by the President.
- Serve on the SEG Committee on Nominations.

II.14. ANNUAL MEETINGS

The Board member assigned responsibility for liaison with the Annual Meeting Committee will be concerned with several meetings during his or her term; the Annual Meeting which takes place during his or her term in office, as well as subsequent meetings in various stages of planning during his or her term in office. The duties of the liaison will vary for each meeting.

Nominees for the General Chair and the Technical Program Chair are selected two years in advance by the President and President-Elect. These nominations should be considered during the Spring SEG Board meeting, prior to the first Technical Program Committee meeting. The President-Elect (and President if stay with current format) should seek advice on the nominations from any source(s) he or she deems appropriate.

The President-Elect (and President) should request from the host Section/Associated Society for the subject year, a list of more than one nomination for each of the two Annual Meeting positions. The President-Elect (President) should take care in explaining to the host Section/Associated Society President that the selection will involve a variety of considerations by the Board before they reach a final decision.

Reviewing all input and/or suggestions, the President-Elect (and President) should compile a list of not less than two nominees for each of the two Annual Meeting positions. The President-Elect (and President) should indicate which of the nominees for each position he or she ranks first, second, third, etc.

If the Board approves the nominees and the order of rank recommended by the President-Elect (President) (or approves them, but in a different ranking), the President-Elect (President) should then approach the nominee ranked first for each position seeking his or her acceptance of the position. In the event the individual is not in a
position to accept the appointment, then the individual ranked second should be approached. Once the two positions have been filled, SEG's President should confirm the appointment in writing. In addition, SEG's President shall have the responsibility of advising the President of the host SEG Section of the Society's decision.

The extreme importance of the Annual Meeting to the Society's overall financial condition, as well as other important national and international considerations, necessitates that the selection process for these key SEG positions rests ultimately with the SEG Board of Directors.

II.14.A. CURRENT ANNUAL MEETING LIAISON OFFICER
The Board of Directors liaison should attend as many Annual Meeting committee meetings as possible and will receive copies of committee meeting minutes and significant correspondence that relates to that meeting. It is the General Chair's responsibility to keep the Board liaison informed of all matters involving policy. The Board liaison should be consulted on all major decisions regarding the technical program.

All chairs of the Annual Meeting subcommittees will be appointed by the General Chair of the meeting with two exceptions. The two exceptions are: the Technical Program Chair who is appointed by the Board of Directors and the Exhibitors Chair who is appointed by the President.

II.15. ELECTION OF OFFICERS, DIRECTORS AT LARGE, AND DISTRICT REPRESENTATIVES
(See Standing Committees – Committee on Nominations)

II.15.A. ELECTION CAMPAIGN POLICY
The SEG Bylaws provides for the annual election of officers and District Representatives by the Active Members of the Society. Member participation in the election process serves to ensure that those individuals selected to direct the activities of the Society share the goals, aims, and values of the SEG Membership. To ensure an informed electorate, it is necessary that those qualified to vote know the qualifications of the candidates and their positions on issues important to the success of the Society. It is, however, in the best interests of the Society that, in providing the electorate with this information, the election process be fair to all candidates, and be free from divisiveness and rancor. To this end, the following rules governing the election process are introduced.

The Society has established a Code of Ethics that must be accepted by every applicant for membership. This code requires the members' adherence to the principles of fidelity and fairness in all dealings and professional contacts. In furtherance of this code of professional conduct, the following rules governing campaigning for SEG office and District Representative positions have been adopted:

1. No unfair advantage to the candidate shall accrue due to association with an SEG Section, Associated Society, or Technical Section (hereinafter 'Section'). Therefore:
a. No candidates shall be given the opportunity to address, for election purposes, any sanctioned Section or other SEG meeting or gathering of SEG members. The introduction of the candidate as an SEG Board or District candidate is permitted at the option of the presiding officer.

b. No Section funds or other assets shall be used in the furtherance of the candidate’s campaign.

2. While it is important to provide the electorate with information on a candidate’s qualifications and position on relevant matters, no overt or excess campaigning will be allowed. Therefore:
   a. No mass solicitation (e.g., mailings, faxes, e-mail, etc.) of votes on behalf of, or in opposition to, a candidate will be allowed.
   b. The organizing and holding of rallies or special purpose meetings designed to further the campaign of a specific candidate, or candidates, is prohibited.
   c. Participating as a lecturer or speaker during the candidacy period, with the objective or perceived objective of promoting one’s candidacy is prohibited.
   d. Any overt or obvious desire to bring undue attention to the candidate in furtherance of his/her campaign is prohibited.

To ensure that all candidates are aware of the rules governing campaigns and campaigning, the Executive Director of the Society shall directly notify each candidate of the SEG Election Campaign Policy at the time of his/her nomination. As a condition of candidacy for SEG office or District Representative, each candidate must accept, and adhere to, the spirit and intent of this Campaign Policy and so indicate by signing the statement below:

I hereby acknowledge that I have read the SEG Campaign Policy and accept the conditions contained therein.

_______________________________________  ______________________
Signature                                      Date

To ensure that election campaigns are conducted fairly and in accordance with the established Campaign Policy, members are requested to notify the SEG Executive Director, in writing, of any perceived violations of the provisions or intent of this Policy. The Executive Director shall immediately notify the Board of reported infractions.

The Board shall then formally consider the reported infractions and take one of the following actions:
   a. Dismiss the complaint without further action.
   b. Notify the candidate of the reported infraction and send the candidate a written warning to cease and desist the offending activity.
   c. Select an investigating body (generally the Committee on Nominations) to review and document the offending activity and report their findings to the Board. To ensure prompt action, the investigating body must investigate and report their findings within two weeks of activation.
Based on the investigating body’s findings, the Board may enforce a number of remedies up to, and including, disqualification of the candidate.

II.15.B. CANDIDATE POSITION STATEMENTS
Each candidate for elective office of the Society must provide for publication or distribution a statement to the membership of his/her position on issues or programs that the candidate feels are relevant to the continued success of the Society and/or the science of geophysics.

Position statements should address issues or programs and, where possible, specify how the candidate would propose to improve Society operations and increase the Society’s value to its members.

Position statements should not denigrate other candidates or current officers of the Society.

Position statements will be published with the candidates' biographies in The Leading Edge (TLE). They will also appear with the candidates' biographies that accompany the ballots when they are sent to all Members of the Society eligible to vote, and they will be posted on the SEG web site with a link on the home page. Position statements should not be circulated in any other manner.

Candidates’ biographies shall be limited to 250 words, consisting of three parts:
1. Academic qualifications.
2. Work experience.
3. Contributions to SEG.

A position statement of not more than two hundred (200) words will be included after the biography. The Position Statement will identify why the candidate feels qualified to serve on the Board of the SEG and issues that they would address during their term of office.

II.15.C. PUBLICATION OF NOMINEES
The slate of candidates shall be submitted by the Committee on Nominations for publication in the April issue of TLE. Those candidates who are nominated by petition in time for announcement in the April issue of TLE shall also be included.

II.15.D. NOMINATIONS IN WRITING
Candidates may be nominated by petition submitted to the President prior to May 15 of the election year. Each petition shall be signed by at least forty (40) Active Members in good standing and accompanied by the written consent and a brief biography and position statement of the candidate. A voting member may sign only one petition for each office in a given year.

Candidates nominated by petition after the April TLE publication deadline will be included on the ballot, but not announced in TLE. A broadcast email to SEG members will be sent announcing the new candidate with links to all candidates’ position statements on the SEG Web site.
Nomination by committee or petition shall be indicated as such on the ballot. Biographies and position statements of candidates by petition shall be published in TLE with the biographies and position statements of the candidates nominated by the Committee on Nominations.

II.15.E. CONDUCTING THE ELECTION

II.15.E.1. Ballots
The Executive Director shall be responsible to ensure each Member eligible to vote is sent a ballot listing all candidates properly nominated for office and District Representative. Each ballot shall include brief biographies of all candidates. All voting members with an email address listed in their member profile will receive instructions by email for voting electronically. All information included in the paper ballots will also be available online.

Mailed paper ballots will include instructions for accessing the ballot online.

II.15.E.2. Voting
Each voting Member may cast one vote for each Officer, Directors at Large, and District Representative, but not the Secretary. If voting by paper ballot, the member must return the completed ballot to the independent, private company contracted by the Society to conduct the election with the written signature of the Member submitting the ballot on the outside of the official envelope.

II.15.E.3. Ballot Tabulations
Ballots received not later than the last business day in July shall be valid. The company contracted to conduct the election is responsible for receiving paper ballots and combining the paper and Web voting data records. The candidate receiving the greatest number of valid votes cast for an office shall be declared elected to that office. In the case of a tie, the Committee on Nominations shall decide by a secret vote which of the candidates shall be elected.

Voting results will be delivered to the SEG Business Office the next business day following the close of the election and forwarded to the Committee on Nominations. Any member of the committee can verify the vote either by written or electronic signature.

Original ballots will be stored by the company contracted to conduct the election for a period of one year before being destroyed.

II.15.E.4. Recount
An Active SEG Member may request a recount of votes for those nominated to an SEG office. The request must be in writing to the President within 10 working days of notification of results.

The request is presented to the Board for discussion and a vote. Affirmation requires a majority vote of all members of the Board.
Each candidate for the office for which votes are to be recounted is advised of the impending recount. Results of the recounting are final.

II.16. SUBSIDIARY AND AFFILIATED CORPORATIONS

II.16.A. INTENT
The SEG will establish subsidiary and/or affiliated corporations as appropriate to effectively conduct the Society’s business. The reasons for establishing a subsidiary or affiliate include continuity of strategic and operational oversight for a particular line of SEG activity, the need to establish independent fiduciary and legal responsibility, legal liability separation, legislative requirements, and/or other reasons determined by the SEG Board of Directors.

As of January 1, 2012, the Society has four such related corporations:

1. **SEG Foundation**: Established in 1983 as a 501(c)(3) Oklahoma not-for-profit corporation to fund charitable and educational programs benefiting the geophysical community through tax deductible (USA) contributions.

2. **SEG Advanced Modeling Corporation**: Established in 2006 as an Oklahoma not-for-profit corporation to establish industrial research consortia to create earth models and synthetic datasets of broad use in advancing geophysical technology.

3. **SEG Global Inc**: Established in 2007 as an Oklahoma for-profit corporation to provide oversight to all regional office activities.

4. **SEG Real Estate Corp**: Established in 2011 as an Oklahoma not-for-profit corporation to provide oversight to the activities of the Geophysical Resource Center

II.16.B. DEFINITIONS
Subsidiary and affiliated corporations are entities over which SEG has a substantial degree of control; as defined by the relevant charitable, business and tax laws and regulations.

Subsidiary and affiliated corporations are independent legal entities established through Articles of Incorporation and operated according to Bylaws initially established by SEG. These bylaws may be subsequently modified as needed by the subsidiary with approval of SEG, or by SEG. A Board of Directors, appointed by SEG, provides the necessary governance.

Subsidiary corporations differ from affiliated corporations largely in how they are established and in how their financial statements are treated. Generally:

1. A subsidiary is a for-profit corporation, whereas an affiliate is a non-stock, not-for-profit corporation.

2. A subsidiary is consolidated in SEG annual financial statements, an affiliate is not.

3. SEG reviews and approves the annual budget of a subsidiary, but not that of an affiliate.
The SEG Foundation is an affiliated corporation. The SEG Advanced Modeling Corporation, SEG Global Inc., and SEG Real Estate Corporation are subsidiary corporations.

II.16.C. ESTABLISHMENT OF BYLAWS
SEG will draft initial corporation Bylaws when establishing a new subsidiary/affiliated corporation. Bylaws will include:
1. the purpose/mission for which the corporation is being established
2. the membership of the corporation and meetings of the shareholder
3. the appointment of Directors to the Board
4. the appointment of the Executive Director of SEG as Executive Secretary (non-voting)
5. the election of officers and their duties
6. the operations of the Board and committees
7. dissolution of the corporation
8. indemnification and insurance
9. process for amending the bylaws

The business office will maintain a Board approved Policies and Procedures manual not in conflict with the Bylaws to document the details of operation of the subsidiary/affiliated corporation.

II.16.D. FUNCTIONING OF THE BOARD
The Board of Directors of a subsidiary/affiliated corporation has legal and fiduciary responsibility for its activities. The Board must exercise independent judgment on all operational matters involving the subsidiary. Directors are expected by law to:
1. “Manage the business” by acting prudently, in good faith and for the best interests of the entity and the Society.
2. Exercise the “Duty of Care” by being reasonably informed, attending meetings, ensuring information flow and reports when delegating, making informed decisions, following the “Business Judgment rule”, observing corporate formalities and procedures, keeping minutes and records, and obeying the law.
3. Exercise the “Duty of Loyalty” by avoiding conflicts of interest between the corporation and the Director and avoiding self-inurement.

The Board will be of a size and composition appropriate to handle the current work of the subsidiary. The number of Directors will be at least six and no more than twenty-seven. A number less than twenty and divisible by three is preferred, to facilitate continuity through three-year staggered terms.

Directors will be appointed to three-year terms effective January 1 and may be re-appointed up to three times for a maximum service of twelve years. Board appointments will be staggered such that approximately one third of the Board is appointed each year. The intent is to strike a reasonable balance between the competing requirements of continuity of governance and Board renewal, rejuvenation and inclusion. There is no expectation that a Director will be asked to serve more than one term. In the event of a Board resignation, a new appointment will be made within ninety days to serve the remainder of the term.
The Board will be expected to conduct an annual assessment process which identifies essential capabilities required to conduct the business of the subsidiary, the strengths of current Directors, and current gaps of capability within the overall Board. The Board will forward this assessment to the SEG President by July 1. The Board Chair will canvas the Board to recommend candidates for appointment and forward these recommendations to the President, who will also canvas the SEG Board of Directors and SEG Executive Director for other nominees. The President will present his/her recommendations to the SEG Board of Directors, for approval by majority vote, and will finalize Board appointments for the coming year no later than October 30, or the Annual Meeting of the Society, whichever comes first. If a vacancy occurs outside the annual appointment cycle, it will be filled in a similar manner.

The Bylaws will specify the Officers of the Board, who will be elected annually by the Directors, to serve a one year term beginning January 1st. The Chair will appoint a Nominating Committee if the Board size warrants. The election will occur at the last scheduled meeting of the calendar year. Subsidiaries will enact policies restricting any Director from serving as Board Chair for more than three consecutive years, with the objective of strengthening the overall leadership of the Board and engaging more Directors in leadership positions.

SEG will include Directors and Officers of subsidiary/affiliated corporations under SEG’s blanket Directors and Officers Liability Insurance.

II.16.E. STAFF SUPPORT

SEG will provide staff support through the SEG Business Office. Staff may be dedicated to one subsidiary/affiliated corporation or shared with other SEG corporations, as appropriate for the work required. Staff support will include management, administration, accounting, information technology, marketing, graphic arts, shipping etc. Staff will record their time by project, with monthly summaries provided to the subsidiary’s primary staff contact. Staff will be employed under SEG employment agreements. The SEG Executive Director will be ultimately responsible for personnel actions, payroll and benefits, as well as operational deployment and efficiency.

The Bylaws and the Articles of Incorporation shall define the SEG Executive Director as the Executive Secretary of the subsidiary or affiliated corporation, who shall be authorized to conduct business and to execute contracts, agreements and other documents on behalf of the corporation. The SEG Executive Director will appoint a senior business office manager as primary staff contact, to provide single-point accountability for all staff support of the work of the Board and subsidiary/affiliated corporation. The Board will be consulted in the selection/hiring of this individual. The Board Chair will provide input to the SEG Executive Director for annual performance review of the primary staff contact.

The subsidiary/affiliated corporation and SEG will enter into a Memorandum of Agreement covering staff and administrative support to be provided by SEG. This agreement will include requirements and responsibilities, as well as budget and accounting procedures.
II.16.F. JOINT PROGRAMS
Programs conducted by subsidiary/affiliated corporations in service of their mission may be stand-alone (potentially involving non-SEG third parties), joint with SEG or joint with another subsidiary/affiliated corporation. Joint programs may be initiated by either SEG or the subsidiary/affiliated corporation by approaching the governing body of the other corporation and proposing joint activity, subject to specific requirements and expectations. The corporation approached will determine whether the proposed program is appropriate for its mission, legal status and business plan; and may elect to proceed or reject participation in the program.

The principles of operation of any joint program will be defined in a Memorandum of Agreement between the two corporations. Such agreement will specify the responsibilities of each party, the source of funding and reporting requirements. Any proposed subsidiary/affiliated corporation activities involving other professional associations will first be reviewed with SEG, as all inter-society activities should be congruent with SEG’s current plans for collaboration with individual associations, as well as any relevant inter-society Memoranda of Understanding (MOU).

II.16.G. MAINTAINING ALIGNMENT WITH SEG
Strategic alignment between SEG and each subsidiary/affiliated corporation is essential, as the activities of all shall be encompassed in SEG’s mission. SEG will ensure such alignment through the following practices:

1. Ensuring that the Bylaws clearly reflect the purpose or mission of the corporation.
2. Appointing Directors who understand the synergies of strategic alignment.
3. Defining the Executive Director of SEG to be the Executive Secretary (non-voting) of the Board.
4. Requesting input from the subsidiary/affiliated corporation Board for the SEG Board’s annual performance review of the Executive Director.
5. Appointing an SEG Board liaison (non-voting) to the subsidiary/affiliated corporation Board. The liaison will usually be the President-elect and may attend meetings of the SEG Board. The liaison should not be the President. The liaison may assign an alternate liaison to attend meetings of the SEG Board if he/she is unable to attend.
6. Inviting the appointment of a subsidiary/affiliated corporation Board liaison to the SEG Board, if the subsidiary/affiliated corporation Board so desires.
7. Requesting the subsidiary/affiliated corporation Board nominate representative(s) to participate in selected joint planning activities of the SEG Board and any SEG strategic planning initiatives.
8. Requiring submission of a quarterly activity report to the SEG Board.
10. Inviting the subsidiary/affiliated corporation Board Chair to address the Annual Meeting of the SEG Council.

II.17. ECONOMIC SANCTIONS COMPLIANCE POLICY AND GUIDELINES
It is the policy of the Society of Exploration Geophysicists (“SEG”) to fully comply with the relevant U.S. economic sanctions laws as they pertain to its activities. This
document contains SEG’s Economic Sanctions Compliance Policy and Guidelines. This document is intended to educate SEG staff and members about the U.S. economic sanctions laws that are applicable to SEG activities, and to serve as a basic guide to assist SEG and its members in conducting SEG activities in conformity with these laws. In addition, SEG will cooperate with its international association and professional society counterparts to ensure that any joint activities are in compliance with applicable U.S. and European Union sanctions laws.

II.17.A. OVERVIEW OF THE U.S. ECONOMIC SANCTIONS LAWS
The U.S. Department of Treasury Office of Foreign Assets Control (“OFAC”) administers and enforces economic sanctions programs against countries and specific individuals who have been specially designated or blocked. Although OFAC regulations and requirements vary by country, as a practical matter, absent specific permission from Treasury in the form of a specific license, transactions with SEG members and prospective members in Crimea, Cuba, Iran, North Korea, Sudan, and Syria (the “Sanctioned Countries”) are limited to dissemination of “information and informational materials.” Accordingly, SEG may provide members and prospective members in Sanctioned Countries with certain membership benefits if these activities relate to the provision of information and information materials as outlined below. Although there have been significant developments regarding U.S. policy towards Cuba and Iran, the majority of OFAC’s sanctions remain in place.

In addition, OFAC maintains non-comprehensive or targeted economic sanctions programs against certain other countries and specific entities and individuals in those countries. The names are incorporated into OFAC’s list of Specially Designated Nationals and Blocked Persons list (“SDN list”), which includes more than 6,000 names of companies and individuals who are connected with the sanctions targets. As a general matter, SEG may provide full membership benefits and services, including scholarships, to persons in a country that is subject to non-comprehensive sanctions; however, SEG may not provide any benefits or services to persons who appear on the OFAC SDN list and also not to persons on the Sectoral Sanctions Identifications List (“SSIL list”) related to Russia/Ukraine sanctions.

II.17.B. GUIDELINES
The following guidelines are examples of permitted activities with persons in Sanctioned Countries:

1. Extending membership and collecting membership dues, even if membership dues exceed the value of the provided materials

1 OFAC makes available information on its sanctions programs by country which is available at: http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx
2 Non-comprehensive sanctions programs include: Balkans, Belarus, Burma (Myanmar), Burundi, Central African Republic, Cote d’Ivoire, Democratic Republic of the Congo, Iraq, Lebanon, Liberia, Libya, Somalia, South Sudan, Ukraine/Russia, Venezuela, Yemen, and Zimbabwe.
3 Prior to engaging in any activities with a foreign national, SEG should consult the “SDN” list, which is available at: http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx
4 Depending on the country involved, dues may not be paid by or through a bank controlled by a sanctioned government.
2. Providing access to members and nonmembers to the website where such persons may purchase additional publications that qualify as “information or informational materials”
3. Distributing and selling to members and nonmembers information on certification eligibility and other educational materials, provided that such materials qualify as “information or informational materials”
4. Permitting attendance by members and nonmembers at SEG meetings and conferences as long as the individuals are only granted access to “information and informational materials” and they do not receive any prohibited services
5. Reviewing and accepting scholarly papers provided that the papers are not substantively altered or enhanced by SEG
6. Publishing and marketing manuscripts, books, journals, and newspapers (collectively “written publications”), in paper or electronic format, but not with any person acting directly or indirectly on behalf of a sanctioned government.

The following guidelines are examples of prohibited services with persons in Sanctioned Countries:
1. Providing marketing or business-consulting services
2. Financial transactions involving banks in Sanctioned Countries
3. Scholarships
4. Providing customer support (online or offline) and technical support not incidental to the dissemination of “information or informational materials”
5. Entering into a contractual relationship involving sales of “information or informational materials” not already in existence or for the alteration or enhancement of existing “information or informational materials”
6. Providing research assistance, professional certification, professional certification exams, and any related support services
7. Forming chapters, branches, affiliates, colleges, or special interest groups
8. Sponsoring conferences or events at conferences that are organized or co-organized by a sanctioned government.

II.17.C. QUESTIONS AND ADVICE CONCERNING ECONOMIC SANCTIONS MATTERS

The Economic Sanctions Policy and Guidelines is not intended to make the reader an expert in economic sanctions laws and cannot cover all the issues and questions that may arise. SEG staff and volunteers should seek legal counsel with specific questions concerning compliance with the economic sanctions laws and this Policy.

SEG will monitor this Policy statement for compliance with changing United States sanctions.⁵

Reviewed and updated as of 21 May 2016

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⁵ OFAC maintains an updated list of recent actions at: http://www.treasury.gov/resource-center/sanctions/OFAC-Enforcement/Pages/OFAC-Recent-Actions.aspx
CHAPTER III. STANDING COMMITTEES

III.1. INTRODUCTION

III.1.A. ORGANIZATION
Except for certain committees specifically provided for in the Bylaws, the SEG President is responsible for the appointment of committees. She or he may delegate selection of the committee chair to the officer assigned responsibility for providing liaison between the committee and the Board (liaison officer). Recommendations of the liaison officer should be approved and confirmed (in writing) by the SEG President. Once confirmed, the name of the new chair should be forwarded to the SEG business office. All committee chairs are required to be members of SEG.

The chair may name as many members to serve on the committee as she or he feels is necessary to accomplish the objectives of the committee unless the number is specified in the SEG Bylaws and/or a specific Policies and Procedures Manual section. The terms of SEG standing committee chairs and members are generally for one year, beginning and ending at the close of SEG's Annual Meeting. To provide continuity on committee projects, the chair and members may be reappointed for additional one-year terms.

However, a committee chair should normally serve a maximum of two (2) years and shall not serve more than three (3) years, except under special circumstances, by majority vote of the Board. The SEG President and President-Elect are ex-officio members of all SEG Standing and Ad Hoc committees.

III.1.B. COMMITTEE CHAIR
Shortly after the president appoints the committee chair, the SEG Committee liaison will provide the chair with a copy of the Policies and Procedures Manual section pertaining to the committee she or he now chairs. It is incumbent on the committee chair to review the Policies and Procedures Manual write-up and adhere to the instructions contained therein. If the committee chair wishes to change any aspect of the procedures applicable to the committee, she or he should notify the executive director and provide a revised Policies and Procedures Manual entry. The executive director will, in turn, submit the proposed procedures changes to the Board for approval. Changes may be submitted at any time during the committee chair’s term.

III.1.C. COMMITTEE VICE CHAIR
At the time of he or his appointment (or shortly thereafter), the newly appointed committee chair shall name a committee vice-chair and provide her or his name to the President and SEG Business Office.

The vice chair shall act as chair in the absence or incapacity of the chair and shall, if recommended by the chair, be the primary candidate for subsequent appointment as committee chair. The chair should give careful consideration to the performance, accessibility, and (where applicable) the technical competence of the vice chair, prior to making a recommendation to the President for her or his final approval.
III.1.D. CONDUCT OF COMMITTEE MEETINGS
Meetings shall be conducted according to "Robert's Rules of Order." A report of a committee is an official statement, formally adopted by the committee and submitted in the name of the entire committee. In particular, committee recommendations to the Board should be approved by a majority vote of only bona fide members of the committee. Each committee is encouraged to establish a quorum before voting to take other action consistent with its charge whenever feasible. A quorum at any meeting of a committee shall consist of a majority of the committee’s members if the committee has 21 or fewer members and 11 members if the committee has more than 21 members. Interested parties present in a meeting who are not members of the committee have no voting privileges. Voting by proxy shall not be permitted. Each meeting should be documented by approved Minutes that are to be retained by the SEG staff liaison.

All committees may conduct electronic meetings, following the same rules and procedures that apply to their face-to-face meetings, provided that the telecommunications devices used afford all participants the opportunity to hear each other and to be heard. Committees may hold meetings consisting of a combination of face-to-face and electronic interactions. Any one or more members of a committee may participate in a meeting with the aide of a telecommunications device and be counted for determination of a quorum provide that all participants have the opportunity to hear each other and be heard.

With the approval of the Board of Directors, each committee may adopt other policies and procedures for its meetings consistent with SEG Bylaws.

SEG standing and ad-hoc committees may conduct votes by e-mail without a meeting. Except for committees comprised entirely of members of the SEG Board of Directors (see paragraph following), a majority e-mail vote of members of a quorum of a committee with 21 or fewer members shall effect adoption of a recommendation to the Board of Directors or approval of other action consistent with the committee’s charge except as may be provided otherwise in the committee’s procedures. A committee with more than 21 members may effect adoption of a recommendation to the Board of Directors by majority e-mail vote if at least 11 members participate in the vote, provided that all committee members are notified of the opportunity to vote and are given a reasonable amount of time to respond. Whenever feasible, such committees are encouraged to follow the same rules for achieving a majority e-mail vote if voting by e-mail on other matters consistent with the committees’ charges.

Any committee comprised entirely of members of the Board of Directors that votes by e-mail, without a meeting, must gain unanimous written consent and a majority vote in order to effect a recommendation to the board or approval of other action consistent with the committee’s charge. Committees of the board must follow all other rules and guidelines that apply to the Board of Directors when conducting e-mail votes without a meeting.

The SEG Board of Directors may require, at its discretion, that any committee to which it has delegated a decision follow the rules of the SEG Board when voting on the matter; i.e., either through a meeting or through unanimous written consent without a meeting.
The SEG Board of Directors may overturn any decision of a committee to which it has delegated a decision.

No member of any committee shall cast a vote nor take part in the final deliberation in any manner in which he or she has a conflict of interest, as defined in Article VIII, Section 2 of the SEG Bylaws.

These procedures related to committees also apply to SEG task forces.

III.1.E. OBJECTIVES AND SCOPE OF COMMITTEE ACTIVITIES
The committee may meet at any time upon the call of the chair. It is advisable to request the SEG business office to schedule meeting times and places during SEG's Annual Meeting. Committee chairs should include incoming committee chairs, if the new chair has been appointed. The incoming chair should also invite incoming committee members to attend. The business office does not ordinarily assist in scheduling additional meetings called by the chair throughout the year.

Many committee projects may be handled by mail or telephone. In such cases, copies of correspondence and transcripts of conversations that significantly affect the activities of the committee should be sent to the board liaison and the staff liaison at the business office.

The SEG Bylaws provide for an Annual Report, including reports from the officers and committees, to be printed and distributed to the SEG Council prior to its meeting at the Annual Meeting. The SEG President is responsible for publication of the Annual Report. Committee chairs will be requested by the President to submit a report of committee activities at such time as to allow for approval, publication, and distribution of the report to Council members prior to the Annual Council Meeting. The Council is charged with accepting the Annual Report.

III.1.F. POLICY ON AGREEMENTS AND FUND SOLICITATION
SEG committees do not have the authority to enter into agreements or contracts that would obligate the Society in any manner, either legally, financially, or morally. If any committee activity leads to a situation where agreements or contracts, either oral or written, are necessary, or where funds or requests for support are to be handled, the matter should be referred to the liaison officer for consideration by the Board.

An important consideration in adopting the above-stated policy is to relieve the committee member from any threat of personal liability due to actions incurred on behalf of the Society.

III.1.G. POLICY ON COMMITTEE CHAIRS AND MEMBERS' TRAVEL EXPENSES
Note: See Travel Policy.

It is the policy of the Society of Exploration Geophysicists that travel expenses incurred by SEG committee chair or committee members, in the performance of their duties, will be borne by the volunteer and are not reimbursable by the Society. Exceptions to this policy require the specific prior approval of the President.
The possibility of incurring such expenses should be considered by the candidate prior to his or her acceptance of the appointment and the availability of assistance from his or her employer determined. If travel will be required and assistance will not be forthcoming from the appointee’s employer, and the incurrence of such expenses will be an unacceptable burden on the appointee, he or she should make this known prior to accepting the appointment.

If a candidate for appointment indicates he or she will not be able to accept the appointment without financial support from the Society, the appointment should be made only after the financial implications of such an appointment are considered by the President.

Should it be considered by the President to be in the best interests of the Society to make the appointment and obligate the Society to cover travel expenses, there should be a clear understanding of the number and location of meetings the appointee is expected to attend and expenses for which he or she will be reimbursed. The estimated cost to the Society should be included and identified in the Annual Budget approved by the Board.

When reimbursement of travel is approved by the President, SEG will reimburse chair or member travel in accordance with the SEG travel policy (Section V.2.J.) in place at the time of travel.

III.1.H. COMMITTEE WORKSHOPS

Proposals for Committee Workshops should be submitted to the Board for approval through the committee's liaison officer.

The following guidelines have been established for all Workshops:
1. Workshops are to be flexible in subject matter and allow for extensive interchange between speakers and audience.
2. Workshops are to be self-supporting.
3. SEG retains first right of refusal for publication of all workshop proceedings and any other publication based on the workshop program.
4. Workshops held in conjunction with the SEG Annual Meeting are subject to approval of the general chair and will be scheduled at a time not in conflict with regular technical sessions. Notification of time and place will be included in the "Official Program."

III.2. ADVISORY COMMITTEE

III.2.A. MISSION

- May initiate reports and/or recommendations to the Board on any matter deemed appropriate and provide a similar response to matters submitted to it by the Board.
- May annually review the progress of the immediately retiring Board and make recommendations to the incoming Board.
• May act as an ombudsman for a member who is unsatisfied with the actions or decisions of the Board.
• To annually review and update the strategic and financial plans of the Society.

III.2.B. STRUCTURE
Functions under and reports to the President. Membership is comprised of the last five Past-Presidents. The President traditionally appoints the second most immediate Past-President (one year since being President) as Chair. Should that individual be unable to serve, the President may appoint another member of the committee as Chair.

III.2.C. SCOPE OF ACTIVITY/OBJECTIVES
Serves as a resource to the Board and the SEG Executive Director, and provides opinions and recommendations in response to request for assistance with:
• Issues
• Opportunities
• Positions
• Strategies
• Relationships
• And other strategic needs

III.2.D. MEETING FREQUENCY/TIMING
Meets several times a year, normally in conjunction with a meeting in which many of its members also traditionally participate, including the Honors and Awards Committee, the SEG Foundation Board of Directors, and the SEG Annual Meeting.

III.3. ANNUAL MEETING STEERING COMMITTEE

III.3.A. MISSION
The mission of the Annual Meeting Steering Committee is to provide a forum for the dissemination of technical and professional information through the presentation of papers on the technical program, and the exhibition of the newest equipment and techniques.

III.3.B. STRUCTURE
The SEG Annual Meeting Steering Committee shall consist of the General Chair, Vice-Chair, Technical Program Chair, Assistant Technical Program Chair, Sponsorship Chair, Volunteer Chair, Spouses’ Program Chair, and Exhibitor’s Committee Chair. This Steering Committee develops plans for the conduct of its convention functions. Six to nine months prior to the meeting, subcommittees and other assistants may be appointed to implement the plans and operational details described in the Annual Meeting Production Manuals and required by the Steering Committee and SEG Business Office staff.

III.3.C. SCOPE OF ACTIVITY/OBJECTIVES
Approval by the General Chair is required for all matters of policy and major substance related to the Annual Meeting and Exposition. Approval by the appropriate member of the Steering Committee is required for matters relating to their assignments.
III.3.D. MEETING FREQUENCY/TIMING
The Annual Meeting Steering Committee will hold its first meeting at the previous year’s SEG Annual Meeting so members can meet their counterparts and gain an understanding of the scope of responsibilities and learn best practices. The General Chair shall invite the SEG Director of Global Events Operations to her/his committee’s initial planning meeting in order that Steering Committee members may be apprised of SEG’s Official Policies and Recommended Procedures for the meeting. The committee may meet any time, upon call of the chair.

III.3.E. PROCEDURES

III.3.E.1. Committee
Approval by the General Chair is required for all matters of policy and major substance related to the Annual Meeting and Exposition.

III.3.E.2. Business Office
SEG Business Office Staff is responsible in all areas of negotiations and contractual and other arrangements with convention contractors and service organizations (e.g., hotels, convention centers, convention bureaus, theaters, caterers, printers, exhibit decorators, audiovisual contractors, ground service operators, entertainment agents, etc.). The SEG Business Office Staff is also responsible for communicating all instructions and orders to convention contractors and service organizations.

III.3.E.3. Staff & Board Liaisons
The SEG staff liaison, usually the Director, Global Events Operations, will act as the primary person to exchange information to and from the committee. The staff liaison will submit all substantive requests to the SEG Board of Directors for a vote and then will relay the decision back to the committee.

The Board liaison will act as representative for the committee on the Board.

III.4. AUDIT COMMITTEE

III.4.A. MISSION
The Audit Committee is a standing committee of the Board of Directors (the “Board”) of the SEG, an Oklahoma 501 (c) 6 (not-for-profit) corporation (the “Society”). Its primary function is to assist the Board in fulfilling its oversight responsibilities by:

- Reviewing and Assessing compliance of the Society’s policies and procedures including, but not limited to, the Society’s asset and investment policies, system of internal controls regarding finance and accounting, legal compliance and ethics that the Board has established; including the Society’s auditing, accounting and financial reporting processes;
- Reviewing the independence and performance of the Society’s independent auditors; and
- Providing an open avenue of communication among the independent auditors, staff, and the Board.
The Audit Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

The Audit Committee has direct access to the Society’s independent auditors, anyone in the Society and any staff member.

The independent auditor will report directly to the Audit Committee and the Audit Committee will be responsible for the resolution of any disagreements between the Board and the independent auditor regarding financial reporting.

The Audit Committee will recommend and have Board approval of any expenses for special legal, accounting, or other consultants or experts it deems necessary in the performance of its duties.

While the Audit Committee has the responsibilities and powers set forth in this Charter, it is not the duty of the Audit Committee to plan or conduct audits.

III.4.B. STRUCTURE
The Audit Committee shall be comprised of at least three directors. Officers of the Society may not be appointed to the Audit Committee. Any Officer and/or staff may attend meetings upon invitation of the committee. The Audit Committee shall be appointed by the President of the Board within 10 days of the President’s election, and members shall serve on the Audit Committee for a term coinciding with the President’s term. If a Chair of the Audit Committee is not appointed, the Audit Committee shall itself designate a Chair.

III.4.C. MEETINGS
The Audit Committee shall meet at least three times annually, or more frequently as circumstances dictate. As part of its job to foster open communication, the Audit Committee should meet at least annually with the Board and the independent auditors in separate executive sessions to discuss any matters that the Audit Committee and each of these groups believe should be discussed privately.

III.4.D. RESPONSIBILITIES AND DUTIES
To fulfill its responsibilities and duties the Audit Committee shall:

III.4.D.1. Documents/Reports and Review Procedures
1. Review and reassess the adequacy of this Charter annually and recommend to the Board any changes to this Charter.

2. Review and reassess the adequacy of all written Policies and Procedures annually and recommend to the Board any changes to the Policies and Procedures.

3. Review the Society’s annual financial results prior to the release of results and/or the Society’s annual audited financial statements prior to release, or distribution including any certification, report, opinion, or review rendered by the independent auditors. The review should include discussion with the Board and independent
auditors of significant issues regarding accounting principles, practices, estimates and opinions.

4. In consultation with the Board, the Finance Committee and the independent auditors, consider the integrity of the Society’s financial reporting processes and controls. Discuss significant financial risk exposures and the steps taken to monitor, control and report such exposures. The Audit Committee should also review significant findings prepared by the independent auditors, the Board’s responses, as well as the status of the Board’s responses to previous recommendations from the independent auditors and the status of any previous recommendations to the Board from the Audit Committee.

5. Review with the Board all significant deficiencies and material weaknesses, if any, in the design or operation of internal controls, and any fraud, without regard to materiality, that involves the Board or any other staff who has a significant role in the Society’s internal controls.

6. Review with independent auditors the recommendations included in their management letter, if any, and their informal observations regarding the competence and adequacy of financial and accounting procedures of the Society. On the basis of this review, make recommendations to the Board for any changes that seem appropriate.

7. Periodically review with, and receive reports from, the independent auditors regarding critical accounting policies and practices to be used in the audit and all alternative treatments of financial information within GAAP.

III.4.D.2. Independent Auditors

1. The Audit Committee has responsibility to review, evaluate, and, where appropriate implement replacement of the independent auditors.

2. Review the performance of, and approve the fees and other significant compensation to be paid to, the independent auditors’ firm.

3. On an annual basis, ensure its receipt from the independent auditors of a formal written statement delineating all relationships between the independent auditors and the Society consistent with Independence Standards Board Standard 1.

4. Take appropriate action to oversee the independence of the independent auditors.

5. Review the independent auditors audit plan---discuss scope, staffing, locations, reliance upon management and general audit approach.

6. Prior to releasing the year-end results, discuss the results of the audit with the independent auditors

7. Consider the independent auditors’ judgments about the quality and appropriateness of the Society’s accounting principles as applied in its financial reporting.

III.4.D.3. Legal Compliance

On at least an annual basis, review with the Society’s counsel any legal matters that could have a significant impact on the Society’s financial statements, the Society’s
III.4.D.4. Other Matters

1. Establish procedures, and be responsible, for the receipt, retention and treatment of complaints received by the Society regarding accounting, internal controls, or auditing matters, and the confidential, anonymous submissions by staff of concerns regarding questionable accounting or auditing matters.

2. Annually prepare a final status report for the Board. This report should be presented to the Board at the Board’s final meeting of each calendar year.

3. Perform any other activities consistent with this Charter, the Society’s by-laws, and governing law, as the Audit Committee or the Board deems necessary or appropriate.

4. Maintain minutes of meetings and immediately report to the Board on significant results of the foregoing activities.

III.5. BYLAWS COMMITTEE

III.5.A. MISSION
The objective of the Bylaws Committee is to ensure the Society’s Bylaws clearly state the established rules of the Society and that the Bylaws of Sections/Associated Societies and Student Sections conform to these rules.

III.5.B. STRUCTURE
The Bylaws Committee functions under and reports to the Immediate Past President. The committee is comprised of a chair appointed or reappointed annually by the President. Committee members are selected by the committee chair, based on their knowledge and talent and their willingness to devote the time and effort necessary to meet the objectives of the committee.

At the time of his appointment (or shortly thereafter), the newly appointed Committee Chair shall name a Committee Vice-Chair and provide his name to the President and Executive Director. The Vice-Chair shall act as Chair in the absence or incapacity of the Chair and shall, if recommended by the Chair, be the primary candidate for subsequent appointment as Committee Chair. The Chair should give careful consideration to the performance, accessibility, and (where applicable), the technical competence of the Vice-Chair, prior to making a recommendation to the President for his final approval.

The number of committee members will be determined by the committee chair. Committee members must be Active Members of the Society.

III.5.C. SCOPE OF ACTIVITY/OBJECTIVES
The committee reviews all proposals from the membership and Board, which require amendments to the Bylaws.
The committee reviews all new or amended Bylaws of Sections and Student Sections. Model Bylaws will be written by the committee and submitted to the Board for approval before use by Sections and Student Sections.

III.5.D. MEETING FREQUENCY/TIMING
The Committee meets when requested by the Board.

III.5.E. PROCEDURES

III.5.E.1. Committee
The committee advises the Board of appropriate wording required to amend the Bylaws to implement approved proposals.

The committee determines whether the provisions within all Section and Student Section Bylaws are consistent in context with the Bylaws and the Model Bylaws established as guidelines for the Sections and Student Sections.

III.5.E.2. Business Office/Staff liaisons
All recommendations of the committee are sent to the Executive Director of the Society who will place them on the Board's agenda for consideration of further action.

No later than four (4) weeks prior to any Board meeting, the Staff Liaison is responsible for advising the committee chair of the upcoming Board meeting schedule, soliciting agenda items, and providing a standardized proposal template to use for all proposals being submitted to the Board for consideration.

No later than three (3) weeks prior to any Board meeting, the Staff Liaison will ensure with the committee chair and Board Liaisons that all agenda items are prepared according to Board expectations.

Following any Board meeting, and as soon as the meeting minutes are formalized, the Staff Liaison will appraise the committee chair of all Board deliberations that impact the Bylaws Committee.

III.5.E.3. Board Liaisons
The Board liaison is responsible for attending the meetings, whenever possible, and updating the Board as necessary.

III.6. CONTINUING EDUCATION COMMITTEE

III.6.A. MISSION
The Mission of the SEG Continuing Education Program is to provide educational resources to our global membership and to others interested in Geophysics through courses and lectures taught by recognized experts. We stimulate professional interest in theoretical and applied Geophysics, direct career development, and expand technical horizons by:

- providing training in basic, intermediate, and advanced skills
• providing advanced curriculum topics in geophysical techniques
• increasing networking opportunities and interaction between participants and experts
• supporting accepted practices

The Committee reviews and approves courses, discusses topics of interest to develop into courses, and provides input to the Board on the education of the membership.

III.6.B. STRUCTURE
Committee to include Committee Chair and Committee Vice-Chair. The number of committee members will be determined by the Committee Chair, as well as a Board member. Committee members should be Members of the Society. SEG business office staff includes, the Director, Professional Development and Professional Development Administrator. Liaison exists between the SEG and AAPG Continuing Education Committees. The committees have combined their efforts and presented short courses in conjunction with the Annual Meetings of their respective organizations.

III.6.C. SCOPE OF ACTIVITY/OBJECTIVES
• Propose topics, speakers, and programs.
• Review program proposals and advise on suitability of material and speakers.
• Encourage qualified instructors to enter the program.
• Review course contents and advise the SEG Business Office.

III.6.D. MEETING FREQUENCY/TIMING
The committee meets at the Annual Meeting; additional meetings may be called by the Committee Chair.

III.6.E. PROCEDURES

III.6.E.1. Committee
a. The committee is comprised of a chair appointed or reappointed annually by the President. Committee members are selected by the Committee Chair based on their willingness to devote the time and effort necessary to meet the objectives of the committee. At the time of his/her appointment (or shortly thereafter), the newly appointed Committee Chair shall name a Committee Vice-Chair and provide his/her name to the President and Executive Director. The Vice-Chair shall act as Chair in the absence or incapacity of the Chair and shall, if recommended by the Chair, be the primary candidate for the subsequent appointment as Committee Chair. The number of committee members will be determined by the Committee Chair. Committee members should be Members of the Society.

b. The primary objectives of the committee are as follows:
   i. Propose topics, speakers, and programs
   ii. Review program proposals and advise on suitability of material and speakers.
   iii. Encourage qualified instructors to enter the program.
   iv. Review course content and advise the SEG Business Office.
c. The committee shall solicit courses suitable for SEG's Continuing Education Program and is responsible for reviewing course content. One or more members or delegates of the committee is encouraged to attend the presentation of SEG courses to evaluate the speaker and material and make suggestions or comments as deemed necessary for the improvement, expansion or modification of the material and program.

d. All courses will be accepted on a five-year basis and must be resubmitted every fifth year for approval of the subcommittee. Approved courses will be included on the program immediately. Course proposals submitted for renewal must demonstrate revisions and update that have been made.

e. Liaison exists between SEG and AAPG Continuing Education Committees. The committees have combined their efforts and presented short courses in conjunction with the Annual Meetings of their respective organizations.

f. The Continuing Education Committee will act as advisors and examiners of the Continuing Education Program and are responsible for accomplishing the primary objectives of the committee.


a. Course Development Fund
   - Course instructors are required to apply for course development funds. The applications will be submitted to the SEG Business Office for reimbursement. Allowable for reimbursement include drafting, slide and view graph production, and typing of notes. Financial requests are to be considered on a course-by-course basis for approval when the course proposal is reviewed. Instructors are required to have course updates prior to the next calendar year. In return for reimbursement of funds, instructor(s) will be required for a specified period to assign the copyright to SEG for materials prepared under this agreement.

b. Course Presentation - Courses will be sponsored within one of the following basic modes:
   - SEG Sponsored (Public) Course
     Under SEG sponsorship, each course presentation will be at a time and place selected by the Business Office staff in mutual agreement with the course speakers. The SEG will advertise the presentation, make all arrangements for texts, note printing, and prepare such other promotion and services as are necessary for a regular program. Course fees will be approved by the Board. All official SEG Continuing Education Committee members may attend a public course at no charge. Each university professor and committee member is required to submit an in-depth course critique. The Instructor Honorarium Schedule is approved by the Board. Travel expenses are reimbursed according to SEG travel policies in place at the time of travel; each contracted instructor is provided a copy of these policies.

   - Public Course fees are as follows:
     The Continuing Education discount fees for members, non-members, students, unemployed members and university professors: There is no limit on registrants; however, student members can register for the student fee,
after the minimum number of full-paying registrants for a public course is reached.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Member Fee</th>
<th>Non-Member Fee</th>
<th>Student/Professor/Un-Employed Member Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-day</td>
<td>$495</td>
<td>$595</td>
<td>$150</td>
</tr>
<tr>
<td>2-day</td>
<td>$895</td>
<td>$995</td>
<td>$300</td>
</tr>
</tbody>
</table>

- SEG Section/Associated Society or Student Section Sponsored Course
  A Section/Associated Society may sponsor a course presentation. Fee schedules for attendees may be set by the Section/Associated Society. Meeting room, audiovisual equipment, instructor travel expenses and honorarium, and reproduction of course notes are the responsibility of the sponsoring organization. Profits will accrue to and losses will be borne by the sponsoring organization. The fee for in-house presentations is approved by the Board to cover operating expenses, SEG overhead, and instructor honorarium.

- Private and/or Industry Sponsored Course
  Private and/or industry sponsored courses can be scheduled for both closed and open presentation. The fee for in-house presentations is approved by the Board to cover operating expenses, SEG overhead, and instructor honorarium. Meeting room, audiovisual equipment, instructor travel expenses and reproduction of course notes are the responsibility of the sponsoring organization.

Private and/or Industry Sponsored Course fees are as follows:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Fee</th>
<th>Add/Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-day</td>
<td>$5,495</td>
<td>$185</td>
</tr>
<tr>
<td>2-day</td>
<td>$8,795</td>
<td>$300</td>
</tr>
<tr>
<td>3-day</td>
<td>$12,095</td>
<td>$410</td>
</tr>
<tr>
<td>4-day</td>
<td>$15,395</td>
<td>$525</td>
</tr>
<tr>
<td>5-day</td>
<td>$18,695</td>
<td>$635</td>
</tr>
</tbody>
</table>

c. The Business Office shall have full responsibility for the Continuing Education Program. Responsibilities include:
- Attend Continuing Education Committee meetings.
- Track new course proposals from submission to approval.
- Recommend course prices for approval by the Board and determine the break-even number of full-paying attendees for each publicly scheduled course.
- Schedule and promote courses.
- Coordinate course logistics with instructors and venues.
- Maintain program files and reports.

III.6.E.3. Board and Board Liaisons
The Board will approve course fees and Honorarium schedule for SEG Sponsored (Public) courses. The Board will approve the fee for in-house presentations to cover
operating expenses, SEG overhead, and instructor honorarium for
Section/Associated Society or Student Chapter Sponsored courses.

Appendix
SEG CONTINUING EDUCATION COURSE REVIEW PROCEDURES
New Course Proposal (and Five Year Review)

1. The instructor(s) will provide the SEG CE Department with the following materials:
   a. *Course Title and Description
   b. *Course Outline of at least 2 pages
   c. *Learner Outcomes
   d. *Instructor CV
   e. Any other documentation that may assist the reviewer (PowerPoint, notes, book, etc. – this is optional.
   f. IACET Requirements Documented - SEG Business Office will provide requirements to instructor for use in development of the course (this will include assessment and learner requirements for course, only required by the first time course is offered).

2. SEG Business Office will forward proposal materials to SEG CE Chair.
   a. Chair will provisionally approve or not approve proposal, or pass proposal on to a Committee member for further input.
   b. Instructor will be notified of SEG decision to provisionally approve (or not approve) course within 30 days of submission of materials.

3. Upon provisional approval, SEG will begin to market the course.

4. Once course is either set as a public offering or as a contracted course, the instructor will begin development of course notes, PowerPoint, and IACET requirements with input and assistance of SEG Business Office. At least two weeks prior to course, the instructor will send these additional materials to the SEG business office.

5. SEG will forward all documentation to the course reviewer assigned by the SEG chair. If possible, the reviewer will audit the course if publicly offered. (*This will be Step 1 of the annual five year review)

6. The reviewer will send the recommendation to the CE Committee Chair and the SEG CE Department via email with one of the following(Review forms provided for reviewer by SEG Business Office):
   a. Course approved for five year period
   b. course approved for five year period with the following revisions: (Reviewer may require additional updates or request changes)
   c. Course recommended to be withdrawn from SEG CE offering (Reviewer will give reasons for this recommendation)
   d. Course recommended to be withdrawn from SEG CE offering (Instructor Request)

7. The Continuing Education Chair will submit the course reviewed, along with the recommendations of the Committee, to the SEG Director of Professional Development for approval by the SEG Board.
8. Instructor(s) will be notified by the SEG CE Department of the final recommendation of their course.
9. All SEG CE courses will be reviewed every five years.

(*) items a. – d. are required

III.7. COMMITTEE FOR PASSIVE SEISMOLOGY

III.7.A. MISSION
The mission of the Committee for Passive Seismology is to connect, inspire and guide the scientific development and application of passive seismology and its engineering utility.

III.7.B. STRUCTURE
The Committee for Passive Seismology has four defined leadership positions.

- Chair
- Vice-Chair
- Treasurer/finance
- Technology

Additional committee members, the number of which are not specifically outlined and can vary, are selected by the Chair using the procedures outlined in III.9.E.1.

Non-voting members are a Board Liaison.

The committee is supported by an assigned SEG staff liaison.

III.7.C. SCOPE OF ACTIVITY/OBJECTIVES
1. Advise the Board on all matters involving passive seismology and promote understanding and advancement of the associated science.
2. Organize events that advance the application of this technology for the monitoring and understanding of the development of natural resources and related activities, and to the mitigation of potential hazard and reduction of risk
3. Consider how SEG needs to manage PR associated with induced/triggered seismicity
4. Encourage scientific collaboration and technical advance based upon good science and open debate
5. Facilitate communication of peer reviewed technical information on applied seismicity to members, scientists, industry, the public, and any others who might benefit
6. Coordinate with Annual Meeting Program Committee concerning technical sessions on passive seismology

III.7.D. MEETING FREQUENCY/TIMING
1. Face to face meeting during the Annual SEG Meeting
2. Quarterly conference calls and other ad-hoc meetings as required
III.7.E. PROCEDURES/RESPONSIBILITIES/ACCOUNTABILITIES

**III.7.E.1 Committee**
The chair, appointed (or reappointed) bi-annually by the President, selects the members of the committee based on majority voting by the committee on any person proposed and seconded by members of the committee. The chair also appoints the other leadership positions – vice-chair, treasurer/finance and technology.

The committee is responsible for ensuring that the topic of passive seismology is well managed and represented within the SEG and coordinates activities relating to passive seismology.

**III.7.E.2 Business Office/Staff liaisons**
- Help obtain space and equipment needed for committee meetings. Maintain and update list of committee members.
- Assist with inter-society communication and collaboration
- The Staff Liaison should maintain familiarity with all aspects of the Committee’s work, including the Committee’s purpose, event schedule and current budget and activities
- Provide support during committee meetings for minutes and task definition

**III.7.E.3 Board Liaison**
Attend committee meetings when possible and update Board when necessary.

III.8. COMMITTEE ON NOMINATIONS

**III.8.A. MISSION**
The Committee on Nominations shall nominate candidates from among the Active Members of the Society in good standing willing to serve on the Board and to fill vacant posts of District Representatives.

**III.8.B. STRUCTURE**
The SEG Bylaws provides that the Committee on Nominations shall be composed of two Directors at Large serving two years appointed by the President; the first year as a Committee Member and the second year as the Committee Chair. The year as Chair shall be the last year of his or her term as Director. Other Committee members include the three immediately prior Past Presidents of the Society, the Chair of the Council, and four Active Members, each of whom represents a different Section, Associated Society, Technical Section, or Geographic District.

**III.8.C. SCOPE OF ACTIVITY/OBJECTIVES**
The objectives of the committee are to select a slate of candidates who are willing and have the time and talents to serve as President-Elect of the Society, on the Society’s Board, and to fill the vacant posts of District Representatives. The scope of the committee’s activities is described in the SEG Bylaws. Consideration should be given wherever possible to select nominees for the various offices in pairs from the various employment categories: company, contractor, educator, government, manufacturer, and consultant.
III.8.D. MEETING FREQUENCY/TIMING
The committee may meet any time upon call of the Chair.

III.8.E. PROCEDURES

III.8.E.1. Committee
Each member of the Committee on Nominations should become familiar with the following Articles:
- Bylaws: Article VI., Election of Officers and Directors at Large
- Bylaws: Article VII. Section 4. District Representation on the Council

The committee’s main responsibilities include:
- Nominating a minimum of two candidates for President Elect.
- Nominating a slate of candidates to fill Board posts.
- Nominating a slate of candidates to fill vacant District Representative posts.
- Securing the consent of all candidates nominated.
- Oversee the election process and all voting by the SEG Membership.
- Ensure that ballots submitted for a vote of the SEG Active Membership are counted in an accurate and impartial manner

The SEG President and Business Office should be notified of the slate of candidates for President-Elect and the Board in time for publication in the April issue of THE LEADING EDGE. Normally, the deadline for submittal of material for this issue would be around 1 March.

Results of the ballot shall be communicated to all candidates by the Committee on Nominations on or before 15 August. Traditionally, however, the Committee on Nominations Chair delegates this responsibility to the SEG President.

Should the occasion arise for a recount, the Committee on Nominations shall inform the candidate of the recount procedure well in advance of the announcement of the election results (see: Election Procedures).

III.8.E.2. Business Office

III.8.E.2.a. Solicitation
Any SEG member may suggest candidates for SEG officers or District Representatives to the Committee on Nominations. In November the SEG Business Office will publish a call for nominations on the SEG Web site and in THE LEADING EDGE. All nominations received should be forwarded to the committee chair.

III.8.E.2.b. Section/Associated Society Selection
The SEG Business Office will organize a random blind drawing on the committee’s behalf in August each year to select two Sections, Associated Societies, Technical Sections, or Geographical Districts whose leadership will be asked to name one Active Member to serve a two-year term as member on the Committee on Nominations. Nominees will be selected in August and commence their duties on the Committee on Nominations at the Annual Meeting.
The SEG Business Office will oversee the placing of the names of all qualified Sections, Associated Societies, Technical Sections, and Geographic Districts into a container and make a random blind withdrawal of two names. The names of the two groups selected will be recorded and removed from the master list (pool) of names, which will be maintained by the SEG Business Office. The pool from which the drawings will be made shall contain the names of existing Sections, Associated Societies, Technical Sections, and Geographic Districts that have not been previously selected. This will continue until the pool has been depleted, at which time it shall be reconstituted by inclusion of all such groups existing at that time.

The SEG Business Office, on behalf of the Committee on Nominations, will notify the selected groups and request the names of the two members designated by their leadership to serve on the Committee on Nominations. The representatives should be advised of times and locations of scheduled Committee on Nominations meetings.

If a representative must resign from the Committee on Nominations, for any reason, the group making the original appointment shall be requested to appoint a replacement for the unfilled term. If the group originally chosen is unable to provide a committee member within the time limit, another group will be selected and notified as described above.

For the initial reconstituted Committee on Nominations, the first two groups drawn will be asked to appoint two representatives to serve a one-year term and two representatives to serve a two-year term.

**III.8.E.2.c. Reports**

The Business Office will provide historical reports for SEG Board Officers, Standing Committee Chairs, Section Presidents, and District Representatives to all members of the committee. The Business Office will also provide a list of all members eligible to serve as District Representatives in the Districts with vacant posts. Additional information will be provided at the committee’s request.

**III.8.E.3. Staff and Board Liaisons**

The SEG staff liaison is responsible for facilitating the responsibilities of the Business Office. The President traditionally serves as the Board liaison to the committee.

**III.8.F. DIVERSITY POLICY AND PROCEDURES**

Annually, the Committee on Nominations will review membership data provided by the SEG Membership Manager and observations on needed representations provided by the SEG Board of Directors to ensure to the extent possible that its slate of candidates reflects the projected needs of the leadership and the diversity of the Society in regard to age, gender, nationality, geoscience specialty, technical expertise, professional skills, and other attributes.
SEG Membership Manager: The SEG Membership Manager will annually provide the Committee on Nominations, two weeks following the Annual Meeting, with demographic data on the composition of the SEG membership, including representation by nationality and gender, and other membership data reflecting the number of members participating in individual districts, sections, technical sections, committees, and any other metrics as requested.

Board of Directors: The SEG Membership Manager will provide the Board of Directors with demographic data of the SEG membership for consideration at the inaugural meeting of the new Board held during the Annual Meeting. Any additional information needed will be provided upon request. The board will consider the strategic representational needs projected for the next Board of Directors, including nationality, gender, corporate affiliation, technical expertise and other qualifications. The board will annually provide the Committee on Nominations with its observations on these representational needs two weeks following the Annual Meeting.

Committee on Nominations: The Committee on Nominations will review the membership statistics provided by the SEG Membership Manager and the guidance from the Board of Directors and will consider this input in its efforts to reflect in its slate of candidates the diversity of the Society and the perceived needs of the next elected leadership.

Note: The intent with the policy and procedures is to provide vehicles for the annual provision of helpful and unbinding guidance to the Committee on Nominations for its consideration. The key here is that it is unbinding guidance.

### III.9. COMPENSATION COMMITTEE

#### III.9.A. MISSION

The mission of the SEG Compensation Committee is to ensure the SEG Executive Director is compensated in a manner that takes into account current market data, benchmark data from other non-profit societies and performance against mutually established goals.

#### III.9.B. STRUCTURE

The committee is made up of the following:

- SEG President (chair)
- SEG President-Elect (Board liaison)
- SEG Past President
- SEG Treasurer
- SEG Foundation Vice-Chair (non-voting member)

#### III.9.C. SCOPE OF ACTIVITY/OBJECTIVES

- Establish mutually agreed upon goals with Executive Director
- Facilitate mid-year review with Executive Director
- Prepare annual review and recommend compensation adjustment to Board
III.9.D. MEETING FREQUENCY/TIMING
Meeting timing and frequency is as needed each year to complete objectives. There are at least three meetings per year—at least one to set goals, at least one for the midyear review, and at least one to prepare a recommendation regarding compensation adjustment.

III.9.E. PROCEDURES

III.9.E.1. Committee

- The Executive Director prepares goals for the new fiscal year and distributes them no later than 1 December to the President and the chairs of SEG Global Inc., SEG Foundation, SEG Real Estate Corp., and SEAM Corp. The Executive Director also submits to the President any recommendations for changes to the Executive Director’s position description.

- Chairs of SEG Global Inc., SEG Foundation, SEG Real Estate Corp., and SEAM Corp. provide feedback on the Executive Director’s recommended goals to the President within one week of receipt.

- The President calls a meeting of the Compensation Committee during which the committee reviews the recommended goals — taking feedback from the chairs of the subsidiaries and the SEG Foundation into consideration — and makes modifications as it deems necessary. The committee also reviews recommendations for changes to the Executive Director’s position description. The committee holds this meeting and submits its recommendations on the goals and any changes to the position description to the Board of Directors by the end of December. The Executive Director begins pursuit of these goals despite that they are subject to adjustment in the early weeks of the new year by the SEG Board of Directors.

- In an executive session during its next scheduled meeting, the SEG Board reviews and, possibly with modifications, approves goals and position description adjustments recommended by the Compensation Committee. The approved goals and any position-description changes are submitted to the SEG Human Resources Manager by the end of February.

- The Executive Director submits to the President a written status report of performance toward achievement of the approved goals by 15 July. The President calls a meeting of the Compensation Committee to conduct a midyear review with the Executive Director. Adjustments to the goals may be made at this time. The Board approves midyear adjustments to the goals in an executive session during its next regularly scheduled meeting. The status report of performance toward achievement of approved goals and any approved revisions to the goals are submitted to the SEG Human Resources Manager within one week of SEG Board review and approval. Salary adjustments for the next fiscal year are to be recommended to the Finance Committee by 15 August.

- Early in the fourth quarter of the fiscal year, the Human Resources Manager will obtain current market salary data for the position of Executive Director. The Human Resources Manager shall send these data, along with the current salary data of the Executive Directors of AAPG and SPE, to the President-Elect no later than the end of the first full week in November.
• No later than the end of the first full week in November, the Executive Director prepares a written report of performance toward achievement of the approved goals and submits this to the President who was in office during most of the past year, hereinafter referred to as the President/Past President in recognition that the office changes hands during the third or fourth quarters of each year. The Executive Director also submits this report to the chairs of the subsidiaries and the SEG Foundation. Chairs of the subsidiaries and the SEG Foundation submit comments on this report to the President/Past President within one week of receipt. The President/Past President may solicit other information from the Executive Director and others relevant to the Executive Director’s performance.

• The President/Past President calls a meeting of the Compensation Committee for no later than the end of November during which the committee reviews all Executive Director performance inputs and market salary data and develops its performance assessment and its recommendation for compensation adjustment.

• The Compensation Committee submits a written performance review along with its compensation-adjustment recommendation to the SEG Board for approval within one week of its November meeting. The Board approves the review and compensation adjustment in executive session no later than 31 December. The President/Past President and Executive Director sign the performance review and provide the original, along with the approved annual compensation adjustment, to the Human Resources Manager no later than the third business day of January.

III.10. COMMITTEE ON UNIVERSITY AND STUDENT PROGRAMS (CUSP)

III.10.A. MISSION
The mission of the Committee on University and Student Programs (CUSP) is to support students, universities and industry in developing a strong global pool of graduating students and emerging professionals with the technical and professional skill sets required to meet the global applied geophysics needs of society.

III.10.B. STRUCTURE
Committee representation will consist of student, faculty and industry representatives in approximately equal proportions. The Committee Chair will be selected from the faculty or industry representatives and will be approved by the SEG President. If the Committee Chair is a faculty (industry) member, then the industry (faculty) and student co-Chairs will be elected by committee members. The Committee Chair and co-Chairs each serve a two-year appointment, which may be staggered in time to ensure continuity of the Committee. A representative from the SEG Board will be appointed to the Committee. SEG Student and Early Career (SEC) personnel from the SEG Business Office are required to be present and record minutes at all meetings.

III.10.C. SCOPE OF ACTIVITY/OBJECTIVES

III.10.C.1. Increase Student Participation in SEG

➢ Grow student membership
• Assist in growing student membership by actively soliciting new SEG student members (e.g., through campus visits and professional meetings) and by increasing the visibility of SEG and its relevance to students.

➢ Promote SEG Student Programs (e.g. scholarship program, travel grant programs, etc.)

• Assist in promoting the SEG Student Programs (e.g., through campus visits, distribution of promotional materials). In particular, faculty and industry recruiting representatives will use their university contacts to encourage students to apply for these programs.

III.10.C.2. Engage Universities and Faculty in SEG Student Activities and Programs

➢ Develop relationships between SEG, students, and faculty

• Build relations between SEG, industry, and academia through campus visits and facilitating academic-industry networking ties.
• Provide faculty members with key resources to promote geophysics

➢ Field Camps

• Promote the SEG Field Camps program.


➢ Work with Student Chapter leaders to transfer knowledge and experience in how to achieve Student Chapter excellence through the SEG Student Chapter Excellence Program.

➢ Promote SEG Student Programs within universities through personal and professional relationships.

➢ Follow-up with SEG Student Program participants to promote potential SEG leadership roles (e.g. committee service)

III.10.C.4. Professional Career Development

➢ Bring to the attention of CUSP any networking opportunity that helps foster contacts between SEG, academia, and industry.

➢ Actively promote and participate in SEG-sponsored networking opportunities (e.g. Annual Meeting Student Networking Event).

➢ Facilitate the transition of students from university into the early-career work force by mentoring graduating students and emerging professionals about the requirements, expectations, and opportunities of a career in the geosciences.
Ill.10.C.5. Retain Emerging Professionals as SEG Members

- **Promote the benefits of SEG memberships to students transitioning from university to their first year in industry, academia, or government employment.**

Ill.10.D. MEETING FREQUENCY/TIMING

The Committee will meet via teleconference a minimum of four times annually, including one time in person at the SEG Annual Meeting. The Committee Chair may call additional meetings as required. The SEG SEC personnel will notify Committee members regarding meeting times and dates and provide teleconference instructions.

Ill.10.E. PROCEDURES

**Ill.10.E.1. Committee**

The Committee will work closely with the SEG SEC staff to ensure attainment of the Committee’s goals and objectives, and the timely completion of required tasks to reach these goals and objectives. The Committee shall submit recommendations on CUSP policies and procedures changes in writing to the SEG Board.

The Committee Chair is responsible for confirming the appointment of new committee members, subcommittees and other programming events when active.

The Committee Chair is responsible for working with the Subcommittee Chairs to ensure attainment and timely completion of tasks to reach the Subcommittee’s goals and objectives as outlined in their respective internal Subcommittee Policies and Procedures documents.

The Committee Chair may establish an ad-hoc Subcommittee and assign Subcommittee members for new programming opportunities. The Committee Chair – with input from the two co-Chairs – is responsible for updating CUSP procedures during the second half of the two-year appointment.

**Ill.10.E.2. Business Office/Staff**

The Committee will be assigned an SEG Staff Liaison and alternate to provide adequate SEG Business Office support. The SEG Staff Liaison is responsible for maintaining an active roster of Committee members and confirming active Committee membership annually. SEG staff members are considered to be voting members of the Committee.

**Ill.10.E.3. Staff and Board Liaisons**

The appointed SEG Board Liaison will provide adequate guidance and suggestions to support the Committee in reaching the stated goals and objectives.
III.11. DEVELOPMENT AND PRODUCTION COMMITTEE

III.11.A. MISSION
The mission of the Development and Production Committee is to promote the transfer of applied technology involved in producing or developing oil and gas reservoirs, to geoscientists and engineers.

III.11.B. STRUCTURE
The committee is comprised of a chair appointed for a two year term by the President. The chair can be reappointed by the President for one more year. The chair cannot serve more than a three year term. The chair can appoint a co-chair, who will assist in the administration and organization of the committee activities. Committee members are selected by the committee chair. The number of committee members will be determined by the committee chair. Committee members should be members of the Society. A member of the Board and the staff will be a liaison to the committee.

III.11.C. SCOPE OF ACTIVITY/OBJECTIVES
The Development and Production Committee promotes the transfer of applied technology involved in producing or developing oil and gas reservoirs through the organization of workshops and forums held during SEG’s Annual Meeting, a forum held annually during the summer months and through co-sponsorship of forums and meetings with other organizations.

The chair of the Development and Production Committee is also responsible for selecting an Organizing Chair for the summer D&P Forum one and a half (1 ½ ) years before the meeting. The Organizing Chair should pick the Organizing Committee at least one year before the meeting. The Organizing Chair may name as many members to serve on the committee as he/she feels are necessary to accomplish the objectives of the committee. A committee of ten or less is recommended. It may be helpful to assign a committee member to be in charge of the Technical Program. Representatives are appointed to liaise with sister societies on development and production matters. Proposals for reciprocal sessions at SEG and SPE Annual Meetings are developed within the committee.

III.11.D. MEETING FREQUENCY AND TIMING
The committee will meet once a year at the Annual Meeting. The committee may meet any time, upon call of the chair.

III.11.E. PROCEDURES

III.11.E.1. Committee
The Chair is responsible for selecting an Organizing Chair for the D&P Forum held each summer. The committee works with the Chair and Organizing Chair to ensure a successful D&P Forum. The Chair is responsible for writing an end of year report about the committee for the SEG Annual Report.
III.11.E.2. Business Office
The SEG Business Office is responsible for relaying important information to the committee chair and acts as a liaison between the SEG Business Office and the committee.

III.11.E.3. Staff and Board Liaisons
The SEG Staff liaison will act as the primary person to exchange information to and from the committee. The staff liaison will coordinate all requests and submit them to the Board for a vote and then will relay the decision back to the committee.

The Board liaison will act as representative for the committee on the Board.

III.12. DISTINGUISHED INSTRUCTOR SHORT COURSE (DISC) SUBCOMMITTEE (OF THE CONTINUING EDUCATION COMMITTEE)

III.12.A. MISSION
The Mission of the SEG Continuing Education Program is to provide educational resources to our global membership and to others interested in Geophysics through courses and lectures taught by recognized experts. We stimulate professional interest in theoretical and applied Geophysics, direct career development, and expand technical horizons by:

- providing training in basic, intermediate, and advanced skills
- providing advanced curriculum topics in geophysical techniques
- increasing networking opportunities and interaction between participants and experts
- supporting accepted practices

The Committee reviews and approves courses, discusses topics of interest to develop into courses, and provides input to the Board on the education of the membership.

III.12.B. STRUCTURE
The Distinguished Instructor Short Course (DISC) Subcommittee of the Continuing Education (CE) Committee is comprised of a chair appointed or reappointed annually by the President upon recommendation by the CE Committee. Subcommittee members are selected by the Subcommittee Chair. The number of subcommittee members is determined by the Subcommittee Chair, with representation from the Research Committee. Subcommittee members should be members of the Society.

III.12.C. SCOPE OF ACTIVITY/OBJECTIVES
The primary objective of the Distinguished Instructor Short Course Subcommittee is to provide for an annual one-day short course on a topic of popular interest and at a nominal cost to the SEG membership. This course will be given to selected SEG Sections worldwide (where the word “Sections” is used, it includes Associated Societies and Student Chapters) and should be seen as a celebration of excellence in geophysics and education. The position of instructor should be viewed as a major honor and recognition of excellence by the Society and will be recognized as the Society’s Distinguished Instructor at the SEG International Exposition and Annual Meeting.
following the tour of presentations. The course itself should be viewed as a valuable service to the membership. The magnitude of this undertaking will require the cooperation of a variety of committees, and the DISC Subcommittee will serve as the facilitator and coordinator for this effort.

III.12.D. MEETING FREQUENCY/TIMING
The committee meets at the Annual Meeting; additional meetings may be called by the Committee Chair.

III.12.E. PROCEDURES

III.12.E.1. Committee
In reaching the committee’s objective, the subcommittee will strive for the following:

1. The Distinguished Instructor Short Course should be on a topic of popular interest and, preferably, on a leading-edge topic.

2. The DISC should be given by an accomplished instructor with strong presentation and technical skills. The selection of a person to be a Distinguished Instructor is considered an SEG commendation and special recognition by his/her geophysical peers.

3. Course notes are to be provided to each attendee.

4. The course will be of short duration (one day or six hours) so that it would not conflict with typical job demands.

5. The DISC is to be given at approximately 30 locations around the world annually. Because it is anticipated that more Sections will desire to host the DISC than feasible, local Sections will be encouraged to submit a sponsorship proposal describing the resources that they propose to invest to ensure it is a success at their site.

6. The SEG Distinguished Instructor may retain ownership of the DISC materials. However, the SEG reserves the right to reproduce the course materials in a royalty-free fashion. To facilitate course material preparation, the SEG will provide a ghostwriter if requested by the Distinguished Instructor. Where feasible, course materials will be translated for presentation at international venues.

9. The DISC will be formatted to be offered online at the conclusion of the tour.

10. The DISC book will be made available for sale to SEG members as soon as it is published. Book purchases will not be given a subsequent discount to attend the DISC.

III.12.E.2. Responsibilities

III.12.E.2.a. SEG Continuing Education Committee
- Recommendation of the DISC Subcommittee Chair to the President.
- Oversight of the DISC Subcommittee.

III.12.E.2.b. SEG Distinguished Instructor Short Course Subcommittee
- Facilitation and coordination of all SEG committee activities required for implementation of the DISC Program.
Submission of recommendations for the Distinguished Instructor, topic and locations to the SEG Board for their approval.

The SEG DISC Subcommittee will ensure that an instructor is qualified by taking the following actions:

- Seek nominations of candidates from different stakeholders of SEG (Global Inc., Regional Offices, etc.)
- DISC subcommittee will identify potential candidates for DISC instructors and bring to the notice of Board a candidate list, topic and biography. The candidate must be an SEG member.
- Upon approval by the Board, the DISC committee will rank the candidates.
- The DISC subcommittee chair will contact the top ranked candidate for their acceptance.
- The DISC committee will request a detailed outline of the course book and structure.


The SEG Business Office is responsible for:

- Instructor services contract, travel arrangements, and budget preparation.
- Facilitation for preparation of course materials.
- Editing and approving the final copy of course materials.
- Providing detailed instructions to local section regarding their responsibilities.
- Requesting the photo and biography from the Distinguished Instructor for publicity purposes.
- Preparation of the DISC brochure to be sent to the local sponsoring society 10-12 weeks prior to presentation.
- Payment of honorarium and travel expenses to the Distinguished Instructor.
- Printing and distribution of the course materials to be sent to the local sponsoring society 1-2 weeks prior to the presentation.
- Arrangements for the online formatting of the course.
- Assistance in slide preparation (if needed) and help in securing arrangements for a ghostwriter (if needed).
- Publicity (with support from the local section).
- Notifying the local sponsoring section of the specific audiovisual equipment required.
- Recommending the cancellation of courses when appropriate.
- Analysis of the program on a cost per attendee per location basis.
- It is recommended that the DISC be offered on the Friday before the Annual Meeting. In this case, the SEG Business Office will assume the normal responsibilities of the local sponsoring section, except lunch and local publicity.
- Facilitation of the Instructor to ensure time for completion of book.
  (Selection Process typically begins two and half years prior to tour, with final approval two years prior to tour)
- SEG will administer registration.

III.12.E.2.d. Responsibilities of SEG Section
The local sections are encouraged to submit a sponsorship proposal describing the resources that they propose to invest to ensure the success of the DISC at their site.

The local SEG Section is responsible for arranging the following:
- Meeting room
- Refreshments (coffee, etc.)
- Lunch (optional)
- Audiovisual equipment (with the Business Office)
- Publicity to ensure the success of the courses (with the Business Office)
- Hand out course notes the morning of the presentation and not before.
- Translation of the course notes, if desired.
- Notify SEG of approximate attendance four weeks prior to presentation.
- Collect fees for onsite registration and (if applicable) return funds to SEG within thirty (30) days of the presentation.
- Notify SEG of final number of attendees.
- Encouraged to seek corporate sponsorship to defray DISC costs. If unable to secure sponsorship, the section may include a nominal surcharge to offset cost of food/beverage, A/V, venue, etc.
- Return unused course notes to SEG within 30 days of presentation. Unreturned books will be billed to the host.

In the event a course is canceled, all course notes must be returned to the SEG Business Office within two (2) weeks of the original presentation date. The Section is financially responsible for course notes if not returned to the SEG Business Office. Section will be billed the SEG member price for all notes not returned.

III.12.E.2.e. Board & Board Liaisons/Other Committees
The SEG Board is responsible for:
- Approval of the list of Distinguished Instructor candidates and locations.

The SEG President is responsible for:
- Appointment of the DISC Subcommittee Chair.

III.12.E.3. DISC Travel Policy
Travel expenses will be reimbursed in accordance with the SEG Travel Policy in place at the time of travel.

III.12.F. HISTORICAL NOTES AND FEES
At the August 1997 SEG Executive Committee Meeting in Houston, the original DISC procedures were created. The course was offered at no charge during the 1998 and 1999 tours. At the March 1999 SEG Executive Committee Meeting in Tulsa, the following fees were established for the 2000 program: $25 materials fee, $5 student registration fee, and complimentary registration for unemployed geophysicists. At the May 2000 SEG Executive Committee Meeting in Glasgow, the fee was changed to $25 for all registrants. This fee was charged during the 2000, 2001, and 2002 tours. The fee was increased to $35 for all registrants at the January 2003 SEG Executive Committee
Meeting in Tulsa. This fee was charged for the 2003 tour. This fee was waived (reduced to $0) for SEG student members at the October 30, 2003 SEG Executive Committee Meeting in Dallas. For the 2010 DISC, the fee was increased to $100 (€75). For 2014, the DISC fee was increased to $150. A minimal student fee was added in 2014 and will be based on world banks. Historically, the CE Committee’s nomination for the DISC has been submitted for approval by both SEG and EAGE Executive Committees. Starting with the 2011 SEG Executive Committee, the SEG Executive Committee (Board as of 08 November 2012) will approve the SEG DISC candidates.

III.13. DISTINGUISHED LECTURE COMMITTEE

III.13.A. MISSION
The Distinguished Lecture (DL) Committee is responsible for two programs:
1) The SEG Distinguished Lecture, and
2) The SEG Honorary Lecture.

The Distinguished Lecture program honors outstanding individuals noted for high quality in their contributions to geophysics on an international level, and who are outstanding communicators of ideas and concepts. The Distinguished Lecturer is honored by the Society at the SEG International Exposition and Annual Meeting.

The Honorary Lecture program focuses on transfer of knowledge within a region and/or topic, recognizing prominent geophysicists and strengthening the services that SEG provides to an expanding global membership. The Honorary Lecturer is recognized by the Society at the SEG International Exposition and Annual Meeting.

The common goals of the two programs are to:
1. Recognize an individual’s contributions to advancing the science and technology of geophysics.
2. Disseminate discipline knowledge via speaking tours of SEG Sections, Associated Societies, Student Chapters, and other venues as appropriate.
3. Foster a sense of community amongst geophysicists by providing opportunities for local meetings and exchange of ideas.
4. Encourage students by providing the opportunity to discuss scientific and career issues with a leading expert.

III.13.B. STRUCTURE
The DL Committee is comprised of a chair and committee members. The chair is appointed annually by the President, with the advice of the previous committee chair. A vice-chair may be appointed annually by the Chair, after consulting with the President-elect and the committee members.

The committee should be global in its composition and diverse in its technical perspective so that it can adequately represent the views of global regions served by both the SEG Distinguished Lecturers and the SEG Honorary Lecturers. Committee members must be members of the Society.

Committee members will include the five most recent SEG Annual Meeting Technical...
Program Committee Chairs, the Distinguished Lecturers from the past three years, and other qualified SEG Members at the discretion of the Committee Chair, including, but not restricted to, former Honorary Lecturers, GAC representatives, past or present board members of local societies. The chair will ensure that the committee is representative of SEG membership at large, both technically and geographically. Members other than past technical chairs will serve a three-year term, which can be extended at the discretion of the chair.

III.13.C. SCOPE OF ACTIVITY/OBJECTIVES

III.13.C.1. Distinguished Lecture Program
The Distinguished Lecture program singles out and honors individuals noted for high quality contributions to geophysics on an international level, and who are outstanding communicators of ideas and concepts.

Two Distinguished Lecturers are chosen each year for even years:
1. SEG Distinguished Lecturer (1Q/2Q)
2. SEG/AAPG Distinguished Lecturer (3Q/4Q)

Three Distinguished Lecturers are chosen for odd years. The third lecture is the AAPG-coordinated SEG/AAPG DL:
1. SEG Distinguished Lecturer (1Q/2Q)
2. SEG Distinguished Lecturer (3Q/4Q)
3. SEG/AAPG Distinguished Lecturer (3Q/4Q)

The SEG Distinguished Lecturer, selected by the SEG DL Committee and approved by the SEG Board, is expected to focus on the geophysics discipline. The SEG/AAPG Distinguished Lecture is a cooperative effort between the SEG and the AAPG, and is therefore jointly supported by both societies. The purpose of such dual endorsement is to bring local geophysical and geological Sections/Societies into a common forum. The lecture should therefore be relevant to both disciplines. Each year, SEG and AAPG DL Committees agree upon and submit a Lecturer for approval by the Boards of both Societies. Scheduling and logistics are handled by AAPG in odd years and SEG in even years.

Distinguished Lecturers are expected to visit fifteen to twenty-five locations during their tour, with a broad mix of global locations. A target schedule would consist of the lecturer filling 80% of the tour with SEG Sections and Student Chapters with the remaining 20% reserved for locations identified by SEG as strategic, and any that might be requested by the lecturer. Corporations may also request lecture presentations, and if logistically feasible, will be at the expense of the corporation. The lecture will be recorded for later offering through SEG Online. The Distinguished Lecturer will be a member of the Society.

III.13.C.2. Honorary Lecture Program
The SEG Honorary Lecture program is a companion program to the SEG Distinguished Lecture program. It differs from the Distinguished Lecture program in that it focuses on transfer of knowledge within a region and/or topic, recognizing prominent geophysicists, and strengthening the services that SEG provides to an
expanding global membership. Candidates for the SEG Honorary Lecture program should be experts on topics of specific interest to the region. Honorary Lectures may be given in English or a language more appropriate for the region.

The SEG Honorary Lecture program is aligned with six geographic regions and one topical. These have been defined based on considerations of the number of SEG affiliated Sections and cost efficiency. The Near Surface Honorary Lecture tour is a global tour, whereas regional Honorary Lecturers travel within a geographic region. All other guidelines for Honorary Lecturers as stated below apply to the Near Surface Honorary Lecturer.

1. South & East Asia
2. The Pacific South
3. Europe
4. The Middle East & Africa
5. Central and South America
6. North America
7. Near Surface

Each Honorary Lecturer will visit approximately ten to twenty locations in the region. Honorary Lecturers can be hosted across regions where it makes sense and distances are reasonable. The goal of the program is to field one Honorary Lecturer in each region annually, and to visit Sections and Student Chapters at least once in any three-year period with either the SEG Honorary Lecturer or an SEG Distinguished Lecturer. A target schedule would consist of the lecturer filling 80% of the tour with SEG Sections and Student Chapters with the remaining 20% reserved for locations identified by SEG as strategic, and any that might be requested by the lecturer. Corporations may also request lecture presentations, and if logistically feasible, will be at the expense of the corporation. Outstanding Honorary Lecturers should be considered as possible candidates for a Distinguished Lecturer the following years based on feedback from the region lecture sites visited and DLC evaluation that the regional parameters (speaker and topic) could be successful on a global scale. The Honorary Lecturer should be a member of the Society.

III.13.C.3. Program Funding
A sufficient budget will be established for each Distinguished and Honorary Lecturer. This will cover travel expenses for lecture locations. Honorariums will not be paid.

A minimum of two SEG Distinguished Lecturers will be supported each year, with an expectation of global lecture coverage. A minimum of six Honorary Lecturers will be fielded each year to cover the six geographic regions defined above. The funds to support the Honorary Lectures may come from the SEG operating budget, the SEG Foundation, the Honorary Lecturer’s employer, or external sponsorship. All regions will be served equally by the Honorary Lecture program during the year. Typically three regions will be served in the first six months of the year and the other three regions served in the latter half of the year.
III.13.D. MEETING FREQUENCY/TIMING
The Distinguished Lecture Committee meets during the Society’s Annual Meeting and as needed by teleconference or web conference throughout the year, in addition to regular email communication.

III.13.E. PROCEDURES

III.13.E.1. Committee
The Distinguished Lecture Committee is responsible for nominating and electing Distinguished and Honorary Lecturer candidates for approval by the SEG Board. Additional nomination can come from the SEG membership. Nominators should discreetly query the potential candidate for interest, topic, and availability. Out of the list of candidates for Distinguished and Honorary Lecturers, the committee will vote twice per year for the following year’s lecturers at least nine (9) months before the start of any lecture tour. Nominees will be removed from the nomination pool after three years. Candidates that are removed can be re-nominated with perhaps updated topic and location, as the case may be for HL. A candidate cannot be a member of the Committee; if a member is nominated they must decline the nominations or remove themselves from the DL committee.

Nominees who have previously served as DLs or HLs:
   Nominees who have previously served as DL are ineligible to appear on the ballot for a period of 5 (five) years after their tour has been completed. After that time, the individual may be nominated for either a DL or a HL provided that the lecture topic is different.

   A nominee may appear on the ballot on only one of the six HL regions and be additionally nominated for the DL. In the event an individual is nominated across multiple regions, the DL Committee Chair shall select the region where the individual resides, or the topic that is most appropriate for that region, as the ballot choice.

During the voting process, each committee member will assign a ranking to each nominee in order of highest to lowest preference. Committee members may vote for any number of candidates. The committee member’s number one choice will receive the most points and their last choice will receive the lowest number of points, therefore ranking them in order of their first to last choices. The candidates for Distinguished and Honorary Lecturer who receive the most points after combining all committee members’ votes are the first choice candidates. The topic and the candidate as a speaker, expert, and representative of SEG should be considered by the committee during the voting process.

Candidates approved by the SEG Board are invited to serve by the Distinguished Lecture Committee Chair. If the first choice candidate is unable to serve as a Distinguished or Honorary Lecturer, the Distinguished Lecture Committee Chair contacts the committee’s second choice candidate. Following acceptance by the Lecturer, a formal invitation is extended by the SEG President on behalf of the Society.
The Distinguished Lecture Committee will solicit Lecturer nominations throughout the year. SEG affiliated Sections in each region and the Global Affairs Committee will be encouraged to submit nominations for Honorary Lecturer.

The Chair requests the SEG Business Office to schedule a meeting time and place. The incoming chair is encouraged to invite incoming committee members to attend. Because it is difficult to conduct all the required activities of the committee during one meeting, and as global representation may be impaired by conducting committee business during the Annual Meeting, the committee is encouraged to hold other meetings as needed by tele- and web-conference throughout the year, in addition to regular email communication. The SEG Business Office staff liaisons should be included in these meetings.

The SEG Distinguished and Honorary Lecturers will be honored at the Honors and Awards ceremony at the SEG International Exposition and Annual Meeting on the year of their lecture tour.

III.13.E.2. Lecturer

The Lecturer will be expected to:

- Serve as an ambassador of the SEG and promote membership in the Society.
- Balance between the "practical" and "scientific" aspects of geophysics.
- Have a "fresh" presentation to the extent that it has not been presented previously to more than an insignificant part of the target audience.
- Commit the time to effectively present fifteen to twenty-five presentations (Distinguished Lecturer) or ten to twenty presentations (Honorary Lecturer), with no more than three or four per week.
- Send an abstract and biographical data to the Business Office along with the dates the lecturer will be available. This information should be provided at least six months prior to the starting date of the tour.
- Consider all requests from SEG Sections and work with the SEG business to arrange a cost-effective travel itinerary.
- Obtain release of any proprietary information so that the lecture can be recorded and made available through SEG Online.
- Be prepared with back-up slides or visuals.
- Sign a Lecturer Services Contract. This contract will address issues including liability, intellectual property, expense reimbursement, and other lecturer responsibilities.
- Provide brief emails to the SEG office with feedback from the field after each stop/leg of the tour.
- Be available with additional material for an extended lecture (or secondary lecture), lead group discussions, and/or consult students as time allows.
- Be responsible for their own visas as needed.

The SEG Business Office is responsible for:

- Soliciting nominations from the Global Affairs Committee and Affiliated Sections for each SEG Honorary Lecturer, and providing these nominations to the Distinguished Lecture Committee.
- Advising an approved candidate on all aspects of the program.
- Requesting the photo, biography, and abstract from the Lecturer for publicity purposes.
- Finalizing a Lecturer Services Contract with the Lecturer.
- Reimbursing travel expenses according to SEG standard policies.
- Preparing a budget for each Lecturer.
- Making travel arrangements for each Lecturer.
- Scheduling, arranging, and publicizing the tour in collaboration with the Lecturer and local Sections.
- Preparing a promotional brochure and/or electronic flier including a photo, biography and abstract. This should be sent to the local sponsoring Sections at least two months prior to the start of a tour.
- Providing to local Sections detailed instructions and a statement of minimum requirements for receiving an SEG Lecturer. These requirements will include hosting the lecturer, advertising, appropriate venue, schedules and audio/visual equipment.
- Scheduling, arranging and publicizing the tour in collaboration with local Sections or other venues.
- Providing feedback/evaluation forms to all host Sections and forwarding the responses to the committee chair.
- Making arrangements for recording the lecture for SEG Online.
- Maintaining program files, statistics and reports to facilitate continual improvement of the lecture program.
- Maintaining minutes of committee meetings.

III.13.E.4. *Lecturer Host*

Selected Sections will be offered the opportunity to host the Distinguished Lecturer. Selected Sections and Student Chapters in the region will be offered the opportunity to host the Honorary Lecturer. Hosts are expected to:

- Be flexible as to scheduling so as to enhance time and cost efficiency of a tour leg.
- Publicize the coming presentation with their membership and interested others in the area.
Welcome all Section and/or SEG members to the event. Aim for an audience of at least twenty-five geophysicists and/or students. This limit may be reduced for Student Chapter presentations.

Provide an appropriate presentation venue and audio-visual equipment.

Fund a social event with the Lecturer (e.g. dinner or lunch with the Section Officers) if his/her schedule allows.

Provide airport and/or local travel assistance as appropriate.

Complete an evaluation form and return such to the SEG Business Office within fifteen days of the event.

The lecture must be open to all geoscientists and geoscience students. Hosts may have a private luncheon or dinner meeting, but the lecture must be open to the public.

SEG must be acknowledged as the main sponsor of the lecture in all promotion by the host, including the host’s website.

III.13.E.5. Staff & Board Liaisons

Staff Liaison:
Work with the Committee liaison for the Distinguished Lecture Committee. Work with the liaison to develop a working partnership with the chair, assist the committee to establish and achieve annual goals, facilitate regular meetings and prepare minutes as appropriate, maintain Committee web pages, facilitate use of online collaboration space and maintain committee procedures.

Board Liaison:
Each year the SEG President assigns a member of the Board to serve as the Board liaison for the Distinguished Lecture Committee.

III.14. EARLY CAREER PROFESSIONAL INTERNATIONAL COMMITTEE (EPIC)

III.14.A. CHARTER
Promote a sense of belonging and volunteer engagement for early career geoscientists. Be a catalyst for transition from associate to active membership and to the assumption of leadership roles, which shape the SEG. The committee will focus on global services for all members that are in their first eight years of employment after graduation from a university.

III.14.B. STRUCTURE
EPIC shall consist of the Chairman, a Vice-Chairman and members appointed by the Chairman, which represent all segments and regions of the society. The Chairman will be appointed by the President of SEG. Subject to Presidential approval, the chair will serve for two years after which the vice-chair will assume the position of chair. All committee members will serve one year terms and may be reappointed by the Chairman. The Committee will be of a size and composition appropriate to handle the work load of the Committee. The Committee will be served by a SEG Business Office
liaison from the SEG Student and Early Career Department. A member of the SEG Board of Directors will serve as a liaison to the Committee.

III.14.C. SCOPE OF ACTIVITIES/OBJECTIVES
The Committee will create programs to promote a sense of community and engagement, and to provide targeted education, professional development and career enhancement, which fill in gaps in industrial offerings. The Committee will model leadership skills and inspire younger people to continue the advancement of geoscience.

III.14.D. MEETING FREQUENCY/TIMING
The Committee may meet any time, at the request of the chairman, although most of the work will be done through electronic means on a monthly basis. Formal meetings will occur quarterly through teleconference and including a meeting at the SEG Annual Meeting.

III.14.E. COMMITTEE
The Committee is responsible for advising the staff on the implementations of the EPIC member program and coordinating the actions of the volunteers. It is composed of SEG members who are Early Career Professionals with less than eight years in the industry. The Committee volunteers for activities related to the mission of the committee and as requested by the Committee Chair. They provide input and new ideas for Committee activities on a regular basis.

III.14.F. BUSINESS OFFICE
The SEG Business Office liaison staff members will facilitate the exchange of information to and from the Committee Chairman and Committee members. Staff will implement, monitor and report metrics for programs approved by the board of directors. Staff will maintain a Committee approved P&P manual not in conflict with SEG bylaws.

III.14.G. BOARD LIAISON
The Board Liaison will provide a channel for Committee communication with the Board. The Board Liaison will report back to the Committee promptly regarding any discussion and any action taken by the Board, which relates to the Committee. The Board Liaison will participate in Committee activities in an advisory capacity.

III.15. EXHIBITOR’S COMMITTEE

III.15.A. MISSION
The mission of the Exhibitor’s Committee is to represent exhibiting companies and to promote SEG's Meetings and Conferences.

III.15.B. STRUCTURE
The committee is comprised of a chair appointed or reappointed annually by the President. Committee members are selected by the committee chair, based on their exhibiting record. At the time of his appointment (or shortly thereafter), the newly
appointed Committee Chair shall name a Committee Vice Chair and provide his name to the President and Executive Director.

**III.15.C. SCOPE OF ACTIVITY/OBJECTIVES**

The objectives of the Exhibitors Committee are to represent exhibiting companies and to promote SEG’s Meetings and Conferences. To achieve its objectives, the committee makes recommendations concerning the exhibition which it feels will enhance the meeting from the exhibitor’s point of view, while at the same time increase delegate attendance. The committee reviews the results of the Annual Meeting Exhibitors’ Survey, from which recommendations may be derived and submitted for consideration by the Board.

**III.15.D. MEETING FREQUENCY/TIMING**

The committee should meet during the Annual Meeting and may have additional meetings, upon call of the Chair. If it is desirable to schedule a meeting during the Society’s Annual Meeting, the chair should request the SEG Business Office to schedule a meeting time and place. In addition to inviting current committee members to this meeting, the chair should invite the incoming chair, if a new chair has been appointed. The incoming chair should be encouraged to invite incoming committee members to attend. While the Business Office does not ordinarily assist in scheduling any additional meetings called by the chair, the Executive Director should be informed of meetings scheduled throughout the year.

**III.15.E. PROCEDURES**

**III.15.E.1. Committee**

The chair is responsible for selecting a committee for the annual meeting. The committee works with the Chair and the Organizing Committee to ensure a successful exhibition. The Chair is responsible for writing an end of year report about the committee for the SEG Annual Report.

**III.15.E.2. Business Office**

The SEG Business Office is responsible for relaying important information to the committee chair and acts as a liaison between the SEG Business Office and the committee.

**III.15.E.3. Staff & Board Liaisons**

The SEG Staff liaison will act as the primary person to exchange information to and from the committee. The staff liaison will coordinate all requests and submit them to the Board for a vote and then will relay the decision back to the committee.

The Board liaison will act as representative for the committee on the Board.

**III.16. FIELD CAMP PROGRAM COMMITTEE**

**III.16.A. MISSION**

The committee shall review applications, rate, and rank all qualified Field Camp applications based on available funds and donor restrictions. The committee will select
the Field Camp Award recipients and document the process and selection as support to the payments. The committee will recommend changes to the policies and procedures as necessary.

III.16.B. STRUCTURE

Diversity of the technical committee will reflect the diversity of the SEG professional membership, with regard to gender, geography, organizational representation (academia vs. industry) and geoscience discipline. This latter classification should be sufficient to provide the committee with the ability to effectively review a diversity of project applications, as they are not solely related to geophysics. To ensure maximum technical representation and experience on the Committee, the Field Camp Committee will be a closed committee comprised of members appointed by the President Elect of the SEG. Appointed committee members may not be current recipients of program awards nor should they be individuals who anticipate applying for an award during their tenure. Committee members must be members of SEG or an SEG Cooperating Society and/or Related Organization.

- The Committee will be comprised of a maximum of nine (9) members and a minimum of six (6) members, including the Chair.
- Each Committee member is appointed to a term of two (2) calendar years.
- Terms begin July 1 and end June 30. The Chair of the committee may grant an exception to term length and date of appointment on an individual basis, especially in the event of Committee vacancy. Committee Chair may appoint a successor for the unexpired term from the list of candidates provided by the Committee.
- All committee members shall serve two year staggered terms and are eligible for re-appointment for up to two consecutive terms.
- Terms shall be staggered in a manner that allows the continuation of at least three (3) committee members each fiscal year.
- Inactivity or failure to perform Committee duties may result in removal from the Committee.
- Nominations for vacant committee positions shall be forwarded to the Committee Chair.
- Committee members must be members of the Society of Exploration Geophysicists or an SEG Cooperating Society and/or Related Organization.
- Committee members may not be current recipients of program awards nor should they be individuals who anticipate applying for an award during their tenure on the committee.
- Committee members may not be current members of the SEG Board of Directors.
- Resignation from the Committee must be in writing and received by the Chair of the Committee.

III.16.C. COMMITTEE CHAIR

The candidate for Committee Chair should be selected from existing committee membership to maintain continuity of leadership and experience and serve a one year term as chair, renewable for a second term. The recommendation will come from the either the outgoing chair or the Board Liaison or the staff liaison. The Committee Chair shall be a member of the SEG. The Committee may include non-voting liaisons from
both SEG and the SEG Foundation, to be appointed by the respective Boards of Directors. The candidate shall be nominated prior to June 30 each year.

III.16.D. BOARD LIAISONS
The Board appointed liaison(s) will provide adequate guidance and suggestions to the committee(s) to support the society’s goals and objectives. Liaisons are observers only during project review and consensus meetings. Liaisons will be invited to all program meetings and events in order to keep their respective Boards apprised of program matters.

The committee will provide for concurrent review and comment on any proposed changes to the policies and procedures by the SEG Foundation Board liaison and the SEG Board liaison before submitting the recommended changes in policies and procedures in writing to the SEG Board of Directors as appropriate.

III.16.D.1. SEG Board of Directors
The SEG Board of Directors will provide a Committee Liaison. The SEG Board of Directors will periodically evaluate the program and provide sufficient resources to sustain the program.

III.16.D.2. SEG Foundation Board of Directors
The SEG Foundation Board of Directors shall, in a timely manner, provide the committee with an annual award budget based on funds available, as well as any updates or additions to the field camp funds.

III.16.E. BUSINESS OFFICE/STAFF LIAISON
The committee will be assigned a staff liaison to provide adequate business office support, including online collaboration site maintenance, updating contact lists, facilitating application reviews and recommendations, and support for program related conferences, meetings, etc. The staff liaison will be responsible for reporting to the SEG on the activity of the program. They will forward lists of recipients and other necessary information for reimbursement and stewardship activity to the Foundation staff. Foundation will notify the donors. Written quarterly reports of the program activity will be provided to the SEG Board and the SEG Foundation Board Liaisons for distribution to their respective boards.

SEG staff members verify awards with donor criteria and advise the committee. Once awards are selected, the staff liaison will begin the payment and notification process. All awards will include recognition of the associated donors and the SEG Foundation and requirements for recognition by the recipient as appropriate.

If the committee proposes an award that does not meet the requirements of the program or the donor intent they will ask the committee to reconsider. If an inappropriate award is still recommended, the liaison must bring it to the attention of the SEG Board of Directors Executive Committee for action.

Committee Liaisons may not act as a voting member of the committee.
III.16.F. SCOPE OF ACTIVITY/OBJECTIVES

The committee shall be responsible for:

- A written annual report to the SEG Board of Directors no later than January 31 for the previous year.
- Review of donor intent and requirements for the program funds
- Review project proposals in order to rate and recommend projects to the SEG Board based on donor requirements, SEG Policies and Procedures, applicant eligibility, and strength of application.
- Review all Policies and Procedures and recommend any changes to the SEG’s Board of Directors when any of the following circumstances occur:
  1. Additional funding accompanied by donor restrictions is received for the program;
  2. Policies, procedures, or laws affecting the program are updated or changed
- Review each project status on projects awarded or completed at the end of the Chair’s term and report to the SEG and the SEG Foundation Boards. The Committee will prepare an annual report to highlight the impact of projects.
- Because funding comes from donors, they will apply the following principles of donor stewardship during all deliberations and recommendations:
  1. Donors have the right to be assured that their gift is being used effectively for the purposes for which they were given.
  2. Donors have the right to receive appropriate acknowledgement and recognition.
  3. Donors have the right to be assured that their donations are handled with respect and with confidentiality to the extent allowed by law.
  4. Donors have the right to expect that all decisions will be developed independent of the influence of individuals outside the committee, without conflict of interest, and according to the Policies and Procedures set forth by the SEG Board of Directors.

III.16.G. CONFLICT OF INTEREST

All persons reviewing and evaluating proposals must complete a Conflict of Interest statement.

The purpose of the Financial Conflict of Interest Policy is to protect the interests and the tax-exempt status of the SEG when the SEG is contemplating entering into a transaction or arrangement that might benefit, directly or indirectly a member of the SEG Board of Directors, a committee member, or a corporate donor. The policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable organizations. In order to avoid any real or perceived Conflicts of Interest, committees should adhere to the following guidelines:

1. Committee members shall not receive a direct financial benefit from the SEG.
2. Corporate donors shall not receive direct or indirect financial benefits from the SEG or by way of the SEG’s activities that are more than incidental or insignificant.
3. Committee members shall disclose to the Executive Director of SEG their employment by, or other relationship to, a corporate donor that has earmarked funds for a program to be overseen by a committee on which the member participates.
4. Committee members shall abstain from voting in those cases where there is the potential for direct or indirect benefit to the corporate donor which employs or otherwise has a financial relationship with the committee member. Further, the member with a real or perceived conflict is prohibited from participating in discussions on matters over which he or she may have conflicting interests.

5. The Committee shall inform the SEG Board Directors before recommending a programmatic award, or other transaction that might provide a direct or indirect benefit that is more than incidental to any corporate donor which employs or otherwise has a financial relationship with a committee member. Under such circumstances the SEG Board of Director may seek legal advice prior to approval of the award, or transaction.

6. Each member of the committee shall annually sign a statement which affirms that such person
   a. received a copy of the Financial Conflict of Interest Policy,
   b. read and understands the policy,
   c. agreed to comply with the policy, and
   d. understands that the SEG is a non-profit organization and, in order to maintain its Federal tax exemption, must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
   e. will file their statement with the Business Office staff liaison.

Each member shall also disclose to the Executive Director of the SEG, if applicable, and as fully as possible the nature of real or potential conflicts and the nature of the committee member’s interest in the potential transactions. All statements which anticipate conflicts of interest shall be circulated to SEG Board of Directors and the Chair of the Committee. Each committee member shall agree to answer any questions about potential conflicts that Board members may have. Committee members will file their statements with the Business Office staff liaison.

III.16. MEETING FREQUENCY/TIMING
The SEG Field Camp Committee will meet twice a year. The first is held during SEG’s International Exhibition and Annual Meeting. The spring meeting to determine recipients will be held by web conference in April. Additional meetings and conference calls will be scheduled as required.

III.17. FINANCE COMMITTEE

III.17.A. MISSION
Monitor the financial activities of SEG and its consolidated subsidiaries with the goal of providing accurate, timely information. This information is used to make fiscally responsible decisions that allow SEG to maintain and expand relevant products and services to its members. The Finance Committee, as any SEG committee, while reporting to the Board, is accountable to the membership at large and may act upon that accountability.

III.17.B. STRUCTURE
The Finance committee is comprised of the current Treasurer (Board liaison), the immediate past-Treasurer (chair) and the past-past-Treasurer. If one member is not
considered a financial expert an additional member must be added who is a financial expert. The Chief Financial Officer and Manager of Accounting serve as staff liaisons. The Treasurer of the SEG Foundation is a non-voting member of the SEG Finance Committee.

III.17.C. SCOPE OF ACTIVITY/OBJECTIVES
- Recommend financial reports to the Board for approval
- Recommend fiscal budget to the Board for approval
- Recommend budget variations over $20,000 to the Board for approval
- Recommend leasing strategy changes to the Board
- Review investment policy
- Meet with investment managers on a periodic basis
- Review invested reserves above target policy
- Submit committee report for annual report

III.17.D. MEETING FREQUENCY/TIMING
At least a meeting two weeks prior to every Board meeting.

III.17.E. PROCEDURES

III.17.E.1. Committee
- Evaluate financial reports submitted to the membership and to the Board on a monthly basis.
- Recommend guidelines for presentation of financial information and the use of the Society’s financial resources.
- Develop an investment strategy and update as necessary. Meet with investment advisors on a periodic basis (no less than 2 times per year).
- Report to the Board on a regular basis the status of the finances of SEG.
- Review the annual budget prepared by staff, ensure that strategic focus from Board is included in the budget, make recommendations for changes (if needed), and present the revised budget to the Board for approval.
- Approve operating and capital budget overruns of $20,000 or more and non-budgeted purchases or sales of capital assets of $20,000 or more, or contracts involving non-budgeted items of $20,000 or more prior to the approval of the Board.
- Ensure that the SEG travel and expense account procedures are followed, this applies to all staff, members and committee members. Also ensure the use of corporate assets by all is also in line with current procedures.
- Review and approve any changes to the leasing strategy of the building space on an ongoing basis.

III.17.E.2. Staff & Board Liaisons
Staff provides the Finance committee with timely financial information in a format that well communicates the financial position of SEG. Budgets are prepared in a fashion that supports the strategic direction of the Society. The Board liaison represents the Finance committee and its recommendations at the Board meetings.
III.18. GEOSCIENTISTS WITHOUT BORDERS® PROGRAM COMMITTEE

III.18.A. MISSION
The Geoscientists Without Borders® Program Committee is a professional network of volunteers responsible for the growth and success of the GWB program. Their primary goal is to support humanitarian applications of geosciences around the world.

III.18.B. STRUCTURE
The GWB Program Committee is composed of volunteers of that will serve to carry out the goals of the program. The committee will conduct its work with assistance from the following entities: Board Liaisons, sub-committees, task forces, and staff liaisons. The committee will recommend changes to the policies and procedures as necessary.

III.18.B.1. The GWB Committee
Diversity of the committee will reflect the diversity of the SEG professional membership, with regard to gender, geography, organizational representation (academia vs. industry) and geoscience discipline. This latter classification should be sufficient to provide the committee with the ability to effectively review a diversity of project applications, as they are not solely related to geophysics. To ensure maximum technical representation and experience on the Committee, the GWB Committee will be a closed committee comprised of members appointed by the President Elect of the SEG. Appointed committee members may not be current recipients of program awards nor should they be individual who anticipate applying for an award during their tenure. Committee members must be members of SEG or an SEG Cooperating Society and/or Related Organization.

The committee will have maximum of twelve (12) members and a minimum of five (5) members, including the Chair. Each Committee member is appointed to a term of two (2) fiscal years. Committee members shall serve two year staggered terms and are eligible for re-appointment for up to two consecutive terms. Terms shall be staggered in a manner that allows the continuation of at least three (3) committee members each year. The candidate for Committee Chair should be selected from existing committee membership to maintain continuity of leadership and experience and serve a one year term as chair, renewable for a second term. The recommendation will come from the either the outgoing chair or the Board Liaison or the staff liaison. The Committee Chair shall be a member of the SEG. The Committee may include non-voting liaisons from both SEG and the SEG Foundation, to be appointed by the respective Boards of Directors.

III.18.B.2. Subcommittees and Task Forces
Subcommittees and task forces may be formed to help facilitate program sustainability. Each subcommittee shall have a chair, also a member of the GWB committee appointed by the SEG President Elect and shall endure as long as deemed useful. Subcommittee members (other than the Chair) do not have to be members of the GWB Committee.
III.18.B.3. Board Liaisons
The Board appointed liaison(s) will provide adequate guidance and suggestions to the committee(s) to support the society’s goals and objectives. Liaisons are observers only during project review and consensus meetings. Liaisons will be invited to all program meetings and events in order to keep their respective Boards apprised of program matters.

The committee will provide for concurrent review and comment on any proposed changes to the policies and procedures by the SEG Foundation Board liaison and the SEG Board liaison before submitting the recommended changes in policies and procedures in writing to the SEG Board of Directors as appropriate.

III.18.B.3.a. SEG Board of Directors
The SEG Board of Directors will provide a Committee Liaison. The SEG Board of Directors will periodically evaluate the program and provide sufficient resources to sustain the program.

III.18.B.3.b. SEG Foundation Board of Directors
The SEGF Board may provide a Committee Liaison. The SEG Foundation Board of Directors shall, in a timely manner, provide the committee with an annual award budget based on funds available, as well as any updates or additions to the field camp funds.

III.18.B.4. Business Office/Staff Liaison
The committee will be assigned a staff liaison to provide adequate business office support, including online collaboration site maintenance, updating contact lists, facilitating application reviews and recommendations, and support for program related conferences, meetings, etc. The staff liaison will be responsible for reporting to the SEG on the activity of the program. They will forward lists of recipients and other necessary information for reimbursement and stewardship activity to the Foundation staff. Foundation will notify the donors. Written quarterly reports of the program activity will be provided to the SEG Board and the SEG Foundation Board Liaisons for distribution to their respective boards.

SEG staff members verify awards with donor criteria and advise the committee. Once awards are selected, the staff liaison will begin the payment and notification process. All awards will include recognition of the associated donors and the SEG Foundation and requirements for recognition by the recipient as appropriate.

If the committee proposes an award that does not meet the requirements of the program or the donor intent they will ask the committee to reconsider. If an inappropriate award is still recommended, the liaison must bring it to the attention of the SEG Board of Directors Executive Committee for action.

Committee Liaisons may not act as a voting member of the committee.

III.18.C. SCOPE OF ACTIVITY/OBJECTIVES
Board Liaisons are appointed to the program committee by the Leadership of the Boards of Directors. Liaisons are non-voting members and serve in a two way advisory
capacity. They are responsible to advise the committee of the larger SEG goals and priorities. Likewise, they are responsible to provide the Board with Program performance information related to those goals and objectives. Liaisons are observers only during project review and consensus meetings.

GWB Committee
- Review project applications in order to rate and recommend projects to the SEG Board for funding.
  - In addition to reviewing projects against established criteria, the committee will also consider available funds and related donor intent, regional diversity, and risk considerations.
  - Apply the following principles of donor stewardship during all deliberations and recommendations:
    - Donors have the right to be assured that their gift is being used effectively for the purposes given
    - Donors have the right to receive appropriate acknowledgement and recognition
    - Donors have the right to be assured that their donations are handled with respect and confidentiality to the extent allowed by law
    - Donors have the right to expect that all decisions will be developed independent of the influence of individuals outside the committee, without conflict of interest and according to the Policies and Procedures set forth by the SEG Board of Directors
  - Project selection must be conducted in a transparent, fair and unbiased manner.
- Establish program strategy and approve a business plan. The committee will regularly review progress against the plan. Staff will assist in developing the plan.
- Review program Policies and Procedures every two years; recommending changes to the Board for approval particularly when policies, procedures or laws affecting the program are updated or changed.
- Provide a written annual report to the SEG Board of Directors no later than January 31 for the previous year.
- Provide opportunities for professionals and students to exercise their passions for both the science and philanthropy as they conduct humanitarian and community projects around the world, thereby raising the profile of geophysical science.
- Strengthen the global geophysical community through beneficial multidisciplinary partnerships and cooperation with other organizations active in engineering and geoscience.
- Connecting and inspiring SEG Student Chapters by energizing students and introducing them to the broad range of geosciences careers while also strengthening university programs in geophysics and the geosciences.

The following restrictions will apply to individual project awards.
- The maximum allowable award is USD$50,000.00 per year.
- Proposals may request funding for a project with duration of up to two (2) years under a single proposal.
- Awards may not be used to cover administrative costs not directly related to conduct of the project (indirect costs).
• Proposals shall include student participation. Energizing students and introducing them to the broad range of geosciences careers while also strengthening university programs in the geophysics and geosciences is a primary emphasis of Geoscientists Without Borders®.
• For profit organizations are not eligible for funding. Applicants must be charitable, not for profit organizations.
• Unexploded ordinance (UXO) detection projects are excluded.
• Projects that include political lobbying, proselytizing, or other activities that are not pertinent to the mission of the SEG Foundation, the Society of Exploration Geophysicists, or the program intent are not eligible for funding. This includes projects submitted by religious or political organizations.

III.18.D. MEETING FREQUENCY/TIMING
The GWB Committee conducts consensus reviews via web conference and/or teleconferences four times a year. The committee conducts a business meeting during the SEG Annual Meeting. Additional meetings may be called as necessary.

III.18.E. PROCEDURES COMMITTEE
The GWB Committee will work closely with the Business office staff to ensure the success of the committee goals, objectives and tasks. The committee shall submit any and all recommendations, including funding recommendations, and changes in policies and procedures to the SEG Board of Directors in writing.

III.18.F. PARTNERSHIPS WITH PROFESSIONAL ASSOCIATIONS

III.18.F.1. Purpose
Partnerships with Other Professional Associations are vital to the growth and sustainability of the Geoscientists Without Borders® program (GWB). Partnerships exist to help enhance program promotion, expand technical expertise, and increase funding. Ultimately partnerships should further the Geoscientists Without Borders® mission to support humanitarian applications of geosciences around the world.

III.18.F.2. Eligibility
1. Partnership with the GWB program is available to professional associations, societies, and not-for-profit organizations
2. Potential Partners must have an interest in and a relationship to the application of the geosciences for humanitarian benefit
3. Potential Partners must be willing to actively participate in promoting, supporting, and advising the GWB program

III.18.F.3. Partnership Levels
A. Partner Level 1: Geoscientists Without Borders®” Supporter”
   1. Benefits to Level 1 Partner
      a. Logo recognition at the SEG Annual Meeting
      b. Logo recognition in THE LEADING EDGE
   2. Responsibilities of Level 1 Partners
      a. Provide advertising space for GWB in publications and on website
      b. Provide opportunity for special GWB session at Partner’s Annual Meeting
c. Provide complimentary 10’ booth space for the GWB program at Partner’s Annual Meeting
d. Provide SEG Foundation with recommendations regarding potential funders of the GWB program

**B. Partner Level 2: Geoscientists Without Borders® - “Associate”**

1. Benefits to Level 2 Partner
   a. All benefits of a Level 1 Partner
   b. May add one representative to the GWB Committee
   c. May use GWB Associate Logo in member communication

2. Responsibilities of Level 2 Partners
   a. Provide Level 1 Cooperation
   b. Provide $60,000 annually for minimum two years in Geoscientists Without Borders® funding. The $60,000 annual donation shall provide $50,000 in project funding and $10,000 for program administration expenses
   c. May actively cooperate with the SEG Foundation Development Committee providing prospects, recommendations, and introductions, as defined in the individual agreement

**C. Partner Level 3: Geoscientists Without Borders® “Partner”**

1. Benefits to Level 3 Partners
   a. All benefits of Level 1 and 2 Partners
   b. May add one representative to the GWB Development Subcommittee
   c. May develop a unique Request For Proposals in a specialized technical category
   d. May use combined GWB and Level 3 Partner logos in member communication and GWB marketing, advertising, and promotion conducted by the partner

2. Responsibilities of Level 3 Partners
   a. Provide Level 1 and 2 cooperation
   b. Secure $1 million funding commitment (over 5 years) including administrative support for the program.

**III.18.F.4. Partner Agreements**

Partnership Agreements shall be completed with all Level 1, 2, and 3 Partner Associations. The agreements shall address the term of the partnership, cooperative responsibilities, and joint marketing and promotion.

**III.18.F.5. PARTNERSHIP RECOMMENDATIONS AND APPROVAL**

- Recommendations for association partnerships shall be forwarded to the Board of Directors by current GWB Committee, Board members, members at large or the SEG Business office.
- Potential Partners may petition the Board of Directors to become partners and enter into negotiations.
- The SEG Board of Directors must approve all Level 1, 2 and 3 Partners. Negotiations on a Memorandum of Agreement will precede the formal approval. Each Agreement will identify the activities of each party and the conditions for continuance and/or termination of the partnership based on the nature of the organization.
III.19. GLOBAL ADVISORY COMMITTEE

III.19.A. MISSION
To advise on, promote, and facilitate the global connectivity of the SEG.

III.19.B. STRUCTURE
The Global Advisory Committee (GAC) accomplishes its’ mission through the establishment of strategic partnerships worldwide. The GAC fosters communication among SEG leadership, committees, staff, Sections/Associated Societies (SAS) and affiliated societies. This is achieved through the Regional Advisory Committees (RAC).

GAC leadership is comprised of:
- Chair, Vice-Chair/Chair-elect and Past Chair
- Chairs from each Regional Advisory Committee

Non-voting
- Board of Directors Liaison
- MRPC Liaison
- Near Surface liaison
- GAC and RAC staff liaisons

III.19.C. SCOPE OF ACTIVITY/OBJECTIVES
- To gather and channel (communicate, drive, etc.) intelligence for SEG on business development and scientific-advancement opportunities globally.
- To establish strategic relationships globally with individuals, volunteers, and companies.
- To recruit, engage, and organize volunteers in support, promotion, and facilitating of Society programs and events.
- To prioritize the recommendations of the RACs and advise SEG leadership and board.
- To facilitate communication between SEG Leadership/BOD and the RACs.
- To assist and support annual meeting regional luncheons and events.

III.19.D. MEETING FREQUENCY/TIMING
The Global Advisory Committee shall conduct one in-person meeting per year coordinated around the SEG Annual Meeting. GAC leadership should hold quarterly conference call meetings for the remaining three quarters. Email communication will occur as needed.

III.19.E. PROCEDURES

III.19.E.1. Committee

III.19.E.1.a. Chair
Term: The position of Chair is held for two years with the term beginning and ending at the SEG Annual Meeting. At the end of the SEG Annual Meeting, the current Chair will become Past-Chair. In the event a Chair and Vice-Chair need
to be elected in the same year, the new Chair is elected by majority electronic vote from the committee membership.

Eligibility: The Chair must be an SEG Active member in good standing and have served on the committee for at least one year.

Responsibilities of the Chair:
- Serves as the primary leader of the GAC for his or her year of appointment.
- Sets the agendas and chairs the GAC annual in-person meeting (coordinated around the SEG Annual Meeting) and quarterly GAC leadership teleconference meetings.
- Approves RAC Chair elections.
- Assists in prioritizing the RAC recommendations.
- Submits proposals and recommendations from the committee to the Board through the Business Office Staff Liaison.
- Oversees activities of the GAC in cooperation with the Business Office Staff Liaison, including the budget.
- Writes the Annual Report for the Global Advisory Committee.
- Votes on committee action items.
- Appoints liaisons to other SEG standing committees with approval from that committee’s chair at the beginning of term to ensure communication among committees and the Global Advisory Committee.
- Takes a leadership role at the annual meeting in support of regional luncheons and events.
- Assists in nominating and approving the Annual Meeting Steering Committee Global Chair.

III.19.E.1.b. Vice-Chair
Term: The position of Vice-Chair is held for two years with the term beginning and ending at the SEG Annual Meeting. At the end of the SEG Annual Meeting, the Vice-Chair will become Chair.

Election: Several months prior to the SEG Annual Meeting, the current Chair will contact the GAC membership and request nominations for the position of Vice-Chair. RAC Chairs are preferred as nominees. The Chair, Vice-Chair, and Past Chair will choose at least two appropriate candidates by carefully considering the performance, accessibility, and (where applicable) the technical competence of the nominees. Upon announcement of the candidates by the Chair, the new Vice-Chair is elected by majority electronic vote of the committee membership. Only members who have joined the GAC before nominations have been requested are allowed to vote. The Vice-Chair candidates are not allowed to vote in the election. The name of the Vice-Chair will be sent to the SEG President for approval as the upcoming Chair before the Annual Meeting. The Vice-Chair must be approved by the SEG President in order to assume the duties as Chair the following year.

Eligibility: The Vice-Chair must be an SEG Active member in good standing and have served on the committee for at least one year.
Absence of Chair: During a long-term absence or incapacity of the Chair, the Vice-Chair shall assume the duties of the Chair. The Board Liaison to the GAC will request that the SEG President approve the Vice-Chair as Interim Chair.

Responsibilities of the Vice-Chair:
- Assists the Chair in fulfilling tasks and leading projects throughout the year while observing the role of the Chair, since the Vice-Chair will fulfill that role the next committee year.
- Assumes interim Chair position if the Chair is unable to carry out his/her duties.
- Votes on committee action items.
- Takes a leadership role at the annual meeting in support of regional luncheons and events.
- Assists in nominating and approving the Annual Meeting Steering Committee Global Chair.

III.19.E.1.c. Past Chair
Term: The position of current Past Chair is held for two years with the term beginning and ending at the SEG Annual Meeting. At the end of the SEG Annual Meeting, the current Chair will become Past Chair and serves in an advisory role to the Chair and Vice-Chair to ensure activities are continuous.

Eligibility: The Past Chair must be an SEG Active member in good standing and have served on the committee for at least two years.

Responsibilities of current Past Chair:
- Serves in an advisory role, as requested, to the Chair to ensure continuity of activities.
- Assists the Chair in fulfilling tasks and leading projects, as requested.
- Votes on committee action items.
- Assists in nominating and approving the Annual Meeting Steering Committee Global Chair.

III.19.E.1.d. Other Items
- The committee shall report to the President of the SEG Board of Directors.
- The committee may be dissolved at any time by the President of the SEG Board of Directors.

III.19.F. GAC SUBCOMMITTEES
REGIONAL ADVISORY COMMITTEES

III.19.F.1. Mission
To advise on, promote, and facilitate the global connectivity of the SEG on a regional basis.
**III.19.F.2. Structure**

The Regional Advisory Committees (RAC) are based on nine (9) global regions each with a network of volunteers. The regions are built on the opportunity space for growth and development and are subject to change. The regions and countries they cover are as follows:

- **Canada/U.S. Advisory Committee**
  - Canada, U.S.

- **China Advisory Committee**
  - China

- **Eurasia Advisory Committee**
  - Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyz Republic, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan

- **Europe Advisory Committee**
  - Albania, Andorra, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faroe Islands, Finland, France, Germany, Gibraltar, Greece, Greenland, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedon, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Spain, Svalbard, Sweden, Switzerland, Turkey, United Kingdom, Vatican City

- **Far East Asia/Pacific Advisory Committee**
  - American Samoa, Australia, Brunei, Cook Islands, Fiji, French Polynesia, Guam, Indonesia, Japan, Kiribati, Marshall Islands, Micronesia, New Caledonia, New Zealand, North Korea, Northern Mariana Islands, Papua New Guinea, Philippines, Solomon Islands, South Korea, Timor-Leste, Tonga, Vanuatu

- **Latin America/Caribbean Advisory Committee**
  - Antigua and Barbuda, Argentina, Aruba, Bahamas, Barbados, Belize, Bermuda, Bolivia, Brazil, Cayman Islands, Chile, Colombia, Costa Rica, Cuba, Curacao, Dominica, Dominican Republic, Ecuador, El Salvador, Falkland Islands, French Guiana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Netherlands Antilles, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Santa Lucia, St. Kitts and Nevis, St. Lucia, St. Vincent/Grenadines, Suriname, Trinidad & Tobago, Uruguay, Venezuela, Virgin Islands

- **Middle East/North Africa Advisory Committee**
  - Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Maldives, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, West Bank and Gaza, Yemen

- **South/Southeast Asia Advisory Committee**
  - Afghanistan, Bangladesh, Bhutan, Cambodia, Hong Kong, India, Laos, Malaysia, Mongolia, Myanmar, Nepal, Pakistan, Singapore, Sri Lanka, Taiwan, Thailand, Vietnam

- **Sub-Saharan Africa Advisory Committee**
  - Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo Rep, Democratic Rep of Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon,
Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mayotte, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome/Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Togo, Uganda, Western Sahara, Zambia, Zimbabwe

Each RAC shall be led by a Chair. The elected and approved RAC Chair, with support and suggestions from the regional staff liaisons and regional ambassadors/champions (if applicable), has responsibility for recruiting Committee members that represent a cross-section of applied geophysics in the region (type and size of companies, oil & gas vs. near-surface geophysics, academia, sampling of SAS’ and affiliated societies, gender, stage of career, etc.). Target size of an Advisory Committee is 15, but can range from a minimum of 10 to a maximum of 20.

The Meetings Review & Planning Committee (MRPC) shall assign a liaison (non-voting) to each RAC.

**III.19.F.3. Scope of Activity/Objectives**

- To advise and prioritize both the science and business needs in the region.
- To identify "regional gaps" that represent opportunities for SEG.
- To identify and nurture strategic professional-management partnerships with companies/organizations, universities, members, volunteers, Sections/Associated Societies (SAS) and affiliated societies.
- To recruit, engage, and organize volunteers in support, promotion, and facilitating of Society programs and events.
- To assist with Board-authorized regional assessment studies.
- To facilitate communication among regional SASs and affiliated societies, regional staff liaisons and the entire Regional Advisory Committee.
- To stay abreast of SEG global events and activities.
- To assist and support annual meeting regional luncheons and events.

**III.19.F.4. Meeting Frequency/Timing**

With the support of the regional staff liaisons, the Regional Advisory Committees shall conduct quarterly teleconference calls. One of the conference calls will be the committee’s annual meeting call coordinated before the SEG Annual Meeting. Email communication will occur throughout the year as needed.

**III.19.F.5. Procedures**

**III.19.F.5.a. Chair**

Term: Each Regional Advisory Committee Chair shall be elected from their RAC members and approved by the GAC Chair for a two-year term and renewable by mutual agreement up to and not to exceed 2 terms (four years). Recommendations can be provided from regional staff liaisons or other advisors of the GAC Chair.

Eligibility: The Chair must be an SEG Active member in good standing.
Responsibilities of the Chair:
- Engages committee members to promote and facilitate SEG events and activities to regional Sections/Associated Societies, Student Chapters, companies and organizations.
- Sets committee goals for the year taking into consideration SEG and GAC's larger goals and objectives.
- Sets agendas and chairs the RAC quarterly teleconference calls.
- Promotes SEG membership and activities to Sections/Associated Societies, Student Chapters, companies, universities and organizations.
- Serves as a member of the GAC leadership team for meetings and teleconference calls.
- Advises and communicates RAC recommendations to GAC leadership.
- Submits regional reports.
- Votes on committee action items.
- Takes leadership role at the SEG annual meeting for regional luncheons and events and identifies and recruits luncheon speakers.
- Recruits RAC members with assistance from staff liaison and region champion/ambassador (where applicable).
- Along with RAC staff liaison, communicates throughout the year with members of the committee to inform them of SEG activities and decisions.

III.19.F.5.b. Members

Term: The Regional Advisory Committee members shall be recommended and recruited by the RAC Chair. Recommendations can be provided from regional staff liaisons or other RAC members. Term length for Committee members is two years, but by mutual agreement of the individual and RAC Chair, can be extended in two-year increments.

Eligibility: Members can be an SEG Active, Associate, or Student member in good standing.

Responsibilities of the Member:
- Engages to promote and facilitate SEG events and activities to regional Sections/Associated Societies, Student Chapters, companies and organizations.
- Support RAC Chairs in activity development in countries, regions, and Annual Meeting GAC events.
- Promotes SEG membership and activities to Sections/Associated Societies, Student Chapters, companies, universities and organizations.
- Participates in RAC quarterly teleconference calls.
- Communicates and provides feedback throughout the year regarding local or regional activities.
- Assists to identify "regional gaps" that represent opportunities for SEG.
- Serve as regional and/or local resource in area of expertise.
- Assist and support the RAC Chair in establishing goals for the committee and identifying a speaker for their Regional Luncheon at the SEG Annual Meeting.
- Vote on committee action items.
II.19.F.5.c. Other Items

- The Regional Advisory Committees shall report to the GAC leadership.
- The Regional Advisory Committees may be dissolved at any time by the SEG Board of Directors.
- The Regional Advisory Committees are not SEG Committees as defined by Article XV of the SEG Bylaws nor is it bound by the conditions and obligations of those SEG Committees.
- The Regional Advisory Committees can be subject to change depending on SEG BOD and GAC leadership.

III.20. GRAVITY AND MAGNETICS COMMITTEE

III.20.A. MISSION
To promote the use of gravity and magnetic methods in applied geophysics

III.20.B. STRUCTURE
The chair, appointed (or reappointed) annually by the President, selects the members of the committee. The number of members on the committee is determined by the chair. Committee members should be members of the Society.

III.20.C. SCOPE OF ACTIVITY/OBJECTIVES

- Serve as the focus for activities within the Society dealing with gravity and magnetic methods of exploring and developing the Earth’s resources and solving engineering and environmental problems;
- Serve in an advisory capacity to the Board and other committees of the Society on matters dealing with gravity and magnetic methods;
- Plan, organize and implement activities which would promote gravity and magnetic methods;
- Furnish the name of an individual, on request, to act as a Technical Program Subcommittee Chair to organize gravity and magnetic sections at the Annual Meeting and to assist in the assembly of papers for those sessions.

Committee activities may include recommending to the Board material on gravity and magnetic methods of exploration, development, engineering and environmental which should be considered for publication in Geophysics, The Leading Edge, and/or SEG special publications. Organizing tutorial and research workshops, special symposia, and programs for SEG Annual Meetings (particularly the technical luncheon) and developing and monitoring special projects are also potential activities in which the committee may become involved.

III.20.D. MEETING FREQUENCY/TIMING
The chair may call a meeting at any time, although it is desirable to meeting during the Society’s Annual Meeting.
III.20.E. PROCEDURES

III.20.E.1. Committee
Coordinate Society activities (e.g., technical sessions and luncheon at the Annual Meeting, other workshops, symposia, etc) dealing with gravity and magnetic methods; appoint a coordinator for The Meter Reader feature in The Leading Edge

III.20.E.2. Staff Liaisons
Assist in presence on the SEG Web site, maintain and update membership list, facilitate acquisition of necessary space and equipment for gravity/magnetic events at the SEG Annual Meeting

III.20.E.3. Board liaisons
Attend committee meetings whenever possible and update the other members of the Board when necessary

III.21. HEALTH, SAFETY, SECURITY, AND ENVIRONMENT (HSSE) COMMITTEE

III.21.A. MISSION
The SEG Health, Safety, Security, and Environment (HSSE) Committee helps ensure that HSSE is taken into consideration for any activities that the SEG manager or sponsors.

The Committee will not duplicate the work that the International Association of Geophysical Contractors (IAGC) and International Association of Oil & Gas Producers (OGP) do with HSSE for geophysical operations but rather compliment it, and utilize wherever possible industry guidance developed already.

III.21.B. STRUCTURE
The HSSE Committee consists of a Chair appointed by the President and a minimum of five committee members appointed by the chair. Committee members are not required to members of SEG. The Chair serves a two-year term that may be extended by the President an additional year under special circumstances.

The President shall appoint a member of the Board to serve as liaison to the HSSE Committee. The HSSE Committee reports directly to the Board through the Board liaison.

The SEG Executive Director shall appoint a Staff member to serve as Staff Liaison who represents the HSSE Committee within the SEG business office and the reverse.

III.21.C. SCOPE OF ACTIVITIES/OBJECTIVES
- Define the potential hazards of all activities SEG manages or sponsors
- Assess the risks and document the required controls or actions (e.g. develop procedures, etc.)
- Prioritize areas with highest risk and develop action list
• Assign volunteers to work on highest priority actions
• Check with sister societies for similar activities or interest in participating in development of processes/procedures, etc.
• Determine if companies are interested in donating safety training material, procedures, etc. to accelerate the work of the committee (an analog is the Field Safety training course given to AAPG by ExxonMobil)

III.21.D. MEETING FREQUENCY/TIMING
Although the HSSE Committee may meet as often as the Chair deems necessary, it generally meets three times per calendar year. One meeting is generally held in conjunction with the SEG Annual Meeting. Other meetings may be face-to-face or via conference call or Web meeting.

III.21.E. PROCEDURES

III.21.E.1 Health, Safety, Security, and Environment Committee
All policies, decisions, and actions established, made or taken by the HSSE Committee are subject to review and approval by the Board.

Proposals from the HSSE Committee to the Board are submitted through the Staff and Board Liaisons no later than two weeks prior to a Board meeting.

The HSSE Committee Chair has the responsibility of preparing a report of the committee’s activities and submitting it to the President in time for inclusion in the Annual Report.

The HSSE Committee has no authority to commit SEG to any financial obligation. Any decision of the HSSE Committee that would require the expenditure of funds not already approved for that purpose must be submitted to the SEG Board as a recommendation. Implementation of any such HSSE Committee decision will be dependent on Board approval.

• Coordinate efforts between the HSSE Committee and SEG program, product, and service subject matter experts in the development of HSSE compliance criteria.
• Ensure compliance with HSSE established criteria.

III.21.E.3. Staff & Board Liaisons
The Staff Liaison has a working partnership with the HSSE Committee representing the HSSE Committee within the various functions of the SEG business office and the reverse. The Staff Liaison assists the HSSE Committee with establishing and achieving annual goals, facilitating meetings, and preparing proposals for presentation to the Board.

No later than four (4) weeks prior to any Board meeting, the Staff Liaison is responsible for advising the Chair of the upcoming Board meeting schedule, soliciting agenda items, and providing a standardized proposal template to use for all
proposals being submitted to the Board for consideration (Board liaison will be copied).

No later than three (3) weeks prior to any Board meeting, the Staff Liaison will ensure with the Chair and Board Liaisons that all agenda items are prepared according to Board expectations.

Following any Board meeting, and as soon as the meeting minutes are formalized, the Board and Staff Liaisons will apprise the Chair of all Board deliberations that impact the HSSE Committee.

III.22. HONORS AND AWARDS COMMITTEE

III.22.A. MISSION
The Committee shall recommend to the Board candidates for all established honors and awards of the Society and for election to Honorary Membership.

III.22.B. STRUCTURE
The Honors and Awards Committee shall consist of five Active Members, none of whom shall have been Members of the Society less than five years. Each incoming President shall appoint one Member from among the prior Past-Presidents of the Society, if available, to serve five years. The senior members of the committee shall retire after the Annual Meeting. In the event a committee member cannot serve for any reason, the President shall appoint a successor from available Past-Presidents for all or part of the remaining term.

The Honors and Awards Committee is usually comprised of five Past-Presidents with the senior member of the Committee serving as Chair.

III.22.C. SCOPE OF ACTIVITY/OBJECTIVES
The committee will review annually, suggestions for awards to be presented at the next SEG Annual Meeting.

The committee will recommend to the Board, candidates for all established SEG awards and for election to Honorary Membership and Life Membership. Recommendations, accompanied by a written report explaining the basis of their recommendations, should be submitted to the President six months before the Annual Meeting.

Unanimous action by the Honors and Awards Committee and the Board shall be required for Honorary Membership and for the Maurice Ewing Award, meaning that each of the two committees must approve with a unanimous vote of those members voting (see Bylaws). Other awards must receive the approval of both committees with the exception of Life Membership, which may be conferred by a unanimous vote of the Board as stated in Article III, Section 1.c. of the SEG Bylaws.

III.22.C.1. Established Awards of the Society
Nominations of persons to be considered by the Honors and Awards Committee for established Awards of the Society may be initiated by committee members or by
SEG members, with the exception of Best Paper Awards. In accordance with the SEG Bylaws, the term “unanimous opinion of the Honors and Awards Committee and the Board” used in this section means only approval of both of these committees. The term “unanimous vote of both the Honors and Awards Committee and the Board,” which is required for the Ewing Award and Honorary Membership, means that the vote must be unanimous in both committees (by those members voting).

Criteria for judging contribution(s) of candidates for any of the Society's established awards are left to the mature judgment of the members of the Honors and Awards Committee. Contributions to the development and promotion of geophysics by inspired teaching, research, and applications, as well as by distinguished contributions to SEG, may be recognized.

III.22.C.2. The Maurice Ewing Medal
The highest award of the Society shall be named in honor of Maurice Ewing. The Maurice Ewing Medal shall be awarded from time to time to a person who, by a unanimous vote of both the Honors & Awards Committee and the Board, is deserving of SEG’s highest honor through having made distinguished contributions both to the advancement of the science and to the profession of exploration geophysics. The award of the Maurice Ewing Medal shall confer Honorary Membership on its recipients.

III.22.C.3. Virgil Kauffman Gold Medal Award
The Virgil Kauffman Gold Medal is awarded to a person who, in the unanimous opinion of the Honors and Awards Committee and the Board, has made an outstanding contribution to the advancement of the science of geophysical exploration as manifested during the previous five years. The contribution may be of a technical or a professional nature. More than one year's contribution may be considered in choosing the award recipient.

If a worthy recipient is not evident, the awarding of the medal may be delayed a year.

III.22.C.4. Honorary Membership
Criteria are stated in the SEG Bylaws in Article III., Section 1.b., Membership.

The Society has an obligation to study its membership and, when meritorious accomplishment has been observed, to recognize it and so elevate the member to Honorary Membership as one means of calling attention to the member's worthiness. There is no requirement that Honorary Memberships be awarded each year; on the other hand, multiple awards may be made.

From time to time, the committee should select members of the Society as "possible candidates" for receipt of the Maurice Ewing Medal or for Honorary Membership. The placing of a member in the status of "possible candidate" must be kept in strictest confidence by the committee members, but such a procedure permits an active file to be built up on "possible candidates" as in regard to technical contributions, service to the Society, public recognition of his work, and other
desirable data in his biography. Current activation of this file will enable the committee to select the best "possible candidates" to be elevated to the status of "candidate" for these awards and be voted on by the committee.

III.22.C.5. The Reginald Fessenden Award
The Reginald Fessenden Award is awarded to a person who has made a specific technical contribution to exploration geophysics, such as an invention or a theoretical or conceptual advancement, which, in the unanimous opinion of the Honors and Awards Committee and the Board, merits special recognition.

III.22.C.6. Cecil Green Enterprise Award
The Cecil Green Enterprise Award recognizes the importance of individual(s) enterprise to the economic vitality of our industry. The award is conferred from time to time on persons who in the unanimous opinion of the Honors and Awards Committee and the Board have demonstrated courage, ingenuity and achievement while risking their own resources and future in developing a product, service, organization or activity which is recognized as a distinct and worthy contribution to the industry.

III.22.C.7. Life Membership Award
Life Membership may be conferred on persons who have voluntarily rendered exceptionally meritorious service to the Society which, in the unanimous opinion of the Board, warrants recognition.

Life Membership recipients enjoy the same privileges as Active Members, regardless of their membership classification prior to being awarded Life Membership.

III.22.C.8. Special Commendation Award
The Special Commendation Award was established for the purpose of recognizing and giving special commendation by the SEG to deserving persons for meritorious services to the public, the scientific community, or to our profession. This award may be for recognized community leadership, professional leadership, or for contributions outside the mainstream of geophysics which in the unanimous opinion of the Honors and Awards Committee and the Board warrants special recognition."

III.22.C.9. Distinguished Achievement Award
The Distinguished Achievement Award is to be given from time to time to a company, institution or other organization for a specific technical contribution or contributions that have, in the unanimous opinion of the Honors and Awards Committee and the Board, substantially advanced the science of exploration geophysics.

III.22.C.10. J. Clarence Karcher Award
The J. Clarence Karcher Award is awarded in recognition of significant contributions to the science and technology of exploration geophysics by a young geophysicist of outstanding abilities who, in the unanimous opinion of the Honors and Awards Committee and the Board, merits such recognition. Recipients must be less than 35
years of age on November 1 of the year preceding presentation of the award. A maximum of three awards can be given each year.

**III.22.C.11. Outstanding Educator Award**

The Outstanding Educator Award honors individuals for excellence in geophysics education, and is awarded to a person who, in the unanimous opinion of the Honors and Awards Committee and the Board, merits such recognition, based on their educational qualities and contributions that may include:

Outstanding contributions in teaching of geophysics classes at any educational level;
- Impact on education programs by commitment to excellence in geophysics education;
- Special dedication to advising, supervising, and mentoring students;
- Providing inspiration to the next generation of geophysics professionals.

A maximum of two awards can be given each year.

**III.22.C.12. Craig J. Beasley Award for Social Contribution**

Craig J. Beasley was the driving force behind the founding of Geoscientists Without Borders®. The Craig J. Beasley Award for Social Contribution is given from time to time to a person or organization that, in the unanimous opinion of the Honors and Awards Committee and the Board of Directors, has made a meritorious achievement that supports the application of geophysics to a humanitarian, public service, or other socially significant cause.

**III.22.C.13. Best Paper in GEOPHYSICS Award**

The voting for the “Best Paper in GEOPHYSICS” will combine input from the SEG membership-at-large and the editors of the journal. Criteria for the Best Paper in GEOPHYSICS would include the attributes of originality, innovation, impact, clarity, educational value, and overall significance to the science of exploration geophysics.

Early in each calendar year, the SEG membership will be encouraged to submit nominations from GEOPHYSICS issues of the previous year. Announcements soliciting nominations from the membership will be made in December issues of GEOPHYSICS and THE LEADING EDGE. Associate Editors will also be asked to submit nominations from their area of expertise. Nominations received by March 1 from the SEG membership and the Associate Editors will then be entered into the final voting.

In the final voting, the Editor, previous Editor, current and previous Assistant Editors will then vote for their choice of top five papers – allotting five points for their top choice, four points for their second choice, etc. Voting points will then be tallied. A voting editor whose paper has been nominated will be given the option to withdraw either their self or their paper from the final voting process. If the current Editor has a paper nominated, their only option will be to withdraw their paper.

The paper receiving the most points will be awarded the Best Paper in GEOPHYSICS. This paper will be recognized at the SEG Honors and Awards Ceremony, and the paper, along with the four runners-up, will be listed in GEOPHYSICS.
The Honors and Awards Committee will consider the subcommittee recommendation and submit its nomination to the Board for approval.

**III.22.C.14. Best Paper in The Leading Edge Award**

The *TLE* Editorial Board is empowered to recommend its choice of best paper in *TLE* and honorable mentions to the Honors & Awards Committee and Board.

Casting votes are all the seated Editorial Board members (EBM) and Editorial Board members of the year prior to the vote if they are no longer seated. Furthermore, best-paper nominations are solicited from the membership at large by means of an announcement in the November issue of *TLE*.

Criteria to select the best paper are that it be concise, clear, original, applicable and have technical and/or educational impact.

All papers are eligible for the award, except Departments, interviews, and staff- and ghost-written articles. EBM-authored articles are acceptable for nomination, but these authors can neither nominate nor vote for themselves. Voting for such papers will be normalized by the number of eligible voters. (For example, if there were seven voters, the EBM/author could not vote, but the total for that paper would be multiplied by 7/6.)

The selection process is as follows:

- EBMs and other eligible voters send written nominations of up to six favorite papers (published in TLE during the previous year) each. The TLE staff lists the nominees, indicating the number of endorsements each article receives. All nominations must be received two weeks prior to the January meeting of the TLE Board.
- At the January meeting, a first-pass vote is called by which all nominees are ranked by order of preference. This is done by applying the 3-2-1 point rule; i.e., instead of counting the number of physical votes for each paper, each voter assigns 3 points to their favorite paper, 2 to the second, and 1 to the third. The results are tallied and a short list of nominees emerges.
- The merits of the papers in the short list are discussed by the EBMs and other voting members present.
- A second 3-2-1 point vote is called. The highest scoring paper receives the award. If one or more papers score nearly as high as the winner, the Board may bestow an Honorable Mention.
- The *TLE* chair conveys the results to the chair of the Honors & Awards Committee. If the Honors & Awards Committee agrees with the results, they are then sent to the Board for final approval. The President contacts the winning author(s). The winner is recognized at the following SEG Annual Meeting during the Honors & Awards Program.


This award is given to the person who is judged to have delivered the best paper presented during the Technical Program of the previous Annual Meeting. The
recipient of this award is honored at the succeeding Annual Meeting. Each of the two Session Chairs act as a judge for the “Best Paper Presented at the Annual Meeting Award” and each Chair selects at least one additional judge for their session. A minimum of four judges per session is required. A separate judging form is to be completed by each of the four judges for each paper within the session. At the close of that session, the judges return their completed judging forms for that session to the SEG Business Office at the Annual Meeting.

By January 1 the SEG Business Office tallies the points from the judging forms and supplies the information to the SEG Honors & Awards Committee. The committee then reviews the results of the judging and determines their nomination for the “Best Paper Presented at the Annual Meeting Award”. This nomination is forwarded to the SEG Board for consideration at its spring meeting. Once the Board has approved the nomination, the information is given back to the SEG Business Office to be held in confidence until the SEG President has notified the recipient in writing.

The presenter of the top 30 ranking papers of those presented will receive letters of commendation from the SEG President. The letter will include a request for presenters to notify an SEG Section or Associated Society if he or she plans to be in their area, in the event the Section/Associated Society would request a local presentation. A list of the top papers and presenters will be forwarded by the Business Office to SEG Sections/Associated Societies Presidents.

**III.22.C.16. Best Paper in Interpretation Award**

The voting for the annual Best Paper in *Interpretation* award will combine input from the SEG and AAPG membership at large, reviewers, and the editors of the journal. Criteria for the Best Paper in *Interpretation* would include the attributes of originality, innovation, potential impact, clarity, educational value, and overall significance to the practice of geoscience interpretation.

Following publication of the November issue of the quarterly peer-reviewed journal each year, the SEG and AAPG memberships will be encouraged to submit best-paper nominations from *Interpretation* issues of the year. Announcements soliciting nominations from the membership will be made in October and November issues of *The Leading Edge* and the *AAPG Explorer*. The Editor-in-Chief, the Deputy Editor, the Associate Editors, the Deputy Associate Editors, guest editors, and reviewers also will be asked to submit nominations during the normal course of review. Nominations received by 15 January from the SEG and AAPG membership and all editors and reviewers will then be entered into the final voting.

In the final voting, the current Editor-in-Chief, the current Deputy Editor, and current Associate Editors will then vote for their choice of top five papers, allotting five points for their top choice, four points for their second choice, etc. If the best paper is being selected for a year in which a former Editor-in-Chief and Deputy Editor lead the *Interpretation* Editorial Board, the editors who held those positions will be invited to nominate best papers and vote along with current editors. A voting editor whose paper has been nominated will not be permitted to vote for a paper he or she has authored but will be eligible to be a winner of the best-paper award. Voting points will be tallied, and *Interpretation*’s editors will affirm their selection. In the event of a tie
for Best Paper, only the tied papers will be submitted to the voters for a second vote. If a tie remains after a second vote, the EIC will select a winner. If the EIC has a paper being considered for Best Paper, the Deputy Editor will select a winner. The AAPG Editor and SEG’s Vice President, Publications, as leadership liaisons, shall ensure that due process is followed.

The Interpretation editors, through or in conjunction with the AAPG Editor and SEG’s Vice President, Publications, will submit their recommendation for best paper to the Honors and Awards Committee of SEG and to the AAPG Advisory Council. Each body will consider the editors’ recommendations and submit their nominations to the SEG Board of Directors and the AAPG Executive Committee for approval. Each governing body shall be required to bestow the award in such manner that the award can be presented at both organizations’ annual meetings. Both organizations must approve the award before either bestows it.

III.22.D. MEETING FREQUENCY/TIMING
The committee will meet at least annually to review suggestions for awards to be presented at the next SEG Annual Meeting and make award recommendations. Approximately six months before the Annual Meeting, recommendations should be submitted to the President, along with a written report explaining the basis of the recommendations, for consideration by the Board. The timing of this deadline depends on the Board meeting dates and publication timelines for publishing the Awards prior to the Annual Meeting.

If it is desirable to schedule a meeting during the Society’s Annual Meeting, the chair should request the SEG Business Office to schedule a meeting time and place.

III.22.E. PROCEDURES

III.22.E.1. Committee

III.22.E.1.a. Solicitation
Any SEG member may submit nominations for SEG Honors and Awards to the chair of the Honors and Awards Committee or to the Business Office. Nominations received by the chair should be forwarded to the Executive Director’s office.

One month after the Annual Meeting, a member of the Honors & Awards Committee will send letters and e-mails to several prominent university professors requesting them to nominate candidates for the Clarence Karcher award.

III.22.E.1.b. Selection Process
January Meeting
The Honors & Awards Committee will meet in January to discuss nominees for Honors and Awards. Any member of the Committee may nominate additional candidates at this meeting.
If the committee feels comfortable in doing so, it may select its candidates for Honors and Awards at this meeting. Also, the committee may delete nominees from consideration for an award.

Nominees for whom insufficient information is available to make a decision will be divided among committee members. After the meeting, each committee member will seek additional information on each nominee that has been assigned to them. He may speak to colleagues to assess the scope and/or significance of the nominee’s accomplishments.

At the end of the meeting, all nominees are classified as (1) approved, (2) deleted, (3) needs more information, or (4) deferred to next year.

**Other Meetings**

The Honors & Awards Committee will meet from time to time as needed to reach its conclusions in accordance with the required deadlines to discuss nominees for Honors and Awards.

Each committee member will present his research on nominees for whom insufficient information was available at the January meeting. That committee member will recommend how to proceed with the nomination.

At the end of the meeting, all nominees are classified as (1) approved, (2) deleted, or (3) deferred to next year.

For each award, an Honors and Awards Committee member writes a one-paragraph description of the reasons the Society is bestowing the Award.

Committee members will send their paragraphs describing the reasons for bestowing awards to the Honors & Awards Chair.

The committee records, generally consisting of a spreadsheet containing candidates considered, research on these candidates, and final disposition will be sent by the Chair to the Executive Director’s office and the next committee Chair.

**III.22.E.1.c. Approval Process**

Any SEG member may nominate an individual (or organization) for an award.

All Honors and Awards must be approved unanimously by the Honors and Awards Committee.

In late April, or on a mutually agreed date, the Honors & Awards Chair will submit the list of candidates for awards to the SEG President along with the paragraphs describing the reasons for bestowing these awards. The Board will vote on the award recommendations at its spring meeting.

For any award to be bestowed other than Life Membership, the Board must approve the Honors & Awards Committee’s recommendations and the vote must
be unanimous among those members voting for Honorary Membership and the Maurice Ewing Award. Other than Honorary Membership and the Ewing Award, approval need not be unanimous. Life Membership may be awarded with the unanimous approval (of members voting) by the Board. Specifically, in all cases, recusals are not considered negative votes.

**III.22.E.1.d. Other Business**

The Honors & Awards Committee will advise and recommend to the Board on all matters pertaining to honors and awards.

The Honors & Awards Committee will recommend changes in the wording of existing awards.

The Honors & Awards Committee will advise on and recommend new Society awards, as appropriate.

The Honors & Awards Committee will recommend SEG candidates for awards given by other societies.

The Honors & Awards Committee will work with the Vice President, Publications, journal editors and editorial-board chairs, and the Annual Meeting Technical Program Committee to ensure quality and appropriateness in awards that they recommend.

**III.22.E.2. Business Office**

**III.22.E.2.a. Solicitation**

No later than one month prior to the Annual Meeting, the Executive Director’s office will send letters, over the Honors & Awards Committee Chair’s signature, to Past Presidents, Past Editors, major award recipients, and others, soliciting nominees for SEG awards. Similar letters will be sent to Committee Chairs and Section/Associated Society Presidents, requesting them to solicit their committees or organizations for SEG award nominees.

**III.22.E.2.b. Record Keeping**

The Executive Director’s office will maintain a list of candidates currently under consideration for all SEG Honors and Awards. Additions will be made to this list every time a new nomination is received, and deletions will be made upon instruction by the Honors and Awards Committee Chair. Since some nominations will be made directly to the Honors & Awards Committee, the Honors & Awards Committee Chair should validate the list both before and after each committee meeting and notify the Executive Director’s office of any discrepancies.

The Executive Director’s office should maintain a file of all letters of nomination. Each letter should be filed under the nominee’s name; if multiple names are included in the same nomination letter, copies of the letter should be filed under each nominee’s name. The file should be retained indefinitely (20 years after receipt.)
The Executive Director’s office is responsible for sending the current list of nominees for each award and all letters of nomination for each nominee to the Honors & Awards Committee prior to its January meeting.

**III.22.E.2.c. Notification**

Shortly after the spring Board meeting, the SEG President notifies the recipients of their honors. The Executive Director’s office will draft the letters.

After the President has notified a recipient, the Executive Director will send the recipient a letter informing them that they will receive the honor at the next Annual Meeting and ask them to (1) designate someone to write a citation in recognition of the honor, (2) submit a photo, and (3) advise how they would like their name to appear on their award.

**III.22.E.2.d. Documentation**

The Executive Director’s office sends the one-paragraph description written by the Committee to the citation writer and asks him/her to write a citation honoring the award recipient.

After the recipient has given approval on the one-paragraph description and written citation, the Publications Department will assemble the one-paragraph description, a photograph (optional) of the recipient, and the citation into a full-page documentation of the Award. These full pages are assembled into a booklet to be distributed at the Honors & Awards Ceremony at the Annual Meeting. These full-page descriptions will also be published in *THE LEADING EDGE*.

**III.22.E.3. Staff & Board Liaisons**

The SEG staff liaison is responsible for facilitating the responsibilities of the Business Office. The President traditionally serves as the Board liaison to the committee.

**III.23. INTERPRETATION COMMITTEE**

**III.23.A. MISSION**

Provides a focal point for interpreters within SEG and promotes the science of interpretation.

**III.23.B. STRUCTURE**

The chair, appointed (or reappointed) annually by the President, selects the members of the committee.

**III.23.C. SCOPE OF ACTIVITY/OBJECTIVES**

The committee solicits articles for publication in Society journals, organizes workshops at the Annual Meeting, and has responsibility for selecting papers for the Best of AAPG Session at the Annual Meeting. The cross-disciplinary nature of this area requires close interaction with the AAPG Geophysical Integration Committee.
III.23.D. MEETING FREQUENCY/TIMING
The chair may call a meeting at any time. The committee usually has joint meetings with its AAPG counterpart at the annual meetings of each society.

III.23.E. PROCEDURES

III.23.E.1. Committee
Promote the science of interpretation via article solicitation and organizing workshops and symposia at the SEG Annual Meeting and other professional meetings.

III.23.E.2. Staff Liaison
Help obtain space and equipment needed for committee meetings. Maintain and update list of committee members.

III.23.E.3. Board Liaisons
Attend committee meetings when possible and update Board when necessary.

III.24. MEETINGS REVIEW AND PLANNING COMMITTEE

III.24.A. MISSION
The primary mission of the SEG Meeting Review and Planning Committee (MRPC) is to provide to the SEG Board of Directors and SEG staff, member-driven advice for all proposed meetings that request in-kind or financial support of the SEG. A secondary purpose is to provide all geographic and professional segments of the SEG membership a communication and influence link and into SEG’s meeting calendar.

III.24.B. STRUCTURE
The MRPC shall consist of the Chair appointed for a two year term by the President of SEG, and members appointed by the Chair that represent all segments and regions of the society, for example, Standing Committees and Regional Advisory Boards that are involved in planning meetings and workshops. The President may reappoint the Chair for an additional year. All committee members will serve one year terms and may be reappointed by the Chair. The number of committee members will be determined by the Chair (less than 25). It will also be served by a SEG Business Office liaison from the SEG Meetings Department. A member of the SEG Board of Directors will serve as a liaison to the committee.

III.24.C. SCOPE OF ACTIVITY/OBJECTIVES
The MRPC will consider each meeting request submitted to the SEG. All meetings must be reviewed by the MRPC. It will take into consideration all aspects of the meeting including relevance to members, topic, potential conflict with other established meetings (topic and dates), risk to SEG, safety of delegates, relationships with other societies and the meeting must support the mission of SEG (“Connecting, inspiring and propelling the people and science of geophysics.”) If the committee determines the meeting would be of value, interest and would benefit the members of SEG they will endorse and approve the meeting.
III.24.D. MEETING FREQUENCY/TIMING

The committee may meet any time, upon call of the chair, although most of the work will be done through electronic means on a monthly basis. The committee will meet annually at the SEG Annual Meeting. The committee will review meeting requests through electronic means monthly.

III.24.E. PROCEDURES

Committee

The Chair and committee are responsible for reviewing, discussing and voting on each meeting request monthly. At times they may request additional information from the SEG Business Office liaison. Approval by a majority vote of committee members is required for all meetings seeking the support and/or operation of SEG. It is required that a quorum of committee members must vote on each meeting request before an approval or decline is given. The Chair will relay the results to the SEG Business Office liaison. Any requests not approved will fail in the committee.

The approval process is as follows:
1. The SEG Business Office will send the committee chair the meeting requests on the first business day of the month via email.
2. The committee chair will distribute the meeting requests to the committee members via email and request a response by a certain due date.
3. The committee chair will keep track of the voting on each meeting request.
4. The committee chair will compile the votes and comments for each meeting request in a spreadsheet and send to the SEG Staff liaison on the 15th of the month or the first business day after the 15th.
5. The committee chair will sign and initial each meeting request form on the second page of the form and send the signed copy to the SEG Staff liaison.

Business Office

The SEG Business Office liaison will serve as the primary person to exchange information to and from the committee chair. Prior to submitting requests to the MRPC, the SEG Business Office liaison is responsible to review all meeting requests and add additional information to the request (staffing and resource requirements) that could have an impact or risk to SEG for MRPC consideration of the request. Level IV and V meeting requests will be reviewed by an Internal Review Committee in the SEG Business Office. This internal review will determine if the meeting request fits into SEG’s strategic plan and if staff resources are available to approve the meeting request. If the internal review approves the request it will move forward. If the internal review does not approve the request it will not be presented for further review. The SEG Business Office liaison will collect all meeting requests and submit them to the Chair monthly, for a vote. The SEG Business Office liaison will keep a master list of all meeting requests and status. Once the MRPC approves a request, all Level IV and V requests must be submitted to the SEG Board of Directors for approval by the SEG Business Office liaison. Level I, II, and III approved requests are entered into the regular SEG production schedule by the SEG Staff. All requestors will be notified by the SEG business office of the decision by the MRPC or SEG Board of Directors via electronic mail.

Meeting Changes
If the SEG Business Office liaison is made aware of a date, title or topic change to an approved meeting the following will take place:

1. If the approved meeting would like to change the title of their meeting, it does not need to be re-approved by the MRPC. (Levels I-V)
2. If the approved meeting would like to change the topic of their request, a new meeting request form would need to be submitted and re-reviewed by the committee for possible conflicts. (Levels I-V)
3. If the approved meeting would like to change the date of their event and the new date occurs within three (3) months of the original requested date, a description of the event and the newly proposed date will be distributed to the MRPC membership. (Levels I-III) No MRPC re-approval required (Levels IV-) MRPC re-approval required only on recommendation by SEG staff.
4. If the approved meeting would like to change the date of their event and the new date occurs more than three (3) months away from the original date, MRPC re-approval is required.

III.25. MEMBERSHIP COMMITTEE

III.25.A. MISSION
The SEG Membership Committee provides strategic guidance to retain and grow an actively engaged membership with the requisite knowledge, skills, and values by providing an environment that brings people together, and working as one help accomplish the Society’s common goals to promote the science of applied geophysics and the education of geophysicists worldwide.

III.25.B. STRUCTURE
The Committee is comprised of a Chair appointed or reappointed annually by the President; a Committee Vice Chair; the Past Chair, who is part of the Committee “ex officio”; Committee members as appointed by the Committee Chair, the SEG Board Liaison to the Committee as appointed annually by the SEG President, and Business Office Staff Liaisons.

III.25.C. SCOPE OF ACTIVITY/OBJECTIVES
The Committee is responsible for reviewing eligibility criteria for membership, and for making recommendations to the Board with regard to changes in membership policies, categories and dues. It also helps to plan, coordinate and conduct the ongoing membership strategies of the Society to ensure SEG member products and services are in alignment with the organization’s mission and in compliance with its Bylaws.

III.25.D. MEETING FREQUENCY/TIMING
The Membership Committee convenes for its official annual meeting during the SEG Annual Meeting, however the chair of the Committee may call for a meeting as many times as necessary to enable the Committee to carry out its responsibilities; Committee meetings should be aligned with the Board meeting schedule, and with the periodical financial/membership reports cycle.
III.25.E. PROCEDURES

III.25.E.1. Committee

The Membership Committee shall:

- Review statistics and trends in membership (including statistics for new membership, membership renewal for all member categories, and student membership conversion upon graduation to professional employment).
- Establish new membership categories as needed.
- Review and recommend new member products and services.
- Identify potential new sources for membership.
- Identify mechanisms for membership retention and promotion.

III.25.E.1.a. Primary Objectives

The primary objective of the Membership Committee is to recommend to the Board strategies for growing SEG membership and retaining current members. The Committee accomplishes this in part by producing and approving an annual member recruitment plan and strategy in collaboration with the appropriate SEG Business Office staff, and periodically reviewing and adjusting the plan as needed to support attainment of annual targeted member recruitment, retention, and recognition and engagement goals.

The Membership Committee provides perspective on the needs and expectations of SEG’s membership and works in tandem with other SEG Committees and task forces to ensure SEG member products and services are in alignment with the SEG Membership Value Statement and are in compliance with SEG’s Bylaws.

III.25.E.1.b. Officers and Members

The Committee consists of two (2) officers and voting members as appointed by the Chair. The President appoints one of the officers to serve as the Committee Chair. The President also appoints a Board Liaison to the Committee.

Committee Chair:
The Committee Chair is appointed or reappointed annually by the President.

Committee Vice-Chair:
At the time of appointment, or shortly thereafter, the newly (re)appointed Committee Chair shall name a Committee Vice Chair and provide his/her name to the office of the President and the Executive Director.

Committee Members:
Members of the Committee are selected and invited by the Committee Chair based on their requisite knowledge, skills, values, and willingness to devote time and effort to meet the objectives of the Committee. Committee members should proportionally represent the Society’s constituents in terms of membership type, geographical distribution, gender, and professional skills. Ideally, the Committee should include amongst its members individuals representing countries and or SEG Districts/Regions where there are more than 100 SEG members.

Committee Past Chair:
The Chair may consult with the Past Chair, who is part of the Committee “ex officio” on major Committee decisions and long-term initiatives to ensure that the Committee’s work on these matters are consistent and cohesive.

Board Liaison to the Membership Committee:
The Board Liaison to the Committee is appointed or reappointed annually by the President.

Staff Liaison:
The Chief Financial Officer and the Constituent Engagement Manager shall support the work of the Committee by serving as Business Office Staff Liaisons. The Staff Liaison is familiar with all aspects of the Committee’s work, including the Committee’s purpose, prior work product, and current budget and activities.

**III.25.E.1.c. Eligibility**

An SEG member in good standing, which satisfies all/a majority of the following criteria may be appointed to serve in the Membership Committee as a voting member:

- A demonstrated interest and knowledge of applied geophysics, and/or a related field.
- Willingness to devote time and effort to meet the objectives of the Committee, and to contribute to the advancement of applied geophysics by:
  - Regularly attending meetings and participation at the Subcommittee and Working Group level.
  - Reviewing membership statistics, trends and current Constituent Engagement programs in support of Committee initiatives and proposals for presentation to the Board, as may be assigned by the Chair of the Committee.
  - Committing to the timely return of Committee ballots.
- Preference should be given to individuals with prior participation in Working Groups and Subcommittees of the Membership Committee.

**III.25.E.1.d. Notes**

A member who has been absent for more than two consecutive meetings may lose their Committee voting privileges or be dismissed from the Committee, subject to Administrative Subcommittee review of extenuating circumstances.

A non-SEG member may be appointed as a non-voting consultant to Subcommittees and Working Groups of the Membership Committee.

The officers and members of the Committee may invite others to attend (i.e., SEG representative, meeting hosts, et cetera), as the need arises.

The designation of a representative (a non-Membership Committee Member) may count as official attendance for the Committee member with prior approval by the Membership Committee Chair.

**III.25.E.1.e. Succession of Officers**
In case of death, resignation, removal from office, inability, or failure to qualify, the appointed Chair is unable to perform the duties of the office; the Vice Chair shall act as Chair, and shall, if recommended to the President by the Chair or Committee members, be the primary candidate for subsequent appointment as Committee Chair. The Chair shall give careful consideration to the performance, accessibility, and (where applicable), the technical competence of the Vice Chair, prior to making the recommendation to the President for his final approval.

If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a Chair nor Vice Chair to discharge the duties of the office of Membership Committee Chair, then the Past Chair shall, upon approval of the President, act as Chair.

An individual acting as Chair under subsection (a) of this section shall continue to act until the expiration of the current term.

**III.25.E.2. Instructions**

The Committee officers, with the assistance of the Staff and Board Liaisons, shall review the Committee’s policies and procedures annually to ensure the information contained in the policy statement is accurate before distribution to the new officers and Committee members during orientation at the Annual Meeting. If any section of the policy manual is revised, a copy of the approved revisions shall be submitted to the Executive Office for insertion into the official version of the Society’s Membership Committee Policy Manual.

**III.25.E.2.b. Membership Applications and Review Process**

**III.25.E.2.b.1. Review of Non-Active Membership Applications**
The Constituent Engagement Department shall submit a roster of SEG membership applications to the Committee Chair for review once a month. The Chair shall forward the roster to the Board Liaison to the Membership Committee for final approval.

**III.25.E.2.b.2. Review of Active Membership Applications**
A roster of SEG Active membership applications shall be submitted to the Membership Committee Chair for review once a month. The Chair shall forward the roster to the Board Liaison to the Membership Committee who shall present the roster to the Board for final approval at their next scheduled meeting.

**III.25.E.2.c. Inter-Committee Relations**
The Committee should work with other SEG Committees to encourage students seeking degrees in the earth sciences to consider becoming a Student Member in the Society.

**III.25.E.2.c.1. Membership/CUSP/GAC Task Force on Student Membership**
The objective of the task force is to establish common goals, and to define the responsibilities of each Committee in relation to SEG members, specifically students.
Definitions of each Committee responsibilities are as follows:

- The Membership Committee shall lead in recruiting and maintaining all members, including student members.
- CUSP shall lead in establishing student chapters and overseeing current student chapters and their activities, and shall provide assistance to the Membership Committee in relation to student activities and programs if requested.
- GAC shall provide a supporting role and offer its network of regional and country representatives in support of the Society’s global student activities and programs.
- The CUSP shall present all proposals related to student members to the Board, with the Membership Committee and GAC providing support and assistance.

The task force shall consist of a representative from each Committee as appointed annually by their respective Chairs and supported by the Staff Liaisons to their Committees.

**III.25.E.3. Ad-Hoc and Standing Subcommittees**

**III.25.E.3.a. Authority and Purpose**

The Committee Chair may establish Subcommittees to review specific issues, initiatives, and/or developments that may impact the Society’s membership and report to the full Committee. Such a panel or Subcommittee shall be composed of at least twenty five percent (25%) of the Committee members and shall make decisions by a majority vote. A quorum shall be defined as a majority of the Subcommittee. Without a quorum, a Subcommittee hearing, meeting or vote may not take place.

The Chair of the Subcommittee can choose whether or not to vote. However, in cases of a tied vote the Chair must vote to break the tie.

The Committee authorizes the use and creation of Subcommittees to gather facts and to make recommendations to the full Committee on specific matters that are submitted to the Committee.

**III.25.E.3.b. Subcommittee Procedures**

The officers of the Committee shall define the Subcommittees’ standard operating procedure at the time of its formation.

**III.25.E.3.c. Active Standing Membership Subcommittees**

- Unemployment Dues Waivers Subcommittee
  - The Unemployment Dues Subcommittee of the Membership Committee is composed of:
    - The Committee Chair.
    - The Committee Vice-Chair.
    - The Committee Past-Chair.
Up to two (2) additional Committee members as may be appointed by Chair.

- Administrative Subcommittee
  - The Administrative Subcommittee of the Membership Committee is composed of:
    o Officers of the Membership Committee.
    o Chairs of the various subcommittees (if necessary).
    o Immediate Past Chair of the Membership Committee.
    o Business Office Staff Liaison/s.

III.25.E.4. Meetings and Communication
The Membership Committee, assisted by the SEG Staff Liaison/s, should pursue any available communication technology (i.e., Skype, teleconferences, email, et cetera) to allow all Committee members to participate remotely in Committee meetings and or activities at zero or minimal costs.

III.25.E.5. Unemployment Dues Waivers

III.25.E.5.a. Authority and Purpose
The SEG Membership Committee may waive payment of the annual Society membership dues of an Associate or Active member upon written presentation of satisfactory evidence of unemployment.

III.25.E.5.b. Program Eligibility and Application Process
In effort to assist SEG members in continuing their membership during periods of unemployment, Associate and Active members who have been members of SEG for at least three (3) years are eligible to apply for dues waivers if they fall under one of the categories listed below.

Those who wish to apply for a dues waiver due to unemployment must submit a written request stating their unemployment status, and confirming that the member:

- Has been involuntary unemployed for a period of at least three consecutive months immediately prior to the issuance of the annual member dues notice, further that they
  - Are currently unemployed
  - Are available and actively searching for work
  OR
- Are presently unemployed or are on maternity/parental leave from their employer, in order to provide care for a family member for an uninterrupted period of no less than one year and no more than five years. For purposes of this waiver, family includes spouse, children, siblings, parents, or parents-in-law.

III.25.E.5.c. Program Application Review and Approval Process
The written request along with the member’s SEG membership history shall be forwarded the Unemployment Dues Waivers Subcommittee once a month for discussion and approval. Associate members granted the waiver shall have their
dues waived for one (1) year, as a one-time benefit. Active members may have their dues waived for up to two (2) years and are eligible to request an additional dues waiver if they become unemployed again.

All dues waiver applications are treated confidentially by the Unemployment Dues Waivers Subcommittee, which would include the Committee Chair, Vice Chair and Past Chair and up to two (2) additional Committee members as may be appointed by the Chair.

III.25.E.5.d. Notes

- In the year following one’s participation in the program, members shall receive an invoice for the full dues amount. The Dues Waiver Program operates on an annual basis, and may be terminated at the close of any calendar year.

- SEG members experiencing a period of involuntary unemployment are encouraged to submit an electronic copy of their résumé, including a cover letter, to SEG Career Services for a free posting on the online SEG career site.

- Dues Waiver Program participants are entitled to receive online only SEG benefits of membership as provided under the SEG Bylaws.


Those who have allowed their SEG membership to lapse may pay back-year dues with no limit in order to bridge their years of membership. Dues paid will be at the applicable rate at the time the membership was allowed to lapse.

III.25.E.7. Multi-Year Payment of Dues

SEG Members may pay for multiple years of dues (into the future). This is limited however to a maximum of five (5) years. During this period, the member will not be liable for any subsequent dues increase. If the member, subsequent to the multi-year dues payment, moves to a different dues tier (higher or lower), dues paid will be re-allocated to future years based upon the new dues rate and the paid-through date will be adjusted accordingly.

III.25.E.8. Business Office/Staff Liaisons

The Chief Financial Officer and the Constituent Engagement Manager assist the Committee as business office Staff Liaisons, by providing administrative support, and ensure the channels of communication are kept open amongst all Committee members.

Staff Liaisons work with the chair to ensure that Committee work is consistent with the Society’s membership goals and objectives. The liaison understands and advises the Committee about Society’s strategic direction; relevant policies, procedures, rules, and Society activities; and Committee budget planning process and relevant deadlines.

In addition, the Staff Liaisons shall:
- Coordinate meeting time and agenda with Chair.
• Send out meeting notification to all Committee members.
• Take minutes at meetings and distributes to Committee members.
• Assist Chair as needed with communication with members, and follow up of action items.
• Facilitate ensuring that the Committee’s administrative needs are met.

III.25.E.9. Board Liaison
Each Committee is assigned a Board member liaison to serve as SEG Board “ombudsman”.

The Board Member Liaison (along with the SEG Staff Liaisons) shall:
• Answer questions/advise the members of the Committee on procedures, such as when reports or proposals are due.
• Relay messages/instructions from the Board.
• Help members clarify the Committee charge and the year’s activities as they relate to the SEG Strategic Directions.
• Educate the Committee about resources available to help the Committee do its work.
• Facilitate the Committee’s work with that of other Committees.
• Explain how the Committee’s work fits into Board’s overall activities and how the Committee’s work supports SEG’s Strategic Directions.
• Assist in:
  o Prioritizing the issues presented to the Board;
  o Writing the Board agenda item and motion;
  o Presenting the Membership Committee agenda item at the Board meeting;
  o Report back to the Committee the results of agenda items presented to the Board.
• Review and comment on Committee reports or other projects, and may also help the Committee in the preparation of the report.

Disclaimer
The SEG Membership Committee annually reviews and may revise the written policies contained in their Policy Manual. At present, there may be instances where Committee practice differs in some respects from existing written policy. In those instances, the Committee practice shall ordinarily prevail. Should there be any conflict between existing written policy and the Society’s Bylaws, and the policies of the Board or the SEG Council, the most recently approved relevant policy shall prevail.

The official version of the Society’s Membership Committee Policy Manual is maintained at the Executive Office of the Society of Exploration Geophysicists. In the event of a conflict between an electronic text and the official version, the official version shall prevail.

III.26. MINING COMMITTEE

III.26.A. MISSION
The committee advises the Board on all matters involving mining exploration and organizes events that advance the application of geophysics to mining.
III.26.B. STRUCTURE
The committee is comprised of a Chair appointed or reappointed annually by the President. The Chair selects members based on their willingness to devote time and effort to meet the objectives of the committee. At the time of his or her appointment (or shortly thereafter), the Chair names a Committee Vice Chair and provides his name to the President and Executive Director. The Vice Chair acts as Chair in the absence or incapacity of the Chair and shall, if recommended by the Chair, be the primary candidate for subsequent appointment as Chair. The Chair gives careful consideration to the performance, accessibility, and (where applicable) technical competence of the Vice Chair prior to making a recommendation to the President regarding his or her successor. Board and staff liaisons are appointed annually.

III.26.C. SCOPE OF ACTIVITY/OBJECTIVES
In addition to its advisory role, the committee organizes mining luncheons and technical sessions at the Annual Meeting and recommends material on mining exploration for publication by the Society.

III.26.D. MEETING FREQUENCY/TIMING
The Committee meets annually. If it is desirable to schedule a meeting during the Society's Annual Meeting, the chair requests the SEG Business Office to schedule a meeting time and place. In addition to inviting current committee members to this meeting, the chair invites the incoming chair if a new chair has been appointed. The incoming chair should be encouraged to invite incoming committee members to attend. While the Business Office does not ordinarily assist in scheduling any additional meetings called by the chair, the Executive Director should be informed of meetings scheduled throughout the year.

III.26.E. PROCEDURES

III.26.E.1. Committee
a. Advise the Board on all matters involving mining exploration.
b. Recommend to the Board material on mining exploration the Society should consider for publication in GEOPHYSICS and/or for special publication.
c. Be prepared to accept special assignments involving mining exploration at the request of the Board.
d. Furnish the name of an individual, on request, to act as a Technical Program Subcommittee Chair to organize mining and geothermal exploration sessions at the Annual Meetings and to assist in the assembly of papers for those sessions.
e. Optional Activity: Organize a mining and geothermal exploration luncheon at the Annual Meeting.
f. Establish communications with other bodies, including federal agencies, interested in mining and geothermal exploration. It is particularly prudent to detect proposed legislation that might affect SEG members' ability to practice their profession in geophysical exploration.
g. The Committee Chair may be asked from time to time to furnish to the Technical Program Chair of the Annual Meeting the name of an individual to be responsible
for assembling mining and geothermal exploration sessions at the Annual Meeting. This individual will become the Chair of a subcommittee and will solicit, in close coordination with the Technical Program Chair, papers for these sessions. All decisions regarding the acceptance or rejection of any paper must be made in conjunction with the Technical Program Chair, who is generally responsible for all aspects of the Technical Program. The SEG Mining Committee may convene a technical luncheon during SEG's Annual Meeting. This is an optional activity of the committee. The Mining Committee may elect to forego organization of the luncheon any year it so desires. Should the committee decide in favor of convening a technical luncheon during the Annual Meeting, the Chair of the committee should poll committee members to elicit luncheon speaker suggestions. Once a speaker has been selected, the Chair should contact the SEG Convention Manager for policies affecting invited speakers. The deadline for the Mining Committee's decision on the luncheon speaker is approximately 1 May.

h. A second reason for contacting the SEG Convention Manager following a decision on a luncheon speaker is to acquire the deadline for submission of publicity and publication material (title and abstract of address and speaker's photo and biographical information). Generally, this deadline is 15 June. However, this date will change from year to year due to variation in Annual Meeting dates.

i. The Chair of the Mining Committee holds the prerogative of assuming the duties of Chair of the Mining Luncheon himself or assigning the responsibilities to someone else.

j. A summary of the luncheon responsibilities of the Mining Committee Chair (or the Luncheon Chair) related to luncheon organization follows:

- Coordination of speaker selection by May 1;
- Discussion of current relevant policies with SEG Convention Manager prior to extending invitation;
- Extending invitation to speaker;
- Acquisition of speaker's housing, registration, and audiovisual requirements and notification of SEG Convention Manager of those requirements;
- Acquisition and submission of address title and abstract, along with the speaker's photo and biography, to SEG Convention Manager by June 1;
- Organization of luncheon head table, issuing invitations to head table attendees, and notifying SEG Convention Manager of list of head table attendees for preparation of place cards;
- Introduction of head table guests and speaker at the luncheon.
- The committee will follow the SEG Annual Meeting Policies related to invited speakers (quoted here): SEG official Annual Meeting policy prohibits payment of an invited speaker's expenses except on prior approval by the Board. Consequently, invitations extended to a luncheon speaker should evade the issue of expenses or state the Society's policy. Should travel, living expenses, or honorarium be necessary in order to obtain the desired speaker, a request for approval should be submitted to the SEG Vice-President to whom the Chair of the Mining and Geothermal Committee reports. The Vice-President will refer the matter to the Board for consideration. The only expense which does not require Board approval is
the extension of complimentary registration for the Annual Meeting, which may be extended to a speaker who is not a member of SEG. If he or she is an SEG member, it is presumed he or she will be attending the convention anyway and will not require special registration consideration.


Luncheon responsibilities include:

- Scheduling the luncheon, and luncheon location;
- Publicity and publications for luncheon;
- Arrangements for requested audiovisual needs;
- Menu selection and arrangements with hotel or caterer relative to the food and beverage requirements;
- Sale of Technical Luncheon tickets and establishment of "guarantee" with caterer;
- Room set-up and other physical arrangements;
- Transportation of delegates (if required).

The Business Office also supports technical sessions and publications related to mining geophysics.

III.26.E.3. Staff & Board Liaisons

The liaisons join in communicating Board requests to the committee and communicating committee proposals and recommendations to the Board.

III.27. BOOKS EDITORIAL BOARD

III.27.A. MISSION

The Books Editorial Board solicits and considers applied-geophysics proposals and manuscripts from authors and editors, weighing both technical merits and marketability when judging whether to encourage their development and to nurture them into SEG books and other special publications.

III.27.B. STRUCTURE

The Books Editorial Board consists of a Chair and up to nine other members. The Chair is appointed by the President and serves a term of approximately two years, beginning and ending at Annual Meetings. A typical path of ascension is for the GEOPHYSICS Editor to become Books Editorial Board Chair as soon as his or her term as Editor has expired. The Chair appoints other members of the board, usually in consultation with members of his or her board. Books Editorial Board members serve four-year terms and are eligible to be reappointed by the Chair in the final year of their first terms for a second four-year term. No board member may serve more than two consecutive terms. Only associate, active, emeritus, life, or honorary SEG members in good standing may serve on the Books Editorial Board. In selecting committee members to fill vacancies, the Chair seeks to maintain a board of geoscientists energetic in pursuit of new geophysics content, talented and experienced in developing that content, and diverse in geophysics expertise. The Chair may appoint board members for terms shorter than four years to achieve a staggered expiration of terms. Board members may work on publication development in any of SEG's book series. The Vice President, Publications
serves as SEG Board of Directors liaison to the Books Editorial Board, and the Publications Director or a publications staff member designated by the director serves as staff liaison.

III.27.C. SCOPE OF ACTIVITY/OBJECTIVES
In addition to its role in fielding, soliciting, developing, reviewing, and judging materials for SEG’s special publications program, the Books Editorial Board serves as an advisory board to the SEG Board of Directors with respect to policies and procedures related to SEG.

III.27.D. MEETING FREQUENCY/TIMING
To ensure timely handling of the Society’s publications needs, the Books Editorial Board shall convene at least two times annually, with one of these meetings occurring at the SEG Annual Meeting. The other meetings may be virtual meetings, such as conference calls supported by a shared Web interface. Meetings focus on strategic issues and on coordinating new book solicitation and acquisition efforts among board members. Much of the board’s business throughout the year is conducted through an online peer-review system.

III.27.E. PROCEDURES

III.27.E.1. Editorial Board Members
Books Editorial Board members solicit applied-geophysics proposals and manuscripts. Board members are named by the Chair to serve as Managing Editors for specific titles submitted for consideration. Managing Editors may be appointed by the Chair to guide proposals through a review and approval process or the Chair may take on this responsibility. Managing Editors also recruit Volume Editors—subject-matter experts—to conduct peer review once proposals are accepted. Volume Editors work with authors to make the manuscripts technically sound. When a Volume Editor certifies a title is as ready for publication, the Managing Editor makes a recommendation on SEG publication to the Chair. If in favor, the Chair recommends publication to the Vice President, Publications, who in turn presents the recommendation to the rest of the SEG Board of Directors. Publications Department staff members prepare a financial projection for the work, and the SEG Board of Directors considers this along with the Books Editorial Board recommendation when making the final decision on whether SEG will publish the work in question. The Society strives to publish all significant contributions to the literature of applied geophysics irrespective of financial projections for proposed titles. Managing Editors and Volume Editors are acknowledged prominently in publications they help to develop.

III.27.E.2. Business Office
The Business Office administers the online peer review system used by the committee, authors, editors, and reviewers; licenses and secures publication rights; and handles production of manuscripts into print and electronic publications.
III.27.E.3. Staff & Board Liaisons

The liaisons join in communicating SEG Board of Directors requests to the Books Editorial Board and communicating Editorial Board proposals and recommendations to the SEG Board.

III.28 PUBLICATIONS COMMITTEE

III.28.A. CHARTER OR MISSION

The SEG Publications Committee addresses a range of policy issues that fall outside the sole focus of any other SEG publications-related board or committee or involve more than one such committee. It focuses on strategic and marketplace issues such as publications access, member benefits, pricing, ethics, peer review, author requirements, infrastructure, best practices, portfolio finances, portfolio changes (e.g., new journals), intellectual property rights, intrasociety and intersociety publishing initiatives, and questions of commercialism and conflicts of interest in publications. The committee establishes policy, takes action on matters delegated to it and other publications matters that don’t require SEG Board of Directors approval, and recommends policy and action to the SEG Board as necessary.

III.28.B. STRUCTURE

The Publications Committee consists of 10 members; (1) The chair; (2) The Vice President, Publications; (3) Editor of GEOPHYSICS; (4) chair of the TLE Editorial Board; (5) Editor of Interpretation; (6) chair of the Books Editorial Board; (7) chair of the Translations Committee; (8) chair of the Wiki Committee; (9) chair of the Annual Meeting Technical Program Committee (or one of the two co-chairs if there is not a single chair); and (10) chair of the Reviews Committee; and (11) one at-large member. The Vice President, Publications serves as chair-elect of the Publications Committee and as SEG Board liaison throughout her or his two-year term and serves a two-year term as chair of the committee after her or his service as Vice President, Publications is completed. Should the Vice President, Publications be unable to serve as chair for the two years following her or his SEG Board of Directors service, the President shall appoint the Publications Committee chair. The Associate Executive Director, Knowledge Management serves as staff liaison to the committee, and the Director, Journals and Books, serves as alternate staff liaison.

(Transition provisions: The first Vice President, Publications was elected in 2017. Until the first Vice President, Publications graduates to Publications Committee chair in 2019, the President shall appoint the chair.

III.28.C. SCOPE OF ACTIVITY/OBJECTIVES

The committee focuses on strategic and marketplace issues such as publications access, member benefits, pricing, ethics, peer review, author requirements, infrastructure, best practices, portfolio finances, portfolio changes (e.g., new journals), intellectual property rights, intrasociety and intersociety publishing initiatives, and questions of commercialism and conflicts of interest in publications. The committee establishes policy, takes action on matters delegated to it and other publications matters that don’t require SEG Board of Directors approval, and recommends policy and action to the SEG Board as necessary. Both incoming and outgoing members may vote on
committee business conducted in committee meetings held during the Annual Meeting or up to 30 days prior to the Annual Meeting.

**III.28.D. MEETING FREQUENCY/TIMING**

The committee shall hold at least one meeting per year – it could be a conference call or some other virtual meeting – and shall meet more often if necessary.

**III.28.E. PROCEDURES**

**III.28.E.1. Committee**

The committee considers matters before it either face-to-face or via electronic communication. The opinions of nonmembers may be solicited. The committee may form subcommittees that may include nonmembers of the committee but that must be chaired by a committee member. After all members vote or otherwise weigh in on a question, the chair summarizes the result of the discussion and, as necessary, works with the staff liaison to prepare recommendations to the Board.

**III.28.E.2. Business Office**

The Business Office implements policy changes and other action recommended by the Publications Committee and, as necessary, approved by the SEG Board of Directors.

**III.28.E.3. Staff & Board Liaisons**

The liaisons join in communicating SEG Board of Directors requests to the committee and in communicating committee proposals and recommendations to the SEG Board.

**III.29. SEG RESEARCH COMMITTEE**

**III.29.A. CHARTER OR MISSION**

The purpose of the committee is to improve communication among earth scientists interested in applied research, promote the advancement of science and technology in the applied geoscience community, and disseminate information on advances in exploration and exploitation geophysics.

**III.29.B. STRUCTURE**

The committee is led by a Chair appointed or reappointed annually by the President. The Chair, in order to accomplish the objectives of the committee, may select committee members who are experts in their professional fields. The terms are approximately one year, beginning and ending at the close of SEG’s Annual Meeting. To provide continuity on committee projects, the Chair and committee members may be reappointed for additional one-year terms. The SEG President and President-Elect (or their designates) are ex-officio members.

At the time of his/her appointment (or shortly thereafter), the newly appointed Committee Chair may name a Committee Vice Chair.
The Vice Chair, if appointed, shall act as Chair in the absence or incapacity of the Chair and shall, if recommended by the Chair, be the primary candidate for subsequent appointment as Committee Chair.

Subcommittees may be formed from time to time to help facilitate accomplishing important tasks. Each such Subcommittee shall have a Chair who is a member of the SEG Research Committee, and shall endure as long as it is deemed useful by the Committee. However, such Subcommittees may have members who are not necessarily members of the SEG Research Committee or of the SEG.

The Chair of the Research Committee should select an Organizing Chair for the Summer Meeting one and a half (1-1/2) years before the meeting. The Organizing Chair should pick the Organizing Committee at least one year before the meeting. The Organizing Chair may name as many members to serve on the committee as he/she feels are necessary to accomplish the objectives of the committee. It may be helpful to put people in charge of the different areas of organization such as technical program and site selection.

After the Committee Chair appoints the Organizing Chair, the SEG Business Office will provide the Organizing Chair with a copy of the Procedures Manual pertaining to the meeting he/she will chair. It is important for the Organizing Committee Chair to review the Procedures Manual.

III.29.C. SCOPE OF ACTIVITY/OBJECTIVES

III.29.C.1. Research Committee Workshops

Proposals for Committee workshops should be submitted to the Board for approval through the Committee's liaison officer. The following guidelines have been established for all workshops:

- Workshops are to be flexible in subject matter and allow for extensive interchange between speakers and audience.
- Workshops are to be self-supporting.
- SEG retains first right-of-refusal for publication of all workshop proceedings and any other publication based on the workshop program.
- Workshops held in conjunction with the SEG Annual Meeting are subject to approval of the General Chair and will be scheduled at a time not in conflict with regular technical sessions. Notification of time and place will be included in the Official Program Booklet and subject matter described in the Expanded Abstracts Booklet.

III.29.C.1.a. SEG Summer Research Workshop

III.29.C.1.a.1. Guidelines for Participants

The SEG Summer Research Workshop shall encompass the total range of technical subjects covered by the SEG Research Committee. The objective of the SEG Summer Research Workshop can be paraphrased from that of the Gordon Research Conference after which it is patterned: each workshop shall attempt to stimulate thought and accelerate the research of technology in a selected portion of the technical spectrum covered by the Society's Research Committee.
This objective is consistent with the overall goal of the Society’s programs to maximize the dissemination of technical information through meetings and publications dealing with the recovery of energy and mineral resources, and to promote synergism among the geoscience disciplines of geophysics, geology, petrophysics and the discipline of petroleum engineering.

The workshop shall seek not only to educate through the dissemination of technical information, but also to stimulate discussion and innovation, both during and subsequent to the forums.

One of the objectives of this type of meeting is to promote maximum discussion on a minimum of prepared presentation; maximum information on new advances and a minimum review of established technology. Reporting of new, unpublished and incomplete results is encouraged. Another objective is to provide a workshop for communication among knowledgeable persons from industrial, governmental, and academic institutions; members of different disciplines working in related areas; and groups having diverse experience and geographical backgrounds.

III.29.C.1.a.2. Criteria for Achieving Objectives
The guiding principle to be employed in formulating criteria for achieving the objectives of the SEG Summer Research Workshop is that any reasonable method that will promote completely free and effective discussion among the participants should be considered.

III.29.C.1.a.3. Topic Selection
The range of topics for the SEG Summer Research Workshop shall encompass the technological coverage of the SEG Research Committee. The topic for any given SEG Summer Research Workshop should be of sufficiently wide interest to include contributions from industry, government, and academia, and be both interdisciplinary and international in scope. A forum topic should be broad (or narrow) enough that a comprehensive, in-depth discussion of the subject matter is accomplished during the time period allotted for the forum.

Participants at each forum shall also be asked to recommend future topics by completing an evaluation questionnaire, including such a question. Topics can also be proposed by any person at any time to the SEG or to the Chair, Research Committee. These topics shall also be collected and collated by SEG Business Office and provided to the committee at the SEG Annual Meeting.

III.29.C.1.a.4. Documentation
Applicants for an SEG Summer Research Workshop should recognize that the public interest is best served by some limitation on documentation, if such limitation results in an increased implementation of the technology developed and interchanged in the workshop. Extensive note taking is discouraged. Publication of information disclosed at an SEG Summer Research Workshop is prohibited without written approval from the originator. (The originator is free and is encouraged to publish his/her own contribution.)
III.29.C.1.a.5. Meeting Format

The SEG Summer Research Workshop should normally be held from Monday morning until Friday noon with sessions scheduled in the morning and evening. Breaks should be provided midway through the morning, afternoon and evening sessions. Afternoons should be available for rest, and individual (or small group) discussions. Neither organized recreation nor family activities should be permitted to detract from discussion opportunities.

The Workshop Chair should open the meeting on the first morning by introducing representatives from the SEG. The Chair should then set the stage for the Technical Program. Steering Committee members shall ordinarily serve as session chairs.

Scheduled speakers (no more than two or three per morning, afternoon or evening sessions) may summarize and/or present new information on a particular subject. Their prime function should be that of a discussion leader – not a lecturer. Scheduled talks should be informal, with minimum use of visual aids. The scheduled talks should take up no more than one hour of the session (leaving more than two hours per session for discussion.) Discussion should take place throughout the scheduled talks, rather than afterward, to stimulate more effective communication. Participants should be advised in advance that open discussion is encouraged at any time.

Participants should also be encouraged to contact the Chair for possible short, unscheduled contributions. The Chair may elect to allow several unscheduled presentations to be made during one of the afternoons. The sessions should be controlled to prevent the introduction of “sales pitches” or the domination of a session by any one person, clique or faction.

The Steering Committee should consider innovative methods for encouraging discussion from the participants (who have been selected for their expertise on the subject providing a balance from academia, government, industry, different disciplines, etc.). Consideration should be given to such methods as forming small groups that will discuss some facet of the forum topic in a workshop context and then report back to the forum. Controversial proposals might be introduced purposefully to stimulate forceful, in-depth communication among the participants.

Each workshop participant shall be requested to complete an evaluation questionnaire. The questionnaire is to be completed and handed to the chair of the forum before leaving the meeting site.

III.29.C.1.b. Technical Program

III.29.C.1.b.1. Invited Speaker’s Expense

The payment of expenses for an invited speaker at Summer Meetings is the sole responsibility of the speaker.

III.29.C.1.b.2. Technical Program Schedule
Technical sessions should be scheduled Monday morning through the last day of the meeting. The sessions can run concurrently or hold one general session.

**III.29.C.1.b.3. Starting Times for Papers in Concurrent Sessions**

Technical papers in concurrent sessions shall commence at the same time (thus requiring papers to be approximately the same length) and session chairs shall be instructed that starting times for all papers must be strictly enforced.

**III.29.C.1.b.4. Program Responsibilities**

The Organizing Chair shall be responsible for the oversight of all sessions during the meeting. It is the responsibility of the Organizing Chair or the Technical Chair to select two session chairs for each session.

**III.29.C.1.b.5. Content**

The sessions are to be flexible as to subject matter and should encourage extensive interchange between the speakers and the attendees. One of the most valuable attractions of the Summer Meetings is the exchange of current information.

**III.29.C.1.b.6. Facilities**

The SEG Business Office will arrange the Summer Meetings. First-class facilities will be provided to comfortably accommodate the anticipated attendance with suitable room layout and up-to-date projection and sound system equipment. The Organizing Chair is responsible for providing a list of all necessary equipment to the SEG Business Office Meetings Coordinator no less than thirty (30) days prior to the meeting.

**III.29.C.1.b.7. Duties and Responsibilities**

Approval by the Organizing Chair is required for all matters of policy and major substance related to the Summer Meetings.

SEG Meetings Coordinator is responsible in all areas of negotiations and contractual and other arrangements with hotels, conference centers and service organizations (e.g., caterers, printers, audiovisual contractors, entertainment, transportation, etc.) The SEG Meetings Coordinator is also responsible for communicating all instructions and orders to hotels, conference centers and service organizations.

**III.29.D. MEETING FREQUENCY/TIMING**

The Committee may meet at any time upon call by the Committee Chair. One meeting should be held in good time to discharge its tasks for the next Annual Meeting. If it is desirable to schedule a meeting during the Society’s Annual Meeting, the Chair should request the SEG Business Office to schedule a meeting time and place. The Committee may hold a dinner at the Society’s Annual Meeting with the arrangements, registration, and fee collections handled by the SEG Business Office. This dinner would normally occur on Thursday after the start of the Workshops.

If it is desirable to schedule a meeting during the Annual Meeting of the European Association of Geoscientists and Engineers (EAGE), the Chair should request the
EAGE Business Office to schedule a meeting time and place. At his discretion, the Chair may invite non-member guests to any meeting. While the Business Office does not ordinarily assist in scheduling any additional meetings called by the Chair, the Executive Director should be informed of meetings scheduled throughout the year.

Any significant activities of the committee should be reported in summary form to the Board liaison officer and to the Business Office.

III. 29. E. PROCEDURES

III. 29. E.1. Committee

III. 29. E.1.a. General Responsibilities
The committee should advise the Board on all matters involving research in exploration geophysics including:

- Recommend to the Board material on geophysical exploration research that the Society should consider for publication in Geophysics and/or for special publications.
- Be prepared to accept special assignments involving geophysical exploration research at the request of the Board.
- If requested by the Chair of the Technical Committee of the Annual Meeting, select the number and topics of Research Workshops, and Special Sessions to be held at or in conjunction with, the Annual Meeting.
- Select the Organizing Subcommittees, which will organize the content for each such Workshop or Special Session.
- Appoint a single-point-of-contact with the Technical-Committee, who will liaise with the Organizing Subcommittees and (together with the Technical Committee and the SEG staff) organize the logistics for all such.
- Select a topic and Organizing Subcommittee for a Summer Research Workshop, to be held each year away from the Annual Meeting.
- Cooperate with the Research Committees of sister societies.
- Conduct other activities consistent with its purpose.

III. 29. E.1.b. Policy on Agreements
SEG Committees do not have the authority to enter into agreements or contracts that would obligate the Society in any manner, legally, financially or morally. If any committee activity leads to a situation where agreements or contracts, either oral or written are necessary, or where funds or requests for support are to be handled, the matter should be referred to the Meetings Coordinator for consideration by the Board. An important consideration in adopting the above-stated policy is to relieve the committee member from any threat of personal liability due to actions incurred on behalf of the Society. Whenever possible, all expenditures and service agreements for $5,000.00 (five thousand dollars) or more require competitive bidding. If time allows, it is encouraged to obtain bids on all items of $500 (five hundred dollars) or more.

III. 29. E.1.c. Finance
Summer Meeting Budget Process Review Procedures
At the direction of the Organizing Chair, income and expense line item numbers
are prepared by the Meetings Coordinator and approved by the Organizing Chair. The previous year’s Summer Meeting income and expense figures, along with current estimates of the health of the industry and strength of the current meeting location from the Organizing Committee and the Meetings Coordinator will be used to get starting numbers. The total revenues, total expenses and total operating net are forwarded to the Finance and Audit Committee approximately one month prior to the winter Board Meeting for incorporation into the overall SEG Budget. Items to be considered include registration fee structure and total revenues, expenses and net income by category and line item.

III.29.E.1.d. Fund Solicitation
The Board must approve any sponsorship fundraising for the Summer Meetings before the companies are approached. This is to prevent our Annual Meeting sponsors from being asked for money repeatedly to fund our meetings. If sponsorship money will be put toward the budgeted figures, the sponsorship request will need to be presented at the first Board Meeting of the calendar year before the meeting.

III.29.E.2. Business Office

III.29.E.2.a. Policy on Agreements
Signature authority for all contracts and agreements is the responsibility of the Executive Director (unless specifically delegated in writing by the SEG Executive Director.)

III.29.E.2.b. Finance
The Board will review and approve the Summer Meeting budget at its winter meeting. Once the Board approves the budget, it shall be the responsibility of the Meetings Coordinator to monitor all expenditures. The SEG Business Office will make certain the expenditures conform to budget guidelines. Variable expenses: e.g., food and beverage may exceed the amount budgeted commensurate with an increase in the number of registrants. Other budgeted expenses directly involved with income-producing activities may be exceeded provided the additional expenditures are at least offset by additional income. The SEG Business Office shall be responsible for payment of all invoices. To facilitate the budget planning process and the timely calculation of actual costs of producing the Society’s Summer Meetings, the following policy is in effect: All vendors supplying goods and/or services to SEG for the Summer Meetings must submit their final invoice within thirty (30) days of the close of the Summer Meetings.

III.29.E.2.c. Publications – Summer Meeting Printing
All meeting printing shall be accomplished with the SEG Business Office Staff responsible for the supervision of the meeting publication operation, including the decisions on suppliers to use. The meeting chair shall be responsible for ensuring adherence by the Organizing Committee to the printing deadlines supplied by the SEG Business Office Staff. The Organizing Chair shall be responsible for collecting all copy and other printing material from the committee and the transmittal of the material to the SEG Business Office Staff for production of the printed items.
Design of Printed Pieces: SEG Business Office Staff shall have the responsibility for the design of the printed items for the meetings and for any other factor seriously affecting the cost of producing those items.

**III.29.E.2.d. Registration**

Responsibility for Registration Operation: The SEG Business Office Staff will be responsible for all aspects of meeting registration, including preparation of forms and procedures.

**III.29.E.2.d.1. Registration – Finance Function**

The SEG Business Office Staff shall be responsible for the entire registration finance function, i.e., collection and tabulation of receipts, record keeping and deposits related to monies collected.

**III.29.E.2.d.2. Complimentary Registration**

Any person attending a Summer Meeting must register and pay for registration. No complimentary registrations will be given to committee members or delegates to attend the summer meetings.

**III.29.E.2.e. Hotel Arrangements**

Contact the SEG’s Business Office Staff regarding the reservation of blocks of hotel rooms. Arrangements will be made with the hotel providing a special rate at the host hotel.

**III.29.E.2.f. Official Announcement**

The Call for Papers will list the name of the hotel the SEG Business Office has contracted with for sleeping rooms. The official housing request form accompanies the acceptance letter and registration form. The SEG Business Office will prepare the information for the Call for Papers and copy for the request form, with recommendations from the hotel.

**III.29.E.2. Staff & Board Liaisons**

- The Staff Liaison has a working partnership with the Research Committee representing the Research Committee within the various functions of the SEG business office and the reverse. The Staff Liaison assists the Research with establishing and achieving annual goals, facilitating meetings, and preparing proposals for presentation to the Board.
- No later than four (4) weeks prior to any Board meeting, the Staff Liaison is responsible for advising the Chair of the upcoming Board meeting schedule, soliciting agenda items, and providing a standardized proposal template to use for all proposals being submitted to the Board for consideration (Board liaison will be copied).
- No later than three (3) weeks prior to any Board meeting, the Staff Liaison will ensure with the Chair and Board Liaisons that all agenda items are prepared according to Board expectations.
- Following any Board meeting, and as soon as the meeting minutes are formalized, the Board and Staff Liaisons will apprise the Chair of all Board deliberations that impact the Research.
III.30. REVIEWS COMMITTEE

III.30.A. MISSION
Submit reviews of current geophysical and geological literature (primarily recently published books) for publication in TLE.

III.30.B. STRUCTURE
The chair, appointed by the Vice President, Publications, selects the committee members (usually 5-10). Members need excellent analytic and writing skills, and may be of any membership grade.

III.30.C. SCOPE OF ACTIVITY/OBJECTIVES
Committee members receive a list of books available for review and indicate items they would like to review. The books are then mailed to them from the SEG business office. Finished reviews are sent to the chair for approval, and are then forwarded to the TLE staff for editing and publication. Committee members may recommend titles they would like to review and the business office staff will contact the publisher to obtain a copy. The chair may ask an expert in a particular field, who need not be an SEG member, to review a publication in a field in which they have recognized qualifications.

III.30.D. MEETING FREQUENCY/TIMING
The committee may meet at any time but does not in most years. All business is generally conducted by e-mail.

III.30.E. PROCEDURES

III.30.E.1. Committee
Chair circulates titles available for review. Members advise of books of interest and submit reviews to the chair for approval. They are then forwarded to TLE for editing and publication.

III.30.E.2. Business Office/Staff Liaison
The Publication Department is responsible for advising the chair of books that have been received and are available for review, for sending books to the assigned reviewer, for forwarding a copy of a review to the publisher, and for contacting publishing houses to obtain books requested by the chair. The TLE staff is responsible for editing reviews and scheduling them for publication.

III.30.E.3. Board/Board Liaison
Bring any suggestions from the committee to the attention of the Board when appropriate.

III.31. SCHOLARSHIP GRANT PROGRAM COMMITTEE

III.31.A. MISSION
The committee shall review applications, rate, and rank all qualified scholarship applications based on available funds and donor restrictions. The committee will select
the scholarship recipients and document the process and selection as support to the payments. The Committee will recommend changes to the policies and procedures as necessary.

III.31.B. STRUCTURE

Diversity of the technical committee will reflect the diversity of the SEG professional membership, with regard to gender, geography, organizational representation (academia vs. industry) and geoscience discipline. This latter classification should be sufficient to provide the committee with the ability to effectively review scholarship applications with respect to areas of specialty, as they relate to donor restrictions. To ensure maximum technical representation and experience on the Committee, the Scholarship Committee will be a closed committee comprised of members appointed by the President Elect of the SEG. Appointed committee members may not be current recipients of program awards nor should they be individual who anticipate applying for an award during their tenure. Committee members must be members of SEG or an SEG Cooperating Society and/or Related Organization.

Committee will work closely with the Business office staff to ensure the success of the committee goals, objectives and tasks.

SEG staff members verify awards are consistent with donor restrictions, manages recipient notification, payments and internal reporting.

The Committee will be comprised of a maximum of eight (8) Committee members, including the Chair. Each Committee member is appointed to a term of eight (8) calendar years. Terms begin August 1 and end July 31. The Committee may grant an exception to term length and date of appointment on an individual basis, especially in the event of Committee vacancy. Resignation from the Committee must be in writing and received by the Chair of the Committee.

III.31.C. COMMITTEE CHAIR

A committee member is nominated as Chair during his/her eighth year on the committee. In the event multiple members are simultaneously eligible for the position of Chair, the committee shall nominate all eligible members for the position of Chair. The Committee shall present the name(s) of the candidate to the Chair of the SEG Board prior to June 30th. The Committee Chair shall be appointed and approved by the SEG President.

III.31.D. LIAISONS

The Board appointed liaison(s) will provide adequate guidance and suggestions to the committee(s) to support the society’s goals and objectives. Liaisons are observers only during project review and consensus meetings. Liaisons will be invited to all program meetings and events in order to keep their respective Boards apprised of program matters.

The committee will provide for concurrent review and comment on any proposed changes to the policies and procedures by the SEG Foundation Board liaison and the SEG Board liaison before submitting the recommended changes in policies and procedures in writing to the SEG Board of Directors as appropriate.
III.3.D.1. SEG Board of Directors
The SEG Board of Directors will provide a Committee Liaison. The SEG Board of Directors will periodically evaluate the program and provide sufficient resources to sustain the program.

III.3.D.2. SEG Foundation Board of Directors
The SEG Foundation Board of Directors may provide a Committee Liaison. The SEG Foundation Board of Directors shall, in a timely manner, provide the committee with an annual award budget based on funds available, as well as any updates or additions to the scholarship funds.

The committee will be assigned a staff liaison to provide adequate business office support, including online collaboration site maintenance, updating contact lists, facilitating application reviews and recommendations, and support for program related conferences, meetings, etc. The staff liaison will be responsible for reporting to the SEG on the activity of the program. They will forward lists of recipients and other necessary information for reimbursement and stewardship activity to the Foundation staff. Foundation will notify the donors. Written quarterly reports of the program activity will be provided to the SEG Board and the SEG Foundation Board Liaisons for distribution to their respective boards.

SEG staff members verify awards with donor criteria and advise the committee. Once awards are selected, the staff liaison will begin the payment and notification process. All awards will include recognition of the associated donors and the SEG Foundation and requirements for recognition by the recipient as appropriate.

If the committee proposes an award that does not meet the requirements of the program or the donor intent they will ask the committee to reconsider. If an inappropriate award is still recommended, the liaison must bring it to the attention of the SEG Board of Directors Executive Committee for action.

Committee Liaisons may not act as a voting member of the committee.

III.3.E. SUB-COMMITTEES
The Chair of the Scholarship Committee may appoint sub-committees as needed. At his or her discretion, the Chair may appoint members to a sub-committee whom are not SEG members. The Chair of a sub-committee shall always be a member of the SEG Scholarship Committee.

III.3.E.1. Globalization Advisory Sub-Committee
The Globalization Advisory Sub-Committee will be comprised of a Chair and a minimum of six (6) committee members. The Chair, to be appointed by the Chair of the Scholarship Committee, shall be a member of the Scholarship Committee.

The remaining members will be appointed by the Chair of the Globalization Advisory Sub-Committee. These members will be appointed from a pool of individuals recommended by the Chair of the Global Affairs Committee, the Chair of the University and Student Programs Committee, District Representatives to the SEG
Council (from districts outside of the United States), and Scholarship Committee Members. At his or her discretion, the Chair of the Scholarship Committee may appoint members from other groups not listed above.

III.31.E.1.a. Objectives and Scope of Committee Activities
The objective of the Globalization Advisory Sub-Committee is to evaluate and make recommendations for improving and extending the global reach/effectiveness of the scholarship program.

The subcommittee should assist in the recruitment of southern hemisphere students into the application cycle and the overall scholarship program, thereby increasing the number of quality applications worldwide.

- Provide recommendations for improving the fund transfer process outside the United States.
- Advise and educate the Scholarship Committee and the SEG staff on:
  - worldwide university administration systems,
  - regional grading systems, and
  - the ranking of students from regions with grading systems different from those of the United States.
- Prepare and present a report, including recommendations, to the Scholarship Committee by September 1 of each year.

The Globalization Advisory Sub-Committee will meet with the Scholarship Committee and the business office at least once each year. These meetings may be held in person, via teleconference or by internet meeting. Additional meetings are scheduled as required.

III.31.E.2. Donor Established Advisory Group
Although donors may establish Outside Advisory Groups (individuals who make recommendations to the Scholarship Committees according to SEG Policies and Procedures), neither the Donor Established Advisory Group nor the donor may participate in the final selection of scholarship recipients or structure the criteria so narrowly as to limit selection to a small population comprised solely or primarily of individuals related to the donor or that the donor would choose without this restriction.

The SEG business office staff will provide qualifying applications to the contact person for the Donor Established Advisory Group two weeks after the close of the application period.

The Donor Established Advisory Group will provide advisory recommendations to the SEG Committee two weeks prior to the Scholarship Committee meeting. If the Advisory Group’s recommendations are not received two weeks prior to the Scholarship Committee Meeting, the SEG Scholarship Committee may proceed without the benefit of the Donor Established Advisory Group’s recommendations.

The recommendations from the Donor Established Advisory Group will be taken into consideration by the Scholarship Committee during the ranking of applicants. However, the SEG Scholarship Committee retains the right to recommend the
qualified applicant of its choice to the SEG Board of Directors for final approval and award of the scholarship.

**III.31.E.2.a. Scope of Activities/Objectives**

The Committee shall:
- Provide a written annual report to the SEG Board of Directors no later than January 31 for the previous year.
- Review donor intent and requirements for scholarships in order to recommend available funds in a manner consistent with SEG Foundation donor requests.
- Evaluate scholarship applications and recommend recipients for SEG scholarships, for a single academic year, and provide guidance and counsel as needed until all designated funds for scholarships are expended as responsibly and efficiently as possible.
- Serve as SEG scholarship committee liaison to scholarship recipients, monitor recipient progress, and make recommendations for renewal awards the following year.
- Review all Policies and Procedures and recommend any changes to the Board of Directors when policies, procedures, or law affecting the program are updated or changed.
- Apply the following principles of donor stewardship during all deliberations and recommendations:
  - Donors have the right to be assured that their gift is being used effectively for the purposes for which they were given.
  - Donors have the right to receive appropriate acknowledgement and recognition.
  - Donors have the right to be assured that their donations are handled with respect and with confidentiality to the extent allowed by law.
  - Donors have the right to expect that all decisions will be developed independent of the influence of individuals outside the committee, without conflict of interest, and according to the Policies and Procedures set forth by the SEG Board of Directors.

**III.31.F. CONFLICT OF INTEREST**

All persons reviewing and evaluating proposals must complete a Conflict of Interest statement. In order to avoid any real or perceived Conflicts of Interest, committee members should adhere to the following guidelines:

The purpose of the Financial Conflict of Interest Policy is to protect the interests and the tax-exempt status of the SEG when the SEG is contemplating entering into a transaction or arrangement that might benefit, directly or indirectly a member of the SEG Board of Directors, a committee member, or a corporate donor. The policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable organizations. In order to avoid any real or perceived Conflicts of Interest, committees should adhere to the following guidelines:

1. Committee members shall not receive a direct financial benefit from the SEG.
2. Corporate donors shall not receive direct or indirect financial benefits from the SEG or by way of the SEG’s activities that are more than incidental or insignificant.
3. Committee members shall disclose to the Executive Director of SEG their employment by, or other relationship to, a corporate donor that has earmarked funds for a program to be overseen by a committee on which the member participates.

4. Committee members shall abstain from voting in those cases where there is the potential for direct or indirect benefit to the corporate donor which employs or otherwise has a financial relationship with the committee member. Further, the member with a real or perceived conflict is prohibited from participating in discussions on matters over which he or she may have conflicting interests.

5. The Committee shall inform the SEG Board Directors before recommending a programmatic award, or other transaction that might provide a direct or indirect benefit that is more than incidental to any corporate donor which employs or otherwise has a financial relationship with a committee member. Under such circumstances the SEG Board of Director may seek legal advice prior to approval of the award, or transaction.

6. Each member of the committee shall annually sign a statement which affirms that such person
   a. has received a copy of the Financial Conflict of Interest Policy,
   b. has read and understands the policy,
   c. has agreed to comply with the policy,
   d. understands that the SEG is a non-profit organization and, in order to maintain its Federal tax exemption, must engage primarily in activities which accomplish one or more of its tax-exempt purposes, and
   e. will file their statement with the Business Office staff liaison.

Each member shall also disclose to the Executive Director of the SEG, if applicable, and as fully as possible the nature of real or potential conflicts and the nature of the committee member’s interest in the potential transactions. All statements which anticipate conflicts of interest shall be circulated to SEG Board of Directors and the Chair of the Committee. Each committee member shall agree to answer any questions about potential conflicts that Board members may have. Committee members will file their statements with the Business Office staff liaison.

III.31.G. MEETING FREQUENCY/TIMING
The SEG Scholarship Committee will meet twice a year. The first is held during SEG’s International Exhibition and Annual Meeting. The spring meeting to determine recipients will be held in mid to late May. Additional meetings are scheduled as required.

III.31.H. SCHOLARSHIP COMMITTEE PROCEDURAL TIMELINE
SEPTEMBER
- Scholarship applications will be published on the SEG website
- Publicity for the program begins online, via mailing, and in various publications.

OCTOBER – MARCH 1
- Applications are processed and sorted by SEG staff to determine compliance with eligibility and application requirements.
- Application deadline is March 1

MARCH/APRIL/MAY
- SEG staff members filter applications to determine eligible applicants for scholarships with Donor Established Advisory Groups. Applications that meet the
criteria for these scholarships will be forwarded to respective Donor Established Advisory Groups for review.

- Applications that meet initial requirements and are received by the published deadline are forwarded to the Scholarship Committee.
- The Committee considers the applications in the context of the review criteria (including academic achievement, career goal, and choice of school), donor restrictions, and funding availability.
- The Scholarship Committee should meet no later than mid to late May to make scholarship recommendations.
- SEG staff members verify awards with donor criteria and forwards recommendations, with committee comments to the SEG Board of Directors for approval. If the approval does not coincide with a scheduled meeting of the Board it will go to the Executive Committee of the SEG Board for approval.

JUNE
- SEG staff mails scholarship recipient notifications and response packages.
- SEG staff notifies applicants that were not chosen to receive an award.
- SEG staff members process responses and perform required anti-terrorism compliance checks.
- Awards are processed by SEG staff and delivered
- Committee Chair suggested candidates’ names for committee

JULY
- Awards not accepted are reassigned
- SEG staff members send scholarship recipient information to SEG Foundation
- August 1 – new Committee terms begin.

III.32. STRATEGY AND PLANNING COMMITTEE

III.32.A. MISSION
The Strategy and Planning Committee (“SPC”) is a standing committee of the Board of Directors (the “Board”) of SEG, an Oklahoma 501(c)(6) (not-for-profit) corporation (“SEG” or the “Society”). It is an advisory group that shares responsibilities with the SEG staff in executing the strategy set by the Board. Its primary function is to assist the SEG Board of Directors in fulfilling its responsibilities by:

- Interfacing with the SEG Board, SEG members, sponsors, and staff to advise on the design and periodic update of a streamlined organization of SEG business units so that the SEG staff can increase its effectiveness and capability and so SEG volunteers, the SEG Council, and the SEG Board can be more engaged in assisting the organization moving forward.
- Helping to deliver business-related plans and recommendations in close coordination with SEG business units, the Finance Committee, the executive staff, and the Board of Directors.
- Working with the SEG business units, the Finance Committee, and the executive staff to inform and recommend an annual SEG program and budget.

III.32.B. ORGANIZATION
The Committee comprises:
- The President-Elect, who shall serve as Committee Chair
• The SEG Executive Director
• Three (3) volunteer SEG members, appointed by the President, with staggered terms of three (3) years. The initial appointments will be for one, two, and three years.

III.32.C. OBJECTIVES AND SCOPE OF ACTIVITY

• Update and recommend to the SEG Board for approval a long-range plan that is consistent with SEG strategic objectives.
  o Analyze industry trends, changes, and transitions that would have significant impact on SEG.
  o Perform strengths, weaknesses, opportunities, and threats (SWOT) analysis of the existing SEG strategy and program portfolio.
  o Make recommendations for any changes to the SEG strategy, including mission, vision of success, and strategic objectives.
  o Set clear direction and concrete long-range goals.
  o Develop a 3- to 5-year long-range plan for the SEG programs.

• Assist in coordinating the portfolio management process.
  o Organize the SEG programs into portfolios, each portfolio consisting of programs with similar objectives and operational characteristics.
  o Ensure that each portfolio is assigned to a business advisory committee (“BAC”) that may be a subcommittee of a committee that provides operational guidance for multiple like programs (e.g., the Publications Committee, the Meetings Review and Planning Committee).
  o Work with the SEG Executive Director to ensure that SEG program managers are installed as chairs of the various BACs and lead the work of BAC volunteers.
  o Coordinate with the program manager and/or BAC of each ongoing program to:
    ▪ Document program plans (e.g., objectives, work-plan schedule, financial information, resource requirements, organization structure, external partners, stakeholders and commitments to program sponsors).
    ▪ Report on program accomplishment and recommend changes for improvement.
    ▪ Rank programs’ performance within each portfolio group and make preliminary recommendations of program selections within each portfolio group.
  o Convene ad-hoc review teams to make independent assessments of programs if external perspectives are needed.
  o Annually solicit and evaluate new program proposals; ensure they are submitted with proper business plans; coordinate evaluation with the appropriate BAC.
  o Recompile and analyze data and information on existing and proposed programs.

• Make recommendations on the program priority within portfolios and portfolio allocation mix to help SEG to carry out its strategy and achieve its long-range objectives within available resources.

• Participate in high-level business development with other entities such as sister societies of the SEG to expand the SEG’s business lines and profitability;
coordinate the business development within the SEG itself to help evaluate and implement those concepts commensurate with the SEG strategy within the business units.

- Assist in the development of the annual SEG program and inform the budget in terms of strategic impact of programs.

  o Based on Board-approved portfolio priority and portfolio allocation mix together with financial projections provided by Finance, help inform and recommend a budget to Finance Committee that reflects the strategy/long-range plan. This would include recommendations regarding the continuation of existing programs, new program startups, phase-outs of existing programs that would not be a good fit with SEG’s long-range plan, and deferment of potential high-value programs (i.e., putting these programs on hold) due to lack of sufficient resources. The committee would also provide an assessment of any negative impacts on long-term relationship with sponsors and other important stakeholders due to termination or deferment of programs and recommend mitigation actions for the SEG Board and SEG executive leadership.
  
  o The final budget and underlying assumptions would incorporate the financial impact of the strategic direction provided by the SPC and BACs and be evaluated by a combination of the SEG staff, the SPC, and BACs. Decisions regarding continuation or discontinuation of programs would be made early in the process.

### III.32.D. KEY CHARACTERISTICS OF THE STRATEGY AND PLANNING COMMITTEE

- The SPC would maintain strong communication links with SEG staff and other SEG committees and organization groups in coordinating the development of strategy, long-range planning, portfolio program planning, and inputs to the annual budget.
- The SPC process needs to be consistent over the years to be effective and efficient. This implies a strong need for the continuity of committee members.
- To prevent ad hoc rush work, the committee should have a well-defined annual work calendar for the three key elements of the committee work – strategy development & long-term planning, program portfolio assessment, and annual budget / program planning.
- The committee members should be available year-round to be proactive on committee work.
- A significant fraction of the committee members should have strategy and planning experiences with the geophysics and/or oil & gas industry.

### III.32.E. MEETING FREQUENCY/TIMING

It is suggested that the SPC meet every two weeks. Minutes should be kept and posted to the current document repository the SEG has set up for committee activities along with any other pertinent documents the committee finds necessary to include.

The committee shall present a brief report on its activities to the Board on a monthly basis for Board comment. In addition it is suggested the SPC in conjunction with the
Board provide a semiannual report to the SEG Council for a broader membership engagement.

III.33. TECHNICAL STANDARDS COMMITTEE

III.33.A. CHARTER
The Technical Standards Committee serves as a forum for discussion of geophysical developments in which standards need to be defined. When problems of sufficient magnitude to warrant action by SEG are identified, an appropriate subcommittee is appointed to develop a set of standards and make a recommendation to the Board concerning their adoption.

III.33.B. STRUCTURE
The committee is comprised of a Chair appointed or reappointed annually by the President. The Chair selects members based on their willingness to devote time and effort to meet the objectives of the committee. At the time of his or her appointment (or shortly thereafter), the Chair names a Committee Vice Chair and provides his name to the President and Executive Director. The Vice Chair acts as Chair in the absence or incapacity of the Chair and shall, if recommended by the Chair, be the primary candidate for subsequent appointment as Chair. The Chair gives careful consideration to the performance, accessibility, and (where applicable) technical competence of the Vice Chair prior to making a recommendation to the President regarding his or her successor. Board and staff liaisons are appointed annually.

III.33.C. SCOPE OF ACTIVITIES/OBJECTIVES
In performing its function of developing and advancing technical standards in applied geophysics, the Technical Standards Committee coordinates, when desirable, its activities with the International Association of Oil and Gas Producers (OGP), Energistics, and other appropriate technical-standards organizations. SEG has delegated SEG P (positioning) standards development to OGP. SEG procedures covering public notification, review, and approval of SEG standards apply to these positioning standards delegated to OGP.

III.33.D. MEETING FREQUENCY/TIMING
The Committee meets at each Annual Meeting and typically meets at least one other time during the year. The Chair may call meetings at any time.

III.33.E. PROCEDURES

III.33.E.1. Committee, Business Office, and Board
The following is the procedure for approval and release of SEG standards:
   a. Technical Standards Committee identifies the need for a standard and the Chair appoints a subcommittee.
   b. Chair prepares information for an announcement to be published in THE LEADING EDGE (TLE) and GEOPHYSICS that a standard is being considered and that interested individuals wishing to contribute should contact the subcommittee Chair or the Committee Chair.
c. Chair sends announcement information to liaison Officer who forwards it to the Publications Director.
d. The Publications Department prepares copy for the announcement and includes it in the "Announcements" section of the next issue of TLE and the next issue of the SEG Extra electronic newsletter.
e. Subcommittee solicits input from appropriate individuals and organizations.
f. Subcommittee writes standard.
g. Subcommittee submits draft of standard to Chair.
h. Chair conducts review of draft in suitable manner. At a minimum, all persons who have expressed interest in the proposed standard should be notified, preferably via e-mail, and a notice of the draft standard is published in TLE and in the SEG Extra with a suitable period for comment. Chair reviews all public comment, and if the comment is sufficiently severe, the draft standard will be referred back to the subcommittee.
i. Technical Standards Committee approves standard and recommends SEG acceptance.
j. Chair submits standard to liaison Officer with committee’s recommendation that it be adopted.
k. Liaison Officer requests that the standard be copied to all members of the Board and that it be included as an item for decision, at the next Board meeting.
l. Board adopts standard or refers it back to the Technical Standards Committee for further action.
m. Liaison Officer notifies the Committee Chair of Board action.

III.33.E.2. Staff & Board Liaisons
The liaisons join in communicating Board requests to the committee and communicating committee proposals and recommendations to the Board.

III.34. THE LEADING EDGE EDITORIAL BOARD

III.34.A. MISSION
The purpose of The Leading Edge, almost universally known as TLE, is to provide timely dissemination of information likely to interest the SEG membership. In addition to providing news of Society activities, TLE serves as an important vehicle for technical information exchange. TLE is not a journal of record. However, articles in TLE are
regularly and increasingly cited in refereed journals, so this aspect of TLE is the subject of ongoing discussion.

III.34.B. STRUCTURE
The TLE Editorial Board consists of a seven members, including a chair appointed by the SEG President. The President typically selects a person recommended for chair by the TLE Editorial Board. The person recommended for chair is usually a Board member who has served as least two years of a four-year board term. Terms of Board members are staggered to assure continuity. Outgoing Board members typically nominate their own successors, and the nominees become new Board members upon their election by the full Board. On rare occasions, to assist in continuity, the President may ask the chair to serve a fifth year, and in rare instances, the TLE Editorial Board may extend the term of another board member for a fifth year also to facilitate continuity.

III.34.C. SCOPE OF ACTIVITY/OBJECTIVES
The TLE Editorial Board is caretaker of the editorial policies and practices of TLE and periodically reviews and adjusts them in response to changes in geophysical practice and Society information-dissemination needs.

One of the Board’s main functions is to determine the monthly special sections in TLE’s editorial calendar and appoint appropriate guest editors for these sections. Themes for special sections are to be published a year in advance of publication month to give all authors who wish to submit an article on a special-section topic ample opportunity to do so.

The Board also reviews, or ensures adequate review of, all submitted articles that deal with technical or controversial subjects to assure that they do not violate the accepted laws of geophysics, are of significant interest to and readily accessible by a high percentage of the membership, and conform to Society policies regarding political issues or commercialism.

III.34.D. MEETING FREQUENCY/TIMING
The Board may meet at any time but typically holds three regularly scheduled meetings during a calendar year: in the winter and spring (by teleconference) and a face-to-face meeting during the SEG Annual Meeting in the fall. The date for each meeting is selected at the conclusion of the previous meeting. A proposed agenda, prepared by the TLE editor and approved by the chair, is circulated about two weeks prior to each scheduled meeting to give Board member an opportunity to familiarize themselves with the items and to add other items. After each meeting, minutes summarizing key decisions and action items of each meeting are prepared and circulated by the TLE editor.

III.34.E. PROCEDURES

III.34.E.1. Board
TLE Editorial Board members regularly review and refresh the editorial policies and procedures of the TLE; select topics for the editorial calendar and appropriate guest editors to lead them; review submitted articles that deal with technical or
controversial subjects; select new Board members; and jointly recommend a new chair and forward names to the President for approval.

**III.34.E.2. Staff Liaison**

TLE has a full-time staff at the SEG business office which is responsible for preparing articles approved by the Board for publication in an appropriate issue. The TLE Editor is the staff liaison to the TLE Editorial Board. The staff also gathers and edits nontechnical material for publication.

**III.34.E.3. Board Liaison**

The Vice President, Publications serves as the SEG Board of Directors’ liaison with the TLE Editorial Board. The primary responsibility is to provide feedback from the Board.

**III.35. TRANSLATIONS COMMITTEE**

**III.35.A. CHARTER**

The SEG Translations Committee reviews applied geophysics books and articles published globally and to recommends to the Vice President, Publications and/or Chair of the Books Editorial Board published materials deemed to be of sufficient interest to the general membership to warrant translation and publication either in SEG journals or as an SEG special publication. The committee historically has focused translations into English but has expanded its role to consider also translations of works into other languages.

**III.35.B. STRUCTURE**

The committee is comprised of a chair appointed or reappointed annually by the President. The Committee Chair selects committee members based on their interest and willingness to devote time and effort to meet the objectives of the committee. At the time of his appointment (or shortly thereafter), the newly appointed Committee Chair shall name a Committee Vice Chair and provide his name to the President and Executive Director. The Vice Chair shall act as Chair in the absence or incapacity of the Chair and shall, if recommended by the Chair, be the primary candidate for subsequent appointment as Committee Chair. The Chair should give careful consideration to the performance, accessibility, and (where applicable) technical competence of the Vice Chair prior to making a recommendation to the President for his final approval. In addition to leading the Translations Committee, the Chair serves as a member of the Books Editorial Board and the Publications Committee. The Vice President, Publications serves as Board liaison to the committee, and the Publications Director or a member of the publications staff designated by the director serves as staff liaison.

**III.35.C. SCOPE OF ACTIVITY/OBJECTIVES**

In addition to fulfilling its charter, the Translations Committee advises the Board on policy matters related to publications translations.

**III.35.D. MEETING FREQUENCY/TIMING**

The committee meets at least once per year at the Annual Meeting and may meet virtually at other times as needed.
III.35.E. PROCEDURES

III.35.E.1. Translations Committee
The Books Editorial Board is assigned responsibility for seeking materials worthy of consideration as special publications. The Books Editorial Board recommends to the SEG Board, through the Vice President, Publications, the publication of special volumes. The Translations Committee, in recommending to the Books Editorial Board a title for translation and publication as an SEG special publication, should include the name of the translator, a special editor to review the translated material (if required), and any costs involved in the translation. A title recommended by the Translations Committee automatically gains the status of an accepted proposal within the Books Editorial Board’s approval and manuscript development process. The Translations Committee Chair becomes the Managing Editor of the recommended translation, responsible for selecting a Volume Editor to work with translators and authors to ensure the technical quality of the translated work. Once the translation is deemed ready for publication by the Volume Editor, the Managing Editor (Translations Committee Chair), and the Books Editorial Board Chair, the recommendation goes to the Board as a Books Editorial Board recommendation that the work be approved for publication, the same procedure as with any other SEG special publication.

The review process needs to address several questions that help the SEG Translations Committee decide if a candidate book should or should not be translated and published. The most salient of these questions are:

- Does the book make a reasonable contribution to the literature of the target language?
- Is the subject matter of the book of sufficient interest to the general membership of the SEG?
- Would you recommend this book for use by graduate students?
- Do you recommend that the book be translated and published?

The following questions become particularly relevant if the last question has been answered with "yes."

- Are the references up to date, and do they refer to literature accessible to an English-speaking reader?
- Are there enough figures and are they of acceptable quality?
- Should the author(s) be asked to update, expand or shorten the book prior or during the translation?
- Can you recommend/suggest a translator for the book?
- Can you recommend/suggest an editor for the book?

Translations of books, whether the translations are into English or another language, are considered a service to the membership. As such they need not necessarily produce income for the Society. However, the committee makes every effort to select books for translation that have a reasonable chance of at least breaking even.

III.35.E.2. Business Office
The Business Office administers the online peer review system used by the committee, authors, editors, translators, and reviewers; licenses and secures
translation rights; and handles production of translations into print and electronic publications.

**III.35.E.3. Staff & Board Liaisons**
The liaisons join in communicating Board requests to the committee and communicating committee proposals and recommendations to the Board.

**III.36. TRAVEL GRANT PROGRAM COMMITTEE**

**III.36.A. MISSION**
The committee shall review applications, rate, and rank all qualified Travel Grant applications based on available funds and donor restrictions. The committee will select the Travel Grant Award recipients and document the process and selection as support to the payment of awards. The Committee will recommend changes to the policies and procedures as necessary.

**III.36.B. STRUCTURE**
Diversity of the technical committee will reflect the diversity of the SEG professional membership, with regard to gender, geography, organizational representation (academia vs. industry) and geoscience discipline.

- The Committee will be comprised of a maximum of sixteen (16) members and a minimum of eight (8) members, including the Chair.
- Each Committee member is appointed to a term of two (2) calendar years.
- Terms begin and conclude at the SEG Annual Meeting each year. The Chair of the committee may grant an exception to term length and date of appointment on an individual basis, especially in the event of Committee vacancy. Committee chair may appoint a successor for the unexpired term.
- All committee members shall serve two year staggered terms and are eligible for re-appointment for up to two consecutive terms.
- Terms shall be staggered in a manner that allows the continuation of at least four (4) committee members each fiscal year.
- The Travel Grant Committee is encouraged to recommend an early career member as a candidate for committee membership.
- Inactivity or failure to perform Committee duties may result in removal from the Committee by the Committee Chair.
- Nominations for vacant committee positions shall be forwarded to the Committee Chair.
- Committee members must be members of the Society of Exploration Geophysicists.
- Committee members may not be current recipients of program awards nor should they be individuals who anticipate applying for an award during their tenure on the committee.
- Committee members may not be current members of the SEG Foundation’s Board of Directors.
- Resignation from the Committee must be in writing and received by the Chair of the Committee.
III.36.C. COMMITTEE CHAIR
The Committee chair will be selected from the experienced committee members. The Committee shall recommend the name of the candidate Committee Chair to the President of the SEG Board prior to August 30th. The Committee Chair shall be appointed and approved by The SEG President. Committee Chairs are eligible to serve two consecutive terms of one (1) year.

III.36.D. BOARD LIAISONS
The Board appointed liaison(s) will provide adequate guidance and suggestions to the committee(s) to support the society’s goals and objectives. Liaisons are observers only during project review and consensus meetings. Liaisons will be invited to all program meetings and events in order to keep their respective Boards apprised of program matters.

The committee will provide for concurrent review and comment on any proposed changes to the policies and procedures by the SEG Foundation Board liaison and the SEG Board liaison before submitting the recommended changes in policies and procedures in writing to the SEG Board of Directors as appropriate.

III.36.D.1. SEG Board of Directors
The SEG Board of Directors will provide a Committee Liaison. The SEG Board of Directors will periodically evaluate the program and provide sufficient resources to sustain the program.

III.36.D.2. SEG Foundation Board of Directors
The SEG Foundation Board of Directors may provide a Committee Liaison. The SEG Foundation Board of Directors shall, in a timely manner, provide the committee with an annual award budget based on funds available, as well as any updates or additions to the field camp funds.

III.36.E. BUSINESS OFFICE/STAFF LIAISON
The committee will be assigned a staff liaison to provide adequate business office support, including online collaboration site maintenance, updating contact lists, facilitating application reviews and recommendations, and support for program related conferences, meetings, etc. The staff liaison will be responsible for reporting to the SEG on the activity of the program. They will forward lists of recipients and other necessary information for reimbursement and stewardship activity to the Foundation staff. Foundation will notify the donors. Written quarterly reports of the program activity will be provided to the SEG Board and the SEG Foundation Board Liaisons for distribution to their respective boards.

SEG staff members verify awards with donor criteria and advise the committee. Once awards are selected, the staff liaison will begin the payment and notification process. All awards will include recognition of the associated donors and the SEG Foundation and requirements for recognition by the recipient as appropriate.

If the committee proposes an award that does not meet the requirements of the program or the donor intent they will ask the committee to reconsider. If an
inappropriate award is still recommended, the liaison must bring it to the attention of the SEG Board of Directors Executive Committee for action.

Committee Liaisons may not act as a voting member of the committee.

III.36.F. SCOPE OF ACTIVITY/OBJECTIVES
The committee shall be responsible for:

- A written annual report to the SEG Board of Directors no later than January 31 for the previous year.
- Review of donor intent and requirements for the program funds.
- Review applications in order to rate and recommend projects to the SEG Board based on donor requirements, SEG Policies and Procedures, applicant eligibility, and strength of application.
- Review all Policies and Procedures and recommend any changes to the SEG’s Board of Directors when any of the following circumstances occur:
  - Additional funding accompanied by donor restrictions is received for the program;
  - Policies, procedures, or laws affecting the program are updated or changed.
- Review each project status on projects awarded or completed at the end of the Chair’s term and report to the SEG and the SEG Foundation Boards. The Committee report will highlight the impact of projects.
- Because a significant amount of funding comes from donors, they will apply the following principles of donor stewardship during all deliberations and recommendations where appropriate:
  - Donors have the right to be assured that their gift is being used effectively for the purposes for which they were given.
  - Donors have the right to receive appropriate acknowledgement and recognition.
  - Donors have the right to be assured that their donations are handled with respect and with confidentiality to the extent allowed by law.
  - Donors have the right to expect that all decisions will be developed independent of the influence of individuals outside the committee, without conflict of interest, and according to the Policies and Procedures set forth by the SEG Foundation’s Board of Directors.

III.36.G. CONFLICT OF INTEREST
All persons reviewing and evaluating proposals must complete a Conflict of Interest statement. In order to avoid any real or perceived Conflicts of Interest, committee members should adhere to the following guidelines:

The purpose of the Financial Conflict of Interest Policy is to protect the interests and the tax-exempt status of the SEG when the SEG is contemplating entering into a transaction or arrangement that might benefit, directly or indirectly a member of the SEG Board of Directors, a committee member, or a corporate donor. The policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable organizations. In order to avoid any real or perceived Conflicts of Interest, committees should adhere to the following guidelines:
• Committee members shall not receive a direct financial benefit from the SEG.
• Corporate donors shall not receive direct or indirect financial benefits from the SEG or by way of the SEG’s activities that are more than incidental or insignificant.
• Committee members shall disclose to the Executive Director of SEG their employment by, or other relationship to, a corporate donor that has earmarked funds for a program to be overseen by a committee on which the member participates.
• Committee members shall abstain from voting in those cases where there is the potential for direct or indirect benefit to the member with a real or perceived conflict is prohibited from participating in discussions on matters over which he or she may have conflicting interests.
• The Committee shall inform the SEG Board Directors before recommending a programmatic award, or other transaction that might provide a direct or indirect benefit that is more than incidental to any corporate donor which employs or otherwise has a financial relationship with a committee member. Under such circumstances the SEG Board of Director may seek legal advice prior to approval of the award, or transaction.
• Each member of the committee shall annually sign a statement which affirms that such person
  o has received a copy of the Financial Conflict of Interest Policy,
  o has read and understands the policy,
  o has agreed to comply with the policy,
  o understands that the SEG is a non-profit organization and, in order to maintain its Federal tax exemption, must engage primarily in activities which accomplish one or more of its tax-exempt purposes, and
  o will file their statement with the Business Office staff liaison.

Each member shall also disclose to the Executive Director of the SEG, if applicable, and as fully as possible the nature of real or potential conflicts and the nature of the committee member’s interest in the potential transactions. All statements which anticipate conflicts of interest shall be circulated to SEG Board of Directors and the Chair of the Committee. Each committee member shall agree to answer any questions about potential conflicts that Board members may have. Committee members will file their statements with the Business Office staff liaison.

III.36.H. MEETING FREQUENCY/TIMING
The SEG Travel Grant Committee will meet once a year. The meeting is held during SEG’s International Exhibition and Annual Meeting. The committee will be asked to review several sets of applications for various events throughout the year. Not all decisions will require a consensus meeting. Additional meetings and conference calls will be scheduled as required.

III.37. WIKI COMMITTEE

III.37.A. CHARTER
The Charter of the Wiki Committee is to define the strategic objectives of the SEG Wiki and monitor the operation to meet that strategic direction. Operation shall include
moderation, review, and solicitation of SEG Wiki content that is accurate, appropriate, and useful.

III.37.B. STRUCTURE
The SEG president appoints the Wiki Committee chair. The Wiki Committee consists of additional positions appointed by the Wiki and/or Online Committee chair.

The Wiki Committee chair typically serves a two-year term that may be extended for one year by the president. The president shall appoint a member of the Board to serve as liaison to the Wiki Committee.

The SEG executive director appoints a staff member to serve as staff liaison to the Wiki Committee within the SEG Business Office and the reverse. The SEG executive director may deem it necessary to appoint unique staff liaisons to the Online and Wiki committees.

III.37.C. SCOPE OF ACTIVITY/OBJECTIVES
The Wiki Committee will focus on community engagement, content generation, and strategic direction for the SEG Wiki, in consultation with the Online Committee. Web infrastructure enhancements will be pursued for needs related to the charter of the committee, when appropriate.

The Wiki Committee shall:

- Coordinate wiki content solicitation, in conjunction with staff, toward the goal of achieving maximum engagement in the SEG Wiki.
- Ensure that SEG Wiki content is appropriate and useful to its users. Ensure the exclusion of any content that is purely advertising, of a political nature, or void of technical value.
- Establish procedures for monitoring wiki content quality. Select technically knowledgeable volunteers to judge the suitability of submitted content and enforce rules for wiki content. Coordinate this larger network of volunteers who engage in review and solicitation. (The review process is not a formal peer review process; it is a “loose filter” as applied, for example, to articles in the Biographies category of the wiki.) Construct and propose wiki content policies as the need arises.
- Contribute new content, and identify existing content from other sources that would add value to the community of users if shared through the wiki.

III.37.D. MEETING FREQUENCY/TIMING
Although the Wiki Committee may meet as often as the Chair deems necessary, it generally meets three times per calendar year. One meeting is generally held in conjunction with the SEG Annual Meeting. Other meetings may be face-to-face or via conference call or Web meeting.

III.37.E. PROCEDURES

III.37.E.1. Online Committee and Wiki Committee
- All policies, decisions, and actions established, made, or taken by the Wiki Committee are subject to review and approval by the SEG Board of Directors.
The Wiki Committee gives the Online Committee chair an opportunity to comment on Wiki Committee proposals submitted to the SEG Board. Proposals to the Board are submitted through the staff and board liaisons no later than two weeks prior to a Board meeting.

The Wiki Committee chair prepares a report of the Wiki Committee's activities for inclusion in the SEG Annual Report.

The Online and Wiki Committees have no authority to commit SEG to any financial obligation. Any decision of the Wiki Committee that would require the expenditure of funds not already approved for that purpose must be submitted to the SEG Board as a recommendation. Implementation of any such Wiki Committee decision will be dependent on Board approval.

III.37.E.2. Business Office

The design, development, and implementation of software and infrastructure technologies within the SEG Wiki are the responsibility of the SEG IT and Publications departments, in consultation with the Wiki Committee.

Advertising (graphics, text and/or links for which a fee is charged) that does not unduly hinder the accessibility of the SEG's online services is desirable and should be solicited. Advertising is the responsibility of the SEG sales staff; any advertising must be arranged through the SEG Marketing and Sales Staff, and all proceeds go to SEG.

III.37.E.3. Staff & Board Liaisons

The Wiki staff liaison has a working partnership with the Online Committee and the Online Committee staff liaison. The Wiki staff liaison assists the Wiki Committee with establishing and achieving annual goals, facilitating meetings, and preparing proposals for presentation to the Board.

No later than four (4) weeks prior to any Board meeting,

The Wiki Committee staff liaison is responsible for advising the Wiki Committee of an upcoming Board meeting, soliciting agenda items, providing the standard Board exhibit template while copying the Online Committee chair and Board liaisons of both committees.

No later than three (3) weeks prior to any Board meeting, the staff liaison will ensure with the Wiki Committee chair, Online Committee chair, and Board liaisons that all agenda items are prepared according to Board expectations.

Following any Board meeting, and as soon as the meeting minutes are formalized, the Board and staff liaisons will apprise the Wiki Committee chair of all Board decisions and other feedback that impact the Wiki Committee.

III.38. WOMEN’S NETWORK COMMITTEE

III.38.A. MISSION

Create and sustain a professional women’s network including female students to promote greater female engagement in SEG activities, create a community for mutual support among female SEG members, to enhance recruiting of women to the profession and to improve retention of women in the industry.
III.38.B. STRUCTURE
The committee is comprised of a chair appointed or reappointed by the President every two years. Committee members are selected by the committee chair. At the time of appointment the newly appointed Committee Chair shall name a Committee Vice-Chair and provide the name to the President and Executive Director. The Vice Chair shall act as Chair in the absence or incapacity of the Chair and shall, if recommended by the Chair, be the primary candidate for subsequent appointment as Committee Chair.

The number of committee members will be determined by the Chair, but should be sufficient to enable the work of sub-committees assigned to specific tasks and initiatives.

A Board member and a member of staff will be appointed to serve as liaisons to the committee.

III.38.C. SCOPE OF ACTIVITY/OBJECTIVES
The network will focus on three areas:

1) On-line presence
   The committee will have an online collaboration site available for mentoring, contacting other women in the profession, access to reading lists, sharing documents and other uses as the committee deems necessary for the success of the SEG Women’s Network.

2) Session at the annual meeting
   The committee will hold an event at the SEG Annual Meeting each year, which may include facilitated discussions, presenter/speaker, and visits by a member of the Board.

3) Data collection
   The committee will look at new ways of collecting information regarding women in the profession.

4) Other activities as determined by the committee

III.38.D. MEETING FREQUENCY/TIMING
Committee will meet monthly by teleconference and annually at the Annual Meeting.

III.38.E. PROCEDURES

III.38.E.1. Committee
Data Collection:
- Assess demographics, concerns, interest in mentoring
- Different questions for students than for regular members
- Further analysis of existing SEG information
- New ways of collecting information

III.38.E.2. Business Office/Staff Liaison
The business office/staff liaison is responsible for maintaining the online collaboration site, including updating member list. Staff liaison is responsible for facilitating monthly conference calls, maintaining minutes when necessary, maintaining procedures, and working with Meetings staff to secure space for annual event at the Annual Meeting each year.
III.38.E.3. Board Liaisons
The Board liaison is responsible for attending the meetings, whenever possible, and updating the Board as necessary.
CHAPTER IV. ACTIVITIES

IV.1. ANNUAL MEETING GENERAL

IV.1.A. OFFICIAL POLICIES

IV.1.A.1. SEG Meeting Objectives

- Provide a forum for the dissemination of technical and professional information through:
  1. The presentation of papers on the technical program, and
  2. The exhibition of the newest equipment and techniques;
- Promote increased public awareness of exploration geophysics – its mission, its people, and its methods;
- Provide a convenient means for informal personal contacts and discussions.

IV.1.A.2. Organization of SEG Annual Meeting Steering Committees

The SEG Annual Meeting Steering Committee shall consist of the General Chair, Vice-Chair, Technical Program Chair, Assistant Technical Program Chair, Sponsorship Chair, Volunteer Chair, Spouses' Program Chair, and Exhibitor’s Committee Chair. This Steering Committee develops plans for the conduct of its convention functions. Six to nine months prior to the meeting, subcommittees and other assistants may be appointed to implement the plans and operational details described in the Annual Meeting Production Manuals and required by the Steering Committee and SEG Business Office staff. It shall be the responsibility of the SEG Business Office staff to implement all operational details other than those described as handled by others in the Production Manuals. The Technical Program Committee, however, must be fully organized and operating prior to the preceding meeting.

The Steering Committee concept is desirable regardless of the size of the SEG Section in the convention city.

IV.1.A.3. Delineation of Duties and Responsibilities

Approval by the General Chair is required for all matters of policy and major substance related to the Annual Meeting and Exposition.

Approval by the appropriate members of the Steering Committee is required for matters relating to their assignments.

SEG Business Office staff is responsible in all areas of negotiations and contractual and other arrangements with convention contractors and service organizations (e.g., hotels, convention centers, convention bureaus, theaters, caterers, printers, exhibit decorators, audiovisual contractors, ground service operators, entertainment agents, etc.). The SEG Business Office staff is also responsible for communicating all instructions and orders to convention contractors and service organizations.

The Director, Global Events Operations shall prepare a separate manual for each member of the Steering Committee that describes in detail the responsibilities and
authority of both the Steering Committee member and SEG Business Office Staff. These manuals and any revisions involving policy must be submitted to the Annual Meeting Advisory Committee (AMAC) for approval.

The first function of the Director, Global Events Operations, with respect to individual Steering Committee members, will be to review in detail with each committee member, her/his responsibilities and the responsibilities of the SEG Business Office staff.

The Director, Global Events Operations is to be invited to all Steering Committee meetings and, as appropriate, related subcommittee meetings and is specifically charged with providing continuity through advice on past Annual Meetings.

It shall be the responsibility of the Director, Global Events Operations to be aware and knowledgeable of Steering Committee and subcommittee activities and to keep the General Chair informed of any action or inaction that may impair achievement of Annual Meeting production goals or that may be otherwise counterproductive.

The General Chair shall communicate with the SEG Board through the Vice President assigned by the President as liaison with the Steering Committee.

**IV.1.A.4. Initial Meeting of Convention Steering Committee and SEG Staff**

The General Chair shall invite the Director, Global Events Operations to her/his committee's initial planning meeting in order that Steering Committee members may be apprised of SEG's Official Policies and Recommended Procedures for the Meeting.

**IV.1.A.5. Awards and Special Recognition**

The Annual Meeting Steering Committee shall limit special recognition of individuals and organizations to those who have been, or are being accorded, honors or awards by the Society. Plans to extend any form of special recognition during the Meeting such as, but not limited to, the dedication of a session or a Meeting event or the presentation of awards, mementos, etc., shall be submitted in writing to the SEG Vice President liaising with the committee for consideration and approval by both the Society's Honors and Awards Committee and the Board.

**IV.1.A.6. Employee Recruitment**

(See detailed policy statement attached as Exhibit A.)

**IV.1.A.7. SEG Committee Meeting Schedule**

A Board member should attend each SEG Standing Committee meeting when the meeting is held in conjunction with an SEG meeting. SEG Business Office staff will schedule Standing Committee Meetings at SEG Meetings, bearing in mind the various Board responsibilities.

**IV.1.A.8. Donations for Meeting Activities**

Donations to underwrite activities connected with an SEG meeting are not to be solicited without approval of the SEG Board.
IV.1.A.9. Contracts and Agreements
Wherever possible, all expenditures and service agreements for $5,000 or more require competitive bidding. Signature authority for all contracts and agreements is the responsibility of the Executive Director (unless specifically delegated in writing).

IV.1.B. OFFICIAL POLICIES AND PROCEDURES
Location of Meeting:
SEG may consider utilizing a Meeting host section remote from attractive convention sites. Meeting locations must be approved by vote of the Board. The Director of Global Events will submit at least three locations for the SEG Board to consider, one of which will always be Houston, no later than five years prior to the scheduled event.

The General Chair should meet with the SEG staff to consider which additional functions can best be handled by the staff and which should be assigned to local SEG members. The General Chair then has the responsibility for the appointment of committee chairs for those functions to be handled locally. However, she/he should study the Annual Meeting Procedures and the Summary of Staff and Committee Responsibilities to familiarize herself/himself with the duties of each of the committees and to ensure he selects the best possible individuals for these assignments. Official Policies must be considered mandatory directives from the Board to the Annual Meeting Steering Committee and the SEG staff. Recommended Procedures generally carry the weight of an action or policy preferred by the Board but are not mandatory.

The following notation refers to the Chairs of the Annual Meeting Steering Committees who are members of AMAC:

<table>
<thead>
<tr>
<th>Chairs</th>
<th>General</th>
<th>Technical</th>
<th>Exhibitor</th>
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<tr>
<td>Year</td>
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<td>Past</td>
<td>G1</td>
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<tr>
<td>Future</td>
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<tr>
<td>next-future</td>
<td>G4</td>
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</tbody>
</table>

AMAC shall report to the President or President-Elect. The President of SEG shall have the prerogative to fill any vacancies on the committee.

IV.1.B.1. Procedures for appointment of Annual Meeting General Chair, Technical Program Committee Chair, and Other Convention Committee Chairs

IV.1.B.1.a. Annual Meeting General Chair and Technical Program Chair
The General Chair and Technical Program Chair of an Annual Meeting must be approved by a majority vote of the Board two years ahead of that Annual Meeting. If possible, the Assistant Technical Program Chair will be approved at the same time. The Assistant Technical Program Chair will become the Technical Program Chair for the following Annual Meeting.

1. The SEG President, no fewer than 30 days prior to the expiration of his term, will obtain from the liaison officer for Annual Meetings the nominees for the SEG Annual Meeting General Chair and Technical Program Chair,
respectively, for the Annual Meeting two years hence. The liaison officer should request, from the Board of the host Section, the names of several nominees for the positions of Annual Meeting General Chair and Technical Program Chair.

2. The President will place the names of these nominees on the agenda for consideration by the officers at their next meeting, so that these appointments be confirmed by the Board near the end of its term.

3. If the person, or persons, appointed to either of these positions is unable to complete her/his assignment, this information must be reported to the liaison officer. The Board will then consider and approve the appointment of her/his successor.

4. The SEG President should confirm these appointments in writing, with appropriate notice to the president of the host Section and the Business Office.

**IV.1.B.1.b. Technical Program Committee**

The appointment of the Technical Program Chair is handled as noted above. Other appointments to the Technical Program Committee are made as follows:

1. The Technical Program Chair is responsible for requesting the chairs of the SEG Standing committees for Research, Mining and Geothermal, Gravity and Magnetics, Development and Production, and Earth Model; the Near Surface Technical Section; and other SEG entities as deemed appropriate, to submit their separate recommendations for Technical Program Committee members.

2. Sub-chairs for the technical luncheons should also be named by the respective SEG standing committee chairs.

3. The Technical Program Chair appoints additional members to her/his committee as necessary to handle the mechanics of assembling the Annual Meeting Technical Program.

**IV.1.B.1.c. General Vice-Chair**

The appointment of the Annual Meeting General Vice-Chair is made by the General Chair after consultation with the liaison officer. This appointment is generally made from among those also nominated by the host Section for the post of General Chair. However, in the event the General Chair cannot complete her/his duties, the Board must approve the appointment of her/his successor. The Vice-Chair does not automatically succeed to the post.

**IV.1.C. ANNUAL MEETING ADVISORY COMMITTEE**

**IV.1.C.1. Organization**

**IV.1.C.1.a. Meeting 1: Technical Program Committee Meeting**

In the spring (April or May) of each year the Technical Program Committee will meet in the city where the current year’s Annual Meeting is to be held.

During this meeting, the Technical Program for the upcoming Annual Meeting is designed. This includes the organization and details of all oral and poster sessions, SEG Research Committee and other committee workshops, and
Continuing Education courses. Shortly after this meeting, the entire Technical Program is submitted to the current General Chair for approval, and then to the SEG Business Office.

All members of current Technical Program Chair’s (T2) Committee are required to attend, as is the Future Technical Program Chair. (T3)

Past Technical Program chair are invited to attend the meeting, but their presence is not required. (T1)

**IV.1.C.1.b. Meeting 2: Annual Meeting Steering Committee Meeting**

After the first meeting is held, a second meeting is held between April and June in the city where the current year’s Annual Meeting is to be held.

The purpose of this meeting is a Regular Steering Committee Meeting after the SEG Board has approved the Annual Meeting budget.

All members of current Annual Meeting Steering Committee are required to attend as well as the Future General Chair (G3), SEG Director of Global Events Operations, the Board liaison for Annual Meetings, and the Past General Chair. (G1)

**IV.1.C.1.c. Meeting 3: AMAC Meeting**

To be held on Thursday during the week of the current Annual Meeting

This meeting is an informal review of the current Annual Meeting. Initial results of changes made in the current Technical Program and Exposition should be discussed to provide advice to future committee chairs. A January date is set for joint AMAC and future Annual Meeting Steering Committee Meeting.

The current, future, and next-future General Chairs (G2, G3, and G4); the current, future, next-future Technical Program Chairs (T2-T4); the current and future Exhibitor’s Chairs (E2 and E3); the SEG Director of Global Events Operations; the SEG Exhibit Sales Representative; other SEG Global Events Operations managers involved in Annual Meetings; and the Board liaison for Annual Meetings are all required to attend this meeting.

SEG President and SEG President-Elect are invited but not required to attend.

**IV.1.C.1.d. Meeting 4: Joint Annual Meeting Steering Committee and AMAC Meeting**

This meeting is to take place the January after Annual Meeting in the city of the next Annual Meeting.

General Chair (G2), Technical Program Chair (T2) and Exhibitors Chair (E2) will review and present reports on previous Annual Meeting. Presentation of planned changes for the upcoming Annual Meeting will be presented by General Chair (G3), the Technical Program Chair (T3), and the Exhibitors Chair (E3). The
General Chair (G2) will be responsible for recommending to the Board changes in the Annual Meeting policy as required by changing situations.

All members of General Chair’s Annual Meeting Steering Committee (G3), General Chairs (G2, G3 and G4), Technical Program Chairs (T2, T3 and T4), Exhibitors Chairs (E2 and E3), SEG Director of Global Events Operations, the SEG Exhibition Sales Representative, and other SEG Global Events Operations managers are required to attend the meeting.

Board liaison for Annual Meetings, the SEG President, and the SEG President-Elect are invited but not required to attend.

IV.1.D. ARRANGEMENTS

IV.1.D.1. Assignment of Space
The assignment of space for all convention functions shall be proposed by SEG Business Office Staff and approved by the General Chair.

The SEG Business Office staff shall collect all other committees’ requirements for furnishings, room arrangements, signs, etc., and monitor execution of these orders prior to and during the Meetings.

IV.1.E. ENTERTAINMENT PROGRAM

IV.1.E.1. Entertainment Event Ticket Prices
Should tickets be sold to any Meeting entertainment event, the SEG Manager of Meetings and Expositions shall recommend a ticket price for approval by the General Chair. The ticket price shall be included in the budget summary for approval by the Board.

IV.1.E.2. Recommended Procedures

IV.1.E.2.a. Industry-Sponsored Entertainment Events
If entertainment events being sponsored by industry firms are held in the convention facilities during the Meeting, they should be open to all of the delegates at the convention. If convention facilities are not large enough to accommodate all delegates at the convention, vouchers will be issued to all registered delegates and will be exchanged for event tickets on a first come, first served basis.

IV.1.F. EXHIBITS

IV.1.F.1. Exhibition Management
The SEG Business Office Staff shall be in charge of the sale of exhibit space at SEG Meetings at rates approved by the Board through the budget process.
**IV.1.F.2. Policy on Acceptance of Exhibitors**

Participation in an SEG Meeting Exhibition is limited to firms who can demonstrate, to the satisfaction of the Steering Committee, active and direct primary engagement in geophysical exploration, geophysical research, or a directly related field, or in furnishing services or products used directly in geophysical exploration or research. The firm must be able to demonstrate an active interest in the objectives of the Society which are: 1) to promote the science of geophysics, especially as it relates to exploration and research, 2) to foster the common scientific interests of geophysicists, and 3) to promote the maintenance of a high professional standing among Society members.

**IV.1.F.3. Admission to Meeting Technical Sessions and Exhibitions**

Admission to Meeting exhibitions and technical sessions shall be restricted to convention registrants with exceptions to be made for members of the news media, non-member dignitaries, etc., as required. Admittance by badge into the exhibit area and the technical sessions shall be strictly controlled by security personnel. The SEG Business Office Staff shall instruct the security and admissions personnel concerning their schedule of assignment and their duties and responsibilities.

**IV.1.F.4. Complimentary Booth Space**

Complimentary booth space shall be allocated to associated societies with partnership agreements with SEG provided such policy is not precluded by a shortage of exhibit space. Complimentary booth space will be offered on a reciprocal basis.

**IV.1.F.4.1. Reciprocal Agreement for Booths/Advertisements**

Offer associations, societies, and universities up to a twenty-five percent (25%) discount off published rate sheet. Discount varies depending on the other group’s willingness to reciprocate.

Offer a booth to associations, societies, and universities up to a fifty percent (50%) discount off current space rates for Annual Meeting. Discount varies depending on the other group’s willingness to reciprocate.

**IV.1.F.4.2. SEG Exhibit Policy on Confidentiality of Displays**

All exhibitors are reminded of the professional and educational nature of the SEG Exposition. In this spirit and, as a condition of the exhibit space contract, the exhibitor agrees not to deny access to their exhibit booth to any meeting attendee, including personnel from competing companies. If the exhibit involves information or products of a sensitive nature for competitive or other reasons, the exhibitor is encouraged to include in the design of the exhibit booth, an enclosed ‘confidential’ area not to exceed twenty-five (25) percent of the booth area. This area must be secured by draping or other means, and access to it may be restricted at the discretion of the exhibitor.
IV.1.G. FINANCE

IV.1.G.1. Annual Meeting Budget Process Review

At the direction of the General Chair, income and expense line item numbers are prepared by the Manager of Meetings and Expositions and approved by the General Chair. The previous year's Annual Meeting income and expense figures, along with current estimates of the health of the industry and the strength of the current convention location from the Steering Committee and the Manager of Meetings and Expositions, will be used to get starting numbers. The total revenues, total expenses and total operating net are forwarded to the Finance and Audit Committee approximately one month prior to the spring Board Meeting for incorporation into the overall SEG budget. The General Chair, working with the Manager of Meetings and Expositions, shall prepare a summary budget that includes:

1. Registration fee structure.
2. Tentative special ticket prices.
3. Tentative technical luncheon ticket prices (With final price to be set when all direct costs for each luncheon are determined.)
4. Exhibit booth rental price(s).
5. Total revenues, expenses and net income by category and line item.
6. The Board will review and approve the Annual Meeting budget at its spring meeting. Once the Board approves the, it shall be the responsibility of the Manager of Meetings and Expositions to monitor all expenditures by the committee. The SEG Business Office Staff will make certain they conform to budget guidelines.

If mutually agreed by the General Chair and the Manager of Meetings and Expositions, the budgeted line items may be exceeded if such amounts are deemed to be reasonable, prudent and necessary. The Executive Director should review expense amount changes in excess of ten thousand dollars ($10,000) before any commitments are made to determine if further approval actions are necessary. The Board should review and approve total cumulative budget changes of fifty thousand dollars ($50,000) or more.

Variable expenses; e.g., food and beverage, may exceed the amount budgeted commensurate with an increase in the number of registrants. Other budgeted expenses directly involved with income producing activities; e.g., exhibits, may be exceeded provided the additional expenditures are at least offset by additional income. The SEG Business Office shall be responsible for payment of all invoices.

IV.1.G.1.a. Vendor Invoice Submission

To facilitate the budget planning process and the timely calculation of actual costs of producing the Society’s Annual Meeting, the following policy is in effect:

- All vendors supplying goods and/or services to SEG for the Annual Meeting must submit their final invoice within thirty (30) days of the close of the Annual Meeting.
IV.1.H. SPOUSES' PROGRAM

IV.1.H.1. Publicity
Publicity concerning the entire Spouses' Program shall be included in Meeting Announcement brochure(s) as appropriate.

IV.1.H.2. Spouses’ Program Ticket Prices
Should tickets be sold to any Spouses' Program event, the SEG Manager of Meetings and Expositions shall recommend a ticket price for approval by the General Chair. The ticket price shall be included in the budget summary for approval by the Board.

IV.1.I. HONORS AND AWARDS PROGRAM

IV.1.I.1. Honors and Awards Ceremony
The citations for established awards of the Society shall be printed in the Ceremony Program. Current award recipients will be recognized during this ceremony.

IV.1.I.2. Script for Awards Presentation
The SEG Business Office Staff shall prepare a script for Awards Presentations, to be approved by the Honors and Awards Committee Chair. The Honors and Awards Committee Chair shall choose a person or persons, to make the presentations.

IV.1.J. TECHNICAL LUNCHEONS

IV.1.J.1. Responsibility for Luncheon Operation
The SEG Business Office Staff shall be responsible for all operations associated with luncheons held in conjunction with the SEG Annual Meeting.

IV.1.J.2. Scheduling of Technical Luncheons
Individual committee chairs must notify the SEG Manager of Meetings and Expositions of their intention to hold a luncheon during the Annual Meeting. The SEG Business Office Staff will prepare a schedule of luncheons to be approved by the General Chair.

IV.1.J.3. Luncheon Costs
The SEG Manager of Meetings and Expositions is responsible for ensuring that revenues and out-of-pocket expenses are in balance for each luncheon.

IV.1.K. PRESIDENTS' RECEPTION, EDITORS' DINNER/RECEPTION, AND PAST PRESIDENTS' LUNCHEON

IV.1.K.1. Presidents' Reception and Editors’ Dinner or Reception
The Presidents' Reception and Editors’ Dinner/Reception are to be a part of the Annual Meeting expense. (Note: The organization and execution of both of these functions are the responsibility of the SEG Business Office Staff.)
**IV.1.K.2. Past-Presidents’ Luncheon**
A Luncheon shall be held for Past-Presidents of SEG at each Annual Meeting. The cost of this event shall be a part of the Annual Meeting expense. (Note: The organization and execution of this function is the responsibility of the SEG Business Office Staff.)

**IV.1.K.3. Editors’ Dinner or Reception**
An Editors’ Dinner or Reception (including spouses) will be held annually for the purpose of providing a forum for discussion of trends and future direction of the Society’s journals.

**IV.1.K.4. Research Committee Dinner**
A dinner shall be held for members of the Research Committee for the purpose of providing a forum for discussion of hot topics for upcoming forums and workshops organized by SEG. (Note: The dinner will be revenue neutral and members will sign up for dinner and make payment on the annual meeting registration form.)

**IV.1.L. PUBLICATIONS**

**IV.1.L.1. Annual Meeting Printing**
All Meeting printing shall be accomplished with the SEG Business Office Staff responsible for the supervision of the convention publication operation, including the decisions on suppliers to use. The Meeting General Chair shall be responsible for ensuring adherence by all Meeting committees to the printing deadlines supplied by the SEG Business Office Staff. The Meeting General Chair shall be responsible for collecting all copy, photos, and other printing material from the Meeting Committees and for the transmittal of that material to the SEG Business Office Staff for production of the printed items.

**IV.1.L.2. Publication of Non-SEG Committee Meetings**
Non-SEG committee meetings shall not appear on the SEG Committee Meeting Schedule printed in the convention program.

**IV.1.L.3. Design of Printed Pieces**
SEG Business Office Staff shall have the responsibility for the design of the printed items for the Meetings and for any other factor seriously affecting the cost of producing those items.

**IV.1.L.4. Technical Program Booklet**
The Meeting program booklet shall contain a notice that the opinions expressed by speakers at special sessions covering government-related issues are not necessarily the opinions of the Society of Exploration Geophysicists.

**IV.1.L.5. Exhibit Information and Regulations Brochure**
The brochure shall contain the following statement:

"Exhibitors are reminded of the professional/educational nature of the Meeting and Exposition and are requested to refrain from incorporating activities in their exhibit which might detract from this intent."
IV.1.M. REGISTRATION

IV.1.M.1. Responsibility for Registration Operation
Total responsibility for the Meeting registration operation shall be assumed by SEG Business Office Staff, including preparation of forms and procedures, work schedules, training of local bureau and other personnel to operate registration desks, planning and execution of registration layout, and supervision of the operation during the Meeting.

IV.1.M.2. Registration Fees
The SEG Manager of Meetings and Expositions shall recommend registration fees for approval by the General Chair. The fees shall be included in the budget summary for approval of the Board.

IV.1.M.3. Day-to-Day Registration Fee
If one-day registration is to be offered delegates, the one-day fee shall be more than one-fourth of the full four-day registration fee or more than half the full fee for a two-day meeting.

IV.1.M.4. Registration-Finance Function
The SEG Business Office Staff shall be responsible for the entire registration-finance function; i.e., collection and tabulation of receipts, records keeping, and deposits related to monies collected at registration booths, ticket sales desks, etc.

IV.1.M.5. Complimentary Registration – Steering Committee
Members of the current Annual Meeting Steering Committee are entitled to complimentary Annual Meeting registration as a delegate should they so desire. If the Steering Committee member wishes to be responsible for his/her own delegate registration, he/she has the option of using the complimentary registration for his/her spouse. In this instance, the complimentary registration may be used to register the spouse for the Spouses Program or for the regular Delegate Program.

SEG Board of Directors and their spouses are entitled to complimentary Annual Meeting registration as a delegate should they so desire.

IV.1.M.7. Complimentary Registration – Past Presidents
SEG Past Presidents and their spouses are entitled to complimentary Annual Meeting registration as a delegate should they so desire.

IV.1.M.8. Complimentary Registration – Presidential VIPs
Complimentary Annual Meeting registration will be provided to invited Presidents and Executive Directors of other scientific societies with similar interest, and other high-level guests as identified by the current SEG President.

Complimentary Annual Meeting registration will be provided to the GEOPHYSICS Editor and, in odd-numbered years, also the GEOPHYSICS Editor-designate.
IV.1.M.10. Complimentary Registration – Interpretation Editor-in-Chief or Deputy Editor

Complimentary Annual Meeting registration will be provided to either the Interpretation Editor-in-Chief or Deputy Editor.

IV.1.M.11. Complimentary Tickets for Award Recipients

If the Honors & Awards Ceremony is scheduled to take place immediately preceding the Icebreaker, recipients of established awards of the Society being recognized at the Ceremony will receive up to two complimentary Icebreaker tickets. The value of the complimentary tickets will be reflected in the Honors and Awards Committee budget. If the Honors and Awards Ceremony is scheduled on any other day of the Annual Meeting then the recipient and their guest will (if requested) receive a complimentary one-day registration to the Annual Meeting for the day of the Ceremony, if not already registered for the Annual Meeting.

IV.1.N. SPECIAL EVENTS

IV.1.N.1. Pre- and Post-Convention Tour Arrangements

SEG Business Office Staff is authorized to initiate arrangements for such tours or trips (with approval of the Annual Meeting General Chair)

IV.1.N.2. Scheduling of Pre- and Post-Convention Tours

Unless approved by the Annual Meeting General Chair, meeting, trips, and excursions shall not commence while the Technical Program is in session. Further, trips, excursions, and group travel organized by SEG Sections, companies, and individuals, which conflict in any way with the Meeting Technical Program or Exhibition shall be discouraged in direct communication between the Meeting General Chair and the party or parties involved.


If the Board approves having a governmental-related session at the Meeting, the Meeting General Chair will request from the Meeting Technical Program Chair his recommendation for appointment of a person to act as chair for such a session, with the concurrence of the Meeting General Chair and the President. The Technical Program Committee will work with the Session Chair as needed to plan the program and secure speakers for the session.

IV.1.O. TECHNICAL PROGRAM

IV.1.O.1. Invited Speaker's Expense

SEG budget and make available 10 one-day complimentary registrations for invited speakers at Special Sessions. These complimentary registrations are at the discretion of the Technical Program Chair.

IV.1.O.2. Sessions Dealing with Government-Related Issues

If the Board approves having a governmental-related session at the Meeting, the Meeting General Chair will request from the Meeting Technical Program Chair his recommendation for appointment of a person to act as chair for such a session, with the concurrence of the Meeting General Chair and the President. The Technical
Program Committee will work with the Session Chair as needed to plan the program and secure speakers for the session.

**IV.1.O.3. Technical Program Schedule**

Concurrent technical sessions should be scheduled Monday afternoon through the last day of the Meeting. The number of concurrent sessions is not restricted.

**IV.1.O.4. Starting Times for Papers in Concurrent Sessions**

Technical papers in concurrent sessions shall commence at the same time (thus requiring papers to be approximately the same length), and session chairs shall be instructed that starting times for all papers must be strictly enforced.

**IV.1.O.5. Research Workshop**

A half-day workshop, the content of which will be determined by the Research Committee, may be scheduled by the Technical Program Chair during the convention.

**IV.1.O.6. Program Responsibilities**

The General Chair of the Meeting shall be responsible for the oversight of all sessions during the Meeting including workshops, seminars, continuing education programs, case history sessions and other similar programs. All such activities shall be coordinated with the General Chair and become an integral part of the Meeting planning and policy. This decision does not affect the self-supporting aspect of workshops and seminars held outside the Meeting program.

**IV.1.O.7. Pre- and Post-Meeting Workshops**

The following policies concerning Pre- and Post-Meeting Workshops were established:

1. At least nine months prior to the Annual Meeting, the Technical Program Chair will send a letter to all Committee Chairs soliciting their interest in conducting pre- and post-meeting workshops. All proposed workshops are subject to the approval of the Technical Program Chair and the General Chair. SEG Business Office Staff will then prepare a proposed schedule of workshops to be approved by the General Chair.
2. Workshops will have first-class facilities with regard to projection equipment, room layout, sound system, etc.
3. Conference rooms to be adequate in size to comfortably accommodate all who wish to attend.
4. Workshops shall have separate registration fees and be self-supporting. Notification of time and place of all workshops to be included in the formal program booklet with subject matter described in the expanded abstracts booklet. The format of the workshops is such that it is not practical to require printing of expanded abstracts for workshop presentations.
5. The workshops are to be flexible as to subject matter and allow for extensive interchange between speakers and audience.

It is the policy of the Society to encourage SEG Committees to conduct Pre- and Post-Convention Workshops.
**IV.1.O.8. Committee Participation**

In January of each year, the Technical Program Chair will appoint a Workshop Coordinator, who will work in conjunction with the SEG Continuing Education Committee in coordinating the timing and topics of the workshops in order to minimize conflicting topics between workshops, Continuing Education courses, and field trips. The SEG Business Office will contact all SEG committee chairs and solicit their interest in conducting pre- and/or post-convention workshops.

Proposals for workshops will be directed to the SEG Business Office Technical Program Coordinator, who will immediately forward the proposal to the Technical Program Chair and Workshop Coordinator for approval.

The SEG Business Office will prepare a schedule of workshops based on the approved workshop proposals and present to the General Chair for final approval.

**IV.1.O.9. Content**

The workshops are to be flexible as to subject matter and should encourage extensive interchange between the speakers and the attendees. One of the most valuable attractions of the workshops is the fact that current exchange of information may be discussed rather than having to submit a technical paper for a mid-April deadline and not being able to present for six or seven months due to publication deadlines.

**IV.1.O.10. Facilities**

The approved workshops will be arranged by the SEG Business Office and provide first-class facilities adequate to comfortably accommodate the anticipated attendance with suitable room layout and up-to-date projection and sound system equipment. Each workshop organizer is responsible for providing a list of all necessary equipment to the SEG Business Office Technical Program Coordinator prior to the meeting.

**IV.1.O.11. Fees**

All workshops will have separate registration fees that are sufficient to make each meeting self-supporting.

**IV.1.O.12. Notice**

Each workshop will be listed in the Annual Meeting Official Program, which will indicate the time and location of the workshop. If the workshop organizers would like to see the subject matter of their workshops described in the expanded abstracts book, they are responsible for providing the SEG Business Office Technical Program Coordinator the information prior to publication deadlines.

**IV.1.O.13. Mandatory Expanded Abstracts**

A 1,000 to 2,000 word expanded abstract, accompanied by as many as six figures must be submitted before a paper will be considered for presentation at a Meeting. The SEG Business Office Staff shall prepare an Official Abstract Kit which describes in detail the procedures for preparing and submitting an expanded abstract for consideration by the Technical Program Committee will be available for purchase at
the time of registration. These sets of expanded abstracts may be sold to at least cover costs.

SEG retains copyright to papers accepted for presentation at the SEG Annual Meeting, except that authors may, at their option, present accepted papers at European Association of Geoscientists and Engineers (EAGE) meetings and/or publish in EAGE’s publications. In this case, copyrights to papers presented at both meetings will be jointly owned by SEG and EAGE, and copyrights to published papers will be owned by the organization that publishes the paper. Release from this policy may be requested by authors as a condition of acceptance for submitted papers.


This award is given to the person who is judged to have delivered the best paper presented during the Technical Program of the previous Annual Meeting. The plaque is presented at the succeeding Annual Meeting. Each of the two Session Chairs act as a judge for the "Best Paper Presented at the Annual Meeting Award" and each Chair selects at least one additional judge for their session. A minimum of four judges per session is required. A separate judging form is to be completed by each of the four judges for each paper within the session. At the close of that session, the judges return their completed judging forms for that session to the SEG Business Office at the Annual Meeting. The Technical Program Chair sends his recommendation for the Best Paper Presented at the Annual Meeting Award to the Honors and Awards Committee for the final decision.

The committee then reviews the results of the judging and determines their nomination for the Best Paper Presented at the Annual Meeting Award. This nomination is forwarded to the Board for consideration at its spring meeting. Once the Board has approved the nomination, the information is turned back to the SEG Business Office to be held in confidence until the SEG President has notified the recipient in writing.

IV.1.O.15. Dissemination of Top 25 Papers

As Section liaison, the First Vice-President is responsible for overseeing that the top 25 papers from the previous annual meeting are provided to all sections that may want to invite the highest rated presenters to speak at the monthly section meetings. The top 25 papers and authors will be provided to the SEG Business Office as quickly as possible after the annual meeting. A letter will be mailed out over the Executive Director’s signature to each section enclosing a list of the papers and appropriate information for contacting the top 25 presenters. It will be the responsibility of each section to contact the presenter and schedule his/her talk at the section luncheon meetings.

IV.1.O.16. Early Release of Information Concerning "Best Paper Presented at the Annual Meeting Award"

The paper titles and author's names of the top papers (up to 10) considered for the "Best Paper Presented at the Annual Meeting Award" are to be published in the
Annual Meeting issue of THE LEADING EDGE and in an appropriate issue of GEOPHYSICS.

**IV.1.O.17. Student Technical Paper Competition**

Abstract Kit forms are to be revised to include the following:

- Is the presenter an undergraduate? Yes No
- Is the presenter an M.S.? Yes No

Student papers will be included in the regular technical sessions and shall be judged along with the other papers for the "Best Paper Presented at the Annual Meeting Award." The student paper with the highest grade will receive the "Best Student Paper Presented at the Annual Meeting Award," along with any approved monetary amount.

**IV.1.O.18. First Right of Refusal for Publication of Proceedings of Workshops**

SEG shall receive first right of refusal for publication of proceedings of research workshops.

**IV.1.O.19. Poster Papers**

Poster paper sessions are a valuable and important component of the Annual Meeting. A "Best Poster Paper Presented at the Annual Meeting Award" will be judged and presented in a manner similar to the "Best Paper Presented at the Annual Meeting Award."

**IV.1.O.20. Recommended Procedures**

**IV.1.O.20.a. Avoidance of Concurrent Scheduling of Papers on Related Subjects**

The Technical Program Chair is instructed to take special care to avoid scheduling papers on related subjects at the same time in concurrent sessions since both papers may appeal to the same delegate.

**IV.1.O.20.b. Papers from Related Disciplines**

The Technical Program Chair is encouraged to select appropriate papers from AAPG, SPE, SPWLA and other related societies for inclusion in the Technical Program. It is suggested that such invited papers be fit into an appropriate regular session as opposed to holding special sessions for related papers.

**IV.1.O.20.c. Call for Papers**

The Call for Papers in GEOPHYSICS and THE LEADING EDGE and elsewhere should carry the admonition that due to the increased number of papers being submitted and the limited number of sessions that can be accommodated, some papers must be rejected by the committee. In addition, the Call for Papers should state that papers of a blatantly commercial nature will be rejected.


One or two Technical Sessions may be scheduled Monday in addition to a Government Session.
However, special caution must be exercised in scheduling concurrent sessions to avoid discouraging attendance in the Government Session and/or Plenary Opening Session. These decisions are to be made by the President of the SEG.

**IV.1.O.20.e. Availability of Technical Papers via Audio Tapes and Copies of Slide Sets**

Speakers may be invited to have their presentations audio recorded during the Annual Meeting. The Professional Development Department may select sessions and invite the speakers in those sessions to allocate time in their schedule for these recording sessions. The speaker would also supply a set of his/her slides to copy and offer for sale.

**IV.1.O.20.f. No Show Policy**

If no one appears to present an accepted paper (poster or oral) that is listed in the Official Meeting Technical Program, the presenting author will be placed on a No-Show List unless excused by the Technical Program Chair. Expanded abstracts submitted to a subsequent annual convention in which the presenting author is on the No-Show List will be automatically rejected. For the first offense the presenting author will be placed on the No-Show List for two years. For each successive No-Show the length of time an individual can be placed on the list will double.

Secondary authors will be put on a Non-Compliant List for one year and so notified.

After three years on the Non-Compliant List the author moves to the No-Show List.

Presenting authors who withdraw their paper before eight weeks of the opening session will be granted an automatic excuse and their names will not be placed on the No-Show List. Presenting authors that withdraw or are a No-Show after this date are placed on the No-Show List at the discretion of the Technical Program Chair.

**IV.1.P. OTHER COMMENTS AND SUGGESTIONS FROM THE ANNUAL MEETING ADVISORY COMMITTEE AND THE BOARD**

**IV.1.P.1. Invitation to SEG Distinguished Lecturer**

Many smaller SEG Sections and SEG members outside the United States do not have an opportunity to hear the SEG Distinguished Lecturer; therefore the Distinguished Lecturer is invited to present his/her lecture on the Friday prior to the beginning of the Annual Meeting.

**IV.1.Q. EMPLOYEE RECRUITMENT AT ANNUAL MEETINGS**

The Board has adopted a policy regarding the practice of personnel recruiting at the Annual Meetings of the Society of Exploration Geophysicists.
IV.1.Q.1. General Considerations
SEG now provides a Career Placement Area as a free service to its members. Prospective employees who wish may provide the Business Office with information concerning their qualifications and professional desires. Listings are then compiled into an Employment Referral Bulletin and sent to Corporate and Sustaining members and to other prospective employers who have specifically requested the Bulletin. The Service is intended for the use of all SEG members.

IV.1.Q.2. Policy
It is now intended that this Career Placement Area be conducted by the Business Office at and during forthcoming Annual Meetings. Prospective employers and employees will be encouraged to list their requirements at the Business Office designated during Annual Meetings. From that point, meetings or interviews can be arranged by the parties involved. This service for prospective employees will be limited to members of SEG, current applicants for membership, and members of SEG Student Sections.

The service for employers wishing to recruit will be limited to Corporate and companies purchasing an exhibition booth in the Career Placement Area. Under these circumstances, any use of recruiting posters, or overt personnel advertising or recruiting schemes at Annual Meetings will not be allowed.

IV.1.R. TECHNICAL PROGRAM COMMITTEE OF THE ANNUAL MEETING
The chair of the Technical Program Committee is appointed by the SEG Vice-President responsible for the Annual Meeting (usually the First Vice-President), with the agreement of the General Chair to whom the Technical Program Chair reports. Liaison with the Board is handled by the General Chair through the Vice-President. The chair should be appointed before the preceding Annual Meeting, so he may be sure to attend and thoroughly observe proceedings and have the opportunity to audit those meetings of the Program Committee which take place immediately before or during the Annual Meeting.

IV.1.R.1. Order of the Technical Program
By order of the Board, three and one half days are available for the Technical Program: One half day Monday, Tuesday, Wednesday, and Thursday. Based on past experience, and Board decree, only the Presidential Session should be scheduled for Monday morning.

IV.1.R.2. Presidential Session
The SEG President with the assistance of the General Chair and Business Office Staff assumes direct responsibility for organization of the Presidential Session. This will start with the selection of the Keynote Speaker for the meeting.

IV.1.R.3. Mining, Research, Oceanography, and Geothermal Exploration Sessions
The Technical Program Chair is aided in these particular Sessions by Program Chairs nominated by the Chairs of Mining, Research, Oceanography and Geothermal Exploration Committees, respectively, and appointed by the Technical Program Chair. These men will be responsible for soliciting papers for their
respective sessions and, in general, arranging their portion of the program. The final arrangements and final acceptance of these programs should only be made with the approval of the Technical Program Chair.

In order to keep the number of concurrent sessions to a minimum, it has been customary to allot the Mining and Research groups one and one-half days (three half-day sessions) each, running consecutively. Based on five papers per session (with a maximum of six) this would mean that the Mining and Research Program Chairs should each provide between fifteen and eighteen papers.

The Technical Program Chair should let the individual Program Chairs of the above sessions know at the earliest opportunity the dates and time allotted for their respective programs. In planning their programs, individual Program Chairs should communicate freely with the Technical Program Chair concerning papers submitted and the status of their program plans. It sometimes turns out that certain papers submitted to the Research Committee would be more suitable for the General Session, or vice versa. It is the responsibility of the Technical Program Chair to assemble the overall program so as to achieve the best program balance, always in consultation with the Representatives of the Mining, Research, Oceanography, and Geothermal Exploration Committees.

Although the individual Committee Program Chairs may send out the author questionnaires, data forms, etc., these should all be returned to the office of the Technical Program Chair. He may wish to send copies to the appropriate Committee Chair.

In recent times the Research Committee has conducted workshops on Thursday afternoon and Friday immediately following the conclusion of the Annual Meeting Technical Program. The objective is to assemble experts and other interested participants and to provide a forum for technical discussions and analysis of emerging and continuing research areas which are often not of primary interest to the overall convention delegation. In order to assure that the objectives of the Annual Meeting Technical Program and the Research Workshops are accomplished and well coordinated, the Technical Program Chair shall appoint the Chair, or his designee, of the Research Committee to serve as a member of the SEG Annual Meeting Technical Program Committee.

Finally, it is the responsibility of the Technical Program Chair to observe the autonomy of the Research, Mining, Oceanography and Geothermal Exploration Committees, and it is the responsibility of the Chairs of these committees to assist the Technical Program Chair to achieve his major goal.

There are other Manuals that incorporate Annual Meeting procedures and should be referred to as required. They are: General Chair’s Manual, Technical Program Manual, Spouse’s Program Manual, and Volunteer Chair Manual.
IV.1.S. HOUSING COMMITTEE OF THE ANNUAL MEETING

IV.1.S.1. Hotel Arrangements
Contact the SEG’s Business Office Staff regarding the reservation of blocks of hotel rooms. Arrangements may have been made five years ago, so reservations may require revision. SEG Business Office will have reached agreement on number of complimentary rooms and suites each hotel will provide. Each hotel in each city will have its own formula, which may be rigid or slightly flexible. The usual formula is one free room for each 50 guest rooms occupied by paying convention delegates.

The individual rooms in a suite are usually counted individually in these formulas. Complimentary suites should go to the SEG President and President-Elect. Other complimentary space should be assigned to the SEG Executive Director and Business Office Staff who may arrive early. In other words, use the complimentary space to save SEG the most room rent possible.

IV.1.S.2. Official Announcement
The official announcement of an Annual Meeting contains a list of hotels that have reserved blocks of guest rooms for the SEG meeting, gives their location (a street map is recommended) and rates. The official housing request form accompanies the announcement, providing first, second and third choices for the applicant. The information for the announcement and copy for the request form may be prepared by the SEG Business Office, with recommendations from the Housing Bureau and the hotels. SEG Business Office should be consulted in regard to the size, weight, and style of the form.

IV.1.S.3. Priority Housing
It is desirable to house those who participate directly in the meeting at the Headquarters hotel. Persons in the following categories, listed in order of importance, should have first chance to obtain rooms: SEG Officers and Officers-Elect, Annual Meeting Steering Committee members, SEG Business Office Staff, guest speakers, technical session speakers, session chairs, district representatives, and exhibitors. SEG Business Office can furnish a list of those whose names are known, including candidates for office. Speakers and session chairs may not be known at the time the announcement is mailed, so the SEG Business Office must find out from the Technical Program Chair how many in these categories will need housing. He can then arrange to hold out their rooms for assignment as the names are given him by the Program Chair.

IV.1.T. MAILING THE OFFICIAL ANNOUNCEMENT
Customarily the First Announcement is mailed to all SEG members between June 15 and August 1. The Annual Meeting Announcement is mailed with the July issue of The Leading Edge magazine to all subscribers. After printing or receiving the forms the SEG Business Office will mail the announcement and the housing request form(s) to those on the priority list whose names are provided by the Board and/or the Annual Meeting Committee. Within two weeks or less the announcement will be mailed to all SEG members and others designated by the Annual Meeting Steering Committee. A Final Announcement may follow the First Announcement should the Annual Meeting Steering
Committee decide to do so. Approximately 6-8 weeks should separate the mailing dates of the two announcements.

There are other Manuals that incorporate Annual Meeting procedures and should be referred to as required. They are: General Chair’s Manual, Technical Program Manual, Spouse’s Program Manual, and Volunteer Chair Manual.

**IV.2. INTERNATIONAL CONFERENCES**

**IV.2.A. POLICIES AND PROCEDURES**

**IV.2.A.1. Statement of Intent**

The SEG is an international organization comprised of individual and corporate members from approximately 100 countries around the world. As such, the primary purpose of SEG’s involvement in international meetings, conferences, and workshops is to encourage and facilitate the exchange of geophysical concepts and techniques among geophysicists around the world. The goal is to benefit the individuals involved in the meeting, the profession, and the industry.

The SEG recognizes a special responsibility to work with Associated Societies and Sections in the organization and production of international meetings in support of their mutual scientific and professional goals. It is the intent of the SEG to utilize such international meetings, when appropriate, to provide mechanisms for SEG members and members of Associated Societies an opportunity to participate in the governance of the Society.

**IV.2.A.2. Financial Policies**

The SEG recognizes that each event will involve specific financial arrangements that are best suited to the participants and goals of the meeting. It is important that financial and legal terms be clearly specified and approved by the Board of the SEG and the equivalent governing body of any other participating group prior to making any contractual commitments.

The primary financial consideration for all international meetings is to recover the costs for all professional organizations involved in organizing and conducting the meeting. Expenses include the costs associated with advertising and producing the meeting, facilities, transportation, printing, and costs of the professional staff effort contributed by the organizing societies. However, in specific cases and subject to the Board approval, the Society may wish to participate in events where a high potential for non-recovery of costs is offset by important benefits to the worldwide geophysical community and science. The SEG would view this as a long-term investment in the future of the Society and the profession.

In general, the SEG would expect its level of financial involvement in an event to be commensurate with the operational involvement in producing the event.
**IV.2.A.3. Arrangements**

The SEG recognizes that a wide variety of schedules, venues, and formats can be used to conduct productive meetings. Therefore, the Society encourages creativity in designing international meetings in order to achieve maximum responsiveness to changing goals, needs, and conditions around the world. The SEG intends to support any arrangement which is consistent with the general goals and philosophy of the Society. However, approval by the Board is required before the Society can participate in any way in an international meeting.

Insofar as possible, it is the intent of the Board to schedule international meetings at least three years in advance. The Board will also appoint organizers and representatives from the SEG as appropriate.

It is the responsibility of the International Affairs Committee, in cooperation with the Business Office’s International Department, to compile a list of opportunities for SEG participation in international meetings, and to submit this list, along with recommendations, to the Board in a timely manner. They should actively seek input from SEG members, Associated Societies, and other societies and groups around the world.

In acting on these recommendations, the SEG will consider a number of issues, including the level of interest and support from local and regional societies, organizations, and groups, and the number of potential attendees from the area of the meeting venue. Insofar as practical, the SEG expects to maintain a balanced rotation among different areas of the world, in addition to supporting meetings and workshops of a topical or regional nature in order to focus attention on such items. In cases where an exposition will be held, the SEG will consider the market potential for exhibitors and their interest in participating. Operational considerations will include the appropriateness of facilities to accommodate the needs of the gathering, accessibility, visa procurement, customs requirements, safety and security, logistics and transport, and production infrastructure.

**IV.2.A.4. Activities**

As SEG “charts its future course” on the international scene, its most visible and most productive opportunities are likely to be connected to its sections and associated societies, and the conferences and expositions it organizes on its own initiative or at the invitation and in collaboration with its sections or associated societies abroad. Either way, SEG has the opportunity to greatly strengthen its leadership position internationally by developing a more aggressive international event program. However, several important questions need to be addressed in order to bring such a program into focus.

Traditionally the Society’s principle actions in the “promotion of the science of geophysics” have been to provide “vehicles of information dissemination” both formal (publications; continuing education courses; conferences, expositions, and other types of “events”; Distinguished Lectures) and informal (networking in person and, recently, electronic).
SEG recognizes there are at least three different “Types” of international events in which the Society has been involved. The distinction between these three Types of events is based either on their (1) geographical scope or their (2) inclusion (or exclusion) of an exposition. The SEG wishes to maintain considerable flexibility in deciding the most effective Type of Event to organize and the appropriate “Level” of SEG involvement in each (see description of Levels of Support).

These three Types of international events are as follows:

- **Type I Events - National Workshops/Conferences**:
  - Type I events are relatively small in scope, and normally involve attendees from one city or one country. Type I events normally would not include an exposition.
  - Participation by SEG in Type I events would more than likely be limited to Level I or Level II support.
  - Type I Examples: Urumqi, China (1996); Baku, Azerbaijan (1996)

- **Type II Events - National Conferences/Expositions**:
  - The distinguishing feature between Type II and Type I is that Type II events include an exposition.
  - SEG’s support would be limited to Level II or Level III.
  - Type II Example: Romania (1995)

- **Type III - Regional Conferences/Expositions**:
  - The scope of a Type III event is considerably larger than Type I or Type II events in that Type III events would be marketed to and would expect participation (both in registration and in the exposition) from individuals and companies from a regional area of at least two or more countries.
  - SEG’s support of Type III events normally would be at Level IV or Level V.
  - Type III Examples: Jakarta ’96; Rio de Janeiro ’95; St. Petersburg (Russia) ’95.

**IV.2.A.5. Agreements between the Organizing Societies for Future International Conferences and Exposition**

Each Memorandum of Agreement covering the joint production of international events between SEG and one or more co-sponsoring organizations should include a preliminary event budget addressing the extension of financial considerations by SEG to the co-sponsoring organization(s) in recognition of their support and assistance as required preferably through a Guaranteed Single Payment Plan mutually agreed upon in advance and having no relationship to the eventual profit or loss of the event.

This payment would represent SEG’s only financial obligation to the co-sponsor(s) (except for reimbursement for a small number of direct costs experienced by the co-sponsors which costs would be associated with the production of the event). This procedure “guarantees” the co-sponsors’ financial benefit by not tying the consideration to profitability.

In addition, SEG would process all (or most) income and all (or most) expenses. This approach will greatly reduce the sizable challenge of post-event reconciliation.
of income and expense details between SEG’s records and those of the co-sponsors, and the post event financial report can be finalized much earlier. Also, SEG’s control of “fee setting” and all other financial and operational considerations is greatly strengthened.

**Alternative Approaches:**

In the event this Guaranteed Single Payment Plan is not practical, two other alternatives which can be considered are:

**Distribution of Operating Profit/Loss Based on the Size of Each Co-Sponsor’s Production Effort**

In this approach, the Memorandum of Agreement lists specific responsibilities for SEG and the other co-sponsor(s) which will basically pre-determine the approximate percent of total effort required by SEG or the other co-sponsor(s). In this approach, there will be no allocation of staff and overhead costs in the budget since the distribution of proceeds will be commensurate to effort (expressed by percentage) expended by the staff of each co-sponsor.

The budget in this case reflects income as well as operating and other direct costs. This procedure recognizes the relative contribution in effort of the co-sponsors and allows for a more flexible approach to remuneration based on changing situation(s) from one venue to another. From SEG’s standpoint, however, it represents a weaker position financially and operationally than the Guaranteed Single Payment Plan.

**IV.2.A.5.a. Distribution of Profit/Loss after Recovery of Estimated Staff Costs**

Another version of this approach is for each co-sponsor to estimate the cost of staff effort and include those amounts in the budget. In this approach, there is no distribution of profits until budgeted staff costs have been recovered. SEG has used this approach for several years and has found it very difficult to administer since establishment by each co-sponsor of “staff costs” is not easily accomplished and such amounts are often “open to question” by other co-sponsors.

Also, both of these alternatives ((1) and (2)) to the recommended approach (Guaranteed Single Payment Plan) normally involve receipt of income and payment of expenses by all co-sponsors, a duplication (or “triplication”) of effort and one which makes quite difficult and cumbersome the reconciliation of income and expense details and the production of post event financial statements.

The Memorandum of Agreement should be approved and signed by SEG and all other co-sponsors of an international event prior to commitment by SEG of its resources, including staff time, to the event. This signed Memorandum should precede appointment of individuals by SEG to chair the event committee(s).
IV.2.B. SEG-SPONSORED MEETING GUIDELINES FOR INVITING SUPPORT

IV.2.B.1. General Guidelines for Review and Processing of Invitation for SEG Support of Events

1. A written invitation for SEG to provide support to an event is received by the SEG President, SEG President-Elect, Board liaison, Global Affairs Committee (GAC) Chair, Executive Director, etc. The invitation is forwarded to the Executive Director’s office for review. A Meeting Request Form should accompany the written request.

2. The President reviews the invitation and adds to the agenda of the next Board meeting. (The Meetings Department staff prepares a background report for the Board to assist them with their discussion and decision of support.)

3. The Board:
   a. Rejects any level of support and the President responds in writing to the inviting body.
   b. Approves a Level I, II or III support with a written response from the President describing support to be given. If Level III support is approved, a Board member is appointed to find an SEG Representative to serve as Technical Program Co-Chair for the Conference. Also, a separate vote is taken to approve or reject the sending of the SEG Booth to the exposition.
   c. Approves consensus of interest in Level IV or V support. The President requests a written proposal with preliminary budget from initiating society and requests the International Meetings staff to investigate all aspects of a potential Level IV or V Conference/Exposition.

4. Upon receiving the proposal, preliminary budget and report, the Board:
   a. Rejects Level IV or V support and decides whether or not to approve a lower Level of Support. The President responds in writing to the initiating society.
   b. Makes whatever revisions are needed in the proposal and preliminary budget, approves the level of support, and the President responds with written communication to the initiating society.

5. The Board approves invitation of the EAGE or AAPG to co-sponsor SEG-sponsored international workshops, conferences, and/or conferences/expositions with agreement of the host society.

6. The Memorandum of Agreement (MOA) and budget of a Level IV or V conference must be reviewed and approved by the Board and signed by the Presidents of SEG, the host society, and any other co-sponsoring organization participating in financial risk and profit.

7. Any revisions in the MOA or budget (over $5,000) after formal signing must be approved by the Board.

8. All subsidiary contracts or agreements related to facilities' leases, food and beverage, etc., will be reviewed and signed by the Executive Director with original documents filed by the SEG Accounting Department.

9. Board recommendations:
   a. Policy on recognition of conference and exposition host societies and co-sponsors:
      All officially approved event sponsors and participating organizations must be clearly identified by name and the appropriate title (i.e., co-sponsor, host, etc.) in all event publicity including promotional slides and
b. Term of co-sponsorship for Level I and Level II Conferences:
   Once the Board has approved an invitation to co-sponsor a specific Level I or Level II Conference/Exposition, such approval shall not be limited to a single occurrence of the event, but shall represent an ongoing co-sponsorship of that event. However, the SEG President shall have the authority to rescind the ongoing approval.

   c. Level IV and V two-year advance planning:
      It is suggested that SEG support for Level IV and V events should be considered and approved not less than two years in advance of the proposed event dates.

10. Within thirty (30) days of the conclusion of the event, a summary report concerning the event is to be submitted to the SEG by the lead SEG-appointed representative.

IV.2.C. SEG LEVELS OF SUPPORT FOR INTERNATIONAL CONFERENCES/EXPOSITIONS

Note: The Society of Exploration Geophysicists recognizes five different Levels of SEG Staff Support in the Production of International (non-North American) Conference and/or Exposition Events. These Levels of Support are delineated below accompanied by a brief description of the principal support efforts which define each of the five Levels. The Level of Support by the SEG staff for each event must be approved by the SEG’s Board. Normally a Level of Support is designated for events in which SEG and one or more organizations are co-organizers.

SEG wishes to emphasize the responsibility it feels it has to support and encourage its own members wherever they may be around the world. SEG recognizes the sensitivity such support will bring when it organizes event activities inside geographical areas other associations consider to be in their “territory.”

Funding to support domestic SEG activities has, traditionally, been both quite accessible and largely without major competition from other organizations (both for profit and not for profit). However, with the exploration activity shift in recent years from the domestic (North American) scene to the international arena, costs to provide such activities internationally (distribution of publications, continuing education courses, workshops and major conference/exposition events) have risen at the same time pressures on SEG have increased to co-organize events with its sections and its “sister” associations in whose territories such events are planned. Such coalitions have resulted in agreements with co-sponsors to share both production efforts and finances (both profits and losses).

IV.2.C.1. Levels of Support

Level I:
- Publicity listing published in Calendar of Meetings in TLE/Geophysics.
- General Publicity listing in the Events Calendar on the SEG Web Site limited to the event title, location, dates, brief event description, link to the meeting
organizer’s Web Site, if such a site exists, and contact information (name, facsimile, and telephone numbers, e-mail address.).

Level II:

- Publicity in TLE/Geophysics to include:
  - Calendar of Meetings: listing of the event in the published Calendar of Meetings
  - Call for Papers Announcement: A brief (300 words) Call for Papers Announcement in one issue of TLE.
  - Advertising in TLE: TLE will run a single one-quarter black-and-white advertisement in one issue based on space availability.

- Publicity on the SEG Web Site:
  - Calendar of Meetings: a listing in the Events Calendar on the SEG Web Site limited to the event title, location, dates brief event description, link to the meeting organizer’s Web Site, if such a site exists, and contact information (name, facsimile and telephone numbers, e-mail address.)

Note: all material submitted to SEG for inclusion on its Web Site must be prewritten and edited (in English) to final form and must be submitted in digital form in PostScript, PDF or HTML format. (HTML must follow SEG guidelines available on SEG Web Site. Pages submitted in PostScript or PDF must be no larger than A4 format.)

Level III:

- Publicity in TLE/Geophysics to include:
  - Calendar of Meetings: a listing in the Events Calendar on the SEG Web Site limited to the event title, location, dates brief event description, link to the meeting organizer’s Web Site, if such a site exists, and contact information (name, facsimile and telephone numbers, e-mail address).
  - Call for Papers Announcement: a brief (300 words) Call for Papers Announcement in one issue of TLE.
  - Advertising in TLE: TLE will run a single one page four-color advertisement in one issue based on space availability.

- Publicity on the SEG Web Site:

Note: all material submitted to SEG for inclusion on its Web Site must be prewritten and edited (in English) to final form and must be submitted in digital form in PostScript, PDF or HTML format. (HTML must follow SEG guidelines available on SEG Web Site. Pages submitted in PostScript or PDF must be no larger than A4 format.)

- Calendar of Meetings: a listing in the Events Calendar on the SEG Web Site limited to the event title, location, dates brief event description, link to the meeting organizer’s Web Site, if such a site exists, and contact information (name, facsimile and telephone numbers, e-mail address).
If determined by the SEG Technical Program Representative, a webpage on the SEG Website may be built, linked to from the calendar events page, and whose content may be organized in the following way:

- General information: General event information, meeting details, dates, location, contact information, a graphic of the event logo, and a link to the organizers’ main event Web Site.
- Technical Program information: Technical Program Call for Papers which should include the Technical Program intent, specific subjects to be addressed, abstract parameters, and format, along with submittal information.
- Event forms: Links, if available from the organizer, will be provided for the Event Forms (e.g., Advance Registration Form, Hotel Reservation Form.)

- SEG Support of Event Publicity Mailing
  SEG Business Office will provide, free of charge, mailing labels (pressure sensitive) of SEG active and associate members in the geographical vicinity of the event in geographical sort only with a limit of 2,000 address labels. The labels to be provided by expedited shipment (DHL, etc.) to the event organizers for their mailing.

- Appointment of SEG Technical Program Representative
  SEG will appoint a member of the event’s Technical Program Committee who will actively assist in the organization of the Technical Program.

Level IV:

- SEG Occupies Role of Secondary Operator
  This Level places SEG in the role of Secondary Operator but includes major support of the SEG International Department and other SEG staff members in all areas of production of the event.

- Memorandum of Agreement
  All responsibilities of both SEG and the Primary Operator shall be set forth in detail in a formal Memorandum of Agreement.

- Appointment of Organizing Committee Members
  SEG will appoint a General Co-Chair of the event and a Co-Technical Program Chair for the Organizing Committee.

- Publicity on the SEG Web Site:
  Note: all material submitted to SEG for inclusion on its Web Site must be prewritten and edited (in English) to final form and must be submitted in digital form in PostScript, PDF or HTML format. (HTML must follow SEG guidelines available on SEG Web Site. Pages submitted in PostScript or PDF must be no larger than A4 format.)

- Calendar of Meetings: a listing in the Events Calendar on the SEG Web Site limited to the event title, location, dates brief event description, link to
the meeting organizer’s Web Site, if such a site exists, and contact
information (name, facsimile and telephone numbers, e-mail address).
 o A webpage on the SEG Website may be built, linked to from the calendar
events page, and whose content may be organized in the following way:
  - General information: General event information, meeting details,
dates, location, contact information, a graphic of the event logo,
First Announcement brochure (if available), Final Announcement,
and a link to the organizers’ main event Web Site.
  - Technical Program information: Technical Program Call for Papers
which should include the Technical Program intent, specific
subjects to be addressed, abstract parameters, and format, along
with submittal information.
  - Event forms: Links, if available from the organizer, will be provided
for the Event Forms (e.g., Advance Registration Form, Hotel
Reservation Form, Exhibitor Prospectus.)

• Publicity in TLE/Geophysics to include:
 o Calendar of Meetings: listing of the event in the published Calendar of
Meetings.
 o Call for Papers Announcement: a brief (300 words) Call for Papers
Announcement in two-four issues of TLE.
 o Advertising in TLE: TLE will run a single one page four-color
advertisement in one issue based on space availability.

Level V:
• SEG Occupies Role of Primary Operator
  This Level places SEG in the role of Primary Operator which carries the
added responsibility of the Leadership Role for all aspects of the event
production as well as primary support from SEG’s International Department
and other SEG staff members.

• Memorandum of Agreement
  All responsibilities of both SEG and the Secondary Operator shall be set forth
in detail in a formal Memorandum of Agreement.

• Appointment of Organizing Committee Members
  SEG will appoint a General Co-Chair of the event, and a Co-Technical
Program Chair for the Organizing Committee.

• Publicity on the SEG Web Site:

  Note: all material submitted to SEG for inclusion on its Web Site must be
prewritten and edited (in English) to final form and must be submitted in digital
form in PostScript, PDF or HTML format. (HTML must follow SEG guidelines
available on SEG Web Site. Pages submitted in PostScript or PDF must be
no larger than A4 format.)
 o Calendar of Meetings: a listing in the Events Calendar on the SEG Web
Site limited to the event title, location, dates brief event description, link to
the meeting organizer’s Web Site, if such a site exists, and contact information (name, facsimile and telephone numbers, e-mail address).

- A webpage on the SEG Website may be built, linked to from the calendar events page, and whose content may be organized in the following way:
  - General information: General event information, meeting details, dates, location, contact information, a graphic of the event logo, First Announcement brochure (if available), Final Announcement, and a link to the organizers’ main event Web Site.
  - Technical Program information: Technical Program Call for Papers which should include the Technical Program intent, specific subjects to be addressed, abstract parameters, and format, along with submittal information.
  - Event forms: Links, if available from the organizer, will be provided for the Event Forms (e.g., Advance Registration Form, Hotel Reservation Form, Exhibitor Prospectus.)

- Publicity in TLE/Geophysics to include:
  - Calendar of Meetings: listing of the event in the published Calendar of Meetings.
  - Call for Papers Announcement: a brief (300 words) Call for Papers Announcement in two-four issues of TLE.
  - Advertising in TLE: TLE will run a single one page four-color advertisement in one issue based on space availability.

- Publicity in the monthly membership email, the SEG Extra to include:
  - Title and short description to appear in the month preceding the close of registration with a link to the SEG website.

**IV.3. OFFSHORE TECHNOLOGY CONFERENCE (OTC)**

The OTC provides a forum for exposure of technical papers and SEG realizes income from OTC, by a formula reflecting, generally, the proportionate number of SEG members registered at the meetings over a period of time. Several mailings to the membership are made during the year to encourage members to submit papers and attend OTC.

The Immediate Past President is assigned responsibility for maintaining liaison with SEG’s Representatives to the OTC Board of Directors and OTC Technical Program Committee, and with the Development & Production Committee, should advise SEG’s President of his nominations for Representatives to the OTC Board of Directors, when required (every four years), and the OTC Technical Program Committee (annually), prior to concluding his/her term as Immediate Past President. Nominees for those positions are normally considered by the Board at its August (summer) meeting. The Immediate Past President should consult with the President on nominees for SEG’s Representative to the OTC Board of Directors and with the Chair of the Development & Production Committee, for recommendations concerning nominees for SEG’s Representative to the OTC Technical Program Committee prior to presenting his/her recommendations for consideration by the Board. If SEG Representatives to the OTC
Board of Directors or Technical Program Committee are unable, for any reason, to complete their assignment, the Board should immediately appoint a successor.

IV.4. CONTINUING EDUCATION

IV.4.A. OBJECTIVES AND SCOPE OF BUSINESS OFFICE STAFF ACTIVITIES
To promote, schedule, manage, and operate the Continuing Education Program (CE), relieving the committee of all responsibilities except those stated in the Procedures Manual.

To be responsible for all financial matters, including the setting of registration fees.

IV.4.B. DESCRIPTION OF BUSINESS OFFICE STAFF ACTIVITIES
To meet its objectives, the Business Office staff will:

1. Administer the CE in such a manner as to maintain it as a self-supporting activity of the Society, setting registration fees for each venue based upon its anticipated expenses. (Honoraria and related fees approved by the Board are appended as Appendix B.);
2. Conduct surveys of the membership at large and/or SEG Section officers to determine suitable topics and speakers;
3. Select subjects of timely and topical short courses and venues/locations for presentation on a regular basis to provide a varied curriculum. Continually update and generate new courses;
4. Select and provisionally approve potential instructors, who are competent to teach in the subjects selected, with the advice of the Continuing Education Committee;
5. Deal directly with the instructor in all matters involving travel, lodging, audiovisual needs, expenses, honoraria, etc.; authorize payment from the CE account;
6. Arrange for printing and distribution of all notices of the CE and prepare promotional advertisements in THE LEADING EDGE, SEG Extra and e-mails to members Handle advance and on-site registration for each course with registration income itemized in an account in the name of the SEG Continuing Education Program, and pay program expenses;
7. Select sites, facilities, and dates; and coordinate all arrangements;
8. Arrange for printing of all course materials (including syllabi, lecture notes, workshop problems, etc.) for distribution to attendees of the course and possible separate sale as a publication following guidelines previously established for such publications;
9. Maintain a file of all committee-approved instructors and topics, along with support information (biographical material, photo, course description, and copy of lecture notes, if any);
10. Prepare and distribute critique forms for each program for inclusion in a reference file at the Business Office. Copies of the critiques will be sent to the committee chair for consideration and the instructor as constructive criticism aimed toward improving the course;
11. Inform the Committee Chair regularly on the status of these activities and the Continuing Education Program as a whole.
IV.4.C. DIVISION OF DUTIES/RESPONSIBILITIES BETWEEN THE CONTINUING EDUCATION COMMITTEE AND BUSINESS OFFICE STAFF

The Business Office shall have full responsibility for the Continuing Education Program. The course tuition shall be based upon actual costs to present the course, including instructor honorarium and travel expenses, course materials preparation, and facilities costs (food and beverage, meeting room rental, audiovisual equipment, etc.). Student members, university professors, and unemployed members may register at a discounted rate. University professors will be required to submit an in-depth course review form. One SEG CE committee member may also attend at no charge for the purpose of evaluating the course, and must also submit an in-depth course critique. The Continuing Education Committee will act as advisors and examiners of the Continuing Education Program. SEG presentations will be scheduled within the three basic modes described below.

IV.4.D. PRESENTATION OF COURSES

Presentation of Continuing Education courses will include three basic modes:

IV.4.D.1. The SEG Sponsored Course
Every course on the SEG curriculum will be selected on a rotating basis under the recommendation of the Continuing Education Committee and the SEG Business Office as well a time and place to be selected in mutual agreement with the course instructor(s). The SEG Business office will advertise the presentation, make all arrangements for course note printing and or books, based on materials required from the instructor and prepare such other promotion and services as are necessary for a regular course. The Continuing Education course fees will be established by the Board.

IV.4.D.2. Private and/or Industry Sponsorship
Private and/or industry sponsorship of SEG courses would be for both closed and open presentations. The fee for in-house presentations, to be set by the Business Office, would cover expenses for instructor travel and course materials. Private and industry sponsors could also underwrite public presentation of courses in areas not on the regular circuit of SEG sponsored courses and/or where Section sponsorship was not available. In such cases, the sponsor would agree to guarantee approximately eighty percent (80%) of the basic cost of the course, with the remaining expense accruing to SEG. The fees, charged at full rates, would first cover SEG expenses, then the sponsor's portion, with all net revenue, if any, accruing to the SEG.

IV.4.E. HONORARIUM

Honorarium for 1-day courses will be calculated at the flat rate of $2,000. If the course is taught by more than one instructor, the honorarium per day remains $2000 and will be equally divided.

IV.4.F. TRAVEL EXPENSES

Travel expenses will be reimbursed in accordance with SEG travel policies in place at the time of travel.
IV.4.G. MINIMUM REGISTRATION

It is the responsibility of the Business Office to determine when, for financial reasons, a course should be canceled. It is intended that all Continuing Education courses be self-supporting and, at a minimum, break-even after applying direct variable (operating) expenses. However, there are occasions, when interest in a given course (as measured by registration) is such that, despite the possible operating loss, the course should be held.

IV.4.H. PUBLICATION OF COURSE NOTES

Course notes produced and edited within the Continuing Education Program will be distributed to course authors and attendees. Authors may select one of the following options concerning publication of Continuing Education course notes:

1. No publication;
2. Publication as course notes to be included in an SEG Continuing Education series, with no editing;
3. Submittal of a manuscript to the Publication Committee to be considered for publication as an SEG special publication.

The decision regarding publication of course notes will be made on an individual basis. Requests for publication may be made by the author(s), Board, CEC, or Publication Committee and will be administered by the Business Office.

IV.5. MEMBERSHIP

The SEG Bylaws establishes guidelines for Membership in Article III., Sections 1-8. Membership.

IV.5.A. INVESTIGATION

A member of any class may bring charges against another member for serious misconduct, dishonesty, or a clear violation of the Society's Code of Ethics. Charges shall first be submitted in writing to the Executive Director at the SEG Business Office, with a full statement of the evidence on which the charges are based. The statement of charges and evidence shall be transmitted to an investigative subcommittee, or other impartial investigating body, for examination, investigation and recommendation.

The member of the Society against whom charges have been made shall be informed that a preliminary investigation is being conducted and that he will be informed of its results. Depending upon the nature of the charges, the accused member may be asked to comment, orally or in writing, to the investigating body. If, in the judgment of the investigating body, the facts warrant, the investigating body shall file with the Board formal charges against the accused member.

IV.5.B. NOTICE OF HEARING

As soon as possible (but within 90 days) following receipt of such formal charges the President shall appoint a Board of Hearing of at least five (5) members. No member of the investigating body shall serve on the Board of Hearing. Within fifteen (15) days of appointment, the Board of Hearing shall fix a date and place for hearing the formal charges and so notify the accused member in writing, mailed to him by registered mail at his last known address no less than thirty (30) days before said date, accompanied by a copy of the formal charges and copy of this procedure.
IV.5.C. HEARING
On the day fixed for the hearing, the accused member may appear with legal counsel before the Board of Hearing, hear any witnesses called in support of the charges, and, at his option, cross-examine the same, present witnesses on his own behalf, and submit oral or written statement in his own behalf.

The Professional Affairs Committee and the Board may likewise present witnesses and have the right to cross-examine. At his option, the accused member may, by registered mail addressed to the Chair of the Board of Hearing at the society business office, postmarked not less than ten (10) days prior to the date of hearing, waive personal appearance and request the Board of Hearing adjudge the matter on the basis of a written statement of his defense accompanying such letter. Failure of the accused member to appear or to submit a waiver letter and a written defense shall not prevent the Board of Hearing from rendering final advisory judgment and the Board from action on the basis of the evidence available on the hearing date.

IV.5.D. BOARD ACTION
The Advisory judgment of the Board of Hearing shall be submitted to the Board for final action. The Board shall take whatever action it deems appropriate to the seriousness of the misconduct, which may be admonition, temporary suspension, or expulsion of the accused member. A report of the Board action shall be transmitted to the members of the Society.

IV.5.E. APPEAL
The accused member may appeal an adverse decision of the Board of Hearing. The appeal shall be in writing, addressed to the SEG President as Chair of the Council, and shall set forth the person's reasons for contesting the decision, with such offer of proof and pertinent documents as he/she is able to submit. The time limit for filing an appeal is sixty (60) days prior to the next Annual Meeting. A person who appeals under this section is entitled to be retained in the Society as a member until action on his/her appeal is completed.

If the Council approves an appeal, the President shall appoint a Board of Appeal of at least five (5) members. No member of the investigating body nor the Board of Hearing shall serve on the Board of Appeal. Within fifteen (15) days of appointment, the Board of Appeal shall meet to review the proceedings of the investigating body and the Board of Hearing. The Board of Appeal shall either uphold or deny the final action of the Board.

IV.5.F. RESIGNATION
Resignation by the accused member from the Society, at any state in the foregoing described proceedings, shall automatically terminate the proceedings. Following resignation, the accused member so resigning shall not be eligible for reinstatement to membership under any circumstances in the future.

IV.5.G. EXPULSION
Members expelled from the Society under these proceedings shall not be eligible for reinstatement to membership under any circumstances in the future.
**IV.6. PUBLICATIONS**

**IV.6.A. SEG PUBLICATION POLICY**

**IV.6.A.1. Introduction and Statement of Purpose**

The purpose of the Society's publications is the dissemination of geophysical information, ideas, and technology in order to promote improvements in the science and technology and the wellbeing of geophysicists. To the extent possible, SEG endeavors to ensure the correctness and validity of what it publishes without unfairly or unnecessarily squelching new and untested ideas. To accomplish this requires multiple publications and the efforts of many individuals and therefore procedures to enable the proper establishment and execution of publication policy.

SEG's Officers and Committee Chairs frequently request and receive contributions regarding both policy and publishable material from its diverse membership. This document is intended to encourage such contributions and to state a framework for realizing them and for accomplishing these goals.

**IV.6.A.2. SEG Bylaws**

Nothing in this policy statement may be construed to be contradictory to the Bylaws which, in the event of any controversy, will be the ruling documents.


Within the constraints imposed by the Bylaws, the Board shall be the only body to make or to interpret SEG publication policy. Suggestions for changes or new interpretations of policy may be brought to the Board by any member of SEG. The Publications Committee is the primary body advising the Board on policy matters, although other publications-related committees and boards play an advisory role with respect to policy if the matter in question concerns only the activities of one such board or committee. Publications policy recommendations are presented to the Board through the Vice President, Publications.

**IV.6.A.4. Ancillary Committees and Boards**

The GEOPHYSICS Editor is authorized to appoint assistant, associate, department, and special editors for purposes of helping to identify, accept, or reject technical material for GEOPHYSICS. The Interpretation Editor has the same authorization with respect to Interpretation. The President is authorized to appoint a Chair of the Books Editorial Board and a Chair of THE LEADING EDGE (TLE) Editorial Board for purposes of helping to identify, accept, or reject material for publication through the books program and TLE, respectively. The President also is authorized to appoint a Chair of the Translations Committee. The Vice President, Publications is authorized to appoint a chair of the Reviews Committee. The specific charges of these committees and appointment of volunteers to serve on them is defined in Standing Committee procedures.


Normally, most operational decisions are made by the journal editors, the TLE Board, the Books Editorial Board, technical program committees, or staff personnel within the framework established by the SEG Board. The GEOPHYSICS Editor has
sole jurisdiction over what technical material may be published in *GEOPHYSICS*. The *Interpretation* Editor has the same jurisdiction over material published in *Interpretation*. TLE Editorial Board has the same jurisdiction over material published in *The Leading Edge*. The SEG Board of Directors must approve on an item-by-item basis each special publication except for Course Notes Series books and books written by Board-approved Distinguished Instructors in support of the Distinguished Instructor Short Course. The Vice President, Publications helps ensure that Society-wide publications policies are carried out with consistency. Each publication activity must be restricted by the constraints given below.

**IV.6.A.6. Finances and Budgeting**

Volunteers who work on behalf of the Society's efforts to publish do so without compensation or reimbursement of expenses except in those cases authorized by the Board. The establishment of maximum numbers of pages for all of the Society's publications and any other limits on costs is the responsibility of the Board. While the timeliness of the Society's publications is considered as a matter of policy to be a very high priority, all volunteers and staff members involved must place fiscal responsibility and the operation within approved budgets at an even higher priority level.


When a paper is accepted for presentation at and publication in conjunction with an SEG-sponsored annual or regional meeting, its author is expected to submit to an SEG journal or publications-related board or committee, within a reasonable time, a manuscript of an expansion of the paper for possible publication if expansion of the paper is undertaken. Papers are accepted for presentation and publication in conjunction with an SEG-sponsored annual or regional meeting with the understanding that the Society is thereby given first claim to publication of an expansion of the material in the paper.

Exceptions are made in the case of papers previously published, or submitted for publication elsewhere, which are solicited for presentation at a meeting and approved for such presentation by the Program Chair. If prior commitments or other special circumstances prevent an author from submitting the manuscript of a paper he or she wishes to present at a Society meeting to an SEG publication, he or she should inform the Program Chair of these circumstances at the time he or she offers his or her paper for the meeting. Program Chairs are requested to inform the Vice President, Publications of all papers on their programs that are ineligible or unavailable for publication.

Any request from a trade journal or similar publication for the manuscript of a paper presented or scheduled for presentation at a Society meeting but not yet published should be addressed to the Vice President, Publications or the Publications Director. If the author prefers publication of an expansion of the meetings paper in another journal to publication in *GEOPHYSICS, Interpretation* and/or *The Leading Edge*, the Vice President, Publications may, at his or her discretion, release publication rights to the other journal. The Vice President, Publications may delegate this responsibility to the Publications Director.
The annual Presidential Address may be released for publication by trade journals at the time of the Annual Meeting and published in THE LEADING EDGE subsequently.

Under very special circumstances, papers may be released by the Vice President, Publications for outside publication in advance of their appearance in the Society’s journals. In all instances, acknowledgment must be made to the Society and specific mention made of the SEG meeting where the paper was first presented.

If a paper presented at a Society meeting is submitted to GEOPHYSICS or THE LEADING EDGE and is not accepted for publication, it becomes the property of the author, who may then submit it to any other publication he or she chooses.

Publication of popular versions in THE LEADING EDGE or trade journals, newspapers, or magazines, or any paper presented at and published in conjunction with Society meetings will not affect the eligibility of such a paper for acceptance by GEOPHYSICS, or Interpretation provided that the popular version is not so similar to the manuscript submitted for publication in GEOPHYSICS that the latter, in the Editor’s opinion, makes no new contribution to the literature. Popular versions prepared by trade-journal editorial staffs of papers presented at such meetings but not yet published in GEOPHYSICS or Interpretation should be approved before publication by the author and the journal editor.

IV.6.A.8. Copyright Policy
SEG secures exclusive worldwide publication rights from authors of journal articles, expanded abstracts, and other materials it publishes and from authors and editors of special publications, including the right to publish the work in any form and in any language, to license the publication of excerpts or translations, and to make editorial changes in future editions at its sole discretion. After securing such rights to the extent attainable, SEG may decline to publish a work for any reason (in which case all rights shall revert to authors and editors). SEG requires that authors (and editors of special publications) warrant that their work is original with them, that they have secured permission to use any included material from a copyrighted source, that the work is not in the public domain, and that the work does not infringe on any copyright or invade any right of privacy. Transfer of Copyright forms provide authors and editors with certain retained rights that may vary from one type of publication to the next.

The Vice President, Publications delegates to the publications director the responsibility to adjust copyright-transfer terms as may be needed to optimally advance SEG’s mission, and also the responsibility to rule on requests for permission to reproduce material from SEG publications.

Fair use of a modest amount of material published and copyrighted by SEG is permitted without the need to obtain specific permission from SEG if the use is consistent with fair-use provisions of U.S. Copyright Law. Specifics regarding SEG permissions policies are published and periodically updated on SEG’s Web site. SEG follows STM permissions guidelines adopted and followed by many organizations that publish scholarly works. Authorization to reproduce, republish, and distribute SEG publications content may be obtained, in many cases for a fee,
from the Copyright Clearance Center (www.copyright.com), with which SEG publications are registered. Reproduction, republication, and distribution rights may be acquired through CCC permissions links available at the article level within the SEG Digital Library. Authorization is limited according to the intended use. Questions not addressed on SEG's permissions Web page or through CCC interaction should be addressed to the publications director.

The Sponsoring Societies of the Offshore Technology Conference have agreed to the following policy in connection with papers presented at the OTC:

"All papers presented at each Conference shall be copyrighted by the Offshore Technology Conference to protect against unauthorized publication of Conference papers. The primary author of each paper shall be asked if he or she prefers to designate a specific Sponsor Society (to be referred to as Designated Society) to review his paper for subsequent publication. The OTC staff shall advise each Sponsor Society of these designations. At the request of the Designated Society, OTC will grant publication rights on the paper(s) in accordance with OTC Copyright Policy.

OTC Business Office will coordinate requests to publish such papers by other than the Designated Society with representatives of the interested Societies and the Designated Society. Each Sponsor Society shall have the right to consider for publication any other OTC paper. The procedure shall be for the interested Society to advise OTC Business Office. In turn, OTC Business Office shall advise the other Sponsor Societies to determine if there is additional interest in the paper. OTC Business Office shall coordinate publication plans for any non-designated papers among all interest Societies. Requests for publication of OTC papers by other than Sponsor Societies shall be coordinated by OTC Business Office following concurrence with OTC Sponsor Societies."


SEG provides the world’s premier vehicles for knowledge exchange in applied geophysics. The Society’s publishing program is one such vehicle. To help attract the best scholarship and disseminate it to the widest possible audience through journals, meetings papers, and books, SEG provides authors a variety of open-access publishing options. These include some "green" open-access options that long have been features of the traditional subscription-based business model that has sustained the Society’s publishing program.

In 2011, SEG went further by instituting a "gold" open-access option for its journals, transforming them into "hybrid" open-access journals. In exchange for payment of an author publication charge (APC) of US$2,500 plus payment of all applicable voluntary and mandatory page and color charges, SEG agreed to remove access barriers to full-text presentations of the author’s paper on SEG publications sites. Standard copyright transfer was required.

Beginning with papers published in 2014, this gold open-access option is expanded with additional copyright and licensing options, and the policy also is extended to meetings papers and book chapters. These changes make all SEG publications
compliant with requirements in place and emerging from a variety of research funders and their overseers, such as Research Councils UK (RCUK), the European Commission, and the U.S. Office of Science and Technology Policy. Also, some aspects of SEG’s green open-access policy are refined.

Here are features of open-access options available to authors, or in cases of works made for hire, their employers:

**Traditional publication (including green open access)**
- No author publication charge (APC) is levied, although mandatory page and color charges are assessed and payment of voluntary charges is requested. Relief from mandatory charges may be requested under SEG's hardship relief policy.
- Copyright is transferred to SEG.
- Authors/employers retain proprietary rights such as the right to patentable subject matter and the right to make oral presentation of the work with full citation and proper copyright acknowledgment.
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Applicability to copublished material
The policies herein described apply not only to material published by SEG alone but also to Interpretation, which SEG copublishes with the American Association of Petroleum Geologists. Questions about the applicability of these policies to other work SEG publishes with other organizations should be directed to the SEG publications director.

Subscription pricing
SEG shall annually examine whether gold open access adoption rates merit moderation or reduction in institutional subscription fees and adjust rates accordingly.

The Advertising Sales Representative handles solicitation of advertising, and the publications director is responsible for processing and layout of it. The Editors do not normally see the advertising prior to publication. Editors, nevertheless, maintain responsibility for advertisements in the sense that they should guard against acceptance of any advertising material that might reflect discredit on the Society if it appeared in its publications or on its Web sites. This responsibility is largely delegated to SEG staff involved in advertising. Any submitted advertising for which questions of suitability are raised is referred to the Vice President, Publications for judgment. The deadline for advertising should be set and observed in a manner that no publication is delayed by late advertising. No uncompensated endorsements aside from house ads are to appear on any SEG publications or product cover, front or back.

Advertising space is provided for promotion of SEG meetings, publications, products, and programs in SEG publications on a space-available basis. Additional signatures are not added to any print publications—e.g., THE LEADING EDGE, GEOPHYSICS, or the Annual Meeting Official Program—to make space for SEG promotions. SEG ads never bump ads provided by a paying advertiser, whether the ads are in print or online. Rather, they are placed in spaces that otherwise would be vacant or would have to be filled by extraneous editorial matter. Costs of staff time to
create these “in-house” ads and the media on which they are distributed are not charged to the SEG activity that is promoted. Only direct costs for non-staff ad creation and extraordinary costs for such services as tip-ins, perforations, carrier cards, and extra postage incurred in running an “in-house” ad are charged to the relevant SEG activity.

IV.6.A.12. SEG Tagline Policy
SEG may display a tagline under its logo and elsewhere that reads: “The International Society of Applied Geophysics.”

The Society of Exploration Geophysicists serves the advancement of science, industry, and society by publishing journals, meeting abstracts, books, and other publications that present the results of scientific research and ensuing applications. Each type of SEG publication follows guidelines for reviewing and accepting submitted material, and inherent in these are expectations of the SEG membership and the scientific community that the publications achieve high standards of quality and that they reflect the participants’ commitment to behavior consistent with the SEG Code of Ethics. These guidelines derive from a desire to maximize benefits to society through knowledge sharing between individuals. The ethical guidelines presented here for editors, authors, and reviewers of SEG publications and staff that support them reflect a conviction that adherence to high standards is vital to the advancement of applied geophysics as a science and a profession.

These guidelines draw heavily on ethical guidelines prepared by other scientific societies, most notably the American Chemical Society, which has granted SEG permission to adopt verbatim many of the guidelines in “Ethical Guidelines to Publication of Chemical Research,” last revised in May 2006. SEG also has taken some cues in the development of these guidelines from those of the American Mathematical Society, the American Geophysical Union, and the Geological Society of America.

SEG believes that most of the guidelines offered here already are understood and subscribed to by the majority of experienced geoscientists. They may, however, be of substantial help to those who are relatively new to research. Even well-established scientists may appreciate an opportunity to review matters so significant to the practice of science.

IV.6.A.14. Authors
- An author’s central obligation is to present an accurate account of the work performed as well as an objective discussion of its significance.
- A submitted manuscript should contain detail and reference to public sources of information sufficient to permit readers to reproduce the work or verify its accuracy.
- Correct attribution is essential because it encourages creativity and because it informs the community of when, where, and sometimes how original ideas entered the scientific dialog. Authors should properly cite works by others of the original hypotheses, ideas, and/or data upon which their manuscripts rely.
and work essential to an understanding of the present work. Except in a review, citation of work that will not be referred to in the manuscript should be minimized. Authors are obligated to perform literature searches to find, and then cite, the original publications that describe closely related work. Plagiarism is never acceptable.

- Information obtained by an author privately, from conversation, correspondence, or discussion with third parties, should not be used or reported in the author’s work except with the consent of persons from whom the information was obtained if there are any proprietary questions. Information obtained in the course of providing confidential services, including refereeing manuscripts, shall be treated in the same confidential manner.

- Authors should not falsify research data or misreport results, including selective reporting intended to render an interpretation not supported by the totality of the data.

- Authors should make no substantive changes to their manuscripts after they have been accepted for publication unless there are compelling reasons and the editor approves the changes.

- Authors should organize their publications to minimize fragmentation of their reports on a particular project across multiple publications. The convenience of readers is served if reports on related studies are published in the same journal or a small number of journals.

- Authors should not submit for review the same manuscript or similar manuscripts describing essentially the same research or project to more than one journal unless submission is of a manuscript rejected by or withdrawn from another publication.

- Prior to submitting their manuscripts, authors should secure permission from owners of any material they include in their manuscripts that originates from a copyrighted source if their use of the material extends beyond fair-use provisions of the law.

- Authors should not submit for review previously published work unless distribution was to a small audience not significantly overlapping SEG’s. In such instances, authors should disclose previous publication status to editors at the time of submission and provide copies of the work as previously published. Manuscripts that are in large part copied from previously published work also should not be submitted. However, authors are encouraged to submit enhancements and expansions of their meeting abstracts into more complete scientific expressions suitable for journal or book publication.

- Authorship should be limited to those who have made significant technical contributions to the work reported in the manuscript. Author order should be agreed on by all authors, as should any changes in authorship and order that occur while manuscripts are under review or revision. No individual who has made a significant technical contribution to the work reported in the manuscript should be excluded from authorship. Corresponding authors must attest to the fact that any others named as coauthors have seen the final version of the manuscript and have agreed to its submission for publication. No fictitious name should be given as an author or coauthor.
• Authors should not submit manuscripts with an obvious commercial intent and shall make every effort to avoid mentioning commercial products or services.

• Authors should reveal to editors any potential conflict of interest, e.g., a consulting or financial interest in a company that might be affected by publication of the results reported in a manuscript.

• Authors are encouraged to disclose major funding sources for reported research.

• Although criticism of the work of others may be justified, authors should refrain from personal criticism or derogatory remarks whether within their work or in correspondence with others about it.

**IV.6.A.15. Editors**

• Editors should give unbiased consideration to all manuscripts offered for publication, judging each on its merits without regard to race, gender, religious belief, ethnic origin, citizenship (except as may be required by applicable laws), sexual orientation, political philosophy, seniority, or institutional affiliation of the author(s).

• Editors should process manuscripts with all reasonable speed.

• Editors should respect the intellectual independence of authors and should refrain from personal criticism or derogatory remarks.

• Editors should avoid situations of real or perceived conflict of interest. If faced with such a situation, an editor should pass editorial responsibility to another editor.

• Editors should not disclose any information about a manuscript under consideration to anyone other than those from whom professional advice is sought.

• Editors should not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under consideration except with the consent of the author(s).

• Editors are obligated to enhance the quality of the publications they serve through constructive criticism of submitted manuscripts and have a secondary obligation to filter out substandard contributions.

• If an editor is presented with convincing evidence that the main substance or conclusions of a published work is erroneous, the editor is encouraged to facilitate publication of an appropriate work pointing out the error and, if possible, correcting it.

**IV.6.A.16. Reviewers**

• Because reviewing manuscripts is an essential step in the publication process, every geoscientist has an obligation to do a fair share of reviewing.

• A chosen reviewer who feels inadequately qualified or lacks the time to judge a manuscript should promptly decline to the editor to review the manuscript.
- A reviewer of a manuscript should judge objectively the quality of the manuscript, with due regard to the maintenance of high scientific and literary standards. Reviewers should respect the intellectual independence of the author(s), refraining from personal criticism or derogatory remarks.

- A reviewer should avoid situations of real or perceived conflict of interest when the manuscript under review is closely related to the reviewer's work in progress or work published. If in doubt, the reviewer should return the manuscript promptly without review, advising the editor of the conflict of interest or bias.

- A reviewer should not evaluate a manuscript authored or coauthored by a person with whom the reviewer has a personal or professional connection if the relationship would bias judgment of the manuscript.

- Reviewers should treat manuscripts sent for review as confidential documents. Manuscripts should neither be shown to nor discussed with others. Reviewers may identify and recommend individuals who could add value to manuscripts as additional reviewers, but reviewer assignment must be left to editors.

- Reviewers should not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under consideration, except with the consent of the author(s).

- Reviewers are obligated to enhance the quality of the publications they serve through constructive criticism of submitted manuscripts and have a secondary obligation to help filter out substandard contributions.

- Reviewers should explain and support their judgments adequately so that editors and authors may understand the basis of their comments. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation.

- Reviewers should be alert to failure of authors to cite relevant work by other scientists.

- Reviewers should call to the editor's attention any substantial similarity between a manuscript under consideration and any manuscript published in or submitted concurrently to another publication.

**IV.6.A.17. Staff**

All SEG staff members involved in Society publications should act in full support of and in concert with ethical guidelines for SEG authors, editors, and reviewers. This includes acting with similar levels of discretion, fairness, speed, objectivity, and absence of conflict of interest expected of authors, editors, and reviewers. The Executive Director is responsible for ensuring that the staff follows these guidelines.

**IV.6.A.18. Punitive Action**

In cases in which authors, editors, or reviewers are deemed to have acted in a manner grossly and knowingly in conflict with these guidelines, the Vice President, Publications may take punitive action up to suspension of the individual's SEG publication privileges for up to three years. SEG editorial committees and boards
may make requests of the Vice President, Publications for punitive action, as may any individual who thinks such actions might be warranted. Suspensions levied by the Vice President, Publications may be appealed by the accused to the Publications Committee. Publications Committee decisions may be appealed to the SEG Board of Directors by either the Vice President, Publications or the individual whose actions are under review. The President may elect to have a publications ethics case reviewed and adjudicated according to the process specified in the SEG Bylaws for alleged Code of Ethics violations. All such matters should be handled in confidence.

IV.6.B. GEOPHYSICS

IV.6.B.1. Editor
The Editor nominates her or his successor from among current and high-performing members of GEOPHYSICS editorial board who have demonstrated proven ability to perform the requirements of the position. The Editor’s term is two years. The term officially begins on 1 January and extends to 31 December of the following year. However, the incoming Editor actually assumes the role on 1 August preceding the beginning of her or his term so as to administer the first issue publishing during the term. The outgoing Editor’s nomination is submitted to the SEG Board of Directors, which either approves the appointment or selects a different editor meeting the requirements for the position. The SEG Board appointment must take place no later than the Board’s spring meeting to enable the incoming Editor to appoint Assistant Editors, Associate Editors, Special Editors, and Department Editors.

In recognition of the large volunteer contingent led by the Editor to produce SEG’s flagship peer-reviewed journal, the GEOPHYSICS Editor and the incoming Editor when there is one may request direct payment or reimbursement for incurred travel expenses to attend the SEG Annual Meeting. The SEG President is empowered to authorize payment or reimbursement for the GEOPHYSICS Editor if he or she is unable to obtain reimbursement from his or her employer. The SEG President is empowered to authorize the same for the incoming Editor in odd-numbered years. In such instances where payment of travel expenses, either directly or through reimbursement, is requested, SEG will provide such assistance in accordance with the SEG travel policy in place at the time of travel. Any request outside of approved budget, over $1,000, must be approved by the entire Board.

IV.6.B.2. Associate/Assistant Editors
Since October 1953, a number of Associate and Assistant Editors have been appointed to assist the Editor in the performance of his duties, as authorized in Article V, Section 3.d. of the Bylaws. Normally, assistance has been mainly in connection with the evaluation of manuscript material, although it need not be limited to this phase of the editorial work.

The Associate and Assistant Editors appointed by the Editor have terms coinciding with that of the Editor.

The total number of Associate and Assistant Editors and the specific fields of interest they may represent need not be rigidly defined and may be varied from term to term in response to changes in the nature and distribution of geophysical activity. The
Editor has a free hand in defining the categories and the number of Associate and Assistant Editors.

**IV.6.B.3. Technical Papers**

Manuscripts for technical papers, short notes, and discussions are submitted online by authors. Each manuscript, whether it is a technical paper, a discussion, or a short note, is uploaded, and pertinent information is keyed into an online peer-review system. An e-mail of acknowledgment is sent to the author. Manuscript information is maintained in an online record along with correspondence pertaining to it. The abstract for a technical paper or the introduction for a short note is sent to an Assistant Editor who assigns the paper to an appropriate Associate Editor. The Associate Editor finds two or three knowledgeable referees who are willing to review the paper and sends the manuscript to them. Reviews are sent to the Associate Editor. Taking into account the referees’ reviews, the Associate Editor makes a recommendation that generally falls into one of the following categories:

- Acceptable (may need minor revision, to EIC without further review)
- Needs minor revision (with limited review)
- Needs moderate revision
- Needs major revision
- Unacceptable

The Associate Editor sends his review to an Assistant Editor. Guided by the referees’ and Associate Editor’s reviews, the Assistant Editor determines whether the paper should be accepted for publication, returned to the author for revision, or rejected. If the manuscript requires further revision to be considered for publication in *Geophysics*, a message from the Assistant Editor in which changes are requested is sent to the author along with the reviews and a request to resubmit with review comments applied. If the Assistant Editor recommends acceptance or rejection, the manuscript is then sent to the Editor for a final decision. If the Editor concurs that the paper should be rejected, he or she sends reviews and an appropriate rejection e-mail to the author. If the Editor deems the paper acceptable for publication, the author may be notified of any final changes requested by the Editor.

If a paper is accepted by the Editor for publication, the corresponding author is asked to submit the paper in ready-for-production form with all requested revisions made to the manuscript. The corresponding author is asked to provide an address to be published with the paper, biographies, photographs, completed Transfer of Copyright forms or open-access license agreements, a two-sentence summary of the paper, payment for page charges if applicable, the original figures, and right-running headlines.

At the time the manuscript is sent into production, the author is sent a formal acceptance message informing him or her approximately when he or she can expect to receive the galley proofs. Review of discussions is usually handled entirely by the Editor. Upon reading it, the Editor either deems the discussion appropriate to send to the senior author of the paper being discussed for a reply or he or she rejects it. An appropriate message, usually written by the Editor, is sent to the author of the discussion. If the discussion is sent to the senior author and a reply is received, the Editor decides whether to publish the discussion and reply in *Geophysics*. If
accepted, the discussion, reply, and publication forms are sent to SEG Publications Department staff and the discussion and reply are prepared for publication.

**IV.6.B.4. Technical Papers - Copy Editing and Production**

When a manuscript has been accepted by an Assistant Editor and the Editor, it is forwarded to the journal's production staff for copy editing, styling, and production processing. The style guidelines applicable to material published in GEOPHYSICS are published in “Instructions to Authors,” which appears in the January-February issue each year. From year to year, revisions to the instructions are made at the discretion of the Editor. The copy-editing process involves comprehensive readings of each manuscript for the purposes of correcting style, grammar, punctuation, spelling, and consistency problems and sizing figures. The process sometimes involves further resolution of questions with the author. The copy editor’s goal is to improve the overall presentation of each paper without changing the scientific communication. After they are edited, the manuscripts are sent to composition and then to authors for review. If Special Editors have been designated by the Editor, they also are asked to review preliminary proofs. After consulting the Special Editor who may be working on the paper, the production staff or their designated contractors communicate further with authors to resolve any questions or problems that remain.

After all of the problems are resolved satisfactorily, the copy editor applies the proofreading revisions of the Special Editor, author, and staff, and the copy editor forwards layout changes to the compositor. The compositor makes the corrections and returns page proofs to the copy editor. If further questions arise or additional changes are necessary, additional final proofs are processed and approved before the pages go to the printer. Meeting deadlines is the key to efficient processing throughout the editing and proofing stages. The editors, typesetters, and printers adhere strictly to a specific schedule. GEOPHYSICS’ publishes each paper online as it is approved for publication. Each issue, printed and online, includes all papers approved for publication by the approval deadline for that issue except for any special-section papers approved but designated for inclusion in a future issue and any papers with which authors are insufficiently responsive in returning proof comments.

**IV.6.B.5. Departmental Material**

Departments published in GEOPHYSICS include Editor’s Corner, Discussions, Intellectual Property, Contributors, Geophysics Dissertation Abstracts, and Errata. Procedure for Discussions is described above. Intellectual Property (formerly Patents) includes abstracts of patents selected for publication by the Intellectual Property Editor appointed by the Editor of GEOPHYSICS. Contributors include photos and biographical information for each author of the technical papers in that issue. Geophysics Dissertation Abstracts includes abstracts submitted by PhD students and titles of master’s theses with URLs directing readers to full dissertations and theses.

**IV.6.B.6. Solicitation of Manuscripts**

It is desirable for the Editor to encourage authors to submit manuscripts whenever he or she has an opportunity. Manuscript material often develops from papers given orally at meetings of the Society. Messages requesting manuscripts from all authors
of papers that appear to be strong candidates for inclusion in the journal can be sent as soon as the meeting program is announced, or after the Editor and/or members of his or her staff have had an opportunity to hear the presentations. All messages of solicitation should make it clear that acceptance of a manuscript cannot be guaranteed because all papers must pass through the usual evaluation channels.

**IV.6.B.7. GEOPHYSICS Author Fees**

1. A new author-fee policy was approved by the SEG Board on 15 October 2015. For papers submitted prior to 15 October 2015, members are requested but not required to pay US$100 for each of the first ten (10) pages of a published paper; however, they must pay US$150 for each additional page. For papers submitted on or after 15 October 2015, members are requested but not required to pay US$175 for each of the first ten (10) pages of a published paper; however they must pay US$225 for each additional page. For multi-author papers, member policy applies if at least one author is an SEG member.

2. For nonmembers, page charges of US$275 per page are mandatory for all pages, except that these page charges are voluntary for all authors of case histories, tutorials, and discussions regardless of membership status.

3. Regarding color charges, members in good standing may pay a voluntary charge of US$450 per page for up to two pages of color for papers submitted prior to 15 October 2015. For members whose manuscripts contain more than two color pages, there is a mandatory charge of US$450 for the third color page and each subsequent color page except that these color charges are voluntary for authors of case histories regardless of membership status. Authors shall not be assessed mandatory color charges for papers submitted on or after 15 October 2015 but shall be asked to pay US$450 per color page voluntary.

4. Authors of papers accepted for publication in an SEG journal may elect to have their papers made freely accessible indefinitely in SEG’s online archives by paying an open-access fee of US$2,500. For papers submitted prior to 15 October 2015, authors must have paid all mandatory and voluntary page and color charges to qualify for open-access publication. For papers submitted on or after 15 October 2015, authors do not have to pay mandatory and voluntary charges to qualify for open-access publication.

5. Authors are expected to pay voluntary page and color charges if they are employees of companies or academic institutions that have sufficient resources or budget to pay them or if the authors are reporting results of research funded by grants intended in part to cover publication expenses.

**IV.6.B.8. Outstanding Paper(s) in Geophysics Award**

The Editor chairs a subcommittee of the Honors and Awards Committee to select recipients of the Outstanding Paper(s) in GEOPHYSICS Award(s). The procedure for selection of this annual award is included in the Honors and Awards Committee section of the Procedures Manual.

The top papers (not to exceed 10) considered for the Outstanding Paper(s) in GEOPHYSICS Award are recognized in a message from the Editor, on behalf of the
Honors and Awards Committee, and by publishing the paper titles and authors' names in The Leading Edge.

IV.6.C. INTERPRETATION

IV.6.C.1. Cooperation between AAPG and SEG
In February 2013, SEG and AAPG entered into an agreement to copublish Interpretation. Under the agreement, SEG is the operator of the journal and has sole authority to establish and alter editorial style, graphical presentation, copyright transfer terms, author fees, subscription rates, sales-agency terms, subscriber licensing terms, advertising rates, content-licensing arrangements and terms, and linking arrangements. Net revenue and financial risk are shared between the organizations as specified in the agreement, which has an initial term expiring on 31 December 2018. Copyright in the published work is shared between the organizations. The journal is available at special member rates to members of each organization as well as by institutional subscription. Subject to space availability, each organization will furnish a meeting room at no charge to the journal at its annual conference. AAPG promotes submissions and subscriptions to the journal, and both organizations make Editor-in-Chief and Deputy Editor appointments on a schedule specified in the agreement.

IV.6.C.2. Editorial Policy
Interpretation is a peer-reviewed journal for advancing the practice of subsurface interpretation. While many activities of geoscientists routinely require judgment, interpretation here specifically refers to conceptualization of the subsurface by an interpreter with incomplete information and a-priori knowledge. An interpreter evaluates alternative subsurface models consistent with available data and selects the most plausible geophysical and geologic scenarios by following scientific methods.

Interpretation seeks papers directly related to the practice of interpretation of the earth’s subsurface for exploration and extraction of mineral resources and for environmental and engineering applications. Relevant contributions to Interpretation include, but are not limited to, submissions that advance geophysical or geologic concepts and principles of interpretation; correlation and calibration with engineering data; planning and evaluation of alternative completion strategies, case studies; algorithms for interpretation tools; and workflows, pitfalls, observations, insights, technical challenges, and tutorials. An Interpretation article is not required to contain an interpretation; it only has to help advance the practice of interpretation. Likewise an article may focus on interpretation of a data set if this provides significant new insight on the geology of an area or on the workflow used. Articles that describe interpretation methods and applications involving integration of multiple data sets to quantify as well as visualize subsurface structure are strongly encouraged.

Interpretation is a dedicated forum for subsurface interpretation geoscientists. For papers focused on interpretation concepts, methodologies, tools, and workflows, the journal requires originality, completeness of descriptions, and demonstrations of viability. For papers that contain subsurface interpretations, the journal's novelty requirement can be satisfied by new applications of established methods. This is
different from SEG's other peer-reviewed journal, GEOPHYSICS, in which the presentations of novel ideas and methods themselves are normally required. The AAPG Bulletin is the geologic counterpart of GEOPHYSICS. The papers in GEOPHYSICS, the AAPG Bulletin, and many other geosciences journals build the knowledge foundation for the multidisciplinary work in Interpretation. SEG's magazine, The Leading Edge (TLE), has published Interpreter's Corner as a monthly feature and has had many special sections on interpretation during its 30 years. With more limited article length and a less-stringent requirement for demonstration of methodology details for reproducibility, TLE aims for all of its contents to be accessible to a broad range of geoscientists. TLE is not recognized as a formally peer-reviewed publication, whereas Interpretation, an archival journal, is recognized in the Science Citation Index, increasing its value to academic authors.

As with GEOPHYSICS, the review process for Interpretation is constructive, designed to help authors improve their papers and to safeguard the standard of the journal. Because interpretation is called for in instances when knowledge is incomplete, data are insufficient, and solutions are nonunitive, results reported in Interpretation might contain irreproducible, speculative, or controversial elements. Reviewers evaluate geophysical and geologic soundness of the applied methodologies and conclusions, the relevance and importance to other interpretation geophysicists, and clarity of presentation. A contribution can be novel if the interpretation technique is new, the data are new, the exploration area is new, the exploitation method is new, or the interpretation outcome is new.

An Interpretation paper likely might be the result of a business project that was completed or terminated long before the paper submission. It might not be justifiable for the contributing authors to maintain continued access to proprietary project data or to spend significant additional project resources for the purpose of addressing some of the technical deficiencies identified by the reviewers. An Interpretation paper could include a section on "Suggestions for further study" in which new ideas for expanding the work can be put forward, technical weaknesses of the work can be enumerated, and remedies of such weaknesses can be proposed. This might be an important section for geosciences students who have less frequent exposure to real data or problems.

Advertising is not allowed to masquerade as a technical contribution, but mentioning brand names can be tolerated when kept to a minimum, when a commercial product is important in a presented workflow, and when there is no conflict of interest. In the sense of tool utilization, an interpreter's work is not dissimilar to that of a medical doctor. A doctor would not be able to convey the results of her clinical study adequately if she were prevented from naming the brand of a drug or tools she used in treating patients. Interpretation encourages authors to use a more generic or scientific term to describe a particular software vendor's implementation.

For Interpretation, the editorial decision would align with the answer to the following question: "Would the interpretation community be better served if the paper were published?" A technical contribution written in English is accepted for review with the understanding that (1) it has neither been accepted for publication nor published elsewhere either in whole or in part and (2) it is neither currently being considered by another journal nor will be submitted to another journal either in whole or in part.
while under consideration for Interpretation.

All authors are required to follow all other ethical policies stipulated by SEG and AAPG, including the Ethical Guidelines for SEG Publications.

IV.6.C.3. Editorial Structure
An Editor-in-Chief (EIC), a Deputy Editor, and members of the Editorial Board lead the journal. The EIC serves a three-year term after being nominated by one of the organizations. The Deputy EIC also serves a three-year term after being nominated by one of the organizations. The organizations alternate in selecting the EIC. The organizations also alternate in selecting the Deputy EIC. Thus, when one selects the EIC for a three-year term, the other selects a Deputy EIC for a three-year term. Top leadership of both organizations must approve both selections. More details about this process are provided in Section IV.6.C.7. The EIC has sole authority to appoint members of the Editorial Board. Editorial Board members are selected to serve the journal, not one or the other of the copublishing organizations. The EIC appoints Editorial Board members with expertise in geology and geophysics as well as other disciplines to serve the full range of subjects covered in the journal. Most papers published in the journal are published in special sections. Special-section editors recruited or otherwise engaged by members of the Editorial Board serve as associate editors for papers submitted to their special sections, routing papers to reviewers and recommending acceptance, revision, or rejection.

IV.6.C.4. Special Sections and Departments
Interpretation includes a regular, peer-reviewed technical section on Pitfalls and another on Tips, Techniques, and Tutorials. There are no subject-specific sections for technical articles. Most articles are published in special sections consisting of at least three papers. Each issue contains several special sections, in contrast to many other journals that feature one at a time, if any. General submissions, not specific to a special section, are encouraged also and are published in a Technical Papers section without subject headings. The journal also includes two nontechnical/semitechnical sections — From the Editor, in which a message from the EIC is published, and a Perspectives section that includes a message from the Deputy EIC and sometimes also a semitechnical, non-peer-reviewed piece by another Editorial Board member or contributor.

IV.6.C.5. Review of Technical Papers
Manuscripts for technical papers are submitted online by authors. Each manuscript and pertinent information is keyed into an online peer-review system. An e-mail of acknowledgment is sent to the author. Manuscript information is maintained in an online record along with correspondence pertaining to it. A technical paper not submitted for inclusion in a special section is assigned to the Deputy Editor as Assistant Editor (ASE), who assigns a Deputy Associate Editor (AE). Deputy Associate Editors do not serve on the Editorial Board and are not responsible for recruiting special sections. Their role is to shepherd regular technical papers through the review process. A technical paper that is submitted for inclusion in a special section is sent to the lead editor serving as the special section’s Assistant Editor, who may handle the manuscript herself or himself or assign it to one of the other editors for the special section. All editors handling assignment to reviewers are
Associate Editors in the peer-review process. For every paper, the Associate Editor finds two or three knowledgeable referees who are willing to review the paper and sends the manuscript to them. Reviews are sent to the Associate Editor. Two reviews of high quality are required for an editorial decision on a manuscript that are arguably within the scope of the journal and are of sufficient quality to be reviewable. Taking into account the referees' reviews, the Associate Editor makes a recommendation that generally falls into one of the following categories:

- Accept (may need minor revision, to EIC without further review)
- Needs minor revision (with limited review)
- Needs moderate revision (with limited or full review)
- Reject

The Associate Editor sends his review to the Assistant Editor. Guided by the referees and Associate Editor's reviews, the Assistant Editor determines whether the paper should be accepted for publication, returned to the author for revision, or rejected. If the manuscript requires further revision to be considered for publication in *Interpretation*, a message from the Assistant Editor in which changes are requested is sent to the author along with the reviews and a request to resubmit with review comments applied. If the Assistant Editor recommends acceptance or rejection, the manuscript is then sent to the Editor-in-Chief for a final decision. If the Editor-in-Chief concurs that the paper should be rejected, he or she sends reviews and an appropriate rejection e-mail to the author. If the Editor-in-Chief deems the paper acceptable for publication, the author may be notified of any final changes requested by the Editor.

If the Editor-in-Chief accepts a paper for publication, the corresponding author is asked to submit the paper in ready-for-production form with all requested revisions made to the manuscript. The corresponding author is asked to provide an address to be published with the paper, biographies, photographs, completed Transfer of Copyright form or Open-access License Agreement, a two-sentence summary of the paper, payment elections for page charges if applicable, and high-resolution figures in an acceptable file format. "*Interpretation Instructions to Authors*" lists acceptable file formats for high-resolution figures.

At the time the manuscript is sent into production, the author is sent a formal acceptance message informing him or her approximately when he or she can expect to receive the galley proofs.

**IV.6.C.6. Production of Technical Papers**

When a manuscript has been accepted, it is forwarded to the journal’s production staff for copy editing, styling, and production processing. The style guidelines applicable to material published are published in "*Interpretation Instructions to Authors*,” available online. The *Interpretation* Instructions to Authors include guidelines for ancillary and supplementary material, including video, which may be submitted for review and publication. From year to year, revisions to the instructions are made at the discretion of the Editor-in-Chief. The copy-editing process involves comprehensive readings of each manuscript for the purposes of correcting style, grammar, punctuation, spelling, and consistency problems and sizing figures. The process sometimes involves further resolution of questions with the author. The copy
editor’s goal is to improve the overall presentation of each paper without changing the scientific communication. After they are edited, the manuscripts are sent to composition and then to authors for review.

After all of the problems are resolved satisfactorily, the copy editor applies the proofreading revisions of the author and staff, and the production editor forwards layout changes to the compositor. The compositor makes the corrections and returns page proofs to the production editor. If further questions arise or additional changes are necessary, additional final proofs are processed and approved before the pages go to the printer. Meeting deadlines is the key to efficient processing throughout the editing and proofing stages. The editors, typesetters, and printers adhere strictly to a specific schedule. Interpretation publishes each paper online as it is approved for publication. Each issue, printed and online, includes all papers approved for publication by the approval deadline for that issue except for any special-section papers approved but designated for inclusion in a future issue and any papers with which authors are insufficiently responsive in returning proof comments.


The Editorial Board:
1. The board consists of a minimum of 18 board members.
2. Board terms are three years.
3. A board member who is active as defined below and willing to continue service on the board may be reappointed for another three-year term.
4. Reappointments are subject to the limit of four consecutive terms. An exception to this term limit can be made to reappoint a highly active member with the approval by both the SEG Board of Directors and the AAPG Executive Committee.
5. A member who is inactive as defined below drops off of the board without completing the year of inactivity; a semiactive member can complete the term. Inactive members are not reappointed for another term. Exceptions must be approved by both the AAPG Executive Committee and the SEG Board of Directors.
6. Terms begin and end with the calendar year. A new board member may be appointed and begin service at any time of year and have a term that concludes at the calendar-year end closest to the third anniversary of her or his appointment.
7. The board roster is refreshed periodically and at least once per year.

To maintain the active member status with good standing, a board member
1. follows SEG and AAPG ethical guidelines,
2. actively contributes to the board’s editorial and steering discussions,
3. handles manuscripts in a timely manner without burdening staff and other editors with the task of issuing repeated reminders to act on delayed papers, and
4. liaises (defined below) for two or more scheduled, but not necessarily published, special sections every calendar year. At least one of these special sections should be organized by an expert not on the board.
A board member serves as a liaison when she or he recruits the organizer (lead editor) for a special section and facilitates the announcement of the special section. A board member who is organizer of a special section doubles as liaison for that special section.

A semiactive member liaises with only one special section per year, does not routinely need staff-initiated reminders to handle delayed papers, and has not failed to handle an assigned manuscript that has to be reassigned to another editor after reminders from the system and staff. An inactive member initiates no special sections within four consecutive quarters, routinely needs staff-initiated reminders to handle delayed papers, or fails to handle an assigned manuscript that has to be reassigned to another editor after reminders from the system and staff. A member who becomes inactive drops off the board automatically. A member with extenuating circumstances (e.g., summer field work to remote sites without Internet access) should alert the staff and EIC in advance, if able, for a short (~3 months) reprieve. Members whose other priorities (e.g., work, AAPG or SEG committee responsibilities) prevent them from serving as an active member can maintain eligibility to volunteer at a future time by resigning from the board as active members in good standing.

Special-section ideas often are unplanned, occurring during the members’ routine technical activities. Members are encouraged to follow up those ideas with special-section proposals. Members are also encouraged to plan at least one special section during each half of the year to help maintain a steady stream of content for the journal. Members are further encouraged to recruit non-board organizers for topics not in the members’ areas of expertise to broaden the board’s subject coverage.

A candidate for Interpretation Editorial Board membership is generally a successful organizer of at least one special section within the previous twelve months, with an editorial record consistent with the expectation of an active member of the board. The Editor in Chief shall have sole responsibility for appointing members of the board. The EIC shall select members that collectively have scientific focus in the full range of major interpretation-related disciplines. The EIC shall make appointments without regard to association or society membership affiliation and instead will base board-member selections on editorial needs, subject-matter expertise, and record of editorial performance.

Candidates for EIC and Deputy EIC must be active members of the Editorial Board. The above four-term limit does not count the single-term service as either Deputy EIC or EIC. Neither the EIC nor the Deputy EIC may serve consecutive terms in the same position.

Near the beginning of the year during which SEG and AAPG will select an EIC and Deputy EIC, the incumbent EIC and Deputy EIC, with guidance from the editorial staff, will provide a list of individuals who meet criteria for Editorial Board reappointment (i.e., active) to the leadership of both organizations. The EIC and Deputy EIC will be selected from among these individuals. Both appointments will be made by the organizations’ presidents, who may elect to delegate the responsibility to their board (in the case of SEG) or executive committee (in the case of AAPG); the presidents or their designees in the appointment process are encouraged to
consult the EIC and Deputy EIC before making their selections. Each organization’s selection must be approved by the other organization. Each organization shall make its EIC or Deputy EIC selection at least nine months prior to the expiration of the incumbent’s term, but not more than one year prior, and each organization shall either accept or reject the other organization’s selection within two months of receiving notice of the nomination. If in any case the nonselecting organization rejects the selecting party’s nominee, the selection process shall be repeated and accelerated until a mutually acceptable EIC or Deputy EIC is selected. AAPG and SEG agree that approval of such selections shall not be unreasonably withheld. If either organization selects a candidate who does not meet the criteria for appointment, the selecting organization must provide justification to the other. Both organizations shall conduct the EIC and Deputy EIC selection processes in as confidential a manner as is reasonably possible.

Should an EIC or Deputy EIC be unable to complete a term or be subject to removal with cause by the organization that selected him or her, the organization that selected the departing EIC or Deputy EIC shall select a replacement to fulfill the remainder of the departing editor’s term, and that selection shall be subject to the approval of the other organization.

**IV.6.C.8. Author Fees**

A new author-fee policy was approved by the SEG Board on 15 October 2015. For papers submitted prior to 15 October 2015, the journal shall assess SEG and AAPG member authors mandatory page charges of $150 for the 13th and each subsequent typeset page. The mandatory charge for excess pages shall be $200 per page for nonmember authors. Authors shall be asked to pay voluntary charges of $100 per page for the first 12 pages. Authors shall not be assessed mandatory color charges but shall be asked to pay $450 per color page voluntarily. For papers submitted on or after 15 October 2015, the journal shall assess SEG and AAPG member authors mandatory page charges of $225 for the 13th and each subsequent typeset page. The mandatory charge for excess pages shall be $275 per page for nonmember authors. Authors shall be asked to pay voluntary charges of $175 per page for the first 12 pages. Authors shall not be assessed mandatory color charges but shall be asked to pay $450 per color page voluntarily.

The exact number of pages in an article cannot be confirmed until shortly before printing. However, a reasonable estimate is the number of words in the text divided by 1000 plus 35% of the number of figures and tables. Billing will take place after composition of the paper is complete. No charges are assessed if a submitted manuscript is not published.

Authors of papers accepted for publication in an SEG journal may elect to have their papers made freely accessible indefinitely in SEG’s online archives by paying an open-access fee of US$2,500. Authors of papers submitted prior to 15 October 2015 must have paid all mandatory and voluntary page and color charges to qualify for open-access publication. Authors of papers submitted on or after 15 October 2015 must pay only mandatory charges plus the open-access fee of $2500.
In addition to these charges, there may be charges for changes requested in the typeset proofs that alter the text or figures in the accepted manuscript. The SEG Publications Department staff will determine such charges from the proofs that reflect the changes.

It is the journal’s policy to suspend publication privileges of any author who has a past-due account with the Society.

“Interpretation Instructions to Authors” includes a hardship relief policy under which authors without means to pay mandatory page charges may apply to have these charges waived. The journal’s hybrid open-access policy and related fees is described in this document, also.

IV.6.D. THE LEADING EDGE

THE LEADING EDGE (TLE), which is published monthly, is the Society’s primary medium for communication of information that is not submitted for formal peer review and publication in GEOPHYSICS. Examples of material appropriate for publication in TLE are information concerning the basic operation of the Society (e.g., nominees for office, lists of applicants for membership), historical material about geophysical exploration and prominent figures in its evolution, and articles (e.g., tutorials and case histories) on geophysical theory, instrumentation, and industry trends that are written in a manner that is accessible to a broad audience.

TLE’s day-to-day operations are handled by staff in the Business Office who report to the Director of Publications. The Board’s oversight responsibility is delegated to the TLE Editorial Board (see THE LEADING EDGE Editorial Board entry in “Standing Committees”).

IV.6.E. SPECIAL PUBLICATIONS

This section describes the publication process for SEG special publications, carried out primarily by the SEG Books Editorial Board, including proposal submission and approval, manuscript development, and final approval for publication. References to Author(s) in these processes also apply to Editor(s) of compilations of articles by several authors. Summaries of editorial roles and SEG special publications series also are provided. Please also refer to the Books Editorial Board entry in the Standing Committees section of the SEG Policies and Procedures Manual for more information about the organization and scope of the Books Editorial Board.

Following the processes and roles descriptions, specific policy matters related to SEG special publications are presented with notation of when they were adopted by the Board.


a. Author(s) indicates interest in submitting a proposal for a special publications project without prompting or is solicited to submit a proposal by a Books Editorial Board member or another interested party. Author(s) is instructed on how to submit a proposal.

b. Author(s) completes a proposal form that guides author(s) in supplying a variety of information about the special publications project.
c. Author(s) provides enough information to enable the Books Editorial Board to judge the technical merits of the proposed publication. Author(s) is encouraged to attach any rough drafts, tables of contents, or other fragments that provide a window into the breadth and depth of the project.

d. Author(s) also provides information about the number of figures, including the number in color, plus the number of equations, the approximate number of pages, and an approximate schedule for manuscript preparation and submission for technical review.

e. Author(s) also is asked to estimate the market for the proposed publication. Author(s) may indicate a preference for the SEG series in which the work would be published. (See series descriptions elsewhere in these procedures.)

f. Author(s) also is asked to convey the amount of material in the work for which permission would need to be obtained from third parties.

g. The proposal is submitted through an online peer-review system in which Author(s) may indicate preferences for committee members and additional reviewers to handle the proposal review. Author(s) also may express preferences for the appointment of Volume Editor(s) to work with the author on development of the manuscript if the proposal is accepted. The committee is not required to follow Author(s) preferences.

h. Decisions about whether to collaborate with another publisher on a special publication are rendered through SEG’s normal proposal review process. All such decisions are subject to Board review.


a. The SEG Publications Department staff receives the proposal. If it is incomplete, staff instructs Author(s) to resubmit with more information. If it is complete, the staff routes the proposal to the Books Editorial Board Chair. The staff also notifies Author(s) when proposal is sent to the Chair and states that the committee will render a decision on the proposal within four weeks if the length of proposal documents is modest or six weeks if entire manuscripts are submitted.

b. The Chair coordinates review of the proposal, appointing at least three other committee members to participate in the review. The Chair may appoint additional technical reviewers (subject-matter experts) either inside or outside of the committee to participate in the proposal review.

c. Committee members involved in the proposal review consider the likely market and sales potential for the book along with its technical merit. Nonetheless, the review team promotes all proposals that are judged to represent significant contributions to applied geophysics literature. A proposed work should not be judged negatively because there may be a recent published work or work in progress on the same subject. Multiple perspectives on the same subject are encouraged.

d. The Chair renders a decision on the proposal based on the recommendations of the committee members and other reviewers. The Chair either accepts the proposal, sends it back to Author(s) with a request for revision, or rejects it. If the proposal is accepted, the Chair names a Managing Editor from the membership of the committee to guide development of the manuscript to publication. The Chair, in consultation with the Managing Editor and the Publications staff, assigns the work to one of SEG’s book series.
e. The Books Editorial Board considers any translation recommendation from the Translations Committee as an accepted proposal. The Translations Committee Chair, who is a member of the Books Editorial Board, serves as Managing Editor for manuscripts the Translations Committee recommends for SEG publication in English.

f. Once a proposal is accepted, the staff may prepare a First Agreement for publication if such would be useful in the particular situation. Negotiations on the First Agreement are handled among Author(s), the Managing Editor, and the Publications Director (or designated staff).

g. Regardless of the committee’s action on a proposal, comments of those who reviewed it are shared with Author(s).

IV.6.E.3. Translations Committee Process for Proposal Review and Decision

a. A Translations Committee member or the book’s lead author should complete the submission of the proposal in the SEG books online peer-review and production system. A complete submission should contain all the details expected of a regular book proposal, including a table of contents, author credentials, copyright issues (if any), market, and so on, as requested in the book proposal forms.

b. The Translations Committee should conduct its review of the work, or reflect its deliberations about it, in the online system, considering the work’s technical merit, how well it meets the needs of the SEG membership, financial feasibility, and other matters regularly addressed in book-proposal reviews. After gathering reviews from at least three committee members and/or others with the necessary language skills and technical background, and after ensuring that the proposal record for the work is complete, the Translations Committee chair should post a decision about the proposal in the online system.

c. The Translations Committee must obtain from the original work’s author(s) and copyright holder (if different from the author) a commitment of willingness to consider SEG publication of the work in another language, and this must be reflected in the proposal record before the work is granted accepted-proposal status.

d. An accepted proposal should include statements by a technical expert(s) appointed by the Translations Committee chair to certify that the original book meets established technical standards for SEG books. The expert(s) should present the work’s strengths and weaknesses and justify why this particular book among others under consideration should be translated and published by SEG.

e. Within the record for an accepted proposal, Translations Committee members or reviewers should describe the geophysical expertise and language skills required of a translator for this work and nomination of a translator from whom a commitment to perform the translation has been secured. A translator should be (a) a technical expert on the subject matter covered by the original book; (b) an excellent writer in the target language; and (c) a strong advocate for the work with highly favorable evaluations of the original book.

f. The record also should include what copyright arrangements will be necessary between SEG and the original publisher and sales data about the original book from the original publisher, if available.
g. The Translations Committee chair shall serve as Managing Editor for a work accepted at proposal stage and shall name a Volume Editor—a subject-matter expert—to work with translators and authors to improve the translation and the technical strength of the translated work as deemed necessary.

h. Final approval to publish follows normal Board procedures, beginning with the Volume Editor’s certification to the Managing Editor that the work is technically sound and ready for production.


a. Once a proposal is accepted, the Managing Editor appoints a technical expert in the subject matter of the prospective publication to serve as Volume Editor. (This step is not necessary if the “Author(s)” is the primary organizer and reviewer of a multiauthor collection of works and already is serving as a Volume Editor.) Proposal reviewers selected on the basis of their subject-matter expertise or proposal solicitors with similar expertise are good candidates to serve as Volume Editor. More than one Volume Editor may be appointed for a book in some cases.

b. The Volume Editor is the primary person responsible for the peer review, working extensively with Author(s) and other reviewers to ensure that the work meets high standards of technical accuracy with the appropriate level of subject coverage. The Volume Editor may serve as the primary organizer and reviewer of a compilation work with chapters by various authors.

c. The Volume Editor certifies to the Managing Editor, when satisfied, that the manuscript is of high quality, technically sound (adding other comments if desired), and ready for production.

d. If in agreement, the Managing Editor recommends to the Books Editorial Board Chair that the work be accepted for publication.

e. If in agreement, the Chair recommends to the Board through the Vice President, Publications that the book be approved for publication.

f. If the Chair recommends publication, Author(s) or Volume Editor(s) submit the final manuscript, with all materials necessary to produce it, plus documentation of all permissions needed for republication of materials from non-SEG sources.

g. Within three weeks of receiving a final manuscript from Author(s) or Volume Editor(s) that meets all submission requirements, the SEG staff prepares a financial projection for the book, with estimated expenses for copy editing, composition, and printing and optimal print run and pricing.

h. The Board considers the Books Editorial Board’s recommendation along with the financial projection produced by the staff and renders a decision on whether to publish the work.

i. Publications produced in conjunction with the SEG Distinguished Instructor Short Course are deemed automatically approved for publication at the time SEG selects the DISC instructor.

j. Manuscripts submitted for publication in the Course Notes Series undergo review to ensure that they meet minimum standards of technical accuracy, presentation quality, and value for SEG audiences. Manuscripts are submitted to the entire Books Editorial Board; once a majority of committee members has submitted reviews, the committee chair decides whether to accept or reject the manuscript or subject it to further review by subject-matter experts under the auspices of a Managing Editor before rendering a decision. No Board approval
to publish is required. Authors must notify the Books Editorial Board if they make substantial revisions to their works, as these would undergo a fresh review by the Books Editorial Board. The Continuing Education Committee is encouraged to submit most course notes used in its approved courses for publication as SEG Course Notes books, ensuring that submitted material has undergone technical review by subject-matter experts and that requested revisions have been applied.

**IV.6.E.5. Publication Production**

a. Upon Board approval of a publication, the staff hires a copy editor to ensure that the manuscript meets high standards of readability and editorial style compliance (GEOPHYSICS’ Instructions to Authors guidelines are followed). In some cases, a Publications Department staff member serves as copy editor. Author(s) and Volume Editor(s) are expected to respond promptly to queries about the manuscript from the copy editor.

b. During copy editing, the staff prepares a final Memorandum of Agreement for publication that includes transfer of copyright to SEG and royalty considerations, if any. Negotiations on the Memorandum of Agreement are conducted among Author(s), the Managing Editor, and the Publications Director (or designated staff).

c. Once copy editing is complete, the staff hires a composition vendor that constructs pages and produces proofs. First proofs are reviewed by Author(s), Volume Editor(s), Publications Department staff members, and sometimes also by Managing Editors. Only Volume Editor(s) and staff review subsequent proofs, as the purpose of this review is to ensure that corrections indicated on first proofs have been made.

d. The staff hires vendors charged with producing print, disc, and/or online products for delivery of the work. The staff handles all marketing, promotion, and sales arrangements for published works and fulfills any deliverables due to Author(s), Volume Editor(s), and Managing Editor(s).

**IV.6.E.6. Editorial Roles**

a. Books Editorial Board Chair—The Chair is appointed by the SEG President and has responsibilities that include managing the special publications program, appointing members of the committee, appointing Managing Editors and reviewers, and making editorial decisions and recommendations based on recommendations from the editors and reviewers.

b. Committee Member—Each member of the Books Editorial Board is appointed by the Chair under guidelines described in the Standing Committees portion of the SEG Policies and Procedures Manual. A member’s responsibilities include identifying subject areas in which SEG books are needed, soliciting special publications proposals from prospective authors and editors, serving as an editor and/or reviewer, approving special publications proposals, recommending publication of manuscripts that have been developed under the auspices of Volume Editors, and participating in guidance of the SEG special publications program.

c. Managing Editor—A Managing Editor is a committee member appointed by the Chair to shepherd development of a manuscript in preparation for its publication. The Managing Editor appoints a technical expert in the field as a
Volume Editor to assist Author(s) in ensuring that the publication meets high standards of technical accuracy and appropriate levels of depth and subject coverage. The Managing Editor may appoint himself/herself as the Volume Editor. The Managing Editor provides procedural and policy guidance and support to Author(s), Volume Editor(s), and the copy editor(s). With help from the SEG tracking staff, the Managing Editor also monitors the progress of the Author(s) and Volume Editor(s) versus the proposed book development schedule.

d. Proposal Reviewer—There are two types of Proposal Reviewers: (1) committee members appointed by the Chair; (2) additional subject-matter experts, usually not committee members, appointed by the Managing Editor. Their responsibility is to review special-publications proposals and make recommendations on how SEG should respond.

e. Volume Editor—The Volume Editor is appointed by the Managing Editor and, second only to Author(s), is responsible for ensuring that the contents of the volume are technically accurate, that the arguments and presentations are sound, and that the subject coverage is sufficient for the scope of what Author(s) is attempting and what the reader needs. The Volume Editor is charged with corresponding with Author(s) to elicit a technically strong work on the subject matter that adheres to GEOPHYSICS’ Instructions to Authors guidelines.

f. Manuscript Reviewer—The Volume Editor of a manuscript that has been approved at proposal stage may appoint additional reviewers to help develop the manuscript into a technically strong work.

g. Copy Editor—SEG hires a professional copy editor to address spelling, grammar, and style matters, improve readability, and sometimes also to address technical concerns. The staff projects a rough target copy-editing timeline to the Managing Editor and Author(s) for planning purposes. It is understood that time required for copy editing depends on the length and state of the work and response time of Author(s) and Volume Editor(s) to queries.

h. Vice President, Publications—The Vice President, Publications is the Board liaison to the Books Editorial Board and has oversight authority over the Books Editorial Board and its activities.

i. Publications Director—The Publications Director guides staff in support of the special publications program and either serve as the staff liaison to the Books Editorial Board or designate a Publications staff member to serve in that capacity.

**IV.6.E.7. Special Publications Series**

SEG publishes books and discs in several series, each distinguished by both the nature of the subject coverage and by the physical characteristics of the publications themselves. A vote of the entire Books Editorial Board is needed to establish or discontinue a series. A descriptive list of current series follows:

a. Investigations in Geophysics—This series features comprehensive treatments of mature subjects that present both theory and practice. Works in this series have long shelf lives. The books use the most expensive binding and paper; typically they have linen covers and dust jackets.

b. Geophysical Developments—This series is devoted to technologies that still are developing at a fairly rapid pace but have emerged to the extent that
capturing them in book form is warranted. Shelf life of these books is typically five to seven years. These are hardcover books but less expensively bound than those in the Investigations in Geophysics Series.

c. Geophysical References—Books used repeatedly as references or that have strong instructional components are published in this hardcover series.

d. Geophysical Monographs—These are concise works by one or two authors that have strong tutorial value. These are paperbacks, usually compact in size.

e. Geophysics Reprints—Books in this series are collections of previously published papers that track the development of a particular technology or specialty. They are typically 8½” x 11” paperbacks. Some future compilations in this series are likely to be offered on computer disc.

f. Cornerstones of Geophysics—These are modest-sized collections of key theoretical papers coupled with a brief tutorial, presented as 8½” x 11” paperbacks and often coupled with more expansive volumes on the topic at hand.

g. Course Notes—This paperback series contains lecture notes used in SEG Continuing Education Program courses or in university or corporate instructional settings. The books are usually 8½” x 11” paperbacks that, short of the final printing, are entirely author prepared (with no professional copy editing or composition).

h. Distinguished Instructor—Books in this series are the course notes prepared primarily for distribution to attendees of SEG Distinguished Instructor Short Course presentations. They undergo professional copy editing and composition before being printed in 8½” x 11” paperback format.

i. Open File—Books classified in this way are projected to have a small market and, therefore, are published as paperbacks in small quantities.

j. Slide Sets—In recent years, works selected for publication in this series have been distributed via the SEG Web site.

k. Digital Data—There are two major products in this category: GEOROM®, a complete archive of technical articles from GEOPHYSICS and THE LEADING EDGE through 2008, and the Expanded Abstracts Historical Series, an archive of Annual Meeting Technical Program papers published from 1982 to 2009. These products are published every three or four years.

l. DigitalDISC—These are DVDs of SEG/EAGE Distinguished Instructor Short Course presentations that include video of the instructor, the instructor’s slides, and text of what is being spoken.

m. SEG Standards—Standards established by the SEG Technical Standards Committee.

n. Videotapes, Video Courses, and Video on DVD—SEG publishes several instructional and informational videos.

**IV.6.E.8. Author Royalties**

With limited exceptions addressed in Agreements for some books (especially those copublished with other organizations), SEG pays royalties to author(s) of books that have four or fewer authors at the rate of 12% of SEG’s gross revenue from all sales of the book, or portions thereof, above the unit cost. Gross revenue attributable to the book includes a portion of revenue from perpetual-access and subscriptions sales of online book collections that include the book. The percentage of revenue from online book-collection sales and subscriptions that is attributable to the book is
calculated as the whole-book list price to individuals divided by the total of the whole-book list prices to individuals of all books in the collection. SEG requires that authors submit all completed tax forms and that SEG may be required to hold or file in conjunction with processing royalty payments and that authors also submit an author-information form that includes an address to which payments can be sent by SEG to authors. Authors who do not comply with these requirements shall not be paid royalties. Royalty checks that are not cashed within six months of issuance shall be void and nonrenewable. Authors waive the right to accrued and future royalties if tax forms and author-information forms are not submitted and updated as required or checks are not cashed for two consecutive years. Authors also waive the right to accrued and future royalties if royalty payments for two consecutive fiscal years amount to less than US $200 for a book for both years, all author royalty payments combined. SEG may offer royalty buyout terms to royalty-eligible authors at any time. Authors may waive rights to future royalties at any time with written notice to SEG.


a. Each author of a special publication with four or fewer authors is entitled to receive three finished print and/or removable-digital-media copies of the publication without charge.

b. Volume Editors of special publications that are compilations of work by numerous authors are entitled to receive three finished print and/or removable-digital-media copies of their publications without charge.

c. Managing Editors are entitled to receive one finished print and/or removable-digital-media copy of a work he or she guided to publication without charge.

d. Volume Editors of a work with four or fewer authors are entitled to receive one finished print and/or removable-digital-media copy of the work without charge.

e. Authors of original (non-reprint) material in special publications are entitled, if they request, to receive a PDF copy of their contribution to the work as it appears in SEG eBooks if it is part of the SEG eBooks collection. Volume editors of special publications that are compilations of work by numerous authors are entitled to request and receive the same benefit. These PDFs are provided strictly for personal use, and authors and editors may not share them, sell them, republish them online or in print, or otherwise distribute them without written permission from SEG. In the case of papers published within a book that presents works of many authors, personal use shall include the right to post the PDF via the Intranet sites of each author’s employer and to distribute it to a small number of other colleagues for the purpose of professional collaboration.

f. The lead author of a special publication with four or fewer authors or the lead volume editor of a special publication that is the compilation of work by numerous authors may designate one author’s or volume editor’s employer (for a multiauthor or multieditor book) at the time of publication to receive a complimentary perpetual-access subscription to the SEG eBook version of his or her book, if it exists. This subscription may not be transferred to another institution. The institution accepting this complimentary subscription shall be required to sign and abide by the terms of SEG’s standard perpetual-access subscription license.
g. If the institution receiving a complimentary subscription teaches face-to-face classroom courses on the subject matter of the special publication and there are course participants who are not members of the institution’s community (e.g., regular employees, faculty, or university students), the institution may request and obtain online access to the SEG eBook version for these individuals for a period of one year. The extension of access to these individuals shall be provided through a method that satisfies SEG security concerns and is approved by SEG. SEG may specify that institutions receiving complimentary subscriptions promote sales of SEG versions of the special publication to their communities.

**IV.6.E.10. Author Discounts**

a. Each author of a special publication with four or fewer authors may purchase finished copies of the print and/or removable-digital-media version of the work at 10% off the SEG Member price but may not sell any copies except in conjunction with a non-university course given by an author.

b. The lead author of an original article or original chapter in a compilation work published by SEG may purchase one print and/or removable-digital-media copy of the finished work at 50% off the SEG member price. Secondary authors may purchase one such copy at 10% off the SEG member price.

**IV.6.E.11. Copyright Transfer**

SEG shall secure exclusive worldwide publication rights from authors and editors of special publications, including the right to publish the work in any form, to license the publication of excerpts or translations, and to make editorial changes in future editions at its sole discretion. After securing these rights, SEG may decline to publish the work for any reason (in which case all rights shall revert to authors and editors). SEG shall require that authors and editors of special publications warrant that their work is original with them, that they have secured permission to use any included material from a copyrighted source, that the work is not in the public domain, and that the work does not infringe on any copyright or invade any right of privacy. Authors and editors shall indemnify SEG against any claims to the contrary. Authors shall not without the prior written consent of SEG (which shall not be unreasonably withheld), print, edit, or publish, or cause to be printed, edited, or published, in any form including electronic, any material based on the work that through such printing, editing, or publishing is likely in the opinion of SEG to injure or interfere with sales of the work.

**IV.6.E.12. Copublication**

SEG may modify the arrangements prescribed with authors in these procedures when negotiating copublication terms for a special publication with another publisher.


SEG encourages the submission of manuscripts on software-related topics for publication in print and/or electronic form if the work’s primary aim is to promote the understanding of geophysics and if the work involves geophysical software that is either free or in wide distribution. SEG is not interested in publishing manuals describing only the technical aspects of operating geophysical software. However,
SEG does seek to publish self-guided tutorials and other treatises focused on explicating geophysical principles that may heavily involve specific free or widely used geophysical software. When SEG publishes such material, the publication will include a statement of this policy and a message stating that SEG does not promote the discussed software to the exclusion of any other product.


SEG may serve as a distributor of another publisher’s books without the books having been subjected to SEG’s established peer-review procedure if the books originate with a publisher widely regarded as reputable. However, SEG may activate its review and approval procedure for other societies’ books should there arise from the membership, the staff, the Books Editorial Board, or the SEG Board any question about a particular publication’s suitability for inclusion in SEG’s portfolio or if another publisher’s entire portfolio is called into question. Titles may be called into review after SEG has begun to sell them, and the review procedure may result in some titles being withdrawn from the SEG catalog.

**IV.6.E.15. Prepublication Expenses**

Regarding special publications for which royalty is paid: Authors will be responsible for their own expenses, including telephone, postage, typing, drafting, etc. These expenses must be paid by Author(s), as they are incurred, or by SEG to be deducted from future royalty payments to Author(s). SEG will provide assistance as needed to Authors who have no organizational support for their publication activities, upon request. These costs will be included in pricing the publication for sale.

**IV.6.F. SEG YEARBOOK**

The SEG Yearbook, providing committee rosters, editorial board rosters, subsidiary board rosters, section and associated society contact information, student chapter contact information, program information, a list of Council representatives, program information, historical information, and other Society data, is published annually as PDF files posted to the SEG Web site. The contents are assembled by the Publications, Communications, and Web Content staffs.

**IV.7. SECTIONS AND ASSOCIATED SOCIETIES**

**IV.7.A. AUTHORITY**

The SEG Bylaws specifically provides for SEG Sections, Technical Sections, Associated Societies, and Student Sections in Article IX., Sections 1-6.

Descriptions of the functions of Section Representatives individually, as well as the functions of the SEG Council as a whole, are located in Procedures Manual.

According to Article IX, Section 1.c. of the Bylaws, the terms Section and Associated Society shall be synonymous in references to Sections and Associated Societies.
**IV.7.B. MISSION AND VISION**

**IV.7.B.1. Mission**
The Sections and Associated Societies program is intended to establish and nurture a global network of closely aligned professional societies that substantially share the mission of the SEG and cooperate with the Society to promote the science of geophysics and the education of applied geophysicists.

**IV.7.B.2. Vision**
SEG will be the Sections and Associated Societies prime choice for collaborative activities and will reach out to geosciences societies around the world to increase the diversity of representation and promote the exchange of knowledge. SEG will offer products and services that will not only serve the individual Section and Associated Society needs, but also connect them with counterparts in their region and around the world. The connections created through Sections and Associated Societies will serve the greater need of SEG membership and constituents and help to advance the science of geophysics.

**IV.7.C. FORMATION OF A SECTION/ASSOCIATED SOCIETY**
As stated in Bylaws Article IX., Section 1—the Board may authorize the formation of a Section or Associated Society upon receipt of a petition signed by 20 Active Members of the Society in good standing who reside within an appropriate distance of a central point or who share a common interest or problem. The steps to be followed in the formation of a Section or Associated Society are as follows:

**IV.7.C.1. Petition**
A petition might be worded: "We, the undersigned, are Active Members in good standing of the Society of Exploration Geophysicists and of ______ (name of Section/Associated Society). We respectfully request the SEG Board to accept the ________ (name of Section/Associated Society) as an SEG Section/Associated Society. We further state that we reside within appropriate distance of a central point and/or share a common interest or problem, as specified in Article IX., Section 1., of the Bylaws of the Society.

It is understood that the Bylaws adopted by the ______________ (acronym) must not be in conflict with the Bylaws of SEG. A copy of our proposed Bylaws accompanies this petition. Also enclosed is a list of those elected to serve as officers of the____________ (acronym).

We think the exploration community in the __________________________ area is large enough to warrant organized effort for the mutual benefit of __________ (acronym) and SEG. Our interest level is high and it is certainly our intent to maintain a viable organization in this area.”

Electronic submission of an individual’s intent to be included on the petition is acceptable as his or her signature on the petition.
IV.7.C.2. Bylaws
Upon receipt of such a petition signed by at least twenty members of the Society, the Business Office shall send to the organizers a model bylaws, which is not in conflict with the SEG Bylaws, for adoption by the organizers of the proposed Section/Associated Society. If the bylaws adopted by the proposed Section/Associated Society deviates significantly from the model bylaws, such bylaws will be sent to the SEG Constitution and Bylaws Committee for a ruling on their acceptability.

IV.7.C.3. Election of Officers
After an acceptable set of bylaws has been adopted by the proposed Section/Associated Society, a slate of officers shall be elected in accordance with those bylaws. The names and contact information, including email, of these officers shall be emailed to the Business Office.

After reviewing the petition, the bylaws, and the list of officers of the proposed Section/Associated Society, the Board will vote on authorization of the group as a Section/Associated Society of SEG. The vote will be taken either at a regular meeting of the Board, or by Executive Resolution.

The organizers will be notified by the Business Office of results of the vote.

IV.7.D. FORMATION OF A STUDENT CHAPTER—GUIDELINES
As stated in Bylaws Article IX., Section 5., the Board may authorize the formation of a Student Chapter providing a petition is submitted by ten or more graduate or undergraduate students in residence and a faculty advisor. Membership in the Society is recommended but not mandatory for the petitioners.

IV.7.D.1. Petition
A petition should be sent to the Society in the form of a letter to the SEG President stating the wish of the group to affiliate as a Student Chapter. The names and addresses of the students wishing to organize and the group’s Faculty Advisor should be enclosed with the petition letter. A minimum of ten students is required to form a Student Chapter. It is not a prerequisite that members of Student Chapters be members of SEG in order to obtain a charter. However, we encourage them to join if they choose.

IV.7.D.2. Bylaws
The Constitution of the proposed Chapter should be submitted to the Executive Director at the SEG Business Office for approval by the SEG Constitution and Bylaws Committee. Any deviations from SEG’s “Model” Constitution will be carefully considered by the Constitution and Bylaws Committee. The Board will vote on the proposed Chapter’s petition and if approved, issue a charter. A suggested Student Chapter Constitution, which may be used as a guideline, is available from the SEG Business Office.
IV.7.D.3. Election of Officers
If the group has already held an election of officers, the names of those elected to serve should also be noted.

IV.7.D.4. Miscellaneous
Once chartered, the Society will provide a complimentary subscription to *GEOPHYSICS* and *THE LEADING EDGE* to the Student Chapter in care of the Faculty Advisor. The SEG Student will be provided with selected special publications at no cost, based upon availability, and is entitled to make use of SEG’s Employment Referral Service.

IV.7.E. FORMATION OF A SECTION/ASSOCIATED SOCIETY—SPECIAL CIRCUMSTANCES
The first step in establishing affiliation with SEG is for the proposed Section/Associated Society to petition to the Board in care of the SEG Business Office with the signatures of “20 SEG Active Members of the Society in good standing residing within appropriate distance of a central point, or sharing a common interest or problem.”

If the _________________ Society does not have twenty SEG Active Members to fulfill the membership requirement, and/or funds for dues payments are not available, the organizers of the proposed Section/Associated Society should contact the SEG Council—or the Board—and request a determination that special circumstances exist. Once a determination has been made that special circumstances exist, the petitioning Society should submit the applications and dues of twenty candidates for membership, with the organizers certifying these applicants are practicing geophysicists and are qualified for SEG Active Member status. If funds are not available from the applicants and there is no other known source of funds available, SEG’s President should be contacted and his assistance requested in locating a funding source.

The next step in the procedure is for the organizers of the proposed Section/Associated Society to send a copy of the organizations suggested Bylaws to the Business Office. The Business Office will send the Bylaws to the Constitution and Bylaws Committee who will review any deviations from the “Model Bylaws” and rule on their acceptability. Upon acceptance of the Bylaws of the proposed Section/Associated Society, a slate of officers should be elected and the names and addresses of the officers submitted to the Business Office. The three documents, 1) the petition, 2) proposed bylaws, and 3) slate of officers may be submitted at the same time if more convenient.

Upon receipt of the signed petition, the Business Office will submit the petition to the Board, with a copy of the bylaws and list of officers of the proposed Section/Associated Society. The Board will review the petition, bylaws, and officers and vote on authorization of the group as an SEG Section/Associated Society. The organizers will be notified of the Board’s decision by the Business Office.

IV.7.F. DISSOLUTION OF AFFILIATION WITH A SECTION/ASSOCIATED SOCIETY
A Section/Associated Society may be classified in one of three ways: Active, Inactive or Dissolved.
A Section/Associated Society will be determined to be Active if, in addition to the election/appointment of officers in accordance with the Section/Associated Society’s Constitution and Bylaws, two of the additional criteria below are met:

- New officers are elected for that calendar year, or every two years if that is the Section/Associated Society’s procedure, and a list of officers is sent to the SEG headquarters office.
- At least two membership meetings are held during a calendar year.
- A Section/Associated Society survey is completed and sent to the SEG headquarters office showing that the society has at least 10 members – with at least five also Active members of SEG.
- A Section/Associated Society has sent an officer or representative (Active member of the SEG) to vote on the Council at the Annual Meeting.

A Section/Associated Society will be determined to be Inactive if it fails to meet the criteria above. The SEG President, on the basis of information provided by the SEG business office, may declare the Section/Associated Society to be Inactive as of a specific date and will advise the Section/Associated Society President of his decision in writing. A Section/Associated Society may be Inactive for up to one year and may, by request of the Section/Associated Society, be reinstated as Active at anytime during this period by providing evidence of compliance with the conditions described in the paragraph above. During Inactive status, the Section/Associated Society cannot send a representative to vote on Council.

If the Section/Associated Society is not restored to Active status within one year from the date of being declared Inactive, the Section/Associated Society Advisor may ask an officer of the Section/Associated Society to send a letter to the SEG requesting that the Section/Associated Society be Dissolved, or in the alternative, the Board, may declare the SAS to be Dissolved. In either case, written notification of the dissolution will be sent to the last contact and address for the SAS on file.

A Section/Associated Society will be designated inactive if the Section does not hold at least two technical sessions a year, or is unable to elect a full slate of officers.

An inactive Section/Associated Society will be designated a defunct Section/Associated Society by Board action if the Section/Associated Society is unable to regain active status in the one-year period following the date the Section/Associate Society is declared inactive.

The SEG Bylaws Article IX., Section 6., provide for the dissolution of affiliation with a Section/Associated Society by action of the Board. —This can occur for reasons it deems "good and sufficient." Although circumstances might vary from one Section to another, good and sufficient reasons might include: 1) Obvious evidence that the Section/Associated Society is not carrying out the terms of its bylaws; i.e., not electing a slate of officers annually; 2) a breakdown of communication with the Society; i.e., not sending names of new officers and/or not responding to the request for an annual membership count; or 3) a formal request from an authorized member of the Section/Associated that affiliation with that Section/Associate Society be dissolved.
IV.7.G. ADVANTAGES OF ASSOCIATION WITH SEG AS A SECTION/ASSOCIATED SOCIETY

Some of the advantages accruing to Sections/Associated Societies of SEG are of an intrinsic nature and would encompass but not be exclusive to the following:

- Opportunity to meet, influence and be influenced by other successful geophysicists through participation in Section/Associated Society affairs.
- Prestige, professionally and personally, of being associated with the Society recognized worldwide for advancement of the science of geophysics.

IV.7.G.1. Representation on the Council

Affiliation with SEG gives a Section/Associated Society formal representation on the SEG Council. The Council votes on all matters related to the Annual Report, changes to the dues rate structure or dues beyond cumulative inflation, and changes to the SEG Bylaws. The Council typically meets once a year, in conjunction with SEG’s Annual Meeting. The Council is composed Technical Section Representatives, Section/Associated Society Representatives, and District Representatives.

IV.7.G.2. Professional Development Programs

Continuing Education Courses: Cities large enough to support an SEG Section/Associated Society are logical sites for holding continuing education courses designed for geophysicists. Such courses are held in coordination with the Section/Associated Society.

Distinguished Instructor Short Course (DISC): SEG annually selects an eminent geophysicist and recognized speaker as the SEG’s Distinguished Instructor. This individual prepares a one day course on a significant emerging topic in geophysics to be given at approximately twenty locations worldwide. While the venues for these presentations are generally limited to locations with large concentrations of SEG members, the SEG attempts to obtain the rights for royalty-free reproduction of the course notes so that SEG Sections and Associated Societies can present the course using local geophysicists to lead discussions.

Distinguished Lecturers (DL): SEG annually selects two eminent geophysicists to serve as SEG Distinguished Lecturers. The Distinguished Lecturers travel worldwide to deliver an insightful one hour technical talk that reviews some aspect of current technology or highlights a specific scientific advancement of general interest to geophysicists. Distinguished lecturer topics tend to be more general to appeal to a worldwide audience.

Honorary Lecturers (HL): SEG annually selects six eminent geophysicists to serve as SEG Honorary Lecturers. The Honorary Lecturers travel regionally to deliver an insightful one hour technical talk that reviews some aspect of current technology or highlights a specific scientific advancement of general interest to geophysicists in that specific region of the world. Honorary lecturer topics tend to be more regionally focused to appeal to the audience in that region.

Sections/Associated Societies may request that the Distinguished and Honorary Lecturers deliver these talks to the Section/Associated Society membership, and
every effort is made to have the Lecturers visit the Sections/Associated Societies. In addition, digital presentations of the lecturers are available to members on the SEG website.

**IV.7.G.3. Assistance with Section/Associated Society Programs**
Sections/Associated Societies are provided with a list of the best papers presented at SEG Annual Meetings so the Sections/Associated Societies, at their option, can invite authors to present their papers at local Section /Associated Society meetings. This can be a great resource in finding speakers to give technical talks to the Section/Associated Society membership.

**IV.7.G.4. Publications**
A Section/Associated Society has the right to request permission to reproduce SEG publications and disseminate the reproductions to Section/Associated Society members. SEG will work with a Section/Associated Society and with the author of the publication to determine if permission can be granted on a basis mutually agreeable to all parties.

A Section/Associated Society has the right to translate and disseminate SEG publications for the benefit of its non-English speaking members on a basis mutually agreeable to the Section/Associated Society, SEG, and the author of the publication.

**IV.7.G.5. Annual Meeting Booth Discount**
As a non-profit, an SEG Section/Associated Society qualifies for a reduced rate on booth space at the SEG Annual Meeting & Exposition.

**IV.7.G.6. Committee Membership**
Chairs of some of the SEG standing committees depend on Sections/Associated Societies to recommend and to provide members who will serve on these committees. Such committee members, who through their Section/Associated Society activities have indicated their interest in Society affairs, have often been chosen to chair the committees.

**IV.7.G.7. SEG President Request**
The President of SEG annually prepares a presidential address. Sections/Associated Societies may request that the President deliver the address to the Section/Associated Society membership and visit locally with the Section/Associated Society to discuss items of mutual technical and professional interest.

**IV.7.G.8. Listing on SEG Section/Associated Society Web Page**
SEG Sections/Associated Societies are listed on SEG’s website.

**IV.7.G.9. Opportunities with Student Chapters**
When a new SEG Student Chapter is formed and is in close proximity to an SEG Professional Section/Associated Society, SEG will work at connecting the student chapter with the professional local society for opportunities in mentoring, communication, and collaboration with student members. Joint activities are
encouraged to develop the educational opportunities of student members and mentorship opportunities of Section/Associated Society members.

**IV.7.G.10. Joint Conferences, Workshops, and Forums in Partnership with SEG**

SEG Sections/Associated Societies may request the opportunity to work closely in partnership with SEG to host and put on joint conferences, workshops, and forums.

**IV.7.H. RESPONSIBILITIES OF A SECTION/ASSOCIATED SOCIETY TO SEG**

**IV.7.H.1. Representation on the Council**

The Business Office requests an annual membership count from each Section/Associated Society. The Section/Associated Society should count its members in good standing just prior to the date of the renewal of annual Section/Associated Society dues in order to reflect the largest number of members. In the event a Section/Associated Society does not provide its membership count to the Business Office at least thirty days prior to the Annual Meeting, no more than one of the Section Representatives from that Section/Associated Society shall have the privilege of voting at the meeting of the Council. A Section/Associated Society’s representation on the Council is determined by the number of Active Members of the Society in good standing who are on the membership rolls of the Section/Associated Society.

A Section/Associated Society Representative on the SEG Council must be an Active Member of the Society in good standing.

If a Section/Associated Society Representative is unable to attend the Council Meeting, the Section/Associated Society shall authorize an alternate or proxy, who is an SEG Active Member. This alternate will be seated with the privilege of voting if the Secretary is notified of this substitution in writing at least four days prior to the Council Meeting.

The term of office of a Section/Associated Society Representative begins and ends at the Council meeting held each year at the Annual Meeting. After the annual Section/Associated Society survey is complete, with each Section/Associated Society providing membership counts, the Section/Associated Society Representatives will be determined for the upcoming Council year. The roster of Council members is published on the Council page of each issue of *GEOPHYSICS*.

The duties of a Section/Associated Society Representative as a member of the SEG Council are described in other pages of the SEG Procedures Manual.

**IV.7.H.2. Communications with SEG Business Office**

The Business Office should be placed on the mailing lists (newsletter, journal, or regular mail) of all Sections/Associated Societies to receive notices of meetings and activities. The Business Office should be sent the names and addresses of Section/Associated Society Officers following an election and should be kept abreast of changes to the Section/Associated Society’s bylaws. The SEG Business Office will monitor the activities of Sections/Associated Societies through the yearly Section Survey. The survey will provide information on activities and challenges faced by the
Section/Associated Society in which SEG may be of assistance. The survey will supply membership numbers for Council Section/Associated Society Representation calculations. The SEG Business Office will report any activities that appear to be outside SEG’s objectives or established policy to the Board.

**IV.7.H.3. Changes to Section Bylaws**
The bylaws of a Section/Associated Society shall be consistent with the Bylaws of the Society. To assure that any changes that are proposed to the original Section/Associated Society bylaws, as authorized by the SEG Council, are not in conflict with the SEG Bylaws, such proposed changes shall be submitted to the Business Office for review by the SEG Bylaws Committee before being incorporated into a Section/Associated Society’s bylaws.

**IV.7.H.4. Encourage SEG and Section/Associated Society Membership**
Sections/Associated Societies shall encourage its members to join SEG. SEG will encourage its members to join their local SEG Section/Associated Society.

**IV.7.H.5. Publications**
Sections/Associated Societies shall encourage its members to publish their work in SEG publications and to present such work at SEG events.

**IV.7.I. LEGAL OBLIGATIONS**
The parent organization, SEG, does not automatically provide the Sections/Associated Societies an umbrella of protection from possible exposure to liability, nor does it automatically bestow tax-exempt status on those Sections/Associate Societies located in the United States. It would be prudent for Sections/Associated Societies to incorporate in their respective states or countries to protect their own officers from possible exposure to various liabilities. It is also advisable in most instances for the Section/Associated Society to secure from the Internal Revenue Service, designation as a not-for-profit organization and thus exempt from federal taxes.

The U.S. tax law requires tax exempt organizations to file an annual return, keep records, and make sworn statements as required by the Internal Revenue Service (IRS). However (as of 1978), annual returns are not required for any organization whose gross receipts in each taxable year are not normally more than $10,000.

Sections/Associated Societies required to file returns (Form 990, etc.) must apply for an IRS ruling or determination that it is exempt from tax. Such application is made by submitting to the IRS a completed form 1024, as an organization described in IRS Code Section 501(c)(6).

**IV.8. TECHNICAL SECTIONS**

**IV.8.A. AUTHORITY**
The SEG Bylaws provide for SEG Technical Sections in Article IX, Section 2. Technical Sections operate within the governance, financial, and organizational structure of the Society, and they have formal procedures and representation on the Council. The scope of each Technical Section is sufficiently broad to represent active professional interests

IV.8.B. MISSION AND VISION
A Technical Section should include a mission statement within its Operating Parameters that is consistent with SEG’s mission. Each Technical Section is encouraged to include a vision statement, also.

IV.8.C. STRUCTURE

IV.8.C.1. Operating Parameters
Technical Sections operate under the SEG Bylaws and the SEG Procedures Manual. They also adopt and follow their own Operating Parameters that are not in conflict with SEG Bylaws or the SEG Procedures Manual and that are approved by the SEG Board of Directors. Each Technical Section must specify its membership and leadership structure in its Operating Parameters. A Technical Section may make changes to its Operating Parameters by vote of its Leadership Team provided that the SEG Board of Directors approves the changes.

IV.8.C.2. Membership, Member Benefits, and Dues
SEG Members of any type are eligible to become members of one or more Technical Sections. No formal application process is required. All Technical Section Members may vote in Technical Section Leadership Team elections. Membership in a Technical Section is free for all SEG Members in good standing. Aside from voting rights within the Technical Section, membership in a Technical Section carries no tangible member benefits in addition to or different from SEG Member benefits. Members of a Technical Section must reaffirm their Technical Section Membership annually when renewing their SEG Membership. Each Technical Section must have a minimum of 250 members within one year of its establishment and by 1 June of each year afterward to retain its charter as a Technical Section.

IV.8.C.3. Governance Structure
Members of each Technical Section elect a Leadership Team that includes at least three officers—chair, vice chair, and secretary. A Leadership Team may include other members with specific responsibilities related to programs supported by the Technical Section and to SEG committees and other entities engaged in areas of the Technical Section’s focus. All Leadership Team members must be SEG Members. The SEG Board of Directors must approve the slate of candidates for each Technical Section’s Leadership Team prior to the Technical Section’s leadership elections. At least two candidates must be nominated by the Technical Section and be approved by the SEG Board of Directors to stand for election to Technical Section chair, vice chair, and secretary positions.

IV.8.C.4. Leadership Team Elections
The SEG business office administers Technical Section Leadership Team elections.
IV.8.C.5. Program and Budget Development
Each Technical Section annually submits a plan for programs it intends to develop and/or support and works with SEG staff to secure budgetary support for them. Technical Sections develop plans in collaboration with SEG committees and other entities and SEG staff engaged in program development, following all applicable SEG procedures for program review and approval. A representative of the Technical Section presents justification for the programs and their associated budgets to the SEG Finance Committee and the SEG Board of Directors, as may be requested.

IV.8.C.6. Volunteerism
A primary function of each Technical Section Leadership Team is to recruit volunteers for SEG programs in the area of technical focus and connect them with SEG staff and resources and other SEG entities so that the programs can be carried out.

IV.8.C.7. Staffing
The SEG executive director is responsible for assignment and alignment of staff dedicated to implementing and operating budgeted Technical Section-supported programs.

IV.8.C.8. Intersociety Cooperation
SEG may enter into partnerships and other cooperative agreements with other organizations to better serve members of a Technical Section and may designate a Technical Section, with its approval, to represent SEG in implementing such activities. Technical Sections may recommend intersociety partnerships to the SEG Board of Directors but may not enter into such partnerships directly.

IV.8.C.9. Alternate Names for Technical Sections
With approval of the SEG Board of Directors, a Technical Section may adopt a name for itself that includes a descriptor other than “Technical Section.”

IV.8.C.10. Annual Report
Each Technical Section shall prepare and submit a report of its activities for inclusion in the SEG Annual Report.

IV.8.D. REPRESENTATION

IV.8.D.1. SEG Council
Technical Sections shall be recognized and represented by the SEG Council and have representation on it, as provided in Article VII, Section 2 and Article IX, Section 2 of the SEG Bylaws. The number of Representatives that a Technical Section has on the Council is based on the number of Technical Section Members who are SEG Active Members; a formula for calculating the number is presented in Article VII, Section 3 of the SEG Bylaws. Each member of a Technical Section is represented on the Council through membership in the Technical Section unless the member designates that his or her representation will be through another SEG entity as provided in Article VII, Section 2 of the SEG Bylaws.
**IV.8.D.2. SEG Board of Directors**

The SEG president appoints an SEG Board of Directors liaison to the Leadership Team of each Technical Section. A Technical Section Leadership Team representative will be invited to SEG Board of Directors meetings in which decisions related to the Technical Section are made.

**IV.8.E. FORMATION OF A TECHNICAL SECTION**

**IV.8.E.1. Application**

The SEG Board of Directors is responsible for approving Technical Sections for Society recognition and Council Membership. Application for formation of a Technical Section is made through designated SEG staff and must include:

1. a petition requesting Technical Section formation, signed by at least 50 Members of the Society, that includes a proposed name for the entity and nominees to serve as members of the first Technical Section Leadership Team until a Leadership Team election can be organized (Note: Electronic submission by an SEG Member of his or her intent to be included on a petition for Technical Section formation is as valid as his or her signature on a petition.)
2. a description of the technical focus of the proposed Technical Section and the program of activities that the Technical Section would create, support, and/or enhance, plus an estimate of the amount of staff assistance that would be required
3. a set of Operating Parameters for the Technical Section consistent with SEG Bylaws and the SEG Procedures Manual
4. a contact person to whom questions about the application can be directed who is empowered to speak on behalf of the applicant group

Technical Section applicants may obtain model petition language and model Operating Parameters from the SEG business office prior to making application. If the Operating Parameters selected by Technical Section applicants deviate significantly from the model Operating Parameters, such Operating Parameters are sent to the SEG Bylaws Committee for a ruling on their acceptability.

**IV.8.E.2. Authorization**

After reviewing the petition, the Operating Parameters, and the Leadership Team nominees submitted by the Technical Section applicants, the SEG Board of Directors votes on whether to establish the Technical Section. The SEG Board of Directors may make establishment of a Technical Section conditional on adjustments it may specify to submitted Operating Parameters and inaugural Leadership Team membership. The election and seating of a new Leadership Team must occur within 18 months of the date on which the SEG Board of Directors charters the Technical Section.

**IV.8.F. DISSOLUTION**

**IV.8.F.1. Minimum Participation**

A Technical Section must meet the following criteria annually to retain its charter:
1. It must have a minimum of 250 members that may include SEG Members of all types (i.e., Active, Associate, Student, etc.).
2. It must have a Leadership Team elected in accordance with its Operating Parameters.
3. It must submit a program plan and associated budget requirements through SEG staff and must be active in supporting the programs.

IV.8.F.2. Dissolution Process
A Technical Section dissolves automatically if it fails to meet one or more of the criteria for minimum participation for a period of more than one year. Either on the recommendation of the Technical Section Leadership Team or on its own, the SEG Board of Directors may dissolve a Technical Section.

IV.9. PROGRAMS

IV.9.A. FIELD CAMP GRANT PROGRAM
The Field Camp program is intended to connect, inspire and propel the people and science of geophysics by providing critical funding for projects that further the professional development, student support and youth outreach goals of the SEG. Applicants from around the world are particularly encouraged to apply for “seed money” or funding needed to get their project started. Proposals should address issues, problems or opportunities related to the SEG’s mission: Connecting, inspiring, and propelling the people and science of geophysics.

Field Camp Program awards will be made by the SEG and administered by SEG business office staff. The Field Camp Committee will review and recommend Field Camps recipients to the SEG Board of Directors.

The mission of the SEG Field Camp Program is to provide hands-on experience to students pursuing a geophysics career. Awards will be made by the SEG and administered by SEG business office staff. The Field Camp Committee will review and recommend proposals to the SEG. A diversity of funded projects is encouraged.

The following restrictions will apply to individual project awards.
- The maximum allowable Field Camp award is $20,000.00 unless a larger award is deemed reasonable by the committee.
- Indirect costs are not allowed under the Field Camp Program. Indirect costs may be defined as any costs that are incurred as a result of grant award activities and that provide a benefit to the grant project, but that cannot be allocated directly to a grant.
- Proposals may only request funding for a single project year.
- For profit organizations are not eligible for funding. Applicants must be charitable, not for profit organizations.
- Projects that include political lobbying, proselytizing, or other activities that are not pertinent to the mission of the SEG or the program intent are not eligible for funding. This includes projects submitted by religious or political organizations.
• Applicants must be able to accomplish the project with the funds awarded or have the ability to garner additional project funding prior to the project start date.
• Applicants should work to include Health, Safety, and Environmental awareness in the field camp activity.

1. Applications must include time-framed and measurable objectives.
2. Applications must clearly define a health, safety, and environmental plan for the project. HSE plans must:
   a. Recognize the most likely safety exposures
   b. Recognize the most severe consequences, and
   c. Enunciate planned actions that will minimize these exposures and consequences
3. Applications must clearly describe methods of financial and programmatic accountability.
4. Applications must clearly describe how the project relates to the mission of the SEG.
5. Applications must specify the purpose for which SEG funds will be utilized and describe how the project will verify and report that funds have been expended in the manner requested and approved.
6. Applications must clearly describe how the project will be completed should only a portion of the requested funding amount be awarded or how the applicant intends to raise additional required funds prior to the start date of the projects.
7. Applications must describe how the project will publicly recognize the support of SEG and the SEG Foundation donors.

All applications will undergo a general eligibility screening by the SEG business office to ensure that only applications that are complete, unique, and applicable to an appropriate field of study (geophysics and related geosciences) are submitted to the committee for full review. Each committee member will independently review and rank all applications based on all relevant criteria as deemed appropriate by each individual committee member.

The primary criteria that will be used to review and prioritize qualifying projects are intellectual merit, broader impact and project evaluation:

1. What is the intellectual merit of the proposed activity?
   • How important is the proposed activity to advancing knowledge and understanding within applied geophysics, broadly defined?

2. How well qualified is the applicant (individual or team) to conduct the project?
   • To what extent does the proposed activity suggest and explore creative and original concepts?
   • How well conceived and organized is the proposed activity?
3. What are the broader impacts of the proposed activity?
   - How well does the activity advance discovery and understanding?
   - How well does the activity promote teaching, training and learning?
   - How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)?
   - To what extent will the activity enhance the infrastructure for research and education, such as facilities, instrumentation, networks and partnerships?
   - Will the results be disseminated broadly to enhance scientific and technological understanding?
   - What may be the benefits of the proposed activity to society?

4. How will the project be evaluated?
   - Are the expected goal/objectives of the project stated clearly?
   - How well described are the steps of the project and the timetable for accomplishing the steps?
   - How will progress toward the goals/objectives be measured?
   - How will SEG and the SEG Foundation donor support be recognized?

**IV.9.A.4. Application Scoring**

- Health, safety and environmental plan 10 pts.
- Organizational capacity 10 pts.
- Project’s intellectual merit 20 pts.
- Project's broader impact 20 pts.
- Project evaluation 20 pts.
- Budgeting estimate and timeline (including reporting) 10 pts.
- Funds management/tracking 10 pts.

**TOTAL POINTS POSSIBLE** 100 pts

**IV.9.A.5. Election Procedures**

The program will process and review awards once a year.

- All applications will be screened by SEG business staff to determine compliance with eligibility and application requirements. Applications that do not meet these requirements will not be considered.
- Applications that meet initial requirements and are received by the published deadline will be forwarded to the SEG Field Camp Committee.
- The Field Camp Committee will strive to meet within two months of receiving the applications. They will consider the applications in the context of the review criteria and completeness (scoring criteria below). The committee may meet in person, by teleconference, or online through an e-community. The chair will determine the most appropriate method.
- The Field Camp Committee will forward these recommendations, with comments, to the SEG Board.
The SEG Board will determine the final list of projects and awards, based on the recommendations the committee and on the availability of funds.

Applicants will be notified of awards within three months of the published application deadline.

**IV.9.A.6. Previously Funded Applicants**

- Previously funded applicants must complete the annual progress report section of the application in order to be considered for funding.
- Previously funded projects that have not demonstrated measurable success or appropriate utilization of SEG funds will not be considered for future funding years.
- Previously funded applicants must have submitted an accounting of the expenses on the approved project with appropriate receipts.

**IV.9.A.7. Disbursement of Field Camp Funds**

- Field Camp awards are disbursed by check to the recipient’s university. When disbursement by check is not viable, an electronic wire transfer may be issued directly to the university’s bank account.
- In rare cases, such as when the university refuses to administer the Field Camp on behalf of the SEG, the business office may send a check or electronic wire transfer directly to the another appropriate financial point of contact.

**IV.9.A.8. Publicity**

Field Camp Application Instructions will be posted on the SEG website with a link to the application. The website link will also be advertised in the November edition of *The Leading Edge*. Applications will be available on the SEG website no later than November 1st and will be removed on the application deadline date of February 1. Applications must be downloaded in PDF printed, completed, and mailed or e-mailed by the applicant.


All grant recipients outside the United States must sign and notarize an affidavit specifying that the funds will not be utilized to support or engage in terrorism or for any purpose other than those stated. This is a requirement of U.S. law that the SEG must adhere to. An affidavit form and a sample (completed) affidavit are attached to the application.

**IV.9.B. SCHOLARSHIP PROGRAM**

The scholarship program will process and review awards once a year. Application deadline is generally March 1 each year. SEG Scholarships are intended to encourage the study of the geophysics and related geosciences and to recognize students who have demonstrated outstanding academic merit. Although SEG scholarships are usually utilized to offset the cost of tuition, there may be occasions when scholarships are offered to fully-funded students. In such cases, the business office will request that the student provide a summary of educational or living expenses that the scholarship will offset. There is no requirement for financial need.
Scholarship awards will be made by the SEG and administered by SEG business office staff. The Scholarship Committee will review and recommend scholarships recipients to the SEG Board of Directors.

The mission of the SEG Scholarship Program is twofold:
1. To attract the best and brightest high school and college students into the study of and a career in geophysics and related geosciences:
2. To recognize excellence in students who are currently committed to the study of and a career in geophysics and related geosciences.

IV.9.B.2. Selection Criteria
The following general eligibility criteria apply to all scholarship applicants:
- A student must intend to pursue a college curriculum directed toward a career in geophysics and/or related geosciences.
- A student must meet one of the following requirements:
  - A current high school student planning to enter college next fall.
  - An undergraduate or graduate college student whose grades are above average.
- Certain scholarships provided by the SEG Foundation impose additional eligibility requirements specified by scholarships’ donors. The list of eligibility and restrictions will be provided by the SEG Foundation on an annual basis at the beginning of the calendar year.

IV.9.B.3. Award Requirements

IV.9.B.3.a. Application Requirements
- Interested students must complete an application provided by the SEG. Scholarship applications will be posted on the SEG web site by November 1 of each year.
- Applications must be supported by an original essay, two letters of recommendation from faculty members who are familiar with the applicant’s academic work, and official transcripts of grades.
- In certain cases when official transcripts are not available before the application deadline, students may submit unofficial transcripts. However, official transcripts must be sent to the business office as soon as they become available.
- Applications and all supporting documents must be delivered to the business office by the close of business on March 1 each year.
- Late applications or supporting materials will be deemed ineligible unless otherwise approved by the Scholarship Committee.

IV.9.B.3.b. Review Criteria
All applications will undergo a general eligibility screening by the SEG business office to ensure that only applications that are complete, unique, and applicable to an appropriate field of study (geophysics and related geosciences) are submitted to the committee for full review. Each committee member will independently review and rank all applications that meet the general eligibility criteria based entirely on merit; this may include assessment on academic
achievement, career intent, leadership within the geoscience communities, qualified recommendation letters, or all other relevant criteria as deemed appropriate by each individual committee member.

**IV.9.B.3.c. Renewals**

A scholarship recipient may only receive an SEG scholarship for a maximum of six (6) years.

- Current recipients must annually complete new applications, including the submission of two letters of recommendation.
- Current recipient applications will be “flagged” as renewal applications and will be reviewed and ranked prior to the Scholarship Committee’s review of new applicants.
- The Scholarship Committee will rank current recipient applications based on review criteria and the committee's knowledge of the recipient’s prior year performance.
- Current recipients who meet the criteria for scholarship renewal may be recommended for continuation of the same scholarship or the committee may recommend him/her for a different scholarship.

**IV.9.B.4. Award Procedures**

**IV.9.B.4.a. Selection Procedures**

- All applications will be processed and sorted by SEG staff to determine compliance with eligibility and application requirements.
- SEG staff members will filter applications to determine eligible applicants for scholarships with Donor Established Advisory Groups. Applications that meet the criteria for these scholarships will be forwarded to respective Donor Established Advisory Groups for review.
- Applications that meet initial requirements and are received by the published deadline will be forwarded to the SEG Scholarship Committee. Committee members will also be provided ranking sheets and a summary of donor restrictions and funding allocations.
- The Committee will consider the applications in the context of the review criteria (including academic achievement, career goal, and choice of school), donor restrictions, and funding availability.
- Each committee member will provide a completed ranking sheet to Staff and the Chair of the Scholarship Committee approximately two weeks prior to the scheduled consensus meeting. A forced ranking summary will be developed based on the committee’s rankings.
- The Scholarship Committee will meet no later than the third week of May. Committee members will review forced rankings and assign scholarships based on donor restrictions and funding availability.
- The Committee will determine the final list of scholarship awards, based on the recommendations of the advisory committees and the availability of funds.
- The Scholarship Committee will forward these recommendations, with comments, to the SEG Board.

**IV.9.B.4.b. Disbursement of Scholarship Funds**
• Scholarship awards are disbursed by check to the recipient’s university. When disbursement by check is not viable, an electronic wire transfer may be issued directly to the university’s bank account.
• Scholarship funds are to be administered by the recipient’s university. Universities shall apply scholarships toward any fees owed the university by the student and then disburse any remaining funds directly to the student.
• In rare cases, such as when the university refuses to administer the scholarship on behalf of the SEG, the business office may send a check or electronic wire transfer directly to the student.

In addition to all eligibility criteria listed above, a scholarship recipient must satisfy the following in order to maintain his/her scholarship:
• A letter of appreciation must be written to the donor of his or her scholarship. Scholarship funds will not be released until a copy of the donor appreciation letter is received by the SEG business office. Recipients are also encouraged to contact their donors during or immediately following the second semester.
• Transcripts must be submitted upon the completion of each semester.
• A letter must be submitted to the Scholarship Committee upon the completion of each semester. This letter shall update the committee on the recipient’s academic progress, involvement in any special projects or activities, and any other information the recipient wishes to share with the committee. The progress report should accompany the recipient’s transcripts.
• In the event a recipient fails to comply with the maintenance requirements, the Scholarship Committee may choose to withdraw or deny renewal of the scholarship.

A scholarship may be withdrawn,
• if the recipient changes his or her college curriculum from one directed toward a career in applied geophysics or related geosciences to another field of study;
• if the recipient enrolls in a different school and/or pursues a curriculum other than what he or she indicated at the time of application and no longer meets the requirements set forth by the donor of the scholarship;
• if the recipient fails to remain in good scholastic standing; to this end, the holder must see that a report of his or her grades is furnished to the Scholarship Committee at the end of each semester;
• if the recipient conducts himself or herself in such a way as to embarrass the Society of Exploration Geophysicists, the SEG Foundation, or the donor of the scholarship;
• if the recipient no longer satisfies all general eligibility criteria;
• if the recipient fails to satisfy all anti-terrorism, OFAC, or Patriot Act compliance checks;
• if the SEG has sufficient reason to believe that either the recipient or the university the student is enrolled in is engaged in or is otherwise connected to any other individual or entity that is engaged in terrorism or other criminal activities.
IV.9.B.5. Publicity

- Scholarship applications will be published on the SEG website no later than September 1. The program and the link will be advertised in THE LEADING EDGE, The Anomaly, and Carrying the Torch beginning in September.
- Mailings will be sent to Faculty Advisors at universities with SEG Student Sections in September and November.
- Current scholarship recipients will be contacted in September to inform them of the application procedure for current recipients.
- Letters will be sent quarterly to all student authors in GEOPHYSICS and THE LEADING EDGE, congratulating them and notifying them of scholarship opportunities.


All scholarship recipients outside the United States must sign and notarize an affidavit specifying that the funds will not be utilized to support or engage in terrorism or for any purpose other than those stated. This is a requirement of U.S. law that the SEG must adhere to. An affidavit form and a sample (completed) affidavit will be sent to the recipient.

IV.9.C. TRAVEL GRANT PROGRAM

The SEG Travel Grant Program allows students to participate in educational offerings, annual meetings, technical programs, and geophysical exhibitions throughout the world. Attendance at such meetings allows students to learn leading edge geophysical knowledge, meet prospective employers, and catch a glimpse of the industry. Travel Grants are available to help students defray the costs of travel, accommodations, meals, and incidental expenses. Recipients of travel grants may be awarded travel grants named for an individual donor, designated for a specific meeting, or awarded for attendance to an education program or symposium. Travel Grant Program awards will be made by the SEG and administered by SEG business office staff. The Travel Grant Committee will review and recommend Travel Grant recipients to the SEG Board of Directors.

IV.9.C.1. Mission

The SEG Travel Grant Program allows students to participate in educational offerings, annual meetings, technical programs, and geophysical exhibitions throughout the world. Awards will be made by the SEG and administered by SEG business office staff. The Travel Grant Committee will review and recommend proposals to the SEG Board of Directors.

IV.9.C.2. Program Application Process

IV.9.C.2.a. Applicant Eligibility

General eligibility is listed below. Specific additional requirements for specific events is listed at the end of this section.

IV.9.C.2.b. Travel Grants

Required Eligibility
- The applicant must be pursuing a degree in geosciences.
- The applicant must have above average grades.
• The applicant must be a current member of an SEG Student Chapter if required by the specific travel grant opportunity.

SEG Foundation Annual Meeting Travel Grants
• The applicant is pursuing a graduate degree in geosciences.
• The applicant has submitted a paper for presentation at the SEG Annual Meeting.
• The paper must have been selected by the SEG Annual Meeting Technical Program Committee
• The applicant has been a student member of SEG for at least one year.

**IV.9.C.2.c. Review Criteria**
• Grades
• Involvement in Geosciences or Chosen Field of Study
• Papers and Presentations
• Essay Questions
• Recommendations

**IV.9.C.2.d. Review and Selection Procedures**
The program will process and review awards as required for specific events.
• All applications will be screened by SEG staff to determine compliance with eligibility and application requirements. Applications that do not meet these requirements will not be considered.
• Applications that meet initial requirements and are received by the published deadline will be forwarded to the SEG Travel Grant Committee.
• The Travel Grant Committee will strive to reach consensus within two weeks of receiving the applications. They will consider the applications in the context of the review criteria and completeness (scoring criteria below). The committee may meet in person, by teleconference, web conference, or through grant management software. The chair will determine the most appropriate method.
• The Travel Grant Committee will forward these recommendations, with comments, to the SEG Board.
• The SEG Board will approve awards at the earliest to accommodate travel schedules and visa requirements, based on the recommendations the committee and on the availability of funds.
• Applicants will be notified of awards and travel grants will be completed by staff.

**IV.9.C.3. Awards and Disbursements**

**IV.9.C.3.a. Travel and Accommodations**
• The maximum allowable travel grant for each travel grant program shall be determined each year by an SEG business office staff following a review of the approved budget and the specific donor requirements of each travel grant program.
• Travel grant recipients will be housed in accommodations arranged by SEG business office staff.
• Funding for airfare and accommodations will be paid directly to travel and accommodation providers.
• Recipients must complete a travel request form and mail it to the SEG 60 days prior to the travel date.

**IV.9.C.3.b. Per Diem Allowances**
• The maximum per diem award shall not exceed the amount allowed for SEG business office staff.
• Should a per diem allowance be granted, it will be provided to the recipient upon his/her arrival at the meeting or educational activity.

Recipients must present a student I.D., visa, passport, and/or driver’s license, along with the notice of award to receive the per diem allowance. They must also complete appropriate tax forms and agree to the SEG Financial requirements.

**IV.9.C.4. Patriot Act Requirements**
All travel grant recipients outside the United States must sign and notarize an affidavit specifying that the funds will not be utilized to support or engage in terrorism or for any purpose other than those stated. This is a requirement of U.S. law that the SEG must adhere to. An affidavit form and a sample (completed) affidavit are attached to the application.

**IV.9.C.5. Publicity**
Travel Grant Application Instructions will be posted on the SEG website with a link to the application. The website link will also be advertised of *The Leading Edge* at least 90 days in advance of the application opening. Applications will be available on the SEG website and updated as required for upcoming events.

**IV.9.C.6. SEG/Chevron Leadership Symposium Additional Point Criteria**
• The applicant is an Officer in his/her SEG Student Chapter.
• The applicant has been nominated by his/her Student Chapter Officers.

**IV.9.C.7. SEG/ExxonMobil Student Education Program Additional Eligibility Criteria**
The applicant may be pursuing a degree in geosciences or seismology. The applicant may be a student member of SEG or a professional society affiliated with seismology.

**IV.9.C.8. SEG/ExxonMobil Student Education Program Additional Point Criteria**
The applicant is pursuing a graduate degree in geosciences or seismology.

**IV.9.C.9. AAPG/SEG Student Expo SEG Foundation Travel Grants**

**IV.9.C.9.a. Program Purpose**
The SEG AAPG/SEG Student Expo Travel Grant Program offers travel grants to students who are members of SEG and/or AAPG are available to help students defray expenses while attending the AAPG/SEG Student Expo in Houston.

**IV.9.C.9.b. Program Funding**
The travel grant program is funded by the SEG through donations to the program from individuals, corporations, organizations, and grants from other sources.

IV.9.C.9.c. Committee
The Committee for the AAPG/SEG Student Expo Travel Grant program shall be the SEG Travel Grant Committee.

- The applicant must have been a student member of SEG or AAPG for at least one year.
- The applicant must be pursuing a degree in geosciences.
- The applicant must have above average grades.

IV.9.C.9.e. Review Process
The Student Expo Travel Grant program will process and review awards once a year. Application deadline is generally in mid-July to allow sufficient time for visa processing.

Application Requirements
- Interested students must complete an application provided by the SEG. Applications will be posted on the SEG web site.
- Applications must be complete, and must be accompanied by the essay question, official transcripts of the most recent two semester’s grades or academic report, and a letter of recommendation.
- Late applications or supporting materials will be deemed ineligible unless otherwise approved by the Travel Grant Committee.

Review Criteria
- Grades or academic standing
- Academic level
- Involvement in AAPG or SEG student chapter
- Essay question
- Receipt of an AAPG or SEG Scholarship
- Abstract submission

Selection Process
- All applications will be screened by SEG staff to determine compliance with eligibility and application requirements.
- Applications that do not meet these requirements will not be considered for review by the committee.
- Applications that meet required eligibility requirements and are received by the published deadline will be forwarded to the committee for review.
- The committee will meet within two weeks after receipt of the applications. The Committee may meet in person, by teleconference, web conference or grant management software. The Chair will determine the most appropriate method.
• The committee will consider the applications based on the rating criteria, essay questions, application completeness, and compliance with donor requirements.
• The committee will make award recommendations to the SEG Board.
• The SEG Board will approve the final list of recipients at the earliest to allow sufficient time to process the required visas and other activity, based on the availability of funds and on fiduciary and stewardship considerations. If the necessary approval request does not coincide with a scheduled meeting of the Board it will go to the Executive Committee of the SEG Board for approval.

Awards and Disbursements
• The maximum allowable travel grant shall be determined each year by an SEG business office staff following a review of the approved budget and the specific donor requirements of each travel grant program.
• Travel grant recipients will be housed in accommodations arranged by SEG business office staff. Funding for accommodations will be paid directly to accommodation providers.
• In addition to funding for accommodations, travel grant recipients may also be awarded funding for other expenses incurred while attending the AAPG/SEG Student Expo. These expenses may include airfare, ground transportation, or meals.
• Should additional funding be granted, it will be provided to the recipient upon his/her arrival at the Student Expo.
• Recipients must present a student I.D., visa, passport, and/or driver’s license, along with the notice of award to receive the per diem allowance. They must also complete appropriate tax forms and agree to the SEG Financial requirements.

IV.9.D. GEOSCIENTISTS WITHOUT BORDERS® PROGRAM

IV.9.D.1. Conflict of Interest
All persons reviewing and evaluating proposals must complete a Conflict of Interest statement.

The purpose of the Financial Conflict of Interest Policy is to protect the interests and the tax-exempt status of the SEG when the SEG is contemplating entering into a transaction or arrangement that might benefit, directly or indirectly a member of the SEG Board of Directors, a committee member, or a corporate donor. The policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable organizations. In order to avoid any real or perceived Conflicts of Interest, committees should adhere to the following guidelines:

a. Committee members shall not receive a direct financial benefit from the SEG.
b. Corporate donors shall not receive direct or indirect financial benefits from the SEG or by way of the SEG’s activities that are more than incidental or insignificant.
c. Committee members shall disclose to the Executive Director of SEG their employment by, or other relationship to, a corporate donor that has
earmarked funds for a program to be overseen by a committee on which the member participates.

d. Committee members shall abstain from voting in those cases where there is the potential for direct or indirect benefit to the corporate donor which employs or otherwise has a financial relationship with the committee member. Further, the member with a real or perceived conflict is prohibited from participating in discussions on matters over which he or she may have conflicting interests.

e. The Committee shall inform the SEG Board Directors before recommending a programmatic award, or other transaction that might provide a direct or indirect benefit that is more than incidental to any corporate donor which employs or otherwise has a financial relationship with a committee member. Under such circumstances the SEG Board of Director may seek legal advice prior to approval of the award, or transaction.

f. Each member of the committee shall annually sign a statement which affirms that such person:

• has received a copy of the Financial Conflict of Interest Policy,
• has read and understands the policy,
• has agreed to comply with the policy, and
• understands that the SEG is a non-profit organization and, in order to maintain its Federal tax exemption, must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
• will file their statement with the Business Office staff liaison.

Each member shall also disclose to the Executive Director of the SEG, if applicable, and as fully as possible the nature of real or potential conflicts and the nature of the committee member’s interest in the potential transactions. All statements which anticipate conflicts of interest shall be circulated to SEG Board of Directors and the Chair of the Committee. Each committee member shall agree to answer any questions about potential conflicts that Board members may have. Committee members will file their statements with the Business Office staff liaison.


The GWB committee will:

• Independently review each application against eligibility criteria. Scores and rankings will be forwarded to the Tulsa Business Office for compilation. Come to a consensus during each application review cycle and make recommendations to the Board for funding approval. The committee is responsible to ensure that all decisions will be developed independent of the influence of individuals outside the committee, without conflict of interest, and according to any funding restrictions. The committee may seek information related to an application through the Business Office Liaison and use any personal knowledge or research in their decision.
• Review all project reports, and make recommendations to stop or continue the project.
• Review project progress during presentations at the SEG Annual Meeting.
• Serve as a resource to the project team but in no way direct the efforts of the project.
• Provide an annual report to the Board of Directors.
The SEG Business Office will:
- Receive and process GWB applications for consideration by the committee.
- Facilitate committee meetings and conference calls
- Maintain historical records
- Administer grants and agreements
- Facilitate appropriate payments and ensure compliance with Economic Sanctions guidelines in SEG Policy and Procedures Section IV.8.
- Assist the committee chair with preparing Board exhibits and reports.

GWB Board liaison(s) will:
- Participate as a non-voting member during consensus meetings
- Provide the committee with any guidance from the Board of Directors
- Provide program updates to the Board of Directors

SEG Board of Directors
- Approve expenditures of funds for projects

Program committee members are jointly responsible for developing and managing a multi-year business plan which will include goals, objectives, strategies and required resources. This information will be used annually to prepare program budgets and evaluations. The business plan should include participation from key stakeholders, as available.

The GWB Committee will:
- Review all Policies and Procedures every two year or sooner if necessary.
- Submit recommended changes to the Board of Directors for consideration.

The SEG Business Office will:
- Periodically research applicable laws and regulations as it pertains to the GWB Program and advise the committee if changes to policy are required.
- Maintain a current copy of the program policies and procedures.

**IV.9.D.5. Outreach**
The entire GWB Program committee will focus on strengthening the global geoscience community. One method is to engage in mutually beneficial, multidisciplinary “partnerships” and cooperation with other organizations active in engineering and geoscience.

Another focus is to connect and inspire early career geoscientists, (e.g. SEG Student Chapters) by providing opportunities for them to actively engage in the program.

AWARD CRITERIA AND RESTRICTIONS
A. Awards will be made by the SEG and administered by SEG business office
taff. The Geoscientists Without Borders® Committee, will review and
recommend proposals to the SEG Board Directors. A diversity of funded projects
is encouraged.

B. The following restrictions will apply to individual project awards.
- The maximum allowable award is USD$50,000.00 per year.
- Proposals may request funding for a project with duration of up to two (2)
years under a single proposal.
- Awards may not be used to cover administrative costs not directly related
to conduct of the project (indirect costs).
- Proposals shall include student participation. Energizing students and
introducing them to the broad range of geosciences careers while also
strengthening university programs in the geophysics and geosciences is a
primary emphasis of Geoscientists Without Borders®.
- For profit organizations are not eligible for funding. Applicants must be
charitable, not for profit organizations.
- Unexploded ordinance (UXO) detection projects are excluded.
- Projects that include political lobbying, proselytizing, or other activities that
are not pertinent to the mission of the SEG Foundation, the Society of
Exploration Geophysicists, or the program intent are not eligible for
funding. This includes projects submitted by religious or political
organizations.

PROPOSAL REVIEW PROCESS
The program will process and review proposals for award twice a year. This will
provide award notice on a schedule suitable for field season planning in both
Northern and Southern Hemisphere summer seasons. Projects will be submitted for
review in two phases, the first being a shorter application. Projects accepted during
the application phase will be invited to submit a full proposal.

A. SELECTION PROCESS PHASE ONE APPLICATIONS
- Applications for Phase One review will be accepted year round. Applications
that arrive by the deadline set by the Committee for an individual cycle of
awards will be reviewed during that cycle. The deadlines will be announced
at least 60 days in advance. Any applications received after the date will be
considered in the next cycle unless withdrawn or replaced by the applicant.
- All Phase One applications will be screened by SEG staff to
determine compliance with eligibility and application requirements.
- Applications that meet initial requirements and are received by the published
deadline will be forwarded to the Committee for review.
- The Committee will meet within two weeks after receipt of the applications.
The Committee may meet in person, by teleconference, or online through an
e-community. The Chair will determine the most appropriate method.
- The Committee will select applications that will be invited to submit
proposals for Phase Two development.
• Upon notification, applicants will have thirty (30) calendar days to prepare and submit an application under the guidelines set forth for the Phase Two application.
• Applications will be judged after consideration of the following criteria:
  o Humanitarian Benefit
  o Student involvement and program diversity including partner relationships
  o Use of geophysics and other geosciences
  o Sustainability – data will be used and/or training/transfer of knowledge will provide opportunities for continuing benefit

B. SELECTION PROCESS PHASE TWO PROPOSALS
• All Phase Two proposals will be screened by SEG staff to determine compliance with proposal requirements.
• Proposals that do not meet the requirements will not be considered.
• Proposals that meet requirements and are received by the published deadline will be forwarded to the Committee for review.
• The Committee will meet within two weeks after receipt of the proposals. The Committee may meet in person, by teleconference, or online through an e-community. The Chair will determine the most appropriate method.
• The Committee will make award recommendations to the SEG Board.
• The SEG Board will determine the final list of projects, based on the availability of funds and on fiduciary and stewardship considerations.
• Proposals will be rated on the following criteria:
  o Project Description: Objectives and Relationship to SEG and Geoscientists Without Borders® initiative including the criteria for Phase One
  o Project Plan: Technical Approach, Justifications, and Qualifications
  o Budget and Finance: Plans and Accountability Information

PREVIOUSLY FUNDED APPLICANTS
• Previously funded applicants must complete prior project reports. A summary section of the application must summarize any prior work conducted in order to be considered for funding.
• Previously funded projects/groups that have not demonstrated measurable success or appropriate utilization of SEG funds will not be considered for future funding years.
• SEG support of ongoing projects will usually be limited to two (2) years. An applicant may apply for additional time and funding over the two (2) year limit if special need can be demonstrated.

PUBLICITY
• Geoscientists Without Borders® application instructions will be posted on the SEG website with a link to the application. The website link will also be advertised in the appropriate edition of The Leading Edge to ensure adequate notice to potential applicants.
• Notice and instructions for applications will be available on the SEG GWB website no later than 60 days prior to the application deadline. The
information will remain on the website and only be replaced as it is updated and approved by the Committee.

- Application deadlines will be posted on the SEG website and in The Leading Edge. Deadlines will be posted and revised for each cycle in other SEG publications, such as Anomaly, SEG Extra, SEG Online, and any other suitable outlets wherever possible.
- Applications will be downloadable in PDF format so that applicants may submit applications by mail or email. When available, applications should be completed online.
- Schlumberger will be referred to as the “Founding Supporter” of Geoscientists Without Borders® on all promotional materials. This recognition will continue for a period of five years after the cessation of any financial support.

EQUIPMENT PURCHASE POLICY
Purchase of equipment for projects will be allowed if applicants make appropriate justifications for the purchase in the project proposal. SEG Policy requires the project manager solicit three (3) bids for equipment valued over USD $5,000.00. The project manager will be responsible for selecting the bid to be accepted. The bids and the selection decision will be provided to the SEG as part of the project reporting process.

PATRIOT ACT REQUIREMENTS
All grant recipients outside of the United States must sign and notarize an affidavit specifying that the funds will not be utilized to support or engage in terrorism or for any purpose other than those stated. This is a requirement of U.S. law that the SEG must uphold.

GRANT AGREEMENTS
All grant recipients will be required to sign a Grant Agreement. Required Liability Coverage Certification/Waiver will be included in the Grant Agreement (sample attached). Neither the SEG nor the SEG Foundation will be held responsible for liability related to an approved project. A sample waiver is included with the application.

The Agreement will define the project by reference to a Project Plan to be attached to the Agreement, which should include a timeline and other specifics. Requirements to be imposed on grantees by the Grant Agreement will include the grantee’s acknowledgement of its exempt status, assurance of the grantee’s ability to manage the project, the grantee’s agreement not to engage in activities with granted funds that will jeopardize the exempt status of the SEG, the grantee’s agreement to manage the project consistently, and in keeping with best practices, segregation of granted funds, regular written reporting by the grantee to the SEG, right of the SEG to inspect books and records, to review the project and to receive return of funds if the project is not completed, is mishandled, or if funds remain after the project has been completed, the grantee’s obligation to obtain insurance that protects the SEG against liability for accidents, injuries, and collateral damages, and to obtain liability waivers from students and other project participants, and other provisions.

IV.9.D.7.a. Phase One Application Submission and Review Requirements

Phase One applications are designed as on-line applications. Submit only one application per project. Applications must be received in the SEG office by 5:00 PM (C.S.T) on the deadline published by SEG in THE LEADING EDGE and on the SEG Online for that round of reviews. No exceptions will be allowed. Applications submitted or received after the deadline will not be accepted. In the event that internet is not available, applicants may submit application via online application or email. Proposals may be faxed only if email capability is not available.

Phase One is an on-line application. However, in the event that the proposer does not have sufficient internet access, the following is acceptable.

Applications should be no longer than two (2) pages excluding the cover sheet. Arrange the proposal in the following manner:

- Cover Sheet
- Application Narrative (arrange using the outline below)

OUTLINE FORMAT

Basic Project Information – up to 20 points
What: Goal: 1-2 sentences summarizing the goal of the project
Who: Communication Point of Contact (POC)
  - Participants – Project personnel – assignments - partners
  - Organizations involved/ non-funded partnerships identified
Where: Field Location/s and other Work sites
When: Duration of the project
How Much: Project cost estimate – to be refined in second proposal with details
  - Financial POC

Identified Need and Benefit – up to 40 points
- Identify the Need for the project and the Impact of the results Beneficiaries
  - benefits (humanitarian, community, and environmental).

Technical Merit and Approach – up to 40 points
- Identify the technology/s and the application, approach, and anticipated
  - product/outcome. Justify the choice of technology for the project.

PHASE ONE REVIEW CRITERIA

Basic Information – 20 points
• Everything requested is included in the submittal.
• Goal summary is sufficient to tell you what the project intends to accomplish.
• Meets the restrictions for budget and duration.
• Project personnel are identified sufficiently.
• Project location is fully identified.

Identified Need and Benefits – 40 points
• Humanitarian or Community Application is sufficiently demonstrated.
• Environmental benefits should be connected to an environmental injustice in an area or for a group.
• Location meets the Geoscientists Without Borders program mission to apply the project funds to areas of need.
• Project has a high likelihood of benefiting the community.

Technical Merit and Approach – 40 points
• The technical approach is suitable to the goals of the project.
• Will the technology chosen provide the information/outcome sought (within budget limitations and risk)?
• The technology proposed is a geophysics technology.
• The approach demonstrates understanding of the capabilities and limitations of the selected technology.

Mail completed applications to:
SEG Geoscientists Without Borders
8801 South Yale Ave., Suite 500
Tulsa, OK 74137 USA

Email completed applications to: withoutborders@seg.org
Fax (if email not possible) applications to: 918-497-5560

FORMATTING REQUIREMENTS
Use a standard typeface no smaller than 12 point. Use margins no less than 1 inch. Do not place proposals in binders or folders. Applications must be single-sided and single-spaced. Use only 8.5 X 11 or A4 white paper.
**IV.9.D.7.b. Phase Two Application and Review Guidelines**

Submit only one copy of the full proposal. Proposals must be received in the SEG office by 5:00 PM (C.S.T) on the deadline given in the invitation to submit a Phase Two proposal. **No exceptions will be allowed.** Proposals submitted or received after the deadline will not be accepted. Proposals attached to email are accepted provided that they are in Microsoft Word (.doc) or .pdf format. Proposals may be faxed only if email capability is not available.

*Proposals should be no longer than 20 pages excluding the cover sheet, waiver forms and attachments.*

**OUTLINE FORMAT**

- Proposal Cover Sheet
- Abstract
- Table of Contents
- Application Narrative (arrange using the outline provided)
- Budget Form
- Attachment A - Liability waiver and insurance statement
- Attachment B – Access demonstration documents
- Other Attachments as necessary

**Project Description and Objectives and Relationship to SEG/ Geoscientists Without Borders mission – up to 20 points**

- Proposal Abstract – 1 page or less (suitable for public release if awarded)
- Narrative project proposal
- Supporting background information as needed
- Project objective/s and measure/s of success
- Relationship to SEG/ GWB mission and goals
  - Identify and describe the need for the project and humanitarian, community impact of the results.
  - Identify the beneficiaries and the benefits to be realized by the completed project.
  - Describe the student involvement

**Project Plan - Technical Approach, Plan, and Justifications – up to 50 points**

- Briefly describe the technology and expected products from its use.
- Narrative description of the plan approach and deployment of teams and equipment followed by acquisition of data/information and the processing. Describe the application of the results to actual action that will create the immediate humanitarian or community and environmental benefit
- Identify risks and mitigation strategies.
  - Are there any go/no go points?
  - Are there physical, cultural, or political risks?
  - Are there any technical risks?
- Timeline and identification of critical milestones
- Reporting
A final report will be due to the Tulsa Business Office 30 days after completion of the project. For projects more than a year in duration, a status report is required at 12 months.

- Personnel and organizational Assignments and Qualifications
  - Project Manager and Communication Point of Contact (POC)
  - Participants – Responsibilities – Accountability
  - Organizations involved/ non-funded partnerships identified
  - Management and reporting relationships – Identify the project personnel who will be accountable.

- Approach to Security, Health, Safety, and Environmental (SHSE)
  - Demonstrate that the project will be performed with appropriate procedures and protections under accepted SHSE standards.

- Facilities and Resources
  - Identify any available facilities and resources available to the project and how they will be applied. (Labs, equipment, computing power, housing, etc.)

- Describe how the project will publicly recognize the support of SEG and the SEG Foundation Geoscientists Without Borders Program.

- Describe the “footprint” this project will have on the field community. Some well-intended humanitarian projects negatively impact the communities they are serving by further depleting scarce resources.

- Describe the sustainability of the project by the community.

- If applicable, describe the optimal but unavailable technology or equipment that could be used in this project.

Budget and Finance - Plans and Accountability Information – up to 30 points

- Proposed budget breakdown for the Geoscientists Without Borders® funding
  - **Note:** Indirect costs are not allowed under the GWB Program.

- Description of donation or in-kind contributions included in the overall project budget. This should include any partners who contribute time or equipment.

- Equipment Purchase
  - Identify and justify all equipment purchases.
  - Describe use or disposition of the equipment after the project is completed.

- Responsible financial party and POC
  - Describe how the project will verify and report that the funds have been expended in the manner requested and approved.

- Reporting schedule

- Detailed travel budget required. (who, where, why, duration, cost) Please be sure to include cost for project representative to attend SEG Annual meeting(s).

PHASE TWO REVIEW CRITERIA

Initial requirements for review

- Document that access to any field site is reasonably assured (example; written permission from property owner/manager)

- Proposals may request funding for a period of up to twenty four (24) months. Project does not re
The maximum allowable GWB Project award is $50,000 USD per year.
Indirect costs are not allowed under the GWB program

**Project Description and Objectives and Relationship to SEG GWB Mission – 20 points**
- Abstract is included and sufficient to accurately summarize the project and its proposed goals.
- The narrative clearly describes the proposed project and its goals.
- Background material is sufficient to identify the location
- The Narrative clearly illustrates the need for the work and identifies the beneficiaries
- The project is clearly related to the GWB mission and goals.
- The project objectives are clear and realistic.

**Project Plan -Technical Approach, Justifications, and Qualifications – 50 points**
- The technology chosen is clearly suitable for the project goals.
- The project team demonstrates an understanding of the technology uses and limitations.
- The project team has experience or significant knowledge with regard to the technology or proposes partnership with experts
- The plan for the project demonstrates an understanding of all requirements for the project to be successful based on timing, location, transport, labor requirements, physical, cultural, and political considerations
- The plan as proposed has a high likelihood of success.
- The project team demonstrates a full understanding of any technical or other risks to the success of the project successfully.
- The timeline is reasonable and realistic
- The project has identified all permitting and transport issues and addressed them in the timeline.
- The Project has sufficient facilities and resources to complete the project or has arranged to acquire them through partnerships or purchase.
- The project team is committed to reporting/communication with SEG/ GWB.
- The personnel and organization of the project team is suitable for a successfully managed project.
- Multiple groups/organizations have clearly defined roles in the project and the management and reporting lines are well established
- Accountability for financial management of SEG/GWB are clearly understood
- The project team has a clear intention to recognize the source of the funding in a public way and the plan is reasonable and acceptable to the GWB Committee.

**Budget and Finance - Plans and Accountability Information – 30 points**
- The Budget proposed is complete and clear.
- The budget funding sources are clear and allocated appropriately
- Donations to the project are clearly identified as to amount and source
- Equipment purchases are reasonable in view of the project and cost proposed is reasonable.
- Disposition of the equipment post-project is acceptable to SEG/GWB
• The financial reporting responsibility and verification is clear and acceptable
• The project is committed to financial reporting.
• The project has recognized any financial requirements for transport or permitting necessary.
• Note: SEG Policy does not allow for indirect costs to be charged to the SEG grants.

Returning Applicants
Previously funded applicants must complete prior project reports. A summary section of the application must summarize any prior work conducted in order to be considered for funding. The summary should be included as an attachment and limited to less than 5 pages.

Mail completed proposals to:
SEG Geoscientists Without Borders
8801 South Yale Ave- Suite 500
Tulsa, OK 74137 USA

Email completed proposals to: withoutborders@seg.org
Fax (if email not possible) proposals to: 918-497-5560

IV.10. ECONOMIC SANCTIONS COMPLIANCE ACTIVITIES

IV.10.A. INTRODUCTION
This section of the SEG Policies and Procedures Manual expands on SEG policy and guidelines presented in Section II.17. It follows the structure of the policy by beginning with an overview of activities that the Society undertakes with respect to complying with the U.S. Department of Treasury Office of Foreign Assets Control (“OFAC”) regulations, then addresses specific activities related to operational components of SEG. SEG expects that its subsidiaries follow its OFAC policy, guidelines, and compliance activities and that the subsidiaries acknowledge this in their own procedures.

IV.10.B. OVERVIEW
SEG policy, guidelines, and compliance activities are presented in the SEG Policies and Procedures Manual to help ensure that the Society achieves full compliance with OFAC regulations. This section focuses on compliance activities. If after reading these documents employees or volunteers are unclear regarding how to comply with OFAC regulations or apply the regulations to a specific situation, the regulations and supporting documents themselves — available at Web sites provided in Section II.17 and within this document — should be consulted. If questions remain, legal counsel regularly engaged in OFAC compliance matters should be consulted. Here are specific guidelines that all operational components of SEG follow:
1. Although OFAC regulations and requirements vary by country, as a practical matter, absent specific permission from the U.S. Department of Treasury in the form of a specific license, transactions with SEG members and prospective members in Crimea, Cuba, Iran, North Korea, Sudan, and Syria (the “Sanctioned Countries”) are generally limited to the dissemination of “information and informational materials.”

2. OFAC maintains non-comprehensive, or targeted, economic sanctions programs against certain other countries, including: Balkans, Belarus, Burma (Myanmar), Burundi, Central African Republic, Côte d’Ivoire, Democratic Republic of the Congo, Iraq, Lebanon, Liberia, Libya, Somalia, South Sudan, Ukraine/Russia, Venezuela, Yemen, and Zimbabwe. In general, SEG may provide full membership benefits and services to persons in a country that is subject to non-comprehensive sanctions, except if such persons appear on the Specially Designated Nationals and Blocked Persons list (“SDN List”) as described further below.

3. SEG staff and volunteers consult OFAC-provided country-by-country information on sanctions programs, available at: http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx

4. As needed, SEG staff and volunteers consult a list of frequently asked questions regarding OFAC sanctions programs, available at: http://www.treasury.gov/resource-center/faqs/Sanctions/Pages/ques_index.aspx

5. SEG may not provide any benefits or services to persons who appear on the OFAC Specially Designated Nationals and Blocked Persons list, or the Sectoral Sanctions Identification List (“SSIL list”) related to Russia/Ukraine sanctions, regardless of the place of residence of these individuals. The SDN list includes more than 6,000 names of persons and institutions. Institutions on the list include governmental entities, including national oil companies in Sanctioned Countries; no benefits or services are provided to individuals affiliated with the governments of Sanctioned Countries or governmental entities in Sanctioned Countries. Each SEG operational component uses reasonable means to determine if persons and entities seeking OFAC-regulated transactions with SEG appear on the SDN list or SSIL list and denies services to any persons and entities that appear on the SDN list. Various forms of the SDN list and the SDN search engine are available at: http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx

6. Reasonable means usually includes batch-loading names of persons and entities into free Web-based OFAC-compliance search engines such the following provided by the Financial Industry Regulatory Authority that provides for searches of up to 500 names at a time: http://apps.finra.org/rulesregulation/OFAC/1/Default.aspx

7. As a professional organization incorporated in the United States, SEG is not required to abide by sanctions imposed by the European Union or other governmental entities throughout the world. Yet SEG will cooperate with its international-association and professional-society counterparts to ensure that any joint activities are in compliance with applicable U.S., European Union, and other sanctions laws, as may be applicable, when engaging in joint activities.

8. Penalties for violations of OFAC sanctions regulations are substantial. SEG staff and volunteers appreciate the importance of compliance when reviewing OFAC’s enforcement information page, including enforcement guidelines:
9. SEG may not and does not provide marketing or business-consulting services or related goods to persons in Sanctioned Countries.

10. SEG operational components maintain records documenting that they follow the Society’s OFAC compliance policy, guidelines, and activities.

11. While Iran and Cuba remain on the Sanctioned Countries list, in 2015 and 2016, significant changes to U.S. policy were made to lift certain economic sanctions against Iran and Cuba. However, most transactions between persons subject to U.S. jurisdiction, and Cuba and Iran continue to be prohibited, SEG staff are encouraged to seek advice and guidance before expanding activities with individuals and entities in Iran and Cuba. SEG staff and volunteers should consult OFAC guidelines on Cuba and Iran, available at: https://www.treasury.gov/resource-center/sanctions/Programs/pages/cuba.aspx and https://www.treasury.gov/resource-center/sanctions/Programs/Pages/iran.aspx.

IV.10.C. MEMBERSHIP
Guidelines and associated activities related to membership:
1. SEG may extend membership to and collect membership dues from persons in Sanctioned Countries, even if dues exceed the value of member-benefit material provided.
2. It is not permissible to extend membership to and collect dues from persons on the SDN list. Constituent Engagement checks applicants for membership against the SDN list and issues rejection notifications to any whose names appear on that list.
3. It is not permissible to market membership and other benefits of engagement with the Society to persons in Sanctioned Countries.

IV.10.D. PUBLICATIONS
Guidelines and associated activities related to publications:
1. To members and nonmembers in Sanctioned Countries, SEG provides access to the Web site where such persons may purchase publications in addition to those that are benefits of membership, and ships purchased material to such persons, provided that the publications qualify as information or informational materials, defined at: http://www.gpo.gov/fdsys/pkg/CFR-2013-title31-vol3/xml/CFR-2013-title31-vol3-part560.xml#seqnum560.315
2. Reviewing and accepting scholarly papers by authors from Sanctioned Countries is permitted provided that the papers are not substantively altered or enhanced by SEG. Normal peer review and copy editing is not considered substantive alteration or enhancement, and these activities are permitted.
3. SEG does not provide customer support (online or offline) and technical support to members and nonmembers in Sanctioned Countries unless it is incidental to the dissemination of information or informational materials.
4. Entering into a contractual relationship with persons and entities in Sanctioned Countries involving sales of information or informational materials not already in existence or involving the alteration or enhancement of existing information or informational materials is prohibited, so SEG does not enter into such relationships.
5. SEG may publish and market manuscripts, books, journals, and newspapers in conjunction with persons and entities in Sanctioned Countries but not with any person acting directly or indirectly on behalf of a sanctioned government.

6. Publications, publications fulfillment, and technical program staff check paper submissions and purchase requests against the SDN list, paying special attention not only to names of individual persons but also to author/purchaser affiliations to determine whether requests may legally be fulfilled. Staff members performing these functions request additional information from the author or prospective purchaser if initial checks against the SDN list are inconclusive, so as to ascertain whether the person or entity is on the SDN list. No products or services are provided to persons and entities discovered to be on the SDN list.

IV.10.E. EVENTS
Guidelines and associated activities related to events:
1. Consistent with regulations, SEG permits members and nonmembers in Sanctioned Countries to attend SEG meetings, conferences, and professional-development events as long as the individuals are only granted access to information and informational materials and do not receive any prohibited services.

2. Also consistent with regulations, SEG permits members and nonmembers in Sanctioned Countries to submit scholarly papers for review and publication in association with meetings, workshops, and forums, and upon acceptance, permits such persons to present these papers, provided that the papers are not substantively altered or enhanced by SEG staff or volunteers. Normal peer review and copy editing is not considered substantive alteration or enhancement, and these activities are permitted.

3. Also consistent with regulations, SEG permits members and nonmembers in Sanctioned Countries to participate as technical program committee members and technical reviewers for meetings, workshops, and forums but not as members of event organizing committees.

4. SEG screens all persons seeking to publish in conjunction with, make presentations at, exhibit at, or advance register for its meetings, conferences, and professional-development events in advance to ensure none are on the SDN list, checking also the affiliations of those persons to identify any who may be affiliated with an entity on the SDN list. SEG similarly makes every reasonable effort to screen those who seek to register on-site for events it sponsors. SEG denies participation to any persons, representatives of entities, or entities themselves that it discovers as appearing on the SDN list.

5. Consistent with regulations, SEG does not sponsor conferences or events that are organized or co-organized by a sanctioned government.

6. For events in which SEG is a secondary sponsor and is not the operator, the Society will make reasonable effort to ensure that primary sponsors and operators follow its policies and guidelines with respect to compliance with OFAC regulations and will take distancing action up to and including withdrawal from an event if it finds regulations are not being followed.

IV.10.F. PROFESSIONAL DEVELOPMENT
Guidelines and associated activities related to professional development:
1. SEG provides no research assistance, professional certification, professional-certification exams, or any related support services to persons and entities in Sanctioned Countries, consistent with OFAC regulations.
2. SEG may, and does upon request, provide members and nonmembers in Sanctioned Countries information on certification eligibility and other educational materials provided that such materials qualify as information or informational materials and that persons and entities making such requests are not on OFAC’s SDN list.
3. SEG makes reasonable effort to screen all persons and entities that seek to participate in or avail themselves of the Society’s professional-development activities and services and denies participation in or service to any that appear on the SDN list.

IV.10.G. COMPONENT RELATIONS
Guidelines and associated activities related to component relations:
   1. Consistent with OFAC regulations, SEG does not form chapters, branches, affiliations, or special interest groups involving persons or entities in Sanctioned Countries.

IV.10.H. SCHOLARSHIPS AND FIELD CAMPS
Guidelines and associated activities related to scholarships:
   1. Unless there is an exception, SEG and its subsidiaries are generally prohibited by OFAC regulation from providing scholarships and funding for field camps to persons and entities in Sanctioned Countries. Screening procedures related to scholarships and field camps are detailed in a separate set of policies and procedures adopted by the SEG Foundation.

IV.10.I. RESEARCH PROGRAMS
Guidelines and associated activities related to research programs:
   1. Unless there is an exception, consistent with OFAC regulations, SEG and its subsidiaries, especially SEAM Corp., do not allow persons and entities in Sanctioned Countries to participate in collaborative research programs, because providing research assistance to such persons or entities is explicitly prohibited.

IV.10.J. PAYMENTS
Guidelines and associated activities related to payments:
   1. Depending upon the country involved, SEG is limited in the manner in which it receives payments from persons or entities in Sanctioned Countries. For example, SEG may not accept payment from a member in Iran paid by or through an Iranian bank account. The dues must come from a non-Iranian bank and an account not controlled by the government of Iran. As most Iranian banks are subject to more than one sanctions program, such banks should be avoided unless OFAC specifically allows a transaction.
CHAPTER V. BUSINESS OFFICE OPERATIONS

V.1. STAFFING AND ORGANIZATION

The Business Office is organized around ten major departments or activities:
- Executive
- Finance
- Foundation
- Meetings (Annual and International)
- Information Technology
- Marketing and Sales
- Publications
- Membership
- Continuing Education
- Global Relations

The activities of the Business Office are directed by the SEG Executive Director. The SEG Business Office and SEG Foundation office is housed in the Geophysical Resource Center (GRC), 8801 South Yale Avenue, Tulsa, Oklahoma.

V.1.A. EXECUTIVE DIRECTOR

The Executive Director is the Chief Operating Officer of the Society. He/she reports directly to the President and the Board. His/her duties are to ensure the efficient and effective functioning of the Business Office and to provide the President and Officers of the Society with assistance that they may require in the performance of their duties. The President will interview the final candidate for a Director’s position.

The Executive Director is responsible for signing all contracts and letters of agreement.

The Executive Director shall approve all expense accounts of all SEG employees.

The Board of the Society of Exploration Geophysicists resolves that it is the intent of the Society that the Executive Director be authorized to sign all documents on behalf of the Society. On occasions when it is opportune that the President of the Society sign documents on behalf of the Society, it is appropriate to also have the accompanying signature of the Executive Director.

The Executive Director will review the Procedures Manual as needed and provide recommendations, additions, deletions, and changes to the Board. Following review and approval of revisions by the Board, the Executive Director will ensure that the manual is updated. Each member of the Board will receive a copy of the manual immediately following the Annual Meeting.

V.1.A.1. Assessment of the Executive Director

The Executive Director (ED) works under the direction of the Board of the SEG. An assessment of the performance of the ED shall be performed annually by the BOARD and finalized by the end of April of each year. Any salary adjustment for the
The upcoming year shall be determined no later than May 15th, and the ED notified by letter from the President to allow inclusion in the proposed budget for SEG.

The assessment will be conducted in two parts as described below:

1. The President and President-Elect will compile a detailed performance evaluation for the ED using the evaluation instrument (Attachment A), or a similar instrument as determined at the beginning of the fiscal year under review.
2. The other members of the BOARD will complete a short form (Attachment B) or a similar instrument, as determined at the beginning of the fiscal year under review, and submit it to the President for compilation and assimilation into the evaluation.

The President and President-elect shall administer the results of the assessment to the ED no later than May 15th of each year.

Following completion of the assessment, the objectives for the upcoming year shall be determined by the President and President-elect, working in cooperation with the ED, with measurable outcomes and a scoring paradigm determined to better measure progress.

If it were the intent of the Board to change the terms of the ED’s contract or to release him/her from the contract, written notification must be sent by May 15th of the year. If the period of the contract has not expired and no substantive change in the terms of the contract is anticipated, no action is required.

V.1.A.2. Hiring of the Executive Director

Upon the resignation or retirement of the incumbent Executive Director, the Board of Directors will undertake the tasks necessary to find a replacement. As this process can take six to eight months, a transition replacement may be required.

V.1.A.2.a. Leadership of the Organization during the Transition

If the incumbent Executive Director does not continue in the position until a replacement is found, the Board of Directors will need to choose between the two alternatives below for interim leadership:
   a. Appoint an interim Executive Director from among senior staff members;
   b. Hire an interim director from an outside organization.

V.1.A.2.b. Responsibilities of the Board of Directors

Either as a whole or subset of the Board:
   1. Conduct a presearch assessment.
      a. Mission and goals
      b. Staff morale and needs
      c. Current programmatic needs of the organization
      d. Constituency support
      e. Financial condition
      f. Previous Executive Director’s experience
   2. Prepare a profile of desired characteristics.
   3. Review the position job description and update as needed.
4. Appoint the Search Committee and provide an explanation of committee authority/responsibility.
5. Develop a timetable, budget and appropriate number of candidates to present to the Board for consideration.
6. Decide if a recruitment firm will be employed and, if so, solicit proposals and choose firm.

V.1.A.2.c. Tasks of the Search Committee
1. Prepare plans for the search process working with SEG’s Human Resources Manager to assure compliance with appropriate best practices for an open search process.
2. Identify candidates
   a. Send letters inviting nominations to key constituents and leaders in the field
   b. Place ads in appropriate publications and sites
3. Narrow the field, keeping applications open even after the deadline
4. Conduct reference checks and interviews
5. Prepare a report for the Board, listing finalists for the position with a brief description of the criteria used in their screening and the relevant findings for each finalist. This report should include a list of all candidates interviewed as well as a list of those who were not interviewed.

V.1.A.2.d. Tasks of the Board of Directors
1. Determine the steps for final assessment of the candidates, including the final form and terms of the contract and the negotiating limits.
2. Invite candidates to Tulsa to visit the SEG office, meet the SEG staff, and to be interviewed.
3. If the Board finds no suitable candidate, they will reinitiate the search process.
4. If a suitable candidate is found, the President or his/her designate will negotiate with the selected candidate.
5. Announce the appointment and begin the transition.

V.2. FINANCE

V.2.A. GENERAL POLICIES AND GUIDELINES
To promote the economic well-being of the Society and to ensure the safety and proper utilization of SEG’s assets, the following financial policies have been established. These financial policies shall serve as a guide to all members, officers and staff of the Society in all Society financial transactions.
1. All assets of the Society shall be safeguarded through the implementation and continued application of physical and accounting controls and the provision of adequate insurance against potential loss or damage.
2. The investment philosophy for all Society funds shall follow the “prudent man” concept and have as its first objective the preservation of the value of the principle and secondly, the generation of income.
3. All commitments or expenditures of Society funds shall serve exclusively the goals and objectives of the Society and enhance its well-being; be legal and
ethical in nature; be properly authorized, approved, and documented; and be recorded and reported on a current basis and in accordance with generally accepted accounting principles.

4. Proper authorization of expenditures is defined by the Spending Authority Matrix. The functionality of the authorization process is overseen by the SEG Audit Committee. Any changes to the Spending Authority Matrix, as proposed by the Executive Director and/or the Chief Financial Officer, will be reviewed by the Audit Committee for risk factors, and brought before the Board of Directors for approval.

5. An annual budget shall be prepared and presented to the Board for review and approval prior to the start of each fiscal year.

6. All activities of the Society should be self-supporting and contribute to the Society through generated revenues unless specifically excepted by action of the Board.

7. The Society shall set aside adequate reserves to assure its continued existence through periods of economic adversity.

8. Member dues shall be set at a level that will encourage broad participation in the Society by those interested in geophysics while still ensuring continuing service by the Society to the membership.

9. Staff salaries shall be commensurate with training and experience and shall be based on the existing employment market conditions.

V.2.B. FINANCIAL CONFLICT OF INTEREST POLICY

Board members and applicable Business Office management personnel will sign a financial conflict of interest statement disclosing personal financial conflicts as they may pertain to SEG business operations.

V.2.C. GENERAL ACCOUNTING RECORDS AND REPORTING

The accounting records of the Society are maintained and the Financial Statements are prepared in conformity with Generally Accepted Accounting Principles (GAAP) as promulgated by the American Institute of Certified Public Accountants. SEG is exempted from federal income taxes under IRS code 501(c)6 and is defined under this code section as a business league whose purpose is to promote the interests of its members.

SEG’s fiscal year runs from July 1 to June 30, and the Society’s financial records are maintained on this basis. As with all enterprises that comply with GAAP, SEG is required to report related income and expense on the accrual basis. This method matches revenue and expenses in the period in which the revenue is earned. This adds complexity to the Society’s financial statements, as exemplified by the following situations:

- Member dues income is split between fiscal years based upon the proration of the cash received against the months of membership;
- Meetings revenue is recognized in the fiscal year the meeting is held. Expenses are often paid prior to the relevant fiscal period, and are recorded as prepaid expenses until fiscal period in which the meeting occurs. Subscription income is “earned” over the period of time the journal is delivered.
V.2.D. STATEMENT OF REVENUES AND EXPENSES
The statement of revenues and expenses reports the revenues earned and the expenses incurred by Society.

V.2.E. CASH DISBURSEMENTS
The disbursement of cash requires the explicit written approval of the person responsible for the transaction and the Associate Director or the Executive Director, prior to payment. Expenditures that will exceed the approved Budget by more than $20,000 require the approval of the Finance Committee and the Board. Check signing is limited to Director level executives who have been designated by the Executive Director.

V.2.E.1. Invoices and Check Requests
The Accounting Department will have the responsibility for reviewing all invoices and check requests to ensure that they represent payments for purchases or services that are/were used by the Society. Invoices will be reviewed for accuracy, description of service, and appropriate approvals. Another executive not involved in the invoice approval process will do check signing.

V.2.E.2. Travel
SEG Staff should refer to the SEG Employee Handbook for staff travel policies. Non-staff should refer to Section V.2.J. for the SEG Travel policy.

V.2.F. INVESTMENTS
It is the responsibility of the Chief Financial Officer to ensure that working capital and investment assets of the Society are protected against loss or misappropriation and to appropriately invest all monies not required in the daily conduct of Society business.

V.2.F.1. Custody
Working capital funds and investments will be held in one or more accounts of well established financial or investment institutions (e.g., Merrill Lynch) as authorized by the Board through board resolutions. Authority to make withdrawals or transfers from these investment accounts (no invoice payments are to be made from investment accounts) is limited to those having specific check-signing authority.

V.2.F.2. Investment Selection
Investment of long-term liquid assets, in part, shall be limited to fixed income securities guaranteed by the Federal Government or an agency thereof, or investment grade corporate bonds. Investments in this category shall be “laddered” by maturity date to maximize income and ensure cash availability. The Society will strive to reach an investment ratio of approximately fifty percent (50%) of its long-term liquid assets in equity investments.

The Finance Committee will review equity investment alternatives and will recommend investment plans and alternatives to the Board. The Board will approve all final equity investments and planning models.
V.2.F.3. Sales of Securities
It is the policy of the Society to hold securities to maturity except under unusual circumstances, such as to cover unanticipated cash needs or to avoid investment losses. The Chief Financial Officer will determine which securities to sell and the appropriate time to sell such securities in the event of cash flow needs.

V.2.G. PURCHASING

V.2.G.1. Bidding Procedure
To ensure that the Society’s purchases of goods and services represent a fair value for funds expended, it is essential that competitive bids should be requested from a number of qualified providers.

V.2.G.1.a. Frequency
For goods and services that are one-time purchases or infrequent in occurrence (e.g. book printing, mailing services, etc.), competitive bids should be requested for each purchase. For goods and services that continue over a period of time (e.g. printing SEG journals, audit services) bids should be requested at least every three years.

V.2.G.1.b. Amount
Proposals from qualified goods and services providers must be solicited when the purchase price is $5,000 or more, or wherever competitive bidding will likely lead to lower costs for the Society.

Where possible, at least three bids should be solicited for high priced items with all vendor proposal and response returned in writing. For lower priced items of $5,000 or less, phone solicitations and response is acceptable, but all bid requests and responses should be recorded.

Where sole source procurement for large dollar items is required, authorization must be obtained from the Executive Director prior to commitment of Society funds. Copies of bids must be attached to those invoices that require bids based on this policy. The Accounting Department will check for the supporting bids as a part of their payment processing procedures. Invoices without supporting bids will require the approval of the Executive Director prior to payment.

Every three years, all bid lists for recurring goods and services will be reviewed and, where possible, qualified bidders added. To be considered as a qualified bidder, the prospective provider must demonstrate the capability of providing the required goods and services; have a good reputation in the business community; and be capable of meeting specified delivery schedules. The low bid should be accepted if the services or goods to be provided are similar in all material respects. The Executive Director must approve any deviation from the selection of the low bid.

V.2.H. MAILING LIST SALES
The material being mailed and the message sent must be deemed appropriate and of professional interest to the SEG members being addressed. All materials contained in
the proposed mailing must be provided to the Executive Director for his review and approval prior to authorization to use the list.

The mailing list is provided for, and will be used only on, a one-time use basis.

The prospective mailer must sign a mailing list “Rental Agreement” which includes, in addition to the listed conditions, the provisions that only the materials provided for review by the Society will be mailed and no part of the list will be retained by the mailer.

The list may be provided in its entirety or within the constraints of the member records system, configured to meet the specified needs of the mailer (e.g., by zip code, member category, etc.). The list will normally be provided on diskette in ASCII format. Other formats, if requested and available, may be provided. However, any additional direct costs (variable or fixed) incurred to provide the requested format will be charged to the requester.

The standard rate for use of the mailing list will be determined by the Executive Director. In determining the standard rental rate, consideration should be given to 1) the direct variable costs to provide the list, 2) the Society’s ongoing cost to maintain the list, and 3) prevailing market conditions. Corporate members receive, as a benefit for membership, a fifty percent (50%) discount from the prevailing standard rate.

Charges for the mailing list will be invoiced on delivery with payment due on receipt. A late charge will be assessed if payment is not received within thirty days of delivery of the list.

**V.2.I. DISCLAIMER FOR USE OF SEG WEB PAGE**

A disclaimer will be placed at the bottom of the main index page of each member-maintained Web page served from the Society’s Web server. The purpose of this disclaimer is to reduce the Society’s perceived liability when illegal or controversial items are placed by members on member-maintained Web pages.

**V.2.J. SEG TRAVEL POLICY**

SEG’s policy is to pay for or reimburse reasonable and necessary expenses incurred while traveling on SEG business. Every traveler is responsible for reading, understanding, and complying with this policy. Noncompliance with this policy could result in unreimbursed travel expenses or additional taxable income to travelers.

We ask that you use sound business judgment and apply decisions consistent with normal living standards. The following guidelines should assist you in determining if the expense is reimbursable.

**V.2.J.1. Expense Reports**

All expenses must be submitted using the online travel management software within 10 working days (15 for travel outside the United States) after the completion of the travel. Instructions for completing the online travel expense report may be provided by the Finance Office upon request. Detailed receipts for these expenses must be uploaded to the expense report before submitting for approval. Please review your expense reports for accuracy, completeness, and required receipts before
submitting them. To expedite the approval process, any item outside SEG’s travel policies should be approved in advance and accompanied by an explanation.

V.2.J.2. Airfare & Lodging
SEG or travelers will secure the lowest, logical airfare for approved business travel in the appropriate class as provided in accordance with the policy below. Itineraries should allow for productivity, health, and personal safety considerations such as number and duration of layovers, time of arrival, and other aspects of air travel to reduce risk and increase productivity. Travel arrangements should allow sufficient time to clear customs and change flights, when applicable. Every attempt should be made to book travel plans as far in advance as possible to take advantage of the lowest, logical airfare.

The traveler will pay for any additional travel costs incurred for his/her convenience or pleasure (i.e. early boarding or premium seating). In addition, all changes to travel itineraries for personal convenience or purposes will normally be at the traveler's expense.

Domestic travel – SEG will secure or reimburse for an Economy Class lowest, logical rate airfare available within a reasonable timeframe prior to departure.

International travel – SEG will secure or reimburse a Business Class ticket at the lowest, logical rate airfare available within a reasonable timeframe prior to departure for:

- President/President Designee/Lecturers Travelers
  - Flights over 7 hours (defined as origin to destination airport including layovers)
  - Any trip including a total flying time of more than 24 hours in a 7-day period. Travel unrelated to the SEG business in the 7-day period is excluded for calculating the 24 hours.

- All Other Travelers
  - Flights over 14 hours (defined as origin to destination airport including layovers)

Travelers should book all domestic and international air travel through SEG’s authorized travel agent and online travel management software. If an online fare for flights can be obtained at a lower price than offered by the authorized travel agency, the ticket may be purchased online provided documentation supporting the savings is submitted and approved prior to purchase. Typically, this documentation is in the form of a priced itinerary from the online source and a quote from the travel agent. Once approved for purchase, supporting comparison documentation must then be uploaded or submitted with the expense report.

Lodging should be booked through SEG’s authorized travel agent and online travel management software. Travelers should use the following lodging limits as guidelines for reasonableness: domestic is GSA rate plus $50 and international limits is GSA rates plus $100. Rates can be found at http://www.gsa.gov/perdiem
and http://aoprals.state.gov/web920/per_diem.asp. However, consideration should be made regarding personal safety and security, proximity to SEG business, lodging in connection with conferences or conventions and other factors which may take priority over price. In the event of a conference, it is allowable to stay at the conference hotel if that will support networking and otherwise conducting business in the best interest of SEG.

V.2.J.3. Ground Transportation

When using your personal automobile for business transportation, you will be reimbursed the current mileage rate based on the IRS allowances and for reasonable expenses for parking and tolls.

When traveling by air, mileage or taxi fees to and from the airport will be reimbursed. If you must leave your car at the airport, SEG will only reimburse for the lowest available parking rate.

If you choose to drive in lieu of flying, reimbursement will be made for the lower of:

- Driving – including mileage, parking, and tolls; OR
- Flying – including the cost of lowest, logical airfare (per SEG authorized travel agent estimate), mileage to and from the airport, and airport parking.

The most cost-effective means of public transportation should be used whenever possible. Taxis should be used only when other lower cost means are not available. When traveling to and from the airport, a taxi or ride-share (i.e. Uber) may prove more cost effective than a shuttle service. Reasonable tips to taxi or ride-share drivers included with the payment of taxi fare, (not to exceed 20% of the fare), may be reimbursed as part of the fare.

Travelers may rent a car for business purposes when this mode of travel presents the most reasonable and prudent form of transportation under the circumstances. Travelers are required to purchase Loss Damage Waiver (LDW) insurance from the car rental company at the time of securing the rental car. Rental cars should always be refueled prior to turning them back in as the savings on fuel charges are significant. In the event of an accident, immediately contact the SEG business office so that SEG’s insurance company can be notified in a timely fashion. SEG will not reimburse travelers for traffic tickets, parking tickets, or other violations of any kind.

V.2.J.4. Meals

Meals & Incidental Expenses (M&IE) incurred while performing business travel for SEG will be reimbursed based on per diem rates per US General Services Administration (GSA) (www.gsa.gov/perdiem) for domestic travel or US Department of State (http://aoprals.state.gov/web920/per_diem.asp) for travel to foreign countries and US territories outside the continental United States. The applicable per diem rate is determined by the traveler’s temporary duty location. Per Diem rate information is located at http://www.gsa.gov/perdiem and http://aoprals.state.gov/web920/per_diem.asp. Regardless of departure or arrival times, M&IE for the first day and last day of travel will be reimbursed at 75% of the daily rate.
When meals are provided, for example at a business meeting or conference, the traveler will reduce the per diem claim accordingly based on the meal provided (breakfast, lunch, or dinner). SEG travelers are not required to reduce the per diem claim for complimentary meals provided by a common carrier, such as during flights or continental breakfasts at hotels. Full/hot breakfasts provided should be deducted.

The Incidental Expenses portion of the per diem allowance is intended to cover tips and other types of incidental costs which are not eligible to be separately reimbursed. Examples are tips to waiters, porters, baggage carriers, bellhops and hotel maids. Costs for bottled water and internet access are eligible to be separately reimbursed.

Occasionally, SEG business will require travel that does not involve an overnight stay. In that case, meals will be reimbursed at actual expense incurred.

V.2.J.5. Laundry, Dry Cleaning & Pressing
If business travel requires an extended trip and it is necessary to use laundry services, SEG will reimburse for actual expenses incurred as follows: After seven nights of travel, you will be entitled to maximum reimbursement of up to $100 per trip with detailed receipt. No compensation will be made for laundry expenses when travel is less than seven nights or for laundry expenses incurred after the trip. Personal travel made in conjunction with the business travel will not be considered as reimbursement days. Any laundry, pressing, or dry cleaning charges above the maximum reimbursement amount will be the responsibility of the traveler.

V.2.J.6. Miscellaneous Travel Expenses
Expenses incurred by or for a spouse or companion traveling with you on SEG business are not reimbursable.

All other joint expenses (i.e. meals, transportation, visa cost) incurred in conjunction to business travel must be separated on your receipts and not reported on the expense report.

Items such as newspapers, movies, entertainment, health club fees, laptop bags or luggage/travel items are not reimbursable.

Travel booked with personal funds will not be reimbursed until after travel has been completed.

Detailed copies of receipts are required for reimbursement of all expenses greater than $50 and must be submitted with the expense report. Receipts for meals or incidentals that are covered by the per diem do not need to be submitted.
V.3. HUMAN RESOURCES

V.3.A. ANTI-HARASSMENT POLICY FOR SEG MEETINGS AND ACTIVITIES

V.3.A.1. Preface
As a professional society, the Society of Exploration Geophysicists (SEG) must provide an environment that encourages the free expression and exchange of scientific ideas. In pursuit of that environment, the SEG is committed to the philosophy of equality of opportunity and treatment for all members. All functions of the Society must be conducted in a professional atmosphere in which all participants are treated with courtesy and respect. It is the responsibility of SEG leaders, committee chairpersons, organizers of any SEG meeting, SEG staff, and of the members themselves to ensure that such an atmosphere is maintained. Furthermore, the rich diversity of the Society’s membership and of the geophysical community in general is a resource that should be drawn upon when selecting organizing committees, invited speakers, and nominees for office and for awards.

V.3.A.2. Statement of Policy
It is the policy of SEG that all participants in Society activities enjoy an environment free from discrimination, harassment, and retaliation. SEG is committed to providing an atmosphere that encourages the free expression and exchange of scientific ideas. In pursuit of that ideal, SEG is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of Society meetings and activities. Violators of this policy will be subject to discipline.

V.3.A.3. Definition of Sexual Harassment
Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior and language that are welcome/acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness and social interaction. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching or touching that is known to the alleged harasser to be culturally unacceptable.
V.3.A.4. Definition of Other Harassment
Harassment on the basis of any other protected characteristic is also strictly prohibited. This conduct includes, but is not limited to the following: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward a particular group or an individual based on inclusion in a particular group.

V.3.A.5. Scope of Policy
This policy applies to all attendees at Society activities, including scientists, students, guests, staff, contractors, and exhibitors, participating in the scientific sessions, tours, and social events of any SEG or associated society meeting or other activity.

V.3.A.6. Reporting an Incident
Advice for reporting sexual or other forms of harassment is available on the website of the Women’s Network Committee. Here is a summary of the more detailed information available on the WNC website:

- Inform the offender his/her behavior is offensive or unwelcomed and request that the behavior stop. Be sure to document for your records the unwelcomed behavior, as well as your request for it to stop, including any witnesses, and note when this occurred as well as when you documented. Document as close to the event as possible so that it is fresh on your mind.

- Write everything down (times, places, nature of the incident, and comments made). Save emails, notes, etc. Tell someone you trust. You should be prepared to write and sign an official letter of complaint, documenting the nature of the harassment and/or discrimination. Be as detailed as possible. Supporting documentation and statements from witnesses should be submitted with your letter.

Any individual covered by this policy who believes that he or she has been subjected to harassment should contact the SEG President, Executive Director or other Society Officer. Other Society Officers include the Past President or President Elect, First Vice President, Second Vice President and Treasurer. The complainant is not required or expected to discuss the concern with the alleged offender. All complaints will be treated seriously and investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

V.3.A.7. The Investigation
Upon receipt of a written and signed complaint, the Executive Committee will name an impartial investigator, usually a Society Officer or Board member. Any person with a real or perceived conflict of interest may not serve as an investigator. If a criminal or civil case is pending or under investigation by law enforcement regarding the alleged incident, no action will be taken by SEG until the case is resolved.

The investigation, if deemed warranted, will proceed as follows:
1. In most cases, the complainant will be interviewed first and the written complaint reviewed.
2. The details of the complaint will be explained to the alleged offender by the investigator.
3. The alleged offender will be given an opportunity to respond to the evidence of the complainant and to bring his or her own evidence.
4. If the facts are in dispute, further investigatory steps may include interviewing those named as witnesses.
5. If, for any reason, the investigator is in doubt about whether or how to continue, he or she will seek appropriate counsel.
6. When the investigation is complete, the investigator will report the findings to the SEG President, Executive Director or other Society Officer, as appropriate.

**V.3.A.8. Retaliation Is Prohibited**
SEG will not tolerate any form of retaliation against persons who file a complaint, serve as witnesses, or otherwise assist in the investigation. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, may be subject to disciplinary action.

Individuals engaging in behavior prohibited by this policy as well as those making allegations of harassment in bad faith will be subject to disciplinary action. Such actions range from a verbal warning to ejection from the meeting or activity in question without refund of registration fees and revocation of their membership. Repeat offenders may be subject to further disciplinary action, such as being banned from participating in future Society or affiliated society meetings or other activities. The SEG Board of Directors is granted the right in its Bylaws to terminate the membership of any member.

**V.3.A.10 Questions**
Any questions regarding this policy should be directed to the SEG President, Executive Director or other Society Officer.

**V.3.B. CODE OF ETHICS AND PROFESSIONAL CONDUCT POLICY**

**V.3.B.1. Code of Ethics**
It is the policy of SEG that all employees and Board of Director officers conduct themselves at all times in a manner that reflects credit upon themselves and the Society. SEG requires careful observance of legal regulations and scrupulous regard for a high standard of conduct and personal integrity. These are essential if SEG is to merit the confidence of its members and the public. The success of SEG over the years reflects the loyalty and dedication of its staff. Continued progress requires that employees maintain a sense of pride in SEG and in themselves as its representatives. This pride must be conveyed through both word and deed to our staff, to our members, and to our community.
V.3.B.2. Professional Conduct

**Purpose**
The purpose of this Professional Conduct Policy is to protect the interests of the Society of Exploration Geophysicists by preserving the professionalism of the SEG Business Office working environment when consensual personal relationships exist between a member of the SEG Board of Directors and Business Office staff or between managers in the Business Office and Business Office staff. (For the purpose of this policy, the term managers, refers to anyone who supervises others.) The Society discourages consensual personal relationships in the workplace, but recognizes that they sometimes develop. While it is not the desire of the Society to become involved in the personal lives of members of the Board of Directors and Business Office employees, this policy outlines SEG’s expectations that consensual personal relationships will be disclosed to the Board of Directors and Executive Director and that business procedures will be changed, as needed, to preserve the professionalism and integrity of Business Office operations.

**Definition**
Consensual Personal Relationship

A consensual personal relationship is defined as any consensual relationship that involves dating, romantic interaction and/or sexual intimacy, or a relationship that exists by virtue of marriage or family kinship (for example, a mother and daughter or brother and sister). While this policy is instituted specifically to cover the former, the latter are also personal relationships that fall under this policy as they have the potential to impact the professionalism of Business Office operations.

**Procedures**
1. **Duty to Disclose**
   Members of the Board of Directors and Business Office managers who are involved or become involved in a consensual personal relationship with a Business Office employee are required to disclose the existence of the relationship. Members of the Board of Directors will disclose the relationship to the Board of Directors and the Executive Director. If the Executive Director becomes involved in a relationship, the Executive Director will disclose the relationship to the Board of Directors. Other Business Office managers will disclose a relationship to the Executive Director. The disclosure should occur as soon as the member of the Board of Directors or Business Office manager knows that a relationship has progressed to a point where a reasonable person would conclude that a consensual personal relationship now exists. The responsibility for initiating the disclosure and for its form and content lies with the involved member of the Board of Directors or Business Office manager but must be sufficiently specific that the noninvolved members of the Board of Directors and Executive Director can determine whether and how Business Office procedures ought to be changed in light of the relationship.

The Board of Directors, Executive Director and SEG Human Resources manager will keep confidential the disclosures made under this Professional Conduct Policy on a need-to-know basis unless the best interests of the
Society dictate otherwise and a majority of the noninvolved members of the Board of Directors votes in favor of further disclosure.

2. Board of Directors Procedure
If a member of the Board of Directors is involved in a consensual personal relationship with a Business Office employee, that member will be expected to remove him/herself from any human resources discussions or considerations of any nature that involve the employee or the employee’s managers or coworkers including performance reviews, compensation adjustments, promotions, and decisions to discipline or discharge. The noninvolved members of the Board of Directors may request that the involved member of the Board of Directors also remove him/herself from other Board of Directors deliberations and decisions or specific Business Office activities when the noninvolved members reasonably believe that the personal relationship may adversely influence judgment or may create the appearance of undue influence contrary to the Society’s best interests.

SEG’s Human Resources manager will also advise the involved Business Office employee in writing as follows:

- the Board of Directors and Executive Director are aware of the existence of the personal relationship;
- if the Business Office employee ever wants the relationship to end, he or she should provide written notification to Human Resources;
- the involved member of the Board of Directors will not be a participant in any decisions involving any aspect of the employee’s employment with SEG; and
- the involved member of the Board of Directors is expected to not participate, either publicly or privately, in any discussions regarding staff organization, performance, pay or other employment issues concerning the involved person or the involved person’s management or coworkers.

3. Business Office Procedure
If a Business Office manager is involved in a consensual personal relationship with a Business Office employee, the Business Office manager will be expected to remove him/herself from any human resources discussions or considerations of any nature that involve the employee or the employee’s managers or coworkers including performance reviews, compensation adjustments, promotions, and decisions to discipline or discharge. In addition, if the involved employee is in a direct supervisor-subordinate organizational relationship with the involved manager, the Executive Director will act to change this organizational relationship such that a different Business Office manager will supervise the Business Office employee. The Executive Director may also direct that the involved Business Office manager remove him/herself from other specific Business Office deliberations, decisions, and activities when the Executive Director reasonably believes that the personal relationship may adversely influence judgment or may create the appearance of undue influence contrary to the Society’s best interests. If the involved manager is the Executive Director, the SEG President and Board of Directors will alter the Executive Director’s
duties up to and including termination if necessary to protect the Society’s interests under Section XVI of the SEG Constitution

SEG’s Human Resources manager (or Chief Financial Officer if the Human Resources manager is the involved employee) will also advise the involved Business Office employee in writing as follows:

- the Board of Directors and Executive Director are aware of the existence of the personal relationship;
- if the Business Office employee ever wants the relationship to end, he or she should provide written notification to Human Resources;
- the involved Business Office manager will not be a participant in any decisions involving any aspect of the employee’s employment with SEG; and
- the involved Business Office manager will not participate, either publicly or privately, in any discussions regarding staff organization, performance, pay or other employment issues concerning the employee or the employee’s management or coworkers.

Violations of the Professional Conduct Policy

If the Board of Directors or Executive Director (or Business Office managers) has reasonable cause to believe that a member of the Board of Directors or Business Office manager has failed to disclose the existence of a consensual personal relationship, the Board of Directors or Executive Director shall inform the member or manager of the basis for such belief and afford the member or manager an opportunity to explain the alleged failure to disclose.

1. After hearing the response of the member or manager and making such further investigation as may be warranted in the circumstances, the Board of Directors or Executive Director shall determine whether the member or manager has failed to disclose a consensual personal relationship and shall take appropriate disciplinary and corrective action. This action may include asking the member of the Board of Directors to resign from the Board of Directors or dismissing the Business Office manager from SEG employment.

2. In the event that the Board of Directors determines that a member of the Board of Directors has violated this Professional Conduct Policy, the Board of Directors may initiate expulsion proceedings pursuant to the method set out in Article VI, §5 of the SEG Bylaws. In the event that the member charged is the President of SEG, then the President-elect shall have the authority to appoint the Board of Hearing.

Records of Proceedings

The minutes of the Board of Directors shall contain:

1. a record of the voluntary disclosure of any consensual personal relationship covered by this policy,
2. a record of any consensual personal relationship covered by this policy that is found to exist by other than voluntary disclosure, and
3. records of any actions including votes taken by the Board of Directors to protect the interests of SEG in light of the existence of the relationship.
Minutes related to this policy will be handled with the same care and confidentiality as other Board of Directors minutes covering sensitive Human Resources issues, and it is expected that they will be kept separate from the general minutes of Board of Directors meetings.

**Annual Statements**

Each member of the SEG Board of Directors shall sign a statement, which affirms that such person:

- has received a copy of the Professional Conduct Policy,
- has read and understands the policy, and
- has agreed to comply with the policy.

Members of the Board of Directors will file their statements with the Secretary of the Board of Directors with a copy kept in Human Resources. Business Office managers whose statements are signed at the time of hire will file their statements with the Business Office Human Resources manager.

**V.3.C. COMPENSATION POLICY**

The SEG Compensation Policy is designed to provide a combination of salary and benefits that will attract qualified candidates and encourage the retention of competent employees. It shall be the Policy of SEG to compensate its staff in a manner and at a level that is reasonable and fair to the employee and the Society.

Every staff position will be evaluated and the level of education, training, and experience necessary to successfully perform the functions of the position determined. Based on this evaluation a compensation range and midpoint will be established and maintained using the most current applicable compensation surveys available. The salary surveys used for this purpose should be those that most closely relate to SEG's budget size, its not-for-profit status, and the region from which recruitment most likely will occur. The established position compensation midpoints and ranges will be reviewed periodically and revised where appropriate.

It shall be the policy of SEG to compensate qualified applicants based on the education, experience, and relevant training of the incumbent, within the established salary range. This ensures that the salaries offered are competitive and that there is sufficient room within the salary structure to provide for a number of reasonable increases.

Employees who are compensated below the range minimum, through length of service, transfer, or redefinition of the position will receive salary reviews at an accelerated rate until they reach the minimum revision of the salary range. Employees who, due to change in the position description or from the periodic range revision, have reached or exceeded the range maximum will receive no salary increase until, by virtue of the periodic range adjustment, the range maximum exceeds their current salary level.

An overall salary increase recommendation for the Business Office staff (expressed as a percent of current salary) will be presented for approval or adjustment to the Finance Committee by the Executive Director during the budget preparation cycle.
The Finance Committee approval, if it occurs, of the Executive Director’s budget recommendation will then be presented to the Board for their approval. Specific individual salary increases for all employees will be determined by the Executive Director in concert with the cognizant managers and will, to the extent possible be based on merit.

All annual increases will be effective July 1, unless otherwise approved by the Board.

V.3.D. RECORD RETENTION, STORAGE, AND DISPOSAL

Record retention shall be handled in the following manner:

1. Retention Schedule
   A. Records will be retained in accordance with the attached retention schedule.
   B. Management Personnel are responsible for records under their purview.

2. Storage
   A. Individual departments will be responsible for storing their information both within the office and the basement storage areas.
   B. Departments should transfer records to storage in January and/or July each year.

3. Box Labeling for Storage
   A. Standardized boxes can be obtained through purchasing.
   B. Boxes should be labeled with the following information:
      i. Originating Department – both name and two-digit department/project number.
      ii. Contents Description
      iii. Destroy Date (according to Record Retention Log)

4. Methods of Destruction
   A. After retention time has expired, non-confidential information must be transported to the trash bins and/or recycling bins by applicable departmental staff.
   B. After retention time has expired, confidential information must be shredded. The Finance & Operations department following close of the fiscal year will coordinate commercial shredding.

V.3.E. OVERARCHING HEALTH, SAFETY, SECURITY, AND ENVIRONMENTAL (HSSE) POLICY

The Society of Exploration Geophysicists (SEG) is committed to the health, safety and security of our members, employees, customers, communities and work sites, and to preventing damage to the environment through society activities. The SEG will achieve this by ensuring that HSSE is considered in all society managed and sponsored activities.

We will strive to set expectations and objectives to demonstrate continual improvement in our performance as a safe and environmentally responsible business. We are responsible for providing the resources necessary for volunteers, employees and contractors to follow regulations related to our work and meet the SEG’s established HSSE objectives.

At SEG, the leadership will participate in establishing and maintaining an effective HSSE program which includes:
• Provide the necessary training to all staff and ensure that volunteers are provided with the opportunity for necessary training to competently carry out their assigned tasks;
• Promote an awareness and appreciation of safety and encourage involvement through incorporation of HSSE into society activities such as exhibitions and field camps, periodic geophysical safety paper sessions at conferences, publication of articles on geophysical HSSE, etc.;
• Establish and maintain an appropriate HSSE management system that includes policies, procedures and processes for effectively managing risks associated with society activities;
• Reducing all HSSE hazards and risks from society activities to levels which are as low as reasonably practicable (ALARP);
• Ensuring all regulatory HSSE requirements for society activities will be met or exceeded, and the society will apply reasonable industry standards in locations where no regulations exist;
• Ensuring all contractors follow HSSE standards and guidelines that are compatible with those of the SEG;
• Providing periodic self-inspection for hazard assessment and senior management review of the safety program as it is implemented, new worksites are established, and thereafter as appropriate to the business operations, but at least annually;
• Developing emergency response plans where appropriate for society activities;
• Ensuring that all volunteers, employees and contractors understand the requirement for them to intervene when they witness unsafe acts or unsafe conditions, and even to stop the job if they feel anyone is at risk or there is a possibility of damage to the environment.

The senior management HSSE representative is the Associate Executive Director, Planning and Operations. This policy statement serves to express the society’s commitment to and involvement in providing our employees, members and other stakeholders with a safe and healthy workplace.