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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. The 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

Recommended changes to the Policies and Procedures Manual will be presented 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 during Board meetings.

Committee Chairs are invited to send their comments and recommendations for changes to the Policy and Procedures Manual at any time.

I.4. JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI)

The Society of Exploration Geophysicists (SEG) sets forth policies and procedures to state its commitment to a just, equitable, diverse and inclusive Society. SEG strives to remove barriers and provide equitable access to membership and participation. The practice of applied geophysics is a worldwide endeavor and requires a global membership built on the values of justice, equity, diversity, and inclusion (JEDI). All four words in JEDI are important to fully appreciate what SEG is striving towards. Justice means that SEG will remove any previous barriers to allow members to fully participate. Equity means that we will give equal access to resources and opportunities. Diversity means that we will value all voices equally. Inclusion means that SEG will cultivate belonging so all can thrive.

These values encourage a wide range of members to engage in the Society and contribute in significant and meaningful ways for the benefit of all. SEG members of any gender, age, sexual orientation, race, ethnicity, religion, disability, country of origin and residence, field of specialization, or type of employment deserve the opportunity to be fully engaged in SEG activities. SEG pledges to eliminate all traces of bias, prejudice or injustice through regular training, introspection and investment of time and resources towards continual improvement.

The ideals and values of JEDI are central to the way the Society’s various boards and committees conduct their work, including the manner in which awardees, lecturers, and
leadership positions are nominated and selected. To that end, SEG has structured
guidelines to ensure committees recruit diverse members who will strive to be
deliberately mindful of inclusivity and equity as they conduct their committee’s business.
Significant consideration will be given to diversity in areas applicable to each distinct
committee.

The SEG’s student and early-career membership are the foundation of the Society’s
future. Members involved in student and early-career programming bear a special
responsibility to ensure diverse participants are fully included, and to continually
educate themselves about the ever-changing landscape of human diversity so as to
best meet this goal.

SEG’s member-driven structure requires that every SEG member bears an individual
responsibility to ensure that each person they interact with is treated equitably and is
fully included in the geophysics community. SEG’s commitment to a diverse and
inclusive Society, will remain at the heart of our operations on a daily basis. We shall
ever be mindful of the example we want to set and the service that we aim to provide for
our members worldwide.
CHAPTER II. GOVERNANCE

II.1. SEG COUNCIL
The SEG Council is the most diverse and inclusive governance body of the Society, comprising Representatives of Sections, Associated Societies, Technical Sections, and Geographic Districts led by a Chair and a Vice Chair. All Representatives to the Council are selected from among the Active Members of the Society in good standing for terms stated, and in the manner prescribed, in Article VII, Section 3 and Section 4 of the Bylaws. This section of the SEG Policies and Procedures Manual restates much of SEG Bylaws Article VII and in some cases describes specific operational procedures for implementing the Article without conflicting with it or any other portion of the Bylaws.

II.1.A. PURPOSE
The purpose of the SEG Council is:
1. To approve the Annual Report
2. To approve changes to dues rate structure or dues beyond cumulative inflation
3. To recommend to the Board of Directors any proposed amendments to the SEG Bylaws, by not less than two-thirds of Council members in attendance at a Council meeting
4. To provide the Board of Directors with suggestions and recommendations in the form of motions from the floor on any topic considered to be of interest to the membership of the Society
5. To serve in an advisory capacity to the Board of Directors on topics requested for review by the Board of Directors
6. To represent the Members of the Society regarding Society matters
7. To serve the needs of the Sections, Associated Societies, Technical Sections, and Districts
8. To channel information between the Society and the Sections, Associated Societies, Technical Sections, and Districts
9. To promote cooperation and provide a forum for Members of the Society

II.1.B. LEADERSHIP
As stated in Article VII, Section 5 of the Bylaws, every third year, or more frequently if necessary, at a time and method as determined by the Council, a Chair and a Vice Chair are elected from the current Council membership or previous Council membership. Each will have a term of three years. The Chair will be a member of the Board of Directors. If for any reason the Chair is unable or unwilling to complete their term of office, the Vice Chair assumes the title and duties of the Chair of the Council for the remainder of the term, and an interim Vice Chair is elected by the Council at a time and in a manner determined by the Council.

As stated in Article IV, Section 4.a., of the Bylaws, terms of office for Board members including the Chair of the Council shall begin at the close of the last official function of
the first Annual Meeting after election and shall end on the date a successor is
scheduled to assume office.

Current Council process for Chair and Vice Chair selection, subject to change under the
sole authority of the Council and irrespective of their mention in these Procedures, is
that at least two candidates for Chair are recruited for each Chair election. The
candidate receiving the most votes is elected as Chair. The runner-up is elected as Vice
Chair. If there is a tie for most votes, a runoff election between the top vote-getters is
conducted expeditiously to resolve it.

Because neither the Chair nor the Vice Chair is mentioned in Article VII, Section 2 on
composition of the Council, neither has voting rights in Council meetings. However,
there is no provision in the Bylaws that current Council Representatives be barred from
service as Chair or Vice Chair.

**II.1.B.1. Chair Responsibilities**
Chair of the Council roles and responsibilities, which primarily involve leadership of
the Council and service on the Board of Directors, are defined in Section II.13.H., of

**II.1.B.2. Vice Chair Responsibilities**
The Vice Chair of the Council shall:
1. Facilitate meetings in the absence of the Chair
2. Carry out leadership tasks as directed by the Chair

**II.1.C. REPRESENTATIVES**
Each SEG Member in good standing in each of SEG’s twelve (12) Districts is
represented on the Council by two Geographic District Representatives, regardless of
their 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. However, each Voting Member may be counted by only one
Section, Associated Society, or Technical Section, as designated by the Member, in the
calculation of how many Council seats a Section, Associated Society, or Technical
Section may have. The number of Council Representatives from each Section,
Associated Society, or Technical Section is calculated annually based on the number of
Voting Members designating a Section, Associated Society, or Technical Section for
Representative-count purposes and as described in Article VII, Section 3 of the Bylaws
and in Section IV.7.H.1. of the SEG Policies and Procedures Manual. Article VII,
Section 3 of the Bylaws also describes selection and seating of these Representatives.
No Section, Associated Society, or Technical Section shall have representation on the
Council if it is classified as Inactive or Severed from Affiliation under Section IV.7.F. of
the Policies and Procedures Manual or if it has had fewer than twenty (20) SEG Voting
Members designating it as the one to which they should be counted for Council
representation within its membership during both of the previous two years.

**II.1.C.1. Selection, Election, and Term Lengths for Representatives**
As described in Article VII, Section 3 of the SEG Bylaws, Sections, Associated
Societies, and Technical Sections set term length for the Representatives they
select to serve on the Council, and the Representatives they select may serve multiple terms. Section, Associated Society, and Technical Section Representatives are selected by Sections, Associated Societies, and Technical Sections from among SEG Active Members in good standing within their membership. As Described in Article VII, Section 4 of the SEG Bylaws, District Representatives, elected from among Active Members of the Society in good standing having a primary address in the Districts they represent, serve two-year terms. The terms of Representatives from each District are staggered such that only one Representative is elected annually. Terms begin on 1 August and end on 31 July for Representatives of Sections, Associated Societies, and Technical Sections, as specified in Article VII, Section 3.a.vi. of the SEG Bylaws, and the same date range for terms is followed for District Representatives because it aligns with the election cycle specified in Article VI of the Bylaws. It is the responsibility of each Section, Associated Society, and Technical Section to submit its Council Representatives to the SEG business office before 1 August every year, even if no change in representation has been made from the previous year.

**II.1.C.2. Alternates**

In the event a District Representative is unable to participate in a Council Meeting, the SEG Board of Directors or the District Representative may designate an alternate who is an Active Member in good standing and is a member of that District. In the event a Section, Associated Society, or Technical Section Representative is unable to participate in a Council meeting, the leadership of the Section, Associated Society, or Technical Section may designate an alternate. As further specified in Article VII, Sections 3 and 4 of the SEG Bylaws, alternates must be Active Members of the Society in good standing and meet District residency or Section, Associated Society, or Technical Section membership requirements of the Representative position they temporarily serve. Alternates are seated on the Council with all privileges afforded Representatives if the Secretary of the SEG has received written notification of the substitution at least four days prior to the Council meeting.

**II.1.C.3. Filling Vacancies**

As specified in Article VII, Section 3.b. of the SEG Bylaws, in the event a Section, Associated Society, or Technical Section Representative is unable to fulfill their term, a new Representative meeting all of the qualifications for service is chosen by the leadership of the represented organization. As specified in Article VII, Section 4.c., if a District Representative is unable to perform the required duties of the position, the Board of Directors selects a replacement District Representative, meeting all qualifications for the position, to serve for the remainder of the District Representative’s term if there is any.

**II.1.D. MEETINGS**

**II.1.D.1. Regular and Special Meetings**

All Meetings of the Council are chaired by the Chair of the Council unless the Chair is unavailable, in which case the Vice Chair leads the meeting. The Council holds at least two regular meetings per year, with one such meeting occurring during the Annual Meeting of the Society and the other during the second quarter of each year for purposes that shall include approving the SEG Annual Report, as defined in
Article XI of the SEG Bylaws and distributed to Council members in advance. At each Council meeting, all proposed amendments to the SEG Bylaws received and published in a Society journal since the previous Council meeting are considered. At the Annual Meeting convening of the Council, the President or designee from the Board of Directors presents a summary of important activities of the Society and its committees and subsidiaries during the previous year. At any meeting of the Council, the President or the Chair presents matters for which Council approval is sought or opinion is requested by the Board of Directors. Interested Members of the Society may attend Council meetings with the privilege to speak but not to vote.

The Council may meet at any time at the call of the Board of Directors or the Chair of the Council and after notice to all Members. Notice of the time, day, and place of the meeting shall be called by written or electronic notice not fewer than 30 days in advance of any meeting. Except for the Annual Meeting convening of the Council, a Council meeting may be conducted entirely virtually via electronic methods. The Annual Meeting convening of the Council and other Council meetings may be conducted face to face with participation of some members by virtual means. The purpose for which each meeting is called, as defined in Article VII, Section 1 of the SEG Bylaws, is stated in the notice.

As with all business meetings of the Society, the rules contained in the current edition of Robert’s Rules of Order, Newly Revised govern the conduct of Council meetings in all cases to which they are applicable and not inconsistent with the Society’s Bylaws and the Policies and Procedures Manual.

**II.1.D.2. Quorum**

A quorum at any meeting of the Council shall consist of one-third of all Council members. For the purpose of the total count, Council members are those recognized by the Secretary of the SEG four days prior to the meeting. Any one or more members of the Council may participate in a meeting and be counted for determination of a quorum if their participation is by means of a conference telephone, computer, or other telecommunications device.

**II.1.D.3. Voting**

Except as otherwise expressly required by law, the Articles of Incorporation of the Society, or the Bylaws, the affirmative vote of a majority of the members present at any meeting at which a quorum is present shall be required for any action to be taken by the Council. Each member shall have one vote. Voting by proxy shall not be permitted. Members may vote on any action by mail, electronic means, or in person.

Special provisions for voting on proposed amendments to SEG Bylaws are presented in Section II.2. of the Policies and Procedures Manual.


The SEG Bylaws provide for an Annual Report, including reports from the Officers and committees, to be distributed to the SEG Council during the second quarter of the year for review and approval. The Annual Report is distributed in either printed or electronic form to the SEG Council prior to the Council meeting in the second
quarter of the year. The final Annual Report, including audited financials accepted by the Board of Directors, is distributed to Council members as soon as it becomes available, either concurrent with or subsequent to notice of the Council meeting. The Council discusses and then votes on a motion to accept the SEG Annual Report. A quorum of the Council must attend the meeting, and a simple majority vote of attendees suffices for acceptance.

II.1.D.5. Conflicts of Interest
No member of the Council shall cast a vote nor take part in the final deliberation in any matter in which the member, or their immediate family, or any organization to which such member has allegiance, has a personal interest that may be seen as competing with the interest of the Society.

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, up to nine (9) Directors at Large which may be adjusted annually as determined by the Board, and the Executive Director/Secretary (who shall have no vote).
II.3.A. MEETINGS OF THE BOARD OF DIRECTORS

II.3.A.1. Quarterly Meetings
The Board of Directors shall meet at least quarterly at the call of the President with one meeting during the Annual Meeting of the Society and at least three others during the year. Notice for quarterly meetings shall be given no fewer than 30 days in advance of the meeting. Participation may be in person or virtual.

An inaugural meeting of the incoming SEG Board of Directors may be held soon after SEG’s Annual Meeting to discuss focus areas for the coming year, review items that may have arisen during the Annual Meeting, and to take necessary action.

A mandatory meeting in November or December will be called and include budget approval for the coming fiscal year.

Unless otherwise expressly required by law, the Articles of Incorporation, or the Bylaws, the affirmative vote of a majority of the members present at any meeting at which a quorum is present shall be required for any action to be taken by the Board. Abstentions shall count as no-votes when a majority of the members present is required.

II.3.A.2. Special Meetings
At the call of the President or a majority of the Board members, the Board may meet at any time. Meetings shall be called not fewer than seven days in advance of any meeting. The purpose for which a special meeting is called shall be stated in the notice. Every effort will be made to share exhibit material at least three days in advance of the meeting.

Special meetings are typically called to accomplish the following:
Handle issues requiring immediate action;
Further communicate between the Business Office and the Executive Committee/Board as needed on current activities.
Voting protocols for Special Meetings is the same as described in II.3.A.1. Regular Meetings.

II.3.A.3. Waiver of Notice
Any member of the Board of Directors or Executive Committee may waive the requirement of notice of any meeting by a written statement executed either before or after the meeting. Attendance and participation at a meeting without objection to the notice requirement shall also constitute a waiver of the requirement of notice. Agreement by a majority of the members of the Board of Directors or Executive Committee, as the case may be, shall be required to waive the requirement of notice of the meeting as to all such members.

II.4. EXECUTIVE COMMITTEE
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.
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 in-person, virtual, or hybrid meetings, or by e-mail transactions.

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

Examples of routine business handled by the Executive Committee include:
- Approval of new student chapters
- Book approvals
- Pricing matters
- Workshop approvals
- Commitments of no more than $50,000
- Subsidiary board selections

Matters on which the full Board shall give focus (non-inclusive list) in addition to time-sensitive routine business
- Strategy discussions and adjustments to strategy
- Major strategic initiatives
- Budget and monthly financials review
- Major financial commitments
- Reports of task forces and committees
- Collaboration with entities within SEG and outside of it
- Lecturer/instructor approvals

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

1. Ten Working Days Following Meeting:
   The Executive Director or the Executive Director's designee will record action items made during each Board/Executive Committee Meeting and distribute to the Board/Executive Committee and staff attendees.

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. Prior to the Next Quarterly Board/Executive Committee Meeting:
   The minutes must be included in the exhibit material for the next scheduled meeting and placed on the Consent Agenda for approval. Exhibits must be made available two weeks prior to meetings to allow for sufficient review.

4. Following Board Approval:
   The Executive Office shall make required revisions to the minutes. The last page should include signature lines for the President and Secretary. Once approved, the President and Executive Director (as Secretary of the Board) shall electronically sign the minutes and file them as permanent record of Society business.
II.6. E-MAIL TRANSACTIONS OF EXECUTIVE COMMITTEE/BOARD BUSINESS

Any action required or permitted to be taken at any meeting of the full 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 unanimous approval 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 e-mail must be by unanimous vote.

II.7. SEG LEADERSHIP CODE OF CONDUCT

The Society of Exploration Geophysicists (SEG) strives to meet the highest standards of ethics and integrity in all aspects of its operations. All members of SEG leadership must place the interests of SEG above personal interests when acting in service to the Society.

SEG expects its leaders to conduct themselves ethically and in a businesslike manner, individually and collectively. It expects its leadership to treat one another and SEG’s members with respect and to deal as openly as possible on all matters. This expectation includes proper use of authority and appropriate decorum in group and individual interactions when representing SEG.

As an elaboration of established principles of leadership behavior, the following SEG Leadership Code of Conduct is enunciated, specifying standards for leadership behavior beyond those to which all Society members are bound through their pledges to abide by the SEG Code of Ethics. The Leadership Code of Conduct applies to members of the Board of Directors, members of the Council, and chairs and other leaders of SEG committees and other components. Allegations of Leadership Code of Conduct violations by a member of SEG leadership shall be handled in accordance with the same procedures given in the SEG Bylaws and the SEG Policies and Procedures Manual for addressing allegations of behavior contrary to the Code of Ethics.
Responsibilities of SEG Leadership

It shall be the obligation of each member of SEG leadership to support the Purpose and Objectives of SEG as defined in the SEG Bylaws. Expectations for behavior of SEG leadership members include but are not limited to:

1. Exercising loyalty to the interests of the Society and avoiding conflicts of interest.

2. Maintaining faithful stewardship of SEG resources, financial and otherwise.

3. Serving as an ethical and moral example to Society members, and providing them with guidance based on SEG principles and official positions when necessary.

4. Treating all SEG members with respect and maintaining professional relationships with SEG staff.

5. Assuming that any statements made while in a leadership position may be misunderstood as a representation of SEG’s views. Individual SEG leaders or groups of SEG leaders who interact with the public, the press, or other entities shall state that they do not speak for SEG or the Board of Directors or any other SEG entity except when they have been designated to do so by policy or by the Board. SEG leadership also shall refrain from making public statements on nonscientific and non-Society topics (e.g., statements about politics or religion) that might cause controversy among Society members, especially on issues on which the leadership has taken an official position. Official positions taken by SEG leadership shall be identified as such when expressed publicly by members of SEG leadership.

6. Refraining from divulging confidential information received through their leadership role that has not become available to the general public, unless prior written authorization has been provided for its release. Information obtained through an executive-session discussion is not to be disclosed outside of the leadership team that conducted the discussion unless it has become public.

7. Gaining familiarity with SEG governing documents including, but not limited to, Bylaws, Code of Ethics, Policies and Procedures Manual, this Code of Conduct, and fundamentals of Robert’s Rules of Order so that leadership decisions may be made expeditiously and within the Society's established governance framework.

8. Attending meetings on a regular and punctual basis, and exercising duty of care by reviewing all information provided in advance and fulfilling all other premeeting obligations.
9. Ensuring that unethical activities not covered or specifically prohibited by the foregoing, or any other applicable rule, policy, or procedure, are neither encouraged nor condoned. SEG requires all members of SEG leadership to comply with all applicable laws and regulations.

Additional Responsibilities of SEG Board of Directors Members

In addition to the above-stated responsibilities for SEG leadership, members of the Board of Directors have a responsibility to conduct themselves in a manner that does not compromise the ability of the Board to accomplish its mandate or undermine public confidence in the members' ability to properly discharge their responsibilities. Expectations of SEG Board members include but are not limited to:

1. Acting in a manner that enhances the integrity of the Board.
2. Refraining from gaining improper advantages through information derived from their association with the Board.
3. Representing the Board in their activities both within and outside SEG only when specifically authorized to do so.
4. Performing all responsibilities of their positions, including exercising fiduciary stewardship, as specified in SEG governance documents of SEG.
5. Making a monetary donation of any amount to the SEG Foundation on an annual basis to ensure that 100% participation of the Board is achieved.
6. Annually reviewing and agreeing to comply with the SEG Leadership Code of Conduct, Financial Conflict of Interest Policy, Code of Ethics/Professional Conduct Policy, Anti-Harassment Policy, Social Media Policy, and other policies applicable to Board members.

All members of SEG leadership have a duty to the Society to promptly report any actual or probable criminal conduct or any alleged violations of this Code. When a member of SEG leadership fails to comply with the laws, rules, and regulations that govern SEG or this Code, or fails to report such conduct, that person's actions could have severe consequences for SEG and other individuals. Observations of failure to comply with this Code of Conduct or other applicable leadership guidance should be reported promptly to the SEG President or SEG Executive Director.

II.8. EXECUTIVE DIRECTOR ASSESSMENT

The Board shall conduct an annual assessment of the SEG Executive Director. (See Chapter V.1.A.1.)

II.9. COMMITTEES AND ASSOCIATED SOCIETIES

Members of the Board assume responsibility for the supervision of, and liaison with, SEG standing committees, ad hoc committees, task forces, technical sections, and representatives to associated societies as assigned by the President. Members of the Board are responsible for reviewing all annual reports submitted by their respective...
committee chairs before being published. Committee and professionally related society liaison assignments are usually distributed prior to the Annual Meeting. An effort is made to equalize the workloads of the respective Board members. Requests to change liaison assignments should be sent to the President.

The Board member assigned the responsibility for liaison with each committee should be familiar with its mission and activities and provide two-way communication between the committee and the Board. Liaisons need to conduct progress checks with their committees and offer any assistance to accomplish its work. Board liaisons may be asked to report significant committee activity to the Board at each quarterly Board meeting and should communicate key SEG Board information to their respective committees. This could include information in regards to strategy, key initiatives, or other relevant news that could impact or influence the committee.

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

**II.10. ANNUAL REPORT**

An Annual Report, including reports from Board members and committees, shall be distributed to the Board and SEG Council during the second quarter. The SEG President will request that members of the Board of Directors, committee chairs, and other Society leaders and representatives 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 sent soon after each Annual Meeting to allow time for the officers to complete their reports in time for publication along with the Auditor’s Financial Report during the first half of the following year. The Board of Directors is not obligated to publish any report that, in its opinion, is not in the best interest of the Society.

The Annual Report will also contain SEG board, subsidiary and affiliated board, Council, committee, and editorial rosters, affiliated Sections and Associated Societies, Student Chapters, membership certificates, awards recipients, and other Society data for the year.

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 Audit Committee and the Board of Directors must accept the Auditor’s Financial Report before it is incorporated into the Annual Report sent to the SEG Council. The Council must vote to accept the Annual Report before it is considered as an official record of the Society’s activity. A quorum of Council must attend the meeting, scheduled in the second quarter each year, and a simple majority vote of attendees suffices for approval.

**II.11. APPROVAL OF MEMBERSHIP APPLICATIONS**

The Business Office staff ensures that applications meet membership standards per the Bylaws, and staff members handle all administrative details up to the monthly listings. Staff then sends monthly listing of Active Membership applications 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 will provide the Executive Director a list of any special requests so that they may be included on the agenda for the next Board meeting.

II.12. BOARD OF DIRECTORS TRAVEL AND EXPENSE REIMBURSEMENT FOR BOARD MEETINGS

The SEG President is empowered to authorize payment or reimbursement of expenses for travel to Board Meetings for Board members who are not covered by other means. In such instances where Board travel is expected and payment of travel expenses is requested, SEG will provide assistance in accordance with the SEG travel policy in place at the time of travel. With the option for virtual attendance available for all Board meetings the only time travel is typically expected is for in-person attendance at the Annual Meeting Board meeting.

Any individual Board member travel to attend Board meetings over US$10,000 outside of the approved budget must be approved by the entire Board.

It is not the policy of the SEG to support additional travel expenses for domestic partners of Board members. In those exceptional cases where domestic partner attendance is deemed beneficial to SEG’s business interests the President may authorize those expenses following the same guidelines as set forth above and within the guidelines of the SEG’s travel policy in place 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.

• 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 self-assign responsibility for any committee or as a 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 and SEG Technical Meeting and Exhibition
The President shall prepare an address to be given before the members of the Society at the Annual Meeting.

The Business Office in cooperation with the chair of the Honors and Awards Committee will prepare a script for the President’s 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 SEG Technical Meeting and Exhibition requiring the President’s 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 is compiled by the SEG Business Office staff and includes those serving SEG during the President’s term of office. The
reception is held on any open evening during the SEG Technical Meeting and Exhibition.

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. Additional guests may be invited at the discretion of the President and President-Elect. The Business Office will issue invitations, receive RSVPs, and handle all logistics for the event.

**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 the President’s last article in the last issue of the 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 SEG Technical Meeting and Exhibition 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 and SEG Technical Meeting and Exhibition Steering 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 at the Annual Meeting and SEG Technical Meeting and Exhibition

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.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.

- Serve as Board liaison to committees and associated organizations/subsidiaries as assigned by the President.

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 while serving as Treasurer; chair of the Finance Committee once term as Treasurer concludes.
• 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 portfolio variances in the order of 10% or more.

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, and Translations 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 and Honors and Awards Committee.
• Serve as Board liaison to committees and associated organizations/subsidiaries as assigned by 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.

**II.13.F.3. Responsibilities at Annual Meeting and SEG Technical Meeting and Exhibition**

**II.13.F.3.a. Past-Presidents’ Luncheon**
The Past-President will host a luncheon during the SEG Technical Meeting and Exhibition 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 diverse 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 their 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 the Council.

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 AND SEG TECHNICAL MEETINGS AND EXHIBITIONS

II.14.A. ANNUAL MEETING
SEG Bylaws require the Society hold at least one meeting of the Members each year, which shall be known as the Annual Meeting. During the Annual Meeting the officers and officers-elect of the Society shall be introduced, the Board of Directors shall meet, the President will give an address before members, the Council shall meet, and SEG awards will be presented.

II.14.B. TECHNICAL MEETING AND EXHIBITION
SEG may hold a sole operated technical meeting and exhibition in conjunction with the Annual Meeting herein referred to as SEG Technical Meeting and Exhibition. Policies and procedures set forth in Sections II.14. and IV.1. of the SEG Policy and Procedures Manual describe the manner in which the technical meeting and exhibition shall be executed. In years that SEG holds its Annual Meeting in conjunction with a jointly-operated technical meeting and exhibition (e.g. IMAGE), the Joint Venture Agreement signed by both parties defines how the parties will work together to develop the core format, brand, policies, ancillary events, and customer experience for the technical meeting and exhibition. In the event any of those policies are substantially different than SEG Policies and Procedures they will be referred to the SEG Board for approval.

II.14.B.1. CURRENT SEG TECHNICAL MEETING AND EXHIBITION LIAISON OFFICER
The Board member assigned responsibility for liaison with the SEG Technical Meeting and Exhibition Committee will be concerned with several meetings during the Board member’s term; the SEG Technical Meeting and Exhibition which takes place during that term in office, as well as subsequent meetings in various stages of planning during that term in office. The duties of the liaison will vary for each meeting.

The Board of Directors liaison should attend as many SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition 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 Board Directors and District Representatives by the Voting Members of the Society. Member participation in the election ensures that those individuals selected to represent them influence and guide the activities of the Society will faithfully pursue the Purpose and Objectives of the Society as defined in Article II of the Bylaws. Their participation also provides an opportunity for Members to determine whether the candidates would work on their behalf and whether they share the values and interests of the SEG membership.

To ensure an informed electorate, it is necessary for eligible voters to be aware of the qualifications of the candidates, their familiarity with the Bylaws, and their positions on issues important to the success of the Society. It is also important that the election process be fair to all candidates, and not result in division of the membership and nor in rancor in the candidates themselves or those that share some of their interests and perspectives. 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 Board 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 campaigning will be allowed. Therefore:
   a. No solicitation (e.g., social media, mailings, e-mail, etc.) by any means of votes on behalf of, or in opposition to, a candidate will be allowed by the candidate or any Member.
   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. Commitments made prior to candidacy are allowed.
d. Any overt or obvious desire to bring undue attention to a candidate in furtherance of the candidate’s campaign is prohibited.

3. Candidates may receive direct inquiries from Members regarding their candidacy. If this happens the candidate is allowed to respond if comfortable doing so.

4. If a candidate becomes aware of someone else promoting a candidacy, they must contact the SEG Executive Director immediately and advise if the promotion has ceased, been removed, or if action is required by SEG.

The Campaign Policy shall be posted alongside election information on the SEG Web site. To ensure that all candidates are aware of the rules governing campaigns and campaigning, the SEG Business Office shall directly notify each candidate of the SEG Election Campaign Policy at the time of nomination. As a condition of candidacy for SEG Board Director or District Representative, each candidate must accept, and adhere to, the spirit and intent of this Campaign Policy and so indicate by signing a statement of acknowledgement.

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 Committee on Nominations of reported infractions.

The Committee 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 or Member of the reported infraction and send a written warning to cease and desist the offending activity.
c. Appoint a subcommittee to investigate the offending activity and report their findings to the entire Committee within two weeks of activation.

Based on the subcommittee’s findings, the Committee may enforce a number of remedies up to, and including, disqualification of the candidate. If the infraction is found to have occurred without knowledge or participation by the candidate, the Member(s) involved shall be reported to the Board of Directors to be handled in accordance with the same procedures given in the SEG Bylaws and the SEG Policies and Procedures Manual for addressing allegations of behavior contrary to the Code of Ethics.

II.15.B. CANDIDATE BIOGRAPHIES AND POSITION STATEMENTS
Candidates’ biographies shall be limited to 250 words, consisting of the following three parts, and accompanied by a recent photograph:

1. Academic qualifications.
2. Work experience.
3. Contributions to SEG.
Each Board candidate must provide for publication or distribution a statement to the membership of the candidate’s position on issues or programs that the candidate feels are relevant to the continued success of the Society and/or the science of geophysics. A position statement of not more than two hundred (200) words will be included after the biography.

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 Directors of the Society.

Position statements for Board candidates will be published with the candidates’ biographies in The Leading Edge (TLE). They will also appear with the candidates’ biographies and photos that accompany the ballots and will be posted on the SEG web site. Position statements should not be circulated in any other manner unless otherwise authorized by the Committee on Nominations. In addition, the Committee on Nominations may authorize other communications.

Candidates for District Representatives are encouraged but not required to submit a position statement. Statements provided will accompany the candidate’s biography and photo available with the ballot and posted on the SEG web site.

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 and on the SEG Web site. 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 15 May of the election year. Each petition shall be signed by at least forty (40) voting Members in good standing and accompanied by the written consent and a brief biography, photo, 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 Board Directors and District Representative. Each ballot shall include a photo and brief biographies of all candidates. Position statements will be included for all Board candidates and for any District Representative candidates who have submitted one. All voting members with an email address listed in their member profile will receive instructions by email for voting electronically. Only those members without a valid email will be sent a paper ballot. Mailed paper ballots will include instructions for accessing the ballot online.

Active, Emeritus, Honorary, Life, and Associate members are eligible to vote on all matters submitted to the membership; however, members failing to pay dues by 1 June will not be eligible to vote in the upcoming election.

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 Chair. 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.

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.

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, and SEG Global Inc. 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 1 January 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 1 July. 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
recommendations to the SEG Board of Directors, for approval by majority vote, and will finalize Board appointments for the coming year no later than 30 October, 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 1 January. 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 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.

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 global association and professional society counterparts to ensure that any joint activities comply 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 industry sectors
and individuals who have been specially designated or blocked. Although OFAC regulations and requirements vary by country, as a practical matter, absent a general license or 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 region of Ukraine, Cuba, Iran, North Korea, and Syria (the “Sanctioned Countries”) are generally 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 recent developments regarding U.S. policy towards Cuba and Iran, the majority of OFAC’s sanctions remain in place.

In addition, OFAC maintains noncomprehensive or targeted economic sanctions programs against certain other countries and specific entities and individuals in those countries. The names of blocked companies and persons are found on the Specially Designated Nationals and Blocked Persons list (“SDN list”) and other sanctions lists maintained by OFAC (the “Consolidated Sanctions List”). As a general matter, SEG may provide full membership benefits and services, including scholarships, to persons in a country that is subject to noncomprehensive sanctions; however, SEG may not provide any benefits, goods, or services to persons who appear on any OFAC sanctions list.

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
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 or artistically altered or enhanced by SEG
6. Limited peer review, style and copy editing of scholarly papers provided that the papers are not substantively or artistically altered or enhanced by SEG
7. Certain enhanced peer review, style and copy editing and marketing of 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. Note: A specific license will likely be required for these types of publishing activities involving a person in North Korea.

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 substantive or artistic 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, members, 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 23 March 2021.

\(^1\) 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

\(^2\) Noncomprehensive sanctions programs include: Balkans, Belarus, Burma, Burundi, Central African Republic, Chinese military companies, Democratic Republic of the Congo, Hong Kong, Iraq, Lebanon, Liberia, Libya, Mali, Nicaragua, Somalia, Sudan and Darfur, South Sudan, Ukraine/Russia, Venezuela, Yemen, and Zimbabwe.

\(^3\) Prior to engaging in any activities with individuals anywhere and institutions in countries subject to sanctions, SEG should consult the “Consolidated Sanctions List,” which is available at: https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/consolidated.aspx

\(^4\) Depending on the country involved, dues may not be paid by or through a bank controlled by a sanctioned government.

\(^5\) OFAC maintains an updated list of recent actions at: https://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 or committees with leadership succession determined in another manner defined in procedures, the SEG President is responsible for the appointment of committees. The President may delegate selection of the committee chair to the Board member assigned responsibility for providing liaison between the committee and the Board (Board liaison).

Recommendations of the Board liaison should be approved and confirmed by the SEG President. Once confirmed, the name of the new chair should be forwarded to the SEG business office. All committee chairs and vice chairs are required to be members of SEG. Committees may hold elections for chair and vice chair positions and may specify how these elections are organized and conducted in their procedures. However, results of such elections function as recommendations to the President, who hold chair appointment power.

The chair may name as many members to serve on the committee as the chair 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 staff liaison will provide the chair with a copy of the Policies and Procedures Manual section pertaining to the committee the chair was appointed to lead. It is incumbent on the committee chair to review the Policies and Procedures Manual and adhere to the instructions contained therein. If the committee chair wishes to change any aspect of the procedures applicable to the committee, the chair should notify the Board and staff liaisons and provide a revised Policies and Procedures Manual entry. The Board or staff liaison 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
For committees with vice chair appointments, the vice chair shall act as chair in the absence or incapacity of the chair and shall, if recommended by the committee, be the primary candidate for subsequent appointment by the President as committee chair. The committee 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 final approval.

III.1.D. CONDUCT OF COMMITTEE MEETINGS

Meetings shall be conducted according to the current edition of Robert’s Rules of Order, Newly Revised. 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 aid of a telecommunications device and be counted for determination of a quorum provided 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 unanimous 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 the committee member 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. If the committee wishes to meet during SEG’s Annual Meeting it is advisable to request the SEG business office to schedule meeting times and places based on space availability. 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.

Many committee projects may be handled by e-mail, telephone, or Web conference. 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.

The SEG Bylaws provide for an Annual Report, including reports from the officers and committees, to be distributed to the SEG Council during the second quarter of the year for review and approval. Committee chairs will be requested 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 its meeting.

**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 — legally, financially, or morally. If any committee activity leads to a situation in which agreements or contracts, either oral or written, are necessary, or in which funds or requests for support are to be handled, the matter should be referred to the Board liaison 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**

It is SEG’s policy that travel expenses incurred by SEG committee chairs 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 the candidate’s acceptance of the appointment. Support from the candidate’s employer should be considered. 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, the appointee should make this known prior to accepting the appointment.

If a candidate for appointment indicates the appointee will not be able to be accepted 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 reimbursement will be made. 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.N.) 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 staff liaison.

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 Technical Meeting and Exhibition are subject to approval of the Technical Program 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
- The committee 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.
- The committee may annually review the progress of the immediately retiring Board and make recommendations to the incoming Board.
• The committee may act as an ombudsman for a member who is unsatisfied with the actions or decisions of the Board.

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 (the Past President who is one year from term as 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
The committee 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 upon request of the President or Executive Director.

III.3. AGU-SEG COLLABORATION COMMITTEE

III.3.A. MISSION
In recognition of mutual interests among AGU and SEG members, and as a means of furthering the common goals and objectives of each organization, the AGU-SEG Collaboration Committee was formed in 2010. The committee is comprised of approximately equal members from both organizations with broad interest. The committee’s mission is to facilitate collaboration, and encourage dissemination of scientific information via joint activities such as but not limited to workshops, joint publication, etc.

III.3.B. STRUCTURE
The committee consists of two co-chairs, two board level liaisons, and two staff level liaisons. Staff liaisons can be the same as Board liaisons.

III.3.C. SCOPE OF ACTIVITY/OBJECTIVES
The committee jointly undertakes activities that fulfill its mission.

III.3.D. MEETING FREQUENCY/TIMING
The committee meets four times per year. Two in-person (if possible) and two virtually.
III.3.E. PROCEDURES/RESPONSIBILITIES/ACCOUNTABILITIES

III.3.E.1. Committee

a. The collaboration committee is comprised of members from both societies who have an interest in developing joint activities and working together to disseminate scientific geophysical information and knowledge. Members can be recommended to the co-chairs and they determine to accept any prospective committee member.

b. The committee membership should be greater than 6 and less than 50 total. Composition of the committee should be diverse and inclusive based on gender, race and experience.

c. The AGU-SEG Collaboration Committee is led by an SEG and AGU co-chairs, and AGU and SEG Board level liaisons, as well as staff liaisons (can be the same as Board liaison) to handle internal organizational mechanics for the committee.

d. Co-chairs can be nominated by committee members or by self-nomination. Each committee member casts their vote during the period 1 July to 1 September of the year prior to the co-chair being elected.

e. Each co-chair shall serve a term of two years and assume their roles as incoming co-chair at each society’s annual meeting. The SEG co-chair will be announced in September/October and the AGU co-chair shall begin their term in December.
   - In order to maintain institutional memory and continuity of the committee leadership (co-chairs), the chairs shall have staggered terms. The incoming AGU co-chair’s term will formally begin on 1 January of even numbered years, and the SEG co-chair’s term will formally begin on 1 January of odd numbered years.

f. Activities
   - Annually the Collaboration Committee develops and conducts a joint workshop.
     - Workshop topics, locations, co-chairs, and technical committees are chosen by the Collaboration Committee.
     - AGU operates the joint workshops in odd numbered years, and the SEG operates the workshops in even numbered years.
   - The Committee may undertake joint publications and other activities according to its mission.

g. Committee Meetings
   - Staff liaisons are responsible for working with the co-chairs to set dates/times, arrange agendas, and record minutes of the meetings.

III.3.E.2. Business Office/Staff Liaisons

The committee shall include staff level liaisons from each society to assist in the organization and smooth functioning of the committee by working across the organizations.
III.3.E.3. Board Liaisons
The committee shall include two board level liaisons, one from AGU and the other from SEG.

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 compliance with applicable laws and regulations, and inquiries received from regulators or governmental agencies.

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. BOOKS EDITORIAL BOARD

III.5.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.5.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 the Books Editorial Board Chair as soon as the Editor term has expired. The Chair appoints other members of the board, usually in consultation with members of the Books Editorial Board. Only associate, active, emeritus, life, or honorary SEG members in good standing may serve on the Books Editorial Board. In selecting 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. 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 Associate Executive Director, Publications and Communities or a publications staff member designated by the Associate Executive Director serves as staff liaison.

III.5.C. SCOPE OF ACTIVITY/OBJECTIVES
The Books Editorial Board fields, solicits, develops, reviews, and judges material for SEG’s special publications program.

III.5.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 meeting(s) may be virtual, such as conference calls supported by a shared Web interface. Meetings should 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 can be conducted through an online peer-review system.

III.5.E. PROCEDURES

III.5.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 after proposals are accepted. Volume Editors work with authors to ensure the manuscripts are technically sound. When a Volume Editor certifies a title is 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 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.5.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.5.E.3. Staff and Board Liaisons
The liaisons join in communicating SEG Board of Directors requests to the Books Editorial Board and communicating Books Editorial Board proposals and recommendations to the SEG Board of Directors.

III.6. BYLAWS COMMITTEE

III.6.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.6.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 appointment (or shortly thereafter), the newly appointed Committee Chair shall name a Committee Vice Chair and communicate the appointment 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 final approval.

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

III.6.C. SCOPE OF ACTIVITY/OBJECTIVES
The Committee reviews all proposals from the membership and Board that require amendments to the Bylaws.

The Committee reviews all new or amended Bylaws of Sections and Student Chapters.

III.6.D. MEETING FREQUENCY/TIMING
The Committee meets when requested by the Board.
III.6.E. PROCEDURES

III.6.E.1. Committee
The Committee reviews all proposed amendments and provides a written opinion that provides clarity to the proposal and highlights potential conflicts with other portions of the Bylaws. It is not the Committee’s mission to determine the merit of the proposal; that is the responsibility of the Board and the sponsor of the proposed amendment.

The Committee advises the Board of any alternative approaches to achieving the goal of the proposed amendment.

The committee advises if, in the opinion of its members, outside counsel should be consulted.

III.6.E.2. Business Office/Staff liaisons
All recommendations of the committee are sent to the Executive Director or designated other staff member who places the recommendation 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 providing to the Committee copies of the proposed amendments and any specific instructions.

No later than two (2) weeks prior to any Board meeting, the Staff Liaison will ensure with the Committee Chair and Board Liaison that all agenda items related to proposed Bylaws amendments are prepared according to Board expectations.

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

III.6.E.3. Board Liaisons
The Board liaison is responsible for attending the meetings, whenever possible, and updating the Board as necessary.

III.7. COMMITTEE FOR PASSIVE SEISMIC

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 two defined leadership positions.
- Chair
- Vice Chair
Additional committee members, the number of which are not specifically outlined and can vary, are selected by the Chair using the procedures outlined.

The Board liaison is a non-voting member.

The committee is supported by an assigned SEG staff liaison.

III.7.C. SCOPE OF ACTIVITY/OBJECTIVES

1. Broaden the term “passive seismic” to include passive monitoring of seismic waves at any scale and for any use, including traditional applications such as earthquake seismology and microseismic monitoring, but also including applications such as security, industrial, and infrastructure monitoring.
2. Advise the Board on all matters involving passive seismic, and promote understanding and advancement of the associated science.
3. Organize events that advance the application of this technology for any application.
4. Encourage scientific collaboration and technical advance based upon good science and open debate.
5. Facilitate communication of peer-reviewed technical information on passive seismic to members, scientists, industry, the public, and any others who might benefit.
6. Coordinate with the Technical Program Committee concerning technical sessions on passive seismic.

III.7.D. MEETING FREQUENCY/TIMING

Committee shall strive to hold quarterly meetings, either virtually (video/teleconference) or in special circumstances, in person. Ad-hoc meetings may be held if required. Staff liaisons shall coordinate arrangements for meetings.

III.7.E. PROCEDURES/RESPONSIBILITIES/ACCOUNTABILITIES

III.7.E.1 Committee

The chair, appointed (or reappointed) biannually 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 vice chair from among the committee members.

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

Responsibilities are to:

• Maintain and update the list of committee members.
• Assist with intersociety communication and collaboration
• 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**

The Board liaison shall 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 SEG Board of Directors and to fill District Representative vacancies.

**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 the 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, Directors 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.

**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 each Board position to be filled.
- Nominating a slate of candidates to fill vacant District Representative posts.
- Securing the consent of all candidates nominated.
- Overseeing the election process and all voting by the SEG Voting Membership.
- The committee chair is responsible for maintaining the working list of candidates and, upon conclusion of the chair’s term, will provide the list to the incoming chair.
No member of the committee shall be considered for nor placed on the ballot for election while that person is serving on the committee. No one who has been nominated to run via petitioning by Voting Members may accept such nomination after having served as a member of the committee during the same election cycle.

The SEG President and Business Office should be notified of the slate of candidates for Board and District positions by 1 March. The slate of candidates will be posted on the SEG website and published in the April issue of *The Leading Edge*.

The chair of the Committee on Nominations will notify the SEG President of the election results and ask the President to communicate the results to all Board candidates before 15 August. The SEG Business Office will notify all District candidates.

### III.8.E.2. Business Office

#### III.8.E.2.a. Solicitation
Any SEG Member may suggest candidates for SEG Board positions or District Representatives to the Committee on Nominations. The SEG Business Office will develop a marketing plan to call for nominations. All nominations received should be forwarded to the committee chair.

#### III.8.E.2.b. Section, Associated Society, Technical Section, and Geographic District Representative 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.

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

The Business Office will provide historical reports for SEG Board Directors, 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. 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 Director at Large serving as chair of the committee 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 Community Engagement 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.

The SEG Community Engagement Manager will provide the Board of Directors with demographic data of the SEG membership for consideration. 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 the demographic data and its observations on these representational needs.

The Committee on Nominations will review the membership statistics 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. COMMITTEE ON UNIVERSITY AND STUDENT PROGRAMS (CUSP)**

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

III.9.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.9.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.9.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. SEG Technical Meeting and Exhibition Speed Mentoring 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.

III.9.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.

III.9.D. MEETING FREQUENCY/TIMING

The Committee will meet via teleconference a minimum of four times annually. The Committee Chair may call additional meetings as required. The SEG SEC personnel will notify Committee members regarding meeting times and dates and provide Web conference instructions.

III.9.E. PROCEDURES

III.9.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.

**III.9.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.

**III.9.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.9.F. CHALLENGE BOWL SUBCOMMITTEE**

The mission of the Challenge Bowl Subcommittee is to design, promote, and execute the Challenge Bowl Program on behalf of SEG. We believe that a successful program will:

- Promote globalization of SEG
- Promote student membership in SEG and SEG Associated Societies and Sections, and promote the growth of student chapters
- Promote student attendance at regional meetings and the SEG Technical Meeting and Exhibition
- Promote knowledge of geophysics, history of the science, and the history of SEG
- Attract students to the geosciences
- Be just plain fun for all involved

**III.9.F.2. Organization**
The Challenge Bowl Committee is a subcommittee of the CUSP Committee. The Committee is chaired by an interested individual nominated by the Chair of the CUSP Committee and approved by the current SEG President. The Committee Chair term is typically a two-year appointment which may be extended. The Chair of the CB Committee will recruit such membership to the committee as is required to fulfill the mission of the committee. The committee will meet at the SEG Annual Meeting in conjunction with the CUSP Committee and have other such meetings either in person or by teleconference as are necessary to achieve the committee’s objectives. The committee will be further subdivided into subcommittees in concert with the various activities that the committee has deemed necessary to the successful operation of the Challenge Bowl Program.

**III.9.F.3. Objectives and Scope of Activities**
The vision of the SEG Challenge Bowl is that through a series of local and regional preliminary or qualifying contests, there would come together a global set of teams at the SEG Technical Meeting and Exhibition who would then compete for the Global Championship. By contests we mean short-answer geoscience trivia contests held in an open forum before an audience with a moderator/quizmaster and a panel of
contestant teams who compete by correctly answering the questions presented. Questions may be directly assigned a team, or there may be some form of competition to be the first team to answer (perhaps supported by a buzzer system or some other such device). Teams consist of two members, both Student Members of SEG, perhaps representing a particular college or university. Both undergraduate and graduate-level students compete in the same contest. Contests are designed to be educational and entertaining for contestants and audience alike.

Ideally, participants in the Global Championship match will have earned the right to represent their region by winning a qualifying contest in which other teams/schools from their region have competed. In the case of large regions, there may be local qualifying contests held to select participants for the regional championships. In this model there are then three levels of contest: Local, Regional and Global Finals.

Local and Regional contests should be organized and supported by their local community up to and including providing a travel grant to each regional winning team so that they can attend the SEG Technical Meeting and Exhibition and the Challenge Bowl Global Championship. The subcommittee may elect to provide seed funding to promote the growth of Local and Regional contests, but that funding is intended to be for one or two years at most. After that the Local and Regional contests are expected to be self-funding.

It is the intent of the program that costs of the Global Championship match at the SEG Technical Meeting and Exhibition, including prizes awarded to the winning teams, be supported by funds specifically raised for that purpose through the SEG Technical Meeting and Exhibition Organizing Committee and the SEG Foundation. An endowed fund has been established at the SEG Foundation for the purposes of providing a sustaining minimum level of funding for the program.

The committee has identified the following areas of activity that must be addressed in order to achieve its goals and is organized into subcommittees around these activities as follows:

a. Budget
   i. Membership approximately five
   ii. Chaired by the committee Chair
   iii. Includes the SEG staff member assigned to the program
   iv. Consults with the subcommittee chairs on anticipated expenditures for the next fiscal year
   v. Sets the spending budget for the program for submission to the appropriate authorities for approval
   vi. Reviews expenditures on a quarterly basis to assure the budget is being met or adjusted if required

b. Rules and Procedures
   i. Membership approximately three
   ii. Sets rules and procedures (including contest hardware such as buzzer system) for contests at all levels.
   iii. Defines the regional breakdown of the world for the preliminary contest structure.
iv. Annually (at a minimum) reviews rules and procedures and presents recommendations to the Committee for action

c. Question Database
   i. Membership approximately three
   ii. Solicits questions from the membership to support the contests around the world
   iii. Validates the formatting and answers of the questions to be added to the database
   iv. Maintains the question database and ensures the correct tracking of questions that have been used in any given year

d. Contest Creation
   i. Membership approximately three
   ii. Executes the QuizCreator program to assemble Local, Regional and Final contests as required
   iii. Provides the contests to SEG staff for safe keeping and distribution

e. Annual Championship
   i. Membership approximately four
   ii. Works with SEG Business Office Staff on the logistics of Global Championship match
   iii. Charged to make it a real event by adding entertainment value
   iv. Communicates with SEG Technical Meeting and Exhibition Committee on location/time that is most appropriate (not conflicting with other events, good exposure, etc.)
   v. Evaluates prize policy for winners

f. Regional Contests
   i. Membership approximately 20
   ii. Works closely with Regional Advisory Committees and with Student Expo programs
   iii. Committee needs to have global representation – local champions
   iv. Committee members to help organize, promote and execute Local/Regional contests in their area

g. Funding
   i. Membership approximately three
   ii. Works with SEG Foundation, SEG Technical Meeting and Exhibition Committee and SEG Sections and Associated Societies to raise necessary funding
   iii. Helps local/Regional contest organizers secure funding, especially travel grants for the winners.
   iv. Coordinates Local/Regional sponsors with SEG Foundation

h. Promotion
   i. Membership approximately four
   ii. Promotes the program at all levels
   iii. Works with Regional Advisory Committees
   iv. Places ads in *The Leading Edge*, Doodlebugger, and social media
v. Develops Challenge Bowl page on SEG Web site
vi. Develops personal contacts with different regions
vii. Provides promotional materials to Local/Regional events
viii. Works closely with SEG Student Chapters

III.9.F.4. Responsibilities of Business Office

The committee works closely with the SEG Business Office staff to ensure the success of the program. SEG staff supports the program through the following activities:

a. Publication in *TLE*, Doodlebugger, and social media
b. Mailing
c. Maintenance and shipping of buzzer system(s)
d. Coordination of contestant travel to SEG’s Technical Meeting and Exhibition
e. Purchasing of prizes, trophies and other items.
f. Distribution of prize money
g. Receiving of donations
h. Facilitates preparation for Global Championship match
i. Hosting of teleconference meetings
j. Hosting of question database
k. Distribution of question sets to Local, Regional and Global contests
l. Tracking of Local/Regional contests, participants and winners

III.9.F.5. Contest Rules

Contestants should be Student Members of SEG and may be at the graduate or undergraduate level. Each team consists of two players who are usually from the same school, but not necessarily so. Districts within the SEG organization are responsible for organizing Local and Regional qualifying contests. They may set their own rules for participation and selection of the winning team to attend the Global Championship. Local and Regional contest holders are required to submit the processes they use to select their winning team to the committee for review and comment. The committee will have the obligation and right to determine which Local and Regional qualifying contests are approved to send their winners to the Global Championship. The intention here is not to be restrictive but to have as many teams as possible from as diverse a geographic distribution as possible take part in the Global Championship. Contestants who qualify at a Regional level in their final year are still eligible to compete in the next Global Championships.

III.10. COMMUNITY CONTENT COMMITTEE

III.10.A. CHARTER

The Charter of the Community Content Committee is to define and support the strategic objectives of specified SEG user-generated content programs and to recruit volunteers for the programs. The programs include the SEG Wiki, the SEG podcast (Seismic Soundoff), and the SEG blog. The committee supports SEG’s social-media outreach (via Facebook, Twitter, LinkedIn) by sharing social-media posts and helping generate content for sharing from volunteers. The committee supports accurate, appropriate, and useful moderation, review, and solicitation of user-generated content.
III.10.B. STRUCTURE
The SEG president appoints the Community Content Committee chair. The Community Content Committee consists of additional positions appointed by the Committee chair.

The Community Content 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 SEG Board of Directors to serve as liaison to the Community Content Committee.

The SEG executive director appoints a staff member to serve as staff liaison to the Community Content Committee.

III.10.C. SCOPE OF ACTIVITY/OBJECTIVES
The Community Content Committee will focus on community engagement, content generation, and strategic direction for SEG user-generated content.

The Community Content Committee shall:
- Coordinate user-generated content solicitation, in conjunction with staff, toward the goal of achieving maximum engagement with SEG. This shall include content generated for the SEG Wiki, the SEG podcast, an SEG blog, and social media.
- Ensure that user-generated content is appropriate and useful to SEG audiences. Ensure the exclusion of any user-generated content that is purely advertising, of a political nature, or void of technical or SEG value.
- Establish procedures for monitoring content quality. Select technically knowledgeable volunteers to judge the suitability of submitted content and enforce standards for content accepted for dissemination.
- Coordinate the network of volunteers who engage in solicitation, generation, and review of content. Depending on the medium, the review process will be modified. The SEG Wiki will not follow a formal peer-review process. It is a “loose filter.” The committee or its designees will serve as content gatekeepers for the SEG blog and any volunteer-generated social media posts. The SEG Publications Department will be responsible for final produced podcast episodes.
- Contribute new content and identify existing content that is disseminated would be valuable to the community of readers, users, and listeners.

III.10.D. MEETING FREQUENCY/TIMING
Although the Community Content Committee may meet as often as the Chair deems necessary, it generally meets three times per calendar year. Meetings may be face-to-face or via conference call or Web meeting.

III.10.E. PROCEDURES

III.10.E.1. Community Content Committee
All policies, decisions, and actions established, made, or taken by the Community Content Committee are subject to review by the SEG Board of Directors.

The Community Content Committee chair prepares a report of the committee’s activities for inclusion in the SEG Annual Report.
The Community Content Committee has no authority to commit SEG to any financial obligation. Any decision of the Community Content Committee that would require the expenditure of funds not already approved for the envisioned purpose must be submitted to the SEG Board as a recommendation.

Implementation of any such Community Content Committee decision will be dependent on Board approval.

**III.10.E.2. Business Office**

The design, development, and implementation of software and infrastructure technologies within the SEG Wiki, the SEG blog, and the SEG podcast are the responsibility of the SEG IT and Publications departments, in consultation with the Community Content 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 and aligns with the technical interests of SEG audiences is desirable and should be solicited. Advertising is the responsibility of the SEG sales staff; any advertising must be arranged through the SEG advertising sales representative, and all proceeds go to SEG.

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

The staff liaison assists the Community Content 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 SEG Board meeting the Community Content Committee staff liaison shall advise the committee chair of an upcoming Board meeting, solicit agenda items, and provide the standard Board exhibit template while copying the committee’s Board liaison.
- No later than three (3) weeks prior to any Board meeting, the staff liaison will ensure with the Community Content Committee chair and Board liaison 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 Community Content Committee chair of all Board decisions and other feedback that impact the committee.

**III.11. COMPENSATION COMMITTEE**

**III.11.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 nonprofit societies and performance against mutually established goals.
III.11.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.11.C. SCOPE OF ACTIVITY/OBJECTIVES
- Establish mutually agreed upon goals with Executive Director
- Facilitate midyear review with Executive Director
- Prepare annual review and recommend compensation adjustment to Board

III.11.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.11.E. PROCEDURES

III.11.E.1. Committee
- The Executive Director prepares goals for the new fiscal year and distributes them on or about 1 December to the President, who sends the documents to the chairs of SEG Global Inc., SEG Foundation, 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, 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 for the first two quarters 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.

• 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.

• 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/Past President no later than the end of the first full week in November.

• 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.12. 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 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
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 Managing Director of Programs, the Professional Development Manager, and the Professional Development Advisor. Liaison exists between the SEG and AAPG Continuing Education Committees. The committees have combined their efforts and presented short courses in conjunction with the SEG Technical Meeting and Exhibition of their respective organizations.

III.12.C. SCOPE OF ACTIVITY/OBJECTIVES
• Propose topics, speakers, and programs.
• Review program proposals and advise on the suitability of material and speakers.
• Encourage qualified instructors to enter the program.
• Review course contents and advise the SEG Business Office.
• Assess the evolving training needs of industry and market conditions.

III.12.D. MEETING FREQUENCY/TIMING
The committee may meet at the Annual Meeting and as needed by teleconference or web conference throughout the year as directed by the Committee Chair.

III.12.E. PROCEDURES

III.12.E.1. Committee
a. The committee is comprised of a chair appointed or reappointed annually by the President.
   i. Committee members are selected by the Committee Chair based on their professional experience, expertise, and willingness to devote the time and effort necessary to meet the objectives of the committee.
   ii. At the time of the chair’s appointment (or shortly thereafter), 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 the subsequent appointment as Committee Chair.
   iii. The number of committee members will be determined by the Committee Chair and should reflect the Society’s global constituency.
   iv. 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 the suitability of material and speakers.
iii. Encourage qualified instructors to enter the program.
iv. Review course content and advise the SEG Business Office.
v. Assess the evolving training needs of industry and market considerations.

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 public courses will be accepted on a three-year basis following the initial review on the first course delivery. Approved courses will be included in the program immediately. Course proposals submitted for renewal must demonstrate revisions and updates have been made.

i. If after the first two years a second delivery has not been made the committee, in concert with the business office, shall contact the instructor and make arrangements to offer the course the following year.

ii. If the scheduled course fails to generate enough registrations to make it a financially feasible event, the instructor will be asked if the course should be withdrawn or moved from "public" to "contractual."

e. 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.

**III.12.E.2. Business Office**

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. 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 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>$785.00</td>
<td>$885.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>2-day</td>
<td>$1,245.00</td>
<td>$1,395.00</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

- SEG Section/Associated Society or Student Chapter 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>$5,495.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>2-day</td>
<td>$8,795.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>3-day</td>
<td>$12,095.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>4-day</td>
<td>$15,395.00</td>
<td>$525.00</td>
</tr>
<tr>
<td>5-day</td>
<td>$18,695.00</td>
<td>$635.00</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.
• Collect student and instructor feedback and determine improvement opportunities.

**III.12.E.3. Board and Board Liaisons**

The Board will approve course fees and the 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 the instructor for use in the development of the course (this will include assessment and learner requirements only required the first time course is offered).

2. SEG Business Office will forward proposal materials to SEG CE Chair.
   a. Chair will provisionally approve, not approve, or pass the 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 a course is determined as either a public offering or as a contracted course, the instructor will begin the development of course notes, PowerPoint, quiz, and IACET requirements with input and assistance of SEG Business Office. At 30 days prior to course, the instructor will send these additional materials to the SEG business office. In addition, the following financial documents must be on file with SEG prior to the offering of a course:
   a. A Fully Executed Contract with SEG
      i. All contracts must be updated every 5 years
   b. Appropriate Tax documents to satisfy U.S. Internal Revenue Service requirements
      i. US Citizen – 1099 or W-9
ii. Non-US Citizen – W-8BEN

c. Payment method
   i. US Bank account via Concur
   ii. Outgoing Wire Form

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 three-year period
   b. Course approved for three-year period with the following revisions:
      (Reviewer may require additional updates or request changes).
   c. Course recommended to be being withdrawn from the SEG CE offering
      (Reviewer will give reasons for this recommendation).
   d. Course recommended being withdrawn from the 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 Professional Development Manager for approval by the SEG Board.

8. The 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 three years.
   a. Approved courses will be included in the program immediately. Course proposals submitted for renewal must demonstrate revisions and updates have been made.
      i. If after the first two years, a second delivery has not been made the committee, in concert with the business office, shall contact the instructor and make arrangements to offer the course the following year.
      ii. If the scheduled course fails to generate enough registrations to make it a financially feasible event, the instructor will be asked if the course should be withdrawn or moved from “public” to “contractual.”

   (*) items a. – d. are required

III.12.F. DISTINGUISHED INSTRUCTOR SHORT COURSE (DISC) SUBCOMMITTEE

**III.12.F.1. 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.F.2. 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 Continuing Education Committee. A Vice Chair is appointed annually by the Chair, after consulting with the President-elect, Board liaison, and the subcommittee members. Due to possible overlapping interests between the DISC Subcommittee and the Distinguished Lecture (DL) Committee, either the Chair or Vice Chair will establish and maintain contact with the DL Committee.

Subcommittee members are selected by the Chair and should reflect a global constituency with diversity in technical perspectives. The number of subcommittee members is determined by the Chair, with representation from the Research Committee. Members serve at the discretion of the Chair, and every effort should be made to keep the Subcommittee evergreen and fully engaged. Subcommittee members should be members of the Society.

III.12.F.3. 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. 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.F.4. Meeting Frequency/Timing

The committee may meet at the Annual Meeting and by teleconference or Web conference as required by the Committee Chair.

III.12.F.5. Procedures

III.12.F.5.a. 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 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 shall convey to SEG copyright in materials used in the book supporting the course, and the Society shall own copyright and all other rights in recordings made of course presentations except as may be specified in agreements between SEG and the Instructor. Where feasible, course materials will be translated for presentation at global venues.
7. The DISC will be formatted to be offered online at the conclusion of the tour.
8. 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.F.5.b. Responsibilities

III.12.F.5.b.i. SEG Continuing Education Committee
- Recommendation of the DISC Subcommittee Chair to the President.
- Oversight of the DISC Subcommittee.

III.12.F.5.b.ii. 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 its 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.)
- Identify and rank the top three candidates for DISC instructors, each of whom must be an SEG Member
- Provide the SEG Board the names, topics, and biographies of the top three candidates
- Upon approval by the Board, contact, through the DISC subcommittee chair, the top-ranked candidate and secure acceptance
- Request a detailed outline of the coursebook and structure
Give full consideration to a candidate's availability to complete both the traveling and publication demands of the tour

**III.12.F.5.b.iii. DISC Instructor**

The Instructor will be expected to:

- Serve as an ambassador of the SEG and promote membership in the Society
- Provide a 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 participate in a global tour consisting of approximately 30 global locations
- Commit the time required to provide a completed manuscript to the Business Office in sufficient time to enable editing and publication to accompany the start of their respective tours
- Consider all requests from SEG Sections and work with the SEG Business Office to arrange a cost-effective travel itinerary
- Obtain release of any proprietary information so that the lecture can be recorded and made available by SEG online
- Be prepared with back-up slides or visuals
- Sign a Lecturer Services Contract that addresses issues including liability, intellectual property, expense reimbursement, and other lecturer responsibilities
  - Complete appropriate U.S. Internal Revenue Service required documents to include:
    - U.S. Citizen – 1099 or W9
    - Non-U.S. Citizen – W-8BEN
  - Payment Method
    - U.S. Bank via Concur
    - Outgoing Wire Form
- Provide brief e-mails 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 passport and visas as needed
- Complete an end-of-tour live virtual presentation

**III.12.F.5.b.iv. Business Office**

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 SEG Technical Meeting and Exhibition. In this case, the SEG Business Office will assume the normal responsibilities of the local sponsoring section, except lunch and local publicity
• Facilitate book development with the Instructor to ensure its timely completion. (Selection Process typically begins two and half years prior to the tour, with final approval two years prior to the tour.)
• Administer registration

III.12.F.5.b.v. Responsibilities of SEG Section

Each Section that wants to host the DISC is encouraged to submit a sponsorship proposal describing the resources it proposes to invest to ensure the success of the DISC at its site.

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

**III.12.F.5.b.vi. Board and 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.F.5.c. DISC Travel Policy**
Travel expenses will be reimbursed in accordance with the SEG Travel Policy in
place at the time of travel.

**III.13. DEVELOPMENT AND PRODUCTION COMMITTEE**

**III.13.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.13.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 three years. 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.13.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 Technical Meeting and
Exhibition, at other times as identified by the committee, 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 D&P Forum. 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 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 meetings are
developed within the committee.

III.13.D. MEETING FREQUENCY AND TIMING
The committee will meet once a year at the Annual Meeting. The committee may meet
at any time upon call of the Chair.

III.13.E. PROCEDURES

III.13.E.1. Committee
The Chair is responsible for selecting an Organizing Chair for the D&P Forum. 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.

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.13.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.14. DISTINGUISHED LECTURE COMMITTEE

III.14.A. MISSION
The Distinguished Lecture (DL) Committee is responsible for the Society’s Lecture
Programs, including:

1) The SEG Distinguished Lecture Program
2) The SEG Honorary Lecture Program
3) The Near-Surface Global Lecture Program

The SEG Distinguished Lecture program honors outstanding individuals noted for high
quality in their contributions to geophysics on a global level, and who are outstanding
communicators of ideas and concepts.

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 Near-Surface Global Lecture Program focuses on the transfer of knowledge on a topic in the discipline area of Near-Surface Geophysics and recognizes discipline and technical leaders on a global level who are working in this discipline area.

The common goals of these 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 among 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.14.B. STRUCTURE
The DL Committee is comprised of a Chair, a Vice 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, Board liaison, and the committee members.

The composition of the committee should represent the demographics of the Society so that it can adequately represent the views of global constituents served by the SEG Distinguished Lecturers and the SEG Honorary and Near-Surface Lecturers, as well as the many different people who make up current and potential Society members. Any member of the committee or SEG at large can nominate an additional member to represent any group that is under-represented on the committee. Committee members must be members of the Society.

Committee members will include the five most recent SEG Technical Meeting and Exhibition Technical Program Committee Chairs, the Distinguished Lecturers from the past three years, and other qualified SEG Members at the discretion of the Committee Chair and Board Liaison, including, but not restricted to, former Honorary Lecturers and past or present board members of local, regional or global geophysical societies. The Committee Chair will ensure that the committee is representative of SEG membership at large, considering technical fields, geographic location, experience level, gender, industry etc. Members other than past technical chairs will serve a three-year term. Upon completion of their terms, individuals will roll off the committee unless eligibility is extended on a year-by-year basis by the Committee Chair. The Committee should remain large enough that a broad and active base of members are always available to vote on nominees.

III.14.C. SCOPE OF ACTIVITY/OBJECTIVES

III.14.C.1. Distinguished Lecture Program
The Distinguished Lecture program singles out and honors individuals noted for high-quality contributions to geophysics on a global level, and who are outstanding communicators of ideas and concepts.

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

Three Distinguished Lecturers are chosen for each odd-numbered year. 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 is expected to focus on the geophysics discipline. The SEG/AAPG Distinguished Lecture is a cooperative effort between SEG and AAPG and is therefore jointly supported by both organizations. 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 vote upon and submit a prioritized list of their top three candidates for the Distinguished Lecturer position for approval by the SEG Board and the AAPG Executive Committee. The top three candidates will be notified prior to this submission that they are only candidates until the SEG Board gives final approval. Scheduling and logistics are handled by AAPG in odd years and SEG in even years.

Distinguished Lecturers are expected to visit 15 to 25 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. Each lecturer will be recorded at least once for later offering of the lecture online by SEG. Distinguished Lecturers must be a Member of the Society.

**III.14.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. These have been defined based on considerations of the number of SEG affiliated Sections and cost efficiency. The Near-Surface Global Lecture tour is a virtual tour, whereas regional Honorary Lecturers typically require at least some travel within each geographic region. The 6 Honorary Lecture regions are designated as follows:

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

The objective is that each Honorary Lecturer will visit approximately 10 to 20 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 the Distinguished Lecturers’ Committee evaluation that the regional parameters (speaker and topic) could be successful on a global scale.

The Near-Surface Global Lecturer is designated primarily as a virtual tour and will be delivered globally principally through a combination of live and recorded lecturers. If future funding allows for selected face-to-face Near-Surface lectures, these can be added to the itinerary.

All Honorary and Near-Surface Lecturers must be Members of the Society.

**III.14.C.3. Program Funding**

A sufficient budget will be established for each Distinguished, Near-Surface, 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. 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. At least one Near-Surface Lecturer will be fielded each year.

The funds to support the Distinguished, Near Surface, and Honorary Lecturers may come from the SEG operating budget, the SEG Foundation, the Lecturer’s employer, or through external sponsorship.

**III.14.D. MEETING FREQUENCY/TIMING**

The Distinguished Lecture Committee may meet during the Society’s Annual Meeting and as needed by teleconference or Web conference throughout the year, in addition to regular e-mail communication.
III.14.E. PROCEDURES

III.14.E.1. Committee

The Distinguished Lecture Committee is responsible for nominating and electing Distinguished, Near Surface, and Honorary Lecturer candidates for approval by the SEG Board. Additional nominations can come from any SEG Member. 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. Near-Surface Lecturers will be voted on once per year at least nine (9) months before the start of any lecture. Nominations should be received and entered into the nomination list at least one month before Committee voting commences. Nominations may only be accepted after this deadline by a majority vote of the DL Committee Members. Nominees not selected will be removed from the nomination pool after three years of candidacy. Candidates who are removed can be renominated with the same or updated topic and location. A candidate cannot be a member of the DL Committee; if a member is nominated, the member must decline the nomination or resign 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 any lecturer ballot for a period of 5 (five) years after their tour has been completed. After that time, the individual may be nominated for either Distinguished Lecturer, Near-Surface Lecturer, or Honorary Lecturer provided that the lecture topic is different.

A nominee may appear on the ballot for only one of the six HL regions or Near-Surface 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. The topic and the candidate as a speaker, expert, and representative of SEG should be considered by the committee during the voting process.

Voting Process

1. Committee members review Information related to each nominee found in the Basecamp portal assigned to the Distinguished Lecturer Committee.

2. Committee Members will provide an ordered list of their choices in each respective category using a method/link provided by the SEG Business Office. Each first-place vote will receive 10 points, each second-place vote nine points, and so on. Any votes ordered below 10th place will receive no votes. Committee Members may choose to vote on any subset of candidates available and do not have to include all candidates or a full list of 10.

3. Results will be tallied by the Professional Development Administrator and forwarded to the Committee Chair.

4. To properly prepare for a possible tour, each winning candidate will be apprised of the candidate’s provisional selection soon after the DL Committee
votes are counted. The nominee will be notified of being one of the top candidates to be vetted at the next SEG Board of Directors’ meeting. At that meeting, a list of the top three candidates receiving the most votes by the DL Committee will be submitted for approval by the SEG Board of Directors. After approval, the DL Chairman will confirm selection and acceptance with the highest-ranked available candidate.

5. If additional information arises that might suggest sensitive, ethical or conflicting concerns about a candidate nominated or on the ballot, the DL Chair, Vice Chair, and SEG Board Liaison will investigate and decide as to the individual’s viability as a lecture candidate. If a unanimous decision cannot be made, then the matter will be elevated to the SEG Board of Directors.

Candidates approved by the SEG Board will then be invited to serve by the Distinguished Lecture Committee Chair or SEG Professional Administrator. If the first-choice candidate is unable to serve as a Distinguished, Near-Surface, or Honorary Lecturer, the Distinguished Lecture Committee Chair will contact the committee’s second-choice candidate, or third choice, if necessary. 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. Qualified nominees will be added to the appropriate list.

The Chair can request that the SEG Business Office schedule a meeting time and place for the Committee. Each incoming Chair is encouraged to invite incoming committee members to attend all meetings. 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 SEG Technical Meeting and Exhibition, the Committee is encouraged to hold other meetings as needed by teleconference or Web conference throughout the year, in addition to regular e-mail communication. The SEG Business Office staff liaisons should be included in these meetings.

**III.14.E.2. Lecturer**

The Lecturer will be expected to:

- Serve as an ambassador of the SEG and promote membership in the Society
- Provide a 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 15 to 25 presentations (Distinguished Lecturer), or 10 to 20 presentations (Honorary Lecturer), or live and recorded virtual presentations (Near-Surface), with no more than three or four activities within a given 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 by SEG online
• Be prepared with backup slides or visuals and prepared to tailor the presentation to the technical level and interest of each audience
• Sign a Lecturer Services Contract that addresses issues including liability, intellectual property, expense reimbursement, and other lecturer responsibilities
• Provide brief e-mails to the SEG Business 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 passports and visas as needed
• Provide an end-of-tour live virtual presentation

The SEG Business Office is responsible for:
• Soliciting nominations from Affiliated Sections for each SEG Honorary Lecturer and providing these nominations to the Distinguished Lecture Committee
• If the DL and HL candidates have taught SEG CE or DISC courses in the past, obtain their course evaluations and provide them to the DL Chair and Vice Chair for assessment (If the candidate lecturer obtained poor evaluations then the candidate should be dropped from consideration as a HL or DL. If feasible, this vetting should be applied to anyone nominated to be a DL or HL.)
• 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, and sending it to the local sponsoring Sections at least two months prior to the start of a tour
• Providing local Sections with 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
• Scheduling a live end-of-tour virtual presentation
• Maintaining program files, statistics, and reports to facilitate continual improvement of the lecture program
• Maintaining minutes of committee meetings
• Schedule a postmortem interview with the SEG staff in order to give advice on how to improve the tour for future speakers, provide lists of personal contacts for future advertising in the region, and share any information that might enhance our HL outreach efforts to SEG Members (Information on any possible sources of funding for portions of future tours are especially welcome.)
• Create a list of contacts in each region for possible funding sources and advertising of future HL/DL events, to be updated each year from the postmortem interviews

III.14.E.4. Lecturer Host
Lecturer Hosts from 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 with scheduling in order 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, and aim for an audience of at least 25 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 the lecturer’s 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
• Open the lecture to all geoscientists and geoscience students, even if hosts have a private luncheon or dinner meeting in conjunction with the lecture
• Acknowledge SEG as the main sponsor of the lecture in all promotion by the host, including the host’s website

III.14.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 in establishing and achieving 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. This Liaison should serve as an advisor and resource to the Committee Chair to assist in selecting committee members, assessing the viability of all nominated candidates, and making recommendations to the Board for Lecturer approvals.

**III.15. EMERGING PROFESSIONALS INTERNATIONAL COMMITTEE (EPIC)**

**III.15.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.15.B. STRUCTURE**
EPIC shall consist of the Chair, a Vice-Chair and members appointed by the Chair, which represent all segments and regions of the society. The Chair 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 Chair. 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.15.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.15.D. MEETING FREQUENCY/TIMING**
The Committee may meet any time, at the request of the chair, 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.15.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.15.F. BUSINESS OFFICE
The SEG Business Office liaison staff members will facilitate the exchange of information to and from the Committee Chair 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.15.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.16. SEG EVOLVE TECHNICAL COMMITTEE

III.16.A. MISSION
The mission of the SEG EVOLVE Technical Committee is fostering multidisciplinary teamwork with geoscientists and engineers to develop world-class professionals through student experiential learning with universities around the world. Through advanced software, training, and mentorship, students learn the technical and professional workflows and skillsets required to compete in the global energy marketplace for investment opportunities. EVOLVE stands for E&P Value Creation using Online Collaboration and Leading Edge Technologies for Virtual Internships with Extensive Mentoring.

III.16.B. STRUCTURE
The SEG president appoints the SEG EVOLVE Technical Committee chair. The SEG EVOLVE Technical Committee consists of additional positions appointed by the Committee chair.

The SEG EVOLVE Technical 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 SEG Board of Directors to serve as the liaison to the SEG EVOLVE Technical Committee.

The SEG executive director appoints a staff member to serve as staff liaison to the SEG EVOLVE Technical Committee.

III.16.C. SCOPE OF ACTIVITY/OBJECTIVES
The Committee shall:
- Provide a written annual report to the SEG Board of Directors no later than 31 January for the previous year.
- Evaluate applications and recommend university participants in the program annually.
- Promote university and mentor participation in SEG EVOLVE
  - Assist in promoting the SEG EVOLVE program (e.g., through campus visits, distribution of promotional materials, email, social media,
presentations). In particular, faculty and industry representatives will use their university contacts to encourage students to apply for the program.

- Engage Universities, Faculty, and Mentors in SEG EVOLVE
  - Develop relationships between SEG, students, faculty, and mentors
  - Build relations between SEG, other energy-related societies, industry, and academia through campus visits and facilitating academic-industry networking ties.
- Professional Career Development
  - Facilitate the transition of students from university into the early-career workforce by mentoring EVOLVE students about the requirements, expectations, and opportunities of a career in the geosciences.

III.16.D. MEETING FREQUENCY/TIMING
The Committee will meet via teleconference a minimum of three times annually. The Committee Chair may call additional meetings as required. The SEG staff liaison will notify Committee members regarding meeting times and dates and provide teleconference instructions.

III.16.E. PROCEDURES

III.16.E.1. SEG EVOLVE TECHNICAL COMMITTEE
All policies, decisions, and actions established, made, or taken by the SEG EVOLVE Technical Committee are subject to review by the SEG Board of Directors.

The SEG EVOLVE Technical Committee chair prepares a report of the committee’s activities for inclusion in the SEG Annual Report.

The SEG EVOLVE Technical Committee has no authority to commit SEG to any financial obligation. Any decision of the SEG EVOLVE Technical Committee that would require the expenditure of funds not already approved for the envisioned purpose must be submitted to the SEG Board as a recommendation.

Implementation of any such SEG EVOLVE Technical Committee decision will be dependent on Board approval.

The Committee will be assigned an SEG Staff Liaison 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.

III.16.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.

No later than four (4) weeks before any SEG Board meeting:
• The SEG EVOLVE Technical Committee staff liaison shall advise the committee chair of an upcoming Board meeting, solicit agenda items, and provide the standard Board exhibit template while copying the committee’s Board liaison.
• No later than three (3) weeks before any Board meeting, the staff liaison will ensure with the SEG EVOLVE Technical Committee chair and Board liaison 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 SEG EVOLVE Technical Committee chair of all Board decisions and other feedback that impact the SEG EVOLVE Technical Committee.

### III.17. FIELD CAMP PROGRAM COMMITTEE

#### III.17.A. MISSION
The committee shall review, rate, and rank all qualified Field Camp applications. The committee will select the Field Camp Award recipients based on rankings and available funds, as well as donor restrictions. The Committee will document the selection process. The committee will recommend changes to the policies and procedures as necessary.

#### III.17.B. STRUCTURE
Diversity of the Field Camp Program 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 Program Committee will be a closed committee comprised of members appointed by the President-Elect of SEG.

- 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 1 July and end 30 June. 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. The Committee Chair may appoint a successor for the unexpired term from a 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 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.17.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 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 nonvoting liaisons from both SEG and the SEG Foundation, to be appointed by the respective Boards of Directors. The candidate shall be nominated prior to 30 June each year.

III.17.D. BOARD LIAISONS
The Board-appointed liaison(s) will provide guidance and suggestions to the committee to support the Society’s goals and objectives. Liaisons are observers only during application 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.17.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.17.D.2. SEG Foundation Board of Directors
The SEG Foundation 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.17.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. The staff liaison will forward lists of recipients and other necessary information for reimbursement and stewardship activity to the Foundation staff.
The SEG Foundation will notify the donors of awards. 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 stipulations 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 the committee will be asked to reconsider. If an inappropriate award is still recommended, the liaison must bring it to the attention of the SEG Board of Directors for action.

Committee Liaisons may not act as voting members of the committee.

III.17.F. SCOPE OF ACTIVITY/OBJECTIVES

The committee shall be responsible for:
- A written annual report to the SEG Board of Directors submitted no later than 31 January for the previous year
- Review of donor intent and requirements for the program fund
- Review of 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 of all Policies and Procedures and recommendation of 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 of 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, the committee 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.17.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 SEG.
2. Corporate donors shall not receive direct or indirect financial benefits from SEG or by way of 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 the member may have conflicting interests.
5. The Committee shall inform the SEG Board of 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 Directors 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,
   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 the 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.

III.17.H. MEETING FREQUENCY/TIMING
The SEG Field Camp Committee will meet twice a year. The first is held during SEG’s Annual Meeting. The other meeting to determine the award recipients will be held by Web conference in March or April. Additional meetings and conference calls will be scheduled as required.
III.18. FINANCE COMMITTEE

III.18.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.18.B. STRUCTURE
The Finance Committee is comprised of the current Treasurer (Board liaison), the immediate past-Treasurer (chair) and the past-past-Treasurer. Additional voting members of the Committee may be selected by the Chair and approved by the President. The Managing Director of Finance 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.18.C. SCOPE OF ACTIVITY/OBJECTIVES
- Recommend financial reports to the Board for acceptance
- Recommend fiscal budget to the Board for approval
- Recommend portfolio budget variations over 10% 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.18.D. MEETING FREQUENCY/TIMING
At least a meeting two weeks prior to every Board meeting.

III.18.E. PROCEDURES

III.18.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.
- Recommend portfolio budget variations over 10% to the Board for approval. Portfolio budget variations of 10% or less are allowed so long as the expenditure –
  - Will not likely cause the yearly Income Statement to be net negative
Will not exceed 2.5% of the total yearly operating budget
Will not cause total expenditures over budget to exceed 10% of the total yearly budget
Will not likely cause cash reserves to be below the target line at any time during the budget year
Will not violate any covenants, policies, or Board directives

- 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.18.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.19. GEOSCIENTISTS WITHOUT BORDERS® PROGRAM COMMITTEE

III.19.A. MISSION
The Geoscientists Without Borders® Program Committee is a professional network of volunteers responsible for the growth and success of the GWB program. Its primary goal is to support humanitarian applications of geosciences around the world.

III.19.B. STRUCTURE
The GWB Program Committee is composed of volunteers who serve to carry out the goals of the program. The committee conducts its work with assistance from the following entities: Board liaisons, sub-committees, task forces, and staff liaisons. The committee recommends changes to its policies and procedures as necessary.

III.19.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 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 have a maximum of twelve (12) members and a minimum of five (5) members, including the Chair and Vice-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 reappointment 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 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 to maintain continuity of leadership and experience. The Chair serves a one-year term and may be reappointed for a second term. Recommendations for Vice Chair selection will come from the outgoing chair, the Board liaison, and/or the staff liaison and shall be approved by the President-Elect. The Committee Chair must be a Member of the SEG.

The Committee may include nonvoting liaisons from both SEG and the SEG Foundation, to be appointed by the respective Boards of Directors.

**III.19.B.2. Subcommittees and Task Forces**

**III.19.B.2.a. GWB Technical Review Subcommittee**

The Technical Review Subcommittee Chair is appointed by the Committee Chair in consultation with liaisons and will serve for a 2-year term with a possibility to be renewed once. The subcommittee members will be selected by the Chair of the subcommittee and approved by the Committee Chair.

The subcommittee will evaluate project proposals submitted to the GWB program in request for funding. The subcommittee will review the proposals in each phase, evaluate and rank them. The Committee will use these results in making final funding recommendations, based on available funds and additional factors.

**III.19.B.2.b. Other Subcommittees**

Other 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.19.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.19.B.3.a. SEG Board of Directors**
The SEG Board of Directors will provide a Board liaison. The SEG Board of Directors will periodically evaluate the program and provide sufficient resources to sustain the program.

**III.19.B.3.b. SEG Foundation Board of Directors**

The SEG Foundation Board may provide a Foundation Board 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 available funds.

**III.19.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 SEG on the activity of the program. They staff liaison 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 the staff liaison 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.19.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 recommendations from the GWB Technical Review Subcommittee in order to rate and recommend projects to the SEG Board for funding.
  - In addition to reviewing recommended 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 31 January 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 geoscience 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.
- Initiate and participate in activities including fund-raising, marketing, networking, outreach, fundraising and grant writing in coordination with the SEG Foundation, and special projects that promote visibility and credibility of GWB and help program finances.

GWB Technical Review Subcommittee

- Review project applications against established criteria in order to rank and recommend projects to the GWB Committee for approval and determination of funding.
- Monitor the progress of projects through periodic reports.
- In addition the Subcommittee will:
  - Evaluate the technical viability of the projects for recommendation.
  - Serve as advisor should the PI (Principal Investigator) produce a progress report not satisfactory
  - Serve as technical expert body for recommendations should a project require extension or redirection for completion.
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 ordnance (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.19.D. MEETING FREQUENCY/TIMING
The GWB Committee conducts consensus reviews via Web conference and/or teleconferences four times a year. GWB business may be conducted during consensus meeting or during a separate meeting. Additional meetings may be called as necessary.

III.19.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.19.F. PARTNERSHIPS WITH PROFESSIONAL ASSOCIATIONS

III.19.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.19.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.19.F.3. Partnership Levels
A. Partner Level 1: Geoscientists Without Borders®” Supporter”
   1. Benefits to Level 1 Partner
a. Logo recognition at the SEG Technical Meeting and Exhibition
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 Fundraising 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 five years) including administrative support for the program.

III.19.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.19.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 in 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.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
A Vice Chair is elected by committee members during the SEG Annual Meeting every odd-numbered year, serves a two-year term as Vice Chair, and then is recommended to the SEG President to be appointed as Chair for another two-year period. The Chair may appoint new members and reappoint or dismiss existing members based on their willingness to devote time and effort to meet the objectives of the committee. The number of committee members is not specifically outlined and may vary. The Vice Chair and Chair shall be members of the Society. A member of the SEG Board and a member of the SEG business office staff will be liaisons to the committee.

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 resources and solving engineering, archaeology, 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 that would promote gravity and magnetic methods;
- Furnish the name of a committee member, on request, to act as a Technical Program Subcommittee Chair to organize gravity and magnetic sessions at the SEG Technical Meeting and Exhibition and to facilitate proper review and selection papers for those sessions. Other committee members serve as reviewers, session chairs, and evaluators for the papers presented at those technical sessions.

Committee activities may include recommending to the Board material on gravity and magnetic methods of exploration, development, engineering and environment management that should be considered for publication in GEOPHYSICS, The Leading Edge, Interpretation, and/or other SEG special publications. Organizing tutorial and research workshops, special symposia, and programs for SEG Annual Meetings (particularly the technical luncheon) and other continuing-education opportunities, 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 meet twice a year; in the third or fourth quarter during the Society’s Annual Meeting (in person), and in the second quarter either in person or by teleconference.

III.20.E. PROCEDURES

III.20.E.1. Committee
Coordinates Society activities (e.g., technical sessions and luncheon at the SEG Technical Meeting and Exhibition, other workshops, symposia, etc) dealing with gravity and magnetic methods. Appoints a coordinator for The Meter Reader technical department in The Leading Edge. In addition, appoints representatives to work with other committees and/or societies on activities involving gravity and magnetic methods.

III.20.E.2. Staff Liaisons
Attend committee meetings whenever possible. Maintain and update membership list on the main SEG website. Facilitate acquisition of necessary space and equipment for gravity/magnetic events at the SEG Technical Meeting and Exhibition.

III.20.E.3. Board liaisons
Attend committee meetings whenever possible and update the other members of the Board when necessary. Staff and Board liaisons join in communicating Board requests to the committee and communicating committee proposals and recommendations to the Board.

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 manages or sponsors.

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

III.21.B. STRUCTURE
The HSSE Committee consists of a Chair appointed by the President, a Vice Chair, and a minimum of five committee members appointed by the Chair. A Vice Chair is appointed annually by the Chair, after consulting with the President-Elect, Board liaison, and the committee members. Except for the Chair, committee members are not required to be 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**

- Assist in hazard identification and risk assessment for activities that SEG manages or sponsors
- Provide assistance in developing the required controls or actions (e.g., develop guidance documents, etc.)
- Prioritize Society activities with what is identified as the 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)
- This committee supports the activities of SEG members and provides guidance and assistance when requested. This committee does not have the power to implement policy and has no regulatory authority, nor is the committee intended to ensure that all SEG activities are conducted according to industry standard practices and procedures. Any advice provided by the committee is used at the discretion of the recipient.

**III.21.D. MEETING FREQUENCY/TIMING**

Although the HSSE Committee may meet as often as the Chair deems necessary, it generally meets two 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 should be submitted to the President by 1 April. The timing of this deadline may be adjusted depending on Board meeting dates and publication timelines for publishing the awards prior to the Annual Meeting.

A unanimous vote 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 approval by a unanimous vote of the committee and a 2/3 majority vote of the Board except for 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.

Every award is not required to be given out each year. If a worthy recipient is not evident, the award may be delayed a year. Nominations for individuals currently serving on the Honors and Awards Committee or the SEG Board of Directors should be placed on hold until the individual has completed their service on the Committee or Board.

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 any individual.

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.1.a. 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 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.1.b. Honorary Membership
Honorary Membership shall be conferred upon persons who have made a distinguished contribution, which warrants exceptional recognition, to exploration geophysics or a related field or to the advancement of the profession of exploration geophysics through service to the Society.

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.

**III.22.C.1.c. Virgil Kauffman Gold Medal Award**

The Virgil Kauffman Gold Medal is awarded to a person who 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.

**III.22.C.1.d. 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 merits special recognition.

**III.22.C.1.e. 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 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.1.f. Life Membership Award**

Life Membership may be conferred on persons who have voluntarily rendered exceptionally meritorious service to the Society which 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.1.g. 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 warrants special recognition.

**III.22.C.1.h. 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 substantially advanced the science of exploration geophysics.

**III.22.C.1.i. 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 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.1.j. Outstanding Educator Award**

The Outstanding Educator Award honors individuals for excellence in geophysics education, and is awarded to a person who 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.1.k. 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 has made a meritorious achievement that supports the application of geophysics to a humanitarian, public service, or other socially significant cause.

**III.22.D. MEETING FREQUENCY/TIMING**

The committee will meet shortly after the nominations deadline to begin discussing nominees for Honors and Awards and will meet as often as necessary to review suggestions for awards and make award recommendations in accordance with the required deadlines.

**III.22.E. PROCEDURES**

**III.22.E.1. Solicitation**

The SEG Business Office will develop a marketing plan to solicit new nominations. Any individual 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 committee’s staff liaison.

Six weeks prior to the nominations deadline, the SEG Business Office will provide committee members with an updated working list. The intent of this action is to allow committee members time to solicit nominations, should they choose to do so, through their network of SEG members.

The committee will not solicit nor accept applications past the established application deadline, except under extraordinary circumstances.
**III.22.E.2. Selection Process**

Each committee member is assigned specific award categories to evaluate and, if necessary members will seek additional information on nominees in these categories. Once evaluations are complete, each committee member will present their final recommendations to the committee. All nominees should be classified as (1) approved, (2) removed, (3) needs more information, or (4) deferred to next year.

The committee may delete nominees from consideration for an award or move nominees to different award categories if agreed upon by the committee. Committee members may not nominate additional candidates during the evaluation process.

For each award, the committee member assigned to that award will write a one-paragraph description of the reasons the Society is bestowing the Award. This paragraph will be included in the final recommendation sent to the SEG Board and will be printed in the Honors and Awards Ceremony program.

**III.22.E.3. 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 or removal of an award, if necessary.

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

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

**III.22.E.4. Record Keeping**

The SEG Business Office will maintain the 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.

The SEG Business Office will maintain all nomination letters and make them available to the committee for review. Nominations should be retained indefinitely.

The SEG Business 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 within two weeks after the nominations deadline.

**III.22.E.5. Notification**

Shortly after Board approval of award recipients, the SEG President notifies the recipients of their honors. The SEG Business Office will draft the letters.

**III.22.E.6. Award Citations**

After the President has made notifications to awardees, the SEG Business Office will reach out to recipients of Established Awards of the Society and request 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.

The Marketing Department will assemble the Ceremony Program which includes the paragraph from the committee, a photograph of the recipient, and the citation. Award recipients will be asked to provide approval of their information prior to finalizing the program. Award citations also will be published in *The Leading Edge*.

**III.22.E.7. Staff and Board Liaisons**

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

**III.23. JUSTICE, EQUITY, DIVERSITY, AND INCLUSION COMMITTEE**

**III.23.A. MISSION**

The committee advises the SEG Board of Directors on setting and maintaining justice, equity, diversity, and inclusion goals, strategies, and implementation activities for the Society, its components, and its members and elsewhere within its reach in the world of applied geophysics. The committee advances adopted goals, strategies, and implementation activities by providing guidance to other SEG entities and members in addition to encouraging an environment that establishes a culture of justice, diversity, equity, and inclusion within the Society and among its stakeholders.

**III.23.B. STRUCTURE**

The committee is led by a chair and a vice chair who typically serve two-year terms that begin and end during the SEG Annual Meeting. The vice chair acts as chair in the absence or incapacity of the chair and assumes the chair position if the incapacity or absence of the chair is extended or permanent. After serving in a role subordinate to the chair, the vice chair typically advances to the chair position if recommended by the chair. The vice chair is selected through a vote of committee members, as is the chair if no vice chair is available, prepared, or recommended by the chair to advance. Advancement to the chair position is subject to approval by the president, who holds appointment power.

The chair carefully considers the vice chair’s performance, accessibility, and command of the justice, equity, diversity, and inclusion challenges and opportunities in the geosciences prior to making a recommendation to the president regarding succession. A vote of committee members may be conducted at the chair’s discretion when a vacancy in the vice-chair position exists or is pending. The chair may appoint subcommittees and chairs of those subcommittees. Board and staff liaisons are appointed annually.

The committee shall be comprised of no fewer than 11 members and no more than 15, including the chair and vice chair. Each member shall be appointed for a three-year term that may be renewed once. The membership term of a chair may be extended by one year to accommodate a two-year term as chair, if necessary.
Committee leaders and members should be willing and able to serve as internal and external ambassadors for justice, equity, diversity, and inclusion throughout SEG and beyond. The committee shall include members from diverse backgrounds, with different identities with respect to race, ethnicity, disability, gender, etc. When recruiting members, the committee also will consider career stage, global location, professional expertise and service area, and other identity criteria so as to ensure a diverse membership. Proper training in justice, equity, diversity, and inclusion organizational and leadership practices will be provided to committee members annually.

III.23.C. SCOPE OF ACTIVITY/OBJECTIVES
The committee fulfills its mission by:
- Developing and refreshing goals, strategies, and implementation plans and policies for justice, equity, diversity, and inclusion advancement activities within SEG, documenting any such plans and policies and updates to them, and recommending them for adoption by the Board of Directors
- Carrying out justice, equity, diversity, and inclusion plans by engaging SEG component leaders, conducting program assessments, and recommending related systems and process changes
- Provide guidelines to other SEG committees to have diverse membership within their committees
- Serving as ambassadors for adoption of justice, equity, diversity, and inclusion practices within SEG, and collaborating with partner organizations to advance justice, equity, diversity, and inclusion principles and practices across allied organizations and individuals globally
- Provide guidance on justice, equity, diversity, and inclusion activities during Society events, especially the SEG Technical Meeting and Exhibition

III.23.D. MEETING FREQUENCY/TIMING
The committee meets at least quarterly via any means agreed by committee leadership and committee members. 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 not already a member of the committee has been appointed. The incoming chair is encouraged to invite incoming committee members to attend. The Business Office, through the staff liaison, helps facilitate meetings called by the chair, and ensures disability accommodations necessary for members to participate are in place. Subcommittees meet at a frequency established by subcommittee or committee chairs.

III.23.E. PROCEDURES

III.23.E.1. Committee functions
   a. Advise the Board on matters involving justice, equity, diversity, and inclusion
   b. In conjunction with the Board of Directors, develop and maintain a JEDI strategic plan for SEG and lead the Society in carrying it out (Plan would identify objectives, strategies, tactics, metrics, evaluation processes for programs, other processes.)
c. Provide a JEDI Committee representative on the SEG Technical Meeting and Exhibition Steering Committee
d. Recommend procedures to advance justice, equity, diversity, and inclusion in selection of individuals for SEG leadership positions and Society honors
e. Help Society components and program leaders improve performance against justice, equity, diversity, and inclusion metrics
f. Develop and recommend material resources on justice, equity, diversity, and inclusion in applied geoscience for dissemination in Society publications and other communication channels
g. Be prepared to accept special assignments involving justice, equity, diversity, and inclusion at the request of the Board
h. Organize or otherwise support workshops, education modules, and conference sessions on justice, equity, diversity, and inclusion and ensure they are well promoted
i. Build, maintain, and evaluate global programs and resources supporting and advancing justice, equity, diversity, and inclusion

III.23.E.2. Business Office responsibilities
a. Support the committee’s online knowledge-sharing sites as needed
b. Facilitate committee meetings—in person and virtual—as needed
c. Support committee activities related to marketing and communication of justice, equity, diversity, and inclusion initiatives through Society channels

III.23.E.3. Staff and Board liaisons
The liaisons join in communicating Board requests to the committee and communicating committee proposals and recommendations to the Board.

III.24. MACHINE LEARNING COMMITTEE

III.24.A. MISSION
The committee advises the SEG Board of Directors on matters involving machine learning applied to geoscience problems and organizes events that advance the application of machine learning to geophysics.

III.24.B. STRUCTURE
The committee executive comprises a chair and a vice-chair/technical program chair. Each executive member serves successive two-year terms. The vice chair/technical program chair is elected biannually by committee members at or in near temporal proximity to the SEG Annual Meeting. The vice chair/technical program chair then serves two years before moving on to chair for a two-year term. The chair steps down from the executive at the end of the chair’s two-year term. The total term for each committee executive member is therefore four years.

The chair shall be approved or reapproved annually by the president. The chair shall provide the names of the vice chair/technical program chair to the president and executive director. The vice chair/technical program 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/technical program chair prior to making a recommendation to the president regarding the chair’s successor. Executive members, in consultation with other committee members, shall as necessary recommend replacements for executive members whose departure from an executive position does not follow the four-year rotation. Board and staff liaisons are appointed annually.

III.24.C. SCOPE OF ACTIVITY/OBJECTIVES
In addition to its advisory role, the committee organizes machine-learning (ML) workshops and conference technical sessions and recommends and in some cases shepherds material on machine learning in applied geoscience for publication by the Society, mostly through digital online outlets. The committee manages a curated knowledge repository of best practices and cutting-edge research, thereby providing timely communication and a sharing place for the ML community within the Society. The committee facilitates technology development among SEG members. It builds connections between different components of SEG that are working on ML problems, challenges, and events. The committee occasionally helps connect professionals with products and services.

III.24.D. MEETING FREQUENCY/TIMING
The committee meets at least once a year. 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. The Business Office, through the staff liaison, helps facilitate additional meetings called by the chair.

III.24.E. PROCEDURES

III.24.E.1. Committee functions
a. Advise the Board on matters involving machine learning in applied geophysics.
b. Recommend material on machine learning in applied geoscience for publication in Society journals and/or for special publication (books) or digital means.
c. Be prepared to accept special assignments involving machine learning in geophysics 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 machine-learning sessions at SEG Technical Meetings and Exhibitions and to assist in the assembly of papers for those sessions. All decisions regarding the acceptance or rejection of any paper must be made in conjunction with the Technical Program Committee chair, who is generally responsible for all aspects of the Technical Program.
e. Organize or otherwise support workshops and conference technical sessions on machine learning.
f. Build and maintain virtual communities including researchers, practitioners, developers, and other ML professionals within SEG. Include accessible online material and communication/collaboration space.

**III.24.E.2. Business Office responsibilities**

a. Support the committee’s online knowledge-sharing sites as needed.

b. Facilitate committee meetings—in person and virtual—as needed.

c. Support committee activities related to publication of machine-learning material through Society channels.

**III.24.E.3. Staff and Board liaisons**

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

**III.25. MEETINGS REVIEW AND PLANNING COMMITTEE**

**III.25.A. MISSION**

The primary mission of the SEG Meetings Review and Planning Committee (MRPC) is to provide the 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.25.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.25.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 the world of Applied 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.25.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 review meeting requests through electronic means monthly.
III.25.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 the meeting requests and a voting/approval form by the 12th day of the month.
2. The committee will then vote on each individual request submitted that month by placing their vote on the voting/approval form by the 21st of the month.
3. The SEG Business Office liaison will send the votes and comments for each meeting request to the MRPC chair to verify and approve the results.

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. Partnered and Operated event 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 and the event request submitter(s) will be notified of the outcome and given alternatives to resubmit. The SEG Business Office liaison will collect all meeting requests and submit them to the committee monthly, for a vote. The SEG Business Office liaison will keep a master list of all meeting requests and status. Approved Type I events (National Workshops/Conferences) are entered into the regular SEG production schedule by the SEG Business Office liaison and requestors are notified by the SEG business office of the decision by the MRPC. Approved Type II and Type III events are subject to additional review and approval as outlined in Section IV.3. Global Conferences.

If workshop requests come in outside the budget cycle and expenses exceed the limits for Executive Director and/or Presidential approval, the workshop must be presented to the Board for approval.

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 as long as the meeting is still covering the same subject that was approved. (Promoted, Partnered, or Operated)
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. (Promoted, Partnered, or Operated)

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. (Promoted) No MRPC re-approval required (Partnered, Operated) 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.26. MEMBERSHIP COMMITTEE

#### III.26.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.26.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.26.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.26.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.26.E. PROCEDURES

### III.26.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.26.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 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 Member needs and are in compliance with SEG’s Bylaws.

III.26.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 the 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 Vice Chair and 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 Community 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 activities.

**III.26.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 Community 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.26.E.1.d. Notes**

A non-SEG Member may be appointed as a nonvoting 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 representatives, meeting hosts, etc.), as the need arises.

**III.26.E.1.e. Succession of Officers**

If, 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) technical competence of the Vice Chair prior to making the recommendation to the President for 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.26.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. If any section of the policy manual is revised, a copy of the approved revisions shall be submitted to the SEG Board for approval, as outlined in the Policy and Procedures manual.

III.26.E.2.b. 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.

III.26.E.2.c. Inter-Committee Relations
The Committee should work with other SEG Committees to encourage others to become a Member in the Society.


III.26.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 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.

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

The Membership Committee, assisted by the SEG Staff Liaison/s, should pursue any available communication technology (i.e., Skype, teleconferences, e-mail, etc.) to allow all Committee members to participate remotely in Committee meetings and activities at zero or minimal costs.


III.26.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.26.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 one (1) year 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 two consecutive months and is not more than two membership cycles past due for membership renewal and further that they
  - Are currently unemployed
  - Are available and actively searching for work
  - OR
- Are presently unemployed or are on family leave from their employer for maternity/paternity or in order to provide care for themselves or 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 domestic partner, children, siblings, parents, or parents-in-law.


The written request along with the Member’s SEG membership history shall be forwarded to the Membership Committee chair. Batches of dues-waiver requests shall be forwarded to the chair once a month for discussion and approval. Associate Members granted the waiver shall have their dues waived for three (3) years, as a one-time benefit. Active Members may have their dues waived for up to three (3) years and are eligible to request an additional dues waiver if they become unemployed again.

All dues waiver applications are treated confidentially by the Membership Committee chair.

No more than US$50,000 in individual membership dues shall be waived during any calendar year. Waiver requests shall be processed on a first-come, first-served basis until the cap on waived dues is reached.


- In the year following 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 Community Engagement 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.

III.26.E.6. Dues Waiver for Corporate Membership
Companies purchasing memberships in bulk may receive a dues waiver for their Corporate Membership dues at the Executive Director’s discretion.

III.26.E.7. Dues Discounts for Individual Members

III.26.E.7.a. Corporate Member Discount Program
A discount up to 25% may be given for new and renewing members when Corporate Members make a bulk purchase of memberships for their employees. The SEG Board grants the SEG Executive Director authority to negotiate the discount amount with each Corporate Member.

III.26.E.7.b. Promotional Discount Program
For promotional purposes, dues may be discounted by up to 25% for one year for new members. Authority to offer this discount will terminate on 31 December 2025 unless extended by the SEG Council. The Board grants the SEG Executive Director authority to determine the discount amount associated with an individual promotional program.

The Executive Director will update the Board and the Council annually on the economic results of any promotion conducted in the preceding year.

III.26.E.8. Lapsed Members
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.

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 multiyear dues payment, moves to a different dues tier (higher or lower), dues paid will be reallocated to future years based upon the new dues rate, and the paid-through date will be adjusted accordingly. Discounts used in conjunction with multiyear payment of dues by individuals will be applied only to the first year of the paid dues period.

The Community Engagement Manager assists the Committee as business office Staff Liaison by providing administrative support and ensuring the channels of communication are kept open among 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 the Society’s strategic direction and relevant policies, procedures, rules, and Society activities.

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.26.E.10. Board Liaison**
Each Committee is assigned a Board member liaison to serve as SEG Board “ombudsman.”

The Board 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:
  - Prioritizing the issues presented to the Board
  - Writing the Board agenda item and motion
  - Presenting the Membership Committee agenda item at the Board meeting
  - 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 its 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.27. MINING AND MINERAL EXPLORATION COMMITTEE

III.27.A. MISSION
The committee advises the Board on all matters involving mineral exploration and mine site environmental and engineering geophysics, as well as organizes events that advance the application of geophysics to mining and mineral exploration.

III.27.B. STRUCTURE
The Committee Executive is comprised of a Chair, a Vice Chair, and a Technical Program Chair. Each executive member serves successive two-year terms, starting with the Technical Program Chair who is elected biannually (2024, 2026, 2028, 2030, 2032, etc.) by Committee membership at SEG’s Technical Meeting and Exhibition. The Technical Program Chair then serves two years before moving on to Vice Chair; the Vice Chair then moves to Chair for a two-year term, and the Chair then steps down from the executive at the end of the chair’s two-year term. The total term for each Committee Executive member is therefore six years.

The Chair shall be approved or re-approved annually by the President. The Chair shall provide the names of the Vice Chair and Technical Program Chair 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 Technical Program Chair shall act as Vice Chair in the absence or incapacity of the Vice Chair and shall, if recommended by the Chair, be the primary candidate for subsequent appointment as Vice Chair. Board and staff liaisons are appointed annually.

III.27.C. SCOPE OF ACTIVITY/OBJECTIVES
In addition to its advisory role, the committee organizes mining luncheons, field trips, workshops and technical sessions at SEG’s Technical Meeting and Exhibition and recommends material on mining and mineral exploration for publication by the Society, as well as conducts virtual activities among other community activities outside of SEG’s Technical Meeting and Exhibition. Additionally, the committee may make recommendations to any of the other SEG committees with respect to collaboration, etc.

III.27.D. MEETING FREQUENCY/TIMING
The Committee meets annually at SEG’s Technical Meeting and Exhibition, where SEG Business Office schedules 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.

Over and above the Committee’s meeting at SEG’s Technical Meeting and Exhibition, Mining and Mineral Exploration Committee shall hold elections for incoming Technical Program Chair at that time.
III.27.D.1. Committee Meetings Outside of SEG’s Technical Meeting and Exhibition

a. In addition to the committee meetings at SEG Technical Meeting and Exhibition, the Committee will also meet at the following events: AME RoundUP and PDAC, where the Chair arranges the location, date, and time, as well as virtual access if applicable to the meeting.

b. The Chair can call a virtual meeting with advanced notice to the committee.

III.27.E. PROCEDURES

III.27.E.1. Committee

a. Advise the Board on all matters involving mining and mineral exploration.

b. Recommend to the Board material on mining and mineral exploration the Society should consider for publication in journals and/or for special publication (books).

c. Be prepared to accept special assignments involving mining and mineral 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 mineral exploration sessions at SEG’s Technical Meeting and Exhibition and to assist in the assembly of papers for those 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.

e. Optional Activity: Organize a mining and mineral exploration luncheon at SEG’s Technical Meeting and Exhibition.

f. Establish communications with other bodies, including federal agencies, interested in mining and mineral exploration. It is particularly prudent to detect proposed legislation that might affect SEG members’ ability to practice their profession in mining and mineral exploration.

g. The SEG Mining and Mineral Exploration Committee may convene a technical luncheon during SEG’s Technical Meeting and Exhibition. This is an optional activity of the committee. Once a speaker has been selected, the Chair should contact the SEG through the committee’s staff liaison. The deadline for the Mining and Mineral Exploration Committee’s decision on the luncheon speaker is approximately 15 April.

h. Acquisition and submission of speaker address title and abstract, along with the speaker’s photo and biography, must be submitted to the SEG staff liaison no later than 15 May.

i. There are no financial accommodations extended to the luncheon speaker.

III.27.E.2. Business Office

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;

III.27.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.28. OIL AND GAS RESERVES COMMITTEE (OGRC)

III.28.A. MISSION
The mission of the Oil and Gas Reserves Committee (OGRC) is to represent SEG as a society as well as its member companies and member individuals, to promote and assure the geophysical technologies and techniques to be utilized effectively and reliably in the process of oil and gas reserves and resources assessment for the entities at all levels.

III.28.B. STRUCTURE
The OGRC includes one (1) Chair, one (1) Vice-Chair, and members. The Chair should be appointed for a two-year term by the SEG President and may be re-appointed for only a single one-year extension. The Chair selects the Vice-Chair and members of the committee, who must be SEG members. Due to the inter-society nature of the work scope, it is recommended to invite the related societies, such as SPE, AAPG, SPEE, SPWLA, and EAGE, to send representatives as observers to this committee.

III.28.C. SCOPE OF ACTIVITY
1. To promote the utilization of geophysical technologies and techniques in reserves/resources assessment.
2. To assist in representing SEG on all the matters related to hydrocarbons, including coal bed methane (CBM), reserves/resources and their assessment.
3. To represent SEG in communicating with and advising outside societies (e.g., SPE, AAPG, SPEE, SPWLA, EAGE, SEC, USGS) on oil and gas (including CBM) reserve evaluation issues.
4. To represent SEG in making, designing, revising, and supporting the current industry-level guidance and practices on classification and evaluation of petroleum reserves and resources: Petroleum Resources Management System (PRMS) including its related documents, from a geophysical prospective.
5. To coordinate, organize and share the knowledge and practices of reserves/resources evaluation matters within SEG, by using SEG’s content, materials, structures, and activities including SEG’s Technical Meeting and Exhibition, workshops, forums, and publications.
6. To provide service and support to SEG members on all the reserves/resources related issues.
III.28.D. MEETING FREQUENCY/TIMING
The committee shall meet at least once a year at the Annual Meeting however, it may meet at any time upon call of the Chair.

III.28.E. PROCEDURES

III.28.E.1. Committee
The Chair is responsible for selecting the Vice-Chair and members of the Committee. The Committee is responsible for advising the SEG staff liaison and Board liaison on the implementations and updates of the planned actions and activities. The Chair is responsible for writing an end-of-year report about the committee and its activities for the SEG Annual Report.

III.28.E.2. Business office/Staff Liaison
The SEG Business Office staff liaison will facilitate the exchange of information between the Business Office and the Committee. Staff will maintain a Committee-approved Policy and Procedures manual so as not to be in conflict with SEG Bylaws.

III.28.E.3. 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.29. PUBLICATIONS COMMITTEE

III.29.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.29.B. STRUCTURE
The Publications Committee consists of 11 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 SEG Technical Meeting and Exhibition Technical Program Committee; 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 the Vice President’s two-year term and serves a two-year term as chair of the committee after service as Vice President, Publications is completed. Should the Vice President,
III.29.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 takes action on matters delegated to it and makes binding decisions on other publications matters that don’t require SEG Board of Directors approval. The committee rules on ethics matters in instances when appeals of publications-ethics decisions of the Vice President, Publications, are challenged. The committee recommends policy and action to the SEG Board. 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.29.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.29.E. PROCEDURES

III.29.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 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.29.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.29.E.3. Staff and 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.30. RESEARCH COMMITTEE

III.30.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.30.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 appointment (or shortly thereafter), the newly appointed Committee Chair shall name a Committee Vice Chair. The Chair may conduct an election within the committee membership to inform the appointment of the Vice Chair. The Vice Chair shall act as Chair in the absence or incapacity of the Chair and shall be recommended to the President for appointment as Chair for the following term.

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 Research Workshop one and a half 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 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 to be organized. It is important for the Organizing Committee Chair to review the Procedures Manual.

III.30.C. SCOPE OF ACTIVITY/OBJECTIVES

III.30.C.1. Research Committee Workshops
Proposals for Committee workshops should be submitted to the Board for approval through the Committee’s Board liaison. 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 Technical Meeting and Exhibition 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.30.C.1.a. SEG Research Workshop**

**III.30.C.1.a.i. Guidelines for Participants**

The SEG Research Workshop shall encompass the total range of technical subjects covered by the SEG Research Committee. The objective of the SEG 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.30.C.1.a.ii. Criteria for Achieving Objectives**

The guiding principle to be employed in formulating criteria for achieving the objectives of the SEG Research Workshop is that any reasonable method that will promote completely free and effective discussion among the participants should be considered.

**III.30.C.1.a.iii. Topic Selection**

The range of topics for the SEG Research Workshop shall encompass the technological coverage of the SEG Research Committee. The topic for any given SEG Research Workshop should be of sufficiently wide interest to include contributions from industry, government, and academia, and be both interdisciplinary and global 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.30.C.1.a.iv. Documentation**

Applicants for an SEG 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 Research Workshop is prohibited without written approval from the originator. (The originator is free and is encouraged to publish the originator's own contribution.)

**III.30.C.1.a.v. Meeting Format**

The SEG 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.30.C.1.b. Technical Program**

**III.30.C.1.b.i. Invited Speaker’s Expense**
The payment of expenses for an invited speaker at the Research Workshop is the sole responsibility of the speaker.

**III.30.C.1.b.ii. 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.30.C.1.b.iii. 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.30.C.1.b.iv. 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.30.C.1.b.v. 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 Research Workshop is the exchange of current information.

**III.30.C.1.b.vi. Facilities**
The SEG Business Office will arrange the 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.30.C.1.b.vii. Duties and Responsibilities**
Approval by the Organizing Chair is required for all matters of policy and major substance related to the Research Workshop.

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
III.30.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 the Chair’s 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.30.E. PROCEDURES

III.30.E.1. Committee

III.30.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 SEG Technical Meeting and Exhibition, select the number and topics of Research Workshops, and Special Sessions to be held at or in conjunction with, the SEG Technical Meeting and Exhibition.
- 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 Research Workshop, to be held each year away from the SEG Technical Meeting and Exhibition.
- Cooperate with the Research Committees of sister societies.
- Conduct other activities consistent with its purpose.

III.30.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.30.E.1.c. Finance**

Research Workshop 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 Research Workshop 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 Q4 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.30.E.1.d. Fund Solicitation**

The Board must approve any sponsorship fund-raising for the Research Workshop before the companies are approached. This is to prevent our SEG Technical Meeting and Exhibition 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.30.E.2. Business Office**

**III.30.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.30.E.2.b. Finance**

The Board will review and approve the Research Workshop budget at its Q4 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 Research Workshop, the following policy is in effect: All vendors supplying goods and/or services to SEG for the Research Workshop must submit their final invoice within thirty (30) days of the close of the Research Workshop.


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.30.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.30.E.2.d.i. 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.30.E.2.d.ii. Complimentary Registration

Any person attending a Research Workshop must register and pay for registration. No complimentary registrations will be given to committee members or delegates to attend the Research Workshop.

III.30.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.30.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.30.E.3. 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.31 REVIEWS COMMITTEE

III.31.A. MISSION
Submit reviews of current geophysical and geological literature (primarily recently published books) for publication in TLE.

III.31.B. STRUCTURE
The chair, appointed by the Vice President, Publications, selects the committee members (up to 35). Members need excellent analytic and writing skills, and may be of any membership grade.

III.31.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.31.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.31.E. PROCEDURES

III.31.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.31.E.2. Business Office/Staff Liaison
The Publications 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.31.E.3. Board/Board Liaison
Bring any suggestions from the committee to the attention of the Board when appropriate.

III.32. SCHOLARSHIP COMMITTEE

III.32.A. MISSION
The committee shall review, 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.32.B. STRUCTURE
Diversity of the Scholarship 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 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 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 and manage 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 1 August and end 31 July. 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.32.C. SCOPE OF ACTIVITIES/OBJECTIVES

The committee shall:

- Provide a written annual report to the SEG Board of Directors no later than
  31 January 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 it was 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.32.D. COMMITTEE CHAIR

A committee member is nominated as Chair during the member’s 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 30 June. The Committee Chair shall be appointed and approved by the SEG
President.

III.32.E. 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.32.E.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.32.E.2. SEG Foundation Board of Directors
The SEG Foundation 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 scholarship funds.

III.32.E.3. 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, and 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, the staff liaison 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.

Staff liaisons may not act as a voting member of the committee.

III.32.F. SUB-COMMITTEES
The Chair of the Scholarship Committee may appoint sub-committees as needed. At the Chair's 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.32.F.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 the Chair’s discretion, the Chair of the Scholarship Committee may appoint members from other groups not listed above.

**III.32.F.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 1 September 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.32.F.2. Donor Established Advisory Group**

Although donors may establish Outside Advisory Groups (individuals who make recommendations to the Scholarship Committee 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.32.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 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 the member may have conflicting interests.
5. The committee shall inform the SEG Board of 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 Directors 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 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 the 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.32.H. MEETING FREQUENCY/TIMING

The SEG Scholarship Committee will meet twice a year. The first is held via Web conference in September to discuss changes to the application form for the following year. The second quarter meeting to determine recipients will be held near the end of May. Additional meetings are scheduled as required.

III.32.I. SCHOLARSHIP COMMITTEE PROCEDURAL TIMELINE

NOVEMBER
- Scholarship applications will be published on the SEG website
- Publicity for the program begins online, via mailing, and in various publications.
1 NOVEMBER – 1 MARCH
- Applications are processed and sorted by SEG staff to determine compliance with eligibility and application requirements.
- Application deadline is 1 March
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 near the end of May to make scholarship recommendations.
- SEG staff members verify awards with donor criteria.
JUNE
- SEG staff e-mails scholarship recipient notifications and response information.
- 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 distributed.
- Committee Chair suggests candidate names for committee.
JULY
- Awards not accepted are reassigned
- SEG staff members send scholarship recipient information to SEG Foundation
- 1 August – new Committee terms begin.
III.33. STRATEGY AND PLANNING COMMITTEE

III.33.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.33.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.33.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.
  - Analyze industry trends, changes, and transitions that would have significant impact on SEG.
  - Perform strengths, weaknesses, opportunities, and threats (SWOT) analysis of the existing SEG strategy and program portfolio.
  - Make recommendations for any changes to the SEG strategy, including mission, vision of success, and strategic objectives.
  - Set clear direction and concrete long-range goals.
  - Develop a 3- to 5-year long-range plan for the SEG programs.
- Assist in coordinating the portfolio management process.
  - Organize the SEG programs into portfolios, each portfolio consisting of programs with similar objectives and operational characteristics.
  - 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).
  - 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.
- 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.
- Convene ad-hoc review teams to make independent assessments of programs if external perspectives are needed.
- Annually solicit and evaluate new program proposals; ensure they are submitted with proper business plans; coordinate evaluation with the appropriate BAC.
- 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.
- 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.
- 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.33.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.33.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.34. SUSTAINABILITY COMMITTEE

III.34.A. MISSION

The committee advises and makes recommendations to the SEG Board of Directors to assist it in its oversight role with respect to the establishment, guidance and stewardship of the Society’s performance, activities, statements, events, publications, programs, talent development, and awareness campaigns related to sustainability matters, to ingrain the concept and framework of sustainability into the strategic and operational plans of the Society. Sustainability is herein understood as matter pertaining the advance of economic and social prosperity in full respect and protection of the environment, as framed by the 17 UN Sustainable Development Goals, and following the mapping done in the Geophysical Sustainability Atlas.

III.34.B. STRUCTURE

The committee executives comprise a Chair, an Incoming Chair, and a Past-Chair. Its membership shall not exceed 12 members, inclusive of the Chair, past and incoming Chairs (total of 3 executives).

Each executive member serves successive three-year terms. The incoming Chair is elected annually by committee members at or in near temporal proximity to the SEG
Annual Meeting upon recommendation of the Chair. The incoming Chair then serves one year before moving on to Chair for a one-year term. The Chair steps down from the executive at the end of a one-year term as Chair, becoming a Past Chair. The total term for each committee executive member is therefore three years.

The Chair shall be approved or reapproved annually by the president upon recommendation of the Chair about the Chair’s successor.

Board and staff liaisons are appointed annually.

**III.34.C. SCOPE OF ACTIVITY/OBJECTIVES**

In addition to its advisory role, the committee organizes, advocates for, produces and/or supervises Sustainability workshops, learning events, materials, webinars, and articles, as well as conference technical sessions for the SEG Technical Meeting and Exhibition and regional events when requested. It recommends materials on Sustainability in applied geoscience for publication by the Society, mostly through digital online platforms. The committee will facilitate information about Sustainability to freely flow and be available for consultation, enabling in the process a curated knowledge repository of best practices, resources, and cutting-edge documents on Sustainability, within the Society and the SEG Foundation internal and external stakeholders. It builds connections between different components of SEG that are working on Sustainability opportunities, issues, challenges, and events, and will share best practices about communication strategies and trends for effectively share SEG standing on sustainability and promote sustainability practices and vision among the geophysical community. The committee occasionally helps connect professionals with products and services if required.

**III.34.D. MEETING FREQUENCY/TIMING**

The committee meets at least once per quarter. 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 staff liaison and the Board liaison. The incoming Chair should be encouraged to invite incoming committee members to attend. The Business Office, through the staff liaison, helps facilitate additional meetings called by the Chair. The Committee Chair will provide an annual report to the Board liaison.

**III.34.E. PROCEDURES**

**III.34.E.1. Committee functions**

a. Advise the Board on matters involving Sustainability in applied geophysics, understood as the compendium of practices in Social and Economic Development in respect and protection of the environment, within the framework of the UN 17 Sustainable Development Goals.

b. Recommend materials on Sustainability in applied geoscience for publication in Society journals and/or for special publication (books) or digital platforms.

c. Be prepared to accept special assignments involving Sustainability in geophysics at the request and in support of the Board.
d. Furnish the name of an individual, on request, to act as a Technical Program Subcommittee Chair to organize Sustainability sessions at SEG Technical Meetings and Exhibitions and to assist in the assembly of papers for those sessions, supporting but not interfering with the selection process of the AM Technical Committee.

e. Organize or otherwise support workshops and conference technical sessions on Sustainability.

f. Build and maintain virtual communities including researchers, practitioners, developers, and other Sustainability professionals within SEG. Enable accessible online material and communication/collaboration space.

g. Ensure SEG external and internal communications are an effective support to ingrain Sustainability goals in all activities of SEG.

III.34.E.2. Committee Member Eligibility

An SEG Member in good standing, which satisfies all/a majority of the following criteria, may be appointed to serve in the Sustainability Committee:

a. A demonstrated interest and knowledge of Sustainability principles, in any of its related facets, like health, Society Preparedness, Humanitarian applications, Environmental, Energy Transition, Education, and/or a related field.

b. Willingness to devote time and effort to meet the objectives of the Committee, and to contribute to the advancement of Sustainability in applied geophysics.

c. Preference should be given to individuals with prior participation in Working Groups or activities of the Society pertinent to Sustainability.

d. A non-SEG Member may be appointed from time to time as Committee members in the capacity of a non-renumerated committee members, based on knowledge or experience in Sustainability, or as a key liaison with other standing initiatives in Sustainability of prime importance to the Society.

III.34.E.3. Business Office responsibilities

a. Support the committee’s online knowledge-sharing sites as needed.

b. Facilitate committee meetings—in person and virtual—as needed.

c. Support committee activities related to publication of Sustainability material through Society channels.

d. Support the communication, marketing and learning efforts of the Committee, to raise awareness and knowledge within the community about opportunities and challenges for Sustainability of and in the geophysical profession.

III.34.E.4. Staff and Board liaisons

The Board and Staff liaisons will join in communicating Board requests to the committee and communicating committee proposals and recommendations to the Board. They will aim to attend Committee meetings, to support and be informed of the plans and progress of Committee activities.
III.35. TECHNICAL STANDARDS COMMITTEE

III.35.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.35.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 appointment (or shortly thereafter), the Chair names a Committee Vice Chair and provides the Vice Chair’s 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 a successor. Board and staff liaisons are appointed annually.

III.35.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 (IOGP), 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 IOGP.

III.35.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.35.E. PROCEDURES

III.35.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) 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 the SEG Board and staff liaisons.

d. The Publications Department prepares copy for the announcement and includes it in the "Announcements" section of the next issue of TLE and in an SEG e-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 an SEG e-newsletter 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 Board and staff liaisons with committee's recommendation that it be adopted.
k. Board liaison 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. Board liaison notifies the Committee Chair of Board action.
n. The Publications Department prepares announcement for TLE, an e-newsletter, and a news release that the standard has been adopted by the Board and that the standard can be obtained on the SEG Web site or in print from the SEG Business Office.
o. The SEG staff publishes the standard online and, if demand is expected to be high, in print form, establishing a price consistent with standard book pricing.

III.35.E.2. Board and Staff Liaisons
The liaisons join in communicating Board requests to the committee and communicating committee proposals and recommendations to the Board.

III.36. THE LEADING EDGE EDITORIAL BOARD

III.36.A. MISSION
The purpose of The Leading Edge, universally known as TLE, is to provide timely dissemination of information likely to interest the SEG membership. TLE serves as an important vehicle for the exchange of technical information and Society news.

III.36.B. STRUCTURE
The TLE Editorial Board consists of nine 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 an Editorial Board member who has served as least two years of a four-year Editorial Board term. Terms of Editorial Board members are staggered to assure continuity. Outgoing Editorial Board members typically nominate their own successors, and the nominees become new Editorial Board members upon their election by the full Editorial Board. On rare occasions, to assist in continuity, the President may ask the chair to serve a fifth year, and in rare instances, the Editorial Board may extend the term of another Editorial Board member for a fifth year also to facilitate continuity.
III.36.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 Editorial 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 should be published a year in advance of publication month to give the authors who wish to submit an article on a special-section topic ample opportunity to do so.

The Editorial Board also reviews, or ensures adequate review of, the submitted articles that deal with technical 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. The Editorial Board delegates review and editing of nontechnical material to staff yet ensures this content is handled fairly and consistently and elevated for Editorial Board review if sensitive or controversial.

The TLE Editorial Board is empowered to recommend its choice for the Best Paper in The Leading Edge award, as well as honorable mentions, to the SEG Board of Directors. Casting votes are all the seated Editorial Board members 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 for the best paper include 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. Editorial Board member–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.

The selection process is as follows:

- TLE staff solicits nominations from special section guest editors and coordinators of up to two papers from each special section published during the previous year. TLE staff also collects nominations received from the membership at large and runs a report in the ScholarOne Manuscripts submission system to identify Standalone Technical Papers that reviewers and editors have noted should be considered for the Best Paper award.
- TLE staff compiles a list of all nominees and distributes the list and a scoring sheet to the Editorial Board and other eligible voters in advance of the January meeting of the Editorial Board.
- In advance of the January TLE Editorial Board meeting, current Editorial Board members and other eligible voters score each nominated paper using the scoring sheet supplied by TLE staff.
- TLE staff compiles scores from all eligible voters and ranks the papers in order based on those cumulative scores.
- At the January meeting or as soon as all scores are tabulated, the merits of the top-ranked papers (usually the top three or four) are discussed by the Editorial Board members and other voting members present. If no objections to the
scoring are raised, the highest-scoring paper receives the award. If one or more papers score nearly as high as the winner, the Editorial Board may bestow one or more Honorable Mentions.

- If there are objections to the initial scoring, or if the results of the scoring do not indicate a clear winner, a 3-2-1 point vote can be called in which each voter assigns 3 points to the voter’s favorite paper, 2 to the second, and 1 to the third. The highest-scoring paper of this 3-2-1 vote receives the award. If one or more papers score nearly as high as the winner, the Editorial Board may bestow one or more Honorable Mentions.

- The TLE chair, or the staff liaison on behalf of the TLE chair, conveys the results of voting to the SEG Board of Directors for final approval. The President contacts the winning author(s). The winner is recognized at the following SEG Annual Meeting.

III.36.D. MEETING FREQUENCY/TIMING

The TLE Editorial Board may meet at any time but typically holds three regularly scheduled meetings during a calendar year: in Q1 and Q3 (by phone/online conference) and a face-to-face meeting during the SEG Annual Meeting in the fall. The date for each meeting is selected by a poll of Editorial Board members. A proposed agenda, prepared by the TLE Managing Editor and approved by the chair, is circulated about one week prior to each scheduled meeting to give Editorial Board members 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 Managing Editor.

III.36.E. PROCEDURES

III.36.E.1. Board

TLE Editorial Board members regularly review and refresh the editorial policies and procedures of TLE; select topics for the editorial calendar and appropriate guest editors to lead them; review submitted articles that deal with controversial subjects; select new Editorial Board members; and jointly recommend a new chair and forward names to the President for approval.

III.36.E.2. Staff Liaison

TLE has a full-time staff at the SEG business office which is responsible for preparing articles approved by the Editorial Board for publication in an appropriate issue. The TLE Managing Editor is the staff liaison to the TLE Editorial Board. The staff also gathers and edits nontechnical material for publication.

III.36.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 communicate Board of Directors requests to the Editorial Board and communicate Editorial Board proposals and recommendations to the Board of Directors.
III.37. TRANSLATIONS COMMITTEE

III.37.A. CHARTER
The SEG Translations Committee reviews applied geophysics books and articles published globally and 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 on translations into English but has expanded its role to consider translations of works into other languages as well.

III.37.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 appointment (or shortly thereafter), the newly appointed Committee Chair shall name a Committee Vice Chair and provide the Vice Chair’s name to the President and the Associate Executive Director, Publications. 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 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 Associate Executive Director, Publications or a member of the publications staff designated by the director serves as staff liaison.

III.37.C. SCOPE OF ACTIVITY/OBJECTIVES
In addition to fulfilling its charter, the Translations Committee advises the Board on policy matters related to publications translations. It also may collaborate with the Community Content Committee in the translation of content published through the SEG Wiki.

III.37.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.37.E. PROCEDURES

III.37.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. After 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 to 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.37.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.37.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.38. TRAVEL GRANT PROGRAM COMMITTEE

III.38.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.38.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.38.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 30 August. 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.38.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.38.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.38.D.2. 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.38.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.38.F. SCOPE OF ACTIVITY/OBJECTIVES
The committee shall be responsible for:
• A written annual report to the SEG Board of Directors no later than 31 January 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:
  o Additional funding accompanied by donor restrictions is received for the program;
  o 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:
  o Donors have the right to be assured that their gift is being used effectively for the purposes for which they were given.
  o Donors have the right to receive appropriate acknowledgement and recognition.
  o Donors have the right to be assured that their donations are handled with respect and with confidentiality to the extent allowed by law.
  o 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.38.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 the member 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
  - has received a copy of the Financial Conflict of Interest Policy,
  - has read and understands the policy,
  - has agreed to comply with the policy,
  - 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
  - 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.38.H. MEETING FREQUENCY/TIMING
The SEG Travel Grant Committee will meet once a year. The meeting is held during SEG’s 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.39. WOMEN’S NETWORK COMMITTEE

III.39.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 applied geophysics.

III.39.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 appointment (or shortly thereafter), the chair names a committee vice-chair and provides their name to the President and Executive Director. The vice-chair shall act as the 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 a successor. Board and staff liaisons are appointed annually.

III.39.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, professional development opportunities, access to a quarterly newsletter, sharing documents, and other uses as the committee deems necessary for the success of the SEG Women’s Network.

2) Session at the SEG Technical Meeting and Exhibition
   The committee will hold a networking event at the SEG Technical Meeting and Exhibition each year, which may include facilitated discussions, presenter/speaker, and visits by a member of the Board. The committee will also facilitate and organize technical and special session that are relevant to supporting women in applied geophysics.

3) Honors and Awards Canvassing
   The committee will collect data on nominations and awards of female SEG members. Subcommittees will be tasked with identifying female SEG members who are eligible for SEG Honors and Awards.

4) Other activities as determined by the committee

III.39.D. MEETING FREQUENCY/TIMING

Committee will meet monthly by teleconference and annually at the Annual Meeting.

III.39.E. PROCEDURES

III.39.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.39.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.39.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 WITH SOLE OPERATED TECHNICAL MEETING AND EXHIBITION

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 Technical Meeting and Exhibition Steering Committee

The SEG Technical Meeting and Exhibition Steering Committee shall consist of the General Chair, Vice-Chair, Technical Program Chair, Assistant Technical Program Chair, Sponsorship Chair, Volunteer Chair, Guest 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 SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition Advisory Committee.

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 SEG Technical Meeting and Exhibition Advisory Committee 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, the committee member’s 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 SEG Technical Meetings and Exhibitions.

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 the SEG Technical Meeting and Exhibition production goals or that may be otherwise counterproductive.

The General Chair shall communicate with the SEG Board through the liaison assigned by the President as liaison with the Steering Committee.

**IV.1.A.4. Initial Meeting of SEG Technical Meeting and Exhibition Steering Committee and SEG Staff**

The General Chair shall invite the Director, Global Events Operations to the committee's initial planning meeting in order that Steering Committee members may be apprised of SEG’s official Policies and Procedures for the SEG Technical Meeting and Exhibition.

**IV.1.A.5. Awards and Special Recognition**

The SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition such as, but not limited to, the dedication of a session or an event or the presentation of awards, mementos, etc., shall be submitted in writing to the Board member liaising with the committee for consideration and approval by both the Society's Honors and Awards Committee and the Board.

**IV.1.A.6. SEG Committee Meeting Schedule**

SEG Business Office staff will schedule Standing Committee Meetings at SEG’s Technical Meeting and Exhibition, bearing in mind the various Board responsibilities and other key events.
**IV.1.A.7. Donations for Meeting Activities**

Donations to underwrite activities connected with an SEG Technical Meeting and Exhibition meeting are not to be solicited without approval of the SEG Board.

**IV.1.A.8. 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, the chair should study the SEG Technical Meeting and Exhibition Procedures and the Summary of Staff and Committee Responsibilities to be familiar with the duties of each of the committees and to ensure selection of the best possible individuals for these assignments. Official Policies must be considered mandatory directives from the Board to the SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition Steering Committees who are members of the SEG Technical Meeting and Exhibition Advisory Committee:

<table>
<thead>
<tr>
<th>Year</th>
<th>General</th>
<th>Technical</th>
<th>Exhibitor</th>
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<tbody>
<tr>
<td>Past</td>
<td>G1</td>
<td>T1</td>
<td>E1</td>
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<tr>
<td>Current</td>
<td>G2</td>
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<tr>
<td>Future</td>
<td>G3</td>
<td>T3</td>
<td>E3</td>
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<tr>
<td>next-future</td>
<td>G4</td>
<td>T4</td>
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The SEG Technical Meeting and Exhibition Advisory Committee 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 SEG Technical Meeting and Exhibition General Chair, Technical Program Committee Chair, and Other Meeting Committee Chairs**

**IV.1.B.1.a. SEG Technical Meeting and Exhibition General Chair and Technical Program Chair**
The General Chair and Technical Program Chair of a SEG Technical Meeting and Exhibition must be approved by a majority vote of the Board two years ahead of that SEG Technical Meeting and Exhibition. 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 SEG Technical Meeting and Exhibition.

1. The SEG President, no fewer than 30 days prior to the expiration of the President’s term, will obtain from the liaison officer for SEG Technical Meetings and Exhibitions the nominees for the SEG SEG Technical Meeting and Exhibition General Chair and Technical Program Chair, respectively, for the SEG Technical Meeting and Exhibition two years hence. The liaison officer should request, from the Board of the host Section, the names of several nominees for the positions of SEG Technical Meeting and Exhibition 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 the assignment, this information must be reported to the liaison officer. The Board will then consider and approve the appointment of a 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, Gravity and Magnetics, and Development and Production; 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 the committee as necessary to handle the mechanics of assembling the SEG Technical Meeting and Exhibition Technical Program.

**IV.1.B.1.c. General Vice-Chair**

The appointment of the SEG Technical Meeting and Exhibition 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 Chair duties, the Board must approve the appointment of a successor. The Vice-Chair does not automatically succeed to the post.
IV.1.C. SEG TECHNICAL MEETING AND EXHIBITION ADVISORY COMMITTEE

IV.1.C.1. Organization

IV.1.C.1.a. Meeting 1: Technical Program Committee Meeting
In April or May of each year the Technical Program Committee will meet in the city where the current year’s SEG Technical Meeting and Exhibition is to be held.

During this meeting, the Technical Program for the upcoming SEG Technical Meeting and Exhibition 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: SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition is to be held.

The purpose of this meeting is a Regular Steering Committee Meeting after the SEG Board has approved the SEG Technical Meeting and Exhibition budget.

All members of current SEG Technical Meeting and Exhibition Steering Committee are required to attend as well as the Future General Chair (G3), SEG Director of Global Events Operations, the Board liaison for SEG Technical Meetings and Exhibitions, and the Past General Chair. (G1)

IV.1.C.1.c. Meeting 3: SEG Technical Meeting and Exhibition Advisory Committee Meeting
To be held on Thursday during the week of the current SEG Technical Meeting and Exhibition.

This meeting is an informal review of the current SEG Technical Meeting and Exhibition. 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 SEG Technical Meeting and Exhibition Advisory Committee and future SEG Technical Meeting and Exhibition 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 SEG Technical Meetings and Exhibitions; and the Board liaison for SEG Technical Meetings and Exhibitions 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 SEG Technical Meeting and Exhibition Steering Committee and SEG Technical Meeting and Exhibition Advisory Committee Meeting**

This meeting is to take place the January after the SEG Technical Meeting and Exhibition in the city of the next SEG Technical Meeting and Exhibition.

General Chair (G2), Technical Program Chair (T2) and Exhibitors Chair (E2) will review and present reports on previous SEG Technical Meeting and Exhibition. Presentation of planned changes for the upcoming SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition policy as required by changing situations.

All members of General Chair’s SEG Technical Meeting and Exhibition 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 the SEG Technical Meeting and Exhibition, 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.

**IV.1.D.2. Furnishings, Room Arrangements, Signs, Etc.**

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 SEG Technical Meeting and Exhibition.

**IV.1.E. ENTERTAINMENT PROGRAM**

**IV.1.E.1. Entertainment Event Ticket Prices**

Should tickets be sold to any SEG Technical Meeting and Exhibition entertainment event, the SEG Director, Global Event Operations, 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 Technical Meeting and Exhibition at rates approved by the Board through the budget process.

**IV.1.F.2. Policy on Acceptance of Exhibitors**

Participation in an SEG Technical Meeting and 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 SEG Technical Meeting and Exhibition 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.a. 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 the SEG Technical Meeting and Exhibition. Discount varies depending on the other group’s willingness to reciprocate.

**IV.1.F.4.b. SEG Exhibit Policy on Confidentiality of Displays**

All exhibitors are reminded of the professional and educational nature of the SEG Technical Meeting and Exhibition. 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 and SEG Technical Meeting and Exhibition Budget Process Review**

At the direction of the General Chair, income and expense line-item numbers are prepared by the Director, Global Event Operations, and approved by the General Chair. The previous year’s Annual Meeting and SEG Technical Meeting and Exhibition 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 Director, Global Event Operations, will be used to get starting numbers. The total revenues, total expenses and total operating net are forwarded to the Finance and Audit Committee for incorporation into the overall SEG budget. The General Chair, working with the Director, Global Event Operations, 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 and SEG Technical Meeting and Exhibition budget at its Q1 meeting. Once the Board approves the, it shall be the responsibility of the Director, Global Event Operations, 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 Director, Global Event Operations, 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 and SEG Technical Meeting and Exhibition, the following policy is in effect:

- All vendors supplying goods and/or services to SEG for the Annual Meeting and SEG Technical Meeting and Exhibition must submit their final invoice within thirty (30) days of the close of the Annual Meeting.

**IV.1.H. HONORS AND AWARDS PROGRAM**

**IV.1.H.1. Established and Distinguished Awards of the Society**

Recipients of SEG Established and Distinguished Awards will be recognized during the Honors and Awards Ceremony. Established awards are those identified in section III.22.C.1. SEG Distinguished Awards include Presidential Award recipients. Other awards may be presented during the Ceremony with approval of the SEG Honors and Awards Committee.

The Honors and Awards Committee Chair, or the Chair’s delegate, will make the presentations for all awards except the Presidential Award, which is presented by the President.

**IV.1.H.2. Achievement Awards**

Recipients of SEG’s Best Paper in *The Leading Edge*, Best Paper in *Geophysics*, and Best Paper in *Interpretation* are recognized during the Editors’ Reception unless requested to be presented at the Honors and Awards Ceremony. The SEG President, or the President’s delegate, will make the award presentations.

When awarded, SEG’s Best Paper/Best Poster Paper Presented at the SEG Technical Meeting and Exhibition, and Best Student Paper/Best Poster Paper Presented at the SEG Technical Meeting and Exhibition may also be presented at the Editors’ Reception.

**IV.1.I. TECHNICAL LUNCHEONS**

**IV.1.I.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 Technical Meeting and Exhibition.
IV.1.I.2. Scheduling of Technical Luncheons
Individual committee chairs must notify the Director, Global Event Operations of their intention to hold a luncheon during the SEG Technical Meeting and Exhibition. The SEG Business Office Staff will prepare a schedule of luncheons to be approved by the General Chair.

IV.1.I.3. Luncheon Costs
The Director, Global Event Operations is responsible for ensuring that revenues and out-of-pocket expenses are in balance for each luncheon.

IV.1.J. PRESIDENTS' RECEPTION, EDITORS' RECEPTION, AND PAST PRESIDENTS' LUNCHEON

IV.1.J.1. Presidents' Reception
The Presidents' Reception is to be a part of the SEG Technical Meeting and Exhibition expense. (Note: The organization and execution of both of these functions are the responsibility of the SEG Business Office Staff.)

IV.1.J.2. Past-Presidents' Luncheon
A Luncheon shall be held for Past-Presidents of SEG at each SEG Technical Meeting and Exhibition. The cost of this event shall be budgeted for in Committee Support. (Note: The organization and execution of this function is the responsibility of the SEG Business Office Staff.)

IV.1.J.3. Editors' Reception
An Editors' Reception will be held annually for the purpose of providing a forum for discussion of trends and future direction of the Society's journals. It is to be a part of the SEG Technical Meeting and Exhibition expense.

IV.1.J.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 when registering for the SEG Technical Meeting and Exhibition.)

IV.1.K. PUBLICATIONS

IV.1.K.1. SEG Technical Meeting and Exhibition Printing
All 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 SEG Technical Meeting and Exhibition General Chair shall be responsible for ensuring adherence by all meeting committees to the printing deadlines supplied by the SEG Business Office Staff. The 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.K.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.K.3. Design of Printed Pieces
SEG Business Office Staff shall have the responsibility for the design of the printed items for the SEG Technical Meeting and Exhibition and for any other factor seriously affecting the cost of producing those items.

IV.1.K.4. Technical Program Booklet
The 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.K.5. Exhibit Information and Regulations Brochure
The brochure shall contain the following statement:

"Exhibitors are reminded of the professional/educational nature of the SEG Technical Meeting and Exhibition and are requested to refrain from incorporating activities in their exhibit which might detract from this intent."

IV.1.L. REGISTRATION

IV.1.L.1. Responsibility for Registration Operation
Total responsibility for the SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition.

IV.1.L.2. Registration Fees
The SEG Director, Global Event Operations, 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.L.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.L.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.L.5. Complimentary Registration – Steering Committee
Members of the current SEG Technical Meeting and Exhibition Steering Committee are entitled to complimentary registration as a delegate should they so desire. If the Steering Committee member wishes to be responsible for the member's own
delegate registration, the member has the option of using the complimentary registration for a domestic partner.

**IV.1.L.6. Complimentary Registration – SEG Board of Directors**
SEG Board of Directors and their domestic partners are entitled to complimentary SEG Technical Meeting and Exhibition registration as a delegate should they so desire.

**IV.1.L.7. Complimentary Registration – Past Presidents**
SEG Past Presidents and their domestic partners are entitled to complimentary SEG Technical Meeting and Exhibition registration as a delegate should they so desire.

**IV.1.L.8. Complimentary Registration – Presidential VIPs**
Complimentary SEG Technical Meeting and Exhibition 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.

**IV.1.L.9. Complimentary Registration – GEOPHYSICS Editor**
Complimentary SEG Technical Meeting and Exhibition registration will be provided to the GEOPHYSICS Editor and, in odd-numbered years, also the GEOPHYSICS Editor-designate.

**IV.1.L.10. Complimentary Registration – Interpretation Editor-in-Chief or Deputy Editor**
Complimentary SEG Technical Meeting and Exhibition registration will be provided to either the Interpretation Editor-in-Chief or Deputy Editor.

**IV.1.L.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 SEG Technical Meeting and Exhibition then the recipient and their guest will (if requested) receive a complimentary one-day registration to the SEG Technical Meeting and Exhibition for the day of the Ceremony, if not already registered for the SEG Technical Meeting and Exhibition.

**IV.1.M. SPECIAL EVENTS**

**IV.1.M.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 SEG Technical Meeting and Exhibition General Chair)

**IV.1.M.2. Scheduling of Pre- and Post-Convention Tours**
Unless approved by the SEG Technical Meeting and Exhibition 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 Technical Program or
Exhibition shall be discouraged in direct communication between the General Chair and the party or parties involved.


If the Board approves having a governmental-related session at the SEG Technical Meeting and Exhibition, the General Chair will request the Technical Program Chair’s recommendation for appointment of a person to act as chair for such a session, with the concurrence of the 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.N. TECHNICAL PROGRAM**

**IV.1.N.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.N.2. Sessions Dealing with Government-Related Issues**

If the Board approves having a governmental-related session at the SEG Technical Meeting and Exhibition, the Meeting General Chair will request the Technical Program Chair’s recommendation for appointment of a person to act as chair for such a session, with the concurrence of the 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.N.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.N.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 or multiple of the standard length), and session chairs shall be instructed that starting times for all papers must be strictly enforced.

**IV.1.N.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.N.6. Program Responsibilities**

The General Chair of the SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition planning and policy. This decision does not affect the self-supporting aspect of workshops and seminars held outside the program.
IV.1.N.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 SEG Technical Meeting and Exhibition, 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.N.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.N.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.N.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.N.11. Fees**

All workshops will have separate registration fees that are sufficient to make each meeting self-supporting.

**IV.1.N.12. Notice**

Each workshop will be listed in the SEG Technical Meeting and Exhibition 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.N.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 Technical Meeting and Exhibition, 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.

**IV.1.N.14. SEG Technical Meeting and Exhibition Technical Program “Best Paper Presented” Award**

This award is given to the person who is judged to have delivered the best paper presented during the Technical Program of the previous SEG Technical Meeting and Exhibition. The plaque is presented at the succeeding SEG Technical Meeting and Exhibition. Each of the two Session Chairs act as a judge for the “Best Paper Presented at the SEG Technical Meeting and Exhibition” 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 SEG Technical Meeting and Exhibition.
The committee then reviews the results of the judging and determines their nomination for the Best Paper Presented at the SEG Technical Meeting and Exhibition Award. This nomination is forwarded to the Board for consideration. 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.N.15. Dissemination of Top 25 Papers**

The top 25 papers from the previous SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition. 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 the presenter's talk at the section luncheon meetings.

**IV.1.N.16. Early Release of Information Concerning "Best Paper Presented at the SEG Technical Meeting and Exhibition" Award**

The paper titles and author's names of the top papers (up to 10) considered for the "Best Paper Presented at the SEG Technical Meeting and Exhibition" Award are to be published in the SEG Technical Meeting and Exhibition issue of THE LEADING EDGE and in an appropriate issue of GEOPHYSICS.

**IV.1.N.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 SEG Technical Meeting and Exhibition" Award. The student paper with the highest grade will receive the "Best Student Paper Presented at the SEG Technical Meeting and Exhibition" Award, along with any approved monetary amount.

**IV.1.N.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.N.19. Poster Papers**

Poster paper sessions are a valuable and important component of the Annual Meeting. A "Best Poster Paper Presented at the SEG Technical Meeting and Exhibition" Award will be judged and presented in a manner similar to the "Best Paper Presented at the SEG Technical Meeting and Exhibition" Award.
**IV.1.N.20. Recommended Procedures**

**IV.1.N.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.N.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.N.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.N.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 SEG Technical Meeting and Exhibition. 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 slides to copy and offer for sale.

**IV.1.N.20.f. No Show Policy**
If no one appears to present an accepted paper (poster or oral) that is listed in the SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition 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.O. OTHER COMMENTS AND SUGGESTIONS FROM THE SEG TECHNICAL MEETING AND EXHIBITION ADVISORY COMMITTEE AND THE BOARD

IV.1.O.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 may be invited to present a lecture prior to the beginning of the SEG Technical Meeting and Exhibition.

IV.1.P. EMPLOYEE RECRUITMENT AT SEG TECHNICAL MEETINGS AND EXHIBITIONS
The Board has adopted a policy regarding the practice of personnel recruiting at the Technical Meeting and Exhibition of the Society of Exploration Geophysicists.

IV.1.P.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.P.2. Policy
It is now intended that this Career Placement Area be conducted by the Business Office at and during forthcoming SEG Technical Meetings and Exhibitions. Prospective employers and employees will be encouraged to list their requirements at the Business Office designated during SEG Technical Meetings and Exhibitions. 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 Chapters.

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 SEG Technical Meetings and Exhibitions will not be allowed.
IV.1.Q. TECHNICAL PROGRAM COMMITTEE OF THE SEG TECHNICAL MEETING AND EXHIBITION

The chair of the Technical Program Committee is appointed by the SEG 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 Board liaison assigned by the President. The chair should be appointed before the preceding SEG Technical Meeting and Exhibition, so the chair may be sure to attend and observe proceedings and have the opportunity to audit those meetings of the Program Committee which take place immediately before or during the SEG Technical Meeting and Exhibition.

IV.1.Q.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.Q.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.Q.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 Program Chairs 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. The Chair 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 SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition 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 Technical Meeting and Exhibition 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 the Technical Program Chair’s major goal.

There are other Manuals that incorporate SEG Technical Meeting and Exhibition procedures and should be referred to as required. They are: General Chair’s Manual, Technical Program Manual, Guest Program Manual, and Volunteer Chair Manual.

**IV.1.R. HOUSING COMMITTEE OF THE SEG TECHNICAL MEETING AND EXHIBITION**

**IV.1.R.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.R.2. Official Announcement**
The official announcement of an Annual Meeting and SEG Technical Meeting and Exhibition 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.R.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, SEG Technical Meeting and Exhibition 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. The Chair can then arrange to hold out their rooms for assignment as the names are given him by the Program Chair.

**IV.1.S. MAILING THE OFFICIAL ANNOUNCEMENT**

Customarily the First Announcement is sent to all SEG members between 15 June and 1 August. The SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition Committee. Within two weeks or less the announcement will be mailed to all SEG members and others designated by the SEG Technical Meeting and Exhibition Steering Committee. A Final Announcement may follow the First Announcement should the SEG Technical Meeting and Exhibition 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 SEG Technical Meeting and Exhibition procedures and should be referred to as required. They are: General Chair’s Manual, Technical Program Manual, and Volunteer Chair Manual.

**IV.2. ANNUAL MEETING WITH JOINTLY-OPERATED TECHNICAL MEETING AND EXHIBITION**

When SEG’s Annual Meeting is held in conjunction with a jointly-operated technical meeting and exhibition, the following policies remain applicable, with costs borne by SEG:

- Honors and Awards Program
- Past President’s Luncheon
- Editors’ Reception
- Research Committee Dinner
• Complimentary Registration – SEG Board of Directors
• Complimentary Registration – Past Presidents
• Complimentary Registration – Presidential VIPs
• Complimentary Registration – GEOPHYSICS Editor
• Complimentary Registration – Interpretation Editor-in-Chief or Deputy Editor
• Complimentary Tickets for Award Recipients

Procedures for these events will adhere as closely as practical to that defined for the SEG Sole Operated Technical Meeting and Exhibition.

IV.3. GLOBAL CONFERENCES

IV.3.A. POLICIES AND PROCEDURES

IV.3.A.1. Statement of Intent

The SEG is a global organization comprised of individual and corporate members from approximately 128 countries around the world. As such, the primary purpose of SEG’s involvement in global 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 global meetings in support of their mutual scientific and professional goals.


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 outlined in a memorandum of agreement between SEG and any other participating group prior to making any contractual commitments.

The primary financial consideration for all global 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.3.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 global 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 a global meeting. Insofar as possible, it is the intent of the Board to schedule global meetings at least three years in advance.

The participating societies’ volunteers and business offices will appoint organizing committee members and representatives to organize the events. It is the responsibility of the SEG Business Development Managers to compile opportunities for SEG participation in global 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.3.A.4. Activities

As SEG “charts its future course” on the global 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 globally by developing a more aggressive global 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 global 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 global 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.
  - Type I Examples: Urumqi, China (1996); Baku, Azerbaijan (1996)
  - Type I Events fall under the approval process covered in Section III under Meetings Review and Planning Committee.

- **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 Partnered or Operated Level.
  - 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 a Partnered or Operated Level.
  - Type III Examples: Jakarta ‘96; Rio de Janeiro ‘95; St. Petersburg (Russia) ‘95.

**IV.3.A.5. Agreements between the Organizing Societies for Future Global Conferences and Exposition**

Each Memorandum of Agreement covering the joint production of global 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.3.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 a global 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.3.B. SEG-SPONSORED MEETING GUIDELINES FOR INVITING SUPPORT


1. A written invitation for SEG to provide support to an event is received by the SEG President, SEG President-Elect, Board liaison, Executive Director, etc. The invitation is forwarded to the Global Event Operations Department for review. A Meeting Request Form should accompany the written request.

2. The President, Executive Director, Business Development, and Global Event Operations Department reviews the invitation if all parties agree the event should move forward, a Memorandum of Agreement will be negotiated between the participating societies. Once the Memorandum of Agreement is signed by all parties involved the meeting request form will be submitted to the Meetings Review and Planning Committee (MRPC).

3. The Memorandum of Agreement (MOA) and budget of a Partnered or Operated conference must be reviewed and approved by the Board and signed by the SEG Business Office, the host society, and any other co-sponsoring organization participating in financial risk and profit.

4. Any revisions in the MOA or budget (over $5,000) after formal signing must be approved by the SEG Business Office.

5. All subsidiary contracts or agreements related to facilities' leases, food and beverage, etc., will be reviewed by the Global Events Operations Team and signed by the Executive Director.

6. 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 banners, announcements and advertisements in publications, and all official printed materials. A general rule of thumb should be: where one sponsor is mentioned orally or in writing, the names of all other participating or supporting societies should also be mentioned or listed.
   b. Term of co-sponsorship for Partnered and Operated Conferences:
      Shall follow the clauses outlined in the Memorandum of Agreement.
   c. Partnered and Operated Events – two-year advance planning:
      It is suggested that SEG support for Partnered and Operated events should be considered and approved not less than two years in advance of the proposed event dates.

7. 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.3.C. SEG LEVELS OF SUPPORT FOR GLOBAL CONFERENCES/EXPOSITIONS

Note: The Society of Exploration Geophysicists recognizes three different Levels of SEG Staff Support in the Production of Global (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 three Levels. The Level of Support by the SEG staff for each event must be approved by the SEG’s Meetings Review and Planning Committee for all event types and the SEG’s Board of Directors for Types II and III if the event is not supported by a Memorandum of Agreement or Memorandum of Understanding. Normally a Level of Support is designated for events in which SEG and one or more organizations are co-organizers. When time-sensitive market opportunities arise, the request/opportunity may be presented to the SEG Executive Director for endorsement and presented to the SEG Presidential Team (3P’s) during their regular weekly call for a provisional approval. The provisional approval would be shared immediately with the Board for information. The exhibit would then be presented to the entire Board for formal approval during the regularly scheduled, quarterly board meeting.

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.”

**IV.3.C.1. Levels of Support**

**Promoted:**
- Publicity listing published in Calendar of Meetings in TLE.
- 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.
- Listing in SEG’s e-newsletter(s) prior to the event.

**Partnered:**
- SEG Occupies Role of Secondary Operator
  This Level places SEG in the role of Secondary Operator but includes support of the SEG Global Event Operations Team and SEG Marketing 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.
- Marketing
  SEG Marketing Department will work with assigned Global Event Operations Team planner and event partner’s marketing department on promotional advertising and create a marketing plan for the event.

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 PDF format. Pages submitted in 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.
- 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, Announcements, 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., Registration, Housing, Exhibitor Prospectus, Sponsorship.)
  - Other Marketing: The event will be listed in SEG’s e-newsletters and Partner emails in addition to being promoted on SEG’s Social Media platforms.
  - SEG will market the event as outlined in the Memorandum of Agreement.

- Marketing in TLE to include:
  - Calendar of Meetings: listing of the event in the published Calendar of Meetings.
  - Advertising in TLE: TLE will run a four-color advertisement in one issue based on space availability.

Operated:
- 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 Global Event Operations Team 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 PDF format. Pages submitted in 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.

A webpage on the SEG Website will 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, Announcements, Housing, Sponsorship Information, Exhibitor Prospectus, Program, etc.
- 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, when available, will be provided for the Event Forms (e.g., Registration, Housing, Exhibitor Prospectus, Sponsorship.)
- Other Marketing: The event will be listed in SEG’s e-newsletters and Partner emails in addition to being promoted on SEG’s Social Media platforms.
- SEG will market the event as outlined in the Memorandum of Agreement.

Marketing in TLE to include:
- Calendar of Meetings: listing of the event in the published Calendar of Meetings.
- Advertising in TLE: TLE will run a four-color advertisement in at least one issue based on space availability.

Publicity in the membership e-newsletter(s) to include:
- Title and short description to appear in the month preceding the close of registration with a link to the SEG website.

IV.4. BIG COLLABORATIVE CONFERENCES (BCC)
SEG is a working partner in several multisociety, multidisciplinary conferences. These Big Collaborative Conferences (BCC) provide a forum for applied geophysics to be seen as an important component of the technology solutions in the sector covered by the conference. Combined net surplus from these conferences represent a reliable, not insignificant source of income for SEG. Each partnership has a legal agreement, varying from a Sponsor Operating Agreement, to LLCs, to full corporations. Agreements define Governing Bodies (Board of Directors, Management Committees, etc.), ownership split, selection of the Operating Society, marketing/promotion and Technical Program Subcommittee obligations for both operating and non-operating partners. BCC conferences as of 1 January 2020 are:

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<thead>
<tr>
<th>BCC Partnership</th>
<th>Governing Body</th>
<th>Tech. Program Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO – w Expo</td>
<td>Subcontract from AAPG</td>
<td>Executive and Technical Program Committee members</td>
</tr>
<tr>
<td>Conference</td>
<td>governing body</td>
<td>Terms and Roles</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>International Petroleum Technology Conference (IPTC) – w Expo</td>
<td>Board of Directors (two per society, three-year terms, may serve up to three terms)</td>
<td>Subcommittee Chair and Vice Chair, plus members</td>
</tr>
<tr>
<td>North American Prospect Expo (NAPE)</td>
<td>NAPE Advisory Committee (one for SEG, three-year terms, may serve multiple terms)</td>
<td>None</td>
</tr>
<tr>
<td>Offshore Technology Conference (OTC) – w Expo</td>
<td>Board of Directors (one per society, four-year terms, may serve two terms)</td>
<td>Subcommittee Chair and Vice Chair, plus members</td>
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<td>• OTC</td>
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<td>• Arctic Tech</td>
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<tr>
<td>Unconventional Resources Technology Conference (URTeC) – w Expo</td>
<td>Management Committee (two, one volunteer and one, staff, term length not limited)</td>
<td>Subcommittee Chair, plus members</td>
</tr>
</tbody>
</table>

This section focuses on the process for appointing needed volunteers for these several collaborative conferences. For Technical Program Subcommittees, the Subcommittee Chair and supporting staff liaison shall collaborate and make a mutual recommendation to SEG’s representative(s) in the appropriate governing body regarding Chair/Vice Chair and member positions for the next conference. For Governing Body appointments, the departing Appointee and supporting staff liaison shall develop a joint recommendation. Appointment recommendations shall be communicated to the current SEG President for approval or revision. Should a Leadership appointment be vacated, the above appointment process shall be re-initiated.

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 and Production Committee, should advise SEG’s President of the Immediate Past President’s nominations for Representatives to the OTC Board of Directors, when required (every four years), and the OTC Technical Program Committee (annually), prior to concluding a term as Immediate Past President. Nominees for those positions are normally considered by the Board at its third-quarter 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 and Production Committee, for recommendations concerning nominees for SEG’s Representative to the OTC Technical Program Committee prior to presenting 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.5. CONTINUING EDUCATION

IV.5.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.5.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.

4. Continually update and generate new courses.

5. Select and provisionally approve potential instructors, who are competent to teach in the subjects selected, with the advice of the Continuing Education Committee.

6. Deal directly with the instructor in all matters involving travel, lodging, audiovisual needs, expenses, honoraria, etc.; authorize payment from the CE account.

7. 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 and 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.

8. Select sites, facilities, and dates; and coordinate all arrangements.

9. Arrange 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.

10. 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).

11. After registering for a course, students are provided with detailed electronic instructions explaining the award of CEUs, and how to successfully complete their online assessment and course review process. Course instructors are encouraged to additionally provide information on the award of CEUs and both assessment and review processes. Course instructor should explain the interactive course review website access at the start of the course and the requirement to successfully complete a short test in order to receive the Completion Certificate and CE Credits. Summaries of the critiques will be sent to the committee chair for consideration and the instructor as constructive criticism aimed toward improving the course.
12. Inform the Committee Chair regularly on the status of these activities and the Continuing Education Program as a whole.

**IV.5.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.5.D. PRESENTATION OF COURSES**

Presentation of Continuing Education courses will include three basic modes:

* **IV.5.D.1. SEG Sponsored Courses**
  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. A course schedule will be developed 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.5.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.5.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 $2,000 and will be equally divided.
IV.5.F. TRAVEL EXPENSES

Travel expenses will be reimbursed in accordance with SEG travel policies in place at the time of travel.

IV.5.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.5.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.6. MEMBERSHIP

The SEG Bylaws establishes guidelines for Membership in Article III., Sections 1-8. Membership.

IV.6.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 or Leadership Code of Conduct. 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 the member 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.6.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 the member by registered mail at the member’s 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.6.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 the accused’s option, cross-examine the same, present witnesses on the accused’s behalf, and submit oral or written statement in the accused’s behalf.

The Professional Affairs Committee and the Board may likewise present witnesses and have the right to cross-examine. At the accused’s 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 the accused member’s 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.6.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.6.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 the accused 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 the 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.6.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.6.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.7. PUBLICATIONS

IV.7.A. SEG PUBLICATION POLICY

IV.7.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.7.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.7.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 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.

**IV.7.A.5. Procedures for Carrying Out Publication Policy**

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.7.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 the author wishes to present at a Society meeting to an SEG publication, the author should inform the Program Chair of these circumstances at the time the author offers the 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 the Vice President's 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.

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.7.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 the author prefers to designate a specific Sponsor Society (to be referred to as Designated Society) to review the 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.
- Authors/employers enjoy the right to prepare and hold copyright in derivative publications based on the paper provided that the derivative work is published subsequent to the official date of the original paper's publication by SEG.
- Authors/employers may post a final accepted version of the manuscript or the final SEG-formatted version (book chapters excluded) on authors' personal websites, employers' websites, or in institutional repositories operated and controlled exclusively by authors' employers provided that:
  a. the SEG-prepared version is presented without modification;
  b. copyright notice and a full citation appear with the paper;
  c. a link to the SEG version of record in the SEG Digital Library using Digital Object Identifier (DOI) permalinks is provided;
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• Authors/employers have the nonexclusive right, after publication by SEG, to give permission to third parties to republish print versions of the paper, or excerpts therefrom, without obtaining permission from SEG, provided that:
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  b. the paper is not republished in another journal or book; and
  c. the third party does not charge a fee. Permission must be obtained from SEG for other republication of the paper.

"Gold" open access
• Authors, their employers, or research funders pay an author publication charge (APC) of US$2,500 plus any applicable voluntary and mandatory page charges. It is SEG's expectation that APCs typically be paid by employers or research funding agencies and, if by the author, from a portion of author's research funds designated for open-access publishing. The fee applies to all journal articles and meeting papers yet may be adjusted for book chapters depending on chapter length, number of chapters, the proportion of open-access material in the whole book, and the anticipated market for the book.
• SEG publishes the paper to its official websites (SEG Digital Library and GeoScienceWorld) without access controls immediately upon publication and in perpetuity. The paper is clearly flagged as Open Access.
• Authors/employers retain copyright and select from among four Creative Commons licenses under which their work is licensed to the public and to SEG. Authors/employers execute an additional licensing agreement extending specific additional rights to SEG. The Creative Commons licenses available for selection by authors/employers are:
  o Creative Commons Attribution license (CC BY): This license lets others distribute, remix, tweak, and build upon the author's work, even commercially, as long as they credit the author and/or licensors for the original creation. This license meets licensing requirements of the RCUK.
  o Creative Commons Attribution-NonCommercial license (CC BY-NC): This license allows the same uses and has the same attribution requirement as CC BY but excludes commercial use of the paper. Those who reuse the work do not have to adopt the same license for derivative works.
  o Creative Commons Attribution-ShareAlike license (CC BY-SA): This license allows the same uses and has the same attribution requirement as CC BY except that all derivative works must carry the same license, so any derivatives also will allow commercial use. The SEG Wiki and Wikipedia use this license.
  o Creative Commons Attribution-NonCommercial-NoDerivatives license (CC BY-NC-ND): This is the most restrictive of the Creative Commons licenses, allowing others to download and share the author's work with attribution but without the right to create derivatives or to use the work commercially.
  o Licensing agreements between SEG and authors/employers extend to SEG worldwide license to publish the paper, all associated supplemental material, and subsequent, if necessary, errata in any SEG publication
under the terms of the Creative Commons license selected by authors/employers. Further, authors/employers agree to acknowledge the SEG-published version of the paper as the version of record.

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- Licensing agreements between SEG and authors/employers stipulate that further distribution of a paper must maintain attribution to the author(s) and the published paper’s title, full citation, and DOI (linked to the SEG official version if in electronic form). SEG states this requirement in the published paper alongside indication of which Creative Commons license has been selected by the authors/employer.
- Licensing agreements between SEG and authors/employers grant to SEG additional rights to enforce rights in the work, on behalf of the author and SEG, against third parties in cases of plagiarism, ethical disputes, and fraud. Such agreements also grant SEG nonexclusive right to extend to third parties content-reuse permissions that exceed the rights granted to third parties under the Creative Commons license selected by the author/employer.
- Author/employer rights and responsibilities defined for traditional publication that are not superseded by these gold open-access policies are applicable to authors/employers electing gold open access.

**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.

SEG supports initiatives that accelerate innovation in applied geophysics and, therefore, supports authors who wish to make manuscripts describing new research available while the works are under review by the Society’s editorial boards. Such manuscripts are called preprints, and online posting of them is permitted under the following guidelines:

1. Authors may post preprints to personal Web pages, employer websites, institutional repositories, and preprint servers before, simultaneous with, or after submission of the manuscript to an SEG publication. Such posting shall not be viewed as prior publication, which precludes consideration by SEG and is prohibited under Ethical Guidelines for SEG Publication.
2. Authors who post manuscripts to a preprint server should choose a noncommercial server or a collaboration network that adheres to the International Association of Scientific, Technical, and Medical Publishers’
(STM) voluntary principles for scholarly article sharing, available here. Noncommercial servers suitable for work in applied geophysics and other geosciences include the Earth and Space Science Open Archive (ESSOAr), arXiv, and EarthArXiv.

3. Authors must retain copyright in their manuscript when posting it to a preprint server and should not grant an exclusive license to the preprint server or any other entity. SEG cannot publish works in which copyright has been previously assigned.

4. Authors should not post as preprints revisions of their manuscripts that build on peer review provided by SEG editors and reviewers, and they should not post a final accepted manuscript or a final published version to a preprint server unless they have published their work with SEG on a gold open-access basis or otherwise are posting in compliance with SEG’s Open Access Policy.

5. The SEG publication to which a preprint has been submitted for publication consideration should be noted in metadata associated with a preprint post. Such notice should be removed from preprint metadata if and when SEG declines to publish the work. If SEG publishes the work, authors should add a complete citation to the preprint post that includes a DOI pointing to SEG final published versions.

6. Authors must not solicit or encourage media coverage of a preprint they have submitted as a manuscript for publication consideration by SEG.

7. Material under consideration for publication by SEG as a book may not be posted as a preprint without permission in writing from SEG.

Additional provisions of this policy:

1. SEG permits citation of preprints in manuscripts submitted for publication consideration provided that the citations clearly indicate the citation is to a non-peer-reviewed preprint and that a DOI to the preprint is included.

2. SEG does not endorse the contents of any preprint even if it subsequently publishes a work developed from the preprint with the benefit of peer review.

3. Because GEOPHYSICS employs a double-blind peer-review system, reviewers of manuscripts submitted to the journal should not conduct online searches for preprints of the submitted work for the purpose of identifying authors and their affiliations.

IV.7.A.11. Paid Advertising

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 LEDING EDGE, GEOPHYSICS, or the SEG Technical Meeting and Exhibition 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.


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.7.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.

All authors must agree to be held accountable for every aspect of their work and will ensure that questions relating to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

No fictitious name should be given as an author or coauthor.

Authors must clearly disclose the use of artificial intelligence (AI) (e.g., large language models, natural language processing, generative AI) used in the production of works submitted for publication.

In alignment with COPE, SEG endorses the position that AI tools do not satisfy basic authorship criteria, as they cannot be held accountable for work. As such, AI-based models or tools can neither be credited as an author nor used as a citable source in published papers.

Authors who use AI-based tools must be transparent in disclosing details regarding the technology used (i.e., name of the model, version and extension numbers, manufacturer) and purpose. This description may occur in the Materials and Methods section (if used for research purposes) or the Acknowledgments section (if used for language or other purposes) of a paper.

Authors must verify the accuracy, validity, and appropriateness of any content or citations generated by AI models and correct any errors or inconsistencies.

Authors are fully responsible for the accuracy, originality, and integrity of their work—including parts produced by an AI tool or language model—and are thus liable for any unintended breach of publication ethics.

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.7.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 upload manuscripts under consideration to public AI models or platforms, as this would constitute unauthorized disclosure of confidential information. When handling papers that disclose use of AI, editors should evaluate the appropriateness of stated use and ensure that the generated results are accurate and valid.
- 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.7.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 should not upload manuscripts under consideration to public AI models or platforms, as this would constitute unauthorized disclosure of confidential information. When handling papers that disclose use of AI, reviewers should evaluate the appropriateness of stated use and ensure that the generated results are accurate and valid.

- 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. If AI technology is used to generate additional bibliographic leads, reviewers should verify accuracy and relevance before recommending to authors. Reviewers should be aware that AI models can generate authoritative-sounding output that can be incorrect, incomplete, or biased.

- 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.7.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.7.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.

Leaders of SEG editorial committees and boards may independently impose probation on individuals for no more than three years for what they may deem as minor ethical violations related to activity involving the publications for which the leaders have direct responsibility. Under probation, an individual loses no publications privileges yet it placed on a watch list and may become subject to sanctions if further ethical transgressions come to light. In cases involving repeated or more serious transgressions, editorial leaders 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 to the Publications Committee by the person subject to suspension or by chairs of editorial committees and boards. Publications Committee decisions may be appealed to the SEG Board of Directors by the Vice President, Publications, chairs of editorial committees and boards, or the individual(s) 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. The goal of punitive action shall be to preserve the integrity of SEG publications and prevent further unethical publications behavior through example as well as through prohibition.

Additional provisions
(a) A preponderance of the evidence indicating violations of these guidelines shall be sufficient basis on which punitive action may be taken.
(b) Alleged violators shall be asked for an explanation of suspect publishing activities before any punitive action is taken.
(c) Alacrity in responding to allegations, contrition, and swift corrective action may be considered as bases for moderating punitive action.
(d) Suspensions will be levied for one, two, or three years based on the severity of the ethical violation and response by the accused when questioned about activity in question.
(e) Suspensions may be levied against a single author or a subset of authors of a multiauthor work if the behavior on which a suspension is based was not carried out by all authors.
(f) Suspension of publication privileges applies to publication in all SEG publications. At the time a suspension is levied, any work that is under review by an SEG publications committee or board that lists the suspended party as an author shall be rejected immediately. All authors of such work shall be notified of the reason for the rejection. Suspension includes prohibition from contributing as an author and serving as an editor or reviewer in SEG publications for the duration of the suspension.
(g) A multiauthor work under review that is rejected due to a suspension may be resubmitted as a new work only if the suspended author’s name and contribution to the work are removed.
(h) A work to which a suspended author contributed may not be submitted by coauthors without the suspended author’s name on it. Such activity would
constitute a violation of the Ethical Guidelines regarding appropriate authorship. Similarly, an individual under suspension may not be added as a coauthor to a work under review at the conclusion of the suspension unless the individual’s contribution to the work is added during revision after the suspension ends.

(i) At the time of a suspension, an individual found to be in violation will be issued a notification describing all terms and implications of the suspension, including the appeals procedure, and asked to acknowledge receipt of the notification.

(j) Submission of work to SEG publications during a publication-privileges suspension shall be regarded as unethical behavior subject to a lengthening of the suspension.

IV.7.A.19. Corrections, Additions, Expressions of Concern, and Retractions

SEG follows guidance from the Committee on Publication Ethics (COPE) when considering and determining whether a significant inaccuracy, misleading statement, or distorted report has been published in its journals, meeting papers, books, other content, and/or supplementary or associated material. In alignment with COPE Core Practices and the COPE Retraction Guidelines, the Society amends, alters, flags, or removes published material as promptly as feasible following discovery of a problem, toward the goal of maintaining the integrity of the scientific record. Action to address published material in need of such attention may originate with readers, authors, institutions (including research funders), SEG staff members, or editors. Postpublication notices are issued at the discretion of publication editors in coordination with publication staff. Minor corrections that do not affect scientific understanding of a work may be rejected. Each chief editor of a publication may establish a process within the publication’s board or committee to review a matter in which issuing a postpublication notice is under consideration, and the chief editor may engage the Publications Committee to obtain recommendations if in need of assistance interpreting this policy and its application to a specific case.

Additions and corrections may be named in various ways depending on the nature of the issue with the published material and the means by which the issue is addressed. Examples include “erratum” or “editorial notice.” Editors may make additions and corrections without gaining authors’ approval yet should expend reasonable effort to engage authors and understand their perspectives before acting. Corresponding authors should obtain consent of all coauthors before submitting any request that their published work be corrected or amended.

Correction notices, errata, and addenda are written so that the reader can identify and understand the correction in context with the errors made. They are published separate from the original publication, which is fully cited within them, and they have their own Digital Object Identifiers (DOIs), facilitating two-way linking between the notice and the original. They are published in print as well as online if the original publication is published in a serial that is printed. Substantive corrections are not applied directly to original publications; rather, original publications are marked as amended or corrected. For journals, this practice applies to just-accepted manuscripts and accelerated articles (published online before final journal issue
assembly) in addition to articles incorporated in completed issues. Meeting papers typically are not corrected except in rare cases of errors in presentation of authors, but they may be retracted. Errata for books are published online.

Postpublication notices are reflected in the Crossmark record, consistent with SEG’s Crossmark Policy, within Society publications that use Crossmark version-of-record and version-control service. Format corrections, such as replacing a low-resolution image or adjusting text corrupted in production processes, may be made at the discretion of SEG without formal notification.

Works may be retracted for scientific or ethical reasons in alignment with COPE guidelines and Ethical Guidelines for SEG Publications. Regardless whether retractions are requested by authors, editors, or others, chief editors are the sole judges of whether works are retracted except in cases of plagiarism or other rights violations or severe legal or health risks associated with the work. In such cases, publications staff may act independently to remove a work from its online archives; bibliographic metadata (DOI, title, author information) remain, and text is replaced with a note advising that the article has been removed, and SEG retains a copy of the retracted work in a dark archive. Otherwise, a retracted work remains available in SEG’s accessible publications archives yet is marked boldly in a manner that indicates its retracted status. Other protocols for publication of retractions follow those applied to additions and corrections.

Ideally, authors of retraction notices should be the same as those of the work, but if authors of the work are unwilling or unable, an editor may be the sole author or accept notices prepared by other responsible persons. Retraction notices, whether written by authors, editors, or others, contain information about the reason for the retraction in a manner consistent with SEG’s commitment to transparency in publications practice.

An editor may issue an expression of concern with respect to a work either in lieu of a retraction or correction, or in advance of a retraction or correction, while an investigation of concerns about the work is ongoing. Expressions of concern are published and linked to works in question while cases of suspected unreliable research reports or publications misconduct are under review. SEG may engage institutions with which authors are affiliated for assistance in investigation of publication concerns. An expression of concern may be the last notice published in the scholarly record about a published work and may be applicable if editors remain concerned but have inconclusive evidence to support a retraction. Subsequent notices may include a report of an investigation that concludes concerns have been satisfied and the original work is sound.

Additions, corrections, retractions, and expressions of concern are published with their own DOIs. They appear in tables of contents of serials in which works addressed have been published. Notices relating to meeting papers or books may be published in a Society journal. These protocols are in place to ensure that postpublication notices remain part of the scholarly record.

Retraction or withdrawal due to unresponsive authors
Papers accepted by the editors pending submission of final files and forms will be withdrawn if the authors have not submitted acceptable final files and forms within 60 days of request. Just-accepted papers whose authors have not submitted corrections or approved publication after 60 days of notice will be retracted.

Authors of retracted just-accepted articles are allowed to appeal the decision with current editors once and must include an author explanation to include reason(s) for lack of response (e.g., illness, sabbatical, etc.) and detailed justification to support republication of the article under a new DOI. If editors determine that republication is warranted, the retracted version will be noted in a footnote on the final version-of-record article.

SEG supports efforts to moderate the use of journal-based metrics, such as the Journal Impact Factor, in funding, appointment, and promotion considerations and to encourage assessments of research on its own merits. The Society is a signatory to the San Francisco Declaration on Research Assessment (DORA). Aligned with DORA, the Society reports the Journal Impact Factors for its journals along with a variety of other journal-based metrics to provide a richer view of journal performance; encourages responsible authorship and provision of information on specific contributions of each author; makes references provided with articles available online without access barriers; and imposes no limits on the number of references provided in a journal article while instructing authors to favor citation of primary sources over citation of review articles.

IV.7.B. GEOPHYSICS

IV.7.B.1. Editor
The GEOPHYSICS editorial leadership team consists of the Senior Assistant Editor, the Editor, and the Past Editor. Each editor serves one year in each role for a total of three years on the leadership team. Duties begin on 1 September because papers accepted after that date will be published in the following year’s volume. The Editor, current Senior Assistant Editor (SASE), and Past Editor nominate a new SASE from among current and high-performing members of GEOPHYSICS editorial board who have demonstrated proven ability to perform the requirements of the position. The Editors’ 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 of the new Senior Assistant Editor must take place no later than the Board’s second-quarter meeting of the nomination year so that the SASE is in place and ready to assume duties on 1 September. Terms officially begin on 1 January and extend to 31 December. The Senior Assistant Editor transitions to the Editor role after a one-year term and then to Past Editor after a year as Editor. The Past Editor focuses on disciplinary cases and recruiting and mentoring of Associate and Assistant Editors.

Should a member of the editorial leadership team be unable or unwilling to complete a term or be subject to removal with cause, the Vice President, Publications, shall recommend a replacement for SEG Board approval to fulfill the remainder of the departing editor’s term.
In recognition of the large volunteer contingent led by the Editor to produce SEG’s flagship peer-reviewed journal, the GEOPHYSICS Editor and the Senior Assistant Editor completing those terms in December may request direct payment or reimbursement for incurred travel expenses to attend the SEG Technical Meeting and Exhibition. The SEG President is empowered to authorize payment or reimbursement for the Editors if they are unable to obtain reimbursement from their employers. 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.7.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 Editor duties. 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.

A Senior Assistant Editor recommended by the GEOPHYSICS editorial leadership team and appointed by the SEG Board assists the Editor primarily by making decisions on papers and handling plagiarism issues forwarded by the Assistant Editors, among other duties assigned by 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.7.B.3. Technical Papers**

Manuscripts for technical papers, letters, and discussions are submitted online by authors. Each manuscript, whether it is a technical paper, a letter, or a discussion, is uploaded, and pertinent information is keyed into an online peer-review system. Letters papers have more strict submission requirements as detailed in Instructions to Authors, and they follow an expedited review schedule. An e-mail of acknowledgment is sent to each author. Manuscript information is maintained in an online record along with correspondence pertaining to it. The abstract for a technical paper is sent to an Assistant Editor for initial evaluation. If the paper is not found deficient, the Assistant Editor assigns the paper to an appropriate Associate Editor. The Associate Editor performs an initial review and, if not found deficient, finds 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
- Needs minor revision
• Needs moderate revision
• Needs major revision
• Unacceptable

The Associate Editor sends their 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 forward for a final decision. If the recommendation is to accept, the Editor will notify the author of any final changes requested. If the final decision is to reject, the Senior Assistant Editor will send reviews and an appropriate rejection e-mail to the author.

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 author addresses to be published with the paper, either a completed Transfer of Copyright form or an open-access license agreement, a two-sentence summary of the paper, payment elections for author fees if applicable, the original figures, and right-running headlines.

When the manuscript is sent into production, the authors are sent a formal acceptance message informing them approximately when they can expect to receive the galley proofs. The accepted version of the manuscript, a PDF of the final files submitted via ScholarOne, is posted online within a couple of days of acceptance. This version remains online until the final edited, composed, approved, and paginated version is posted.

Review of discussions usually is 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 the discussion is rejected. 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.7.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 is updated 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. 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. The production staff or their designated contractors communicate further with authors to resolve any questions or problems that remain.

After all problems are resolved satisfactorily, the copy editor applies the proofreading revisions of the author and staff, and the copy editor forwards layout changes to the compositor. The compositor makes the corrections and returns a corrected proof to the copy editor. If further questions arise or additional changes are necessary, additional final proofs are processed and approved before the pages are published. Meeting deadlines is the key to efficient processing throughout the editing and proofing stages. 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.7.B.5. Departmental Material
Departments published in GEOPHYSICS include Editor’s Corner, Discussions, Intellectual Property, Geophysics Dissertation Abstracts, and Errata. Procedure for Discussions is described above. 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.7.B.6. Solicitation of Manuscripts
It is desirable for the Editor to encourage authors to submit manuscripts when given the 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 the Editors’ 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. The messages also should encourage expanded, journal-quality versions of the work and fresh expression of the ideas rather than duplication of the expanded abstract text. Authors must mention the initial presentation in a cover letter and explain what is new in the journal-manuscript version.

IV.7.B.7. GEOPHYSICS Author Fees
1. A new author-fee policy was approved by the SEG Board of Directors on 30 January 2020. For papers submitted on or after 1 February 2020, 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$275 for each additional page. Authors shall not be assessed mandatory color charges but shall be asked to pay $450 per color page voluntarily. For papers submitted prior to 1 February 2020, member authors 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.
2. If none of the authors of a paper is an SEG member in good standing, the mandatory page charge for papers submitted on or after 1 February 2020 is US$325 per page. For papers submitted prior to 1 February 2020, the mandatory page charge is US$275 per page.

3. 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.

4. Authors will receive an estimate of charges with their galley proofs. Authors can request that figures be reduced in size to reduce the overall length of the paper. Return of the proofs signals confirmation that authors made the proper selections on the author-fee forms and are willing and able to pay the estimated amount unless changes are requested prior to or simultaneous with return of proofs.

5. Billing will take place after composition of the paper is complete. No charges are assessed if a submitted manuscript is not published.

6. 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 journal staff will determine such charges from the proofs that reflect the changes.

7. It is SEG's policy to suspend publication privileges of any author who has a past-due publication-fee account (including page charges, agreed color charges, open-access fees) with the Society. Suspension of privileges includes publishing in Geophysics, The Leading Edge, Interpretation, and the SEG Technical Meeting and Exhibition Technical Program Expanded Abstracts. If payment is not made, the Author Center in ScholarOne will be flagged and any papers in process will be withdrawn. Coauthors of unpaid manuscripts also may be subject to suspension of publication privileges. If charges are divided among authors of a paper, coauthors who have met their share of the payment obligation will not have their publication privileges suspended.

8. The Society has options available to authors who have insufficient resources. Prior to publication, preferably at time of paper acceptance, authors may apply for hardship relief, and authors may request changes to their layout at galley-proof stage so as to reduce charges assessed.

9. Authors are expected to pay voluntary 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.7.B.8. Best Paper(s) in GEOPHYSICS Award**

The Editor leads the process to select recipients of the Best Paper(s) in GEOPHYSICS Award(s).

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. Associate Editors and reviewers are asked via scoresheets in ScholarOne if papers they are assigned are worthy of recognition. Nominations received by 15 January from the SEG membership and from AE and reviewer scoresheets will then be entered into the final voting.

In the final voting, the Editor, Past Editor, Senior Assistant Editor, and current 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 Annual Meeting, and the paper, along with the four runners-up, will be listed in The Leading Edge.

The recommendation will be submitted to the SEG Board of Directors for approval.

IV.7.C. INTERPRETATION

IV.7.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 had an initial term expiring on 31 December 2018 and then renewed automatically for six years. 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.7.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 flagship 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 technical magazine, *The Leading Edge* (TLE), has published Interpreter's Corner as a regular feature and has had many special sections on interpretation since it began publishing in 1982. 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. *Interpretation*, an archival journal, is recognized in the Science Citation Index, increasing its value to academic authors.

As with *Geophysics* and *The Leading Edge*, 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 nonunique, 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, the interpretation outcome is new, or the level and quality of understanding the subsurface is new or improved.

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 a clinical study adequately if prevented from naming the brand of a drug or tools 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.7.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. 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.7.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, or a message invited by the EIC, is published, and an occasional
Perspectives section that could include a message from the Deputy EIC or
sometimes also a semitechnical, non-peer-reviewed piece by another Editorial Board
member or contributor.

IV.7.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 authors. 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 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
- Needs minor revision
- Needs moderate revision
- Reject

The Associate Editor sends the AE’s 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, the Editor 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 author
addresses to be published with the paper, biographies and photographs (optional),
either a 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 approximately when to expect to receive the galley proofs.

IV.7.C.6. Production of Technical Papers
When a manuscript has been accepted, it is forwarded to the journal’s production vendor for posting online within a couple of days of acceptance. The journal’s production staff oversees 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. The “just-accepted” version remains online until replaced by the edited, composed, paginated, and final approved version. 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.

IV.7.C.7. Editorial Board Appointment Guidelines & Service Requirements
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 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 the board member 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., 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 also are 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 or someone with an editorial record that otherwise suggests the ability to meet or
exceed expectations 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 who 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.7.C.8. Author Fees**

A new author-fee policy was approved by the SEG Board on 15 October 2015. 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 and mandatory page charges.

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.7.C.9. 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, depending on available space. 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. The editorial team may also elect to recognize up to four candidate papers with honorable mentions. 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 the
voting editor has authored but will be eligible to be a winner of the best-paper award
or an honorable mention. Voting points will be tallied, and Interpretation’s editors will
affirm their selections. 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 and, optionally, designate one or more of the papers to
receive honorable mentions. 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 and up
to four honorable mentions to the SEG Board of Directors and to the AAPG Advisory
Council. The SEG Board of Directors and the AAPG Executive Committee, if
advised so by the AAPG Advisory Council, vote to approve the Interpretation editors’
nominations. Each governing body shall be required to bestow the Best Paper award
and recognize up to four honorable mentions in such manner that the same can be
presented at both organizations’ technical meeting and exhibition. Both
organizations must approve the Best Paper award and any honorable mentions
before either are bestowed.

IV.7.D. THE LEADING EDGE

The Leading Edge (TLE), which is published monthly, presents peer-reviewed technical
articles in a manner that minimizes mathematical theory, emphasizes practical
applications, and is accessible to a broad audience. It also serves as SEG’s publication
venue for official Society activities, business, and announcements.

TLE’s day-to-day operations are handled by staff in the Business Office who report to
the SEG Associate Executive Director, Publications and Communities. The Board’s
oversight responsibility is delegated to the TLE Editorial Board (see The Leading Edge
Editorial Board entry in “Standing Committees”).

IV.7.E. SPECIAL PUBLICATIONS

This section describes the publication process for SEG special publications, conducted
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. For more information about the organization and scope of the Books
Editorial Board, refer to the Books Editorial Board entry in the Standing Committees

IV.7.E.1. Process for Proposal Submission

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
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 a rough draft, table of contents, or other items that provide an understanding of the breadth and depth of the project.

d. Author(s) also provides information about the number of figures, 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 by the author from third parties.

g. The proposal is submitted through an online peer-review system in which Author(s) may indicate preferences for Books Editorial Board 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 Books Editorial Board 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 usual proposal review process. All such decisions are subject to Books Editorial Board review.

IV.7.E.2. Process for Proposal Review and Decision

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, staff routes the proposal to the Books Editorial Board Chair. Staff also notifies Author(s) when the proposal is sent to the Chair and states that the Books Editorial Board will render a decision on the proposal within four weeks if the length of the proposal documents is modest or six weeks if the entire manuscript is 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 Books Editorial Board to participate in the proposal review.

c. Books Editorial Board members involved in the proposal review consider the likely market and sales potential for the book along with its technical merit. 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 Books Editorial Board 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 Books Editorial Board 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. After a proposal is accepted, 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) and the Associate Executive Director, Publications and Communities (or designated staff).

g. Regardless of the Books Editorial Board’s action on a proposal, comments of those who reviewed it are shared with Author(s).

**IV.7.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 of the details expected of a regular book proposal, including a table of contents, author credentials, copyright issues (if any), estimates of the 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 usual Board procedures, beginning with the Volume Editor’s certification to the Managing Editor that the work is technically sound and ready for production.

IV.7.E.4. Manuscript Development and Approval

a. After 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 (if necessary) 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 if requested.

g. 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 for approval at the next scheduled SEG Board of Directors meeting.

h. The Board considers the Books Editorial Board’s recommendation along with the financial projection produced by 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; after a majority of Books Editorial Board members have submitted reviews, the 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 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.7.E.5. Publication Production**

a. Upon Board approval of a publication, 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, 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) and the Associate Executive Director, Publications and Communities (or designated staff).

c. After copy editing is complete, staff hires a composition vendor to construct pages and produce proofs. Page proofs are reviewed by Author(s) and Publications department staff members. If requested, proofs also can be reviewed by Managing Editors and Volume Editor(s).

d. Staff hires vendors to produce print, removable media, and/or online products for delivery of the work. 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.7.E.6. Editorial Roles**

a. Books Editorial Board Chair—The Chair is appointed by the SEG President and has responsibilities that include leading the Editorial Board meetings, appointing members of the Books Editorial Board, 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 member of the Books Editorial Board 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 serve as the Volume Editor. The Managing Editor provides procedural and policy guidance and support to Author(s) and Volume Editor(s). With help from 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) Books Editorial Board members appointed by the Chair; (2) additional subject-matter experts, usually not Books Editorial Board 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 the 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 the proposal stage may appoint additional reviewers to help develop the manuscript into a technically strong work.

g. Copy Editor—SEG hires a copy editor to correct spelling, grammar, and style matters, improve readability, and sometimes also to address technical concerns. A Publications department staff member also may serve as copy editor. 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. Associate Executive Director, Publications and Communities—The Associate Executive Director, Publications and Communities guides staff in support of the special publications program and either serves as the staff liaison to the Books Editorial Board or designates a Publications staff member to serve in that capacity.

**IV.7.E.7. Special Publications Series**

SEG publishes books 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. The 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. 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).

f. Distinguished Instructor—Books in this series are prepared primarily for distribution to attendees of SEG Distinguished Instructor Short Course presentations. The DISC book is more than course notes and should be written to provide a stand-alone reference to the material presented. They undergo copy editing and composition before being printed in 8½" x 11" paperback format.

g. SEG Technical Standards—Standards established by the SEG Technical Standards Committee.

**IV.7.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.

**IV.7.E.9. Complimentary Copies**

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 they 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 the 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.7.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.7.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.7.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.7.E.15. Prepublication Expenses**

Regarding special publications for which royalty is paid: Authors will be responsible for their own expenses incurred when writing the manuscript, including permissions, etc. These expenses must be paid by Author(s) as they are incurred. 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.8. SECTIONS AND ASSOCIATED SOCIETIES**

**IV.8.A. AUTHORITY**
The SEG Bylaws specifically provide for SEG Sections, Technical Sections, Associated Societies, and Student Chapters 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 elsewhere in the Policies and 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.8.B. MISSION AND VISION**

**IV.8.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.8.B.2. Vision**
SEG will be the Sections’ and Associated Societies’ prime choice for collaborative activities and will reach out to geoscience 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 those organizations with counterparts in their regions 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.8.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 twenty (20) Voting Members of the Society in good standing who reside within a specific geographic area. The steps to be followed in the formation of a Section or Associated Society are as follows:

**IV.8.C.1. Petition**
A petition might be worded: “We, the undersigned, are Voting Members in good standing of the Society of Exploration Geophysicists and of the ____________ (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 a specific geographic area, 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 geoscience community in the __________________________ area is large enough to warrant organized effort for the mutual benefit of the ____________ (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 the individual’s signature on the petition.

**IV.8.C.2. Bylaws**
Upon receipt of such a petition signed by at least twenty (20) Voting Members of the Society, the business office shall send to the organizers a current set of 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 or other governance document adopted by the proposed Section/Associated Society deviate significantly from the model bylaws, such bylaws or other governance document will be sent to the SEG Bylaws Committee for a ruling on their acceptability.

**IV.8.C.3. Election of Officers**
After an acceptable set of bylaws has been adopted by the proposed Section/Associated Society, officers if not already in place shall be elected in accordance with those bylaws. The names and contact information, including email, of these officers shall be emailed to the SEG business office.

**IV.8.C.4. Authorization**
After reviewing the petition, the bylaws or other governance document, 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 or special meeting of the Board or by e-mail vote of the Board.

The organizers will be notified by the SEG business office of the results of the vote.

**IV.8.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 provided a petition is submitted by ten (10) or more graduate or undergraduate students in residence at a particular college or university and a faculty advisor. Membership in the Society is recommended but not mandatory for the petitioners.
IV.8.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 (10) students is required to form a Student Chapter. It is not a prerequisite that members of the Student Chapter be members of SEG in order to obtain a charter. However, SEG encourages them to join.

IV.8.D.2. Bylaws
The bylaws or other governance document of the proposed Chapter should be submitted to the Executive Director at the SEG business office for approval by the SEG Bylaws Committee. Any deviations from SEG's current model bylaws will be carefully considered by the Bylaws Committee. The Board will vote on the proposed Chapter's petition and, if approved, issue a charter.

IV.8.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.8.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 twenty (20) SEG Voting Members of the Society in good standing residing within a specific geographic area.

If the _________________ Society does not have twenty (20) SEG Voting 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 (20) candidates for membership, with the organizers certifying these applicants are qualified for SEG Voting 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 with a request for assistance 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 organization’s suggested bylaws or other governance document to the business office. The business office will send the bylaws or other governance document to the Bylaws Committee, which will review any deviations from the current model bylaws and rule on their acceptability.

Upon acceptance of the bylaws or other governance document of the proposed Section/Associated Society, officers should be elected if not already in place and the names and addresses of the officers submitted to the business office. The three
documents, 1) the petition, 2) proposed bylaws or other governance document, and 3) list 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 or other governance document 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.8.F. CLASSIFICATION OF SECTIONS/ASSOCIATED SOCIETIES

A Section/Associated Society may be classified in one of four ways: Active/Voting, Active/Nonvoting, Inactive, or Severed from Affiliation.

A Section/Associated Society will be determined to be Active/Voting if, in addition to the election/appointment of officers in accordance with the Section/Associated Society’s bylaws or other governance document, it has had at least twenty (20) SEG Voting Members in its membership during the past two years who have selected in SEG membership application or renewal forms that they want to designate the Section/Associated Society as the one with which they should be counted for purposes of determining how many Council Representatives the Section/Associated Society shall be allotted under Article VII, Section 3 of the SEG Bylaws.

A Section/Associated Society will be determined to be Active/Nonvoting if it has not achieved the SEG Voting Member threshold for Active/Voting status yet meets the following criteria that also are required of Sections/Associated Societies with Active/Voting status:

- The Section/Associated Society elects or appoints its officers in accordance with the Section/Associated Society’s bylaws or other governance document.
- The Section/Associated Society provides the SEG business office a list of all its officers and other contact information annually along with a count of its total membership and a summary of its activities during the previous year and scheduled activities during the coming year.
- The Section/Associated Society holds at least two membership meetings and/or two technical meetings (membership and technical meetings may be combined) during a calendar year.

A Section/Associated Society may 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 or recommendation of the Council, may declare the Section/Associated Society to be Inactive as of a specific date and will advise the Section/Associated Society President of the 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/Voting or Active/Nonvoting at any time 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/Voting or Active/Nonvoting status within one year following the date of its being declared Inactive, the SEG business office may ask an officer of the Section/Associated Society to send a letter to SEG requesting that the Section/Associated Society be Severed from Affiliation with SEG, or in the alternative, the Board may declare the Section/Associated Society to be Severed from Affiliation. In either case, written notification of the severing will be sent to the last contact and address for the SAS on file.

The SEG Bylaws Article IX, Section 6, provides for the dissolution of affiliation with a Section/Associated Society by action of the Board for any reason. Although circumstances might vary from one Section or Associated Society to another, reasons might include: 1) obvious evidence that the Section/Associated Society is not carrying out the terms of its bylaws, e.g., not electing a slate of officers annually or biannually; 2) a breakdown of communication with the Society, e.g., not providing names of new officers; or 3) a formal request from an authorized member of the Section/Associated that SEG affiliation with that Section/Associate Society be dissolved.

**IV.8.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 limited 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.8.G.1. Representation on the Council**

Affiliation with SEG gives a Section/Associated Society formal representation on the SEG Council if the Section/Associated Society has had at least 20 SEG Voting Members within the past two years. 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 at least twice per year. The Council is composed of District Representatives, Section/Associated Society Representatives, Technical Section Representatives, a Chair, and a Vice Chair.

**IV.8.G.2. Professional Development Programs**

*Continuing Education Courses*: Cities large enough to support an SEG Section/Associated Society are logical sites for holding in-person continuing education courses designed for geophysicists. Such courses sometimes 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 (20) locations worldwide.

*Distinguished Lecturers (DL)*: SEG annually selects two eminent geophysicists to serve as SEG Distinguished Lecturers. The Distinguished Lecturers travel worldwide
to deliver insightful one-hour technical talks that review some aspect of current
technology or highlight a specific scientific advancement of general interest to
geophysicists. Distinguished Lecturer topics tend to be 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
insightful one-hour technical talks that review some aspect of current technology or
highlight 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.8.G.3. Assistance with Section/Associated Society Programs
Sections/Associated Societies are provided a list of the best papers presented at
SEG Technical Meeting and Exhibition 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 for finding speakers to give technical talks to
the Section/Associated Society membership.

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.8.G.5. SEG Technical Meeting and Exhibition Booth Discount
As a non-profit, an SEG Section/Associated Society qualifies for a reduced rate on
booth space at the SEG Technical Meeting and Exhibition.

IV.8.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.8.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.8.G.8. Listing on SEG Section/Associated Society Web Page
SEG Sections/Associated Societies are listed on SEG’s website.

IV.8.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 local professional 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.8.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.8.H. RESPONSIBILITIES OF A SECTION/ASSOCIATED SOCIETY TO SEG

IV.8.H.1. Representation on the Council
A Section/Associated Society's representation on the Council is determined by the number of Voting Members of SEG in good standing who are on the membership rolls of the Section/Associated Society, as described in Article IX, Section 1 of the SEG Bylaws. SEG determines this number for each SAS and Technical Section by requiring new and renewing Voting Members who are members of one or more Sections, Associated Societies, or Technical Sections to select a SAS/Technical Section for purposes of Council representation. Voting Members who do not belong to a SAS or Technical Section are required to indicate this status.

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 a Council meeting, the Section/Associated Society may authorize an alternate or proxy who is an SEG Active Member and also a member of the Section/Associated Society. 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 1 August and ends 31 July each year. The roster of Council members is published on the Council page of each issue of GEOPHYSICS and on the SEG website.

The duties of a Section/Associated Society Representative as a member of the SEG Council are described in other pages of the SEG Policies and Procedures Manual.
**IV.8.H.2. Communications with SEG Business Office**

Sections and Associated Societies are encouraged to place the SEG business office on their mailing lists (newsletter, journal, or regular mail), as they may deem feasible and valuable, to receive notices of SAS 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 monitors the activities of Sections/Associated Societies through the yearly Section survey. The survey provides information on activities and challenges faced by the Section/Associated Society with which SEG may be of assistance. The SEG business office reports any activities that appear to be outside SEG’s objectives or established policy to the Board.

**IV.8.H.3. Changes to Section Bylaws**

The bylaws or other governance document 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, notification of changes to SAS bylaws or other governance documents shall be submitted to the business office for review by the SEG Bylaws Committee.

**IV.8.H.4. Encourage SEG and Section/Associated Society Membership**

Sections/Associated Societies shall encourage their members to join SEG. SEG will encourage its members to join their local SEG Section/Associated Society.

**IV.8.H.5. Publications**

Sections/Associated Societies shall encourage their members to consider publishing their work in SEG publications and to present such work at SEG events.

**IV.8.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/Associated 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 also may be advisable for Sections and Associated Societies to secure tax designation as not-for-profit organizations.

**IV.9. TECHNICAL SECTIONS**

**IV.9.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 of a substantial segment of geophysicists. The SEG Board of Directors is responsible for approving Technical Sections for Society recognition and Council Membership using

**IV.9.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.9.C. STRUCTURE**

**IV.9.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.9.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.9.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.9.C.4. Leadership Team Elections**

The SEG business office administers Technical Section Leadership Team elections.

**IV.9.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.9.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.9.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.9.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.

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.9.C.10. Annual Report**
Each Technical Section shall prepare and submit a report of its activities for inclusion in the SEG Annual Report.

**IV.9.D. REPRESENTATION**

**IV.9.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.9.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.9.E. FORMATION OF A TECHNICAL SECTION

IV.9.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 intent to be included on a petition for Technical Section formation is as valid as the Member’s 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.

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.9.F. DISSOLUTION

IV.9.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.9.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.10. REGIONAL ADVISORY COMMITTEES**

**IV.10.A. MISSION**
To advise on, promote, and facilitate the global nature of the SEG on a regional basis.

**IV.10.B. STRUCTURE**
The Regional Advisory Committees (RACs) are based on eight (8) 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 (number, nomenclature, countries covered, etc.). The regions are as follows:

- North American Advisory Committee
- China Advisory Committee
- Eurasia Advisory Committee
- Europe Advisory Committee
- Asia/Pacific Advisory Committee
- Latin America Advisory Committee
- Middle East/North Africa Advisory Committee
- Sub-Saharan Africa Advisory Committee

Each RAC shall be led by a Chair for a two year term (renewable by mutual agreement) upon recommendation from regional staff liaisons or other advisers or of the SEG President’s choice.

The appointed 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. There will be an annual Chair Meeting of the RACs where chairs will be able to compare notes and successes.

**IV.10.C. 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-authoriz ed 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.

IV.10.D. MEETING FREQUENCY/TIMING
With the support of the regional staff liaisons, the Regional Advisory Committees shall conduct quarterly online meetings during its first year, to be moved to twice a year in year two. One of the meetings will be coordinated during the SEG Annual Meeting. E-mail communication will occur throughout the year as needed. Agendas for the meetings will be determined by the Committee Chair. Meetings will be scheduled by the SEG staff liaison.

IV.10.E. PROCEDURES

IV.10.E.1. Chair
Term: Each Regional Advisory Committee Chair shall be elected from their RAC members for a two-year term and renewable by mutual agreement up to and not to exceed 2 terms (four years).

Eligibility: The Chair must be an SEG 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’s larger goals and objectives.
• Sets agendas and chairs the RAC quarterly online meetings.
• Votes on committee action items.
• Along with RAC staff liaison, communicates throughout the year with members of the committee to inform them of SEG activities and decisions.
• Attend the annual RAC chair meeting.

IV.10.E.2. Members
Term: The Regional Advisory Committee members shall be active for two-year terms and renewable by mutual agreement. Recommendations can be provided from regional staff liaisons or other RAC members.

Eligibility: Members can be an SEG Active, Associate, or Student members 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 SEG Technical Meeting and Exhibition events.
• Promotes SEG membership and activities to Sections/Associated Societies, Student Chapters, companies, universities and organizations
• Participates in RAC quarterly online meetings.
• 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.
• Vote on committee action items.
• Willing to lead or join an ad hoc task force, if interested and approached by the Chair.

IV.10.E.3. Other Items
• The Regional Advisory Committees shall report to the SEG Board of Directors.
• 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 are they bound by the conditions and obligations of SEG Committees.
• The Regional Advisory Committees can be subject to change depending on the SEG Board of Directors.
• If a specific Regional Advisory Committee wants to operate in a manner outside of these general procedures for RACs, they must submit procedures specific to that region for approval by the SEG Board of Directors.

IV.11. PROGRAMS

IV.11.A. FIELD CAMP PROGRAM
The Field Camp program is intended to advance applied geophysics by providing critical funding for projects that further the professional development, student support and youth outreach goals of 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 SEG’s mission.

Field Camp Program awards will be made by SEG and administered by SEG business office staff. The Field Camp Program Committee will annually review and recommend field-camp award recipients to the SEG Board of Directors.

IV.11.A.1. Mission
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 SEG and administered by SEG business office staff. The Field Camp Program 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 annual award is $20,000 for a project unless a larger award is deemed reasonable by the committee. The total of awards to any one (1) organization is limited to $30,000 over any consecutive three-year period.
- 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, security, and environmental awareness in the field-camp activity.

**IV.11.A.2. Application Requirements**

1. Applications must include time-framed and measurable objectives.
2. Applications must clearly define a health, safety, security, and environmental plan for the project. HSSE plans must:
   a) recognize the most likely safety exposures and risks
   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 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.

**IV.11.A.3. 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 based upon all criteria set forth by the committee and following the rubric provided to each 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?
   • Is there sufficient access to resources?

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.11.A.4. Application Scoring**

Applications will be evaluated by a ranking process. The ranking categories are:

- Excellent: Top 10%,
- Very Good: 10-25% range,
- Good: 25-50% range,
- Average: 50-75% range,
- Needs Improvement: 25%.

A rubric for scoring each category is used based on:

- Geoscientific Merit
- Educational Merit
- Broader Impacts
• Program Plan Evaluation
• Organizational Capacity

For the fields of Health, Safety, and Environmental Plan and Project Budget and Financial Accountability, the ranking is split into three groups.

• Satisfies requirements (Green light)
• Requires additional clarifications (Yellow light)
• Unacceptable (Red light)

IV.11.A.5. Award Procedures

The program will process and review awards once per 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 Program Committee.

• The Field Camp Program Committee will meet within six (6) weeks of the application deadline to come to consensus on application ranking and awards. They will consider the applications in the context of the review criteria and completeness. The committee may meet in person, by teleconference, or online through an e-community. The chair will determine the most appropriate method.

• Applicants will be notified of awards within two (2) months of the published application deadline.

IV.11.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 the current funding year.

• Previously funded applicants must have submitted an accounting of the expenses on the approved project with appropriate receipts.

IV.11.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.11.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 1 November and will be removed on the application deadline date of 1 February. Applications must be downloaded in PDF printed, completed, and mailed, e-mailed, or uploaded 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 to which SEG must adhere. An affidavit form and a sample (completed) affidavit are attached to the application.

**IV.11.B. SCHOLARSHIP PROGRAM**

The scholarship program will process and review awards once a year. Application deadline is generally 1 March 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.

**IV.11.B.1. Mission**

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.11.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.11.B.3. Award Requirements**

**IV.11.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 1 November of each year.
Applications must be supported by an original essay, the completion of two recommendation forms by faculty members who are familiar with the applicant’s academic work, and 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 for all awarded applicants.

Applications must be completed online by the close of business on 1 March each year. Supporting documents must be submitted by 15 March each year.

Late applications or supporting materials will be deemed ineligible unless otherwise approved by the Scholarship Committee.

### IV.11.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 forms, or all other relevant criteria as deemed appropriate by each individual committee member.

### IV.11.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 two recommendation forms submitted by faculty.
- 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 the current recipient for a different scholarship.

### IV.11.B.4. Award Procedures

#### IV.11.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 first week in June. 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.

**IV.11.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.

**IV.11.B.4.c. Maintenance of Scholarships**
In addition to all eligibility criteria listed above, a scholarship recipient must satisfy the following in order to maintain the scholarship:
- A letter of appreciation must be written to the donor of the 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 report must be submitted to the Scholarship Committee upon the completion of the first semester of the scholarship year. This report 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.

**IV.11.B.4.d. Withdrawal of Scholarships**
A scholarship may be withdrawn,
- if the recipient changes 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 was 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 the recipient’s grades is furnished to the Scholarship Committee at the end of each semester;
• if the recipient behaves 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.11.B.5. Publicity
A link to the scholarship application will be published on the website no later than 1 November each year. The scholarship program will use all available promotional means to advertise the availability of the application and deadline for submission, and encourage students to apply. Additionally, faculty advisors will be informed of the availability of the application and will be asked to encourage students to apply.

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.11.C. TRAVEL GRANT PROGRAM
The SEG Travel Grant Program allows students to participate in educational offerings, SEG Technical Meetings and Exhibitions, 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.11.C.1. Mission
The SEG Travel Grant Program allows students to participate in educational offerings, SEG Technical Meetings and Exhibitions, 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.11.C.2. Program Application Process**

**IV.11.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.11.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 SEG Technical Meeting and Exhibition Travel Grants
- The applicant is pursuing a graduate degree in geosciences.
- The applicant has submitted a paper for presentation at the SEG Technical Meeting and Exhibition.
- The paper must have been selected by the SEG Technical Meeting and Exhibition Technical Program Committee.
- The applicant has been a student member of SEG for at least one year.

**IV.11.C.2.c. Review Criteria**
- Grades
- Involvement in Geosciences or Chosen Field of Study
- Papers and Presentations
- Essay Questions
- Recommendations

**IV.11.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.11.C.3. Awards and Disbursements

IV.11.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.11.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 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.11.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.11.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.11.C.6. SEG/Chevron Leadership Symposium Additional Point Criteria
• The applicant is an Officer in the applicant’s SEG Student Chapter.
• The applicant has been nominated by the applicant’s Student Chapter Officers.
IV.11.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.11.C.8. SEG/ExxonMobil Student Education Program Additional Point Criteria
The applicant is pursuing a graduate degree in geosciences or seismology.

IV.11.C.9. AAPG/SEG Student Expo SEG Foundation Travel Grants

IV.11.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.11.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.11.C.9.c. Committee
The Committee for the AAPG/SEG Student Expo Travel Grant program shall be the SEG Travel Grant Committee.

IV.11.C.9.d. Applicant Eligibility
- 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.11.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 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.11.D. GEOScientISTS WITHOUT BORDERS® PROGRAM

IV.11.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 the member may have conflicting interests.

e. The Committee shall inform the SEG Board of 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 not-for-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.
- 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.11.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 GWB Committee and administered by SEG business office staff. 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 ordnance (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 application.

**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 three weeks after receipt of the applications. The Committee may meet in person or by web conference. The Chair will determine the most appropriate method.

The Committee will select applicants that will be invited to submit Phase II applications.

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:

- Project Description
- Humanitarian Need and Benefit
- Technical Merit and Approach

### B. SELECTION PROCESS PHASE TWO APPLICATIONS

- All Phase Two applications will be screened by SEG staff to determine compliance with application requirements.
- Applications that do not meet the requirements will not be considered.
- Applications that meet requirements and are received by the published deadline will be forwarded to the Committee for review.
- The Committee will meet within seven weeks after receipt of the applications. The Committee may meet in person or by web conference. The Chair will determine the most appropriate method.
- The Committee will make award decisions based on the availability of funds and on fiduciary and stewardship considerations.
- Applications will be rated on the following criteria:
  - Humanitarian Benefit
  - Technical Feasibility
  - Sustainability
  - Project Team, including student participants
  - Financial Transparency

### 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 using appropriate communication channels available through the SEG Marketing office.
• 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 using other appropriate communication channels available through the SEG Marketing office.
• Applications will 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.

The form of the Agreement will be approximately 10 to 20 pages in length. The Grant Agreement will not include provisions for equipment acquisition, ownership, maintenance, storage when not in use or after the project or disposition. Equipment Agreements covering these issues may be required in certain cases.


**IV.11.D.7.a. Phase One Application Submission and Review Requirements**

Phase One applications are designed as online applications. Applicants shall submit only one application per project. Applications must be submitted by the deadline published. 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 request another appropriate method for submitting an application.

Review criteria for Phase I applications are published on the SEG website for applicants to consider when completing applications.

**IV.11.D.7.b. Phase Two Application and Review Guidelines**

Applicants who are invited to submit Phase II applications will be given access to the Phase II application online when they are notified of the invitation to Phase II. Applicants must submit the Phase II application by the deadline given in the invitation. **No exceptions will be allowed.** Applications submitted or received after the deadline will not be accepted. If internet connections are not available, Phase II applicants may request another appropriate means for submitting a Phase II application.

Review criteria are provided with the invitation to submit a Phase II application for the applicant to consider when completing the application.

**IV.12. ECONOMIC SANCTIONS COMPLIANCE ACTIVITIES**

**IV.12.A. INTRODUCTION**

This section of the SEG Policies and Procedures Manual expands on SEG's Economic Sanctions Compliance Policy and Guidelines (the “Policy”) 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 doing so in their own procedures.

IV.12.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 Policy 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 authorization under a general license or permission from the U.S. Department of Treasury in the form of a specific license, transactions with SEG members and prospective members in Crimea region of Ukraine, Cuba, Iran, North Korea, 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, Burundi, Central African Republic, Chinese military companies, Democratic Republic of the Congo, Iraq, Lebanon, Liberia, Libya, Mali, Nicaragua, Somalia, Sudan and Darfur, South Sudan, Ukraine/Russia (including Crimea), 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 membership is extended to persons appearing on the Specially Designated Nationals and Blocked Persons list (“SDN List”) or other sanctions lists maintained by OFAC 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.


5. SEG may not provide any benefits or services to persons who appear on the SDN List or the other sanctions lists maintained by OFAC (the “Consolidated Sanctions List”), 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 Consolidated Sanctions List and denies services to any persons and entities that appear on the Consolidated Sanctions List. The Consolidated Sanctions List search engine is available at:
6. Reasonable means usually includes batch-loading names of persons and entities into free Web-based OFAC-compliance search engines such as the following provided by the Financial Industry Regulatory Authority that provides for searches of up to 500 names at a time: https://ofac.finra.org/#/

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 global-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: http://www.treasury.gov/resource-center/sanctions/CivPen/Pages/civpen-index2.aspx

9. SEG may not and does not provide marketing or business-consulting services or related goods to persons in Sanctioned Countries, other than as discussed in Section 10 D below.

10. SEG operational components maintain records documenting that they follow the Society’s OFAC compliance policy, guidelines, and activities.

11. Recent changes to U.S. policy have been made with respect to certain economic sanctions against Iran and Cuba. However, most transactions between persons subject to U.S. jurisdiction, and individuals in 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.12.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, for the purpose of providing them access to information or informational materials only.

2. It is not permissible to extend membership to and collect dues from persons on the Consolidated Sanctions List. Community Engagement checks applicants for membership against the Consolidated Sanctions 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 SEG to persons in Sanctioned Countries.

IV.12.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. Peer review that returns an article to the author with editorial comments or general suggestions or otherwise makes any substantive or artistic alteration is permitted under a general license for papers by authors from Sanctioned Countries (except North Korea and Crimea). A specific license would be needed from OFAC for this activity in North Korea or Crimea.

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 creation, alteration, or enhancement of existing information or informational materials is prohibited absent a specific license from OFAC, 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 (except North Korea and Crimea), but not with any person acting directly or indirectly on behalf of a sanctioned government. Such work must come from the individual in the individual’s personal capacity.

6. Publications, publications fulfillment, and technical program staff check paper submissions and purchase requests against the Consolidated Sanctions 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 Consolidated Sanctions List are inconclusive, so as to ascertain whether the person or entity is on the Consolidated Sanctions List. No products or services are provided, or any contractual agreements entered into, with persons and entities discovered to be on the Consolidated Sanctions List.

IV.12.E. EVENTS

Guidelines and associated activities related to events:

1. Consistent with regulations, SEG permits members and nonmembers from 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 as noted above are 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, provided that the participation involves the sharing of information and data fully created and in existence at the time of the participation.

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 Consolidated Sanctions List, checking also the affiliations of those persons to identify any who may be affiliated with an entity on the Consolidated Sanctions 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 Consolidated Sanctions List.

5. Consistent with regulations, SEG does not sponsor conferences or events that are organized or co-ordinated by a sanctioned government.

6. For events in which SEG is a secondary sponsor and is not the operator, SEG 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.12.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 Consolidated Sanctions 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 Consolidated Sanctions List.

IV.12.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.12.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.12.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.12.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 Global)
- 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 and reports directly to the President and the Board. The Executive Director’s 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
upcoming year shall be determined no later than 15 May, 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 15 May 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 the ED from the contract, written notification must be sent by 15 May 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 the President’s designate will negotiate with the selected candidate.
5. Announce the appointment and begin the transition.

V.1.B. 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 1 July, unless otherwise approved by the Board.

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 person” 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 Delegation of Authority Policy. The functionality of the authorization process is overseen by the SEG Audit Committee. Any changes to the Delegation of Authority Policy, 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.A.1. Delegation of Authority

<table>
<thead>
<tr>
<th>Authorized signer by Position</th>
<th>Approval Area</th>
<th>Amount Authorized</th>
<th>Policy Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Managers</td>
<td>Approve check request</td>
<td>No Limit on budgeted items</td>
<td>Manager cannot approve a check request to themselves; they must receive their supervisor's approval</td>
</tr>
<tr>
<td>All Managers</td>
<td>Approve credit card activity</td>
<td>No Limit - Subject to Credit Card limit</td>
<td>Manager cannot approve their own credit card activity; they must receive their supervisor's approval.</td>
</tr>
<tr>
<td>All Managers</td>
<td>Request reimbursement via Expense Reports</td>
<td>No Limit</td>
<td>Managers cannot approve their own expense report; they must receive their supervisor's approval</td>
</tr>
<tr>
<td>All Managers</td>
<td>Purchases, including fixed assets (effected through signing of check request)</td>
<td>No Limit unless unbudgeted which requires an IRAT if &gt;$20K</td>
<td></td>
</tr>
<tr>
<td>All Managers</td>
<td>Approve Accounts Receivable write-offs</td>
<td>No Limit</td>
<td>Accounting involves business owner in analysis of need for write-off; applicable regulations dictate outcome</td>
</tr>
<tr>
<td>Manager Accounting</td>
<td>Dispose of fixed assets and write-down or -off of inventory</td>
<td>No Limit</td>
<td>Accounting involves business owner in analysis of need for disposal or write-down/-off; applicable regulations dictate outcome</td>
</tr>
<tr>
<td><strong>Executive Director and CFO</strong>&lt;br&gt;or designee (must be another Director) = Director - P&amp;O, Director - Programs</td>
<td><strong>Signature authority on checking accounts</strong></td>
<td><strong>No Limit</strong>&lt;br&gt;<strong>Second sig for &gt;$20,000 for SEG, SEAM, Global &amp; Real Estate; second sig for &gt;$5,000 for Foundation. CFO is second signer to ensure compliance. If CFO is unavailable, another signer may be second sig. Check primary and secondary signer is different from check request approver.</strong></td>
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<tr>
<td><strong>Accounting Manager, Accounting Assistant, Accounting Coordinator, Accounting Specialist, CFO</strong></td>
<td><strong>Signature authority on wire requests</strong>&lt;br&gt;<strong>LIMITS:</strong>&lt;br&gt;Accounting Manager ($50,000)&lt;br&gt;Accounting Assistant ($10,000), Accounting Coordinator ($50,000)&lt;br&gt;Accounting Specialist ($10,000), CFO (No Limit)&lt;br&gt;If non-routine or over limit, CFO coordinates the transfer of funds</td>
<td><strong>Accounting Manager</strong>&lt;br&gt;makes routine wire transfers such as retirement, postage, etc.&lt;br&gt;<strong>Accounting Assistant</strong>&lt;br&gt;makes small transfers such as 457 &amp; FSA&lt;br&gt;<strong>Accounting Coordinator</strong>&lt;br&gt;non-routine transfers to authors, lecturers, vendors, subsidiaries&lt;br&gt;<strong>Accounting Specialist</strong>&lt;br&gt;is back up signer only&lt;br&gt;CFO for wires that are above the Accounting Coordinator's limit and/or non-routine</td>
<td></td>
</tr>
<tr>
<td><strong>Executive Director or CFO</strong></td>
<td><strong>Signature authority on SEG investment account</strong></td>
<td><strong>No Limit</strong>&lt;br&gt;Movement of funds is among investment sub-accounts - not outside of investment account. Movement of funds outside of investment account requires Finance Committee involvement and dual signatures, regardless of amount.</td>
<td></td>
</tr>
<tr>
<td><strong>CFO</strong></td>
<td><strong>Initiate new bank accounts and initiate closing bank accounts</strong></td>
<td><strong>No Limit</strong>&lt;br&gt;Requires a Board Resolution from the Board of Directors which allows the Executive Director to execute the transaction. Control is Bank-imposed.</td>
<td></td>
</tr>
<tr>
<td><strong>Executive Director</strong></td>
<td><strong>Open and close bank accounts</strong></td>
<td><strong>N/A</strong>&lt;br&gt;Requires a Board Resolution from the Board of Directors which allows the Executive Director to execute the transaction. Control is Bank-imposed.</td>
<td></td>
</tr>
<tr>
<td>Executive Director</td>
<td>Approve employee hires and promotions</td>
<td>No Limit on budgeted items</td>
<td>Subject to budget / Board approval for salary increase pool</td>
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<td>---------------------</td>
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</tr>
<tr>
<td>Executive Director</td>
<td>Approve annual salary increases</td>
<td>No Limit</td>
<td>Routine contracts are defined as budgeted and recurring. May be operational or programmatic in nature. Examples are copier or other facilities contracts within budget, lecturer contracts, book MOAs, subscription license agreements.</td>
</tr>
<tr>
<td>Executive Director or Director-level designee in the case of routine contracts</td>
<td>All contracts</td>
<td>No Limit on budgeted items</td>
<td>Routine contracts are defined as budgeted and recurring. May be operational or programmatic in nature. Examples are copier or other facilities contracts within budget, lecturer contracts, book MOAs, subscription license agreements.</td>
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</table>

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 1 January to 31 December, 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. APPROVAL OF OVERRUNS TO INDIVIDUAL BUDGETED ITEMS

Individual Portfolio expenditures that will exceed the approved Budget by the lesser of 10% or $25,000 require the approval of the President subject to the limitations in V.2.G. The President has the discretion to delegate such approval to the Executive Committee or the full Board. The President shall inform the CFO, Treasurer, and Finance Committee chair of each approved additional expenditure. 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.N. for the SEG Travel policy.

V.2.F. ADJUSTMENTS TO PLANNED BUDGET SCOPE

Authority to add unbudgeted expense items or activities to the SEG Budget is limited to the Executive Director (up to $25,000) or the President (up to $50,000) subject to the limitations in V.2.G. The President has the discretion to delegate their approval to the Executive Committee or the full Board. The Executive Director or President shall inform the CFO, Treasurer, and Finance Committee chair of each approved additional budget item. Authority to remove or reduce (scope change) planned budgeted items is limited to the Executive Director (up to $25,000) or the President (up to $50,000) subject to the limitations in V.2.G. The Executive Director or President shall inform the CFO, Treasurer, and Finance Committee chair of each reduction of scope or removal of a previously authorized Budget item. Adjustments greater than these thresholds require approval of the Executive Committee which shall have the discretion to delegate such approval to the full Board.

V.2.G. CUMULATIVE OVERRUN & ADDITIONAL BUDGET ITEM LIMITS

Once the cumulative total of expense Budget overruns authorized under V.2.E and Budget scope changes authorized under V.2.F exceed or are expected to exceed 10% of the originally authorized Budget, all further overruns and scope changes (additions and reductions) must be approved by the Executive Committee. The Executive Committee shall have the discretion to delegate such approval to the full Board. The Executive Director or President shall inform the CFO, Treasurer, and Finance Committee chair of each approved additional budget item or scope change. For the avoidance of doubt, additions and reductions/removal of Budget items are counted the same, i.e., the total of all changes is the sum of the absolute value of each change, NOT a net number where reductions offset additions. The CFO is responsible for monitoring the cumulative total of approved Budget changes and informing the Executive Director and President as needed.
V.2.H. INVESTMENTS

It is the responsibility of the Chief Financial Officer (CFO) 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.H.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 SEG Board of Directors (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.H.2. Investment Selection

The Board is responsible for management of all SEG assets, including setting policies regarding investment of the assets to minimize risk of loss, maintain the purchasing power of assets in perpetuity, and to attain returns sufficient to support the SEG mission. The Board has directed the Finance Committee (Committee), in tandem with the CFO, to assume responsibilities for overseeing the management of the assets and providing a regular and ongoing review of the organization’s financial status, including progress toward funding goals. The Committee may designate its representative (Representative) to act on its behalf. In addition, both the Executive Director (ED) and the CFO have day-to-day authority to process operational functions of SEG and to meet its funding needs. The ED, CFO, and the Committee shall act solely in the best interest of SEG, in a fiduciary capacity, and in concert with the mission of the organization. Such oversight and management may include, but not be limited to, the following activities:

1. Developing or modifying the Investment Policy Statement (IPS) which describes boundaries, guidelines, investment policies and procedures for the Committee and its Investment Manager / Fiduciary (Investment Manager) in overseeing the investment of SEG assets consistent with the goals of SEG. These guidelines are also intended to provide sufficient investment flexibility to respond to changing capital market conditions and the specific financial circumstances of SEG.

2. Setting and periodically reviewing the IPS and other policies related to safeguarding SEG funds, associated earnings and budget needs. The IPS and related policies should be reviewed at least every other year and necessary changes approved by a majority of the voting members of the Committee present, provided that a quorum was achieved, and a majority of the voting members of the Board present, provided that a quorum was achieved. In the event of a conflict between the IPS and any other portion of the SEG’s Policies and Procedures Manual, V.2.I. INVESTMENT POLICY STATEMENT, as approved by the Board, shall prevail.

3. Defining the investment objectives of SEG, including the setting of appropriate ranges for the allocation of assets (Asset Allocation Range(s)) and the asset allocation targeted by the Committee to achieve such objectives (Target Allocation(s)) as set forth in Appendix A of the IPS. Target Allocation(s) shall be reviewed by the CFO, the Committee, or its Representative periodically and
modified as needed to achieve the stated goals. Any modification to the Asset Allocation Range(s) must be approved by the Board. The CFO and the Committee may determine its Target Allocation(s) without Board approval, provided such Target Allocation(s) is within the Asset Allocation Range(s), and reported to the Board on a quarterly or another regular basis.

4. Selecting, engaging and monitoring the performance of the Investment Manager, as defined below. The CFO and the Committee shall interview and recommend the Investment Manager to conduct the business of SEG and shall recommend any changes in their engagement. Following Board approval, the CFO is authorized to sign contracts with the Investment Manager, including providing authorization for the Investment Manager to make investment decisions in accordance with the IPS.

V.2.H.3 Stewardship of the Operating Reserve and Secured Line of Credit

SEG will maintain funds in a designated Operating Reserve. These funds will provide flexibility in dealing with unexpected shortfalls in revenue or unexpected unbudgeted expenses and allow the SEG to maintain operations and programs as determined by the SEG Board of Directors. The size of the Operating Reserve (Reserved Amount) will be recommended by the Committee and approved by the SEG Board of Directors when the SEG annual budget is approved. Funds equal to the Reserved Amount shall be invested in accordance with the IPS in conservative, low volatility assets such as cash, money market funds, short term government securities, ultrashort bond funds and other similar asset classes at the discretion of the Committee and in compliance with V.2.H.1. The Committee shall seek and consider the advice of the SEG’s Investment Consultant(s) and Custodians when deciding how the funds comprising the Operating Reserve are invested.

The CFO will be responsible for ensuring that the Operating Reserve is invested per Committee guidance and shall monitor the Operating Reserve’s balance with respect to the Reserved Amount at least quarterly. The Committee will review the Operating Reserve and the Reserved Amount at least quarterly and may decide to adjust either or both as the Committee deems appropriate. The Committee may also change the investment mix for the Operating Reserve as they deem appropriate after considering the advice of the SEG’s Investment Consultant(s) and Custodians and subject to the IPS. The CFO shall notify the Committee immediately if the Operating Reserve falls below the Reserved Amount by more than 5%, report the cause, define the anticipated duration of the shortfall, and provide options to consider for restoring the Operating Reserve to the Reserved Amount. The Committee is not required to take action as long as the Operating Reserve is at least 95% of the Reserved Amount and can reasonably be expected to recover to 100% of the Reserved Amount within 60 days.

The Committee Chair shall notify the SEG Board of Directors immediately upon report that the Operating Reserve has fallen more than 10% below the Reserved Amount or the duration of a shortfall of at least 5% is expected to last more than 60 days. In either case, the Committee is required to direct the CFO to take action to increase the Reserve to at least 95% of the Reserved Amount within 60 days after seeking and considering the advice of the SEG’s Investment Manager. The
Committee Chair will also inform the SEG Board of Directors of the actions taken to
correct the shortfall.

In the event of an unexpected revenue shortfall or unbudgeted expenditure, the ED
shall recommend a desired course of action to address the issue in conjunction with
sections V.2.E, V.2.F and V.2.G of the P&P. In the event the recommendation is to
access funds in the Operating Reserve then such recommendation will be reviewed
by the Committee and if approved, presented to the Board for approval.

The SEG maintains a secure line of credit, the Liquidity Access Line (LAL), of US$5
million with Commerce Bank, to be used for short-term liquidity purposes only to
bridge the timing of cash flows. The SEG ED or CFO is authorized to draw and
maintain outstanding at any time up to $2.0 million of the $5 million. Any amounts
above $2.0 million require approval by the Executive Committee. The CFO is
responsible for maintaining compliance with all debt covenants. The SEG ED or
CFO are authorized to renew the LAL annually with review by the SEG Treasurer.
Management will provide the Finance Committee and Board updates on LAL
borrowings at least quarterly.

The Committee shall review this policy at least every other year.

**V.2.H.4 Use of SEG Long Term Portfolio**

The SEG Long Term Portfolio (LTP) is intended to be used for investments that:

1. Enable the implementation of the SEG’s strategy through investments in new
   programs, resources, or other assets, that in the view of the SEG Board of
   Directors, are critical to achieving the long-term goals and objectives of the
   SEG, consistent with its strategy.

2. Enable the initiation of new programs as approved by the SEG Board of
   Directors. Note that the LTP is not to be used to sustain new programs, only
   to provide needed assets, materials, or resources to initiate said programs. All
   programs are expected to be self-funding, funded from operating funds,
   and/or funded by the SEG Foundation on an ongoing basis.

3. Improve the SEG’s capabilities to meet the needs of its members or improve
   the efficiency and execution of SEG programs and capabilities. Any
   expenditure of LTP funds must be approved by the Board after appropriate
   review by the relevant Committee (if any), the ED, CFO, and the Committee.

As a general guideline, the use of LTP funds should be undertaken infrequently and
only when the “returns” are expected to be significant, or the need is “mission
critical”. Routine use of LTP funds as a supplement to regular operating budget
funds is STRONGLY discouraged.

Because the LTP is a finite resource intended to support the long-term success of
the SEG it is recommended that no single yearly expenditure exceed 10% of the
LTP, and that cumulative three-year expenditures total no more than 20% of the
average value of the LTP over the preceding three years. The LTP shall not fall
below 50% of the trailing three-year average operating expense of the SEG.
V.2.I. INVESTMENT POLICY STATEMENT

INTRODUCTION
The Society of Exploration Geophysicists (SEG), founded in 1930, is a tax-exempt organization under Internal Revenue Code 501(c)(6). The organization provides information, tools, and resources vital to:

- Advancing the science of exploration geophysics
- Fostering common scientific interests
- Supporting humanitarian efforts
- Accelerating geophysical innovation

Inspiring the geophysicists of today and tomorrow, SEG’s long-standing tradition of excellence in education, professional development, new business generation, and engagement cultivates a unique community platform that encourages collaboration and thought leadership for the advancement of geophysical science around the world. Headquartered in Houston, Texas, SEG is a global society dedicated to enhancing the present and future of applied geophysics.

This Investment Policy Statement (IPS) describes guidelines, investment policies and procedures for use by SEG and its Finance Committee (“Committee”) in overseeing the investment of SEG assets. The IPS provides boundaries for ensuring that investments are managed consistently with the short- and long-term goals of SEG.

ROLES AND RESPONSIBILITIES
As stewards of the Organization’s assets, the Committee and its members and staff, as well as the Board of Directors (Board), the Investment Manager / Fiduciary (Investment Manager), must discharge their duties with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person in like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims. All investment actions and decisions must be based solely on the interests of the Organization. The parties must act in a fiduciary capacity and provide full and fair disclosure to the Committee of all material facts regarding any conflicts of interests. All investments must comply with the guidelines of quality, marketability, and diversification as mandated by the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and other controlling state statutes.

Other oversight and management responsibilities may include, but not be limited to, the following activities:

1. Developing or modifying this Investment Policy Statement (IPS)
2. Reviewing the IPS and related policies at least every other year
3. Selecting, engaging and monitoring the performance of Investment Manager. The CFO and the Committee shall interview and recommend the Investment Manager to conduct the business of SEG and shall recommend any changes in their engagement. Following Board approval, the CFO is authorized to sign contracts with Investment Manager, including providing authorization for Investment Manager to make investment decisions in accordance with the IPS.

DUTIES OF INVESTMENT MANAGER
As distinguished from the Board, the CFO, or the Committee, who are responsible for managing the investment process, Investment Manager is a fiduciary with the following responsibilities.

- Assist in the development and implementation of investment policy, objectives and guidelines,
- Prepare an asset allocation analysis and recommend an asset allocation strategy,
- Develop and implement the overall portfolio strategy with discretion,
- Provide due diligence on and monitoring of recommended managers,
- Contract with managers as appropriate
- Deliver full and adequate disclosure about expenses, performance and risk of portfolio,
- Provide periodic performance evaluation reports,
- Attend Committee meetings periodically to present portfolio positioning and performance reports,
- Provide the Committee with general investment market information,
- Comply with applicable regulations,
- Provide the Committee with full and fair disclosure of all material facts regarding any conflicts of interest,
- Ensure the safekeeping of the Organization’s assets, including collection of income, settlement of trades, collection of proceeds of maturing securities, and daily investment of cash,
- Maintain separate accounts for investment managers as appropriate,
- Reconcile accounts as appropriate,
- Provide timely reports detailing transactions, cash flows, portfolio positions and their current values, and change in value of each security and the overall portfolio since the previous report,
- Ensure compliance with applicable regulations, and
- Provide the Committee with full and fair disclosure of all material facts regarding any conflicts of interest.

INVESTMENT OBJECTIVES AND POLICIES

The SEG Portfolio (Portfolio) comprises three separate types of investment accounts: (i) a long-term investment portfolio (Long Term Portfolio); ii) an Operating Reserve account (Operating Reserve), and iii) a cash and cash equivalents portfolio (Cash Portfolio). The Cash Portfolio is intended to provide the appropriate level of liquidity needed to fund SEG activities and operations and investment management.

The Operating Reserve is intended to provide a secure source of funds in the event the SEG experiences an unexpected shortfall or interruption in revenues and/or an unexpected expense that, in the view of the SEG Board of Directors, is best handled by utilizing the Operating Reserve.

The Long-Term Portfolio assets are to be invested with the overall objective of preserving the long-term inflation adjusted (Real) purchasing power of the assets while providing a relatively predictable and growing stream of distributions that will support
transforming SEG’s programs and operational expenses and augment the SEG strategy.

The Long-Term Portfolio shall be invested in conformance with the following general guidelines:

1. Over a prolonged period of time (3 to 5 years) the objective is for the Long-Term Portfolio to achieve a Target Return net of fees of 6 ½% - 7% while targeting a portfolio risk level (measured as standard deviation of returns) of less than 10% per annum. Target Return is the primary investment earnings objective of SEG expressed in terms of average annual Nominal Total Return over the long term, including income from dividends and interest, as well as appreciation or depreciation in the value of the Portfolio. The Target Return is intended to express SEG’s desire to grow capital at a rate that constrains risk over long periods of time and maintains consistent returns to achieve SEG’s budget and asset appreciation goals.

2. The Operating Reserve will be held separately from the Cash and Long-Term portfolios. The size of the Operating Reserve (Reserved Amount) for a given year will be recommended by the Committee and approved by the SEG Board of Directors as set out in the SEG Policies & Procedures. Funds equal to the Reserved Amount shall be invested in conservative, low volatility assets such as cash, money market funds, short term government securities, ultrashort bond funds and other similar asset classes at the discretion of the Committee. The Committee shall seek and consider the advice of the SEG’s Investment Consultant(s) and Custodians when deciding how the funds comprising the Operating Reserve are invested.

3. Cash investments will, under normal circumstances, be considered as temporary holdings within the Long-Term Portfolio and will be used to fund liquidity needs or to facilitate a planned program of dollar cost averaging in investments in the long-term portfolio.

SEG may receive through gifting or other means non-traditional, illiquid and/or non-marketable securities and real assets such as real estate or oil and gas interests. To the extent possible, such gifts will be redirected through the SEG Foundation. If not possible, the CFO and the Committee will, upon notification of transfer of such an asset to SEG, make a recommendation to the Board on whether the asset should be liquidated as soon as possible once a fair market price is established and a willing buyer found or held for investment. If such holding is approved by the Board, these investments will be considered to be within this policy and will proportionately reduce the Target Allocations of the applicable primary asset classes outlined in this policy.

DIVERSIFICATION POLICY
Diversification across and within asset classes is the primary means by which the Funds will avoid undue risk of large losses over long time periods. To protect against unfavorable outcomes within an asset class due to the assumption of large risks, responsible precautions should be taken to avoid excessive investment concentrations. The following guidelines will be in place:
1. With the exception of fixed income investments explicitly guaranteed by the U. S. government, it is preferred that no single investment security represent more than 5% of the total Long-Term Portfolio.

2. With the exception of passively managed investment vehicles seeking to match the returns on a broadly diversified market index, no single investment position held by an Investment Manager shall comprise more than 10% of the total Long-Term Portfolio without prior Committee approval.

PROHIBITED TRANSACTIONS
The Investment Manager and Custodian are expressly prohibited from investing in and/or executing the following transactions unless written approval is received from the Committee:

1. Pledging or hypothecating securities for purposes of purchasing securities on margin, leveraging the net equity balance of the portfolio via margin loans, and/or purchasing additional marketable securities in excess of total net equity of investment account. The Investment Consultant may not utilize third-party investment products that replicate trading on margin, leveraging the net equity balance, and/or purchasing additional market value in excess of the total net equity of the investment.

2. Engaging in "short selling" by borrowing securities from a third party for purposes of selling the security in the open market and potentially repurchasing at a lower price.

3. Investing and/or trading in derivative securities, including options, futures, forwards and swaps, for either speculation or hedging purposes on any underlying security, i.e. stock, interest rate, commodity, etc. Derivative securities may be used by a third-party investment manager as long as the derivative securities are not part of the primary strategy. If derivative securities are used by a third-party investment manager as part of the primary strategy, the Investment Consultant must notify the Committee.

4. Investing and/or trading in commodities, including the physical commodity as well as derivatives on the physical commodity. Commodities and/or derivatives on commodities may be utilized by a third-party investment manager as a primary strategy to gain exposure to the asset class. The Investment Consultant may utilize such a third-party investment manager for exposure to commodities within the broader portfolio for diversification purposes as long as the strategy is accessed via a commingled fund that represents a diversified basket of commodity exposures.

5. Investing in private entities, including partnerships, corporations, real estate, venture capital, hedge funds, private equity, or oil & gas properties. Publicly-traded partnerships (PTP), master limited partnerships (MLPs), real estate investment trusts (REITs) may be invested in as part of the Investment Consultant’s investment strategy and/or as part of a third-party investment manager’s strategy. If the Committee were to revoke this restriction, either in whole or in part, the Investment Consultant will always be required to seek approval of Committee before investing in any investment with liquidity and pricing that are less frequent than daily.

MONITORING PERFORMANCE
At a minimum, on a quarterly basis the CFO and the Committee / Representative will assess the Portfolio performance by comparing the performance (net of fees) against the Target Return (average annual Nominal Total Return) vs. target risk, and an appropriate composite benchmark of unmanaged market indices. The Committee will provide the Board with a regular overview with respect to investment performance. The indices will be weighted according to the expected target asset allocations set forth in Appendix A.

Investment Manager will also be evaluated quarterly on the basis of the criteria set forth below:

1. A market-based index which matches the Investment Manager’s agreed-upon investment objective and normal investment characteristics of that Investment Manager’s portfolio.

2. In keeping with the long-term financial objective of SEG, the Investment Manager and the Portfolio will be evaluated, based on this IPS, the organization’s objectives and reasonable market standards, over a suitable long term investment horizon. The Investment Manager will participate in and facilitate the CFO’s and/ or the Committee’s evaluation of such performance. The CFO and/ or the Committee may recommend that SEG take corrective action by replacing an Investment Manager who does not consistently achieve the investment objectives of SEG when measured against the above criteria, subject to Board approval.

POLICY EFFECTIVE DATE
This updated Investment Policy Statement was approved on 1 February 2023 by the Board of Directors for SEG and became effective on that date.

APPENDIX A – Long-Term Investment Portfolio Strategic Asset Allocation Guidelines

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<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Target</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity</td>
<td>60.0%</td>
<td>70.0%</td>
<td>80.0%</td>
</tr>
<tr>
<td>Domestic Equity</td>
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<td>49.0%</td>
<td>60.0%</td>
</tr>
<tr>
<td>International Equity</td>
<td>10.0%</td>
<td>21.0%</td>
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</tr>
<tr>
<td>Fixed Income</td>
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<td>25.0%</td>
<td>35.0%</td>
</tr>
<tr>
<td>Domestic Fixed Income</td>
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<td>23.0%</td>
<td>34.0%</td>
</tr>
<tr>
<td>International Fixed Income</td>
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</tr>
</tbody>
</table>
In the event of a conflict between the IPS and any other portion of the SEG’s Policies and Procedures Manual, V.2.I. INVESTMENT POLICY STATEMENT, as approved by the Board, shall prevail.

**V.2.J. PURCHASING**

**V.2.J.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.J.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.J.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.K. 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 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.L. 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.M. 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.2.N. 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.N.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.N.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 the traveler’s 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.
U.S. travel – SEG will secure or reimburse for an Economy Class lowest, logical rate airfare available within a reasonable timeframe prior to departure.

Global 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)

Special circumstances may arise where deviation from SEG’s travel policy regarding airfare is necessary. Any deviation from the above policy requires approval by the employee’s supervisor, SEG Executive Director, and SEG President.

Travelers should book all 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: U.S. travel is GSA rate plus $50 and global limits are 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.N.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, your mileage, taxi, or Uber/Lyft fees to and from the airport will be reimbursed. If you must leave your car at the airport, SEG will reimburse up
to the airport short-term (garage/covered/hourly) parking rate. Please evaluate your travel needs and when possible utilize the most efficient and cost-effective method

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.N.4. Meals
Meals & Incidental Expenses (M&IE) incurred while performing business travel for SEG will be reimbursed based on per diem rates per U.S. General Services Administration (GSA) (www.gsa.gov/perdiem) for U.S. travel or U.S. Department of State (http://aoprals.state.gov/web920/per_diem.asp) for travel to foreign countries and U.S. 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.N.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.N.6. Miscellaneous Travel Expenses**

Expenses incurred by or for a domestic partner 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.

**CHAPTER VI. SEG POLICIES**

**VI.1. ANTI-HARASSMENT POLICY FOR SEG MEETINGS AND ACTIVITIES**

**VI.1.A 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 chairs, 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.
VI.1.B. 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.

VI.1.C. 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.

VI.1.D. 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.

VI.1.E. 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.

VI.1.F. 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 that the offender’s 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 they have 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.

VI.1.G. 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 their 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, the investigator 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.

VI.1.H. 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.

VI.1.I. 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.

VI.1.J. QUESTIONS
Any questions regarding this policy should be directed to the SEG President, Executive Director or other Society Officer.

VI.2. CODE OF ETHICS
The Bylaws of SEG, Article III, Section 2, states that "Membership of any class shall be contingent upon conformance with the established principles of professional ethics approved by the Board of Directors." As an elaboration of these established principles of professional ethics, the following Code of Ethics is enunciated:

1. To carry on your professional work in a spirit of fidelity to clients and employers, fairness to employees and contractors, and devotion to high ideals of personal honor.
2. To treat as confidential your knowledge of the business affairs, geophysical or geological information, or technical processes of clients or employers when their interests require secrecy.
3. To inform a client or employer of any business connections, interests, or affiliations which might influence your judgment or impair the disinterested quality of your services.
4. To accept financial or other compensation for a particular service from one source only, except with the full knowledge and consent of all interested parties.
5. To refrain from associating yourself with, or knowingly to allow the use of your name by, an enterprise of questionable character.
6. To advertise only in a manner consistent with the dignity of the profession, to refrain from using any improper or questionable methods of soliciting professional work, and to decline to pay or to accept compensation for work secured by such improper or questionable methods.
7. To refrain from using unfair means to win professional advancement, and to avoid injuring unfairly or maliciously, directly or indirectly, another geophysicist's professional reputation, business, or chances of employment.
8. To cooperate in building up the geophysical profession by the interchange of general information and experience with your fellow geophysicists and with students and also by contributions to the work of technical societies, schools of applied science, and the technical press.
9. To interest yourself in the public welfare, and to be ready to apply your special knowledge, skill, and training in the public behalf for the use and benefit of mankind.

Members of the Board of Directors, Council, chairs, and other leaders of SEG committees and other components shall also be familiar with and abide by the Leadership Code of Conduct set forth in Section II.7. of the SEG Policies and Procedures Manual.
VI.3. POLICY ON PERSONAL RELATIONSHIPS

The purpose of this Policy on Personal Relationships 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 Policy on Personal Relationships 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 be removed 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 be removed 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, the employee 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 be removed 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 be removed 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 Article XII of the SEG Bylaws.

SEG’s Human Resources manager (or Associate Executive Director 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, the employee 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 Policy on Personal Relationships
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 Policy on Personal Relationships, the Board of Directors may initiate expulsion proceedings pursuant to 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 Policy on Personal Relationships,
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. Business Office managers whose statements are signed at the time of hire will file their statements with the Business Office Human Resources manager.

VI.4. 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.

VI.5. SOCIAL MEDIA POLICY

Introduction and Purpose
Social media is an important form of communication. The Society of Exploration Geophysicists (SEG) uses social media to promote the organization and, more importantly, to engage its audiences, including prospective members, existing members, corporate and/or association partners, donors, community members, and news media. Social media refers to online tools and services that allow users to create, publish, and share content to engage with others. It can be challenging for participants in our organization to reconcile the public and private use of social media. It is vitally important that social-media communication that reflects on SEG comply with this Social Media Policy.

SEG’s goal with respect to social media is to ensure that its communications in all social-media channels are as consistent, accurate, timely, fair, constructive, respectful, informative, and mission-advancing across all platforms. Misuse of social media by SEG or its members can have a detrimental impact on our organization.

SEG uses social-media platforms to participate in interactive discussions, promote activities and products, and share information. SEG recognizes and stresses the importance of protecting confidential and proprietary information, reputation, and brand, and advancing our mission, policies, and values.

This policy applies to the Board, committees, members, staff, and volunteers of SEG and third parties who participate in social-media activities with or on behalf of SEG or when speaking as Board, committee members, members, staff, and volunteers of SEG. All such individuals agree to adhere to this policy as a condition of their volunteering for SEG in any capacity, being a member of SEG, or being employed by SEG. SEG expects anyone participating in social media on behalf of SEG or when speaking as a Board member, committee member, member, staff, or volunteer of the Society to understand and follow this policy.

SEG’s marketing group will continuously review our strategies and best practices for using social media. Since social media continues to evolve so rapidly, the SEG Social Media Policy is a document that is likely to evolve over time as well.

SEG Primary Social Media Accounts
The Society of Exploration Geophysicists (SEG) has identified primary social-media accounts that tie directly to our communication and marketing objectives to engage our audiences, increase active participation, and raise the profile of SEG. These include but are not limited to:

- Facebook
- Twitter
- Instagram
- LinkedIn
- Slack
- Basecamp
- WeChat

SEG is committed to building a responsible and respectful social-media community and has established social-media procedures that apply to platforms it uses. Social media allows SEG to share messages on a global and local level. All individuals professionally associated with SEG’s access to the officially sanctioned social networks are expected to exhibit integrity, honesty, and respect for the rights and property of all.

**General Social-Media Principles**
SEG expects anyone participating in social media on behalf of the Society or when speaking as Board members, committee members, members, staff, and volunteers of SEG on social media to understand and follow this policy.

**Be professional**
As an ambassador for SEG, even in your personal social media, one should always start with an assumption that any statements made are likely to be taken as a representation of SEG’s views. When posting an opinion on social media sites that could possibly be interpreted as controversial, negative, or contradictory to SEG’s policies, it is important for you to specifically state that any personal opinions you express may not be the same as those of SEG. When authorized to speak on behalf of SEG, express the position of the SEG leadership team rather than personal views.

**Do not share confidential or proprietary information**
Any information that if shared could violate the privacy or property rights of the Society, its members, its staff, or those of any other person or entity, is considered confidential and/or proprietary information and should never be published in any format, including, without limit, social media.

**Follow the law and the governing documents of SEG**
Never plagiarize or violate copyright and licensure laws and other laws designed to ensure fairness in business practices. Be aware that antitrust, copyright, tradename-protection, and data-protection laws apply to social-media posts. Always comply with any applicable laws and regulations, including those addressing libel and defamation. Do not engage in any social-media posting that violates SEG’s Code of Ethics, Leadership Code of Conduct, Bylaws, Election Campaign Policy, Policies and Procedures Manual, registration as a not-for-profit organization, and any other applicable rules, regulations, policies, or procedures.

**Respect our differences**
It is the policy of SEG that all participants in SEG activities enjoy an environment free from discrimination, harassment, and retaliation. Social-media posts must comply with the organization’s Anti-Harassment Policy for SEG Meetings & Activities.

No expectation of privacy
All content of SEG’s communications and resources are the property of SEG. When posting on a social-media platform, realize that once the content is posted, it is out on the Web and can be seen forever.

Be credible, accurate, and fair
When commenting, refrain from negativity at all costs. When disagreeing with others’ opinions, be objective and respectful.

Create value
In social media, you have seconds to grab the attention of your followers before they move on. Readers value relevant information and strong content. Each post is an opportunity to grow a sense of community. Content is king. Think of written posts, blogs, articles, and guides. These articles demonstrate your company’s knowledge and expertise, which can help build your credibility and reputation. Well-constructed infographics are among the best attention-grabbers. They can be highly effective for conveying complex ideas.

Always respect the brand
SEG is a global organization with a mission of connecting the world of applied geophysics. All social media posts and engagements should respect and protect the value of the SEG brand.

Page-Posting Guidelines
SEG social-media platforms are maintained to provide a safe community through which the Society can engage with the public. SEG’s posts will share information about and achievements of the Society, its members and its staff as well as other relevant content for the communities the organization supports. All comments posted to SEG’s social-media channels are subject to review and removal by the page administrator at the discretion of SEG’s marketing team.

SEG social-media administrators may:
- Encourage positive and productive participation and discussion
- Remove comments at any time, for reasons listed in this policy
- Acknowledge postings from members in other media
- Post pictures and videos from SEG events

To preserve a climate that encourages both civil and fruitful dialogue, SEG reserves the right to delete posts that violate this policy and to suspend or terminate the right of any participation for any reason without notice. If you have questions about this policy, please contact SEG’s marketing team at marketing@seg.org.

Reporting inappropriate comments
If you have feedback or would like to report an inappropriate comment/content for us to review, send an email to: marketing@seg.org.
Approval Before Use

Creating a new social media account on any platform for any SEG-associated entity is prohibited without approval from SEG’s marketing team unless prior authority to do so has been granted. A new social-media account requires completing the Social Media Worksheet and a New Social Media Account Request Form. Officially sanctioned Student Chapters are exempt from this step. Student Chapters are allowed to create, administer, and implement social-media accounts without prior approval.

All Student Chapter pages must include the student chapter disclaimer which should be posted on each Chapter’s social-media pages:

This is a Student Chapter page for Society of Exploration Geophysicists (SEG) that is managed by this chapter. SEG does not monitor or post content to this page and is not responsible for the content and does not verify for accuracy of any information on this page. The views expressed herein are those of the participants in the group and does not necessarily reflect official policies or positions of SEG or any other agency, company, or organization.

SEG’s marketing team will have admin access to all social-media pages/platforms created for the express use of an SEG subgroup, such as a committee. Simultaneous admin access may be granted to appointed representatives.

All social-media accounts must comply with the policies of individual social-media platforms as well as all other provisions of the SEG Social Media Policy.

Social-media feeds bring with them a host of issues around oversight, timeliness, responsiveness, and so on. As such, SEG should consider these issues carefully before pursuing a new social-media account. Consider using existing accounts when possible, rather than creating new accounts and building a following from scratch.

SEG reserves the right to deny a request for a new Society-branded social-media account if it is determined another strategy would be more effective, or if a similar account exists that may be utilized.

By creating a social-media account, your department or group is committing to post on a regular, consistent basis and to monitor the page daily for comments, questions, or additional requests. SEG reserves the right, at its discretion, to remove or temporarily suspend social-media accounts that have been inactive for more than six (6) months.

Social-Media Guidelines

SEG’s social media channels, including all third-party social media websites, and any postings and comments shall not contain or link to language or illustrations that:

- Are libelous, defamatory, obscene, threatening, harassing, offensive, demeaning, derogatory, abusive, ad hominem, or off-topic
- Are solely for commercial purposes
- Endorse or oppose any candidate, officeholder, political position, or political affiliation.
- Include spam or chain letters
• Violate third party’s privacy rights, proprietary rights, or any other applicable local, state, national, or international law
• Degrade others on the basis of gender, race, class, ethnicity, national origin, religion, sexual orientation, gender status or identification, disability, or any other classification

Information posted on social-media channels is available for all to see. Comments are subject to defamation, antitrust, and other laws. SEG will not be held liable for any injury or damage resulting from statements posted on SEG-affiliated social-media platforms.

SEG Social Media Management

Administrators
Social media are platforms for engagement. As such, accounts should remain professional yet conversational. On social platforms, we encourage people to use a welcoming, lively, friendly, and positive tone in their posts, replies, and direct messages. All social media accounts acting on behalf of SEG must include SEG’s social-media manager and director of marketing or staff liaison as administrators on their page. This is in place in case of emergencies, for when the regular page administrator needs assistance, or to serve as a bridge during time of page-administrator transition.

Any entity or person creating a social-media presence that is represented as operating on behalf of SEG must clearly identify itself as such.

Detailed guidelines and information on each social media platform may be found in the Social Media Best Practices documentation available upon request from the marketing team.

Violations
Board members, staff, volunteers, and members who find an unauthorized page or post depicting, using, or containing SEG information, name, logo, tagline, or brand, should immediately report the page to marketing@seg.org. SEG will contact the third party directly and take corrective action.

For additional concerns, questions, or information regarding social media, please contact marketing@seg.org.