



**SOCIETY FOR MINING, METALLURGY,
AND EXPLORATION, INC.
Mining and Exploration Division
Handbook**

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1.0 PURPOSE OF THIS HANDBOOK

The Mining and Exploration Division is the largest division within SME. Although various documents, both official and unofficial, exist to provide direction to Division officers, much of the knowledge and history of the division is institutional. What has been written down is dispersed among more than one generation of Division officers. The Division has recognized the need to collect and assemble this information to make it available to all Division members. This handbook is meant to be a repository for information about the M&E Division. It contains official and procedural documents, as well as a little oral history and personal interpretation from Division “old-timers.” It should be a living document that is updated by the M&E Executive Committee as needed.

The M&E Division has set an example in transitioning from the Unit Committee structure to the Program Area structure. The Division had been using Unit Committees for as long as most people in the Division can remember. But the Division’s need for innovative programming and creating broader appeal was becoming more and more apparent. In 2006 a new Division structure was adopted. The Program Area (PA) structure, originally referred to as the “bucket” system, was an innovative change for the M&E Division. The introduction of Program Areas has improved the division by simplifying the Division hierarchy and streamlining the annual meeting programming process. But new Division officers and representatives, and sometimes even seasoned ones, still seem to be catapulted into a sea of questions when they assume their responsibilities.

The volunteers who generously donate their time to the Division generally have busy work lives. Though they try to mentor those that follow in their footsteps, answers to questions can vary, and missed emails or miscommunication can interfere with passing on important information. Furthermore, for members of the Division who have not served in a leadership role, the workings of the Division seem somewhat mysterious. What does the Executive Committee do besides sit on a stage and eat lunch in front of everyone else? What exactly are the leadership roles and responsibilities within the M&E Division?

Officers of the M&E Executive Committee, along with those who serve other representative roles within the division, have long had many questions. The Handbook is an effort to answer some of these questions and provide a point of reference for those serving the Division in various capacities.

2.0 SAFETY SHARE

The M&E Division **always** starts every meeting off with a safety share whether it's at the Annual Meeting or at Local Section Meetings. And so we will start this handbook with a safety share. It is recommended that whoever chairs the meeting provide a safety share and encourage other meeting attendees to contribute and to share their own safety experiences at the meeting.

When travelling to SME venues away from your home it is a good idea to do an overview of where you are staying, what the transportation system is, hazards with traffic, hazards with transient people... Do you know where to muster in the event of a crisis at your hotel, office, meeting place, etc.? It is advisable that you text or email your co-workers who may be attending the SME event or other SME colleagues when you reach your destination so that they know you have arrived to your destination safely. Well, and maybe for social reasons too – always socialize in groups of more than one!

We in the M&E Division may be asked to kick-off the student session on Sunday at the Annual Meeting with a safety speech to the students asking them to avoid inappropriate behavior and to avoid over-indulging. One unsafe event can spoil it for the rest of us. As a reminder, we had one of our students nearly killed in Denver after falling from the escalator on the 16th Street Mall. This was a result of horseplay and he was hospitalized for a long time – it was a life changing event. Intercept bad behavior by informing University Department Heads if you see unsafe acts. Intervene on ALL unsafe acts or conditions that you may encounter.

Finally, know who may be a medic at your event as well. You can do that by asking at your meeting. We have had people choke or go into seizures and its best to know in advance who can help. We have even had one of our SME members pass away unexpectedly in his hotel room at one of our SME Annual Meetings. Pay attention on recognizing any health situations you may see or hear of and intervene.

Lastly, be safe, enjoy yourself and lead by example.

3.0 MINING AND EXPLORATION DIVISION BYLAWS

Here you will find the nuts and bolts of how the Division is run. While the bylaws are certainly not comprehensive, they do provide answers to questions about who's who on the Executive Committee, terms of service, award committees, and other committees. Let's be honest – nobody wants to read the bylaws. It is a dry, boring document... possibly useful on a long overseas flight when you are having trouble sleeping.

But it is important to know what is contained in the bylaws if you plan on serving on the Executive Committee. There have been times when the ball has been dropped because of misunderstandings propagated by nobody really knowing what the bylaws state. So read them once, just for fun, as you are stepping onto the Executive Committee. Read them again as you start to understand what is going on the meetings (this generally takes a couple of years). Make sure you actually *understand* them when you become Division Chair. And be aware of when things are outdated and it's time to change them. Changing the bylaws is a big undertaking, but it can be done. In fact the last article of the bylaws tells you exactly how to go about doing it!

SME



**Society for
Mining, Metallurgy
& Exploration**

**Bylaws of the
Mining & Exploration Division**

Updated January 2015

**SOCIETY FOR MINING, METALLURGY,
AND EXPLORATION, INC.**

**MINING AND EXPLORATION DIVISION
BYLAWS**

**ARTICLE I
Name and Objective**

Section 1. This Division of the Society for Mining, Metallurgy, and Exploration, Inc. (SME) shall be known as the Mining and Exploration (M&E) Division.

Section 2. The objective of the Mining and Exploration Division shall be to furnish a medium of cooperation between and among those directly engaged in metal mining, research and specialized aspects of mining, and those engaged in the technologies of mineral exploration. To further the objective toward a common goal and advance these branches of the mining industry, this Division will promote and publish papers, arrange meetings and programs, and encourage education on any subject related to these phases of the industry.

**ARTICLE II
Members**

Section 1. Any member of SME may become a member of this Division by indicating a desire to do so in writing to the Executive Director of SME. Written consent to serve on a committee or otherwise serve the M&E Division shall be taken as such indication to the Executive Director.

**ARTICLE III
Finances**

Section 1. The Division may solicit voluntary contributions subject to approval of SME, and it may accept contributions.

Section 2. The disbursement of funds received by the Division shall be authorized by the Executive Committee of the Division.

Section 3. Upon the dissolution of the Division, all funds remaining after payment of its debts and obligations shall be turned over and paid to an organization exempted under section 501(c)(3) of the Internal Revenue Code of 1954. This section of the Bylaws is not amendable during the existence of the Division.

ARTICLE IV

Officers and Representatives

Section 1. Division Officers. There shall be a Chairperson, Chairperson-Elect, two vice chairpersons who shall be designated Vice Chairperson for Programs and Vice Chairperson for Program Planning, one Assistant Vice Chairperson for Program Planning, and a Secretary, equitably representing the diverse fields of interest of the membership. Unless there are extenuating circumstances that cause an officer to be unable or unwilling to carry out his or her responsibilities, it is expected that officers advance through the hierarchy of the executive committee, starting as Secretary, and completing the rotation as Chairperson. The Division offices should be rotated to represent, to the maximum extent possible, the diversity of fields of interest of the Division membership as qualified candidates become available. (This provision is intended to encourage diversification of specialties among the Division officers, but shall not be used to mandate such diversification.)

Section 2. Term of Office. Officers shall serve for a term of one year, which is defined as coinciding with the term of office in use by the SME, generally commencing at the close of the SME Annual Meeting and terminating at the close of the following Annual Meeting.

Section 3. Nomination and Election of Officers and SME Committee Members, Division Committee Members, and Representatives. The Nominating Committee shall report to the Chairperson of the Division on or before April 15 the nominees for Chairperson, Chairperson-Elect, two Vice Chairpersons, Assistant Vice Chairperson, and Secretary, and any representatives which the Division may require. The Division Chairperson-Elect shall appoint chairpersons and members of various SME and M&E Division committees. The Executive Committee shall nominate on or before April 15 of each year any other nominees as provided for in the SME Bylaws.

The Chairperson of the Division shall arrange for the names to be submitted, along with biographies, for publication in the July issue of *MINING ENGINEERING* and shall also advise the Executive Director of SME of the nominations. Other nominations for office may be made and forwarded in writing to the Executive Director of SME until August 15 for publication, along with biographies in the October issue of *MINING ENGINEERING*. If such nominations are made, letter ballots will be prepared for return no later than November 1. If no other nominations are received, the candidates nominated by the committee will be considered elected and will take office at the Annual Meeting.

Section 4. Resignation, Removal, and Replacement of Officers and Representatives to SME. The Chairperson of the Division shall remove from his/her post any Officer or Division representative to SME who fails to perform his/her duties in an adequate manner, provided that such action is not in conflict with SME Bylaws. Should a vacancy occur for this reason or because a member is indisposed or resigns, the Chairperson of the Division shall, with the approval of the Executive Committee, designate an alternate to serve out the term, except if the indisposed officer is the Chairperson of the Division, in which case the Chairperson-Elect shall assume the position of the Chairperson of the Division.

ARTICLE V Committees

Section 1. Executive Committee. The Executive Committee shall consist of the officers listed in Article IV, Section 1, and the most recent Past-Chairperson of the Division, as well as any members of the M&E Division who serve on the Board of Directors of SME (except Standby Alternate Directors) and who are not otherwise included as officers and committee chairpersons of the M&E Division. For the transaction of business, the presence of a quorum of not less than five (5) members shall be necessary. If there are less than the required quorum of five (5) present at the meeting, the meeting shall be held and the minutes circulated to the entire Committee for approval.

Section 2. Program Committee. The Program Committee shall consist of one or more members from each Program Area and the Vice Chairperson for Programs, who shall act as Chairperson of the Program Committee, and such other members as the Vice Chairperson for Programs may appoint. One member from each program area shall be designated by the Vice Chairperson for Programs as the Program Area Manager and shall oversee programming for that area of interest.

Section 3. Program Planning Committee. The Program Planning Committee shall consist of one or more members from each Program Area and the Vice Chairperson for Program Planning, who shall act as Chairperson of the Program Planning Committee, and such other members as the Vice Chairperson for Program Planning may appoint.

Section 4. Program Areas. There shall be a number of standing committees, each representing a discipline or specialty of mining and exploration, and the total representing the interests of the M&E Division and providing the means for meeting these interests, to be known as Program Areas.

Section 4a. One or more Program Areas may be created at the discretion of the Division Chairperson as the need arises, and they may be dissolved by the Division Chairperson after they have fulfilled their purpose, except that the Division Chairperson shall respond to written requests from any twenty (20) members of the Division to create one or more specific Program Areas and shall name one of their members as Program Area Manager for that Program Area.

Section 4b. Each Program Area shall consist of a Program Area Manager and Session Chairpersons, each of whom has substantial responsibility toward the programming functions of the Division.

Section 5. Nominating Committee. The Nominating Committee shall be the same members who serve on the M&E Executive Committee. The immediate past Chairperson of the Division will act as the Committee Chairperson.



Section 6. Scholarship Committee. The Scholarship Committee shall be composed of the Past Division Chairperson, who will act as Committee Chairperson, the current Division Chairperson, and the Division Secretary.

Section 7. Jackling Award Committee. The Jackling Award Committee shall be composed of seven (7) members, including the Chairperson of the Division who shall act as Chairperson of the Committee, the Chairperson-Elect, the immediate Past Chairperson, two Vice Chairpersons, Assistant Vice Chairperson, and Secretary.

Section 8. Robert Peele Memorial Award Committee. The Robert Peele Memorial Award Committee shall be composed of seven (7) members, including the Assistant Vice Chairperson for Program Planning who shall act as Chairperson of the Committee, the immediate past Program Area Managers, the Vice Chairperson for Program Planning, and the immediate past recipient of the Peele Award.

Section 9. Dickerson Award Committee. The Dickerson Award Committee shall be composed of seven (7) members, including the Assistant Vice Chairperson of Program Planning who will act as Chairperson of the Committee, the Past Chairperson, and Chairperson-Elect of the M&E Division. There shall also be three (3) additional At-Large members, each appointed to a three-year term by the M&E Division Chairperson. The three-year terms shall be staggered so that one new member is appointed each year. The seventh member shall be the most recent Dickerson Award recipient, who shall serve until the next award is presented.

Section 10. M&E Distinguished Service Award Committee. The M&E Distinguished Service Award Committee shall be composed of six (6) members, including the Chairperson of the Division who shall act as Chairperson of the Committee, the immediate Past Chairperson, the Chairperson-Elect, the Vice Chairperson for Programs, the Vice Chairperson for Program Planning, and the Assistant Vice Chairperson for Program Planning.

Section 11. Outstanding Young Professional Award Committee. The Outstanding Young Professional Award Committee shall be composed of seven (7) members, including the M&E Division Chairperson-Elect who shall act as the chairperson of the committee, the Assistant Vice Chairperson for Program Planning, the Secretary, and three At-Large members. The seventh member of the committee shall be the most recent award recipient, who shall serve until the next award is presented. The three at-large members shall be appointed by the Chairperson of the M&E Division to serve three-year terms. The three-year terms shall be staggered so that one new member is appointed each year. Recommendations as to the selected nominee for the award shall be submitted to the M&E Division chair for approval by the M&E Division Executive Committee.

Section 12. Miner of the Year Award Committee. The M&E Miner of the Year Award Committee shall be composed of six (6) members, including the Past Chairperson of the Division who shall act as Chairperson of the Committee, the two previous Chairpersons of the Division who served in the two years immediately prior to the past chair, the Secretary, and



the most recent award recipient. The sixth member of the committee shall be one At-Large member, who will serve a term of three years. The at-large member will be appointed by the Chairperson of the M&E Division.

Section 13. Mining and Exploration Awards Nominating Committee (MEANC). The MEANC shall be composed of all past chairs of the M&E Division available to serve on the committee. The past past chair of the M&E Division shall act as Chairperson of the Committee. The purpose of the committee is to designate members to produce nominations for SME and M&E Division Awards.

Section 14. Anticipation of Office. Certain Officers and Committee chairpersons shall be required to appoint members to committees and other posts prior to assuming office in order to ensure continuity so that duties may be completed. Such appointments are made with the authority of the office.

Section 15. Term of Office. Terms of office for Committee members shall be in increments of one year, the anniversary dates coinciding with the term of office in use by the SME.

Section 16. Resignation, Removal, and Replacement of Committee Chairpersons and Members. Any officer or Committee Chairperson who has the authority to appoint a committee chairperson or member also has the authority to remove the Division member from the post for failure to perform the duties in an adequate manner, provided such action is not in conflict with SME Bylaws. Should a vacancy occur for this reason or because a member is indisposed or resigns from any post for which provision is not made in Article IV, Section 4 of these Bylaws, the Chairperson of the Division shall designate or shall instruct the appropriate Committee Chairperson to designate a replacement to serve out the term.

ARTICLE VI
Duties of Officers and Other Representatives

Section 1. The duties of the Chairperson are as follows:

1. Preside at the annual business meeting of the Division, which will take place at the time of SME's Annual Meeting;
2. Preside at the Annual M&E Division Luncheon;
3. Call other meetings as required to transact the business of the Division;
4. Be responsible for coordinating the programs for the meeting of the Division;
5. Name the Secretary of the Division;
6. Name the chairpersons of the Program Areas as set forth in Article V, Section 4;
7. Upon the request of the President-Elect of SME appoint two members to serve on the William Lawrence Saunders Gold Medal Award Committee;
8. Transact all business of the M&E Division not specifically delegated to other officers by these Bylaws;
9. Appoint all necessary committees and representatives not provided for in these Bylaws;
10. Keep the SME Executive Director advised of all appointments and actions taken; and
11. Name the Editor and/or Assistant Editor of Rock-in-the Box;

Section 2. The Chairperson-Elect shall keep in constant touch with all actions of the Chairperson and shall act in his/her stead whenever the Chairperson is unable to function or attend any meetings. He/she shall assist the Chairperson as directed. Confirm or appoint, as appropriate, other M&E Division representatives to various SME committees.

Section 3. Each Officer, Vice Chairperson, or Representative shall act as a liaison officer between the Division and the appropriate officer or committee within SME or cooperating with SME. They shall at all times keep the Division Chairperson and Chairperson-Elect informed of their activities.

Section 4. The Vice Chairperson for Programs shall represent the Division on the Society Program Committee and shall appoint, with the consent of the Division Chairperson, the Program Area Managers to fill vacancies in the Program Areas.

Section 5. The Vice Chairperson for Program Planning shall represent the Division on the SME Program Coordination Committee and shall appoint, with the consent of the Division Chairperson-Elect, the Program Area Managers to fill vacancies in the Program Areas.

Section 6. The Assistant Vice Chairperson for Program Planning shall act as Chairperson of the Robert Peele Award Committee, and shall liaise with SME staff to update the Division's web page information.

Section 7. The Secretary of the Division will send out meeting notices, take the minutes of the Executive Committee and business meeting, follow instructions of the Chairperson of the Division and Executive Director of SME and perform such other duties which may be necessary for proper functioning of the Division.

Section 8. The Editor and Assistant Editor (if applicable) of Rock-in-the-Box shall be responsible for publishing the Division Newsletter in *MINING ENGINEERING* under the direction of the Division Chairperson.

Section 9. The Society of Economic Geologists (SEG) Liaison will attend both SEG and M&E Division meetings.

Section 10. The immediate Past Chairperson of the Division (or the most immediate Past Chairperson available) shall be responsible for overseeing the development and implementation of Division Scholarship fundraising activities throughout the year and shall report to the Executive Committee on all proposed activities and on the results of those activities. Requirements for any expenditure of funds shall be submitted to the Executive Committee for approval and authorization of such expenditure(s).



**ARTICLE VII
Amendments**

Section 1. Proposals to amend these Bylaws shall be made by the M&E Division Executive Committee, or by written petition to the Executive Committee signed by at least ten (10) members. They shall be considered by the Executive Committee and announced to the members in *MINING ENGINEERING*, together with any comments made by the Executive Committee thereon. They shall be voted upon at a stated meeting of the Division or by letter-ballot, as may be directed by the Executive Committee.

Section 2. Article III, Section 3, concerning disposal of funds on dissolution may not be amended.

Section 3. Bylaws and amendments thereto shall be subject to the approval of the Board of Directors of SME.

<i>Updated</i>	<i>2/76</i>	<i>Updated</i>	<i>5/87</i>	<i>Updated 10/07</i>
<i>Updated</i>	<i>3/78</i>	<i>Updated</i>	<i>9/86</i>	<i>Updated 01/15</i>
<i>Updated</i>	<i>7/78</i>	<i>Updated</i>	<i>11/89</i>	
<i>Updated</i>	<i>11/81</i>	<i>Updated</i>	<i>2/92</i>	
<i>Updated</i>	<i>12/83</i>	<i>Updated</i>	<i>3/96</i>	

4.0 SME GOVERNANCE

4.1 STRATEGIC PLAN

SME underwent a complete reorganization in 2005. At that time, the Board of Directors was reduced to 7 ‘At Large’ members, the President and the Executive Director as a nonvoting member. The new Board members are to represent the overall membership of the Society and not any one group or Division. There was a Strategic Plan which was implemented. During the reorganization process, Strategic Committees were established to oversee the work of the Society.

In 2010, the President reviewed the Strategic Plan and the organization of the Strategic Committees. Today these Strategic Committees are: *Education and Professional Development, Products and Services, Outreach, Financial and Structure and Governance*. Working with these Strategic Committees are the functional committees which either answer to the Strategic Committees or directly to the Board of Directors. These Committees and their members can be found in the “SME Bluebook”, which can be found on the SME website.

In 2015, the Strategic Plan was updated. The Goals of the Society as set forth are:

Goal A: Provide resources for sustainable professional and educational development programs.

Goal B: Be the primary resource of fact-based mining and underground construction information.

Goal C: Improve the perception of mining industry among the public and key constituents.

Goal D: Grow membership.

Goal E: Maintain a financially secure and stable organization.

Goal F: Nurture a vibrant engaged global network of local sections.

Every 5 years or so, the Society will review the Strategic Plan to make sure it fits the current goals. Each Division is asked to review their by-laws every 5 years to ensure that they are up to date and follow the Societies Strategic Goals. If the EC makes changes to the by-laws they are submitted to the Structure & Governance Strategic Committee for their review and approval. Once they have been approved by the Division membership they are sent to the Board of Directors for their final approval. Once the Board has approved them, they go into effect.

5.0 THE M&E DIVISION

5.1 GENERAL INFORMATION

SME divisions play an active role in SME governance, and they support the SME mission in a multitude of ways:

- Their representatives serve on the SME Board of Directors;
- They lend technical support to the Society by participating in SME committees;
- They create and organize meetings and symposia to address topical subjects;
- They administer SME scholarships and awards; and
- They review book proposals for SME publishing.

The objective of the Mining and Exploration Division (M&E) of SME is:

- Provide a means for cooperation and communication among professionals engaged in the mining of metals, research, specialized aspects of mining, and exploration technologies,
- Advance these industry segments by promoting and publishing papers, organizing meetings and programs, and encouraging education on subjects related to the mining and exploration of metals.

In order to accomplish these rolls and objectives, the M&E Division is organized into four main areas. These areas correspond with the primary areas of information exchange the Division offers, and are called Program Areas (PA). The four Program Areas are:

- Geosciences
- Operations
- Innovations & Technologies
- Management

Although Program Areas refer to the programming at the annual meeting, they are much broader than that. These areas form the primary structure of the division. The PA's are broad enough to include all aspects of information exchange our Division has to offer, but concise enough to allow the members the ability to be reactive and make quick, good decisions without excessive bureaucracy.

5.2 M&E DIVISION EXECUTIVE COMMITTEE STRUCTURE

The core of the Executive Committee is made up of seven persons. The positions are:

- Past Chairperson
- Chairperson
- Chairperson-Elect
- Vice Chairperson for Programs
- Vice Chairperson for Program Planning
- Assistant Vice Chairperson for Program Planning
- Secretary

In addition to these positions, the bylaws state that any member of the M&E Division serving on the SME Board of Directors are also members of the Executive Committee, though traditionally, the seven core members conduct most of the business of the division. Incoming Secretary, and the second person in line for Incoming Secretary are also expected to attend the Executive Committee meeting during the Annual Meeting. Members of the Committee are expected to attend the mid-year meetings once they have officially rotated onto the committee. With the exception of the closed-door Nominating Committee meeting, all Executive Committee meetings are open to all SME members.

Tenure for each position is not based on a calendar year. Each year of tenure begins on the last day (Wednesday) of the Annual meeting during the M&E Division Luncheon. The tenure ends on the same day, one year later. Typical nomenclature within SME is to place the year of the Annual Meeting behind the position. An Example: “Division Chair (2020)” means that that person becomes the Division Chair on Wednesday of the Annual Meeting in 2019, and holds that position through the Annual Meeting of 2020.

The table below explains the structure and the years these people would be either the Program Chair or the Chair of the M&E Division.

Structure	Program Chairman	M&E Division Chair
Past Chair	2017	2019
Division Chair	2018	2020 (Current Year)
Chair-Elect	2019	2021
Vice Chair for Programs	2020 (Current Year)	2022
Vice Chair for Program Planning	2021	2023
Assistant Vice Chair Program Planning	2022	2024
Secretary	2023	2025
Incoming Secretary	2024	2026

6.0 M&E DIVISION LEADERSHIP

6.1 THE COMMITMENT

So you've been asked to join the M&E Division Executive Committee as the incoming Secretary. Think it's a just another service position, like sitting on a standing committee for a year or two? Think again. This is a minimum 7 year commitment, and not one to be taken lightly. If you anticipate changing employers at any time during that period, you may want to consider whether you are willing to make participation in SME a condition of your employment.

The Executive Committee is a big commitment – at least 7 years. For that reason, the incoming Secretary is asked whether or not they are willing to make that commitment. For the same reason, that person's employer is also asked if they are willing to support their employee in that commitment. It is not something to be taken lightly. The incoming Secretary is generally chosen from a large pool of people who have demonstrated an outstanding record in Division involvement including, but not limited to, chairing sessions, giving a talk, serving on committees, and serving as a PAM. It is usually someone whose face is seen at the Executive Committee meetings year after year.

Though 7 years sounds daunting, it is an extremely rewarding period of time, with opportunities to learn about how the Division runs, to make decisions that affect the Division positively, and to forge new relationships with friends and business contacts. Many of us have gone before and are here to help. The structure of the Executive Committee is such that if you buddy up with the person ahead of you, you can learn everything you need to know about the following year's responsibilities. In a perfect world, this will work well. Alas, what happens when the person before you is less than perfect? That's when the Handbook comes in.

6.2 THE CHAIRS

Rotating through the chairs means you start as Secretary and eventually end up as the Past Chair of the Division. As outlined in the bylaws, updated January 2015, the official titles of officers of the M&E Division are as follows:

- Secretary
- Assistant Vice Chairperson for Program Planning
- Vice Chairperson for Program Planning
- Vice Chairperson for Programs
- Chairperson-Elect
- Chairperson
- Past Chairperson

The rotation begins in the first year with the position of Secretary and ends in the seventh year with the Past Chairperson role. And you will still have responsibilities as the Past-Past-Chair.

6.3 TERMS OF SERVICE

The SME Bluebook lists SME service positions with the corresponding year in which the term of service ends. If your name is listed as Secretary 2020, this means the following:

You are officially the Secretary at the end of the M&E Division Luncheon after the gavel has been passed. The luncheon traditionally occurs on the Wednesday of the Annual Meeting. In the example given, the Secretary would step into that office on Wednesday of the 2019 Annual Meeting. The Secretary will serve until the Division Luncheon at the 2020 Meeting, at which time the 2020 Secretary would move into the position of Assistant Vice Chairperson for Program Planning (2021). And so on.

Each position lasts one year. Someone who starts out on the Executive Committee as Secretary would rotate into the Past Chairperson position 6 years later.

6.4 ROLES AND RESPONSIBILITIES

All members of the executive committee are expected to “pitch in” as needed – to help other members of the committee who are swamped, to head up implementation of new initiatives, and volunteer for other responsibilities from time to time. The responsibilities listed below are the primary responsibilities of each position.

6.4.1 Secretary

First year on the executive committee. The Secretary should have been attending the executive committee meetings during the Annual meeting prior to stepping in as the secretary. Once you know you are in line to become Secretary, you should connect with the person who will serve as Secretary before you and start to learn the ropes.

Responsibilities:

- Attend Annual and Mid-Year meetings.
- Take minutes at the Wednesday business meeting immediately following the luncheon (incoming year).
- Distribute business meeting minutes to Executive Committee members for comment, make any necessary edits, then submit to Chairperson for approval SOON after the meeting (the chair submits the final version of the minutes to SME staff).
- Take minutes at Executive Committee sessions at Mid-Year meeting.
- Distribute Mid-Year minutes to Executive Committee members for comment, make any necessary edits, then submit to Chairperson for approval SOON after the meeting (the chair submits the final version of the minutes to SME staff).

- Take minutes at Executive Committee sessions at Annual meeting of outgoing year.
- Distribute list of names from Nominating Committee to ensure everyone is on board with the nominations.
- Distribute Executive Committee Annual Meeting minutes to Executive Committee members for comment, make any necessary edits, then submit to Chairperson for approval SOON after the meeting (the chair submits the final version of the minutes to SME staff).
- Maintain a list of people who meet the criteria of having served the Division exceptionally well, have expressed interest in leadership roles, and continually maintain a presence at Division meetings and functions.
- Record the M&E Executive Committee official correspondence record, to be approved by the Chair of the Division and submitted to SME staff.
- Act as a mentor to the incoming secretary and pass on documents, such as the list of people who demonstrate outstanding service in the Division.

In some cases, minutes will be published in Mining Engineering. It is important that the minutes be distributed to the committee for review in a timely manner – at most within 30 days of the meeting.

Division Committees:

Member, M&E Executive Committee
Member, M&E Nominating Committee
Member, M&E Scholarship Committee

Award Committees:

Member, Daniel C. Jackling Award Committee
Member, Outstanding Young Professional Award Committee

6.4.2 Assistant Vice Chairperson for Program Planning

This is the second-year chair rotation on the Executive Committee. During the Old Unit Committee days, the title of this position was Vice Chair of Publications. Since the role is obsolete and the title no longer has meaning, it has been renamed in the bylaws as Assistant Vice Chairperson for Program Planning. This title reflects the fact that this officer is third in line for running the program. This year of the rotation provides a break after the busy secretary year, but at the same time, serves an important function in carrying out tasks that others on the Executive Committee may be too busy to deal with.

Responsibilities:

- Attend Annual and Mid-Year Meetings
- Attend the Program Planning Committee Meeting at the Annual Meeting (this occurs 2 years prior to the year you will actually be doing the programming). This meeting is typically held on Wednesday. It is your responsibility to look at the annual meeting schedule to figure out what meetings you need to get to.
- Begin finding program area managers (PAMs) the year you are incoming at the annual meeting.
- Help Secretary with content and formatting of the minutes.
- Make sure the division website stays updated and supply necessary information to SME staff to update the website.

Division Committees:

Member, M&E Executive Committee
Member, M&E Nominating Committee

Award Committees:

Member, Daniel C. Jackling Award Committee
Chair, Robert Peele Memorial Award Committee
Chair, Ben F. Dickerson III Award Committee
Member, M&E Distinguished Service Award Committee
Member, Outstanding Young Professional Award Committee

6.4.3 Vice Chairperson for Program Planning

Responsibilities

- Attend Annual and Mid-Year Meetings
- Attend the Program Committee Meeting at the Annual Meeting (this occurs the year prior to the year you will actually be doing the programming). This meeting is typically held on Wednesday. It is your responsibility to look at the annual meeting schedule to figure out what meetings you need to get to.
- Try to firm up program area managers (PAMs) the year you are incoming at the annual meeting (by the time you rotate out of this position, you need to have all your PAMs

and should have your program sessions pretty well outlined)... Try to have all PAMs by the fall of your year in this position.

- Shadow the Vice Chairperson for Programs to see what they are doing.
- Encourage PAMs to begin soliciting session chairs and papers/talks as soon as they agree to become program area managers.
- Explain to your PAMs that they will need to serve on the Peele Award Committee following the year they carry out their programming responsibilities. It is a small commitment for the second year, but a commitment nonetheless.
- Keep Chairperson and Chairperson Elect informed of progress in programming, make friends with the SME staff in charge of programming!!

Division Committees:

Member, M&E Executive Committee
Member, M&E Nominating Committee
Chair, M&E Program Planning Committee

Award Committees:

Member, Daniel C. Jackling Award Committee
Member, M&E Distinguished Service Award Committee

6.4.4 Vice Chairperson for Programs

This is the biggest year so far, and probably the busiest of all the years on the Executive Committee. This is the year the actual programming takes place – dealing with PAMs and session chairs, juggling things in abstract central, deciding how to organize sessions, etc. This is the year that is most in the “public eye” and one of the Division’s primary focal points.

Responsibilities:

- Attend Annual and Mid-Year Meetings
- Keep Executive Committee updated on progress recruiting PAMs, session chairs, etc., during Mid-Year and Annual Meetings.
- Communicate closely with PAMs and SME program liaison throughout the year.
- May 1: All sessions/session chairs should be decided on by this point. Session titles and names of chairs due to SME staff.

- June: Abstract website opens. Work with PAMs to ensure they have everything they need to help their session chairs be successful.
- August 1: Abstracts are due.
- November 1: Preprint manuscripts are due.
- Continue to check abstract website to make sure there are no last minute surprises. Be ready for surprises. There will be surprises.
- Make sure PAMs understand what is expected of them at the annual meeting. PAMs should be attending the Author's Coffee each morning to make sure all session chairs have what they need.
- Go to Author's Coffee each morning. Be prepared for no-shows (both talks and session chairs could be missing due to weather or other unforeseen circumstances). Help PAMs and Session Chairs as needed. Be prepared for surprises. As stated above, unless you are exceptionally lucky, there WILL BE surprises!

Division Committees:

Member, M&E Executive Committee
Member, M&E Nominating Committee
Chair, M&E Program Committee

Award Committees:

Member, Daniel C. Jackling Award Committee
Member, Robert Peele Memorial Award Committee
Member, M&E Distinguished Service Award Committee

6.4.5 Chairperson-Elect

This is another somewhat restful year between the busy years of programming and chairing the Division. It is a good idea to pay close attention to what the Division Chair is doing this year, as you will be stepping in the following year.

Responsibilities:

- Attend Annual and Mid-Year Meetings
- Attend Distinguished Member Award Nominating Committee Meeting, usually held on the Wednesday of the Annual Meeting.

- Help Secretary maintain Division Documents
- Go through this handbook and make sure it stays up-to-date
- Volunteer to take on tasks that none of the other officers have time to do
- Begin thinking about goals for the Division that you will want to accomplish as Chairperson

Division Committees:

Member, M&E Executive Committee
Member, M&E Nominating Committee

Award Committees:

- Member, Daniel C. Jackling Award Committee
- Member, Ben F. Dickerson III Award Committee
- Member, M&E Distinguished Service Award Committee
- **Chair**, Outstanding Young Professional Award Committee
- Member, SME Distinguished Member Award Nominating Committee (not an M&E Committee, but the Chair-Elect of each division is automatically on this committee)
- Member, Mineral Economics Award Committee (this is not an M&E Committee, but the Chair-Elect of each division is automatically on this committee) *****NEED TO CHECK THIS, AND SAUNDERS TOO**

6.4.6 Chairperson

This is the year you chair the division. You will need to be able to make decisions – sometimes regarding matters that can be politically charged. During years when politically charged issues exist, expect to be pushed and pulled. Stand your ground, depend on your Executive Committee to guide and support you, or even rely on the experience of those who have held this position before you. The scariest part of this position, really, is standing up in front of a couple hundred people and MCing the M&E luncheon.

Responsibilities:

- Attend Annual and Mid-Year Meetings
- Accept gavel and present past chair award to the chair stepping down at the luncheon
- Make closing remarks at the luncheon
- Lead Wednesday afternoon M&E Division Business Meeting on the Wednesday immediately upon assuming the role of Chair

- Approves minutes from Sunday and Wednesday meetings, working with the past chair (the one who just left office), and sends to SME
- Collects names of nominees from closed-door nominating committee meeting and submits to SME
- Stay on top of awards and deadlines
- Oversees Rock in the Box (the M&E Division section of Mining Engineering)
- Can write articles in Rock in the Box
- Help w/ Programming
- Mid-year report to board
- Prepare mid-year meeting agenda
- Lead mid-year meeting
- Attend mid-year board meeting and bring items from Division meeting before the board if necessary
- Make sure there is follow-up on action items
- Prepare annual meeting agenda and lead Sunday morning open-door Executive Committee meeting
- Attend board meeting and bring items from Division meeting before the board if necessary
- MC the Wednesday luncheon and pass the gavel

Division Committees:

Chair, M&E Executive Committee

Member, M&E Nominating Committee

Member, M&E Scholarship Committee

Award Committees:

Chair, Daniel C. Jackling Award Committee

Chair, M&E Distinguished Service Award Committee

6.4.7 Past-Chairperson

The Past Chairperson is a member of the executive committee and serves a number of functions, including acting as a mentor and a source of institutional memory for the rest of the committee.

Responsibilities:

- Attend Annual and Mid-Year Meetings
- Lead Nominating Committee Meeting at Mid-Year and Annual Meeting
- Mentor the Chair
- Lead the Scholarship Committee

- Help Chair and other Executive Committee members with loose ends from action items, etc.
- Prepare to Chair the MEANC as Past Past Chair.

Division Committees:

Member, M&E Executive Committee

Chair, M&E Nominating Committee

Chair, M&E Scholarship Committee

Member, MEANC (Mining and Exploration Awards Nominating Committee)

Award Committees:

Member, Daniel C. Jackling Award Committee

Member, Ben F. Dickerson III Award Committee

Member, M&E Distinguished Service Award Committee

Chair, Miner of the Year Award Committee

6.4.8 Past Past Chairperson

While no longer a member of the M&E Executive Committee, the Past Past Chair serves a few functions, including mentoring members of the Executive Committee when they have questions. The biggest responsibilities are:

Chairs MEANC immediately after coming off the executive committee

Serving as a member of the Miner of the Year Award Committee for two years

6.5 DEADLINES

There will be different deadlines to think about in certain years of the rotation. The most notable are listed below:

November 1	Scholarship Application Deadline – as chair of the Scholarship Committee, you should be expecting to see applications soon after.
December 1	Scholarship Recipients must be reported to SME
April 1	Call for nominations for M&E Division Awards
June 1	Award nomination deadline
June 30	Award Committee chair provides qualified applications to members of the committee
August 1	Award recipient names and citations provided to SME
May 15	Sessions/Chairs submitted to SME
August 1	Abstracts due into Abstract Central
Nov 1	Pre-print manuscripts due
March 15	Annual Meeting Minutes Due to Chair
October 15	Mid-year Meeting Minutes Due to Chair

7.0 PROGRAMMING 101

7.1 THE ANNUAL MEETING PROGRAMMING POSITIONS

One of the primary and most active positions in the Executive Committee is that of the Vice Chairperson for Programs. This is the person on the Executive Committee that is responsible for all of the programming at the Annual Meeting for the Division. As mentioned above, this person appoints the Program Area Chairs 1½ years before their Annual Meeting (actually while they are still Vice Chairperson for Program Planning). The Vice Chairperson for Program Planning on the Executive Committee is expected to shadow and be mentored by the Program Vice Chair, so that they have a better idea of the duties they must perform the following year.

The Program Area Managers are responsible for the programming at the Annual Meeting in their respective areas. The range of topics is outlined below is not necessarily all inclusive, but provides a guide for each program area:

7.1.1 Geosciences

The Geosciences PA includes topics such as Economic Geology, Deposit Descriptions, New Discoveries, Regional Geology, Ore Reserves, Applied Mining Geology, Geochemistry, Exploration Geophysics, and Hydrology/Hydrogeology. The previous unit committee structure included Geochemistry, Geology, Geomechanics, and Hydrology. The Geosciences PAM has the flexibility to expand these topics further to make the programming relevant and timely.

7.1.2 Operations

The Operations PA includes traditional informational topics such as Underground Mining, Surface Mining, Underground Excavation, Haulage, Hoisting & Conveyance, Unit Operations, Mining Methods and Systems, Short-term & Long-term Planning, Equipment Selection, Ventilation & Air-conditioning. The previous unit committee structure included Underground Mining, Underground Ventilation, Open Pit Mining, and Mechanical Mining & Excavation. The Operations PAM has the flexibility to expand these topics further to make the programming relevant and timely.

7.1.3 Innovations & Technologies

The Innovations & Technologies PA includes subject matter such as Planning, Software, New products, Simulation, and Automation. The previous unit committee structure included Operations Research and Solution Mining. The Innovations & Technologies PAM has the flexibility to expand these topics further to make the programming relevant and timely. Given the fast pace at which technology evolves, there is a real opportunity for this PAM to take advantage of showcasing emerging technology. Possibilities include, but are not limited to:

- Enabling Technologies
 - Navigation (GPS, XPS, inertia)

- Wireless
- Satellite
- Central Control
- Systems
 - Modular, Jigsaw, etc...
- Sensing
 - Radar, Lidar, Stereo-net, Laser
 - Collision detection and avoidance
 - SMART systems
 - VIMS, Centurion, ect...
- Automation
 - Remote Control
 - Autonomous Equipment
- Simulation
 - Training
 - Planning
 - Risk Assessment
- Planning Software
- New products

7.1.4 Management

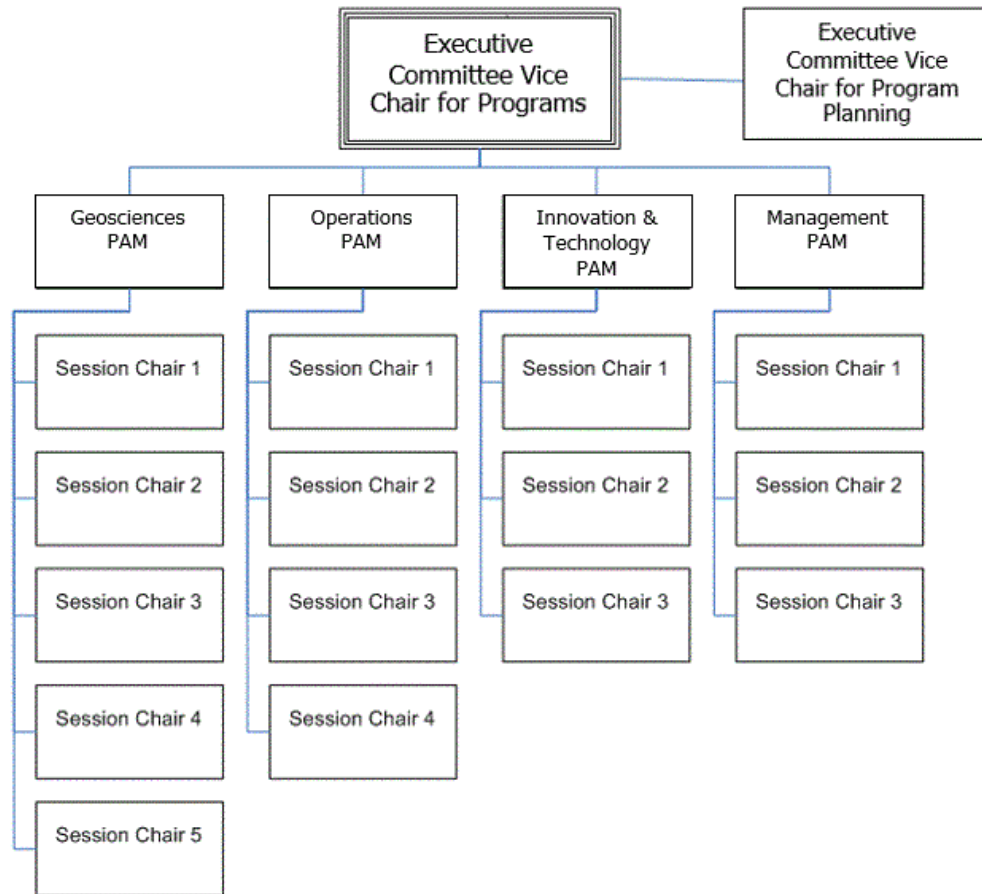
The Management PA includes such topics as Safety Management & Loss Control, Labor Issues, Sustainability, Social License to Operate, Employee Training, Human Resources, Mergers and Acquisitions, Regulatory Environment and Mining Law and Management Culture. The previous unit committee structure included the Minerals Resource Management Committee, which presented a wide variety of topics from year to year. The Management PAM has the flexibility to expand these topics further to make the programming relevant and timely.

7.2 PROGRAMMING RESPONSIBILITIES

The Program Area Chairs (working with their Program Chairman on the Executive Committee) are responsible for:

- Setting the themes for their Annual Meeting and honing in on specific session topics,
- Identifying the number of sessions they would like to put on,
- Getting Session Chairs for their Annual Meeting.

The Session Chairs are responsible for getting the individual speakers for each session. The number of sessions in each Program Area may vary from year to year. This is an example of how a program could be structured:



We belabor the duties of the Annual Meeting programming positions because they are the heart and soul of the Annual Meeting; the primary task is to organize the program for the annual SME convention within the respective PA. Some PA's may have only one session at the Annual Meeting, while others have five or more.

Do not become a PAM or a Session Chair if you are not willing to do some work. The PAM and Session Chairs are far and away the most time-consuming positions. However, if you use your SME and M&E contacts well, it will not be so onerous as to affect your work or free time. If you are agreeing to become Session Chair or PAM for any other reason than to improve our society or to share the most up to date and pertinent information within your discipline with your peers, then you should rethink joining. The best members are ones that are excited about putting together a quality program at the annual meeting, and can use their contacts to draw quality speakers.

Once you have served as a Session Chair, PAM, or even a speaker (and done a good job) then there are many other positions that you could be asked to serve in, such as serving on one of the many committees tabulated below. Some examples of other positions include assisting with publications (review papers for Mining Engineering and/or Transactions), assisting with

programming in a variety of ways, serving on Ad-hoc committees, and bringing in other motivated people to assist with our Division as Session Chairs. M&E Division Committees, and SME Standing Committees that need a representative member from the M&E Division are listed below:

M&E Executive Committee	M&E Nominating Committee
M&E Program Committee	M&E Program Coordination Committee
M&E Scholarship Committee	Dickerson Award Committee
M&E Distinguished Service Award Committee	Jackling Award Committee
Outstanding Young Professional Award Committee	Peele Award Committee
Miner of the Year Award Committee	M&E & C&E Rock Mechanics Award Committee
Saunders Gold Medal Award Committee	Accreditation & Curricular Issues Committee
SME Research Council	Student Member Affairs Committee
Government and Public Affairs Committee	Information Publishing Committee
Membership Committee	Mining Engineering Committee
Professional Engineers Exam Committee	Sustainable Development Committee

7.3 TIPS FOR PROGRAMMING VICE-CHAIRMAN, PAMS, AND SESSION CHAIRS

One of the most valuable benefits SME offers its members is the programming at the annual meeting. The annual meeting is a major source of funding for the society, and successful meetings require excellent, timely programming. The SME Annual Meeting is valuable for many members because attendance provides networking opportunities, professional development through the technical sessions, and valuable reference material in the proceedings. The session chair position is entrusted with putting together a quality program with pertinent subjects that will attract the interest and needs of the membership.

Some tips on successful sessions:

- Quality always beats out quantity.
- Do not focus on how many sessions you can fill.

Focus on the quality of each presentation and the session as a whole. Often people are hesitant to be demanding of the speaker because he or she is a volunteer. So are you. And your client is the audience, not the speaker. We are not saying that you should be so demanding that the speaker eventually decides to back out. An honest and clear conversation with the speaker in the beginning, and checking up with them throughout the year, should be all that is necessary to clarify to your

speakers that you are interested in quality presentations. By far, the majority of the speakers will respond positively.

Never rely on the Call for Papers to generate speakers. If you do, you will have a weak or nonexistent session. You should personally speak to each potential presenter. If that person is only interested in getting published, or (worse yet) selling something, then you should avoid the presentation. You are never obliged to let someone speak; your client is the audience, not the speaker.

The speaker should be able to have a good enough command of the English language as to not lose the audience, or be able to overcome his communication problem via other means. Most importantly, don't avoid addressing the issue if you find out that you cannot understand the speaker very well.

Prepare well by searching out good topics during the program planning year. If you want a certain person or division of a company to speak about their project or property, ask their superiors if their company would commit to a paper. This sounds underhanded, but it's not. Explaining to a General Manager, Vice President, or CEO how important the work that they (and So-and-So) are doing is, and that sharing this information will help the mining industry is not only completely honest, but it will benefit So-and-So, and his or her departments. It will also decrease your chances of someone pulling out at the last minute, or budget cuts within the company restricting travel for your speaker. If you do get a speaker via his or her supervisor, keep them in the loop if you can, and send a thank you letter after the session.

Know your deadlines!

As Program Planning chair you have some important deadlines. Approximately 1½ years (usually in September) before the session you chair, SME will ask you who the chairs will be and if you want session titles. If there is a theme you would like to use, this is the time to communicate it to SME. The call to papers will be published in Mining Engineering the following November or December. You will get the responses from the call to papers in January or February, so that you can review them prior to the annual meeting. By the time you go to the annual meeting (a year before you chair your sessions) you should have a good feel for the type of session(s) you will be presenting, some or all of the speakers, any themes, and definitely how many sessions you will be presenting. If you are a PAM, ideally you will have all your session chairs by this time. The Vice Chairperson for Programs will be asked to report on the status of the programming for each Program Area for the following year.

As a session chair, you should already have most of your speakers lined out. The next milestone date is in May 15, when the session chairs and titles are reported to SME. The abstracts are due August 1st. This is not a huge burden on the authors; it has to be less than 100 words. So far all you have done is get someone to commit to doing a paper and/or presentation. Now, six months before they speak, you are asking them to do some work (writing). This is the time that most chairs get their first real resistance. Try and work through this resistance. It's only 100 words. Finally, the manuscripts are due to SME by November 1st for preprints.

You need to keep these dates clear in the mind of your speakers. You most likely will have been communicating with these people for over a year and a half. If you expect them to carry all the weight and meet all the deadlines, then **you** will fail. But something as simple as giving them a call once a quarter will garner huge results.

7.4 GENERAL TIPS

Multiple Sessions – If you have enough papers to split a session into two sessions, then get help. People who try to hold more than two sessions by themselves get overwhelmed.

Operators Sessions – There should be at least a couple of sessions solely dedicated to operators of mines: mechanics, drillers, blasters, operators, and their management. Some of the most successful sessions ever at the annual meeting have been open pit and underground operators just talking about their properties. It is difficult to do, but operators speaking about “mistakes made” are fantastic presentations, and hugely educational.

SME Program Guidelines

- **All authors are required to register.** Notify authors of this in advance. No one wants to be surprised at the meeting that they have to pay. Nor do you want anyone dropping out because they did not know this to begin with. There are several registration categories for authors.
- Final abstracts must be received in time to be published in the advance brochure. **Authors who do not submit abstracts are dropped from the program.**
- Sessions with fewer than four presentations/final abstracts are cancelled or combined with another session.
- Don't let one person speak in more than two sessions. Definitely try not to have one person speak more than once in a single session.
- Avoid overheads. Usually using overheads means that the speaker will have to be at the projector rather than at the podium with the microphone. Otherwise, he will have to have someone changing the slides for him, which is distracting. Most importantly, the slides are inevitably dropped all over the floor minutes before the program starts, mixed up, and the presentation suffers.
- Encourage your speakers to meet you at the coffee the morning of the talk, even if it is an afternoon session. Last minute changes can be made then.
- Five speakers are perfect. More than seven is ridiculous. Four is possible, but only if you can GUARANTEE that no one is going to drop out, and that they each will be at least 30 minutes.
- Keep the speakers on time. If you are running late, don't have a break; forge on. The schedule of talks is published in the SME program and it is important that you stick to the

published talk times so that people who are planning to see specific talks in specific sessions will not be disappointed.

- Listen to the staff. They are very adept at this work. They will press you, and that is their job. But the Staff at SME are consummate professionals, and they have helped worse people than you through tough times.
- If you are getting overwhelmed, or you need some help from people in high places, call your contact on the Executive Committee. That is what s/he is there for.

8.0 M&E DIVISION AWARDS

In this chapter you will find all of the awards that are the responsibility of the M&E Division. This includes Division awards, as well as other awards for which M&E Division members sit on the award committee. A brief description of who serves on the award committees (which were restructured at the 2014 mid-year meeting in Phoenix, AZ, and approved as changes to the by-laws in January 2015) is outlined as follows:

Jackling Award (7 Members):

1. Division Chair (Committee Chair)
2. Past Chair
3. Chair Elect
4. Vice Chair for Programs
5. Vice Chair for Program Planning
6. Assistant Vice Chairperson for Program Planning
7. Secretary

Peele Award (7 Members):

1. Assistant Vice Chairperson for Program Planning (Committee Chair)
2. Vice Chair for Programs
3. Immediate Past PAM (PAM who worked under the current Chair Elect)
4. Immediate Past PAM (PAM who worked under the current Chair Elect)
5. Immediate Past PAM (PAM who worked under the current Chair Elect)
6. Immediate Past PAM (PAM who worked under the current Chair Elect)
7. Most recent award recipient

Dickerson Award (7 Members):

1. Assistant Vice Chairperson for Program Planning (Committee Chair)
2. Past Chair
3. Chair Elect
4. At Large Member (3 year term)
5. At Large Member (3 year term)
6. At Large Member (3 year term)
7. Most recent award recipient

Note: At large members will be on staggered 3-year terms. The first year of implementation of the award committee structure required choosing 3 at-large members – serving a 1-year term, a 2-year term, and a 3-year term. This ensures that only one new committee member will need to be selected each year.

Distinguished Service Award (6 Members):

1. Division Chair (Committee Chair)
2. Past Chair
3. Chair Elect
4. Vice Chair for Programs
5. Vice Chair for Program Planning

6. Assistant Vice Chairperson for Program Planning

Outstanding Young Professional Award

1. Chair Elect (Committee Chair)
2. Assistant Vice Chairperson for Program Planning
3. Secretary
4. At Large Member (3 year term)
5. At Large Member (3 year term)
6. At Large Member (3 year term)
7. Most recent award recipient

Miner of the Year

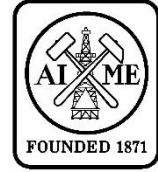
1. Past Chair (Committee Chair)
2. Past Past Chair
3. Past Past Past Chair
4. Secretary
5. Most recent award recipient
6. At Large Member (3 year term)

In 2012 the M&E Executive Committee voted unanimously to make all award nominations active for a period of 3 years.

8.1 DANIEL C. JACKLING AWARD



DANIEL C. JACKLING AWARD Guidelines & Procedures



Overview and Eligibility

The Daniel C. Jackling Award was instituted by the Mining, Geology and Geophysics of AIME in 1953. Daniel C. Jackling, for whom the Award is named, was an Honorary Member of AIME and was President in 1938. The Jackling Award is presented for significant contributions to technical progress in the fields of mining, geology and geophysics or other applicable fields as determined by the Mining & Exploration Division of SME.

Timeline

The Jackling Award typically adheres to the following timeline:

Due Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Meeting	Award is presented

Nominations

Nominations for the Jackling Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee's qualifications for the award (no longer than 2 pages each).
3. Nominee's biography (2 page maximum).
4. Nominee's CV/resume (abbreviated version – 3 page maximum).
5. List of papers/publications (abbreviated version – 3 page maximum).
6. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the

guidelines provided on the award nomination form, which may be downloaded here: <http://www.smenet.org/awards/>

Administration The Jackling Award is administered by the Mining & Exploration Division (M&E Division) of the Society, under the direction of the SME Board of Directors. The Jackling Award Committee consists of the seven officers of the M&E Division Executive Committee with the Division Chair serving as the Jackling Award Committee Chair.

Selection of Recipients Recipients of the Jackling Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

Award The Award consists of a bronze plaque upon which the recipient's name, award citation, and year of award will be engraved.

Presentation of Award The Award will be presented at the Mining & Exploration Division's Annual Luncheon, held in conjunction with SME's Annual Meeting. Additionally, the Jackling Award recipient is featured as the guest lecturer during that luncheon and is introduced by a personal friend or colleague of his/her choice.

Funding All expenses incurred in respect of the Award shall be the financial responsibility of AIME. SME will invoice AIME to reimburse costs once all expenses are in each cycle.

Amendments These regulations may be amended by the Award Committee, subject to approval by the M&E Division Executive Committee, SME Board of Directors, and AIME Trustees. Any such amendments must be reflected in all appropriate award documentation.

Questions Questions may be directed to:
Awards Coordinator, SME Member Services Department
Phone: 303-948-4208
E-mail: awards@smenet.org

8.2 ROBERT PEELE MEMORIAL AWARD *THIS SECTION NEEDS RE-WRITTEN – IT HAS NOT BEEN UPDATED!!*****

1. The Robert Peele Memorial Award, established in 1953, is given for the most outstanding paper published on behalf of The Mining and Exploration Division by an SME member age 35 or younger. The award shall consist of a plaque appropriately engraved with the name of the award, the name of the recipient, and the citation referring to the paper for which the award is being conferred. Election to this honor is by the M&E Division Executive Committee with notification to the SME Board of Directors.
2. Eligibility - The paper under consideration must have been published in an SME publication within a two-year period ending December 31. The primary author must be an SME member age 35 or younger at the time the paper is submitted. The award is limited to authors of M&E Division papers.
3. The Award Committee is to consist of the members of the M&E Division Program Planning Committee. The Chair of the committee shall be the Chair of the Publications Committee.
4. Georgene Renner initiates the nominating process and sends letter to award committee along with copies of the papers that are eligible for the Peele Award, and a ballot. When process is complete, she will give name of nominee and copy of paper to the Division & Local Section Coordinator.
5. The DLS Coordinator will complete the procedures by sending mail ballot to M&E Division Executive Committee with notification to the SME Board of Directors.

Deadline Dates Schedule

April 1	Georgene sends letter to award committee with copies of eligible papers and a ballot.
August 1	Georgene will notify Division & Local Section Coordinator of nominee
August 15	Mail ballot to M&E Division Executive Committee. When majority are returned, mail Record of Action to Committee and mail letter of notification to SME Board of Directors.
September 15	SME will notify recipient over committee chair's signature and request recipient's attendance at the M&E Division Luncheon to receive award. The recipient will receive one luncheon ticket which will be paid for the M&E luncheon sponsorship. Also, request photo & bio for publication.
October 1	Order Award
Award Committee:	The Robert Peele Memorial Award Committee shall be composed of seven (7) members, including the Assistant Vice Chairperson for Program Planning who shall act as Chairperson of the Committee, the immediate past Program Area Managers, the Vice Chair of Programming, and the immediate past recipient of the Peele Award.

8.3 BEN F. DICKERSON, III AWARD

BEN F. DICKERSON, III AWARD

Guidelines & Procedures

Overview and Eligibility The Ben F. Dickerson, III Award (Dickerson Award) was instituted by the Mining and Exploration Division of SME in 1987 and is presented "in recognition of professionalism and contributions to the mining industry.

Ben F. Dickerson, III was a member of AIME from 1962 until his death in 1987. He served on the Board of Directors and was Chair of the M&E Division. He will be remembered for his numerous "ROCK IN THE BOX" columns which he began writing in 1980, and also for the humor, wit and satire of his "News and Rumor from the Bush" articles featured in Skillings Magazine.

He believed in professionalism and encouraged his employees to participate in professional societies in order to grow in their profession. Besides AIME, he was a member of SEG, GSA (Society of Geology Applied to Mineral Deposits), SIMM, AIPG, Colorado Mining Association, Northwest Mining Association, Mining Club of the Southwest, Mining Club of New York, and the Arizona Geological Society, to name just a few. He abhorred ignorance and apathy. His curiosity was boundless; he never stopped asking "Why?"

Although possible candidates may not possess all of these characteristics, the award should be presented to an individual who displays the honesty, integrity and sense of professionalism which Ben so highly regarded.

Timeline The Dickerson Award typically adheres to the following timeline:

Due Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Meeting	Award is presented

Nominations	<p>Nominations for the Dickerson Award should contain the following information:</p> <ol style="list-style-type: none"> 1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator. 2. Up to five letters of support detailing the nominee’s qualifications for the award (no longer than 2 pages each). 3. Nominee’s biography (2 page maximum). 4. Nominee’s CV/resume (abbreviated version – 3 page maximum). 5. List of papers/publications (abbreviated version – 3 page maximum). 6. Appropriate award citation.
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All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: <http://www.smenet.org/awards/>

Administration	<p>The Dickerson Award is administered by the Mining & Exploration Division (M&E Division) of the Society, under the direction of the SME Board of Directors. The Award Committee shall consist of seven members, including the following:</p> <p>Assistant Vice Chairperson of Program Planning, who will act as Chair</p> <p>Past Chairperson</p> <p>Chairperson-Elect</p> <p>Three (3) At Large Members, appointed to a three-year term by the Division Chair (the three-year terms shall be staggered so that one new member is appointed each year)</p> <p>The 7th member shall be the most recent Award recipient, who shall serve until the next Award is presented.</p>
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Selection of Recipients	<p>Recipients of the Dickerson Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.</p>
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Award	<p>The Dickerson Award consists of a custom statuette designed by Gary Prazen. A plaque engraved with the name of the award, recipient’s name, and year of award will be affixed to the base of the statue.</p>
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Presentation of Award	<p>The Dickerson Award will be presented at the Mining & Exploration Division’s Annual Luncheon, held in conjunction with SME’s Annual Meeting.</p>
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Funding All expenses incurred in respect of the Dickerson Award shall be the financial responsibility of the M&E Division.

Amendments These regulations may be amended by the Dickerson Award Committee, subject to approval by the M&E Division Executive Committee and SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.

Questions Questions may be directed to:
Awards Coordinator, SME Member Services Department
Phone: 303-948-4208
E-mail: awards@smenet.org

8.4 M&E DISTINGUISHED SERVICE AWARD

MINING & EXPLORATION DIVISION DISTINGUISHED SERVICE AWARD

Guidelines & Procedures

Overview and Eligibility The Mining & Exploration Division Distinguished Service Award was established by the Mining & Exploration (M&E) Division in 1985 and was first awarded in 1986. The Award is presented to a member of SME based on their contribution to the M&E Division. M&E Division officers are not eligible to receive the award during their time of service.

Timeline The Award typically adheres to the following timeline:

Due Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Meeting	Award is presented

Nominations Nominations for the Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee's qualifications for the award (no longer than 2 pages each).
3. Nominee's biography (2 page maximum).
4. Nominee's CV/resume (abbreviated version – 3 page maximum).
5. List of papers/publications (abbreviated version – 3 page maximum).
6. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: <http://www.smenet.org/awards/>

Administration The Award is administered by the Mining & Exploration Division (M&E Division) of the Society, under the direction of the SME Board of Directors. The M&E Distinguished Service Award Committee shall be composed of six (6) members, including the Chairperson of the Division who shall act as Chairperson of the Committee, the immediate Past Chairperson, the Chairperson-Elect, the Vice Chairperson for Programs, the Vice Chairperson for Program Planning, and the Assistant Vice Chairperson for Program Planning.

Selection of Recipients Recipients of the Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

Award The Award consists of a plaque upon which the recipient's name, award citation (if applicable), and year of award will be engraved.

Presentation of Award The Award will be presented at the Mining & Exploration Division's Annual Luncheon, held in conjunction with SME's Annual Meeting.

Funding All expenses incurred in respect of the Award shall be the financial responsibility of the M&E Division.

Amendments These regulations may be amended by the Award Committee, subject to approval by the SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.

Questions Questions may be directed to:
Awards Coordinator, SME Member Services Department
Phone: 303-948-4208
E-mail: awards@smenet.org

8.5 OUTSTANDING YOUNG PROFESSIONAL AWARD

**MINING & EXPLORATION DIVISION
OUTSTANDING YOUNG PROFESSIONAL AWARD**

Guidelines & Procedures

**Overview
and
Eligibility**

The Mining & Exploration Division Outstanding Young Professional Award, established in 1996, recognizes the meritorious accomplishments of a young individual working in the mining and exploration industry (including related academic and governmental careers).

Eligibility criteria for the award include:

1. the nominee must hold a baccalaureate degree;
2. the nominee must be 35 years of age or less at time award is to be presented;
3. the nominee must be an SME member in good standing;
4. the nominee must have made a significant contribution to the minerals industry in one or more of the following areas: mining, exploration, operations, research, academia, design or engineering/construction;
5. the nominee must be willing to accept the award in person at the annual meeting.

Timeline

The Award typically adheres to the following timeline:

Due Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Meeting	Award is presented

Nominations

Nominations for the Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee’s qualifications for the award (no longer than 2 pages each).

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3. Nominee’s biography (2 page maximum).
 4. Nominee’s CV/resume (abbreviated version – 3 page maximum).
 5. List of papers/publications (abbreviated version – 3 page maximum).
 6. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: <http://www.smenet.org/awards/>

Administration The Award is administered by the Mining & Exploration Division (M&E Division) of the Society, under the direction of the SME Board of Directors. The Outstanding Young Professional Award Committee shall be composed of seven (7) members:

Chair-Elect (serving as Award Committee Chair), Assistant Vice Chair for Program Planning, and Secretary.

Three (3) At Large Members, appointed to a three-year term by the Division Chair (the three-year terms shall be staggered so that one new member is appointed each year).

The most recent recipient of the award is also invited to serve a one-year term on the award committee.

Selection of Recipients Recipients of the Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the M&E Executive Committee and SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

Award The Award consists of a plaque upon which the recipient’s name, award citation (if applicable), and year of award will be engraved.

Presentation of Award The Award will be presented at the Mining & Exploration Division’s Annual Luncheon, held in conjunction with SME’s Annual Meeting.

Funding All expenses incurred in respect of the Award shall be the financial responsibility of the M&E Division.

Amendments These regulations may be amended by the Award Committee, subject to approval by the SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.

Questions Questions may be directed to:
 Awards Coordinator, SME Member Services Department
 Phone: 303-948-4208
 E-mail: awards@smenet.org

8.6 MINER OF THE YEAR AWARD

MINER OF THE YEAR AWARD

Guidelines & Procedures

Overview and Eligibility The Miner of the Year Award was established by the Mining & Exploration (M&E) Division in 2012 and was first awarded in 2013. It is presented to a person in recognition for getting “Rock in the Box.” This award is designed to recognize mine-site leaders who are able to manage production, people, community, safety and be good stewards of the environment and is funded by Atlas Copco, Inc.

Eligibility criteria for the award include:

1. the nominee must be an SME member in good standing;
2. the nominee must be willing to accept the award in person at the annual meeting

Timeline

The Award typically adheres to the following timeline:

Due Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Meeting	Award is presented

Nominations

Nominations for the Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee’s qualifications for the award (no longer than 2 pages each).
3. Nominee’s biography (2 page maximum).
4. Nominee’s CV/resume (abbreviated version – 3 page maximum).
5. List of papers/publications (abbreviated version – 3 page maximum).
6. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: <http://www.smenet.org/awards/>

Administration The Award is administered by the Mining & Exploration Division (M&E Division) of the Society, under the direction of the SME Board of Directors. The Award Committee consists of the following:
 Past Division Chair (serving as Committee Chair)
 Two (2) persons serving as chair of the division immediately prior to the past chair
 Secretary
 Most recent award recipient
 The sixth member of the committee shall be one At-Large member, who will serve a term of three years, and will be appointed by the Chairperson of the M&E Division

Selection of Recipients Recipients of the Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

Award The Award consists of a custom statue designed by Gary Prazen. A plaque engraved with the name of the award, recipient's name, and year of award will be affixed to the base of the statue. The first ten statues were donated to the Mining & Exploration Division by Atlas Copco, Inc.

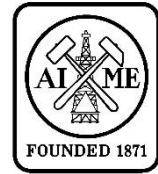
Presentation of Award The Award will be presented at the Mining & Exploration Division's Annual Luncheon, held in conjunction with SME's Annual Meeting.

Funding All expenses incurred in respect of the Award shall be the financial responsibility of the M&E Division.

Amendments These regulations may be amended by the Award Committee, subject to approval by the M&E Division Executive Committee and the SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.

8.7 WILLIAM LAWRENCE SAUNDERS AWARD

**WILLIAM LAWRENCE SAUNDERS
AWARD
Guidelines & Procedures**



Overview and Eligibility The William Lawrence Saunders Award (Saunders Award) recognizes distinguished achievement in mining other than coal.

The conditions of eligibility are as follows:

1. There are no limitations regarding nationality, membership in the Society, or otherwise. All other factors being equal, it is suggested that preference be given to members of the Society.
2. A candidate must be a living person able and willing to present themselves in person to receive the award.
3. No person who has been awarded any one of the nine AIME major awards (Douglas, Saunders, Lucas, Rand, Ramsay, Richards, Fairless, Hardinge, and McConnell) is eligible for consideration for any other of the eight honors.

Timeline The Saunders Award typically adheres to the following timeline:

Due Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Meeting	Award is presented

Nominations Nominations for the Saunders Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee’s qualifications for the award (no longer than 2 pages each).
3. Nominee’s biography (2 page maximum).

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4. Nominee’s CV/resume (abbreviated version – 3 page maximum).
 5. List of papers/publications (abbreviated version – 3 page maximum).
 6. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: <http://www.smenet.org/awards/>

Administration The Saunders Award is administered by the Mining & Exploration Division of the Society, under the direction of the SME Board of Directors.

The Saunders Award Committee shall consist of nine (9) members of the Society. Two members are to be appointed annually by the SME President upon the recommendation of the Mining & Exploration Division Nominating Committee. These appointments shall be subject to the approval of the Board of Directors. Tenure of office of committee shall be four years. The President of the Society shall be an ex officio member without vote of the Committee of Award.

Selection of Recipients Recipients of the Saunders Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the Mining & Exploration Division Executive Committee and the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

Award The Award consists of a medal bearing the likeness of William Lawrence Saunders along with a suitable plaque or certificate that is engraved or embossed with the name of the award the recipient’s name, award citation, and year of award.

Presentation of Award The Award will be presented at SME’s Annual Awards Banquet, held in conjunction with SME’s Annual Meeting. Additionally, the Saunders Award recipient will be recognized during the Mining & Exploration Division’s Annual Luncheon.

Funding All expenses incurred in respect of the Award shall be the financial responsibility of AIME. SME will invoice AIME to reimburse costs once all expenses are in each cycle.

Amendments These regulations may be amended by the Award Committee, subject to approval by the Mining & Exploration Division Executive Committee, SME

Board of Directors, and AIME Trustees. Any such amendments must be reflected in all appropriate award documentation.

Questions

Questions may be directed to:
Awards Coordinator, SME Member Services Department
Phone: 303-948-4208
E-mail: awards@smenet.org

8.8 MINERAL ECONOMICS AWARD

MINERAL ECONOMICS AWARD Guidelines & Procedures



Overview The Mineral Economics Award is given to recognize distinguished contributions to the advancement of mineral economics. There are no eligibility limitations regarding nationality or membership in the society, though preference is given to society members. All candidates must be living at the time of selection.

The award was established by AIME in 1965 to recognize distinguished contributions to the advancement of mineral economics. In 2011, AIME transitioned this award to SME.

Timeline The Mineral Economics Award typically adheres to the following timeline:

Due Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Meeting	Award is presented

Nominations Nominations for the Mineral Economics Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee's qualifications for the award (no longer than 2 pages each).
3. Nominee's biography (2 page maximum).
4. Nominee's CV/resume (abbreviated version – 3 page maximum).
5. List of papers/publications (abbreviated version – 3 page maximum).
6. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: <http://www.smenet.org/awards/>

Administration The Mineral Economics Award is jointly administered by the Coal & Energy, Industrial Minerals & Aggregates, and Mining & Exploration Divisions. The award committee is comprised of the chair and chair-elect of those divisions. Chair of the committee will rotate annually alphabetically between the divisions and will be the respective Division Chair, beginning with IM&AD in 2011.

Selection of Recipients Recipients of the Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

Award The Mineral Economics Award shall consist of a certificate, framed or mounted on an 11" x 15" walnut board, bearing a citation indicating the recipient's service or achievement upon which the award is based.

Presentation of Award The Award will be presented at SME's Annual Awards Banquet, held in conjunction with SME's Annual Meeting.

Funding All expenses incurred in respect of the Award shall be the financial responsibility of AIME. SME will invoice AIME to reimburse costs once all expenses are in each cycle.

Amendments These guidelines may be amended by the Award Committee, subject to approval by the SME Board of Directors and AIME Trustees. Any such amendments must be reflected in all appropriate award documentation.

Questions Questions may be directed to:
Awards Coordinator, SME Member Services Department
Phone: 303-948-4208
E-mail: awards@smenet.org

8.9 ROCK MECHANICS AWARD?? NEED TO CHECK ON THIS

8.10 PROGRAM AREA MANAGER AWARD

Program Area Managers do a tremendous amount of work in helping put together quality programming. Their efforts are recognized each year at the luncheon.

8.11 PAST CHAIR AWARD

The past chair award is awarded each year to, well... the past chair. This would be the person who, at the end of the luncheon on Wednesday, passes the gavel to the incoming Chair.

8.12 ROBERT EARLL MCCONNELL AWARD COMMITTEE

This is a mysterious one – apparently you rotate onto this committee and chair it the year you become Past Chair of the Division. **More Information Needed – never heard from anyone in 2015-2016.**

8.13 MINING AND EXPLORATION AWARDS NOMINATING COMMITTEE (MEANC)

Mining and Exploration Awards Nominating Committee is made up of the past chairs of the M&E Division. The Primary purpose of the Committee will be to assure that M&E Division members are being considered for the prestigious awards given by the Division, SME and AIME. The M&E Division makes up nearly 50% of the membership, and will always have qualified candidates for such awards. By meeting regularly and using peer pressure to assure that the nominations are generated, the Division should be able to appropriately recognize its membership through consistent and quality nominations.

The Committee shall meet regularly throughout the year in order to discuss potential candidates for the awards. The members will then either create the nominations for the awards for submittal, or attempt to find authors for the nominations. The Committee will only work on generating nominations for awards. These nominations will be submitted to other Committees who will make decisions on the winner. Multiple nominations can be made for one award, as long as there are authors willing to write the nominations.

Suggested Awards to be considered for this Committee are:

- The William Lawrence Saunders Gold Medal Award
- The Daniel C. Jackling Award
- The Ben F. Dickerson Award
- The Robert M. Dreyer Award
- The SME Distinguished Member Award
- Mineral Industry Education Award
- The Ivan B. Rahn Education Award
- Charles F. Rand Memorial Gold Medal
- Mineral Economics Award
- M&E Distinguished Service Award

This is a suggested list, and will be dynamic as awards change, or new awards are created.

Structure: Chair (one year term)
 Vice Chair (one year term)
 At-large (Various)

Members of the Committee must have served as the Chair of the Mining & Exploration Division. The Committee is open to any Past Chair, as long as S/he is willing to participate. The Vice Chair will be the Past Chair of the M&E Division. The Chair will be the Chairman of the Division that preceded him or her (or Past Past Chair). By using the experience of the past chairs and their various networks, quality nominations should be generated and deserving M&E members should not be overlooked.

9.0 SCHOLARSHIPS

9.1 SCHOLARSHIP COMMITTEE

The scholarship committee consists of three people: The Secretary, the Division Chair, and the Past Chair, who serves as the Chair of the Scholarship Committee. The bulk of the work when serving on this committee takes place during the month of November. Be proactive in asking SME for scholarship information if you do not receive it in the first few days of the month of November. This committee is a fair amount of work on a tight schedule.

The scholarship process has been evolving in recent years and is still experiencing some growing pains. It seems to be an ongoing struggle to find a better means of filtering applicants, so that the scholarship committee is not overwhelmed by quite so many applicants. Another consideration may be to add more people to the scholarship committee to assist in evaluating applicants.

9.2 M&E DIVISION SCHOLARSHIP AND EUGENE P. PFLEIDER MEMORIAL SCHOLARSHIP

Mining & Exploration Division Scholarship and Eugene P. Pfleider Memorial Scholarship Guidelines and Procedures

Overview

The Mining & Exploration (M&E) Division of the Society for Mining, Metallurgy, and Exploration annually awards scholarships to promising college students who have chosen as a career path the field of mining engineering. Applicants must be majoring in mining, geology, or other field of specialization covered by the M&E Division's technical unit committees (Environmental Control & Reclamation, Geochemistry, Geology, Geomechanics, Geophysics, Hydrology, Open Pit Mining, Operations Research, Solution Mining, Underground Mining, and Underground Ventilation).

The Eugene P. Pfleider Memorial Scholarship is administered by the Mining & Exploration Division and is awarded on an annual basis to students pursuing careers in mining engineering.

Eligible students may submit one application in consideration for both of these scholarships.

Timeline

The M&E/Pfleider Scholarships adhere to the following timeline:

Date	Task
August 15-November 1	Applications accepted
October 1	Application initiation deadline – (Note: All applications should be initiated by this date to allow plenty of time for receipt of letters of recommendation prior to the November 1 deadline.)
November 1	Application deadline
December 1	Selection deadline
December 15	Applicant notification deadline
January 15	Check(s) mailed to department heads
SME Annual Meeting	Recipient(s) recognized at M&E Division Luncheon

Applicant Qualifications

M&E/Pfleider Scholarship applicants must meet the following criteria:

1. Have completed at least two years of undergraduate studies with a minimum cumulative GPA of 2.50.
2. Be an SME student member in good standing.
3. Attend a school that is ABET accredited and/or has an SME student chapter.
4. Demonstrate a desire for and a probability of success in a career in

the mining/ minerals industry.

Application Requirements

M&E/Pfleider Scholarship applications must be submitted online via SME's Scholarship portal: <https://sme-scholarships.myreviewroom.com/>. The online application requires the following information:

1. Demographic and contact information.
2. Short statement (one page) describing applicant's interest in/passion for a career in the mining/minerals industry.
3. Two references, one from university faculty and one from an appropriate industry professional.
4. Résumé detailing past education and work experience.
5. Copy of most recent transcript (unofficial transcripts are OK).
6. List of other awards/scholarships received for the academic year.

Recipient Selection

Selection is made by the Mining & Exploration Division Scholarship Committee and is based on a combination of financial need and academic promise.

Award

Up to four scholarships may be awarded annually at \$1,500 each. The total amount shall not exceed \$6,000 per year without approval of the M&E Division Executive Committee.

Questions

Questions may be directed to:
 Scholarship Coordinator, SME Member Services Department
 Phone: 303-948-4208
 E-mail: scholarships@smenet.org

9.3 HENRY DEWITT SMITH GRADUATE SCHOLARSHIP

Henry DeWitt Smith Graduate Scholarship Guidelines and Procedures



Overview

The Henry DeWitt Smith Graduate Scholarship (Smith Scholarship) was established in 1967 to assist worthy students in the pursuit of their graduate education in the mining, metallurgical, materials, or petroleum departments of leading universities and colleges in the United States and Canada. In view of Henry DeWitt Smith's contributions to the mining industry, emphasis will be placed on awards to students focusing on the operation of mines.

Henry DeWitt Smith was a graduate of Yale University. He held various engineering and management positions at several of the important mining organizations, including J.E. Spurr, Kennecott, United Verde Copper Company, Newmont, O'Okiep Copper Company, Tsumeb Corporation, Phelps Dodge, and St. Joseph Lead Company. He was also an engineer in the industrial department of the New York Trust Company. During World War II, he served as Executive VP of the Metals Reserve Company. In 1955, he served as President of AIME and received its Charles F. Rand award in 1956.

Timeline

The Smith Scholarship adheres to the following timeline:

Date	Task
August 15-November 1	Applications accepted
October 1	Application initiation deadline – (Note: All applications should be initiated by this date to allow plenty of time for receipt of letters of recommendation prior to the November 1 deadline.)
November 1	Application deadline
December 1	Selection deadline
December 15	Applicant notification deadline
January 15	Check(s) mailed to recipient(s)
SME Annual Meeting	Recipient(s) recognized at M&E Division Luncheon

Applicant Qualifications

All Smith Scholarship applicants must meet the following criteria:

5. Have completed an undergraduate degree in mining engineering with a minimum cumulative GPA of 2.75.
6. Be an SME student member in good standing.
7. Attend a school that is ABET-accredited and/or has an SME student chapter.
8. Demonstrate a desire for and a probability of success in a career in

the mining industry.

Application Requirements

Smith Scholarship applications must be submitted online via SME’s Scholarship portal: <https://sme-scholarships.myreviewroom.com/>. The online application requires the following information:

7. Demographic and contact information.
8. Short statement (one page) describing applicant’s interest in/passion for a career in the mining industry.
9. Two letters of reference, at least one of which must be from university faculty.
10. Résumé detailing past education and work experience.
11. Copy of most recent transcript (unofficial transcripts are OK).
12. List of other awards/scholarships received for the academic year.

Recipient Selection

Selection of scholarship recipients is at the discretion of SME’s Mining & Exploration Division Scholarship Committee.

Award

The Smith Scholarship consists of one or more graduate scholarship(s) offered annually. Number and amount of awards varies from year to year. Each year’s allocation is determined by the Mining & Exploration Division’s Scholarship Committee upon receipt of a recommended guideline from the AIME Board of Trustees. Recipients of the Smith Scholarship shall receive, in addition to a check, a certificate and a brochure that sets forth the relationship of Henry DeWitt Smith to the mining industry (the latter two items to be presented by the department head at a suitable function with peer recognition).

Questions

Questions may be directed to scholarships@smenet.org or 303-948-4208.

9.4 STEVEN C. POTTER SCHOLARSHIP

**Steven C. Potter Scholarship
Guidelines and Procedures**

Overview

Steven C. Potter was a well-respected, well-liked, and highly successful economic geologist who worked his entire career in pursuit of discoveries, largely across North and South America, for companies such as Ranchers Development, Homestake, Bear Creek Mining, Kennecott Exploration, and BHP Billiton, in addition to several successful junior exploration groups. He integrated the science of geology with a strong business sense and a persuasive logic for communicating his recommendations to peers and business associates. One of Steve Potter’s last professional activities was his key role in evaluating projects and aiding in project planning of exploration projects for Galway Resources, Inc.

The Steven C. Potter Scholarship (Potter Scholarship) is to be awarded annually to a graduate student who is an SME student member, and whose thesis is directed toward furthering the understanding of ore deposit systems and their formation, geologic mapping and analysis of an ore deposit or mining district, or developing concepts or tools that may be used in the discovery of ore deposits.

Timeline

The Potter Scholarship adheres to the following timeline:

Date	Task
August 15-November 1	Applications accepted
October 1	Application initiation deadline – (Note: All applications should be initiated by this date to allow plenty of time for receipt of letters of recommendation prior to the November 1 deadline.)
November 1	Application deadline
December 1	Selection deadline
December 15	Applicant notification deadline
January 15	Check(s) mailed to recipient(s)
SME Annual Meeting	Recipient(s) recognized at M&E Division Luncheon

**Applicant
Qualifications**

Potter Scholarship applicants must meet the following criteria:

9. Have completed at least two years of undergraduate studies with a minimum cumulative GPA of 3.0.
10. Be an SME student member in good standing.
11. Be enrolled in an ABET-accredited minerals-related program or a recognized geology program, offering courses in economic geology or mining geology.
12. Demonstrate a desire for and a probability of success in a career in

the minerals industry.

Application Requirements

Potter Scholarship applications must be submitted online via SME's Scholarship portal: <https://sme-scholarships.myreviewroom.com/>. The online application requires the following information:

13. Demographic and contact information.
14. Short statement (one page) describing applicant's interest in/passion for a career in mining.
15. Two letters of reference, at least one of which must be from university faculty.
16. Résumé detailing past education and work experience.
17. Copy of most recent transcript (unofficial transcripts are OK).
18. List of other awards/scholarships received for the academic year.

Recipient Selection

Selection is made by the Mining & Exploration Division Scholarship Committee and is based on a combination of financial need and academic promise.

Award

A minimum award of \$2,500 will be presented annually. In addition to the scholarship, Galway Resources will provide a three-month, paid internship for the scholarship recipient to allow the student an opportunity to interact with professionals and apply the exploration skills of a geologist. The timing of the internship should be during the summer holidays, but will be at a mutually agreed time. Acceptance of the internship is at the option of the student, and the internship may be discontinued in the event that Galway Resources does not continue as a corporate entity.

Questions

Questions may be directed to scholarships@smenet.org or 303-948-4208.

9.5 STEWART R. WALLACE SCHOLARSHIP

**Stewart R. Wallace Memorial Scholarship
Guidelines and Procedures**

Overview

The Stewart R. Wallace Memorial Scholarship (Wallace Scholarship) was founded in 2011 through a generous contribution from the estate of Stewart R. Wallace. Wallace was a renowned exploration geologist whose discoveries included the Henderson Molybdenum Mine and the Cereso Ridge molybdenum deposit at the Climax Mine, both in Colorado. He was known for his ability to work closely with mine engineers and mine management and was particularly successful in the application of geology to mining and exploration. Wallace was a Distinguished Member of SME and received the prestigious Daniel C. Jackling award in 1974.

The Wallace Scholarship is awarded annually to a master’s degree candidate in geology or geological science who plans to pursue a career in the field of exploration geology. A desire for and probability of success in a career in exploration geology will be important factors in the selection of the successful candidate(s).

Timeline

The Wallace Scholarship adheres to the following timeline:

Date	Task
August 15-November 1	Applications accepted
October 1	Application initiation deadline – (Note: All applications should be initiated by this date to allow plenty of time for receipt of letters of recommendation prior to the November 1 deadline.)
November 1	Application deadline
December 1	Selection deadline
December 15	Applicant notification deadline
January 15	Check(s) mailed to recipient(s)
SME Annual Meeting	Recipient(s) recognized at M&E Division Luncheon

**Applicant
Qualifications**

Wallace Scholarship applicants must meet the following criteria:

13. Have completed an undergraduate degree in geology or mining engineering with a minimum cumulative GPA of 3.0.
14. Be an SME student member in good standing.
15. Attend a school that is ABET-accredited and/or has an SME student chapter.
16. Demonstrate a desire for and a probability of success in a career in exploration geology.

Application Requirements	<p>Wallace Scholarship applications must be submitted online via SME's Scholarship portal: https://sme-scholarships.myreviewroom.com/. The online application requires the following information:</p> <ol style="list-style-type: none">19. Demographic and contact information.20. Short statement (one page) describing applicant's interest in/passion for a career in exploration geology.21. Two letters of reference, at least one of which must be from university faculty.22. Résumé detailing past education and work experience.23. Copy of most recent transcript (unofficial transcripts are OK).24. List of other awards/scholarships received for the academic year.
Recipient Selection	<p>Selection of scholarship recipients is at the discretion of the Wallace Scholarship Committee, a committee housed in the Mining & Exploration Division and consisting of members of the Mining & Exploration and Industrial Minerals & Aggregates Divisions. The Wallace Scholarship recipient cannot receive another SME scholarship in the same year as being awarded the Wallace Scholarship. In addition, a recipient can be awarded the Wallace Scholarship only once.</p>
Award	<p>The amount of the Wallace Scholarship is determined annually. In addition to the scholarship check, the recipient will also receive an engraved exploration rock pick. The Wallace Scholarship recipient is required to attend the SME Annual Meeting, where he or she will be recognized. The recipient will be reimbursed for his/her reasonable travel expenses.</p>
Questions	<p>Questions may be directed to scholarships@smenet.org or 303-948-4208.</p>

10.0 MEETINGS – WHAT’S ON THE SCHEDULE?

10.1 SME ANNUAL MEETING

This is the meeting with which everyone is familiar. It is a busy affair, where old meets new. At this meeting, the outgoing leadership rotates out and the incoming leadership rotates in. It effectively marks the start and end of the “SME year.” For the M&E Division, everyone stays in their current position until Wednesday at the Division Luncheon and Silent Auction, which is effectively the changing of the guard. At the luncheon, the gavel is passed, and all the chairs of the Executive Committee rotate up one notch. The Past Chair rotates off the committee and the new Secretary rotates on.

10.2 M&E NOMINATING COMMITTEE MEETING

The M&E Nominating Committee Meeting is generally held Sunday morning before the Executive Committee meeting. It is also held during the Mid-Year Meeting. This is a closed door meeting where the Executive Committee conducts the business of nominating M&E Division members to various committees, in accordance with Article IV, Section 3 of the M&E Division Bylaws. During the meeting the next Secretary is generally chosen. The Past Chair of the Division leads this meeting.

10.3 M&E EXECUTIVE COMMITTEE MEETING

The Executive Committee meets twice a year, for 2 ½ to 3 hours. There can also be conference calls and email exchanges throughout the year. The Executive Committee Meeting is generally held at 9 AM on the Sunday morning of the Annual Meeting. The business of the Division is conducted during this meeting. It is an open meeting; anyone can attend and contribute comments and ideas. The Division Chair follows and agenda and is usually on a pretty tight schedule and will try to keep the meeting moving forward. These meetings can often become lively when certain subjects are discussed.

10.4 MEETING OF MEMBERS

According to the SME Bylaws, SME must conduct an Annual Meeting of the Members, “at which the new President is installed and those officers and directors standing for the election for the next ensuing terms of office shall take office”. The Society accomplishes this by holding an Annual Meeting of the Members at the Annual Conference and Exhibition. This is typically held on a Sunday afternoon at the conference hotel.

The meeting typically includes introductions, a summary of the previous meeting minutes, a description of official procedures, the installation of new officers and a State of the Society Address. Members are given the opportunity to comment for or against the nominated SME Officers and Directors and to cast their ballots if they have not already been submitted by proxy. This meeting is where the Nominee for the President Elect Designate (the next president in the succession) is announced. M&E Division leadership really ought to attend this meeting if possible, and encourage others to go.

10.5 MENTORING

Need someone to write about this.

10.6 SME/AIME AWARDS BANQUET

The Annual SME/AIME Awards Banquet is held on Wednesday night during the Annual Conference and Expo, and is where awards outside of the Divisions are presented. It is also the venue where the official transfer of the Presidential gavel takes place. The outgoing President gives his/her view of the state of the Society and is presented with the Past President's Plaque. The incoming President gives his/her inaugural comments and outlines what s/he plans to accomplish in the coming year. The awards program includes the AIME and SME Awards, the Minerals Education Coalition Awards, the Peng Award and other special recognitions. This banquet is a great time for networking and recognizing those who have given so much to SME.

10.7 M&E DIVISION LUNCHEON & AUCTION

The luncheon is held on the Wednesday of each Annual Meeting. This is the Division's primary means of raising funds. Generous donations to the silent auction, table sponsorship, luncheon sponsorship, and donations to and participation in the silent auction make it possible for the Division to cover operating expenses, purchase award plaques, and award scholarships each year. Finances of the Division are covered in more detail below.

10.8 MID-YEAR MEETING

Many SME members are not even aware that a mid-year meeting is held. This meeting is where much of the business of SME is conducted. Strategic Committees, Executive Committees from each division, other important committees and SME leadership meet during this time.

At the mid-year meeting the Executive Committee will meet. It is usually held in September, approximately six months after the Annual Convention. Since at the end of the Annual Meeting all persons moved up one position in the hierarchy of the Division, at the mid-year meeting their titles have changed from what they held at the Annual Meeting.

Several significant events happen at the mid-year meeting. One is that the new Vice Chairperson for Program Planning (who was the Assistant Vice Chair for Program Planning at the last Annual Meeting) names his or her four PAMs (Geosciences, Operations, Innovations & Technologies and Management). This is 1½ years before the meeting s/he is responsible for. The new Division Vice Chair for Programs (who was the Vice Chair for Program Planning at the last Annual Meeting) reports on the progress of programming for the upcoming Annual Meeting.



The new Division Chair-Elect (who was the Vice Chairperson for Programs for the last Annual Meeting) also gives feedback to the M&E Division Chair about who performed particularly well at the previous Annual Meeting with quality programming, exceptional organization, or leadership. The Chair also solicits feedback from the rest of the Executive Committee. These persons identified will be considered for positions within the M&E Division by the Executive Committee, and will be the foundation of the Division in the future. At the same mid-year meeting, the next candidate in line for Secretary is chosen.

11.0 ODDS AND ENDS

11.1 FINANCES

need formula to determine the number and amount of scholarship money

11.2 HIGH FLYER LIST

The Executive Committee passes around sign-in sheets at every open meeting of the Division. Division members who attend meetings, but are not on the Executive Committee, are tracked by name, and whenever someone shows significant interest and enthusiasm, that person ends up on a list of people who are deemed good candidates for service positions within the division.

The High Flyer list is a log of who has been attending Division meetings, worked on technical programming and been helpful to the Executive Committee. In order to work your way up the Division ladder you need to start somewhere and having your name on this list is the best way to begin. With the change in officers that naturally comes with age, the High Flyers List is where the *institutional memory* is retained. It has occurred where a person has shown great interest and involvement in the Division. Due to some circumstance, they can not maintain their involvement. Years later they want to get back involved and having their name on the list already means that they are not starting over.

In the worst case, someone drops the ball and leaves the Division in a lurch. The *institutional memory* retains this knowledge and holds that person to a higher standard in the future in order to get back involved. Young Leaders are encouraged to get their names on the High Flyers List. There is no short cut for gaining Division experience. This is the list where the future Executive Committee members come from. The list is maintained by the Secretary and is confidential to the Executive Committee. At no time has the Committee ever maintained a low flyers list – the Division is always positive and encouraging of members.

Signs of interest and enthusiasm might include, among other things:

- Regularly attending division meetings
- Contributing ideas to discussions
- Presenting Papers
- Chairing Sessions

There is a natural progression of service in the M&E Division, and the best way to get involved is to come to Division Meetings and talk to the Programming Chair and/or PAMs and offer to chair a session at the Annual meeting. Session Chairs who go above and beyond will be noticed and the people who are doing a great job chairing sessions generally become pool from which a Vice Chairperson for Programming can select PAMs. Expressing a desire to become involved and being willing to serve on a committee as an M&E representative is also a good way to get involved. Just walk up to someone in Division leadership, and say “pick me”!

11.3 ROCK IN THE BOX

Need a writeup on this.

11.4 TIPS FOR PEOPLE ASKED TO SERVE ON COMMITTEES

If you have been asked to be a representative from the M&E Division on one of the SME committees, chances are you have no idea when your committee meets, when you start, or who to contact. Chances are also that the person who asked you to serve on that committee has no idea either.

But there is a simple way to figure all of this out: The SME bluebook (available on line). This is the authoritative Who's Who within SME, and a new one is created every year. It tells you who is on which committee, and if you look your own name up, you may find that you are on committees you never even heard of! It also lists the chair of each committee, with whom you can get in touch if you need to find out what's going on. It is helpful to identify who has served on your committee in the past and contact them to learn more about the committee.

The majority of the committee meetings are open to the public, so if you think you might be interested in serving on a particular committee, you should attend that committee meeting at the upcoming Conference.

Committee meeting dates and times are published well in advance of the Conference in the Preliminary Program sent to all members and finalized in the Onsite Program. The SME staff are also very helpful – you can always call one of them.

11.5 ACKNOWLEDGEMENTS

Lastly, I would like to leave the authorship of this handbook nameless, as there are far too many people to thank and acknowledge. We know some of the people who have written this information, but there are also nameless others who have contributed to recent changes in the division, have provided the information that some of these documents contain, who have assembled some of this information, etc. You know who you are – thank you very much, and thank you to those of you who will keep this document updated and relevant in the future.