

The Biogeography Specialty Group has been established to actively promote the interests and development of biogeography and biogeographers within the Association of American Geographers. The BSG acknowledges the “Administrative and Operational Procedures for Specialty Groups” as its principal governing document, but wishes to further specify certain governing procedures, as follows:

Article I Officers

1. The BSG will be administered by a board of five officers, including a chairperson, a secretary-treasurer, and three directors. Each officer will be elected and serve a two-year term. The terms of office will begin and end as follows:

- Chairperson.....from June 1 to May 31 of odd years
- Secretary-Treasurer.....from June 1 to May 31 of even years
- First Director.....from June 1 to May 31 of odd years
- Second Director.....from June 1 to May 31 of odd years
- Third Director.....from June 1 to May 31 of even years

- 2-a Nominations for office will be made by a nominating committee composed of one or more members of the board of directors, as determined annually by the members of the board.
- b Nominations must have the prior approval of the nominee.
- c Multiple nominations, not exceeding three, will be made for each office to be filled. In odd years, when two directors will be elected, one set of nominations, not to exceed six, will be made for the director positions.
- d Nominations will be completed no later than January 31 of each year.
- 3-a Elections will be conducted by mail ballot.
- b Ballots will be sent to members of the Specialty Group at least one month before the annual business meeting.
- c Election will be by a plurality of the vote when three candidates are nominated for an office. When, in odd years, two directors are to be elected from a single pool of nominees, electors may vote for two nominees, without indication of preference, and the nominees receiving the largest and next to largest number of votes will be elected.

Article II Annual Business Meeting

The annual business meeting of the BSG will be held at the time and place of the AAG annual meeting.

## **GUIDELINES FOR THE FORMATION AND FUNCTIONING OF SPECIALITY GROUPS**

(April 1994)

1. As provided in Article VII of AAG bylaws, the Association of American Geographers will recognize Groups of its members who share a common substantive interest in a systematic/topical specialty or in a major region.
2. The objectives of a Group might include, but are not restricted to, the organization of sessions and/or workshops for national and/or regional meetings; organization of other seminars, symposia, and conferences; development of proposals for funding; publication of a regular newsletter; and other publications.
3. The first step toward the formation of a Specialty Group will be a petition, signed by a least fifty members in good standing of the Association, requesting that a prospective Group be listed on the annual membership renewal form. The petition must be received by the Executive Director on or before 15 June. The Specialty Group is expected to grow from the original 50 members to no fewer than 100 after three years.
4. Each newly recognized Specialty Group will hold an organizational meeting during the next annual meeting of the Association. The organizational meeting will be chaired by a member of the Program Committee until the Specialty Group has elected its own officers.
5. Each Specialty Group will elect officers with defined terms and limits on the number of consecutive terms. Normally, a Specialty Group Board will consist of a Chair, a Secretary-Treasurer, and two to five Directors. Normally, officers should serve two-year terms and the Chair should serve no more than two consecutive terms. All officers must be regular AAG members. Student representation on Specialty Group Boards is encouraged.
6. *An annual report from each Specialty Group is due within one month of the conclusion of the AAG annual meeting. If a change of officers occurs at the annual meeting, the outgoing chair is responsible for submitting the report.* It should describe the Specialty Group's activities for the previous year and its goals for the coming year. It must also include financial information as required in Standing Rule 2. Specialty Group reports will be reviewed by the AAG's National Councilors, who will transmit to the AAG Council any recommendations they wish to make on the basis of the Specialty Group reports.
7. Each Specialty Group is expected to meet annually. Annual meeting Program Committees will schedule a business meeting for each Specialty Group during the Association's annual meeting.
8. Each Specialty Group is expected to organize at least one session or workshop at each annual meeting of the Association, subject to scheduling by the meeting Program Committee, which retains final responsibility for the program of the meeting.
9. Annual meeting Program Committees will group papers submitted directly to it into sessions. At its discretion, a Program Committee may request the papers submitted to it be included in Specialty Group sessions.

10. Specialty Group awards should be approved by the AAG Council. Specialty Group awards may be conferred at the Association's annual awards ceremony or at Specialty Group business meetings at the discretion of each group.
11. The AAG Office will list all active and prospective Specialty Groups on the membership renewal form each year. Each AAG member may join as many Specialty Groups as he or she wishes by paying the dues each Specialty Group has established.
12. Specialty Groups with one hundred or more members will be considered active. A Specialty Group with fewer than one hundred members in a given three years from its first year (or from 1993 for those groups originating before that time) to attract at least 100 members, merge with another group, or be declared inactive.
13. When a Specialty Group is declared inactive the AAG Secretary will notify the Specialty Group's chair of the Council's section.
14. The AAG Office will collect Specialty Group dues of at least \$1.00 as part of the annual AAG membership renewal process. Each Specialty Group may set its dues higher than the \$1.00 minimum, if it wishes. Student dues may be \$0.00.
15. The AAG Office will send each Specialty Group chair a disk of the group's members as of 15 February each year. The dues collected to 15 February will be disbursed to the Specialty Group's bank account. If bank information is not available, dues will be held until the next payment date, after which they will revert to the AAG general fund. Supplemental updates and payments for members who join the Association or renew their memberships after 15 February will be made as of 15 May and 31 December.
16. The AAG Office will include a list of all Specialty Groups with annual renewal forms and membership applications.
17. A Specialty Group is entitled to one-third of indirect costs the AAG receives from grants originating from the Specialty Group.
18. Specialty Groups organizing workshops at annual meetings will receive a share of the revenues. The Association will receive 3% of gross income as a handling fee. Net income will be shared 80/20, 80% to the SG and 20% to the Association. Specialty Groups will be responsible for the content of workshops they sponsor. All workshop participants must register for the annual meeting at which the workshops are held. AAG may cancel any workshop for which registration is insufficient to meet expenses.
19. Annual meeting field trips organized by Specialty Groups to bring non-United States and Canadian non-geographers to participate in each annual meeting as its guests; they may do so at member registration rates.

20. The Council encourages Specialty Groups to bring non-United States and Canadian non-geographers to participate in each annual meeting as its guests; they may do so at member registration rates.
21. Non-geographers and foreign geographers residing outside the United States and Canada may join Specialty Groups as Corresponding Members without joining the AAG. Annual dues will be collected by the Specialty Group (normally, by its Treasurer). Geographers resident in the United States and Canada must be AAG members to join Specialty Groups.
22. Each Specialty Group is entitled to a reasonable number of sets of mailing labels, or a disk of its members' names and addresses annually. Requests should be directed to the AAG membership coordinator.

### **STANDING RULES FOR SPECIALTY GROUPS (April 1993)**

*(Rules MUST be followed by Specialty Groups. They pertain to matters with financial and legal implications.)*

#### **Finances**

1. A separate financial account must be established and the name of the account should include the name of group (e.g. Joe Doe, Specialty Group on Geography). Money orders or bank checks should be used for disbursements from accounts without checking privileges. Funds must not be commingled with the personal funds of an officer.
2. The annual report of each Specialty Group must include the name, account number, and bank where group's account is held. Groups whose fund-management procedures do not conform to AAG requirements will be notified and will be required to come into compliance to receive dues.
3. Officers of the Specialty Group must notify the AAG Office immediately if either gross assets or annual income exceed \$10,000.

#### **Mailing Lists**

4. A Specialty Group may use its mailing list for purposes consonant with the goals of the Association and the Specialty Group. Specialty Groups may not rent or sell their membership lists or make or permit any use that would infringe on the privacy of their members.

#### **AAG Logo**

5. Specialty Groups may use the AAG's seal and logo only with explicit Council approval for every use.