

Business Geography Specialty Group

Bylaws

Approved 18 April 2008

Article I: Name

The name of this organization is the Business Geography Specialty Group (BGSg) of the Association of American Geographers (AAG).

Article II: Purpose and Mission Statement

The purpose of the BGSg is to bring together AAG members who have mutual professional interests in business geography. Business geography is the application of geographic knowledge and information and geospatial techniques that assists businesses in making specific real-time decisions.

The mission of the BGSg is to facilitate the sharing of a diversity of ideas and relevant information among its members and others; stimulate research, pedagogy, and applications in business geography; aid in the advancement of its members and of the field of business geography; represent business geography within geography and with related disciplines, business endeavors, and the general public; and maintain relations with cognate organizations. As a professional group within its parent organization, the AAG, the BGSg inherently follows the AAG's broader mission statement and its policies and procedures as detailed in the AAG Constitution and Bylaws.

Article III: Membership

BGSg membership is open to all AAG members in good standing. Membership in the BGSg is on an annual basis concurrent with AAG membership. Dues are \$5 for professionals and \$1 for students.

Article IV: Voting Rights and Ballots

BGSg members in good standing regarding both AAG and BGSg annual dues can vote for the specialty group's Board Members and any pertinent issues that members bring forth. Voting for Board Members takes place at the annual business meeting. All other issues can have ballots at the business meeting or via e-mail. The Chair, Vice Chair, and Secretary-Treasurer are the tellers in secret ballots and e-mail ballots. Any member present at a BGSg business meeting may call for a vote to have a secret ballot.

Article V: Board of Directors

A. Membership: The BGSg is administered by a Board of Directors (The Board) consisting of the following officers: a Chair, a Vice Chair, a Secretary-Treasurer, a Newsletter Editor, and six Board Members (including one student member), all elected at large. BGSg members elect Board members at annual business meetings. A Board member may hold only one elected position at any given time. To provide continuity of strong specialty group leadership, the

BGSG chair is selected through a succession process beginning with being Secretary-Treasurer, then vice chair, and finally chair. This three-step succession to specialty group chair does not apply to the founding BGSG officers.

B. General Duties: The Board exercises general supervision over the affairs of the BGSG and performs its duties as specified in these Bylaws and the policies of the AAG Council. The Board must make an annual report of BGSG activities to the specialty group members at the business meeting and submit each report, including a financial statement, in a timely manner to the AAG Council. Other than the election of Board and committee members, the BGSG Board and members may conduct specialty group business throughout the year via e-mail discussion and voting. With the support of 10 percent of the BGSG membership, a BGSG member can bring any pertinent specialty group issue to an e-mail vote. The Chair will report the results of an e-mail vote to all BGSG members.

C. Duties of Board Members:

1. Chair: presides at all meetings of the BGSG and the Board; serves as an ex officio member of BGSG committees; issues notices of BGSG business meetings; acts as a teller in e-mail and secret ballots; notifies members of ballot outcomes; conveys information about and the views of the BGSG to the AAG Council; and performs all duties inherent in the office as directed by the BGSG.

2. Vice Chair: is the Chair-elect; advises and assists the Chair; presides at meetings in the absence of the Chair; acts as a teller in e-mail and secret ballots.

3. Secretary-Treasurer: records and reports business meeting discussions and votes; distributes e-mail and secret ballots; acts as a teller in e-mail and secret ballots; and administers the financial affairs of the BGSG and prepares annual financial reports.

4. The Newsletter Editor: solicits articles and information and produces in a timely manner an annual BGSG Newsletter. The BGSG Newsletter is a digital document posted to the specialty group's Website. The Newsletter Editor notifies the BGSG membership of the posting of each newsletter issue.

5. Board Members: provide advice to and assist the foregoing BGSG officers in carrying out their duties, serve on committees, and undertake other duties that may arise. The student Board Member represents student interests.

D. Terms of Board Members: All Board Members, including the Chair, Vice Chair, Secretary-Treasurer, and Newsletter Editor, have two-year terms.

E. Election of Board Members: BGSG members elect every two years the Secretary-Treasurer and the six Board Members from nominations at large and votes at the specialty group's annual business meeting. The Chair reports the results to the members present and subsequently to the entire BGSG membership via e-mail. New Board Members assume their positions at the end of the annual business meeting at which they are elected. The BGSG membership votes as necessary to replace Board Members who are unable to complete their two-year terms.

Article VI: Business Meeting

The annual business meeting of the BGSB is held during the AAG national meeting at the site of the AAG national meeting. The BGSB Chair will notify members of the time and place of the annual business meeting as listed in the AAG annual meeting program. To convene, the annual BGSB business meeting must have a quorum of at least 10 percent of its membership. Among items addressed at annual business meetings are the approval of the agenda and the minutes of the previous business meeting, committee reports, announcements of BGSB award winners, a financial report from the Secretary-Treasurer, and a report of BGSB activities. As interpreted by the Chair and members present, a “relaxed” version of the *Robert’s Rules of Order* guide proceedings of business meetings.

Article VII: Committees

The BGSB has four standing committees: 1) five-member BGSB Awards Committee, 2) three-member Student Awards Committee, 3) five-member AAG Program Committee (including the BGSB Chair and Vice Chair), and 4) three-member Website Committee (including the BGSB Newsletter Editor). BGSB members elect at the annual business meeting the members of these committees for two-year terms.

Article VIII: Awards

The BGSB has four awards: 1) The Distinguished Business Geography Scholar Award, 2) The Outstanding Business Geography Service Award, 3) The Distinguished Business Geography Career Award, and 4) The Outstanding Business Geography Student Research Award. The five-member BGSB Awards Committee nominates the honorees for the first three awards, and the three-member Student Awards Committee nominates the honoree for the student research award. The Distinguished Business Geography Scholar Award and The Outstanding Business Geography Student Research Award are annual awards that require the honorees to give presentations at the corresponding AAG Meeting. The BGSB presents The Outstanding Business Geography Service Award and The Distinguished Business Geography Career Award when appropriate. Member self-nominations are not accepted. Ballots for these awards can take place at the BGSB annual business meeting of members present or through e-mail voting of all BGSB members. Each award winner receives a distinctive framed certificate or plaque. The student award winner also receives \$100.

Article IX: Annual Report

The Chair provides an annual report to the AAG Council by its deadline. The report should articulate the mission of the BGSB, its program of activities, a financial report, and any other issues that the AAG requests.

Article X: Website and Newsletter

The three-member Website Committee maintains an attractive, informative, and timely BGSB Website. The Website Committee optimizes the Website to help reach the goals of the specialty group. The annual BGSB Newsletter is a digital document posted to the Website and includes the previous business meeting minutes, highlights about award winners, announcements, articles, and other relevant information.

Article XI: Ratification and Amendment of Bylaws

These Bylaws take effect immediately after their approval by a majority of BGSB members at its initial annual business meeting and the concurrence of the AAG Council. With the support of 10 percent of the BGSB membership, a member of the specialty group can propose at any time an amendment to the Bylaws. A majority of BGSB members at the annual business meeting or via e-mail ballot can approve an amendment. The Chair notifies the BGSB membership of approved amendments.