

## **BYLAWS OF THE APPLIED GEOGRAPHY CONFERENCES INC.**

### **1. Name**

The name of the organization shall be the **Applied Geography Conferences, Inc (AGC)**.

### **2. Objectives of the AGC**

The primary objectives of the AGC shall be *to further academic and professional investigations in applied geography and to encourage the application of applied geographic findings in education, government, and business*. The AGC shall support these objectives by promoting acquaintance and discussion between academics, students and practitioners in related fields by stimulating research and scientific exploration, by encouraging the publication of scholarly studies, and by performing services to aid the advancement of the field of applied geography.

The AGC offers two primary venues for applied geography education, communication, and networking: (i) an *annual conference*, held every fall, provides an opportunity for practitioners, academics, and students to share research and application ideas; and, (ii) a peer-reviewed journal, *Papers in Applied Geography*, is the AGC's official publication covering research and commentary across all areas of applied geography.

The AGC is a not-for-profit organization. The AGC shall receive and administer funds in support of research and publication in the field of applied geography.

### **3. Membership**

#### **3a. Officers of the Board**

*Officers of the Board.* The officers of the AGC shall be a *President, Executive Director, Treasurer and Secretary*. The duties of the President, Executive Director, Treasurer and Secretary shall be those normally pertaining to their posts. All Officers of the Board will be elected by the Board to serve specified terms.

*President.* The President is responsible for implementing the organization's vision, mission and overall direction.

*Executive Director.* The Executive Director shall manage the affairs of the AGC, maintain its core administrative functioning and operation.

*Treasurer.* The Treasurer is responsible for overseeing the financial management of the AGC, including reporting annual financial statements to the Executive Committee and Board.

*Secretary.* The Secretary shall serve as Secretary of the Board and the Executive Committee.

Officers of the Board will hold non-voting *Emeritus* status following the completion of their terms for a period of two years.

#### **3b. Board Members**

The Board of the AGC will comprise the Officers of the Board and Standing Board Members. The Board Members will include 8 academic/practitioner members and 3 student members. The academic/practitioner members will typically include Faculty, industry practitioners and government officials. The student members will include representation from both undergraduate and graduate students.

Board Members will hold non-voting Emeritus status following the completion of their terms for a period of one year.

In total, there will be 15 Board Members that are eligible to vote (i.e., 4 Officers of the Board and 11 Board Members). In addition, there will be non-voting Emeritus members that will have the opportunity to engage in discussion and debate. The number of non-voting Emeritus members will vary from year-to-year.

#### **4. Governance Structure**

The governance structure of the AGC shall comprise an Executive Committee, the Board and Sub-Committees to the Board.

##### **4a. Executive Committee**

The Executive Committee shall consist of the President, Executive Director, Treasurer and Secretary. The Executive Committee may invite other members to participate in discussion of matters within their special competence. The Executive Committee shall meet when necessary to facilitate the operations of the AGC between Board meetings and prepare information for consideration by the Board. Actions of the Executive Committee shall be subject to approval by the Board. The Minutes of the Executive Committee shall be circulated amongst Board Members as promptly as practicable.

##### **4b. Board**

The Board shall consist of the Officers of the Board, Board Members, Student Members and Emeritus Officers of the Board. The Board shall be the governing body of the AGC, establish committees and determine AGC policies and procedures; it may assign specific responsibilities to the various officers and sub-committees of the AGC. The Board may delegate to Officers of the Board the authority to sign contracts.

The Board shall meet at least once each year (the Annual Meeting) at the call of the President. A majority of the voting members of the Council shall constitute a quorum. The Minutes of the Board shall be published as promptly as practicable. The Annual Meeting shall typically be held during the AGC Annual Conference. During the Annual Meeting there shall be reports of the officers, and such other business as has been placed on the Agenda by the Executive Committee. The Agenda shall be posted two weeks prior to the Annual Meeting. Topics discussed at the Annual Meeting must fall within the scope of the *Objectives of the AGC*, those outside the scope of these objectives are to be ruled out of order.

##### **4c. Sub-Committees to the Board**

The Board shall from time to time designate standing committees.

Local Arrangements (2 members)

Venue Recruitment (2)

Student Liaison (4)

Student Competitions (2)

Journal Operation (3)

Website and Digital Marketing Communications (2)

Sponsorship (2)

Government Liaison (2)

## **5. Terms of Office, Nominations and Voting Procedures**

All terms of office will be subject to nomination and voting procedures. Board Members shall have a single vote to cast in all matters. Member voting shall be conducted in a format and manner determined by the Board and as set forth in these Bylaws, including but not limited to in-person or electronic ballot. Members unable to vote by electronic means shall have the option by request to vote by other appropriate means.

Member(s) of the Board and Sub-Committees to the Board may in exceptional circumstances be appointed by the President and/or Executive Director, subject to the approval of the Board, and shall act according to procedures established by the Board.

### **5a. Terms of Office**

All terms of office shall begin on November 1<sup>st</sup> following the Annual Meeting of the AGC.

#### *Officers of the Board*

Officers of the AGC shall typically be elected by the Board from among its own Board Members. Voting shall be conducted by ballot in-person at the AGC Annual Board meeting or by electronic ballot.

The terms of office shall be five years for President, Executive Director and three years for the Secretary and Treasurer. All Officers of the Board will be eligible to serve as Emeritus members of the Board for two years following the completion of their term.

#### *Board Members*

Nominations for Board Member will be submitted to the Secretary two weeks prior to the Annual Meeting.

#### *Sub-Committees*

Nomination and voting for membership to Sub-Committees of the Board will take place at the Annual Meeting.

### **Amendment to Bylaws**

Proposed amendments to AGC Bylaws need to be submitted to the Secretary of the Board two weeks prior to the Annual Meeting. The Secretary will circulate the proposed amendments to all Board Members. Amendment will be discussed at the Annual Meeting. The Bylaws may be amended by a majority of the Board Members voting (either in-person at the annual meeting or via electronic ballot).

## **MEMBERSHIP**

OFFICERS OF THE BOARD: President, Executive Director, Treasurer, Secretary

THE BOARD: Officers of the Board, Board Members, Student Members, Emeritus Officers of the Board

## **STRUCTURE**

EXECUTIVE COMMITTEE: Officers of the Board only (President, Executive Director, Treasurer, Secretary)

BOARD: Officers of the Board (4), Board Members (8), Student Members (3), Emeritus Officers of the Board (varies)

SUB-COMMITTEES: Local Arrangements (2 members), Venue Recruitment (2), Student Liaison (4), Student Competitions (2), Journal Operation (3), Website and Digital Marketing Communications (2), Sponsorship (2), Government Liaison (2)

## **TERM**

President: 5 years (1 position)

Executive Director: 3 years (1 position)

Treasurer: 3 years (1 position)

Secretary: 3 years (1 position)

Board Members (non-Officers): 3 years (up to 8 positions)

Student Members: 2 years (up to 3 positions)

Emeritus Officers of the Board: 2 years post term(varies)

## **NOMINATIONS & ELECTIONS**

Officers of the Board: nominations from the Board, voting required in the case of multiple nominations

Board Members: nominations from the Board, need selection criteria (bridge academia and industry/government)

Student Members: nominations from the Board and Student Liaison Sub-Committee

Emeritus Officers of the Board: Not applicable

Sub-Committees of the Board: nomination from the Board, voting required in the cases of multiple nominations beyond the designated number of committee members.