

BYLAWS, MOUNTAIN GEOGRAPHY SPECIALTY GROUP OF THE ASSOCIATION OF AMERICAN GEOGRAPHERS¹

Article 1. Name.

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

The organization shall be referred to as the MGSG and it is understood that it is a component of the AAG.

Article 2. Mission Statement.

The MGSG serves to foster communication, promote basic and applied research, enhance education, and encourage service related to mountain peoples and mountain environments, and their interactions.

Article 3. Membership.

Any member of the AAG can become a member of the MGSG upon selection of the specialty group interest box on the AAG annual dues form and payment of specialty group dues. There are two classes of mem-

bership, regular and student. Both classes of members can vote at the specialty group meeting. Dues are \$5.00 for regular members and \$0.00 (zero) for students.

Article 4. Officers, Duties, Electoral Procedures and Term Limits.

- 1) Elected officers must be regular members of the MGSG.
- 2) Officer Titles and Term Limits:
 - a) Secretary-Treasurer: Secretary-Treasurer serves for one year. After that year she/he is promoted to the position of Chair.
 - b) Chair: the Chair serves for one year. After that year she/he is promoted to the position of Advisory Board Member.
 - c) Advisory Board Member: Advisory Board Members serve for three years immediately following their tenure as MGSG Chair. The Advisory Board Member most years past MGSG Chair shall serve as Advisory Board Chair.

¹ Provisionally adopted by general MGSG membership at Honolulu, HI, March 1999. Revised by Donald Friend 20 April 1999 per directions of the MGSG general membership. Reviewed and approved at 2000 AAG Annual Meeting, Pittsburgh, PA.

- d) There is no limit to the number of times an individual may be elected as Secretary-Treasurer.
- e) No one individual may occupy two of the above positions at one time with the following exception:
 - i) Until a full advisory board of three past chairs is effected, the founding committee plus past chairs will serve as the advisory board. Founding committee members may serve as officers subject to standard electoral procedures.
 - ii) In the event that an officer resigns or is otherwise unavailable mid-term, the advisory board will appoint a substitute to complete the term of office to a maximum of one year; the substitute appointed by the board may not be promoted beyond the term of substitution. The substitute may be another sitting officer and will retain their already sitting position. If needed, at the next business meeting, the general membership will elect a permanent substitute official who will progress normally through promotion.
- f) Duties of office commence immediately following the annual meeting and progress through the end of the following annual meeting. Such duties related to the annual meeting that may take a few weeks or months to discharge are the responsibility of the officer responsible at the time of the meeting (e.g., the past chair and/or secretary-treasurer sends an annual report to the AAG headquarters based upon annual activities and meeting results).
- g) Awards Committee Member: At the Annual Business Meeting, a new Awards Committee Member is appointed by the MGSG Chair to a term of three years, effecting a three member panel.
 - i) With initial formation of the MGSG in Honolulu, Hawaii, 1999, the membership shall elect three members, with terms of 3, 2 and 1 years respectively. Beginning in 2000

and thereafter, annual appointments by the Chair are in effect and will replace those elected over the next three years.

3) Electoral Procedures:

- a) A new Secretary-Treasurer is elected once each year at the MGSG business meeting at the Annual AAG meeting by a simple majority vote of members in attendance. They must be nominated and seconded from the floor. All nominees must be considered. In the event of no clear majority winner, the two highest vote getters will be subject to runoff. The nominees must be in attendance at electoral meetings.
- b) At the initial business meeting, Honolulu, Hawaii, 1999, both Secretary-Treasurer and Chair will be elected. In following years, only the Secretary-Treasurer will be elected anew.
- c) If an officer is egregiously irresponsible or grossly negligent, the advisory board may remove her/him from office at any time by simple majority vote and a substitute will be appointed.

4) Officer Duties:

- a) The Secretary-Treasurer shall:
 - i) work in consultation with the MGSG Chair and Advisory Board;
 - ii) keep minutes of the specialty group meetings;
 - iii) keep membership and financial records;
 - iv) coordinate and distribute one or two issues of the MGSG Newsletter annually to the membership, the AAG central office, the MGSG webmaster and the Mountain Forum;
 - v) administer all the specialty group's financial affairs;

- vi) in consultation with the Chair and Advisory Board, may designate an alternate responsible officer for specific projects; e.g., the principal investigator on a grant associated with the MGSG;
 - vii) spend MGSG funds for standard expenses: awards, awards luncheon tickets, newsletter costs, Mountain Forum membership, plaques for awards, and meeting registration for invited guests;
 - viii) consult the membership at the Annual Meeting or alternately from the MGSG Chair and Advisory Board, in cases where consideration for atypical expenses may arise, such as sponsorship of special events (e.g., field trips) and travel assistance;
 - ix) shall act in a responsible manner to protect MGSG funds from misuse;
 - x) shall have signatory power for MGSG finances along with the Chair. The Chair will normally authorize signatory responsibilities to the new Secretary-Treasurer.
 - xi) Follow directives of the Advisory Board.
- b) The Chair shall:
- i) preside over the annual specialty group business meetings;
 - ii) communicate with the AAG central office regarding specialty group news (other than awards announcements and recipients) including writing an annual report submitted to the AAG;
 - iii) appoint a new member to the Awards Committee;
 - iv) assure adequate progress of the Awards Committee;
 - v) coordinate between other MGSG officers and board as appropriate;
- vi) submit a column for each MGSG newsletter;
 - vii) serve as official representative of the specialty group in all correspondence and at all functions;
 - viii) organize at least one paper session on Mountain Geography at the Annual AAG Meeting, the Chair may appoint someone else to the task at her/his discretion;
 - ix) keep track of important issues affecting the membership and present them at the annual business meeting;
 - x) consult with the Advisory Board on decisions necessary before the annual business meeting;
 - xi) have signatory power for MGSG finances along with the Secretary-Treasurer. The Chair will normally authorize signatory responsibilities to the new Secretary-Treasurer;
 - xii) follow directives of the Advisory Board.
- c) The Chair and Secretary-Treasurer shall communicate regularly to ensure completion of duties. If one is temporarily unable to perform their functions, the other may preside for them or seek assistance such that all duties and tasks are discharged in a timely and efficient manner.
- d) The Advisory Board shall:
- i) provide oversight and guidance for Chair, Secretary-Treasurer and Awards Committee;
 - ii) encourage activities related to the MGSG Mission Statement that include:
 - (1) develop, encourage, and promote MGSG representation within the AAG;
 - (2) identify suitable candidates for elected offices and committees;
 - (3) organize or encourage others to organize special sessions;

- (4) identify noted non-AAG scholars and promote their attendance at AAG meetings, and seek AAG and external funds for such;
 - (5) communicate with other organizations, bodies and individuals regarding mountain issues
 - (6) seek external funding on Mountain Geography issues in partnership with the MGSG and AAG.
- e) The Awards Committee consists of a chair, who is the most senior member of the committee determined by year of appointment, and two members. The Awards Committee, led by the Chair shall:
- i) solicit nominations and supporting materials by February 1 of each year, well in advance of the annual meeting;
 - ii) evaluate and name MGSG awardees;
 - iii) report results to the MGSG chair and to appropriate AAG central office staff (e.g. Executive Director or her/his designee) prior to the Awards Luncheon, and sees that appropriate awards are at the Annual AAG Awards Luncheon and the MGSG business meeting;
 - i) inform winners well in advance of the meeting that they are to receive an award, that the MGSG will purchase luncheon tickets for them, and encourage them to attend the Awards Luncheon. Informing candidates is necessary in order to ensure that they will be present and prepared to present an acceptance speech suitable for publication in our newsletter. Beyond informing the candidates, the MGSG Chair, and the AAG central office staff, award winners' names should be kept confidential to maintain an element of surprise at the business meeting. The Awards Committee Chair should arrange to purchase Luncheon tickets for each awardee planning to attend the AAG Awards Luncheon. Winners are often not known until after

the deadline for purchasing tickets, so it is not usually possible to know who will attend. The Awards Committee Chair should plan to attend the Awards Luncheon or make sure that a suitable representative of the MGSG is present to deliver awards to the Executive Director and to see that awardees are recognized properly;

- ii) present awards at the MGSG business meeting. If the awards have been given earlier at the Awards Luncheon, the Awards Chair should finesse them back from the candidates after the luncheon so they can be ceremoniously returned at the business meeting. If the Luncheon is after the business meeting, then vice versa.

Article 5. Description of Awards.

The MGSG has several awards that are given when merited as determined by the awards committee. These awards include, but are not limited to:

- a) The Award or Awards for a Distinguished Career in Mountain Geography;
 - i) The Distinguished Career Award is presented to an individual or individuals who have made significant contributions to Mountain Geography over her/his career(s). Nominations should include:
 - (1) a description of the candidate's contribution to Mountain Geography,
 - (2) a brief biographic sketch,
 - (3) a selected bibliography, and
 - (4) three letters of support from colleagues.
- b) The Award or Awards for Outstanding Recent Work in Mountain Geography.

- i) The Outstanding Recent Work Award can recognize scholarly, applied or other significant contributions to Mountain Geography within the past three years that support the Mission of MGSG.
- ii) Nominations should include:
 - (1) a description of the candidate's contribution to Mountain Geography,
 - (2) a brief biographic sketch,
 - (3) a selected bibliography, and
 - (4) three letters of support from colleagues.
- c) The Student Award or Awards for an Outstanding Research Proposal.
 - i) When funds are available and proposals are judged meritorious by the MGSG Awards Committee, the MGSG may award one or more Graduate Student Research Grants to help cover the costs of data acquisition, field work, and laboratory analysis required to complete thesis research. Eligible students are members of the AAG and MGSG. To be considered for the grants, students should submit three copies of the following to the Chair of the Awards Committee: 1) a research proposal approximately five pages in length; 2) two short letters of recommendation. The awards are presented at the MGSG Business Meeting as well as the AAG Awards Luncheon during the Annual Meeting of the AAG. Announcements and deadlines appear in the MGSG Newsletter.
- d) The Award or Awards for an Outstanding Student Presentation.
 - i) When funds are available and proposals are judged meritorious by the MGSG Awards Committee, the MGSG may award one or more Outstanding Student Presentations. To

be eligible for the award, students must be members of the AAG and MGSG. Applicants for the student paper competition are typically placed into special sessions organized for the competition, sponsored by the MGSG. Students participating in the paper competition must submit the following materials to the Chair of the MGSG Awards Committee: 1) the program participation fee; 2) one copy of the standard AAG program participation form; 3) one copy of the standard abstract required by the AAG; 4) one disk containing the abstract required by the AAG; and, 5) three copies of an extended abstract of the paper, consisting of 800-1000 words. The deadline for receipt of all materials for the competition is two weeks prior to the deadline of the AAG program participation (usually late August). The awards are presented at the MGSG Business Meeting as well as the AAG Awards Luncheon during the Annual Meeting of the AAG. Announcements and deadlines appear in the MGSG Newsletter.

- e) Nominations for both the Distinguished Career and Outstanding Recent Work Awards should be submitted to the Chair of the Awards Committee of the MGSG by February 1 preceding the Annual Meeting.

Article 6. Corresponding Members.

Non-AAG members residing outside of the US or Canada may join the MGSG. They must pay annual dues, but may not vote or serve as officers per AAG bylaws.

Article 7. Non-members.

Non-members of the AAG and the MGSG may attend and participate in meetings, but only MGSG members may vote.

Article 8. Rules of order.

Roberts Rules of Order apply to all MGSG business meetings.

Article 9. Amendments.

The bylaws of the MGSG can be modified, supplemented, or rescinded by a majority of the voting membership at the annual MGSG business meeting.