

CONSTITUTION AND BYLAWS  
OF THE  
MIDDLE STATES DIVISION  
OF THE  
ASSOCIATION OF AMERICAN GEOGRAPHERS

Updated and Approved: November 4, 2016

Article I – Name

The name of this organization is The Middle States Division of the Association of American Geographers.

Article II – Purposes

The purposes of this organization will be to further professional investigations in geography; to encourage the application of geographic findings in education, government and business; and to improve and elevate the public image of geography.

Article III – Membership

Section 1 – All members (including students) of the Association of American Geographers who reside within the boundaries of this Division are automatically members of this organization.

Section 2 – All members identified in Section 1 above have full rights to nominate candidates for Divisional offices, vote thereon, and, if eligible, hold such office if elected. They are entitled to participate, under applicable rules, in meetings, programs, and other activities and services of the Division.

Section 3 – Other categories of membership, with appropriate rights in each instance, may be determined at the discretion of this organization. Details will be appended to the Bylaws as deemed necessary.

Article IV – Geographic Boundaries of the Division

Section 1 – The Middle States Division of the Association of American Geographers includes the states of New York, New Jersey, Delaware, Pennsylvania and Puerto Rico.

Article V – Officers

Section 1 – The five officers of the Division are: President, Vice President, Secretary, Past President, and Regional Councilor.

Section 2 – All officers must be members of the Division.

Section 3 – These officers will be elected in accordance with the procedures and conditions specified in the Bylaws and will serve their term commencing 1 January, except for the Regional Councilor who will serve for three years in accordance with the dates specified in the constitution of the national Association. Officers may not hold two positions simultaneously.

Section 4 - The Executive Board of officers has the authority to appoint an Executive Director to handle year-to-year operations, budgeting and finances. The Executive Director will also serve as MSDAAG Treasurer. The Executive Director shall serve a three-year term, as an ex-officio member of the board.

Section 5 - The Executive Board has the authority to appoint an editor or editors of the Middle States Geographer. The Middle States Geographer Editor(s) shall serve at the pleasure of the Board, as an ex-officio member(s) of the Board.

Section 6 – The Executive Board has the authority to appoint a Stand Alone Geographers (SAGE) representative. The SAGE representative shall serve a three-year term, as an ex-officio member of the Board.

#### Article VI – Committees

Section 1 – The Division business will be conducted primarily by the Executive Board. Other committees may be created as necessary.

Section 2 – The Executive Board is comprised of the five Division officers, the Executive Director, the Middle States Geographer editor(s), and the SAGE representative. The Division President is chairperson of the committee. This board is the central organ of the Division and is empowered to act in the name of the Division in the intervals between meetings, with the understanding that all such actions are ultimately subject to approval by the Division membership.

#### Article VII – Meetings

Section 1 – The Division will hold an Annual Meeting, normally in the fall of each year. The Annual Meeting will include the Division Business Meeting.

Section 2 – Five percent of the members may, by signed petition which states the reasons, instruct the President to announce and call a special meeting of the Division.

Section 3 – Notice of the time and place of all Division meetings will be sent to members.

#### Article VIII – Amendments

This Constitution may be amended by the affirmative vote of two-thirds of the members in attendance at a Business Meeting, provided that no vote will be taken on the proposal to amend the Constitution unless written notice thereof was given at least one month in advance of the Annual Meeting.

### BYLAWS

#### Section 1 – Dues and Membership

Members of the Division who are also members of the national Association pay no dues. Other members will be assessed dues as deemed appropriate. Members serving as officers are personally responsible for the expenses they incur in serving the Division.

#### Section 2 – Duties of Officers

##### a. President

1. Chairs the Executive Board.
2. Coordinates selection of a suitable place and date for the Annual Meeting.
3. Coordinates the program for the Annual Meeting.
4. Disseminates the spring (April) and summer (August) Newsletters to the general membership and insures publicity for the Annual Meeting.
5. Appoints committees as needed.
6. Presides at all Business Meetings of the Division.
7. Acts on behalf of the Division in circumstances not otherwise covered in the Constitution or Bylaws.
8. Is ineligible for re-election for at least three years following completion of term of office.

##### b. Vice-President

1. Serves as President in the absence of the elected President.
2. Organizes the annual student GeoBowl competition at the fall meeting.

3. Coordinates the MSDAAG Geobowl team at the national AAG meeting the following spring.
4. Creates the spring (April) and summer (August) Newsletters with significant input from the President and other Executive Board members.

c. Past President

1. Coordinates and runs the elections of Vice President and Secretary and Regional Councilor following the established election procedures.
2. Assists Board members with executing the fall meeting. Duties may include assisting the current President with programming, the Vice President with GeoBowl preparations, and the Secretary with student paper/poster judging.

d. Secretary

1. Organizes and judges the student paper and poster competitions at the fall meeting.
2. Keeps minutes of all official meetings of the Division including those of the Executive Board.
3. Conducts other Division correspondence as required.

e. Regional Councilor

1. Acts as Division liaison between the national Association and the Division.
2. Advises the Division of pertinent matters and activities of the national Association.
3. Attends council meetings of the national Association when called and represents Divisional interests.
4. Is ineligible for immediate re-election to the same office.

Section 3 – Executive Board

- a. Meets in the fall at the time of the Annual Meeting and once in the spring at the call of the President. May be called into session at other times by the President or at the request of three members of the committee.
- b. Makes decisions and takes actions, as deemed necessary, in the name of the Division with the understanding that all official actions and decisions will be published and disseminated as soon as possible and are ultimately subject to approval by the Division membership.
- c. In the event an elected officer is unable to fulfill the obligations of office, the remaining members of the Executive Committee will absorb these duties until the next Division election.

- d. The Executive Board may appoint an Executive Director to handle day-to-day operations, budgeting, and finances. The Executive Director will also serve as MSDAAG Treasurer. The Executive Director will generate financial reports twice per year and distribute these reports to the Board. The Executive Director shall serve a three-year term, as an ex-officio member of the Board.
- e. The Executive Board has the authority to appoint an editor or editors of the Middle States Geographer. The Middle States Geographer Editor(s) shall serve at the pleasure of the Board, as an ex-officio member(s) of the Board.
- f. The Executive Board has the authority to appoint a Stand Alone Geographers (SAGE) representative. The SAGE representative shall serve a three-year term, as an ex-officio member of the Board.

#### Section 4 – Division Meetings

##### a. The Annual Meeting

- 1. To the extent possible, the location of the Annual Meeting will be rotated around the geographic extent of the Division.

##### b. Business Meeting

- 1. A Business Meeting of the Division will be held once each year in conjunction with the Annual Meeting.
- 2. The agenda for the Business Meeting will be:
  - (a) Meeting called to order.
  - (b) Reading of minutes of previous meeting.
  - (c) Treasurer’s report.
  - (d) Communications.
  - (e) Reports.
  - (f) Old Business.
  - (g) New Business.
  - (h) Adjournment.

##### c. Special Meetings

In accordance with Article VII, Section 2 of the Constitution, the President is responsible for determining the time and place for any special meetings and will inform the membership accordingly.

#### Section 5 – Election of Officers

a. Schedule of Elections

1. The Vice President and Secretary are elected each year. The Vice President is elected to the Board and serves a three-year term as follows: Vice President, President, Past President. The Secretary is elected to the Board and serves a one-year term.
2. The Regional Councilor is elected in accordance with the national association's constitution for a three year term.

b. Election Procedures

1. Nominations for Vice President, Secretary and Regional Councilor, as appropriate, will be solicited from the membership and must be received by the Past President at a date set in the spring Newsletter.
2. The Past President will insure that the election slate, biographical materials and ballot for the Vice President, Secretary and (if appropriate) Regional Councilor, are included in the summer Newsletter. Provision will also be made for write-in candidates on the ballot.
3. The final ballots must be received at least one week prior to the Annual Meeting at which the final results will be announced.

Section 6 – Division Publication: Middle States Geographer

- a. The Middle States Geographer will be published in the late spring following each annual meeting. The editor(s) will be selected by the Executive Board and will serve at the pleasure of the Board as ex-officio member(s) on the Board. The editor(s) will set standards for manuscript submissions and solicit peer reviews to assure quality in published articles. Manuscripts can be papers presented at the annual meeting, or on other research subjected to peer review and submitted to the editors.

Section 7 – Quorum

One quarter of the members registered for the Annual Meeting will be considered a quorum.

Section 8 – Parliamentary Authority

- a. The parliamentary authority will be Robert's Rules of Order (revised).

- b. A parliamentarian may be appointed by and will serve at the pleasure of the President.
- c. Upon a majority vote, parliamentary procedures may be changed for informal meetings.

#### Section 9 – Changes and Amendments

These Bylaws may be changed or amended by the affirmative vote of two-thirds of the members in attendance at a Division Business Meeting provided that no vote will be taken on such a proposal unless written notice thereof was given at least one month in advance of the Annual Meeting.