

# **Cultural Geography Specialty Group American Association of Geographers**

## **Bylaws**

### **Article I: Purpose**

The Cultural Geography Specialty Group (CGSG) seeks to promote and encourage scholarly research and quality teaching in the field of Cultural Geography through the exchange of current thoughts, trends and information focusing on all areas of the field. The CGSG shall encourage, facilitate and sponsor the organization of paper sessions, poster sessions, and discussion panels at national and regional meetings of the American Association of Geographers (AAG) as well as other seminars, symposiums, and conferences at which themes relating to cultural geography are discussed. The CGSG will also reward junior scholars by hosting paper competitions and awarding research grants. The CGSG will stimulate dialog about and among the discipline and represent the members in all matters related to membership in the AAG.

### **Article II: Membership**

All members of the AAG are eligible for membership. Any AAG member will become a member of the CGSG by selecting the specialty group on their AAG membership renewal form and by submitting dues for the specialty group. These monies will be collected by the main AAG office and dispersed back to the group as requested by the treasurer. Therefore, all members of the CGSG must be members of the AAG. The AAG will certify membership in the CGSG each year after payment of annual dues. Any member of the CGSG may hold office if duly elected or appointed according to the requirements in Article III.

### **Article III: Officers**

The CGSG will be governed by an Executive Committee consisting of a Chairperson, a Secretary/Treasurer, three Directors (Nominations, Program, Awards), and two to three Graduate Student Representatives (including at least one Master's student and one Ph.D. student). Upon election, each member of the Executive Committee will serve a two-year term. If some unforeseen circumstance prohibits them from fulfilling their term, the Chair of the CGSG may appoint an interim officer.

#### **A. Election of Officers:**

The officers will be elected by secret ballot in an election administered online prior to the CGSG annual business meeting that is held during the annual meeting of the AAG. The Chairperson, Awards Director, and at least one Student Representative will be elected during odd-numbered years. The Secretary/Treasurer, Program Director, Nominations Director, and at least one Student Representative will be elected during even-numbered years. All members of the Executive Committee may serve a maximum of two consecutive terms in a particular role.

The Nominations Director will solicit candidates, prepare the ballot, and supervise the election. A call for nominations will be issued by email a month prior to the online election. This notice will inform members of any additional positions for which nominations are required by virtue of a vacancy. Such nominations should include the name, affiliation, and address of the

nominee, the position being nominated for, and a brief biographical statement. Candidates must give permission for their name to be placed in nomination. Candidates must be in good standing with both the AAG and CGSG.

The ballot will be conducted using an online poll. Voting should be open for two weeks in total and conclude before the annual AAG meeting to ensure that winning nominees can arrange their schedule to attend the CGSG Business Meeting. Officers will be elected by the membership of the SG at-large from a list of candidates submitted by the Nominations Director and included in the online ballot. Candidates will win by a simple majority, as certified by the Nominations Director through proof to the full CGSG Executive Committee.

#### B. Duties of Executive Committee Officers:

General Responsibilities. All elected officers will: a) discuss and evaluate the activities of the SG and present their findings at the annual business meeting; b) propose objectives for the CGSG to pursue during the year following the annual business meeting; c) approve or disapprove all activities of the CGSG that are not specifically mentioned in the Bylaws; d) review the accounts of the CGSG before the annual business meeting.

1. The Chair will be responsible for: a) chairing the annual business meeting; b) together with the Secretary/Treasurer, the compiling and editing publication of one CGSG Newsletter each year; c) submitting to the AAG office, by 31 May of each year, an annual report of the activities, finances, and immediate objectives of the CGSG; and d) providing general stewardship for the members of the specialty group in all matters while promoting the discipline of Geography in general and cultural geography specialization in particular.
2. The Secretary/Treasurer will be responsible for: a) receiving and dispersing all funds of the CGSG; b) maintaining an up-to-date list of all members of the CGSG; c) keeping minutes and presenting a financial statement of the CGSG at the annual business meeting; and d) together with the Chairperson, the publication and distribution of one CGSG Newsletter prior to the national meeting of the AAG.
3. The Awards Director will determine methods by which recognition will be given for major contributions to cultural geography. Currently there are four awards that are determined on an annual basis: M.A. Paper Award, Ph.D. Paper Award (The Terry Jordan-Bychkov Award), M.A. Research Grant, and Ph.D. Research Grant (The Denis Cosgrove Award) and the Adjunct/Underemployed Faculty Conference Travel Grant. Criteria for and history of those awards is included in Appendix A.
4. The Program Director will be responsible for organizing, arranging, or sponsoring (or co-sponsoring with other specialty groups) cultural geography sessions at the annual meetings of the AAG. Also, the Chair of the Program Committee, in conjunction with the Executive Committee, will determine the speaker, the speaker's honorarium amount, and convene the annual CGSG Marquee Presentation at the annual AAG meeting.
5. The Nominations Director will conduct the annual election of officers of the CGSG Executive Committee following the procedures described in Section III A.

7. The Graduate Student Representatives will be responsible for engaging student participation in the specialty group, managing the group's social media (Facebook, Twitter, and Instagram), and, based on sufficient interest, organize and chair at least one student-only paper session at the annual AAG meeting and help to meet the needs of the students presenting papers or engaging in research. Additionally, the Student Directors will, at their discretion and availability, encourage paper sessions at regional meetings under the auspices of the CGSG. Traditionally, Grad Student Representatives have hosted a CGSG Breakfast paid for by the CGSG. In addition, Graduate Student Representatives will organize a Photo Exhibition and competition where the winning photo(s) will undergo review for publication. All AAG Meeting attendees are invited to these events. Appendix B lists the guidelines for the Photo Exhibit and Competition.

C. Voting:

Each Director will have one vote on the Executive Committee. All procedures will be according to the rules of order desired by the current Executive Committee. This means that a motion must be proposed, with a second vote of support for the motion to be placed in front of the committee or voting body. Once the motion is in place, discussion is allowed on that issue until a vote is called. Then, that motion will be acted on. Once that motion is decided it can then be amended with the same procedure. Those results will be recorded by the Secretary. In the same manner, the voting body, which consists of dues paying members of the CGSG, shall each have one vote. All motions will pass with a simple majority of those present. Vote by proxy will not be accepted. This shall be the procedure to change any directive of the CGSG. The Executive Committee can decide all issues electronically through the year, and those events will be reported by the Secretary at the annual meeting. In the event that a vote by the Executive Committee is split evenly, then it will be the sole discretion of the chair to either a) cast another decisive vote, or b) find an objective reviewer to be appointed to a temporary ad-hoc position on the Executive Committee to cast a decisive vote.

#### **Article V: Dues and Expenses**

Dues of \$6.00/year (\$2.00/year for student members) will be collected by the AAG Office and returned to the CGSG. Dues may be used to defray the costs of publishing and distributing the CGSG Newsletter, for awards, for registration fees of visiting foreign cultural geographers and non-geographers who are speaking in CGSG sponsored sessions at the AAG annual meeting, and, when approved by a majority of the Directors, for other expenses incurred by the CGSG.

The Executive Committee may establish reasonable fees for publications, workshops, symposia, and other activities organized under the auspices of the CGSG. With approval from the Executive Committee, dues may also be used to pay honoraria for speakers in the CGSG Marquee Speaker series and for associated social events.

No part of the net earnings of the CGSG shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons except in the case of awards, honoraria or expenses incurred by the Executive Committee in the fulfillment of its duties. These expenses must be reported to the Secretary/Treasurer to be accounted for in the annual financial report.

## **Article VI: Ratification and Amendment of Bylaws**

Any revision of the bylaws is subject to the unanimous approval of the Executive Committee. This can be done electronically. The revised bylaws will then be posted on the Knowledge Communities board and included in the preceding newsletter for review by the general voting body. The revisions will then be presented to the voting body at the annual meeting of the AAG. Any amendments will take place immediately after a majority ratification at the annual AAG meeting.

## **Article VII: Publications**

The CGSG will publish and distribute a newsletter, *Place and Culture*, to members once a year. The newsletter will be distributed electronically just prior to the annual AAG Meeting and archived on the CGSG website.

The CGSG may sponsor other publications (directories, proceedings, etc.) as appropriate, subject to the approval of a majority of the voting body at the annual meeting.

## **Article VIII: Dissolution Clause**

Upon dissolution of the organization, the Executive Committee shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of all assets of the organization to the AAG.

Respectfully submitted January X, 2019,

Sharon E. Wilcox, Chair of the CGSG  
Center for Culture, History, and Environment  
Nelson Institute for Environmental Studies  
University of Wisconsin-Madison

## Appendix A: Awards Criteria and History

### Awards Bylaws

Applicants need to be enlisted in the CGSG to apply since the awards are paid for, in part, by the membership fee. Students may not apply for BOTH a paper and research grant award in the same year. All competition results will be announced at the annual meeting of the AAG during the CGSG Marquee Address/Business Meeting. Amounts of awards may vary by and will be determined each cycle at the recommendation of the Awards Director and the Secretary/Treasurer and in consultation with the full Executive Committee.

### Paper Awards

#### *Terry Jordan-Bychkov Award*

- This award is presented to the best paper amongst doctoral students (or recent Ph.D. recipients submitting dissertation work).
- Prize = \$250-300

#### *Past Awards*

In the past, paper competitions were advertised at the undergraduate and M.A. level. However, due to the relatively weak quality of submissions and (more importantly) the low number of submissions, these paper competitions have been discontinued as of 2018.

The Cultural Geography Specialty Group Terry G. Jordan-Bychkov (Ph.D.) Paper Award recognizes outstanding work by graduate students pursuing research in cultural geography. The papers are judged individually on the basis of: (1) scholarly merit (quality, rigor, and significance of the argument, findings, and/or methodical approach); and (2) the organization and clarity of the paper. The competition is open to any graduate student or recently awarded Doctor (since the previous AAG meeting) who presents a cultural-geographic paper from dissertation or thesis work. The paper must be given at a professional meeting between the previous AAG Annual Meeting through the current meeting for that academic year. The paper need not be presented at the AAG Annual Meeting. Entries undergo review by a committee of faculty members of the CGSG. Traditionally, award amount is \$250; the award may not be made if papers are deemed not suitable.

The digital application will be made available on the CGSG website. The application consists of the application form, paper, and one-page curriculum vitae. The package should be submitted as one .doc or .pdf file or as otherwise instructed in the call for submissions.

The text of the paper is limited to twelve double-spaced, typed pages of text (i.e., not including figures, maps, and references) with no self-identifying information in your paper as this is a double-blind review. Do not use a font size less than 12 point and there should be no margins less than one inch on the page. Please use the *Annals of the American Association of Geographers* style guide for all citations, references, and other typographic elements. Papers that do not adhere to these guidelines will be automatically disqualified.

Whenever possible, paper submissions will be judged in a double-blind process by three judges outside the executive committee of the CGSG. It has been the group's traditional practice to offer these judges a \$50 honorarium for their service.

## Research Awards

### *Denis Cosgrove Award*

- This award is presented to the best research proposal amongst doctoral students.  
Prize = \$500-1000

### *Master's Research Award*

- Presented to best research proposal for M.A. work  
Prize = \$250

Prize amounts should always be advertised in CFPs as “historically” or “traditional” for reasons of flexibility.

The Cultural Geography Specialty Group (CGSG) Denis E. Cosgrove (Ph.D.) and Master's level Research Grant Awards aim to provide a measure of support for graduate students to conduct high-quality research projects for their master's thesis or doctoral dissertation. The proposal should present the research question, outline the methods and data employed, and summarize the expected results and significance of the project. The awards are competitive; applications are judged individually on the basis of: 1) scholarly merit of the project, including cultural-geographic significance of the research question and quality of the methodology; 2) organization and clarity of the proposal; and 3) qualifications of the student to conduct the proposed work.

Traditionally, awards have been \$500- \$1000 for the Ph.D. level (\$1,000 as of 2018) and \$250 for the M.A. level; they may not be made if proposals are deemed not suitable. Entries undergo review by the specialty group's Executive Committee.

The digital application will be made available on the CGSG website. The application consists of a cover page, proposal, an itemized budget, and a one-page curriculum vitae. The package can be submitted as one .doc or .pdf file or as otherwise instructed in the call for submissions.

Research grant submissions will be evaluated by the executive committee of the CGSG, exclusive of the graduate student representatives. While the process will not be completely double-blind, the Awards Director will render all proposals + budgets anonymous before they are circulated to the executive committee.

## Underemployed Scholar Conference Travel Grants

In recognition of scholars who seek to participate in the national meeting of the AAG without support from their departments, the Executive Committee decided in Fall 2017 to pilot a paper award for these scholars in lieu of the M.A. paper award; based on feedback from participants in the board meeting in April 2018, the CGSG resolved to switch the competition to a grant process in November to let faculty members know at the time of their abstract submission and conference registration whether they will receive support.

The board decided to offer up to four \$100 grants to defray the cost of the annual meeting.

The applicant should submit a 250-300 word statement that describes their current position and contextualizes their participation in relation to their professional trajectory. The applicant should

also state whether or not they will receive any funds to attend the meeting from their employer or other source.

In the event the CGSG receives more applications than are able to fund, the Executive Committee of the CGSG will evaluate candidates' applications based on the following criteria:

- Will the applicant have access to any other sources of support to attend the meeting?
- Does the application clearly articulate how participation in the 2019 annual meeting will further the applicant's professional growth?
- Has the applicant participated in the work of the Cultural Geography Specialty Group in the past?

The application consists of a 250-300 word statement and a curriculum vitae. The package can be submitted as one .doc or .pdf file or as otherwise instructed in the call for submissions.

### Judges

Typically, paper award judges should be untenured faculty who need to demonstrate service to the discipline. Each will receive a \$50 honorarium for their effort. The paper award should have a double-blind review by CGSG members not on the Executive Committee, one being a/the winner from the previous year. It is recommended that notes of appreciation on letterhead are sent to judges for their dossiers.

The research awards and adjunct travel grants will not be double-blind and will be judged by the Executive Committee, exclusive of the graduate student representatives.

### Timetable

The paper award and research grants will be announced in July through the CGSG webpage and the AAG webpage; and in early September through the CGSG Knowledge Community and the SG Chairs Knowledge Community (for distribution to their school departments). Efforts to capitalize on personal networks of the Executive Committee should also be made (current schools, alma maters, colleagues with similar interests, former graduate student colleagues, etc.). The paper award will be due early in the calendar year and the winner notified prior to the annual meeting. The grant awards will be due in mid-December and winners notified in mid-February to facilitate student summer travel planning. The adjunct travel grants will be announced in the late summer with a due date in mid-October; winners will be notified as soon as possible following the receipt of their applications in order to provide a response before the deadline for abstract submission.

### Awards Presentation

Presentation of all awards will be done at the CGSG keynote session during the AAG with the help of the guest presenter.

### Announcements

1. *Place and Culture* (CGSG newsletter): the year after awards are granted. This traditionally also includes an update written by the award recipient.
2. *AAG Newsletter*: first possible issue after AAG meeting.
3. *Website*: Immediately after AAG meeting.

## **Appendix B: Guide for Photo Exhibit and Competition**

1. The CGSG Photo Exhibit is an annual photography exhibition at the national AAG annual meeting. It is coordinated primarily by the CGSG Graduate Student Representatives, with the support of the CGSG Executive Committee and assistance from the sponsoring publication.
2. Participants will submit one photo of the cultural landscape with a 250-word caption. The image and caption will be judged together.
3. The winning photo(s) is the one whose image and caption "tells" the strongest cultural geography story as depicted in the landscape.
4. The photo exhibit is open to any AAG members, at any level (professoriate, graduate students, undergraduate, and professionals).
5. The Exhibit will be judged by a panel of CGSG members plus one representative of the intended venue of publication via 1) the display at the national AAG meeting, and/or 2) via electronic file sharing. The Graduate Student Representatives will be responsible for convening the panel of judges.
6. The top (up to 3) photographs will be selected for peer-review and potential publication in an appropriate publication, as to be determined by agreement between the Executive committee and the publication's editorial board.
7. Photos submitted for this competition should not be considered for publication in another journal. Nor can they already be published elsewhere.
8. Any submission without an explicit statement to not be included will be automatically entered into the competition.
9. The image should be of high enough quality (resolution) to print out an 8x10 version (approximately 300 dpi).
10. Photographers will retain copyright of their photograph until publication.