

# COUNCIL OF GEOGRAPHIC NAMES AUTHORITIES

## BYLAWS

### ARTICLE ONE

#### Duties of Officers

##### Section 1. Executive Secretary

The EXECUTIVE SECRETARY shall conduct the daily business of the Council, preside over the Executive Committee of the Council, apprise members of the Executive Committee of any actions that are needed, and conduct necessary correspondence related to the operation of the Council. The Executive Secretary shall be responsible for planning the annual business meeting of the Council at each annual conference. The Executive Secretary may periodically publish and distribute a newsletter to inform the members and Advisory Groups of the Council of actions under consideration, actions taken by the Council, plans for future actions, and other matters of interest to members of the Council.

##### Section 2. Chair

The duties of the CHAIR shall be to organize and preside over the annual conference during the year following his/her confirmation as Chair and to serve as ASSOCIATE TREASURER of the Council during the year in which he/she serves as Chair. The Chair shall appoint appropriate committees to organize and conduct the program for the annual conference, determine registration fees, and perform other necessary duties in regard to the annual conference. The Chair shall be responsible for negotiating contracts with suppliers of goods and services for the annual conference held during his/her tenure.

As Associate Treasurer, the Chair shall establish appropriate accounting procedures for income and expenses associated with the annual conference. Further, the Chair shall distribute registration information about the meeting, collect registration fees, pay suppliers of goods and services related to the annual conference, and compile a detailed financial report after the end of the conference.

##### Section 3. Conference Secretary

The Chair of each annual conference shall appoint a CONFERENCE SECRETARY to record minutes of the annual business meeting and to maintain records that will be needed in preparing a summary report of the conference. The term of office of the conference secretary shall extend from the time of appointment until all reports on the annual conference have been submitted to the Executive Committee of the Council. All reports are due within 90 days after the end of the conference.

##### Section 4. Chair-Elect

The CHAIR-ELECT shall make preliminary plans for the annual conference to be hosted by his/her state authority and to present these plans, orally or in writing, at the business meeting of the Council at the annual conference following his/her election.

##### Section 5. Past Chair

The PAST CHAIR shall serve on the Executive Committee as a voting member for one year following his/her term as Chair. The Past Chair shall be responsible for completing and submitting to the Executive Committee a summary report, including a detailed financial report, of the annual conference for which he/she was responsible.

## **ARTICLE TWO**

### **Meetings**

#### Section 1. Executive Committee

At an appropriate time during each annual conference, the Executive Committee for the next annual conference shall meet to establish procedures that they will be following during the ensuing year. Except for meetings held at the annual conference, the Executive Committee may conduct business by mail or telephonic or electronic means as circumstances warrant. Decisions of the Executive Committee require a simple majority vote.

#### Section 2. Annual Business Meeting

A simple majority vote of members present shall be required for decisions except for amendments to the Constitution of the Council. In the event a state delegation cannot reach a decision, the delegation may be polled, a simple majority thereof determining that state's one (1) vote.

## **ARTICLE THREE**

### **Elections**

#### Section 1. Election of Chair and Chair-Elect

At each annual business meeting, the Council shall elect, by simple majority of a quorum of membership (20%), a CHAIR and CHAIR-ELECT as provided in Article Four, Section 2 and 3, of the Constitution of the Council.

#### Section 2. Emergency Elections

Emergency elections, as specified in Article Six, Section 2, of the Constitution of the Council, may be conducted (1) by a special meeting of the Council in a suitable location (2) by mail, or (3) by electronic telephonic means. The Executive Committee shall determine, by a telephone conference call or by electronic mail, the most appropriate means of conducting the election. A simple majority of a quorum of the members of the Council (20%) shall be required for the emergency election to be valid.

## **ARTICLE FOUR**

### **Finances**

#### Section 1. Bank Accounts

The Executive Secretary shall maintain an appropriate bank account(s) in the state in he/she resides or the state in which the Council is incorporated.

#### Section 2. Annual Conference Account

1. The Chair/Associate Treasurer shall establish and conduct business through a bank account set up for the specific purpose of the annual conference for which he/she is responsible. The annual conference account shall be closed and the balance of the year's

conference finances turned over to the Executive Secretary when the Chair (as Past Chair) submits his/her detailed financial report to the Executive Committee.

2. In response to requests from the Chair of a pending conference, the Executive Committee may provide set-up funds from the Council and/or limited funds for invited speakers or for representatives who need financial assistance to attend the conference. Such funds shall be treated as advances and shall be repaid from income generated by the conference.

## **ARTICLE FIVE**

### **Reports Required**

#### Section 1. Annual Conference Reports

1. Within 90 days after the annual conference, the Past Chair shall submit to the Executive Committee a detailed financial report of the conference, accounting for all monies collected and all expenditures, also submitting copies of all paid receipts and bank statements. This report shall be submitted to the Executive Committee for approval and will be part of the Council's financial statement presented by the Executive Secretary at the following annual conference.

2. Within 90 days after the annual conference, the Past Chair shall submit to the Executive Committee a summary report, in addition to a detailed financial statement, of the conference that the Executive Secretary may include in his/her annual report to the members of the Executive Committee of the Council.

#### Section 3. Annual Report of the Council

Within 120 days after the annual conference, the Executive Secretary of the Council shall submit to Executive Committee for their approval an annual report, including a detailed financial statement, summarizing the activities of the Council during the preceding fiscal year.

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Approved by Council membership September 10, 1998

Executive Committee: Jack Studley, Chair; Tim Gregg, Chair-Elect; Tim Norton, Past-Chair; Roger Payne, Executive Secretary, USBGN; and

T. Wayne Furr, Executive Secretary

  
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