

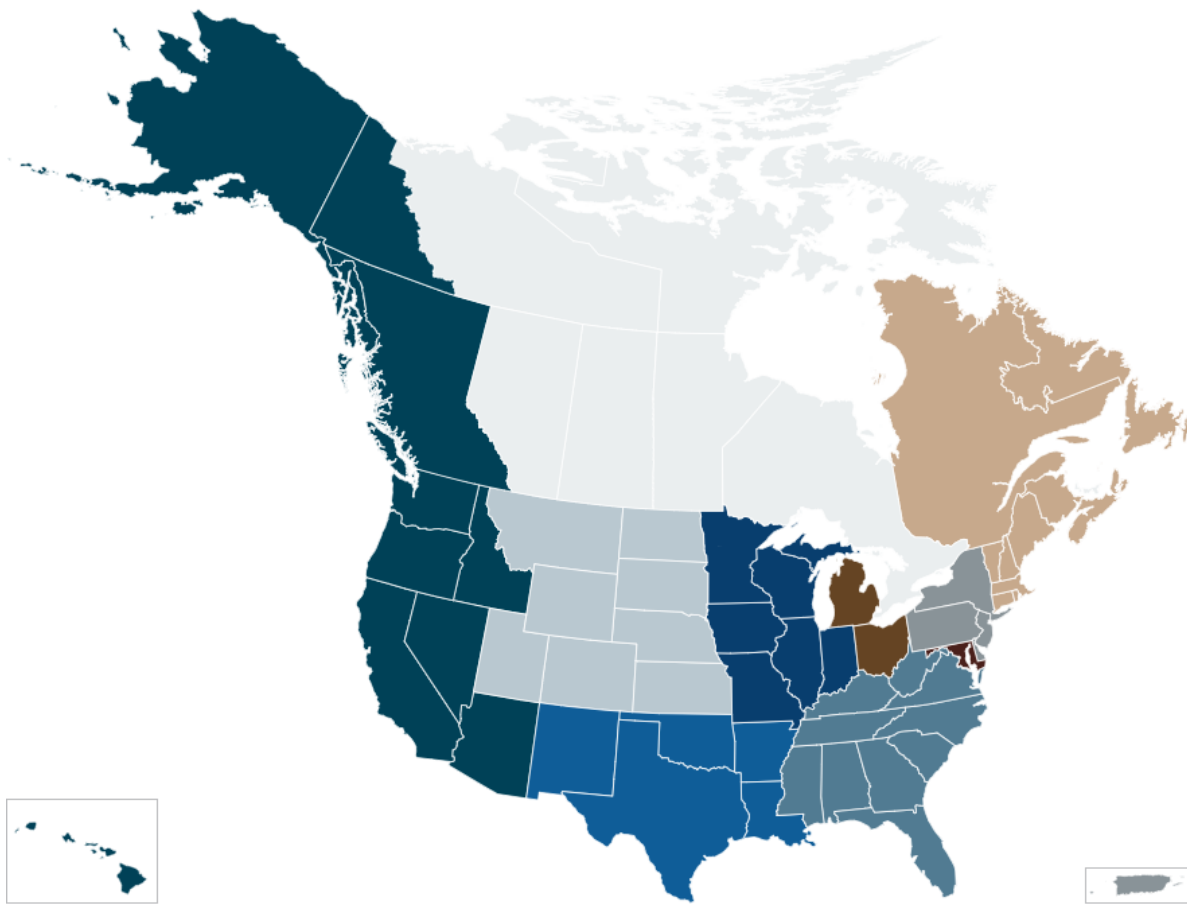


AAG

AMERICAN ASSOCIATION
of GEOGRAPHERS

2025 AAG Handbook for Regional Division Chairs

- East Lakes
- Great Plains/Rocky Mountains
- Middle Atlantic
- Middle States
- New England/St. Lawrence Valley
- Pacific Coast
- Southeast
- Southwest
- West Lakes



**Although not yet reflected in the map, AAG's nine regions include locations in the United States and Canada.*

A. ABOUT AAG REGIONAL DIVISIONS

The American Association of Geographers (AAG) is currently organized into nine regional divisions representing different regions of the United States. The regional divisions promote the objectives of the association through meetings and activities in their respective areas.

Per Article VI (Regional Divisions) of the AAG Bylaws: “The Association by vote of the Council may establish Regional Divisions in specific areas and may contribute toward the operation of these divisions.”

B. RESPONSIBILITIES OF AAG REGIONAL DIVISION CHAIRS/PRESIDENTS

Per the AAG Standing Rules on Regional Divisions:

- The AAG Council suggests to the Regional Divisions that Regional Councilors be made ex-officio members of the Divisions’ Executive Committees. (October, 1973).
- AAG Regional Division Councilors must be elected during the Fall or otherwise well before their council terms take effect on July 1st annually.
- Annual meetings of the Regional Division of the AAG are an important means of communication between the members of the Association and the council. Regional and National Councilors are expected to attend their regional meetings, and the president will offer his/her assistance in arranging the attendance of a national officer as well. (April, 1978).

Most common responsibilities of Regional Division Chairs/Presidents are:

- Coordinating and Planning Regional Division Meeting with their Board
- Facilitate election of AAG Regional Division Councilor and exchange updates regularly with them
- Share key updates and submit forms to AAG staff (meeting location and dates, decisions, reimbursements, awards, subsidies, etc.)
- Prepare Annual Report to AAG

C. AAG FUNDING SUPPORT TO REGIONAL DIVISIONS

1. Regional Division Meeting Support (\$1,500)

This support is provided by AAG to support costs associated with organizing a Regional Division Meeting. AAG makes \$1,500 available to each Regional Division, typically in September of each year, for that purpose.

2. World Geography Bowl Team Support (\$1,000)

This support is provided by AAG to Regional Division's Geography Bowl Teams traveling to the AAG Annual Meeting. After their Regional Division Meeting, each Regional Division can request \$1,000 travel support to AAG.

3. Outstanding Student Paper Competition Support for Regional Division Meetings (up to \$2,000)

This support is provided by AAG to encourage student participation (undergraduate and graduate) at Regional Division Meetings and support the attendance (in-person or virtual) of the competition awardees at the AAG Annual Meeting. Each Regional Division is responsible for organizing the "AAG Outstanding Undergraduate and Graduate Student Paper Competition" (under their own terms). After the Regional Division Meeting, the Regional Division Chair/President or Treasurer notifies the AAG of the awardee(s) (one undergraduate and/or one graduate). Each awardee will receive \$1,000 for use towards registration and travel costs to the AAG Annual Meeting.

4. Regional Division Meeting Subsidies

As approved by the AAG Council, AAG offers an opportunity to Regional Divisions each year to apply for additional financial support towards their Regional Division Meetings. The application form is typically made available in the Summer each year, and the Regional Division Chair/President or Treasurer are responsible to apply by the deadline. After review by AAG staff, approved funds are typically made available to the Region in September.

- AAG subsidy towards a Regional Division Meeting program (up to \$2,500 per Regional Division)
- AAG subsidy towards Regional Division Meeting operations (\$10,000 budget to be divided among Regional Divisions)

5. AAG Annual Meeting Registration Waiver for Regional Division Chairs/Presidents

This is provided by AAG to support Regional Division Chairs/Presidents to travel to the AAG Annual Meeting. AAG staff typically provide a code that Regional Division Chairs/Presidents can use at check-out when they register for the AAG Annual Meeting. At the AAG Annual Meeting, AAG staff organize a breakfast or lunch for Regional Division Chairs and Councilors.

D. AAG OPERATIONAL SUPPORT TO ALL REGIONAL DIVISIONS

1. AAG staff support for onboarding and facilitating connections across AAG Communities

- Any Regional Division-related questions can be emailed at communities@aag.org
- AAG staff provide onboarding to Regional Division Chairs/Presidents to share important resources, opportunities, and deadlines with them.
- AAG staff can facilitate connections with other AAG Communities that are relevant to the Regional Division, for example:
 - AAG staff maintains a network of Geography Programs and Department Chairs, and can facilitate a virtual call for your board to speak to Chairs within your Region to advertise your upcoming Meeting.
 - AAG staff can facilitate a virtual call for your board to ask questions to the Geography Bowl Planning Committee.

2. AAG Forum for Regional Divisions

This is provided by AAG to support Regional Division members to exchange information with each other and for Regional Division Leadership to share information with their active members. The Forum for your Regional Division can be accessed at <https://community.aag.org> and Regional Division Chairs/Presidents have some administrative access enabling them to extract a list of their active members.

3. AAG Council Representation at the Regional Division Meeting

Per the AAG Standing Rules on Regional Divisions: “Annual meetings of the Regional Division of the AAG are an important means of communication between the members of the Association and the council. Regional and National Councilors are expected to attend their regional meetings, and the president will offer his/her assistance in arranging the attendance of a national officer as well. (April, 1978).”

AAG staff will share with each Regional Division Chair/President which member of the AAG Council’s Executive Committee plans to attend their Regional Division Meeting. AAG staff will typically share this during the Summer. In reciprocity to the AAG Annual Meeting Registration Waiver for Regional Division Chairs/Presidents, each Regional Division is expected to waive the registration costs of at least one member of the AAG Council’s Executive Committee.

4. File Management and Archives for Regional Divisions

This support is provided by AAG to enable Regional Division Chairs/Presidents to access key documents and leave or archive documents for future Regional Division Leadership. Each Regional Division receives up to 2 logins to access the Regional Division Chairs SharePoint Site, where they can access key documents and forms. <https://aagorg.sharepoint.com/sites/RegionalDivisionChairs>

5. Meeting Management Platform (Registration and Program Schedule)

AAG staff can facilitate Regional Division Chairs/Presidents with hosting their meeting management on our platform (OpenWater). If a Regional Division is interested in this service, please contact communities@aag.org as soon as you have a meeting location and date set, and not later than 1 month before you plan to open registrations.

6. AAG Annual Meeting Expertise and Other Support

- If interested in any of the following support, email us at communities@aag.org
- Meeting Venue Contract Negotiation – AAG staff can offer support in negotiating contracts for Regional Division Meetings.
- Childcare at Annual Meetings – AAG staff can share advice and best practices for childcare services at Regional Division Meetings.
- Meeting Insurance – Regional Divisions can request coverage through AAG’s Umbrella Insurance for incidents or accidents occurring at the meeting venue such as property damage, injuries, and the like. It does not cover cancellation of the event. If interested, make sure to share the following with us:
 - Regional Division Name
 - Venue Name
 - Venue Address
 - Meeting Dates
 - Meeting Organizer Contact (first/last name, address, email)
 - Hotel Contact (first/last name, title/role, address, email)

7. Voting Platform

AAG is subscribed to a voting platform (SimplyVoting) and extends the use of that platform to Regional Divisions for any voting they require (e.g., elections, amendments to by-laws). Per the AAG Standing Rules on Regional Divisions: “AAG Regional Division Councilors must be elected during the Fall or otherwise well before their council terms take effect on July 1st annually.” To request that service, email communities@aag.org with:

- A document with the ballot you would like us to prepare. We will send you a ballot proof for review.
- The date you would like the ballot to become available (be emailed) to voters. Voting will end 2 weeks (14 days) from that date, and we will email certified election results to you as a PDF.
- The date on which newly elected members and/or by-law changes (if they pass) will be effective.

E. AAG FINANCE OPERATIONAL SUPPORT FOR ELDAAG, MAD, MSAAG, SWAAG, and WLDAAG

The AAG does not manage the finances of all regions. That is because some Regional Division are their own legal entities (for historical or other purposes) that manage their own financial operations, namely:

- The Great Plains/Rocky Mountains Regional Division (GPRM)
- The New England/St. Lawrence Valley Regional Division (NESTVAL)
- The Pacific Coast Regional Division (APCG)
- The Southeast Regional Division (SEDAAG)

The AAG manages the financial operations of the following five Regional Divisions that are not separate legal entities from AAG.

- The East Lakes Regional Division (ELDAAG)
- The Middle Atlantic Regional Division (MAD)
- The Middle States Regional Division (MSAAG)
- The Southwest Regional Division (SWAAG)
- The West Lakes Regional Division (WLDAAG)

The support listed below only applies to the 5 Regional Divisions for which the AAG manages financial operations.

1. Fund Balance Report for Regional Divisions

AAG maintains the financial records of five regional divisions and publishes quarterly fund balance reports on the Regional Division Chair's SharePoint site in the finance folder. Fund balance reports schedule for 2025:

- March 2025 Fund Balance report published in April 2025
- June 2025 Fund Balance report scheduled for July 2025
- September 2025 Fund Balance report scheduled for October 2025
- Year-end 2025 Fund Balance report scheduled for January 2026

2. Donations and Sponsorships Platform

Each AAG Regional Division has a page on the AAG website with a direct donation button. When someone donates through this button, the donation is restricted to the Regional Division's program and operating activities. AAG staff can provide a QR code for the donations button for other fundraising efforts.

3. Disbursement of Awards and Honoraria

The AAG facilitates and provides guidance on the required award forms and deadlines each year. The Regional Division Chair and Treasurer are responsible for submitting the required forms (on SharePoint site). The AAG Finance team processes the award payments within 30 days of submission.

4. Expense Reimbursement

The AAG facilitates reimbursements for expenses incurred by Regional Division Board Members that are directly related to conducting a group business within the available fund balance. The Regional Division Chair/President or Treasurer is responsible for reviewing and approving expenses. De minimis expenses are processed on a reimbursement basis using the expense reimbursement form located on the SharePoint site with the appropriate invoice/bill within 30 days of incurring such expenses. The alternative option is "vendor direct billing" for larger expenses by contacting the Controller ahead of time to coordinate by emailing the full

details of expenses to accounting@aag.org. Once submitted payment requests with appropriate receipts and bills are processed within 30 days.

Several categories of expenses are typically not allowed for reimbursement. The list below is a list of unallowable expenses that is not exhaustive:

- Expenses not directly related to the Regional Divisions business
- Advertising and public relations
- Alcoholic beverages
- Donations
- Entertainment
- Fines and penalties
- Equipment, buildings, and land
- Housing and personal living expenses
- Insurance and indemnification
- Legal costs
- Lobbying
- Royalties or patents

GENERIC ANNUAL CALENDAR FOR REGIONAL DIVISION CHAIRS/PRESIDENTS

		AAG Support
Jan	Onboarding for AAG Regional Division Chairs/President and Treasurers	By AAG staff
Feb	Email your Regional Division Meeting Location and Dates	communities@aag.org
Mar/April	Attend AAG Annual Meeting	
May	Decide if you plan to rely on AAG’s Meeting Management Platform	D5
June	If using AAG’s Meeting Management Platform, email needed info	
July	Finalize plans to coordinate Geography Bowl Team Finalize terms of Outstanding Student Paper Competition Discuss AAG Subsidies with your Board	C2, D1 C3 C4
Aug/Sept	Promote your Regional Division Meeting and Finalize Program Request AAG support needed Register for AAG Annual Meeting using registration waiver	D1, D2, E2 C4-5, D1, D3, D5-6, E2 C5
Oct/Nov	Host Regional Division Meeting Disbursement of Awards and Honoraria Request Reimbursements Run Elections (and amendments to Bylaws if any)	E3 E4 D7
Dec	Share Election Results with AAG staff Submit World Geography Bowl Team Share Annual Report with AAG staff	C2

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To Be Determined

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