

## Constitution of the Historical Geography Research Group

1. The name of this Research Group is the Historical Geography Research Group [herein HGRG]
2. The HGRG aims to foster and support research in the field of Historical Geography; to promote discussion by means of workshops and conferences; to further co-operation between cognate disciplines and organisations; to disseminate information about conferences, funding, job and research opportunities, and publications to members; and to effect the publication of scholarly monographs, collected papers, and educational materials. The HGRG will aim to provide financial, administrative and marketing support for conferences co-sponsored by the HGRG and for attendance of postgraduate and non-waged postdoctoral members at both HGRG co-sponsored conferences and other such gatherings. It will aim do so through direct grant-in-aid paid to conference organisers as well as bursaries for postgraduates and non-waged postdoctoral members to attend other conferences. In exceptional circumstances, the HGRG will provide loans to support the organisation of HGRG co-sponsored conferences. The HGRG will also aim to organise conferences and other gatherings to support postgraduate members of the group and provide small grants to support postgraduate field research.
3. Organisational status - The HGRG is a 'branch' of the Royal Geographical Society (with The Institute of British Geographers) and must satisfy the aims and policies of the Society, including Equal Opportunity policy, and the legal and Charity Commissioner requirements. The HGRG must deliver an Annual Report and statement of accounts to the Society by the 31 January of each calendar year at the very latest demonstrating that these aims and policies are being adhered to.
4. Statement of membership - Membership of the HGRG shall be open to all members (including postgraduate members) of the Royal Geographical Society (with IBG) who elect to join the Research Group, but shall never be less than 40. Membership of the HGRG through this route is free and will entitle members to join the 'e-circulation list' but not apply for conference support funds, postgraduate bursaries and postgraduate grants, nor to receive copies of the HGRG research series. Members of the RGS-IBG who wish to be apply for conference support funds, postgraduate bursaries and postgraduate grants, and to receive copies of the HGRG research series can also become Category A members (see s. 5).
5. In addition to members of the RGS-IBG, others who are not members of the RGS-IBG may join the HGRG for an annual fee, subject to approval of the Research Group. Membership of the HGRG through this route is as follows: Category A (ordinary members and postgraduate members). Category A members will receive the HGRG Research Series, the HGRG Newsletter, will be added to the e-circulation list, and will be able to apply for conference support funds, postgraduate bursaries and postgraduate grants. The HGRG will determine the fee to be charged for Category A membership and any change of fee will need to be approved by a majority of two to one at the Annual General Meeting. The HGRG will maintain their own records of these members but must also use the RGS-IBG membership lists when undertaking a mailing to members.
6. The business of the HGRG shall be conducted by a Committee of no fewer than 3 members. Specified roles within the Committee include the following: Chair, Secretary, Treasurer. Each of these roles shall be undertaken by members of the RGS-IBG elected by the Group. The Committee will have the power to co-opt up to two additional members (to include an international officer). In addition, the HGRG Committee might comprise the following Ordinary positions: Research Series Editor; Membership Secretary; Conference and Events Officer; Archivist; Website and E-circulation Officer; Dissertation Prize Coordinator; Newsletter Editor; and, Postgraduate Representative (up to three positions). In addition, for reasons of continuity of practice and policy the outgoing Chair will be an ex-officio member of the Committee for a period of no more than three years. The majority of the Committee must be members of the RGS-IBG.

7. Terms of office - The offices of Chair, Secretary and Treasurer and other committee members shall be for a period of three years. Honorary officers may stand for a second term of three years, but must relinquish their post after the sixth year of office. Retiring honorary officers shall not be eligible for re-election as an Ordinary Member of the Committee if they have served for 6 years, without first having a one-year break from the Committee.

Ordinary Committee members shall be elected for a period of not more than three years. Ordinary Committee members may stand for a second term of three years, but must relinquish their post after the sixth year of office.

Postgraduate members shall be elected for a period of one year and shall not normally be eligible for re-election to the Committee for more than three terms of office.

8. Elections to the Committee will be held at the Annual General Meeting. Members will be informed in writing (email is acceptable) 30 days prior to the AGM of all vacancies to be filled. Nominations for Committee membership will be accepted up to the beginning of the AGM. Nominations must be in writing and include the names of the proposer and seconder.
9. The Annual General Meeting shall normally be held at the RGS-IBG Annual International Conference in late August/September. The HGRG must present an Annual Report and Statement of Accounts to the RGS-IBG as requested, and normally by 31<sup>st</sup> January each year. This is to comply with Charity Commissioners guidelines. The HGRG will manage its funds with due care and for the benefit of the membership of the Research Group.

An Extraordinary General Meeting (EGM) may be called by either the Chair and four members of the Committee, or by any 20 ordinary members of the HGRG. The Secretary must give at least 30 days' notice of an EGM in writing to all members of the HGRG.

10. Changes to the Constitution - The constitution can be changed only by two-thirds majority vote of those present at an Annual General Meeting, provided that the membership has been individually notified of the proposed changes in writing or by email at least 30 days in advance. If altered by the AGM of the Research Group, the revised Constitution should then be submitted for approval by the Research and Higher Education Committee of the RGS-IBG at its next meeting.
11. The activities of the Research Groups should not contravene the aims of the Royal Geographical Society (with IBG). The HGRG may be dissolved only in accordance with the rules of the RGS-IBG.

## **Appendix**

### *Indicative summary of HGRG activities*

- Provide, where funds allow, financial, administrative and marketing support for the HGRG co-sponsored conferences. Support will be dependent on the conference organisers supporting assisted postgraduate attendance and matched funding. If necessary, the HGRG will provide loans (against guarantees of match funding or attendance fees) to assist in organisation. It is intended that one such conference will be supported up to the amount of £1,000 every two years.
- Provide, where funds allow, bursaries for postgraduate conference attendance.
- Provide, where funds allow, small grants to support postgraduate field research.
- Organise an annual conference for postgraduate members (currently 'Practising Historical Geography'). Depending on funding and disciplinary requirements, further events may be organised.
- Commission and publish scholarly monographs and edited collections. The HGRG will endeavour to publish one such volume each year, though this may vary. Category A members of the HGRG

will receive volumes of the HGRG Research Series as part of their membership. Existing category B members will be able to purchase volumes at a reduced price. All other members and non-members will be able to purchase volumes at full price.

- Encourage excellence in undergraduate historical geography by offering an annual prize for the best dissertation in the UK (as decided by a small judging panel)
- Edit three newsletters per year to be provided electronically to members.
- Publish and maintain a website to detail the operations of the group and to disseminate information.
- Share information regarding conferences and events, funding, publications and RGS-IBG policy through an 'e-circulation' list.
- Maintain and make accessible (where possible) an archive of the group's papers and digital materials.