



**COUNCIL OF GEOGRAPHIC
NAMES AUTHORITIES**
in the United States

BYLAWS

Revised October 4, 2007

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 and appoint a SECRETARY to record minutes of the annual business meeting at each annual conference. The Executive Secretary shall publish and distribute through the Council's web site information pertinent to 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. The Executive Secretary shall serve as TREASURER for the Council.

Section 2. Conference Chair hereinafter referred to as Chair

Under the directions and guidance of the Executive Committee duties of the CHAIR shall be to organize and preside over the annual conference during the year following his/her confirmation 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. The Executive Committee has the responsibility of approving all matters of the annual conference including but not limited to contracts, registration fees, and final program.

Section 3. Conference Secretary

The Chair of each annual conference shall maintain records that will be needed in preparing a summary report of the conference or appoint a CONFERENCE SECRETARY to perform this duty. 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. Conference Chair-Elect hereinafter referred to as Chair-Elect

Under the directions and guidance of the Executive Committee 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 Conference Chair hereinafter referred to as 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 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 may 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. The Executive Committee has the responsibility of approving all matters of the annual conference including but not limited to contracts, registration fees, and final program. 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, a CHAIR-ELECT, and EXECUTIVE COMMITTEE MEMBER(S) as provided in Article Four, Section 2, 3, and 5 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 appropriate bank accounts for conducting Council business including the annual conference in the state in he/she resides or the state in which the Council is incorporated.

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 summary report of the conference that the Executive Secretary may include in his/her annual report to the members of the Executive Committee of the Council.

2. Within 90 days after the annual conference, the Executive Secretary 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.

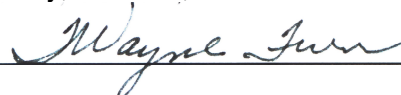
Section 2. Annual Report of the Council

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



Amended by Unanimous vote of Council members present
October 4, 2007, Lexington, KY