

# **CONSTITUTION AND BY-LAWS OF THE PENNSYLVANIA GEOGRAPHICAL SOCIETY**

## **CONSTITUTION OF THE PENNSYLVANIA GEOGRAPHICAL SOCIETY**

### **Article 1. Name and Mission Statement**

Section 1. The organization shall be known as the Pennsylvania Geographical Society, hereafter known as the PGS.

Section 2. The Pennsylvania Geographical Society exists to promote effective geographic teaching, research, and literacy at all levels and in all settings. We seek to accomplish this mission in four ways:

1. We publish a peer-reviewed journal. The journal is published twice a year.
2. We host an annual meeting at a variety of sites where students and professionals can present their ideas to other geographers and the public at large.
3. We support the activities of other regional geographic organizations.
4. Provide geographic resources on our website to the membership and the public.

Section 3. The official publication of the PGS shall be The Pennsylvania Geographer.

### **Article 2. Membership**

Any person interested in any aspect of geography shall be eligible for membership in the PGS. Businesses, Libraries, Geography Clubs, Honorary Societies, University Departments, Agencies, Commissions, and other organizations may also become members of the PGS.

### **Article 3. Officers and Management**

Section 1. The management and work of the PGS shall be under the direction of a Board of Directors and any specifically charged committees or board members. The Board of Directors formulates policies and develops the projects for the PGS.

Section 2. The Board of Directors shall consist of the elected officers, the Executive Director, the Editor of The Pennsylvania Geographer, the Associate Editors of The Pennsylvania Geographer, six Elected Board Members, and any Counselors to the Board.

Section 3. The elected officers shall be President, President-Elect, Past President, Treasurer, Recording Secretary, and other officers that the Society deems necessary from time to time.

Section 4. The Board of Directors may appoint ex-officio members to the Board who will be non-voting members of the Board.

Section 5. Counselors to the Board may be designated by the Board of Directors on a three-fourths majority vote. A Counselor to the Board is a permanent member of the Board of Directors with voting rights and the responsibilities of a Board of Directors member. A Counselor must be a person of longstanding commitment and meritorious contribution to the Society.

Section 6. A member of the Board of Directors shall be considered delinquent when the member has missed three consecutive Board of Directors meetings without sufficient reason. A delinquent member of the Board of Directors shall be removed from the Board upon written notification by the Executive Director.

### **Article 4. Annual Meeting**

Section 1. The annual meeting of the PGS shall be held at such time and place as the Board of Directors shall designate. The Board of Directors may also pursue joint meetings with other regional geographic organizations.

Section 2. The annual meeting of the Board of Directors shall be held in conjunction with the annual meeting of the Society. An additional meeting of the Board of Directors is held each spring. Special meetings of the Board of Directors may be called by the Executive Director at the direction of the President or at the request of three members of the Board of Directors.

## Article 5. Finance

The expenses of the PGS shall be met by income from membership dues, voluntary contributions, the sale of publications, paid advertising contained in the publications, workshops, and other activities or projects sponsored by the PGS.

## Article 6. Amendments

This Constitution and Bylaws may be amended by majority vote of the members responding to a mail ballot providing that the copy of the amendment(s) or addition(s) be sent one month in advance to each individual member by the Executive Director. The Executive Director shall collect the ballots and report the results to the members. This Constitution and Bylaws shall be in effect upon its passage.

## Article 7. Long-range Planning Meeting

Every five years the Board of Directors will hold a long range planning meeting to review the progress of the Society over the preceding five years and set goals for the following five years.

# **BY-LAWS OF THE PENNSYLVANIA GEOGRAPHICAL SOCIETY**

## Article 1. Classes of Membership

Section 1. Regular Membership: Any person interested in geography may become a regular member of the PGS upon payment of dues. Regular membership entitles the member to vote, to receive The Pennsylvania Geographer, to receive access to on-line resources provided by the Society on its website, and to run for an elected office.

Section 2. Retired Membership: Any person interested in geography may become a retired member of the PGS upon payment of dues provided they are a retired professional geographer or geography teacher. Retired membership entitles the member to vote, to receive The Pennsylvania Geographer, to receive access to on-line resources provided by the Society on its website, and to run for an elected office.

Section 3. Fellow Membership: Any person committed to geography may become a Fellow of the PGS upon payment of the required dues. Fellow membership entitles the member to vote, to receive The Pennsylvania Geographer, to receive access to on-line resources provided by the Society on its website, and to run for elected office. Fellow membership dues help support the activities of the Society.

Section 4. Life Membership: Any person who requests such status and pays Life Membership dues shall become a Life Member. A Life Member shall have all the privileges of a Fellow Membership for their entire lifetime. Life Membership dues become part of the PGS Lifetime Membership Fund.

Section 5. Student Membership: Any graduate or undergraduate student may become a member of the PGS upon payment of dues and shall have all the privileges of a Regular Membership. Proof of student status, such as the signature of a faculty member, is required.

Section 6. Institution Membership: Libraries, Geography Clubs, Honorary Societies, Departments, Agencies, Commissions, and other organizations may become members of the PGS upon payment of Regular Membership Dues. These memberships shall enjoy no voting rights or eligibility for office.

Section 7. Corporate Membership: A business may become a corporate member upon payment of the Corporate Member dues. One representative of the business may exercise the privileges of a Regular Member. This class of membership allows the corporate member to advertise in The Pennsylvania Geographer at no charge and host an exhibit table at the annual meeting at no charge. A list of corporate members will appear in The Pennsylvania Geographer and in the program for the annual meetings.

Section 8. Honorary Membership: A person may be designated Honorary Member at the annual meeting upon recommendation of the Board of Directors.

## Article 2. Election of Officers and Board Members

Section 1. Any Regular Member, Retired Member, Fellow, Life Member, or Student Member in good standing shall be eligible for election to office or to the Board of Directors.

Section 2. The President and President-Elect shall be elected by majority vote and serve for two years. They shall not be allowed to succeed themselves. Terms shall begin and end with the conclusion of the annual meeting in odd-numbered years.

Section 3. The Recording Secretary and Treasurer shall be elected by majority vote of the membership and shall serve a three-year term beginning their service at the conclusion of the annual meeting after which they have been elected.

Section 4. The Past President shall serve for a two-year term beginning at the conclusion of the annual meeting in odd-numbered years.

Section 5. Elected members of the Board of Directors shall be elected by a majority vote of the membership and serve for a term of three years, beginning their service at the conclusion of the annual meeting after which they have been elected.

Section 6. The Executive Director and the editors of The Pennsylvania Geographer shall be appointed by the Board of Directors. Their terms of office shall be three years, and they shall be eligible for reappointment. These officers shall have voting status on the Board of Directors.

Section 7. Any vacancy on the Board of Directors shall be filled for the unexpired term, by Presidential appointment, with the approval of the majority of the Board of Directors.

### Article 3. Duties of Board Members

Section 1. Duties of the President: The President shall preside at sessions of the Board of Directors and shall perform such other duties as usually pertain to the office as well as serve as a member of the Local Arrangements Committee for the annual meeting, serve as a member of the Nominating Committee and assist the Executive Director in the distribution and collection of ballots for elections and constitutional amendments.

Section 2. Duties of the President-Elect: The President-Elect shall assist the President in the governance of the organization, act as parliamentarian at all meetings, serve on the Nominating Committee, and perform the duties of the President in the event of the President's resignation, absence, or inability to serve.

Section 3. Duties of the Past-President: The Past-President shall be a consultant to the Board of Directors and serve as chair of the Nominating Committee.

Section 4. Duties of the Recording Secretary: The Recording Secretary shall keep an accurate record of all proceedings of the Society and serve on the Nominating Committee.

Section 5. Duties of the Treasurer: The Treasurer shall be custodian of all funds pertaining to the Society, collect dues, disburse funds as directed by the Board, keep the records of membership, serve as a member of the Local Arrangements Committee for the Annual Meeting, and present an annual financial statement to the membership at the general business meeting held at the annual meeting and at the Spring Board meeting.

Section 6. Duties of the Executive Director: The Executive Director shall, under the direction of the President, coordinate the activities of the Society, be responsible for a continuity of purpose from administration to administration, and serve as the official liaison between the Society and other groups such as the Pennsylvania Department of Education. The Executive Director, in conjunction with the Historian, shall be in charge of the historical records of the Society, distribute and collect ballots for elections and constitutional amendments, and serve as the chair of the Local Arrangements Committee for the annual meeting. The Executive Director will send out an invitation for membership renewal at the beginning of the each year.

Section 7. Duties of the Editor of The Pennsylvania Geographer: The Editor promotes the goals of the Society through the publication of appropriate articles, reports and other materials in The Pennsylvania Geographer. It is the editor's responsibility to appoint associate editors, select an editorial board, establish a peer review process, and develop a policy regarding the nature of material to be published. Major decisions shall be made in consultation with the Board of Directors. The Editor may nominate one or more Associate Editors to assist with the production of The Pennsylvania Geographer. The Associate Editor(s) must be approved by the Board.

Section 8. Duties of the Associate Editor(s) of The Pennsylvania Geographer: An Associate Editor is responsible for the duties assigned by the Editor.

Section 9. Duties of the Elected Board Members: The Elected Board Members have the responsibility of transacting the business of the PGS between the annual meetings, including the nomination of candidates for the Awards Committee. Each elected member of the Board of Directors is charged a specific duty as outlined below.

(A) Director of the Awards Committee: This board member is responsible for soliciting award nominations and managing the Awards Committee as directed in Appendix I.

(B) Director of Membership: This board member will assist the Treasurer and Executive Director by keeping the membership database and e-mail lists current.

(C) Director of Student Awards: This board member is responsible for overseeing the Elaine F. Bosowski Student Paper Contest at the annual meeting of the Society, including the appointment of judges and the presentation of the awards. This board member will also direct any other student contests. If the board member cannot attend the annual meeting, the board member should find an alternate to serve in their place. See Appendix III.

(D) Director of Communications: This board member is responsible for publicizing the activities and functions undertaken by the Society, serving on the Local Arrangements Committee for the Annual Meeting, and helping to keep the Society's websites current.

(E) Director of Outreach: This board member is charged with acting as a liaison between the Board of Directors and businesses, public and private universities, geographical organizations, school districts and individuals with an interest in geography or geographical education.

(F) Historian: the Historian shall be in charge of all historical records of the Society and shall work with the Executive Director to maintain the PGS archives and a collection of photographs (digital images and prints) and video of all PGS activities.

A report from each Elected Board Member must be presented in writing to the Board of Directors at its fall and spring meetings.

Section 10. Duties of a Counselor to the Board: A Counselor to the Board shall serve as a consultant to the Board of Directors.

#### Article 4. Finance

Section 1. Dues: Membership dues are payable annually in advance for each calendar year. The calendar year shall be from January 1 to December 31. The amount of dues shall be determined by the Board of Directors. Member will be notified of the changes in dues and changes will become effective upon the date specified in the notification.

Section 2. Delinquency: Members shall be considered as not in good standing if their dues are allowed to lapse for more than 18 months. Members not in good standing shall be so notified.

Section 3. Life membership dues will be deposited into a permanent PGS Lifetime Membership Fund. The interest will be used for the advancement of the Society.

Section 4. Any money remaining in the treasury upon disbanding of this organization and after all bills are paid shall be forwarded to organizations as determined by the Board of Directors.

#### Article 5. Standing Committees

Section 1. Awards Committee: With a member of the Board of Directors as its chair, the Committee shall operate as established in the procedures set forth in Appendix I. See Appendix II for award criteria.

Section 2. Local Arrangements Committee for the Annual Meeting: With the Executive Director as its chair, and in consultation with the Board of Directors, the Local Arrangements Committee for the Annual Meeting is responsible for planning and conducting the annual meeting of the Society. The President, The Treasurer, The Director of Awards, The Director of Student Awards, The Director of Communications and members of the host institution shall serve as members of this Committee.

Section 3. Nominating Committee: The Past-President shall serve as chair of this Committee whose responsibility is to present a slate of candidates willing to stand for election as officers and members of the Board of Directors. The other members of this committee are the President, the President-Elect, and the Secretary.

Section 4. The Board of Directors may establish and charge committees with special tasks for the management of the Society. The composition of the committee and the term of service for those members will be determined by the Board of Directors.

#### Article 6. Annual Meeting

The annual meeting of the Society shall consist of a meeting of the Board of Directors, a general membership business meeting, a student paper contest and program sessions.

#### Article 7. Nominations and Elections

Section 1. Any member in good standing may suggest candidates for all elected positions on the Board of Directors. Nominations are sent in writing to the Chair of the Nominating Committee (the Past-President). In addition, a call for nominations shall appear on the Society's website. The Nominating Committee will prepare the final slate of candidates for approval by the Board of Directors.

Section 2. Upon approval by the Board of Directors, ballots will be mailed out to members by the Executive Director. A brief vita prepared by the candidates shall be included with the official ballot. The ballots shall be returned within thirty days. The Executive Director will collect the ballots and tally the results. The Executive Director will announce the results at the general membership business meeting, at the annual meeting and on the Society's website.

#### Article 8. Quorum

Section 1. At a general membership business meeting of the Society, a majority vote is required for passage of any motion.

Section 2. At a meeting of the Board of Directors a quorum shall consist of one more than half the number of Board members.

#### Article 9. Parliamentary Procedures

Questions of procedure shall be in accordance with those of Roberts Rules of Order Revised.

#### Appendix I. Procedures for the Awards Committee

1. The Committee chair will solicit nominations from Board members and the general membership during the period October to July.
2. Criteria for all awards are set forth in Appendix II.
3. The Committee will present a list of candidates to the Board of Directors for approval.
4. The Committee will develop award citations for each award recipient to be read during the annual meeting banquet.
5. The Committee will present the awards at the banquet and involve the Director of Communications in appropriate media coverage.
6. The list of award recipients will be given to the Executive Director for entry into the historical records of the Society.

#### Appendix II. Criteria for Distinguished Teaching, Distinguished Scholar, Distinguished Service, Distinguished Geographer, and Teacher Recognition Awards

##### 1. General Criteria:

(A) K-12 award recipients need not be members of the Society. Except for the Distinguished Geographer recipient, college/university recipients of Distinguished Teaching, Distinguished Service, and Distinguished Scholar awards are expected to be members of the Society.

(B) Members of the Awards Committee are not eligible to receive an award during their tenure on the committee.

(C) Nominations along with supporting materials shall be submitted to the Awards Committee prior to August 1 of each year. It is the responsibility of the nominator to see that all supporting materials are given to a member of the Awards Committee by that date. Supporting materials must include a letter of nomination from another PGS

member, a vita (if available), and two letters of recommendation from persons familiar with the candidate's contributions. The letter of nomination should include a detailed account of the candidate's service to the Society and discipline.

(D) The Awards Committee will present the nominations along with supporting materials and its recommendation to the Society's Board of directors for approval. Those serving on the committee will not be eligible for the Lifetime Achievement Award during their term of service. If a nominee is a member of the Board of Directors at the time of his/her nomination, that person will not vote or evaluate candidates for the award for that year.

(E) The Society's Board will evaluate candidates for the award. A two-thirds vote of the Executive Board is required for election. No more than two candidates may be chosen each year. A person may be re-nominated in subsequent years. This award will not necessarily be given on an annual basis regardless of the number of nominees.

(F) The awards will be announced and plaques awarded during the annual meeting. Supporting materials and a photograph, if available, will become part of the PGS archives maintained by the Executive Director or Historian.

2. Distinguished Geographer Award: The distinct purpose of this award is to recognize outstanding contributions to the discipline as a whole. The nominee need not be from the Commonwealth of Pennsylvania or be a member of the Society. The members of the Local Arrangements Committee for the Annual Meeting from the host institution are expected to submit one or more nominations to the Board of Directors for approval. The appropriate documentation will vary depending upon the award recipient, but sufficient information must be submitted in order for the Board of Directors to approve the nomination. If the host institution does not submit a suitable candidate, the Board of Directors shall choose an award recipient. Once chosen, the Chair of the Awards Committee will then develop the award citation to be read during the annual meeting banquet.

3. Distinguished Teaching Award: In addition to a letter of endorsement and a biographical data sheet (vita), the nominator will forward to the Chair of the Awards Committee a statement that documents the basis for a judgment of distinguished. Information related to teaching excellence and innovation must be included. Any other available information should be added that will assist the Committee and Board of Directors in its deliberations. A person may be re-nominated for this award after five years.

4. Distinguished Scholar Award: In addition to a letter of endorsement and a biographical data sheet (vita), the nominator will forward to the Chair of the Awards Committee a statement that documents the basis for a judgment of distinguished. Information related to scholarly activity must be included such as a list of publications, current research efforts, as well as awards and/or nominations that reflect recognition of scholarship. A person may be re-nominated for this award after five years.

5. Distinguished Service Award: In addition to a letter of endorsement and a biographical data sheet (vita), the nominator will forward to the Chair of the Awards Committee a statement that documents the basis for judgment of the distinguished service. The distinct purpose of this award is to recognize outstanding contributions to the Society and/or the discipline within a state or national context. Therefore, the appropriate documentation will vary depending upon the award recipient. Nevertheless, sufficient information must be submitted in order for the Board of Directors to approve the nomination. A person may be re-nominated for this award after five years.

6. Teacher Recognition Award: Teachers will submit to the committee for consideration a geography unit, lesson plan, teaching module or course of study designed to teach one or more important geographic concepts or skills. These materials should be designed for use in a geography course or for inclusion in a social studies, earth science or environmental science course and be presented in the format used by the school or school district in which the teacher is employed.

7. Ruby S. and E. Willard Miller Lifetime Achievement Award: The Pennsylvania Geographical Society's Lifetime Achievement Award honors those who have given truly exemplary service to the Society and discipline over an extended period of time. To be considered for this honor, nominees must be or have been a PGS (or PCGE) member during that time of service. The award may be given posthumously.

### Appendix III. Criteria for the Elaine F. Bosowski Map Award:

#### 1. General Criteria:

The Elaine F. Bosowski Map Award is presented to the best graduate and undergraduate student posters displayed at the annual meeting of the Pennsylvania Geographic Society. The award is given in memory of the late Elaine F. Bosowski whose devotion to her students and dedication to geographic education placed her at the forefront of the teaching profession.

#### 2. Award Eligibility:

(A) The competition is open to any student at any academic level, that is, undergraduate, masters or Ph.D. level. The individual must be a student enrolled in a recognized program at the time of the competition at the annual meeting or, in the case of undergraduate or master's level competitors, have graduated no earlier than the previous spring term. Ph.D. candidates who have graduated prior to the PGS annual meeting are not eligible.

(B) The student must be the presenter of the poster and it must reflect the original work of the student performed and completed within the year prior to the PGS annual meeting. The paper presentation must be prepared entirely by the applicant. However, this may be under the direction of a faculty member.

#### 3. Award Criteria:

(A) The posters theme must be geographic in scope and should contain cartographic or graphic components.

(B) Co-authorship of papers is permitted with the first author listed considered to be the lead author.

(C) Student must indicate during the registration process the poster's geographic theme: Physical Geography, Human Geography, or Cartography/Geographic Information System (GIS).

(D) Student or lead author must attend and be present at PGS conference to receive an Elaine F. Bosowski award.

(E) Posters should be designed in accordance with the poster judging rubric posted on the PGS web-site within the *Annual Awards* section. Posters dimensions must be at least 36 inches in height and may be 36 to 48 inches in width.

(F) All posters will be displayed in an exhibit hall and organized according to geographic theme.

(G) A panel of three PGS geographers will judge posters. The decision of these judges is final.

(H) The student author must be present during the designated judging time to answer judge's questions.

(I) Up to two awards and certificates may be given to outstanding student posters in graduate and undergraduate categories.

### Appendix IV. Criteria for the Student Paper Competition:

#### 1. General Criteria:

Any graduate or undergraduate student who is registered and presenting at the PGS meeting is eligible to compete in the student paper competition. Separate competitions will be held for graduate and undergraduate students.

#### 2. Award Eligibility:

(A) The competition is open to any student at any academic level, that is, undergraduate, masters or Ph.D. level. The individual must be a student enrolled in a recognized program at the time of the competition at the annual meeting or, in the case of undergraduate or master's level competitors, have graduated no earlier than the previous spring term. Ph.D. candidates who have graduated prior to the PGS annual meeting are not eligible.

(B) The student must be the presenter of the paper and it must reflect the original work of the student performed and completed within the year prior to the PGS annual meeting. The paper presentation must be prepared entirely by the applicant. However, this may be under the direction of a faculty member

### 3. Award Criteria:

(A) The presentation must be geographic in scope.

(B) The format of student presentations follows the general PGS guidelines for paper presentations. (20 minutes are allotted for presentations, but students are encouraged to limit their presentation to 15 minutes and leave 5 minutes to questions.)

(C) All oral presentations are podium style with stationary microphone, a laptop computer for Power Point slide presentations at the podium, and digital screen projection.

(D) Students are not required to submit written papers to compete in the paper competition.

(E) Paper will be judged by three PGS judges during the oral presentation in accordance with the paper judging rubric posted on the PGS web-site within the *Annual Awards* section.

(F) Up to three awards and certificates may be given to outstanding student papers in graduate and undergraduate categories.

### A Historical Note

The Pennsylvania Geographical Society was known as the Pennsylvania Council for Geographic Education until 1982. The initial members of the PGS Board of Directors and Executive Committee were:

President: William B. Kory

First Vice President: Mary M. Mobley-St. John

Second Vice President: John Tachovsky

Third Vice President: Thomas M. Walsh

Recording Secretary: George S. Shirey

Treasure: Allen R. Schutt

Production Director for The Pennsylvania Geographer: Max Slick

Executive Secretary: John E. Benhart, Sr.

Directors:

To October 1982: Frank Senise, Stanley J. Schatz

To October 1983: Edwin Charles, Max Slick, Ian Ackroyd-Kelly

To October 1984: John H. Katana, E. Willard Miller, Jane Ehemann

In 1992, the Pennsylvania Geographical Society was reorganized to foster participation by a larger part of the membership in leadership positions. This reorganization resulted in many changes in the Constitution and Bylaws. The PGS Board of Directors and Administrative Committee at the time of the reorganization included:

President: Larry Moses

Vice President: Donald Green

Past President: Sandra Pritchard

Recording Secretary: George Shirey

Treasurer: Robert Harper

Executive Secretary: Jane Ehemann

Directors:

To October 1992: F. Bud Denner, Charles Geiger, Lon Pritchard

To October 1993: Gene Hill, Irene MacConnell-Davinroy, John Katana

To October 1994: Gregory Faiers, William Procasky, Ruth Shirey

Special Counselor to the Board: E. Willard Miller

Editor, The Pennsylvania Geographer: William Kory

Associate Editor, The Pennsylvania Geographer: Mary Lavine

Editor, Viewpoint: Sandra Pritchard

Associate Editor, Viewpoint: Lee Henry Slorp

In 2000, the Constitution and Bylaws were modernized and streamlined to meet the needs of a changing Society.

President: Robert Ziegenfus

President Elect: Karen Trifonoff

Past President: Pat Oden

Recording Secretary: George Shirey

Treasurer: Kay Williams  
Executive Director: Sandra Mather

Directors:

To October 2000: Kevin Patrick, Ian Ackroyd-Kelly, Mary Braccili  
To October 2001: Harold Nanovic, Derek Shanahan, Diane Stanitski-Martin, Gregory Faiers, Mary Sacavage  
To October 2002: Mary Graham, Alison Philpotts, William Rense  
Special Counselor to the Board: E. Willard Miller  
Editor, The Pennsylvania Geographer: William Kory  
Associate Editor, The Pennsylvania Geographer: Gregory Faiers  
Editor, Viewpoint: Sandra Mather  
Associate Editor, Viewpoint: Charles Geiger  
To October 2003:  
To October 2004:  
To October 2005: Alison Feeney, Chad Kauffman, Diane Stanitski  
Past President: John Benhart, Sr.  
President: Mary Graham  
President Elect: Tom Mueller  
Secretary: Jamie Mitchem  
Treasurer: Kay Williams  
Executive Director: Diane Stanitski  
Editor, The Pennsylvania Geographer: William Kory  
Associate Editor, The Pennsylvania Geographer: Gregory Faiers  
Editor, Viewpoint: Diane Stanitski  
Associate Editor, Viewpoint: Holly Smith

In 2011, the Constitution and By-Laws were changed and further streamlined to meet the needs of the Society, including our increasing presence on the internet.

President: Ola Johansson  
Past-president: Thomas Mueller  
President-elect: Jodi Vender  
Secretary: Gary Coutu  
Treasurer: Kay Williams  
Executive Director: Brent Zaprowski  
Editor, The Pennsylvania Geographer: William Kory  
Associate Editors, The Pennsylvania Geographer: Gregory Faiers and Ola Johansson  
Board members: Mary Graham, Darren Parnell, Tim Dolney, John Benhart, Jr., Chad Kauffman, Matt Sernell (ex-officio)