



The Society of Woman Geographers
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PROPOSING NEW MEMBERS FOR SWG

A. APPLICATION FORMS

A definition of our Society appears at the top of the form. The Biographical Data Form has been revised by condensing some categories of information, omitting some items, and allowing an applicant to refer to information in an attached résumé. This form, as well as the form for a proposer, may be obtained from Headquarters or SWG's website.

Proposers are urged to encourage applicants to provide complete information about their accomplishments and travel and to write about any of the applicant's interests and activities not emphasized in the application itself. Knowing the applicant personally is helpful, but not necessary if the proposer is familiar with her published works and other professional accomplishments.

Please note that the application form and instructions are different for student applicants and are also available from Headquarters and the website.

B. ELECTION PROCESS

There will be an open discussion of applications at a Board meeting, followed by the official tally of votes of those present and the votes of those Board members not present. Welcoming letters will be sent to newly elected members and copies will be sent to sponsors and Group Chairs.

C. PROCEDURE FOR NOMINATING NEW MEMBERS

1. Get the necessary forms from Headquarters or SWG's website (iswg.org/membership/nominate-members).
 - a. Biographical Data Form
 - b. Proposer Form
2. Give the candidate the biographical data form and provide guidance on its preparation if needed. It is important that the biographical data be as complete as possible, since it becomes part of SWG's permanent record if the applicant is elected to membership.
3. Receive the completed Biographical Data Form from the candidate and assure that it is fully filled out.
4. Fill out and sign the Proposer's Form summarizing information about the applicant's SWG-related qualifications and emphasize how she would contribute to SWG.
5. Submit the completed package to Headquarters.
6. You may be asked to obtain additional information during the review process.