



POLICY AND PROCEDURES MANUAL

Revised 3/2017

SGS POLICY AND PROCEDURES MANUAL
(Revised March 2017)

TABLE OF CONTENTS

SECTION I. INTRODUCTION

A. Background	I-1
B. Past Presidents	I-3
C. Acknowledgments and Revisions	I-5

SECTION II. SGS OFFICERS AND POLICIES

A. President.....	II-1
B. President-Elect	II-2
C. Secretary	II-3
D. Treasurer	II-4
E. Treasurer-Elect.....	II-5
F. Board of Directors	II-5
G. Society Committee Chairpersons.....	II-7
H. Past President	II-8
I. Interest Group Policy	II-8
J. SGS Policy Regarding Awards.....	II-10
K. SGS Financial Policy	II-15
L. SGS Reimbursement Policy.....	II-19
M. SGS Communications Policy.....	II-22
N. SGS Policy Decisions by Date of Decision	II-22

**SECTION III. COMMITTEE DESCRIPTIONS
AND USUAL OPERATING PROCEDURES**

A. Awards Committee	III-1
B. Budget and Finance Committee.....	III-1
C. Bylaws Committee.....	III-2
D. Council of Presidents	III-2
E. Development Committee	III-3
F. Executive Committee.....	III-3
G. Interest Group Committee.....	III-3
H. Membership Committee.....	III-4
I. Nominating Committee.....	III-4
J. Program Committee	III-5
K. Publications Committee	III-5
L. Seniors Committee.....	III-6
M. Student Committee.....	III-6

**SECTION IV. RECOMMENDATIONS FOR TRANSITION FROM OUTGOING
TO INCOMING ELECTED AND APPOINTED OFFICIALS..... IV-1**

**SECTION V. BYLAWS OF THE SOUTHERN
GERONTOLOGICAL SOCIETY V-1**

I. INTRODUCTION

A. BACKGROUND

In the first (1982) issue of the Journal of Applied Gerontology, Dr. Barbara Payne explained the importance of a life review in an organization's development. She stated that this review should occur at benchmarks in the life of the organization. With the development of this handbook for the Southern Gerontological Society, the organization has reached a new benchmark and level of maturity.

In this manual, the roles and responsibilities of the major and minor participants in the Society are clearly delineated and made available to the most important part of this organization - the membership. Additionally, the history of the organization (adapted from Dr. Payne's article) is reviewed for the membership.

The Southern Gerontological Society had its roots in the Southern Conference on Gerontology. This informal organization, founded in 1951 under the leadership of staff from the University of Florida's Institute on Gerontology, was comprised of pioneer individuals interested in and concerned with aging issues. This organization was the first regional and one of the first national aging interest groups organized in the United States. It was organized ten years before the Handbook of Social Gerontology was published and fourteen years before the Older Americans Act of 1965 was enacted.

The Western Gerontological Society (now the American Society on Aging) was formed in 1954 and hired a paid staff in 1970. Many of those working in the Southern Conference wanted to see the same type of organization formed for the Southern constituency. On March 28, 1978, thirty-four of these individuals met at their own expense in Gainesville, Florida. They conducted a workshop to propose a plan of organization that could be presented at the 28th Annual Meeting of the Southern Conference that was scheduled for May, 1979 in St. Petersburg, Florida. At this workshop they voted to organize sessions for the new Southern Gerontological Society. The following persons were elected as chairpersons for the committees to carry out this plan:

Bylaws:	Tom Rich, University of South Florida
Membership:	Lorin Baumhover, University of Alabama
Meeting:	Barbara Payne, Georgia State University
Executive:	Gordon Streib, University of Florida

In July of 1978, the planning meeting for the 1979 Southern Conference was attended by attendees of the March meeting and the newly-formed Executive Committee. These individuals voted to convene a session presenting the relationship between educational institutions in gerontology and service organizations, including state units and area agencies on aging.

Further planning sessions were held in Dallas, Texas at the November 1978 meeting of the Gerontological Society and in Washington at the meeting of the Association for Gerontology in Higher Education. These planning sessions led to the first election of officers and the birth of the Southern Gerontological Society (SGS). The first officers were:

President: Barbara Payne, Georgia State University
 Vice President: Priscilla Perry, University of Miami
 Secretary/Treasurer: Lorin A. Baumhover, University of Alabama

As with the Southern Conference, SGS membership was not limited by geographical boundaries, and twenty states were represented in the membership. The theme of the first annual meeting in 1980 was “Aging in the South-Cooperation for Tomorrow.” In the first two years, membership grew from 60 to 600.

In 1982, SGS envisioned the need for a new scholarly journal and became committed to publishing articles dealing with timely applied problems and issues in aging. SGS entered the field of journal sponsorship with the Journal of Applied Gerontology, reflecting cooperation of and interaction between practitioners and researchers.

As the Southern Gerontological Society continues its growth and development into a mature organization, with representation from thirty states, the District of Columbia and Canada, it is hoped that this manual will prove useful to the membership. Equally, it is hoped that a better informed membership will promote a more responsible and stronger Southern Gerontological Society.

SGS ANNUAL MEETINGS

1980	Atlanta, Georgia	1999	Atlanta, Georgia
1981	Atlanta, Georgia	2000	Raleigh, North Carolina
1982	Orlando, Florida	2001	Lexington, Kentucky
1983	Atlanta, Georgia	2002	Orlando, Florida
1984	Knoxville, Tennessee	2003	Richmond, Virginia
1985	Tampa, Florida	2004	Atlanta, Georgia
1986	Norfolk, Virginia	2005	Orlando, Florida
1987	New Orleans, Louisiana	2006	Lexington, Kentucky
1988	Atlanta, Georgia	2007	Greensboro, North Carolina
1989	Charleston, South Carolina	2008	Atlanta, Georgia
1990	Orlando, Florida	2009	St. Petersburg, Florida
1991	Atlanta, Georgia	2010	Richmond, Virginia
1992	Nashville, Tennessee	2011	Raleigh, North Carolina
1993	Richmond, Virginia	2012	Nashville, Tennessee
1994	Charlotte, North Carolina	2013	Charlotte, North Carolina
1995	Birmingham, Alabama	2014	Little Rock, Arkansas
1996	Little Rock, Arkansas	2015	Williamsburg, Virginia
1997	Norfolk, Virginia	2016	Charlottesville, Virginia
1998	Chattanooga, Tennessee	2017	Asheville, North Carolina

B. SGS PAST PRESIDENTS

Dr. Barbara Payne	1979 - 1981	Ms. Laura Feldman	1998 - 1999
Dr. Lorin Baumhover	1981 - 1982	Dr. Charles F. Longino, Jr.	1999 – 2000
Dr. Glenn Hughes	1982 - 1983	Dr. Richard Tucker	2000 – 2002
Dr. Nancy Lohmann	1983 - 1984	Sue Maxwell	2002 – 2003
Dr. Erdman Palmore	1984 - 1985	Dr. Leonard Poon	2003 – 2004
Dr. Bradley Courtenay	1985 - 1986	Douglas E. Beach	2004 – 2005
Dr. John Lovitt	1986 - 1987	Dr. Graham Rowles	2005 – 2006
Ms. Kay Hind	1987 - 1988	Dr. Connie Coogle	2006 – 2007
Dr. David Blackwell	1988 - 1989	Dr. Frank Whittington	2007 – 2008
Ms. Shirley Totty	1989 - 1990	Dr. Ed Rosenberg	2008 – 2009
Dr. Larry Mullins	1990 - 1991	Dr. Jim Mitchell	2009 – 2010
Ms. Carolyn H. Graves	1991 - 1992	Dr. Jan Wassel	2010 – 2011
Dr. Joan B. Wood	1992 - 1993	Dr. Dana Bradley	2011 – 2012
Dr. Patricia K. Suggs	1993 - 1994	Dr. James Peacock	2012 – 2013
Dr. Edward F. Ansello	1994 - 1995	Dr. LaVona Traywick	2013 – 2014
Dr. Kenneth Cook	1995 - 1996	Dr. Don Bradley	2014 – 2015
Mr. William S. Massey	1996 - 1997	Dr. Christine Jensen	2015 – 2016
Dr. B. Jan McCulloch	1997 - 1998	Dr. R. Turner Goins	2016 – 2017

C. ACKNOWLEDGMENTS AND REVISIONS

This handbook was originally organized and compiled in 1982 by Carolyn Graves, John Lovitt, Erdman Palmore and Iris A. Parham. The contributions of all the officers, board members, and committee chairs are gratefully acknowledged. This handbook could not have been completed without their effort and enthusiasm.

The 1990 revision of this handbook was made possible through the joint efforts of Rosemary Blieszner, David Blackwell, Kay Hind, Carolyn Graves Reosti, and Jodi Teitelman, along with the knowledge and experience of many of the past and current officers, board members, and committee chairs. We sincerely appreciate the assistance provided by Ed Ansello for making it possible to publish this handbook. A special note of thanks to Sonya Thompson for her technical assistance.

Note on the 1994 Revision: At the Annual Meeting of the Southern Gerontological Society in April, 1994, the membership ratified the addition of a Development Committee to the standing committees of the Society, a change in the definition of the category of Organization Member, and the addition of a category of Corporate Member. Since these modifications and additions required changes in the Bylaws and in the Policy and Procedures Manual, it was decided to take the opportunity to place the contents of the Manual on diskette in various formats for ease of distribution to the membership. The list of Presidents of the Society and of the locations of Annual Meetings has been updated through 1994; the text of the Background has not been updated.

Note on the 3/96 Revision: The locations of Annual Meetings and the List of Presidents were updated through 1995. Following the April 1996 Annual Meeting, this Manual was revised again to reflect changes in Bylaws approved by the Membership. The 3/96 Revision was completed by the SGS Management Firm, Margaret Lynn Duggar & Associates, under the supervision of Dr. Ed Rosenberg, Bylaws Chair.

Note on the 4/96 Revision: Following the April 1996 Annual Meeting, this Manual was revised to reflect changes in Bylaws approved by the Membership at the April meeting.

Note on the 2/97 Revision: In February 1997, the Policy and Procedures Manual was revised to reflect the new criteria for the Best Practices Award, approved by the Board at their June, 1996 meeting. Following the April 1997 Annual Meeting, this Manual was revised again to reflect changes in Bylaws approved by the Membership at the April meeting.

Note on the 5/97 Revision: Following the April 1997 Annual Meeting, this Manual was revised to reflect the changes in Bylaws approved by the Membership at the April meeting.

Note on the 6/98 Revision: Following the April 1998 Annual Meeting, this Manual was revised to reflect the changes in Bylaws approved by the Membership at the April meeting.

Note on the 4/00 Revision: A Restructuring Task Force recommended numerous substantive changes in SGS policy, as well as editorial revisions in the Manual. The approved changes

were incorporated into the 4/00 version. It should be noted that at the time of this revision, SGS had been contracting for several years with a management firm to perform certain Society functions. This version of the Policy and Procedures Manual is the first to include limited references to a management firm. It will be necessary to revise the manual if shifts should occur in the duties of the firm.

Note on the 4/04 Revision: Following the April 2004 Annual Meeting, this Manual was revised to reflect the changes in Bylaws approved by the Membership at the April meeting.

Note on the 11/06 Revision: Following the November 7, 2006 Board of Directors Meeting, this Manual was revised to reflect the changes approved by the board.

Note on the 12/07 Revision: Following the December 6, 2007 Board of Directors Meeting, this Manual was revised to reflect the changes approved by the board.

Note on the 04/08 Revision: Following the April 17, 2008 Board of Directors Meeting, this Manual was revised to reflect the changes approved by the board.

Note on the 04/10 Revision: Following the April, 2010 Board of Directors Meeting, this Manual was revised to reflect the changes approved by the board.

Note on the 05/10 Revision: Following the April, 2010 Board of Directors Meeting this Manual was revised to reflect the following changes in Bylaws approved by electronic vote of the membership in May, 2010:

Bylaws X, 1: Amendments, as amended, now reads:

SECTION I: Amendments: The Bylaws of the Society may be amended, altered, or repealed by the affirmative vote of at least two-thirds of the Members present at the Annual Meeting of the Membership, subject to written or electronic notice delivered to Members, setting forth the Amendments to be considered, at least 30 days prior to said meeting. Subsequent to advance notice but prior to the vote, the wording of an amendment may be altered for clarification, but not so as to change the purpose or meaning of the amendment, without violating the advance notice provision. The Board may, at its discretion, conduct an electronic ballot, pursuant to the conditions in the previous sentence, said electronic balloting to be considered as comprising a Special Meeting of the Membership, and those voting to be considered as comprising the Members present at the Special Meeting. The Board shall allow the Membership (14) days to respond to an electronic ballot.

Bylaws VIII, II: Special Meetings, as amended, now reads:

SECTION II: Special Meetings: Special Meetings of the Society may be called, at any time, by the President, the Board of Directors, or upon receipt of written request for such a meeting, by 20 percent of the membership. Notice stating the time, the place, and the purpose of the meeting shall be given to the membership not less than 30 days prior to the meeting. The advance notice requirement shall not apply if the

Special Meeting is conducted electronically and for the sole purpose of voting on one or more proposed amendments to the Bylaws.

Bylaws, VII, VII: Term of Office, as amended, now read:

SECTION VII: Term of Office: The President, President-Elect, and Secretary shall take office on July 1 following the Annual Meeting of the Society at which they were elected, and shall serve one (1) year....

Of 47 votes received, 47 (100%) voted in favor of the amendment.

P&P, II, A-H have been changed to reflect the Bylaws change.

Note on the 04/11 Revision: The following changes to P&P were approved by the Board at its April 17, 2011 meeting. No vote of the membership is required.

P&P II, G (Society Committee Chairpersons), 2 (Term)

Add after the last sentence, "Chairpersons of standing committees, as specified in Bylaws Article IX, Section I, must be SGS members in good standing."

P&P III, D (Council of Presidents)

Under "Responsibilities", change #1 to read:

1. Serve as experienced counsel to the President and Board as requested, and serve as an anticipatory socialization agent for the President-Elect.

Then add:

4. Organize a Council of Presidents symposium for the annual meeting; Council of Presidents members may be the presenters and/or may arrange for other presenters.

5. Assist in the selection of GRITS (Gerontologists Rooted in the South) nominees and awardees.

P&P II, J (SGS Policy Regarding Awards)

Revised to reflect changes approved by the board.

P&P III, A (Awards Committee Description & Responsibilities)

Revised to reflect changes approved by the board.

Note on the 10/12 Revision: The following changes were approved by the Board at its April 2011 meeting for submission to the membership for a vote. The changes were approved by electronic vote of the membership in April 2012.

1. CHANGING THE COMPOSITION OF THE NOMINATING COMMITTEE

Effect:

Populating the Nominating Committee would become easier, standardized, and consistent with how other SGS committees are populated.

Current Wording:

Bylaws IX, II (similar in P&P III, I) states: There shall be a Nomination Committee consisting of

five (5) persons. The immediate Past President of the Society shall serve as the Chair of the Nominating Committee and shall serve a term of one year immediately following his or her term of office as President of the Society. Two (2) members of the Nominating Committee shall be appointed by the current President of the Society. The two appointed members shall serve a term of one year, which will coincide, with the term of the office of the President who appointed them. Two (2) members of the Nominating Committee shall be elected, one per year, for a term of two years.

Amended Wording:

Proposed amendment (substantive changes in *bold italics*): "The Nominating Committee shall

consist of five (5) persons. The immediate Past President of the Society shall serve as the Chair for a term of one year, beginning immediately following her or his term as President. *The other members are the preceding two Past Presidents, and two non-Board members. The non-Board members shall serve two-year staggered terms, and each shall be appointed by the current President.*"

Rationale:

*Rarely in any association are committee members elected by the general membership. No other SGS committee has members elected by the membership.

*Ideally the Nominating Committee is comprised of members likely to know many/most of the general membership. Past Presidents are good bets to meet that criterion.

*At the same time, the Committee should *not* give the appearance of being merely a "good ol' Board" committee. Thus non-Board representation is important. (Note: Officers are Board members, so they would *not* be eligible for "non-Board" positions.)

*It is often difficult to populate SGS committees. The proposed change would mandate three of five members, rather than one of five. The fourth member would be a carry-over from the previous year, and the fifth would be appointed by the new SGS president. Bottom line: the composition of this important committee will be less problematic, more automatic.

Implementation:

*These changes would be effective immediately and apply to the 2012-13 SGS year.

2. CHANGING THE TERM OF OFFICE FOR PRESIDENT AND PRESIDENT-ELECT

Effect:

The President and President-Elect would have the option (but not the requirement) of serving two consecutive one-year terms.

Current Wording:

Bylaws, VII (VII): Term of Office: The President, President-Elect, and Secretary shall take office on July 1 following the Annual Meeting of the Society at which they were elected, and shall serve one (1) year. The President and President-Elect may not serve consecutive terms in the same office. The Treasurer shall be elected for three (3) years, serving the first year as Treasurer-Elect. The Treasurer shall assume office at the end of the Annual Meeting of the Society in the second year of his/her three-year term.

Amended Wording (additions in *bold italics*):

Bylaws, VII (VII): Term of Office: The President, President-Elect, and Secretary shall take office on July 1 following the Annual Meeting of the Society at which they were elected, and shall serve *a term of* one (1) year. The President and President-Elect may not serve *more than two* consecutive terms in the same office. The Treasurer shall be elected for three (3) years, serving the first year as Treasurer-Elect. The Treasurer shall assume office at the end of the Annual Meeting of the Society in the second year of his/her three-year term.

Rationale:

*Two-year terms provide more continuity and expertise and less disruption than annual transitions. This change provides an opportunity, but not a requirement, for this.

*There would be no real or implied obligation to seek or serve a second term in the same office, but it would become possible, whereas it is now prohibited. Seeking a second consecutive term would be an opt-in, not opt-out, process.

Implementation:

*These changes would be effective immediately and apply to the 2012-13 SGS year.

Note on the 10/13 Revision: The following changes to Bylaws and P&P were approved by the Board at the April 2013 meeting.

BYLAWS

Article IX

Sec. I (Standing Committees)

Add "Awards Committee"

Alphabetize list of committees (in both sentences)

Correct spelling error of Nominating in second sentence.

Sec. II-XIV: Re-order alphabetically (as in P&P Section III)

POLICY AND PROCEDURES

III, D. Council of Presidents

Description. Replace "The Council will elect a Chair from among its members" with "The Council chair shall be person who, the previous year,

chaired the Nominating Committee. If that person is unable or unwilling to serve, the committee shall elect a chair from among its members.”

Responsibilities #5. Change “Assist in the selection of” to Assist the Awards Committee in selecting”

II, J. SGS POLICY REGARDING AWARDS

To #1, add GRITS, so it reads, “1. Awardees must be members of the Society, with the exception of those receiving the Rhoda L. Jennings Older Advocate Award, the Media Award, the Best Practices Award, and the GRITS Award”.

To #5, substitute, “5. Except for the nominees for the Student Paper Award and Media Award, award nominees not selected in the year of their initial nomination may be included in the awards selection process for up to three subsequent years.” (It had said “awards not selected”.)

Under “Specific Criteria” and after the current list of awards, add:

11. Gerontologists Rooted in the South (GRITS)

- a. The award seeks to maintain and stimulate interest in the history of SGS, and perpetuate the legacy of past and present members, including recognition of their achievements in the field of gerontology, their contributions to enhancing the lives of elders in the SGS region, and their service as role models for future generations interested in the advancement of knowledge and practice in the field of aging.
- b. Awardees must demonstrate evidence of significant contributions to the field of aging and the development of gerontology in the South through research, teaching, administration, advocacy, or practice.
- c. Awardees must demonstrate evidence of significant contributions to the Southern Gerontological Society.

Note on the 11/13 Revision: A Bylaws change to reduce the number of elected members-at-large on the Board of Directors from ten to eight was electronically voted on by the membership the beginning of November 2013. Of the 50 ballots received, 47 approved the change and 3 were opposed. The following changes to the Bylaws/Policy & Procedures were approved:

Bylaws Article V: Board of Directors, Section I – Change “10 elected Members-at-Large” to “ eight elected Members-at-Large”.

P&P Section II, F: Board of Directors, #1 – Chage “10 elected” to “eight elected”.

Note on the 4/14 Revision: On 4/8/14 the Policy and Procedures Manual was revised to reflect the minimum number of newsletters published per year from four (4) to three (3), approved by the Board at the 4/6/14 meeting.

II. SGS OFFICERS AND POLICIES

This section of the Policy and Procedures Manual describes current SGS policy as determined by the Board of Directors, and by the membership in the case of policy requiring Bylaws changes. In general, any deviations from the policies described in this section and the Bylaws require Board review.

A. PRESIDENT

1. Term: July 1 - June 30th
One year commencing at the beginning of the fiscal year. The President may not serve more than two consecutive terms in the same office.

2. Function:
The President is the chief elected officer, representing the entire membership and the best interests of the organization. S/he exercises personal leadership in the motivation of Board Members and Committee Chairs. With the Board s/he establishes goals and objectives for the organization during the term of office, acts as spokesperson and leader, and plays a key part in monitoring and evaluating organizational performance and effectiveness.

According to SGS Bylaws, the President “shall preside at all meetings of the membership, the Board of Directors, and the Executive Committee. The President shall be responsible for the administration of the Society and shall appoint, with the approval of the Board of Directors, all Chairpersons of Committees and shall perform such duties as not specifically delegated to other Officers or Committees. The President shall be an Ex-Officio Member of all Committees except the Nominating Committee.”

3. Duties and Responsibilities:
 - a. Preside at and attend all Board, Executive Committee, and Annual Business Meetings of the Society.
 - b. Ensure that the membership (especially the Executive Committee and the Board) are kept fully informed of the conditions and operations of the Society.
 - c. Ensure that basic policies and programs which will further the goals and objectives of the Society are planned, formulated, and presented to the Board.
 - d. Make any needed appointments (e.g., non-elected members of the Nominating Committee) within 45 days of election. Submit the names to the Board for approval.
 - e. Support and defend policies and programs adopted by the Board and the membership.
 - f. Promote interest and active participation in the Society on the part of the membership and report activities of the Board and Society to members by

means of letters and publications, and through an annual report at the Annual Meeting.

- g. Act as spokesperson or delegate an appropriate representative to act as spokesperson to the press, legislative bodies, and other organizations.
 - h. Approve distribution of membership lists to profit and non-profit organizations.
 - i. Be responsible to the Board and, through the Board, to the membership for ensuring that the programs and policies of the Society reflect the consensus, needs, and aspirations of the membership.
4. Finances:
The President shall receive reimbursement for expenses as set forth in the operating budget for that year. (See Section II-L for the SGS reimbursement policy.)

B. PRESIDENT-ELECT

1. Term: July 1 - June 30th
One year commencing at the beginning of the fiscal year. The President-Elect may not serve more than two consecutive terms in the same office.
2. Function:
The year as President-Elect is intended to prepare and familiarize the person with the activities and responsibilities of the Society and the Office of President. During this year s/he will begin to formulate plans for special activities s/he would like to undertake and directions for Society policy during her/his year as President. S/he is a voting member of the Board and the Executive Committee of the Society and performs the duties of the President in the absence or disability of the President. S/he serves as a member of the Development Committee.
3. Duties and Responsibilities:
 - a. Attend the annual meeting and all Board and Executive Committee meetings and preside in the absence or disability of the President.
 - b. Participate in organizational development, including fund-raising, liaison relationships with other aging associations and societies, and membership recruitment and services.
 - c. Participate in all deliberations and discussions of SGS policy.
 - d. Perform other duties as may be assigned by the President/Board.
 - e. Appoint a Chair-Elect for all Standing Committees and any Ad-Hoc Committees the President-Elect deems will be necessary for the operation of the Society during her/his term of office as President. The appointments should be made well in advance of the beginning of her/his term as President, and by the Annual Meeting prior to assumption of office, if at all possible. Appointees should be submitted to the Board for Approval.

4. Finances:
The President-Elect shall receive reimbursement for expenses as set forth in the operating budget for that year. (See Section II-L for the SGS reimbursement policy.)

C. SECRETARY

1. Term: July 1 - June 30th
One year commencing at the beginning of the fiscal year.
2. Function:
The Secretary of the Society is responsible for the official minutes of all Board, Executive Committee, and Annual Business Meetings. In addition, s/he is a voting member of the Board and Executive Committee and shall be included in all deliberations and decisions regarding Society policy.
3. Duties and Responsibilities:
 - a. Attend all Board, Executive Committee, and Annual Business Meetings of the Society.
 - b. Take official minutes of all Board and Executive Committee Meetings and assure that they are distributed to Board Members and Committee Chairs within 90days following the date of the meeting.
 - c. Take official minutes for the Annual Business Meeting of the Society. The Secretary shall assure that the minutes are distributed to the Board Members and Committee Chairs within 90 days following the date of the meeting. Notice of availability of Annual Business Meeting minutes will be published in the Southern Gerontologist and minutes will be available upon request by any other persons.
 - d. Be informed and involved in all matters relating to overall Society policy.
 - e. Perform other duties as may be assigned by the President/Board.
4. Finances:
The Secretary shall receive reimbursement for expenses (e.g., postage) as set forth in the operating budget for that year. (See Section II-L for the SGS reimbursement policy.)

D. TREASURER

1. Term: July 1 - June 30th
Three years commencing at the beginning of the fiscal year. The first year of the three-year term shall be served as Treasurer-Elect.
2. Function:
The Treasurer shall be responsible for all property which shall be held for the benefit of the Society. The Treasurer shall be responsible for the maintenance of adequate books of accounts and records for the Society, shall serve on the Budget and Finance Committee, shall make such reports to the Board of Directors and membership as may be required by the Board, and shall perform all other acts that are incident to the office of Treasurer.

The Treasurer is a voting member of the Board, Executive Committee, and Budget and Finance Committee. The Treasurer's principal concern is with finances but, as a member of the Executive Committee, s/he is expected to help make decisions on all phases of the Society's program.
3. Duties and Responsibilities:
 - a. Attend all Board, Executive Committee, Budget and Finance Committee, and Annual Business Meetings of the Society.
 - b. Present a preliminary operating budget for the following year at the Annual Meeting.
 - c. Monitor current and proposed Society activities for fiscal soundness and make recommendations to the Board.
 - d. Recommend to the Board policies and programs for the development and investment of assets and increase in revenue.
 - e. Ensure that an annual review of the SGS books is completed.
 - f. Ensure that membership files are maintained and that records are updated regularly; members are invoiced for member dues; and that new and renewing members receive timely notification of membership status (cards/receipts).
 - g. Present the Financial Statement at each Board/Annual meeting.
 - h. Enforce adherence to the Financial Policies of the Society described in SGS Bylaws and Officers and Policies Section.
 - i. Ensure that zero-based budgeting is carried out each year.
 - j. Review SGS Financial Policies annually and recommend changes.
4. Finances:
The Treasurer shall receive reimbursement for expenses as set forth in the operating budget for that year. (See Section II-L for the SGS reimbursement policy.)

E. TREASURER-ELECT

1. Term: July 1 - June 30
The Treasurer-Elect serves a one-year term as Treasurer-Elect immediately after being elected Treasurer. See section II-D for election schedule.
2. Function:
To learn the duties and responsibilities of the Treasurer through on the job training provided by the Treasurer.
3. Duties and Responsibilities:
 - a. Become familiar with the financial policies, financial records and accounts of the Society.
 - b. Serve on the Budget and Finance Committee.

F. BOARD OF DIRECTORS

1. Term: July 1 - June 30th
The Board of Directors consists of the President, the President-Elect, the immediate Past President, the Secretary, the Treasurer, eight elected Members-at-Large, and one elected Representative from Retired Member category, one Student Representative appointed by the President, and One Student Representative-Elect appointed by the President-Elect. Half of the Members at Large shall be elected annually. Each shall serve for a term of two years. No Member at Large shall serve more than two consecutive terms. The Retiree Representative shall be elected annually and may succeed him/herself for up to three years, if his/her eligibility status continues. The Student Representative and Student Representative-Elect shall be appointed for a term of one year and may not succeed themselves, except that the Student Representative-Elect is eligible for appointment the following year as Student Representative.
2. Function:
The Board of Directors is responsible for conducting the affairs of the Society between the regular Society meetings. The Board is authorized to create and appoint Ad Hoc Committees and confirm the appointment of Chairpersons and Chairpersons-Elect. The Board is also authorized to develop policies and procedures for the organization, to be outlined in the SGS Policy and Procedures Manual.
3. Duties and Responsibilities:
 - a. Through the Secretary, report a summary of business transacted at each regular meeting of the Board and through the President report to the Society at the Annual Meeting.
 - b. Attend Board meetings. Although the Bylaws describe at least two meetings of the Board each year, the Board generally meets three times

annually. One meeting is held in conjunction with the Annual Meeting of the Society, and the other two are usually held in January and July. Because there are only three meetings per year, attendance is very important. Board members who are unable to attend Board meetings should send a letter to the SGS President or Secretary stating the reason for their absence. If a Board member is absent from two consecutive Board meetings for reasons declared insufficient by the Board, their resignation shall be deemed to have been tendered and accepted.

- c. Review all Board materials. Board meeting packets are mailed sufficiently in advance of the meetings to permit careful review of the contents. In addition, other mailings may occur, such as briefing reports or copies of minutes. All such materials should be carefully reviewed prior to the Board meeting.
- d. Assume committee and other leadership responsibilities when called upon.
- e. Attend the Annual Meeting and any regional or special meetings to the maximum extent possible. Board members are expected to register for and attend the Annual Meeting, preferably for the entire length of the Meeting, and to accept volunteer assignments such as facilitating workshops and assisting with plenary sessions, as needed. SGS Board members are also ambassadors with SGS's sponsors and other funding sources, making Board member attendance at VIP functions and other special events (exhibit area, etc.) especially important.
- f. Serve as a communication liaison between SGS members and the Board of Directors and the Management Firm.
- g. Recruit new members and encourage current members to maintain their membership in SGS.
- h. Represent SGS in local communities and among professional peers (for example, by disseminating information, recruiting new members).
- i. Solicit in-kind donations and/or cash contributions to benefit SGS. Examples include donations of printing and typesetting, sponsorship of speakers and other events, development of partnership arrangements, funding or encouraging exhibits and advertisements, contributing to the silent auction, encouraging attendance at the Annual Meeting, and other activities that support the Annual Meeting or other SGS activities.

G. SOCIETY COMMITTEE CHAIRPERSONS

1. Standing Committees:
 - Awards
 - Budget and Finance
 - Bylaws
 - Council of Presidents
 - Development
 - Executive
 - Interest Groups
 - Membership
 - Nominating
 - Program
 - Publications
 - Seniors
 - Student
2. Term: July 1 - June 30th

Appointed as Chair-Elect by the President-Elect well in advance of their term of office and by the time of the Annual Meeting prior to assumption of office if at all possible. Confirmed by the Board at the Board meeting held in conjunction with Annual Meeting. Assume Chair position at the beginning of the subsequent fiscal year.
3. Function:

Committees of the Society are responsible for the development of activities and programs which support and promote the goals and objectives of the Society. Committees and Committee Chairs may be called upon to review relevant issues in the field for policy opinions.
4. Duties and Responsibilities: (See also individual Committee descriptions in Section III for more information about the operation of committees).
 - a. Attend the Annual Business meeting and be prepared to report activities of the Committee and represent its viewpoint and interests.
 - b. Plan and preside over all meetings of the Committee. Submit minutes and reports of the meeting to the Board for distribution within 30 days following the meeting.
 - c. In consonance with Board policy and directions, develop a plan for Committee activities.
 - d. Present a true budget request with justification to the Budget and Finance Committee, as prescribed, for support of proposed Committee activities. Operate Committee activity within the budget allocated by the Board.
 - e. Present a list of members to the Board for approval within 60 days of assuming the Chair position.
 - f. Work with the Chairs-Elect to familiarize them with the duties and responsibilities of the Chairs.

- g. Recommend methods of financing Committee programs.
 - h. Perform other such duties as may be assigned by the President/Board.
5. Finances:
 Committee Chairs shall receive reimbursement for expenses as set forth in the operating budget for that year. (See Section II-L for the SGS reimbursement policy.) Chairpersons of standing committees, as specified in Bylaws Article IX, Section I, must be SGS members in good standing.

H. PAST PRESIDENT

- 1. Term: July 1 - June 30th
 One year commencing at the beginning of the fiscal year immediately following term as President. The Past President may not serve more than two consecutive terms in the same office, and then only when the President is also serving a second term.
- 2. Function:
 To promote the goals and objectives of the Society
- 3. Duties and Responsibilities:
 - a. Serve as experienced counsel to the President and Board as requested.
 - b. Serve on the Council of Presidents.
 - c. Provide consultation to and support of Society programs and policies.
 - d. Chair Nominating Committee.

I. INTEREST GROUPS POLICY

- 1. Criteria for Establishing an Interest Group:
 - a. The mission of the interest group must be consistent with that of the Society: “To improve the quality of life for older adults through education, research, and practice.” The SGS Interest Groups provide a forum for the collaboration and interaction of educators, researchers, and practitioners.
 - b. Interest groups are to be organized around topics, not disciplines. For example, an interest group that focuses on nursing issues is permissible, while an interest group solely for nurses is not. Topics should be sufficiently broad to engage the entire SGS constituency: educators, researchers, practitioners, elders, and students.
 - c. Organizers seeking to establish a new interest group are requested to apply in writing to the Chair of the Interest Group Committee. The application should be brief and include:
 - ◆ A statement of purpose covering:

- A description of the topic that will be the focus of the interest group and the purpose of the interest group
 - How the interest group serves the mission of the Society
 - How the interest group serves the broad interests of the Society's members
 - The group's potential to attract new members to the Society
 - The group's potential to attract non-members to the Annual Meeting
 - ◆ The names of at least three possible Conveners (Society members who regularly attend the Annual Meeting)
 - ◆ A general description of the initial activities to be undertaken by the interest group
- d. Prior to submission of the application, organizers are expected to obtain permission from the Interest Group Committee Chair to hold an exploratory meeting. In addition to achieving consensus about the content of the application, the agenda for meetings of groups seeking to organize should also include:
- ◆ Discussion of the prospects for becoming an interest group, especially the number of individuals expected to join and participate
 - ◆ Establishment of the interest group's purpose and mission
 - ◆ Identification of the possible conveners and co-conveners
 - ◆ Consensus about the initial activities of the group
- e. Although interest groups are encouraged to have co-conveners, it is not required. Conveners and co-conveners must be members of the Society. Interest group members and attendees at interest group meetings need not be Society members; however, everyone who attends an interest group session must be registered for the Annual Meeting. Conveners and co-conveners should be individuals who regularly attend the Annual Meeting or who plan to attend during the time they serve as conveners or co-conveners.

2. Criteria for Maintaining an Interest Group:

- a. Conveners and co-conveners must submit their agendas to the Program Chair in time for publication in the Preliminary Program. No audio-visual equipment will be provided by SGS for the purpose of interest group meetings.
- b. The conveners of interest groups must file a brief Annual Report with the Interest Groups Committee Chair no later than July 1. Reports are to include:
- ◆ A summary of the content of the interest group meeting
 - ◆ The number of persons attending the session (with a breakout of the number of new interest group members recruited)

- ◆ Activities conducted during the past year
 - ◆ Plans and leadership for the coming year
- c. Interest groups are encouraged to submit announcements for inclusion in the Southern Gerontologist. Inclusion of these announcements is at the discretion of the newsletter editor.
3. Assistance Provided to Interest Groups:
In order to facilitate the functioning of interest groups, the Society will provide the following types of assistance.
- a. The Program Chair will arrange meeting times and space at the Annual Meeting on a space-available basis. The meetings of the interest groups will generally be scheduled so as not to interfere with regularly scheduled sessions on the program.
 - b. The Program Chair will announce meetings of the interest groups in the preliminary program and the program book. When papers, discussions, or other presentations are planned as part of the interest group meeting, presenters should not submit abstracts, as no abstracts for interest group meetings will be reviewed or included in the program book.
 - c. To aid in the communication among interest group members, the SGS office may be requested to mail one announcement of an interest group's activities to members of the group, with prior approval of the President and providing the costs are included in the budget. Mailing labels and the material to be mailed must be provided by the interest group.

J. SGS POLICY REGARDING AWARDS

Annual Awards

General Criteria

1. Awardees must be members of the Society, with the exception of those receiving the Rhoda L. Jennings Older Advocate Award, the Media Award, the Best Practices Award, and the GRITS Award.
2. Gordon F. Streib Academic Gerontologist and Applied Gerontologist awardees must have demonstrated evidence of significant service to the Society.
3. Awardees must have demonstrated evidence of significant contribution to the field of aging and the development of gerontology in the South.
4. Three letters of support must be provided.
5. Except for the nominees for the Student Paper Award and Media Award, award nominees not selected in the year of their initial nomination may be included in the awards selection process for up to three subsequent years.

Specific Criteria

6. Gordon Streib Distinguished Academic Gerontologist Award
 - a. Nominee must be affiliated with an academic institution, be involved in developing training in aging and/or have completed research that has contributed to the quality of life of older people.
 - b. Nominee must have shown leadership with and contribution to professional organizations and organizations which serve older people.
 - c. Nominee must show evidence of significant publications.
 - d. Nominee must show evidence of significant teaching influence with students and/or training of service providers or educators.

7. Applied Gerontologist Award
 - a. Nominee must have a sustained record of leadership in the field of aging as evidenced by position(s) of paid employment and/or organizational involvement (e.g. appointed or elected positions in related local, state or regional organizations).
 - b. Nominee must demonstrate recognition in the field, as evidenced by awards conferred by related organizations.
 - c. Nominee must have demonstrated development of innovative programs such as applications of findings/approaches to research, education, management or services delivery (with emphasis on application).
 - d. Nominee must have shown evidence of presentations to community organizations.
 - e. Nominee must have demonstrated having impact on the quality of life of older persons (e.g. training others for leadership, advocacy, etc.)

8. Best Practices Award
 - a. General Criteria
 1. Nominee must have demonstrated evidence of significant contribution to the field of aging and the development of gerontology in the South.
 2. Three letters of support must be provided.

 - b. Specific Criteria
Nominated agencies/corporate partners must demonstrate *at least one* of the following:
 1. Innovative and creative linkage with the aging services network
 2. Significant involvement in aging services within the SGS region
 3. Evidence of sustained effort and substantial impact on improving the quality of life of older adults

4. Opportunities offered in the field of aging

9. Rhoda Jennings Distinguished Older Advocate Award
 - a. Nominee must have demonstrated effective advocacy for and/or leadership among older adults in the Southern region.
 - b. Nominee may be identified through previous recognition by local, state and/or national groups, or by volunteer groups.
 - c. Nominee must be age 65 or older.
 - d. Nominee should be a potential role model for successful aging through innovative contributions to society after 65.

10. Media Award
 - a. Any media is eligible for the award, although their contribution should be to further understanding of aging in the region.
 - b. The product may be a single effort or part of a continuing series
 - c. The media product should have been produced within one (1) year of the nomination date.
 - d. The nomination must indicate how the media product contributes to the mission of SGS.
 - e. Three copies of the media product should be submitted with the application. If the product is available on-line, the URL should be provided or a .pdf file may be sent.
 - f. Three letters of support must be provided.

11. Gerontologists Rooted in the South (GRITS)
 - a. The award seeks to maintain and stimulate interest in the history of SGS, and perpetuate the legacy of past and present members, including recognition of their achievements in the field of gerontology, their contributions to enhancing the lives of elders in the SGS region, and their service as role models for future generations interested in the advancement of knowledge and practice in the field of aging.
 - b. Awardees must demonstrate evidence of significant contributions to the field of aging and the development of gerontology in the South through research, teaching, administration, advocacy, or practice.
 - c. Awardees must demonstrate evidence of significant contributions to the Southern Gerontological Society.

Student Awards

Eligibility Requirements

1. SGS Annual Student Awards are open to any SGS Student Member who is submitting scholarly work for presentation at the SGS Annual Meeting.
2. Students who are nominated for Student Awards must have submitted abstracts along with the general Call for Abstracts. If a student's Abstract is not accepted for presentation at the Annual Meeting, the student's nomination for a Student Award will be forfeited.
3. Nominations for Student Awards must include the Nomination Form as well as any required information as described on each SGS Student Award Nomination Form.
4. Students are expected to register for the Annual Meeting and to present their work at the Annual Meeting. Students who cannot register and attend the Annual Meeting will not be considered.
5. A student may be *nominated* for both the Student Poster Award and *one* of the Paper Awards. However, a student may be awarded either the Student Poster Award or one of the Student Paper Awards. A student may *not* be nominated for both the Student Paper Award and the VAA Student Paper Award.
6. Student Paper Award

Eligibility:

- a. Any SGS Student Member who is submitting scholarly work for presentation at the SGS Annual Meeting.
- b. All authors must be students currently enrolled in an academic program with an emphasis in gerontology.
- c. Research ideas must be substantially those of the student's.
- d. A letter of support must be provided by the faculty advisor.
- e. Co-authored papers
 1. Lead author must be a student
 2. *Winning paper:* If a student co-authors with a faculty member, the lead author (student) *only* will be considered for the award and the faculty member must state that the majority of the work is that of the student's.
 3. *Winning paper:* If a student co-authors with another student(s), only the lead author will be considered for the financial award, but all co-authors will be provided a certificate.
- f. Awards are made available to all disciplines within the student membership of SGS.
- g. A student may *not* be nominated for both the Student Paper Award *and* the VAA Student Paper Award.
- h. All authors must indicate academic level.
- i. Candidates for this award will be required to submit a full paper in advance of the Annual Meeting. The recipient(s) of this award will present the paper at the Annual Meeting. The Student Paper Award manuscript will be reviewed for possible publication in the Journal of Applied Gerontology

Criteria:

This award will provide preference to graduate or undergraduate students who demonstrate excellent writing skills as well as:

- a. Importance of the research problem, question, or issue.
- b. Adequacy of the literature review.

- c. Adequacy of the methodological approach and/or logic of the argument.
 - d. Adequacy of the evidence.
 - e. Clarity and style of writing.
 - f. Contribution to the field of applied gerontology, including clearly stated implications for practice and/or application. This is particularly important in view of the Society's intent to reach a national audience composed of academicians, service providers, and diverse others.
7. VAA Student Paper Award

Eligibility:

- a. Any SGS Student Member who is submitting scholarly work for presentation at the SGS Annual Meeting.
- b. All authors must be students currently enrolled in an academic program with an emphasis in gerontology.
- c. Research ideas must be substantially those of the students.
- d. A letter of support must be provided by the faculty advisor.
- e. Awards are made available to all disciplines within the student membership of SGS.
- f. A student may *not* be nominated for both the Student Paper Award *and* the VAA Student Paper Award.
- g. All authors must indicate academic level.
- h. Candidates for this award will be required to submit a full paper in advance of the Annual Meeting. The recipient(s) of this award will present the paper at the Annual Meeting.

Criteria:

- a. This scholarship will provide preference to graduate or undergraduate students who demonstrate leadership potential and academic excellence and vision through their research efforts. This one time scholarship is being made available to fund registration and travel to the meeting.
- b. This is an annual award. Funds will be dispensed directly to the award winner through the mail.

8. Student Poster Award

Eligibility:

- a. Any SGS Student Member who is submitting scholarly work for presentation at the SGS Annual Meeting.
- b. All authors must be students currently enrolled in an academic program with an emphasis in gerontology.
- c. Research ideas must be substantially those of the students.
- d. A letter of support must be provided by the faculty advisor.
- e. Awards are made available to all disciplines within the student membership of SGS.
- f. All authors must indicate academic level.

Criteria:

This award will provide preference to graduate or undergraduate students whose posters demonstrate excellence in Content, Appeal, and poster session Presentation.

- a. *Appeal*
 1. Exceptional overall organization, easy to follow structure, correct grammar and spelling, and references are listed or available.
 2. Images, charts, graphs, and other visuals are useful in describing the research.
 3. Title is large enough to read from 4-6 feet away, other text is large enough to read from a comfortable distance.
- b. *Content*
 1. Research purpose is sufficiently stated and explained.
 2. Research process and methods are clearly described.
 3. Analysis is accurately and completely explained.
 4. Findings/Results and implications of the research are stated.
- c. *Presentation*
 1. Professional attire and manner
 2. Well-prepared and easily conveys ideas; adequately answers questions
 3. Eye contact, posture, and tone of voice

K. SGS FINANCIAL POLICY

1. General Policy:
 - a. The Board of Directors formulates policies, delegates the administration of the financial policies to any administrative or contractual staff, and reviews operations and activities.
 - b. The SGS President, President of the Management Firm, or other party designated by the Board of Directors, have responsibility for all operations and activities, including financial management.
 - c. Financial matters will be reviewed and approved by the Budget and Finance Committee, whose decisions will be presented to the full Board for information and ratification.
 - d. Separate accounts and books will be maintained as may be required by funding source regulations.
 - e. All accounting records will be filed in lockable storage cabinets.
 - f. Management Firm employees will be bonded in accordance with funding source regulations, when applicable.
 - g. The established accounting system will be uniform for all financial records.
 - h. All accounting will be based on a double entry system.

- i. The accounting system will identify all revenue and expenditure items by source.
 - j. The accounting system will clearly show all fund balances.
 - k. A petty cash system will NOT be maintained.
 - l. SGS will follow the data back-up policy established by the Management Firm.
2. Cash Receipts and Billing:
 - a. Only authorized persons in the Management Firm may open mail and receipt monies.
 - b. All receipts will be identified as to source.
 - c. Bank deposits will be completed and delivered to the banking institution by an authorized Management Firm employee other than the individual opening mail and receipting monies.
 - d. The accounting system will provide a clear billing process to identify charges and related adjustments.
 - e. All past due accounts will be reviewed on a regular basis and every effort made to collect past due accounts.
 - f. With the approval of the Treasurer, interest may be charged to accounts 30 days overdue; the interest rate may not exceed the fair market rate.
3. Disbursement Policies:
 - a. The Management Firm President or Board of Directors' designee is responsible for all blank checks; checks will be kept in lockable storage cabinets.
 - b. Prepared checks for signature must be accompanied by approved invoices or other source documents.
 - c. Authorized Signatures and Signature Requirements: Checks in excess of \$1,000 require two signatures, with the exception of payment of any contract fees (e.g., Management Firm Contract or any other pre-arranged contract fees).
 - d. Savings/Investment Account: The SGS President, President-Elect, Treasurer, and Management Firm President shall be authorized to sign on SGS savings/investment accounts. In addition, the Board of Directors may approve the signature authority of an additional board member if needed due to geographic or other special need.
 - e. Approval of Invoices for Payment: All invoices must be approved prior to payment. Invoices to be paid will be presented to the authorized purchasing agent for approval. Invoices will be stamped with the following minimum information noted: Date received; date invoice approved for payment; signature and date of approval; check number; and date paid.
 - f. Approved invoices will be paid by check for the approved amount and payable to the approved payee. Checks and their supporting invoices will be presented for signature to the SGS President, the President of the Management Firm, or other person authorized to sign checks.

- g. Paid invoices and other supporting documents shall be filed with financial records for easy retrieval.
 - h. Voided checks must be boldly marked “VOID” across the face and across the signature line; voided checks must be kept on file and noted as voided on bank statement reconciliations.
 - i. Disbursements shall be made in accordance with the annual budget approved by the Board of Directors. Disbursements in excess of the annual budget or not represented by a budget category require the approval of the Board of Directors. (In emergency situations, the President and Treasurer may jointly approve necessary variances in the budget. In such cases, the Treasurer will inform the Board of the variances at the next Board meeting.)
 - j. Authorized signatures may be applied to checks in which the dollar amount has been left blank provided that the date and payee sections have been fully completed. This should be the exception rather than common practice.
 - k. Checks may not be made payable to the bearer, cash, petty cash, or any other such unspecific payee.
4. Bank Statement Reconciliation:
- a. Bank statements must be forwarded directly to the individual designated by the management firm for reconciliation. Bank statements will not be opened by any individual other than the person reconciling the statement.
 - b. An account reconciliation will be completed for all accounts maintained by SGS. The person preparing the reconciliation must sign and date the record and submit a copy to the appropriate person for approval. Reconciliation records, bank statements, and cancelled checks (when received from the banking institution) must be filed with financial records for easy retrieval.
 - c. In the event that a financial institution allows for telephone authorization of disbursements, only the Board of Directors, SGS President, Treasurer, or other Board member authorized to sign on the account may authorize the transfer.
5. Purchasing and Contracts:
- a. Purchases anticipated to exceed \$10,000 will be preceded by a request for bids. Major purchases less than \$10,000 require, at a minimum, telephone price quotations before the purchase is made.
 - b. Any formal request for proposals (RFP) will be based on a clear and accurate description of the technical requirements for the material, product or service to be procured.
 - c. Services purchased from hotel establishments for any conference or training events must be outlined in writing in the form of a contract. Only the SGS President, Treasurer, or Management Firm President may sign contracts on behalf of SGS.

- d. All contracts involving a monetary commitment from SGS must be signed by the SGS President or, in his/her absence, a designee determined by the Board of Directors.
 - e. Any grants, contracts or joint projects must be approved in advance by the SGS President and ratified by the Board of Directors.
6. Property and Equipment:
- a. Property is defined as any item, whether purchased or donated, with a value of \$300 or more and which has a normal operational life expectancy of one or more years. Property also includes books and computer software valued at \$300 or more.
 - b. An inventory of SGS equipment and property shall be conducted annually.
7. Insurance:
- a. SGS will carry adequate insurance for fire and theft, and, when necessary, other types of casualty in proportion to the overall replacement value of the property.
 - b. Effective (DATE TO BE DETERMINED), Directors and Officers insurance will be carried by SGS.
8. Annual Budget and Chart of Accounts:
- a. The Board of Directors is responsible for establishing and adopting a balanced budget on an annual basis.
 - b. Revisions to the approved budget require the approval of the Board of Directors. (In emergency situations, the President and Treasurer may jointly approve necessary variances in the budget. In such cases, the Treasurer will inform the Board of the variances at the next Board meeting.)
 - c. The SGS Management Firm shall maintain a chart of accounts which shall be applied consistently in all financial record-keeping activities.
9. Annual Review:
An annual financial review will be completed under the supervision of the SGS Treasurer.
10. Minutes of the Board of Directors:
The minutes of all Board of Directors meetings shall be considered legal records and must be filed for audit review.
11. Loans and Credit Applications:
A loan or any other form of credit application from any source must be approved by the Board of Directors.

L. SGS REIMBURSEMENT POLICY

1. General Policy:

When funds are available, the Society may reimburse members for all previously budgeted legitimate travel expenses incurred for approved Society business. Legitimate travel expenses are reimbursed for transportation, hotel and meals which fall within the limits established by this policy. In addition, the Society may reimburse Board members, officers, and committee chairs for such previously budgeted expenses as postage or photocopying or other necessary expenses that are required to conduct the business of the Society. It is important to estimate such expenses in advance, so that they may be included in the annual budget. (Members who are in doubt about whether/how to include expense items in the budget should contact the SGS President or Treasurer.)

2. Board Travel:

SGS does NOT generally provide travel support for officers, Board members, or committee chairs, although such support may be provided in special cases if included in the approved Annual Budget. The Student Representative to the Board will be reimbursed for travel expenses specifically associated with SGS activities, so long as funds are available. Officer, Board member or committee chair travel must be approved prior to travel. Approval must be received in advance (in letter form) and approved by the President and Treasurer.

3. Rate of Reimbursement:

a. Transportation:

- ◆ Air Travel: The Society will reimburse, at most, air coach service. First class travel is not authorized. Whenever possible, special or economy fares must be used. Reimbursement for a regular coach fare will not be made when ample time to arrange for special rates was allowed.
- ◆ If a member cannot take advantage of an economy fare because s/he makes additional stops enroute to the Society's meeting, reimbursement will be available only for the round trip economy fare.
- ◆ Bus and Rail Travel: The Society will reimburse for the exact cost of the bus or rail ticket up to but not exceeding the coach or special air fare (if time is available to secure the latter) for the same trip.
- ◆ Ground Transportation: Public transit and taxi costs are fully reimbursed at exact costs. Receipts for all taxi costs are encouraged. Whenever possible, airport buses or public transportation should be used rather than taxis, particularly when airports are distant from the final destination.

- ◆ Automobile Travel: The Society will reimburse travel by private automobile at the approved per-mile federal government rate, up to but not exceeding, the coach or special air fare for the same trip.

b. Per Diem:

- ◆ Room: The Society will reimburse at the actual cost of a hotel single room, up to but not exceeding \$75 day. For those meetings arranged by SGS staff, reimbursement for hotel will not exceed the special rate arranged by SGS.
- ◆ Meals: The Society will reimburse up to but not exceeding \$35 a day for three meals; less if not traveling a full day.

c. Receipts:

Requests for reimbursements for individual expenditures over \$25 must be documented by a receipt, including receipts for transportation tickets, taxis, and rooms. Whenever possible, receipts should be submitted for any size reimbursement. (No receipts are required for meals).

d. Time Limit:

All requests for reimbursement should be submitted promptly. Requests not made within 10 days of completion of travel will be forfeited, unless there is prior approval by the President or Treasurer.

M. SGS COMMUNICATIONS POLICY

1. Official Correspondence:

It is SGS policy that all correspondence written on behalf of the organization be sent from the office of the Management Firm. (For example, a letter to another organization asking them to participate in the Annual Conference might originate with a committee, but the final letter would be mailed from the Management Firm office and a copy filed in the official corporate records.)

2. Spokesperson for SGS:

It is SGS policy that no Board member, other than the SGS President, may speak publicly on SGS's behalf unless so directed by the SGS President or the Board

N. SGS POLICY DECISIONS BY DATE OF DECISION

In January 1999 the SGS Board established a number of policy revisions that were reflected in this Policy and Procedures Manual. Following is a listing of all SGS policy decisions after that date, by the date of the decision.

Date:	Decision by: (e.g., Board, Membership)	Policy description and section(s) of Policy and Procedures Manual affected

III.

COMMITTEE DESCRIPTIONS AND USUAL OPERATING PROCEDURES

This section of the Policy and Procedures Manual describes the functions and usual operating procedures of SGS committees. Committee Chairs should also consult the SGS Bylaws (Section V), the Officers and Policies (Section II), and the SGS Conference Manual in order to obtain a complete picture of their committee responsibilities and SGS policies that may pertain to their committee work.

A. AWARDS COMMITTEE

Description:

The Awards Committee shall include both academic and practitioner members, and one student.

Responsibilities:

The Awards Committee is generally responsible for all activities associated with soliciting awards nominations, reviewing nominations, selecting awardees, and organizing the presentation of awards. Because the Awards Committee must closely coordinate its activities with the Program Committee, the specific responsibilities of the Awards Committee are articulated in the SGS Conference Manual. The SGS awards policies are described in Section II-J.

B. BUDGET AND FINANCE COMMITTEE

Description:

The Budget and Finance Committee shall consist of five (5) persons, one of whom shall be the Treasurer. The Chairperson shall be appointed by the President. This Committee reviews the annual budget, expenditures, and other matters for consideration by the Board of Directors and the membership.

Responsibilities:

The Budget and Finance Committee shall:

1. Ensure maintenance of an accurate accounting of the Society's fiscal functions.
2. Present an Annual Operating Budget for the Society at the Annual Meeting.
3. Present a detailed Annual Report of the Society expenditures at the Annual Meeting.
4. Ensure an annual review of SGS fiscal records.
5. Ensure proper preparation and submission of reports to IRS and other agencies, as required by law.
6. Review the financial policies of the Society and recommend needed changes.

C. BYLAWS COMMITTEE

Description:

The Bylaws Committee Chair shall be appointed by the President. Other members shall be appointed by the Chair.

Responsibilities:

The Bylaws Committee shall:

1. Review the Bylaws each year and make recommendations to the Board for revisions.
2. Ensure mailing of proposed Bylaws changes to the Society Membership at least thirty (30) days prior to the Annual Meeting. Proposed changes will be voted on at the Annual Business Meeting by those members present.
3. Subsequent to the Annual Business Meeting, revise the Bylaws as necessary and ensure their distribution to the Board and Committee Chairs.
4. Update the SGS Policy and Procedures Manual:
 - a. Review the Manual each year and make recommendations to the Board for revisions.
 - b. Review minutes of each Board Meeting and, when appropriate, ensure appropriate revision of the Manual to incorporate Board decisions.
 - c. Subsequent to the Annual Business Meeting, revise the Manual as necessary and ensure distribution to the Board and Committee Chairs.

D. COUNCIL OF PRESIDENTS

Description:

The Council of Presidents shall consist of all Members of the Society who have completed the term of President. The Council chair shall be person who, the previous year, chaired the Nominating Committee. If that person is unable or unwilling to serve, the committee shall elect a chair from among its members.

Responsibilities:

The Council of Presidents shall:

1. Serve as experienced counsel to the President and Board as requested, and serve as an anticipatory socialization agent for the President-Elect.
2. Act as a forum for discussion and consideration of long-term development of the Society.
3. Meet at least once annually, usually at the Annual Meeting.
4. Organize a Council of Presidents symposium for the annual meeting; Council of Presidents members may be the presenters and/or may arrange for other presenters.
5. Assist the Awards Committee in selecting GRITS (Gerontologists Rooted in the South) nominees and awardees.

E. DEVELOPMENT COMMITTEE

Description:

The Development Committee is a standing committee composed of a Chair, the Chair of the Program Committee Development Subcommittee, the Chair of the Membership Committee, the President, the President-Elect, and the immediate Past President. Other members and the Committee Chair shall be appointed by the President.

Responsibilities:

The Development Committee shall:

1. Address the need of SGS for continued attention to fund raising both for the annual meeting and overall.
2. Share contacts and coordinate efforts with the Program Committee Development Subcommittee.
3. Work cooperatively with the Membership Committee on growth strategies for recruitment and retention of members.
4. Generate a plan for development efforts.
5. Prepare a written report for distribution at each Board meeting.

F. EXECUTIVE COMMITTEE

Description:

The Executive Committee shall consist of the President, President-Elect, Secretary, Treasurer, and immediate Past President.

Responsibilities:

The Executive Committee shall:

1. Carry out the business of the Society between meetings of the Board.
2. Oversee policy and procedures of the Society and make recommendations to the Board.
3. Review nominations for future Annual Meeting sites and select the locations for future Annual Meetings.
4. In matters requiring immediate attention of the Society, the President may poll the Executive Committee regarding decisions that need to be made.

G. INTEREST GROUPS COMMITTEE

Description:

The Interest Groups Committee is a standing committee that shall consist of a Chair, appointed by the President, and other members appointed by the Chair. The committee is responsible for encouraging interest groups, establishing and revising criteria for interest groups and reviewing applications for interest groups. The committee shall also be responsible for managing the SGS interest groups and for working with the Program Chair to assure time is scheduled for interest group meetings at the Annual Meeting. See Section II-I for policies regarding SGS interest groups.

Responsibilities:

1. Review interest group policies and procedures outlined in Section II-I, and submit recommendations for change to the Board.
2. Disseminate information about how to organize interest groups.
3. Monitor interest group activities and review reports of interest groups.
4. Coordinate with the Program Chair to assure adequate time and space for interest group activities during the Annual Meeting.
5. Offer recommendations to the Board regarding the establishment, alteration, or dissolution of interest groups.
6. Report to the Board annually.

H. MEMBERSHIP COMMITTEE

Description:

The Membership Committee is a standing committee composed of a Chairperson, appointed by the President, and other members appointed by the Chair. To the degree possible, there should be two (2) Members (1 academic member and 1 practitioner member, where feasible), from each of the following states: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, District of Columbia, and West Virginia.

Responsibilities:

The Membership Committee shall:

1. Develop a plan for membership that includes regular communication, recruitment, renewal, and follow-up of non-continuing members.
2. Communicate any suggestions or program ideas from active members within their State to the appropriate Committee Chairperson or Board of Directors.
3. Actively seek to increase membership from within each State by soliciting new members and encouraging rejoining members.
4. Ensure the maintenance of an updated membership list composed of names, addresses, e-mail addresses, and telephone numbers of active Members. If so directed by the Board, ensure that a Membership Directory, including all members as of January 31, is published and distributed by March 31.
5. Collaborate with the Seniors and Student Committee Chairs in identifying potential members from each State.
6. Develop recruitment materials and strategies and review materials sent to members and prospective members by the management firm.
7. Encourage use of the SGS exhibit at other professional meetings.
8. Prepare a written report for distribution at each Board meeting.

I. NOMINATING COMMITTEE

Description:

The Nominating Committee shall consist of five (5) persons. The immediate Past President of the Society shall serve as the Chair for a term of 1 year, beginning immediately following her or his term as President. The other members are the preceding

two Past Presidents, and two non-Board members. The non-Board members shall serve two-year staggered terms, and each shall be appointed by the current President.

Responsibilities:

The Nominating Committee shall:

1. Select and obtain agreements to serve from nominees for elected offices of the Society. Agreement to serve if elected must be secured from all nominees prior to distribution of a slate of officers to the Society. Candidates should be informed in advance if the position for which they are being nominated will be single slated or have multiple nominees. Responsibilities of the office and travel reimbursement policies must be specified to all nominees.
2. Prepare and distribute to Society members, at least 30 days in advance of the Annual Meeting, a slate of nominees. Biographical sketches with a clear delineation of the nominee's contributions to the Society will be included.
3. Ensure that ballots are counted by two persons prior to the Annual Business Meeting and that the ballots are retained in a confidential file for three months after the election. Ensure that all candidates are notified of the election results prior to the Annual Business Meeting. Announce winning candidates at the Annual Business Meeting.
4. Prepare a written report for distribution at each Board meeting.

J. PROGRAM COMMITTEE

Description:

The Program Committee shall be composed of a Chairperson, appointed by the President, and a minimum of ten (10) other Members, who would serve as Chairs of the various Sub-Committees involved in planning the Annual Conference. The Chair of the Program Committee for the subsequent year shall be appointed by the President-Elect and shall serve as Committee Co-Chair for a year in advance of actually assuming the Chair position. The Program Committee will work in close association with the Local Arrangements Committee, which is a sub-committee of the Program Committee.

Responsibilities:

The Program Committee has overall responsibility for all aspects of the SGS Annual Meeting. The specific responsibilities of the Program Committee and Program Chair are detailed in the SGS Program Manual.

K. PUBLICATIONS COMMITTEE

Description:

The Publications Committee shall be composed of a Chairperson, appointed by the President, and eight (8) Members, including the Editor of the Journal of Applied Gerontology, and the Editor of the Southern Gerontologist. The Southern Gerontologist

editor shall serve a three-year renewable term. The Journal of Applied Gerontology editor shall serve a three-year term with the option of renewal for one, two or three years.

Responsibilities:

The Publications Committee shall:

1. Ensure that the Southern Gerontologist is published and distributed to the membership not less than three (3) times a year.
2. Monitor the publication and distribution of not less than four (4) issues of the Journal of Applied Gerontology during the fiscal year.
3. Solicit and review applications for Editor of the Southern Gerontologist and the Journal of Applied Gerontology. Recommend candidates for each position to the Board, along with details regarding the financial arrangements for the positions.
4. Review and coordinate the development of other publications of the Society, including a web page, promotional materials, etc.
5. Make recommendations to the Board of Directors for any changes in publication policies.
6. In conjunction with Awards Chair, recognize retiring editors of The Southern Gerontologist and the Journal of Applied Gerontology at the SGS Annual Meeting.
7. Prepare a written report for distribution at each Board meeting.

L. SENIORS COMMITTEE

Description:

The Seniors Committee shall be composed of a Chairperson, who is the elected Retiree Representative to the Board, and other members appointed by the Chairperson.

Responsibilities:

The Seniors Committee shall:

1. Generate interest in the Society among the older and retired population. Establish a pathway for exchange of information between older and retired people and the society.
3. Assess the needs of older and retired people and provide recommendations about how the Society can meet their needs.
4. Prepare a written report for distribution at each Board meeting.

M. STUDENT COMMITTEE

Description:

The Student Committee shall consist of the Student Representative as Chairperson, the Student Representative-Elect, and other student members of the Society appointed by the Chairperson with assistance from the Board, to assure broad representation.

Responsibilities:

The Student Committee shall:

1. Generate interest in aging among the student population.

2. Establish a pathway for the exchange of information between students and professionals working in the aging field.
3. Assess needs of students and provide recommendations about how the Society can help meet those needs.
4. Prepare a written report for distribution at each Board meeting.

IV.

RECOMMENDATIONS FOR TRANSITION FROM OUTGOING TO INCOMING ELECTED AND APPOINTED OFFICIALS

I. Officer/Board/Committee Orientation:

Near the end of the Annual Meeting, the outgoing President shall convene a working session for old and new officers, Board members, and committee chairs and chairs-elect. Candidates for offices and the Board should plan to stay at the Annual Meeting for this session. Holding the Society Business Meeting early in the Annual Meeting program and announcing newly elected officers and Board members before the last day of the conference would facilitate this process.

This session shall be devoted to an orientation to the governance of the Society and to the assignments for each member of the group. Outgoing officers and chairs shall be prepared to transfer to their incoming counterparts a working file of past years' correspondence, minutes, and other Society business materials accumulated during their term of office.

Orientation materials shall consist of:

- a. Bylaws
- b. Policies and Procedures Handbook
- c. Officers' and Directors' addresses & phone numbers
- d. Committee members' addresses & phone numbers
- e. Brief history of the SGS
- f. Organizational goals

2. Officer Transition Period:

The outgoing President shall provide official notification of and congratulations for election on behalf of the Society to new Board members.

The outgoing President shall provide official thanks on behalf of the Society to outgoing officers and Board members.

The incoming President shall have authority to begin working informally on the next Annual Meeting and other Society business at the close of the Annual Meeting.

The incoming Program Chair shall appoint Program Committee members and begin to plan the next Annual Meeting with them and the Program Chair-Elect at the close of the Annual Meeting.

3. Record Keeping and Archives:

Officers and committee chairs shall maintain a file of Society business related to their office during their tenure.

Officers and committee chairs shall send copies of all correspondence to the individual or organization determined by the Society.

Committee Chairs shall submit a written record of the year's activities at the Annual Meeting. This report shall include recommendations for committee work in the following year. The Secretary shall ensure that copies of the reports are maintained by the Society.

The Secretary shall ensure that a complete record of the minutes of Board meetings and the Annual Meeting, and all correspondence is maintained. The Secretary shall be responsible for ensuring that a complete set of Society documents and archives is maintained.

The Bylaws Committee shall ensure that the Bylaws and Policies and Procedures Handbook are kept up to date.

4. Financial Records:

The Treasurer shall ensure that a close out of the fiscal period occurs as of June 30 each year. Committee chairs shall submit all expense items for reimbursement prior to June 30, or they will not be reimbursed. Society financial records shall be reviewed annually, and the final fiscal report shall be distributed to the Officers and Board by September 1.

5. Membership Records:

As dues are received, the Treasurer shall ensure that a list of names and addresses of paid Members is compiled.

If so directed by the Board, the Membership Chair shall ensure that a Directory of Members is published and distributed by March 31, including all members as of January 31.

6. Board Meetings:

The Summer Board Meeting agenda shall include:

- a. Minutes from last Board meetings and the Annual Business Meeting.
- b. List of committee chairs and members.
- c. Evaluation report of the Annual Meeting.
- d. President's organizational goals for the year.

V.
BYLAWS OF THE
SOUTHERN GERONTOLOGICAL SOCIETY
(As revised May 2010)

ARTICLE I

NAME: The name of the organization shall be the Southern Gerontological Society.

ARTICLE II

GEOGRAPHICAL AREA: The Area to be served by this Society includes, but is not limited to, Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, Washington, D.C., and West Virginia.

ARTICLE III

PURPOSES: The Purpose of this organization shall be:

1. To provide a membership organization for people who are interested in education, research, planning, service delivery, and other areas in the field of gerontology.
2. To promote communications among all individuals concerned with enhancing the status of older people.
3. To assume leadership in the southern region for bringing about better understanding of developments in the field of gerontology.
4. To advocate for the development of sound strategies to move toward the implementation of meaningful public policy in aging within the southern region and in the nation.
5. To encourage and, in some cases, initiate educational and training programs that serve older people and those who work with and on behalf of older people.
6. To help identify areas of study and, where possible, to assume leadership in the development of research strategies and research designs.
7. To take an active role in the clarification and implementation of the results of demonstration projects, experimental programs and research.
8. To develop plans for an annual regional meeting.
9. To develop plans for other meetings, as appropriate.

ARTICLE IV

MEMBERSHIP:

SECTION I: Membership of the Society shall consist of seven Membership Categories.

These shall be:

1. Regular Member: All persons shall be admitted to membership upon completion of an application form and payment of dues.
2. Student Member: Any full or part-time student in an academic program shall become a Student Member upon completion of an application form, nomination by a faculty advisor, and payment of dues.
3. Honorary Member: A person who has rendered distinguished service to the elderly may be designated by the Executive Committee to the status of Honorary Member.
4. Retired Member: Any person 65 or older, who is not working full time, shall become a Member upon completion of an application form and payment of dues.

5. Organization Member: Any non-profit or public organization shall become an Organization Member upon completion of an application form and payment of dues. Each Organization Member may designate only one person who may vote.
6. Joint Member: Any married couple may choose to hold a joint membership upon completion of an application form and payment of dues. Both parties will have all the rights and privileges of individual membership for example, separate ballots and separate directory listings with the exception that only one copy of SGS publications will be sent to Joint Members.
7. Corporate Member: Any for-profit organization shall become a Corporate Member upon completion of an application form and payment of dues. Each Corporate Member may designate only one person who may vote.

SECTION II: The rates for the Membership Categories shall be recommended by the Board of Directors and approved by a majority vote of the members present at the Annual Meeting.

ARTICLE V

BOARD OF DIRECTORS:

SECTION I: The Board of Directors shall consist of: the President, the President-Elect, the immediate Past-President, the Secretary, the Treasurer, eight elected Members-at-Large, and one elected Representative from the Retired Member category, one Student Representative appointed by the President, and one Student Representative-Elect appointed by the President-Elect.

SECTION II: Power: The Board of Directors shall be empowered to conduct the affairs of the Society between the regular Society meetings.

SECTION III: Committees: The Board of Directors and the President shall be authorized to create and appoint Ad-Hoc Committees and Chairpersons.

SECTION IV: Special Meetings: The Board of Directors shall have the authority to call Special Meetings of the Society. This shall be done by a majority vote of the Members of the Board.

SECTION V: Reports: The Board of Directors shall report a summary of business transacted at each regular meeting of the Society and shall report to the Society at the Annual Meeting.

SECTION VI: Vacancies: Except for the offices of President-Elect and President, the Board of Directors shall have the power to fill an unexpired term of a vacant position.

SECTION VII: Election and Term of Office: Half of the Members-at-Large shall be elected annually. Each shall serve for a term of two years. No Member-at-Large shall serve more than two consecutive terms. The Retiree Representative shall be elected annually and may succeed him/herself for up to three years, if his/her eligibility status continues. The Student Representative and Student Representative-Elect shall be appointed for a term of one year and may not succeed themselves, except that the Student Representative-Elect is eligible for appointment the following year as Student Representative.

Nominations for the Board of Directors shall be made by the Nominating Committee. Additional nominations may be made by the Membership of the Society. In no case may a person be nomination without prior consent.

SECTION VIII: Meetings: The Board of Directors shall meet at least twice annually, with one to be in conjunction with the Annual Meeting of the Society. Called meetings of the Board shall be

by the President or upon written request of five (5) or more Members of the Board. Written notice stating the time, the place, and purpose of the meeting, shall be given to the Board Members not less than 10 days prior to the meeting.

SECTION IX: Quorum: A majority of the Board Members shall constitute a Quorum. A majority of the Board Members present at the meeting shall be required for all actions taken.

SECTION X: Absence: Any member of the Board of Directors unable to attend a meeting shall, in a letter addressed to the President or Secretary, state the reason for his/her absence. If a director is absent from two (2) consecutive meetings for reasons which the Board has failed to declare to be sufficient, his/her resignation shall be deemed to have been tendered and accepted.

ARTICLE VI

EXECUTIVE COMMITTEE:

SECTION I: Executive Committee: There shall be an Executive Committee consisting of the President, the President-Elect, the immediate Past-President, the Secretary and the Treasurer.

SECTION II: Power: The Executive Committee shall conduct the affairs of the Society between regular and special meetings of the Board of Directors. These persons shall perform such duties as delegated to them by the Board of Directors.

SECTION III: Reports: The Executive Committee shall make regular reports to the Board of Directors.

ARTICLE VII

OFFICERS:

SECTION I: Officers: The Officers of the Society shall be the President, President-Elect, Secretary, and Treasurer.

SECTION II: Elections: The President-Elect and Secretary shall be nominated by the Nomination Committee. Additional nominations may be made by the Membership-at-Large. They shall be elected, annually, by the total membership on the basis of a simple majority vote. In no case shall a person be nominated without prior consent.

SECTION III: President: The President shall preside at all meetings of the membership, the Board of Directors, and the Executive Committee. The President shall be responsible for the administration of the Society and shall appoint, with the approval of the Board of Directors, all Chairpersons of Committees and shall perform such duties as not specifically delegated to other Officers or Committees. The President shall be an Ex-Officio Member of all Committees except the Nomination Committee.

SECTION IV: President-Elect: The President-Elect shall perform the duties of the President, in the absence or disability of the President, shall be an Ex-Officio Member of all Committees, and shall participate in organizational development, including fund-raising, liaison relationships with other aging associations and societies, and membership recruitment and services.

SECTION V: Secretary: The Secretary shall keep Minutes of all the meetings of the Society, maintain files and records, carry on the correspondence of the Society, and all other such duties as are incident to the office of Secretary.

SECTION VI: Treasurer: The Treasurer shall have custody of all property which shall be held for the benefit of the Society. The Treasurer shall keep and maintain adequate books of account and records for the Society, shall serve on the Budget and Finance Committee, shall make such reports to the Board of Directors and membership, as may be required by the Board, and shall perform all other acts that are related to the office of Treasurer.

SECTION VII: Term of Office: The President, President-Elect, and Secretary shall take office on July 1 following the Annual Meeting of the Society at which they were elected, and shall serve a term of one (1) year. The President and President-Elect may not serve more than two consecutive terms in the same office. The Treasurer shall be elected for three (3) years, serving the first year as Treasurer-Elect. The Treasurer shall assume office at the end of the Annual Meeting of the Society in the second year of his/her three-year term.

SECTION VII: Vacancies: Should a vacancy occur in the office of Secretary, between normal elections, said vacancy shall be filled by the Board of Directors to serve the remainder of the unexpired term. Should a vacancy occur in the office of Treasurer, and a Treasurer-Elect holds office, the Treasurer-Elect shall serve in the unexpired term, and the Board of Directors shall poll the membership of the Society to elect a new Treasurer-Elect.

If the office of President becomes vacant, the President-Elect shall assume the office of President and shall be eligible to serve an additional full term. If the office of President-Elect becomes vacant, the Board of Directors shall poll the membership of the Society to elect a new President-Elect.

ARTICLE VIII

MEETINGS:

SECTION I: Annual Meeting: An Annual Meeting of the Society shall be held at a time and place designated by the Board of Directors.

SECTION II: Special Meetings: Special Meetings of the Society may be called, at any time, by the President, the Board of Directors, or upon receipt of written request for such a meeting, by 20 percent of the membership. Notice stating the time, the place, and the purpose of the meeting shall be given to the membership not less than 30 days prior to the meeting. The advance notice requirement shall not apply if the Special Meeting is conducted electronically and for the sole purpose of voting on one or more proposed amendments to the Bylaws.

SECTION III: Quorum: At all meetings of the Society, the Members present shall constitute a Quorum for the transaction of business.

ARTICLE IX

COMMITTEES:

SECTION I: Standing Committees: Standing Committees of the Society shall include the Awards Committee, Budget and Finance Committee, Bylaws Committee, Council of Presidents Committee, Development Committee, Executive Committee, Interest Groups Committee, Membership Committee, Nominating Committee, Program Committee, Publications Committee, Seniors Committee, and Student Committee. Other than the Council of Presidents Committee, Nominating Committee, Seniors Committee and Student Committee, Standing Committee Chairs are appointed by the President.

SECTION II: Awards Committee: There shall be an Awards Committee consisting of a Chairperson, appointed by the President, and other members appointed by the Chairperson. This Committee shall be responsible for soliciting nominations for awards of the Society, determining award recipients, and bestowing awards.

SECTION III: Budget and Finance Committee: This Committee consists of five (5) persons, one of who shall be Treasurer, and shall be chaired by a person appointed by the President. This Committee shall review expenditures and other matters for consideration by the Board of Directors and the membership.

SECTION IV: Bylaws Committee: There shall be a Bylaws Committee consisting of a Chairperson, appointed by the President, and other members appointed by the Chairperson. This Committee shall be responsible for recommending changes and revisions in the Bylaws and the Policy and Procedures Manual.

SECTION V: Council of Presidents: The Council of Presidents shall consist of Past Presidents of the Society. The Committee will provide consultation advice to the Board and Program Chairperson of the Society.

SECTION VI: Development Committee: There shall be a Development Committee to address the need of SGS for continual attention to fund raising both for the Annual Meeting and overall. This committee shall consist of a Chair, the Chair of the Program Committee Development Subcommittee, the Chair of the Membership Committee, the President, the President-Elect, and the immediate Past President. Other members and the Committee Chair shall be appointed by the President.

SECTION VII: Executive Committee: There shall be an Executive Committee consisting of the President, President-Elect, Secretary, Treasurer, and immediate Past President. The Committee shall be responsible for carrying out the business of the Society between meetings of the Board, overseeing policy and procedures of the Society, and making recommendations for changes in policy and/or procedures to the Board.

SECTION VIII: Interest Groups Committee: The Interest Groups Committee shall consist of a Chairperson, appointed by the President, and other members appointed by the Chairperson. The Interest Groups Committee is responsible for encouraging interest groups, establishing criteria for interest groups, and reviewing applications for interest groups and sending recommendations to the Board. The Committee shall also manage SGS interest group activities and work with the Program Chair to assure that time is scheduled for interest group meetings at the Annual Meeting.

SECTION IX: Membership Committee: There shall be a Membership Committee consisting of at least five (5) persons. The Membership Committee shall be responsible for encouraging individuals and organizations to join the Society.

SECTION X: Nominating Committee: There shall be a Nomination Committee consisting of five (5) persons. The immediate Past President of the Society shall serve as the Chair of the Nominating Committee and shall serve a term of one year immediately following his or her term of office as President of the Society. The other members are the preceding two Past Presidents, and two non-Board members. The non-Board members shall serve two-year staggered terms, and each shall be appointed by the current President.

SECTION XI: Program Committee: There shall be a Program Committee consisting of a Chairperson, appointed by the President, and a minimum of Ten (10) Members to assist the Chair in planning the Annual Meeting.

SECTION XII: Publications Committee: There shall be a Publications Committee consisting of a Chairperson, appointed by the President, and eight (8) members, including the Editor of the Journal of Applied Gerontology and the Editor of the Southern Gerontologist. The Southern Gerontologist editor shall serve a three-year renewable term. The Journal of Applied Gerontology editor shall serve a three-year term with the option of renewal for one, two or three years. The Committee shall be responsible for the publication of the Journal of Applied Gerontology and the Southern Gerontologist and any other publications of the Society.

SECTION XIII: Seniors Committee: The Seniors Committee shall be composed of a Chairperson, who is elected Retiree Representative to the Board, and other members appointed by the Chairperson. The committee will generate interest in the Society among older and retired people to provide recommendations to the Society regarding the needs and interests of older and retired members.

SECTION XIV: Student Committee: The Student Committee shall consist of the Student Representative as Chairperson, the Student Representative-Elect, and other student members of the Society appointed by the Chairperson with assistance from the Board. The Committee will generate interest in aging and in the Society among students and provide recommendations to the Society regarding student needs and interests.

SECTION XV: Vacancies: Vacancies among any of the Committee positions or in the Nomination Committee shall be filled by the Board of Directors.

ARTICLE X

PROCEDURES:

SECTION I: Amendments: The Bylaws of the Society may be amended, altered, or repealed by the affirmative vote of at least two-thirds of the Members present at the Annual Meeting of the Membership, subject to written or electronic notice delivered each Members, setting for the Amendments to be considered, at least 30 days prior to said meeting. Subsequent to advance notice but prior to the vote, the wording of an amendment may be altered for clarification, but not so as to change the purpose or meaning of the amendment, without violating the advance notice provision. The Board may, at its discretion, conduct an electronic ballot, pursuant to the conditions in the previous sentence, said electronic balloting to be considered as comprising a Special Meeting of the Membership, and those voting to be considered as comprising the Members present at the Special Meeting. The Board shall allow the Membership (14) days to respond to an electronic ballot.

SECTION II: Rules of Order: Rules contained in Roberts Rules of Order (Revised), shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

