



THE BYLAWS, CODE OF ETHICS, POLICY,
AND PROCEDURES MANUAL OF THE
SOUTHERN GERONTOLOGICAL SOCIETY

Revised March 2025

SGS BYLAWS, POLICY AND PROCEDURES MANUAL

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THE BYLAWS OF THE SOUTHERN GERONTOLOGICAL SOCIETY

(As revised April 2022)

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, Texas, 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. Professional Member: All persons shall be admitted to membership upon completion of an application form and payment of dues, provided they do not qualify and apply for an alternate type of membership.
2. Student Member: Any full or part-time student in an academic program shall become a Student Member upon completion of an application form and payment of dues.
3. Emerging Scholar Member: Any person who has graduated from an accredited undergraduate, graduate or certification program within the past 12 months shall be eligible for a reduced membership rate (journal included) for the two membership years following receipt of the degree or certificate.
4. Honorary Member: A person who has rendered distinguished service to older adults may be designated by the Executive Committee as an Honorary Member. Dues are waived for Honorary Members.
5. Encore Member: Any person 65 or older as of April 1 shall become an Encore Member upon completion of an application form and payment of dues
6. 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.
7. Non-Profit Organization Membership: Any non-profit or public organization shall become a Non-Profit Member upon completion of an application form and payment of dues. Each Non-Profit 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 of those voting.

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, one appointed Representative from the Encore 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 Encore Representative shall be appointed annually by the President and may serve for a maximum of three consecutive terms, if their 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 nominated without their 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 no 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 their absence. If a director is absent from two (2) consecutive meetings for reasons which the Board has failed to declare to be sufficient, their 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, Secretary, and Treasurer-Elect shall be nominated by the Nomination Committee. Additional nominations may be made by the Membership-at-Large. The President-Elect shall be elected annually or every two years depending on the term of the President. The Secretary shall be elected annually. The Treasurer-Elect shall be elected every three years. Elections are held 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 or cause to be kept, Minutes of all the meetings of the Society in an electronic format and all other such duties as are incident to the office of Secretary.

SECTION VI: Treasurer: The Treasurer shall keep or maintain, or cause to be kept or maintained, adequate and correct books and accounts of the properties and transactions of the Society and shall send or cause to be sent such financial statements and reports as are required by law, these Bylaws, or the SGS Policies and Procedures Manual to the Board of Directors and membership by request. The Treasurer shall serve on the Budget and Finance Committee 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 beginning of the Fiscal Year of the Society on the start of the second year of their three-year term.

SECTION VIII: Vacancies:

1. 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.
2. 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.
3. 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.

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, Encore Committee, Executive Committee, Gerontological Education Committee, Interest Groups Committee, Membership Committee, Nominating Committee, Program Committee, Public Policy and Advocacy Committee, Publications Committee, and Student Committee. Other than the Council of Presidents Committee, Nominating Committee, and Student Committee, the 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 shall include the Treasurer, Immediate Past-Treasurer, Treasurer-Elect, President, Immediate Past-President, and President-Elect and at least one additional member appointed by the President. If any of these parties is unavailable to serve, a replacement shall be appointed by the President. This Committee should have an odd number of members for voting purposes. 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: Encore Committee: The Encore Committee shall be composed of a Chairperson, who is the appointed Encore 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 VIII: 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 IX: Gerontological Education Committee: The Gerontological Education Committee shall consist of Chairperson, appointed by the President, and other members appointed by the Chairperson. The Committee will stimulate initiatives on gerontological education at all levels with a view to increasing gerontological literacy in our region.

SECTION X: 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 XI: Membership Committee: There shall be a Membership Committee consisting of at least five (5) persons including a Chairperson who has been appointed by the President. The Membership Committee shall be responsible for encouraging individuals and organizations to join the Society.

SECTION XII: 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. If any of these parties is unavailable to serve, a replacement shall be appointed by the President.

SECTION XIII: Program Committee: There shall be a Program Committee consisting of a Chairperson, appointed by the President, and a minimum of Five (5) other members to assist the Chair in planning the Annual Meeting.

SECTION XIV: Public Policy and Advocacy Committee: The Public Policy and Advocacy Committee shall consist of a Chairperson, appointed by the President, and other members appointed by the Chairperson. The Committee will generate interest in increased contribution to policy debates and advocacy for positive change initiatives targeted toward enhancing the lives of older adults in the south.

SECTION XV: Publications Committee: There shall be a Publications Committee consisting of a Chairperson, appointed by the President, and a minimum of eight (8) other 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 XVI: 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 XVII: Vacancies: Vacancies among any of the Committee positions or in the Nomination Committee shall be appointed 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's Business Meeting, or in the case of electronic ballot, two-thirds of those returning ballots, subject to written or electronic notice delivered to each Member, setting forth the Amendment/s to be considered, at least 30 days prior to the first day of the Annual 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.



**SOUTHERN
GERONTOLOGICAL
SOCIETY**

Bridging Aging Research & Practice

Code of Ethics

DECEMBER 2020

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PREAMBLE

The Code of Ethics (the Code) of the Southern Gerontological Society (SGS) sets forth the principles and ethical standards that underlie members' scientific and professional responsibilities and conduct. These principles and standards should be used as guidelines when examining scientific and professional activities. They provide guidance on issues that SGS members may encounter in their work.

The SGS Code of Ethics consists of this Preamble, six General Principles, and eight specific Ethical Standards. This Code concludes with a section on Adherence to Ethical Standards which describes the procedure for filing, investigating, and resolving complaints of unethical conduct.

The Preamble and General Principles of the Code guide SGS members toward the highest ideals of gerontology. Although the Preamble and General Principles are not legally enforceable rules, they should be considered by SGS members in arriving at an ethical course of action and may be considered by ethics bodies, including the SGS Special Committee on Professional Ethics (SCOPE) in interpreting the Ethical Standards.

The Ethical Standards set forth rules of scientific and professional conduct for SGS members. Most of the Ethical Standards are written broadly in order to apply to SGS members in varied roles, and the application of an Ethical Standard may vary depending on the context. The Ethical Standards are not exhaustive. Conduct that is not specifically addressed by this Code of Ethics is not necessarily ethical or unethical. The foundation of a set of ethical standards for a SGS member's work-related conduct rests on a personal commitment to act ethically; to encourage ethical behavior by students, supervisors, supervisees, employers, employees, and colleagues; and to consult with others as needed concerning ethical problems. Drawing from personal values,

culture, and experience, SGS members may supplement, but must not violate, the values and rules specified in the Code of Ethics.

SGS members should make themselves familiar with and strive to adhere to the principles in the Code of Ethics. Membership in SGS commits members to the General Principles and Ethical Standards of SGS. Members are advised of this obligation upon joining and renewing their membership in the Society. Personal activities having no connection to performance of their scientific and professional roles that are independent of SGS are not subject to the Code of Ethics.

GENERAL PRINCIPLES

The following General Principles serve as a guide for SGS members in determining the ethical course of action in a specific context. They exemplify the highest ideals of professional conduct. SGS has no enforcement obligation with respect to these general principles.

Principle A: Professional Competence

SGS members strive to maintain high levels of competence in their work; they recognize the limitations of their expertise; and they undertake only those tasks for which they are qualified by education, training, or experience. They recognize the need for ongoing education in order to remain competent; and they utilize the appropriate scientific, technical, and administrative resources needed to ensure competence in their professional activities. They consult with other professionals when necessary for the benefit of their colleagues, students, research participants, and clients.

Principle B: Integrity

SGS members are honest, fair, and respectful of others in their professional activities. SGS members do not knowingly act in ways that jeopardize either their own or others' welfare. SGS

members conduct their affairs in ways that inspire trust and confidence; they do not knowingly make statements that are false, misleading, or deceptive.

Principle C: Professional Responsibility and Collegiality

SGS members adhere to the highest professional standards and accept responsibility for their work. SGS members understand that they form a community and show respect for other SGS members even when they disagree on theoretical, methodological, or personal approaches to professional activities. This is the essence of collegiality. SGS members also value the public trust in gerontology and are concerned about their ethical behavior and that of other SGS members that might compromise that trust. While endeavoring always to be collegial, SGS members must never let the desire to be collegial outweigh their shared responsibility for ethical behavior. When appropriate, they consult with colleagues to assess, prevent, and/or report unethical conduct.

Principle D: Respect for People's Rights, Dignity, and Diversity

SGS members respect the rights, dignity, and worth of all people. They strive to eliminate bias in their professional activities, and they do not tolerate any forms of discrimination based on age, gender, race, socioeconomic status and socioeconomic origins, ethnicity, national origin, religion, sexual orientation, gender identity, gender expression, disability, health conditions, political affiliation, or any other applicable basis proscribed by law. They are sensitive to cultural, individual, and role differences in serving, teaching, and studying groups of people with distinctive characteristics. In all of their professional activities, SGS members acknowledge the rights of others to hold values, attitudes, and opinions that differ from their own.

Principle E: Social Responsibility

SGS members are aware of their professional and scientific responsibility to the communities and societies in which they live and work. They apply and make public their knowledge in order to contribute to the public good. They strive to advance gerontology and to serve the public good. At the same time, SGS members strive to be aware of situations that may result in harm to individuals, groups, or communities.

Principle F: Human Rights

In the course of their research, teaching, practice, and service, SGS members are committed to professional behaviors consistent with promoting the human rights of all people, including other SGS members. In their professional lives, SGS members strive to use their knowledge and skills to advance the cause of human rights worldwide. In their protection of human rights, SGS members do not tolerate any forms of exploitation, harassment, or discrimination.

ETHICAL STANDARDS

The following Ethical Standards set forth norms of professional and scientific conduct for SGS members which are enforceable by the SGS. The SGS has the sole authority to interpret these Ethical Standards and to determine their application to any particular situation.

1. Competence

- a) SGS members conduct research, provide instruction, engage in practice, and provide service only within the boundaries of their competence, based on their education, training, or appropriate professional experience.
- b) SGS members conduct research, provide instruction, engage in practice, and provide service in new areas or involving new techniques only after they have taken reasonable steps to ensure the competence of their work in these areas.

- c) SGS members maintain awareness of current scientific and professional information in their fields of activity and undertake continuing efforts to maintain competence in the skills they use.
- d) SGS members refrain from undertaking an activity if their status, beliefs, or opinions may interfere with their professional work or lead to harm to another person to whom they have a professional obligation.

2. Representation and Misuse of Expertise

- a) In situations where SGS members render professional judgments, they accurately and fairly represent their areas and degrees of expertise.
- b) SGS members do not accept grants, contracts, consultation, or work assignments from individual or organizational clients or sponsors that would violate SGS Ethical Standards. SGS members dissociate themselves from such activities if they discover a violation of SGS Ethical Standards.
- c) If SGS members learn of misuse or misrepresentation of their work, they take reasonable steps to correct or minimize such misuse or misrepresentation.

3. Delegation and Supervision

- a) SGS members provide proper training and supervision to their students, supervisees, employees, and collaborators and take reasonable steps to see that such persons perform services responsibly, competently, and ethically.
- b) SGS members delegate to their students, supervisees, employees, or collaborators only those responsibilities that such persons, based on their education, training, or experience, can reasonably be expected to perform either independently or with the level of supervision provided.

4. Discrimination

SGS members do not engage in discrimination in their work, including hiring, promotion, compensation, treatment, or any other conditions of employment or career development, based on age, gender, race, socioeconomic status and socioeconomic origins, ethnicity, national origin, religion, sexual orientation, gender identity, gender expression, disability, health conditions, political affiliation, marital status, domestic status, parental status; or any other applicable basis proscribed by law.

5. Exploitation

- a) Whether for personal, economic, or professional advantage, SGS members do not exploit persons over whom they have direct or indirect supervisory, evaluative, or other authority such as students, supervisees, employees, or research participants. Exploitation consists of the action or fact of treating someone unfairly in order to benefit from their work.
- b) SGS members do not have a sexual relationship with anyone they directly supervise or over whom they currently exercise evaluative authority, including students, supervisees, employees, or research participants.

6. Harassment

SGS members do not engage in harassment of any person, including colleagues, students, supervisees, employees, staff, or research participants. Harassment consists of a single intense and severe act or multiple persistent acts, any of which are demeaning, abusive, offensive, or create a hostile professional or workplace environment. Harassment may include unnecessary, exaggerated, or unwarranted scrutiny or attack, whether verbal or non-verbal. Sexual harassment may include unwanted sexual solicitation, physical advance, or verbal or non-verbal conduct that is sexual in nature. Acts of harassment can be based on age, race,

socioeconomic status and socioeconomic origins, ethnicity, national origin, religion, sexual orientation, gender identity, gender expression, disability, health conditions, political affiliation, marital status, domestic status, parental status, or any other applicable basis proscribed by law.

7. Conflicts of Interest and Commitment

Conflicts of interest arise when SGS members' personal or financial interests prevent them from performing their professional work in an unbiased manner. Because SGS members' professional judgments and actions may affect the lives of others, they are alert to and guard against conflicts of interest or apparent conflicts of interest based on personal, financial, social, organizational, or political factors that might lead them to misuse their knowledge, expertise, or influence. If SGS members discover a conflict of interest that can even potentially influence their judgment or actions, they must withdraw from the scientific or professional activity or take all reasonable steps to mitigate the effects of the conflict.

a) Disclosure

SGS members disclose all relevant sources of financial support for their professional and scientific activity to employers, clients, sponsors, publishers, and the public. SGS members also disclose other relevant personal or professional relationships that may have the appearance of or potential for a conflict of interest. SGS members comply with all applicable institutional and governmental conflict of interest policies and disclosure rules. Once disclosed, such conflicts should be managed in ways that are appropriate to the situation. If such conflicts cannot be managed in a manner that avoids impact of the conflict on the activity being undertaken, the activity should not be undertaken.

b) Decision-making

In all of their activities, SGS members do not participate in deliberations and decisions on matters where they have conflicts of interest and commitment or the appearance of such conflicts.

8. Public Communications

- a) SGS members take steps to ensure the accuracy of all public communications in their professional work. Such public communications include but are not limited to: directory listings; personal resumes or curriculum vitae; social media communications; advertising; brochures or printed matter; interviews or comments to the media; statements in legal proceedings; lectures and public oral presentations; or published materials.
- b) SGS members do not make public statements that are false, deceptive, or fraudulent, either because of what they state, convey, or suggest or because of what they omit, concerning their research, practice, or other professional activities or those of persons or organizations. Such public statements may pertain to, but are not limited to: (1) training, experience, or competence; (2) academic degrees; (3) credentials; (4) institutional or association affiliations; (5) services; (6) fees; or (7) publications or research findings. SGS members do not make false or deceptive statements concerning the scientific basis for, results of, or degree of success from their professional services.
- c) When SGS members provide professional advice or comment by means of public communications, including lectures, demonstrations, radio or television programs, prerecorded tapes, printed articles, mailed material, digital media, including social media, they take reasonable precautions to ensure that the statements are based on appropriate research, literature, and practice; and the statements are otherwise consistent with this Code of Ethics.

- d) SGS members who engage or employ others to create or place public statements that promote their work products, professional services, or other activities retain responsibility for such statements.
- e) SGS members make reasonable efforts to prevent others whom they do not directly engage, employ, or supervise (such as employers, publishers, sponsors, organizational clients, members of the media) from making deceptive statements concerning the SGS member's own professional research, teaching, or practice.

ADHERENCE TO THE CODE OF ETHICS

SGS members have an obligation to identify and attempt to resolve ethical issues according to this Code of Ethics. SGS members are bound by the requirements of this Code of Ethics even when other laws and legal requirements are less stringent.

1. Familiarity with the Code of Ethics

SGS members have an obligation to be familiar with this Code of Ethics and its application to their professional work. Lack of awareness or misunderstanding of an Ethical Standard is not, in itself, a defense to a charge of unethical conduct.

2. Confronting Ethical Issues

- a) When SGS members are uncertain whether a particular situation or course of action would violate the Code of Ethics, they consult with other SGS members who are knowledgeable about ethical issues, with the SGS Executive Director, the SGS Executive Committee Chairperson, or with an authoritative body with expertise on the ethics of research and practice such as an institutional review board.
- b) When SGS members take actions or are confronted with choices in situations where there is a conflict between the Ethical Standards enunciated in the Code of Ethics and existing

laws or legal requirements, they make known their commitment to the Code and take steps to resolve the conflict in a responsible manner.

3. Fair Treatment of Parties in Ethical Disputes

SGS members do not discriminate against a person on the basis of having made or having been the subject of an ethical complaint.

4. Ethical Violations

- a) Informal Resolution: When SGS members have substantial reason to believe that there may have been a violation of SGS Ethical Standards by another SGS member, they may attempt to resolve the issue by bringing it to the attention of that individual, if an informal resolution appears appropriate or possible.
- b) Formal Reporting: If an informal resolution is not satisfactorily achieved, SGS members may refer the matter directly to the SGS Executive Director who will forward the concern to the SGS Executive Committee. If the matter involves the Executive Director in any way, the concern may be referred directly to the Society's President. Care shall be taken to ensure that the administration of this process does not inappropriately violate confidentiality rights except under circumstances where the violation is so egregious as to potentially cause serious harm to the affected party.

5. Improper Complaints

SGS members do not file or encourage the filing of ethics complaints that are frivolous, made in bad faith, knowingly false, or knowingly intended to harm the alleged violator rather than to protect the integrity of SGS and the public.

6. Review of Code of Ethics

This Code of Ethics will be reviewed no less than every three years at the beginning of the

organization's fiscal year.

*This document has been generated following review of a wide array of organizational codes of ethics including the American Sociological Association, Gerontological Society of America, American Psychological Association, the Association for Jewish Studies, National Association of Social Workers, and National Association of Professional Gerontologists. Selected text from some of these codes of ethics may have been directly incorporated into this document. SGS has received permission from American Sociological Association, to utilize and publish this modified content.



Southern Gerontological Society Policy and Procedures Manual

I. INTRODUCTION

A. BACKGROUND AND HISTORY OF SGS

In 1982, for the first 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, as 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 national and international representation, 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	2002	Orlando, Florida
1981	Atlanta, Georgia	2003	Richmond, Virginia
1982	Orlando, Florida	2004	Atlanta, Georgia
1983	Atlanta, Georgia	2005	Orlando, Florida
1984	Knoxville, Tennessee	2006	Lexington, Kentucky
1985	Tampa, Florida	2007	Greensboro, North Carolina
1986	Norfolk, Virginia	2008	Atlanta, Georgia
1987	New Orleans, Louisiana	2009	St. Petersburg, Florida
1988	Atlanta, Georgia	2010	Richmond, Virginia
1989	Charleston, South Carolina	2011	Raleigh, North Carolina
1990	Orlando, Florida	2012	Nashville, Tennessee
1991	Atlanta, Georgia	2013	Charlotte, North Carolina
1992	Nashville, Tennessee	2014	Little Rock, Arkansas
1993	Richmond, Virginia	2015	Williamsburg, Virginia
1994	Charlotte, North Carolina	2016	Charlottesville, Virginia
1995	Birmingham, Alabama	2017	Asheville, North Carolina
1996	Little Rock, Arkansas	2018	Lake Lanier, Georgia
1997	Norfolk, Virginia	2019	Destin, Florida
1998	Chattanooga, Tennessee	2020	<i>Norfolk, Virginia – Cancelled</i>
1999	Atlanta, Georgia	2021	<i>Baltimore, Maryland – moved to virtual</i>
2000	Raleigh, North Carolina	2022	Panama City, Florida
2001	Lexington, Kentucky		

B. SGS PAST PRESIDENTS

Dr. Barbara Payne	1979 – 1981	Dr. Richard Tucker	2000 – 2002
Dr. Lorin Baumhover	1981 – 1982	Sue Maxwell	2002 – 2003
Dr. Glenn Hughes	1982 – 1983	Dr. Leonard Poon	2003 – 2004
Dr. Nancy Lohmann	1983 – 1984	Douglas E. Beach	2004 – 2005
Dr. Erdman Palmore	1984 – 1985	Dr. Graham Rowles	2005 – 2006
Dr. Bradley Courtenay	1985 – 1986	Dr. Connie Coogle	2006 – 2007
Dr. John Lovitt	1986 – 1987	Dr. Frank Whittington	2007 – 2008
Ms. Kay Hind	1987 – 1988	Dr. Ed Rosenberg	2008 – 2009
Dr. David Blackwell	1988 – 1989	Dr. Jim Mitchell	2009 – 2010
Ms. Shirley Totty	1989 – 1990	Dr. Jan Wassel	2010 – 2011
Dr. Larry Mullins	1990 – 1991	Dr. Dana Bradley	2011 – 2012
Ms. Carolyn H. Graves	1991 – 1992	Dr. James Peacock	2012 – 2013
Dr. Joan B. Wood	1992 – 1993	Dr. LaVona Traywick	2013 – 2014
Dr. Patricia K. Suggs	1993 – 1994	Dr. Don Bradley	2014 – 2015
Dr. Edward F. Ansello	1994 – 1995	Dr. Christy Jensen	2015 – 2016
Dr. Kenneth Cook	1995 – 1996	Dr. R. Turner Goins	2016 – 2017
Mr. William S. Massey	1996 – 1997	Dr. Jen Craft Morgan	2017 – 2019
Dr. B. Jan McCulloch	1997 – 1998	Dr. Ishan Williams	2019 – 2021
Ms. Laura Feldman	1998 – 1999	Dr. Althea Taylor Jones	2021 – 2022
Dr. Charles F. Longino, Jr.	1999 – 2000		

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. They exercise personal leadership in the motivation of Board Members and Committee Chairs. With the Board, they establish 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.

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.
 - 1) The president shall, within 45 days of assuming office and with approval by the Board of Directors, appoint chairpersons to the following standing committees:
 - i. Awards
 - ii. Budget and Finance
 - iii. Bylaws
 - iv. Development
 - v. Encore
 - vi. Gerontological Education
 - vii. Interest Groups
 - viii. Membership
 - ix. Program
 - x. Public Policy and Advocacy
 - xi. Publications
 - xii. Student
 - 2) The President shall, upon assuming office, appoint members to the following standing committees as necessary:
 - i. Development
 - ii. Nominating
- 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 and in accordance with 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 they will begin to formulate plans for special activities they would like to undertake and directions for Society policy during their year as President. They are 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. They serve 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 their term as President, and by the Annual Meeting prior to assumption of office, if possible. Appointees should be submitted to the Board for Approval as soon as possible.

4. Finances:

The President-Elect shall receive reimbursement for expenses as set forth in the operating budget for that year and in accordance with the SGS Reimbursement Policy.

5. Multiple Terms:

In the event that a sitting President is elected to a second, consecutive term, the duties, and responsibilities of the position of President-Elect shall be assumed by the President, or their designee, until a new President-Elect is elected.

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, they are 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 90 days 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 and in accordance with 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 keep or maintain, or cause to be kept or maintained, adequate and correct books and accounts of the properties and transactions of the Society and shall send or cause to be sent such financial statements and reports as are required by law, these Bylaws, or the SGS Policies and Procedures Manual to the Board of Directors and membership. The Treasurer shall serve on the Budget and Finance Committee and the Audit Subcommittee and shall perform all other acts that are related 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, they are expected to help make decisions on all phases of the Society's program through their presence on the Executive Board.

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. Included in this function is providing leadership to the preparations and execution of the responsibilities of the Audit Subcommittee of the Executive Committee.
- 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 and in accordance with the SGS Reimbursement Policy.

E. TREASURER-ELECT

1. Term: July 1 - June 30

The Treasurer-Elect serves a one-year term as Treasurer-Elect commencing at the beginning of the fiscal year.

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

- a. 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 Encore Representative appointed by the President, one Student Representative appointed by the President, and One Student Representative-Elect appointed by the President-Elect.
- b. 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.

- c. The Encore Representative shall be appointed annually by the President and may serve a maximum of three consecutive terms if their eligibility status continues.
- d. 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 with one meeting held in conjunction with the Annual Meeting of the Society.

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 distributed 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 Executive Director.
- 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:
 - a. Awards
 - b. Budget and Finance
 - c. Bylaws
 - d. Council of Presidents
 - e. Development
 - f. Encore
 - g. Executive
 - h. Gerontological Education
 - i. Interest Groups
 - j. Membership
 - k. Nominating
 - l. Program
 - m. Public Policy and Advocacy
 - n. Publications
 - o. Student

2. Term: July 1 - June 30th

Committee Chairpersons are 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. They 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 and in accordance with 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 the completed 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 in perpetuity.
- 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:
 - i. A description of the topic that will be the focus of the interest group and the purpose of the interest group
 - ii. How the interest group serves the mission of the Society

- iii. How the interest group serves the broad interests of the Society's members
 - iv. The group's potential to attract new members to the Society
 - v. The group's potential to attract non-members to the Annual Meeting
 - vi. The names of at least three possible Conveners (Society members who regularly attend the Annual Meeting)
 - vii. 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:
 - i. Discussion of the prospects for becoming an interest group, especially the number of individuals expected to join and participate
 - ii. Establishment of the interest group's purpose and mission
 - iii. Identification of the possible conveners and co-conveners
 - iv. 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:
 - i. A summary of the content of the interest group meeting
 - ii. The number of persons attending the session (with a breakout of the number of new interest group members recruited)
 - iii. Activities conducted during the past year
 - iv. 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 deliver an announcement of an interest group's activities to members of the group, with prior approval of the President.

J. **SGS POLICY REGARDING AWARDS**

- 1. Annual Awards General Criteria
 - a. 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.
 - b. Gordon F. Streib Academic Gerontologist and Applied Gerontologist awardees must have demonstrated evidence of significant service to the Society.
 - c. Awardees must have demonstrated evidence of significant contribution to the field of aging and the development of gerontology in the South.
- 2. Southern Gerontological Society Awards
 - a. **Gordon Streib Distinguished Academic Gerontologist Award**
 - i. 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.

- ii. Nominee must have shown leadership with and contribution to professional organizations and organizations which serve older people.
- iii. Nominee must show evidence of significant publications.
- iv. Nominee must show evidence of significant teaching influence with students and/or training of service providers or educators.
- v. A minimum of one letter of support must be provided.

b. SGS Applied Gerontologist Award

- i. 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).
- ii. Nominee must demonstrate recognition in the field, as evidenced by awards conferred by related organizations.
- iii. 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).
- iv. Nominee must have shown evidence of presentations to community organizations.
- v. Nominee must have demonstrated having impact on the quality of life of older persons (e.g., training others for leadership, advocacy, etc.)
- vi. A minimum of one letter of support must be provided.

c. Best Practices Award

General Criteria:

- i. This award is intended to recognize programs, organizations, or aging services that engage in innovative and collaborative approaches intended to improve services and the quality of life for older adults.
- ii. Nominee must have demonstrated evidence of significant contribution to the field of aging and the development of gerontology in the South.
- iii. A minimum of one letter of support must be provided.

Specific Criteria:

Nominees for this award must exemplify at least one of the following:

- i. Innovative and creative linkage with the aging services network
 - ii. Significant involvement in aging services within the SGS region
 - iii. Evidence of sustained effort and substantial impact on improving the quality of life of older adults
- d. **Rhoda Jennings Distinguished Older Advocate Award**
- 1. Nominee must have demonstrated effective advocacy for and/or leadership among older adults in the Southern region.
 - 2. Nominee may be identified through previous recognition by local, state and/or national groups, or by volunteer groups.
 - 3. Nominee must be age 65 or older.

4. Nominee should be a potential role model for successful aging through innovative contributions to society after 65.
5. A minimum of one letter of support must be provided.

e. **Media Award**

- i. Any media is eligible for the award, although their contribution should be to further understanding of aging in the region.
- ii. The product may be a single effort or part of a continuing series
- iii. The media product should have been produced within one (1) year of the nomination date.
- iv. The nomination must indicate how the media product contributes to the mission of SGS.
- v. A copy 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.
- vi. A minimum of one letter of support must be provided.

f. **Gerontologists Rooted in the South (GRITS)**

- i. 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.
- ii. 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.

- iii. Awardees must demonstrate evidence of significant contributions to the Southern Gerontological Society.
- iv. A minimum of one letter of support must be provided.

g. Victor W. Marshall Fellow in Applied Gerontology

Eligibility:

- i. This designation I named in honor of Victor W. Marshall and is meant to recognize SGS members, from all aspects of gerontology, who have made and continue to make substantive contributions to the field.
- ii. Nominees must be able to demonstrate excellence in two of the following areas: provision of care; collaborative agenda setting; research and scholarship; mentoring of gerontologists; public service; teaching and mentoring of students; or advocacy and service to older adults.
- iii. Explicit attention will be given to choosing well-qualified candidates from diverse demographic and professional backgrounds.

Criteria:

- i. Nominees must complete and submit an application which includes evidence supporting accomplishments in two of the areas listed above in the general criteria.
- ii. Nominees must have had a total of five years of membership, of which only two years of student membership can count towards the five-year minimum.

- iii. Letter(s) of nomination must be provided with the completed application (per specific instructions of the Awards Committee).

3. **Student Awards**

General Criteria

- a. SGS Annual Student Awards are open to any SGS Student Member who is submitting scholarly work for presentation at the SGS Annual Meeting.
- b. 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.
- c. Nominations for Student Awards must include the Nomination Form as well as any required information as described on each SGS Student Award Nomination Form.
- d. Students are expected to register for the Annual Meeting and to present their work at the Annual Meeting. Students who cannot register or attend the Annual Meeting will not be considered.
- e. A student may be nominated for both the Student Poster Award and the Paper Awards. However, a student may be awarded either the Student Poster Award or the Student Paper Awards.

4. **Student Paper Award**

- a. Student Paper Award Eligibility:
 - i. Any SGS Student Member who is submitting scholarly work for presentation at the SGS Annual Meeting.

- ii. All authors must be students currently enrolled in an academic program with an emphasis in gerontology.
- iii. Research ideas must be substantially those of the student's.
- iv. A letter of support must be provided by the faculty advisor.
- v. Co-authored papers:
 - 1. Lead author must be a student.
 - 2. Winning paper with Faculty: 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 with other student: 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.
- b. Awards are made available to all disciplines within the student membership of SGS.
- c. All authors must indicate academic level.
- d. 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 either the Southern Gerontologist or the Journal of Applied Gerontology.
- e. Student Paper Award Criteria:

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

- i. Importance of the research problem, question, or issue.
- ii. Adequacy of the literature review.
- iii. Adequacy of the methodological approach and/or logic of the argument.
- iv. Adequacy of the evidence.
- v. Clarity and style of writing.
- vi. 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.

5. 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. Application process must be completed per specific instructions of the awards committee.
- 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.

g. Appeal

- i. Exceptional overall organization, easy to follow structure, correct grammar and spelling, and references are listed or available.
- ii. Images, charts, graphs, and other visuals are useful in describing the research.
- iii. Title is large enough to read from 4-6 feet away, other text is large enough to read from a comfortable distance.

h. Content

- i. Research purpose is sufficiently stated and explained.
- ii. Research process and methods are clearly described.
- iii. Analysis is accurately and completely explained.
- iv. Findings/Results and implications of the project are stated.

i. Presentation

- i. Professional attire and manner
- ii. Well-prepared and easily conveys ideas; adequately answers questions
- iii. Eye contact, posture, and tone of voice

6. **SGS Student Travel Scholarship Award**

Eligibility:

- a. Any SGS Student Member who is submitting scholarly work for presentation at the SGS Annual Conference may apply for this scholarship. 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.

Criteria:

- b. Students must be currently enrolled in an academic program with an emphasis in gerontology.
- c. Application process must be completed per specific instructions of the Awards Committee
- d. Awards committee may request a student ID or class schedule to document enrollment.
- e. Presentation must include research ideas or applied approaches ideas that are substantially those of the students.
- f. Awards are made available to all disciplines within the student membership of SGS.
- g. All authors must indicate academic level.
- h. A letter of support must be provided by the faculty advisor or mentor.
- i. The award winner will write a newsletter article for the SGS post-conference newsletter on their conference experience by submission deadlines.
- j. The award winner is required to pay for registration and other conference expenses. The scholarship check will be awarded at the conference.

7. Encore Recognition Scholarship Award

Eligibility:

- a. Any SGS Encore Member may apply for this scholarship. This one-time scholarship is being made available to fund registration and travel to the meeting.

Criteria:

- b. Applicant must be a current SGS member, in the “Encore” membership category, and must have maintained at least five (5) years of SGS membership.
- c. The award winner will write a newsletter article for the SGS post-conference newsletter on their conference experience by submission deadlines.
- d. Application process must be completed per specific instructions of the Awards Committee.

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, Executive Director, 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, or as stipulated in Board approved agreements.

- e. All accounting records will be in secured electronic or physical locations.
- f. The established accounting system will be uniform for all financial records and for all internal and external reporting.
- g. The accounting system will identify all revenue and expenditure items by source.
- h. The accounting system will clearly show all fund balances. Any commingled monies from or to outside entities must be clearly traced and accounted for to the satisfaction of agreement with the requirements of such outside source.
- i. A petty cash system will NOT be maintained.
- j. SGS will follow the data back-up policy established by the Board of Directors.

2. Cash Receipts and Billing:

- a. Only the Executive Director or authorized designee 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 the Executive Director or authorized designee.
- 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 Executive Director 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. Checking/Savings/Investment Account: The SGS President, President-Elect, Treasurer, and Executive Director shall be authorized to sign on SGS checking/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.
- d. Approval of Invoices for Payment: All invoices must be approved prior to payment by a party authorized to sign SGS checks. Invoices to be paid will be presented to the Executive Director for approval.
- e. Approved invoices will be paid for the approved amount and payable to the approved payee. Payments and their supporting invoices will be presented for signature to the SGS President, the Executive Director, or other person authorized to pay invoices.
- f. Paid invoices and other supporting documents shall be filed with financial records for easy retrieval.
- g. 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.
- h. 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 Executive Committee. The Executive Committee will determine if the request requires approval of the Board of Directors.

- j. Checks may not be made payable to the bearer, cash, petty cash, or any other such unspecific payee.
- k. Electronic methods of payment or receipt of funds or funds transfer may be substituted for paper methods as long as clear documentation is maintained so as to provide for an accounting trail and accurate substantiation, as if such transactions were by paper.

4. Bank Statement Reconciliation:

- a. Bank statements must be retrieved by the Executive Director or authorized designee for reconciliation.
- b. An account reconciliation will be completed for all accounts maintained by SGS. The Executive Director and the Treasurer will meet at least once a quarter to review the reconciliation.
- 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 venues for any conference or training events must be outlined in writing in the form of a contract. Only the SGS President, Treasurer, or Executive Director may sign contracts on behalf of SGS.

- d. All contracts involving a monetary commitment from SGS must be signed by the SGS President, Treasurer, or Executive Director.
 - e. All grants, contracts or joint projects must be approved in advance by the SGS Executive Committee. The Executive Committee will determine when a decision requires the approval of the Board of Directors. The Board of Directors will be informed of any decisions made.
6. Property and Equipment:
- a. Property is defined as any item, whether purchased or donated, with a value of \$600 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, including locations, sources, and details of disposals, shall be maintained as part of the SGS books.
7. Insurance:
- a. SGS will carry adequate insurance to protect property, security of information, and any other coverage deemed necessary by consensus of Board of Directors.
 - b. Directors and Officers insurance will be carried by SGS, renewed and effective at the beginning of each new fiscal year. Such insurance shall cover all aspects of Officer and Director behavior to which the Board deems necessary to defend against losses to SGS or losses personally, including indemnification of expenses incurred in their defense.
8. Annual Budget and Chart of Accounts:
- a. The Board of Directors is responsible for establishing and adopting a reasonable budget on an annual basis. When a deficit budget is approved the Board is responsible to provide footnotes to explain

acceptance of such deficit and how future budgets may be expected to avoid being in deficit.

- 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 Executive Director shall maintain a chart of accounts which shall be applied consistently in all financial record-keeping activities. The SGS chart of accounts shall follow guidelines appropriate to Not For Profit Fund Accounting.

9. Committee Requests of Project Funds

- a. Committees may request funding for projects that further the mission of the Society.
- b. Committees should plan to submit a request by the end of April for inclusion in the following year's budget.
- c. Committees may request funding during the fiscal year for projects that were unknown during the initial budget request period.
- d. Any requests that exceed budgeted items must be approved the Executive Committee.
- e. Committees should use the SGS Committee Funding Request Form (Appendix H)

10. Annual Review:

An annual financial review will be completed under the supervision of the SGS Treasurer and the Budget and Finance Committee. Assistance in this review may be required from outside advisors and associated costs will be included in the annual budget.

11. 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 and archival purposes.

12. Loans and Credit Applications:

A loan or any other form of credit or debit application from or to any party must be approved by the Board of Directors.

L. SGS REIMBURSEMENT POLICY

1. General Policy:

- a. When funds are available, the Society may reimburse members and the Executive Director for all previously budgeted legitimate travel expenses incurred for approved Society business.
- b. 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 and the Encore 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:

- i. Air Travel: The Society will reimburse, at most, air coach service. First class travel is not authorized. The least expensive but refundable ticket price should be used.
 - ii. If a member cannot take advantage of an economy fare because s/he makes additional stops en route to the Society's meeting, reimbursement will be available only for the round-trip economy fare.
 - iii. 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.
 - iv. Ground transportation: Public transportation costs are fully reimbursed at exact costs. Receipts for all taxi or rideshare costs are encouraged. Whenever possible, airport buses or public transportation should be used rather than taxis or rideshares, particularly when airports are distant from the final destination.
 - v. Automobile Travel: The Society will reimburse travel by private automobile at the approved per-mile federal government rate, up to but not exceeding, the airfare for the same trip. Rental cars should be used when the rental car fee does not exceed the per-mile reimbursement. Gas purchases will be reimbursed when utilizing a rental car with a receipt. In situations where equipment and supplies must be transported, the Executive Committee may approve the use of a private vehicle or rental car even when airfare is more economical.
- b. Per Diem:
- i. Room: The Society will reimburse at the actual cost of a hotel single room, up to but not exceeding the daily federal government per

diem rate. When attending an event with a designated room block, SGS will reimburse the negotiated room block rate up to \$300/night with approval of the Executive Committee.

- ii. Meals: The Society will reimburse up to but not exceeding the daily federal government per diem rate 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, rideshares, rental cars, gas, 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 30 days of completion of travel or before the end of the fiscal year (whichever occurs first) 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 Executive Director. 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 Executive Director 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 BYLAW, POLICY DECISIONS AND CHANGES ARCHIVED BY DATE
OF DECISION**

The SGS Board and the Bylaws Committee shall establish a chronological list of bylaw changes and policy revisions that will be reflected as a historical annex in this manual.

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

1. Description:

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

2. 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. They request budgeting for their awards through the Budget and Finance Committee. The SGS awards policies are described in Section II.

3. Awards:

The Awards Committee will be the originating committee for the creation of new awards, renaming of current awards, and the creation of nomination, application, and awarding processes by which these are screened. They will then formally pass this information to the Executive Committee, or Board of Directors as appropriate.

B. BUDGET AND FINANCE COMMITTEE

1. Description:

The Budget and Finance Committee shall include the Treasurer, Immediate Past-Treasurer, Treasurer-Elect, President, Immediate Past-President, and President-Elect and at least one additional member appointed by the President. If any of these parties is unavailable to serve, a replacement shall be appointed by the

President. This Committee should have an odd number of members for voting purposes. This Committee shall review expenditures and other matters for consideration by the Board of Directors and the membership.

2. Responsibilities:

The Budget and Finance Committee shall:

- a. Ensure maintenance of an accurate accounting of the Society's fiscal functions.
- b. Present an Annual Operating Budget proposal for the Society to the Board of Directors for review and approval by June 1 of each year.
- c. Present an Executive Summary of all SGS financial reports of the Society at the Annual Meeting.
- d. Ensure an annual review of SGS fiscal records as directed by the Audit Subcommittee of the Executive Committee.
- e. Ensure proper preparation and submission of reports to IRS and other agencies, as required by law.
- f. Review, in collaboration with the Audit Subcommittee of the Executive Committee, the financial policies and procedures of the Society and recommend needed changes.

C. BYLAWS COMMITTEE

1. Description:

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

2. Responsibilities:

The Bylaws Committee shall:

- a. Review the Bylaws each year and make recommendations to the Board for revisions.
- b. Ensure distribution of proposed Bylaws changes to the Society Membership at least thirty (30) days prior to the Annual Meeting. Proposed changes will be voted on by the Society's membership by electronic ballot.
- c. Subsequent to the Annual Business Meeting, revise the Bylaws as necessary and ensure their distribution to the Board and Committee Chairs.
- d. Update the SGS Policy and Procedures Manual:
 - i. Review the Manual each year and make recommendations to the Board for revisions.
 - ii. Review minutes of each Board Meeting and, when appropriate, ensure appropriate revision of the Manual to incorporate Board decisions.
 - iii. Subsequent to the Annual Business Meeting, revise the Manual as necessary and ensure distribution to the Board and Committee Chairs.

D. COUNCIL OF PRESIDENTS

1. 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 the 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.

2. Responsibilities:

The Council of Presidents shall:

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

- b. Act as a forum for discussion and consideration of long-term development of the Society.
- c. Meet at least once annually, usually at the Annual Meeting.
- d. 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.
- e. Assist the Awards Committee in selecting GRITS (Gerontologists Rooted in the South) nominees and awardees.

E. DEVELOPMENT COMMITTEE

1. Description:

The Development Committee is a standing committee composed of a Chair, members of the Society, and at least one representative from the current Executive Committee. Other members shall be invited into the committee for particular knowledge and areas of expertise as needed for development projects. The Committee Chair shall be appointed by the President.

2. Responsibilities:

The Development Committee shall:

- a. Address the need of SGS for continued attention to fund raising, both for the annual meeting and for longer-term strategies.
- b. Work cooperatively and collaboratively with all other committees on growth strategies for recruitment and retention of members, and other revenue-related activities.
- c. Generate through collaboration with the Executive Committee and as results from regular surveys of Society members, a vision and plans for continued development efforts including a Code of Ethics,

priorities for the Society, and recommendations for projects of research, education, and advocacy.

- d. Prepare a written report of activities for distribution at each Board meeting.

F. ENCORE COMMITTEE

1. Description:

The Encore Committee Chairperson is appointed by the President and serves as the Encore representative to the Board. All SGS members in good standing who are over the age of 65 or who are professionally retired are eligible to join the Encore Committee.

2. Responsibilities:

The Encore Committee shall:

- a. Generate interest in SGS among older adults within the SGS region.
- b. Establish pathways for exchange of information, shared guidance, and collaboration between older adult members.
- c. Provide-mentoring opportunities between older and younger members, including a formal mentorship activity at the annual conference.
- d. Assess the needs of older and retired members and provide recommendations about how SGS can meet their needs
- e. Prepare written reports for distribution at each Board meeting.

G. EXECUTIVE COMMITTEE

1. Description:

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

2. Responsibilities:

The Executive Committee shall:

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

H. GERONTOLOGICAL EDUCATION COMMITTEE

1. Description:

The Gerontological Education Committee shall consist of Chairperson, appointed by the President, and other members appointed by the Chairperson.

2. Responsibilities:

The Committee shall:

- a. The Committee will stimulate initiatives on gerontological education at all levels with a view to increasing gerontological literacy in our region.
- b. The proposed committee will seek to work collaboratively with existing agencies and organizations having concerns with gerontological education.
- c. Prepare a written report for distribution at each Board meeting.

I. INTEREST GROUPS COMMITTEE

1. Description:

The Interest Groups Committee is a standing committee that shall consist of a Chairperson, 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.

2. Responsibilities:

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

J. MEMBERSHIP COMMITTEE

1. 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, Texas, Virginia, District of Columbia, and West Virginia.

2. Responsibilities:

The Membership Committee shall:

- a. Develop a plan for membership that includes regular communication, recruitment, renewal, and follow-up of non-continuing members.
- b. Communicate any suggestions or program ideas from active members within their State to the appropriate Committee Chairperson or Board of Directors.
- c. Actively seek to increase membership from within each State by soliciting new members and encouraging rejoining members.
- d. 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 is maintained and available to the membership.
- e. Collaborate with all SGS Committee Chairs in identifying potential members from each State.
- f. Develop recruitment materials and strategies and review materials sent to members and prospective members by the Executive Director.
- g. Encourage use of the SGS exhibit at other professional meetings.
- h. Prepare a written report for distribution at each Board meeting.

K. NOMINATING COMMITTEE

1. Description:

The Nominating Committee shall consist 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. If any of these parties is unavailable to serve, a replacement shall be appointed by the President.

2. Responsibilities:

The Nominating Committee shall:

- a. 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.
- b. 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.
- c. Ensure that ballots and election results are reviewed and validated by the committee 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.
- d. Prepare a written report for distribution at each Board meeting.

L. PROGRAM COMMITTEE

1. Description:

The Program Committee shall be composed of a Chairperson, appointed by the President, and a minimum of five (5) 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 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.

2. 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 will vary depending on the needs and direction of the Annual Meeting. The Board of Directors will provide an overall direction. The Executive Director will provide procedures based on previous Annual Meetings.

M. PUBLIC POLICY AND ADVOCACY COMMITTEE

1. Description:

The Public Policy and Advocacy Committee shall consist of a Chairperson, appointed by the President, and other members appointed by the Chairperson.

2. Responsibilities:

The Committee shall:

- a. The Committee will generate interest in increased contribution to policy debates and advocacy for positive change initiatives targeted toward enhancing the lives of older adults in the south.
- b. The committee would serve to link and stimulate initiatives occurring at both the state and national levels.
- c. Prepare a written report for distribution at each Board meeting.

N. PUBLICATIONS COMMITTEE

1. Description:

The Publications Committee shall be composed of a Chairperson, appointed by the President, and a minimum of eight other (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.

2. Responsibilities:

The Publications Committee shall:

- a. Ensure that the *Southern Gerontologist* is published and distributed to the membership not less than three (3) times a year.
- b. Monitor the publication and distribution of the *Journal of Applied Gerontology* during the fiscal year.
- c. 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.
- d. Serve as a resource for the Open Access Journal: *Gerontology and Gerontology Medicine*, as needed.
1. Review and coordinate the development of other publications of the Society, including a web page, promotional materials, etc.
- e. Make recommendations to the Board of Directors for any changes in publication policies.
- f. In conjunction with Awards Chair, recognize retiring editors of The *Southern Gerontologist* and the *Journal of Applied Gerontology* at the SGS Annual Meeting.
- g. Prepare a written report for distribution at each Board meeting.

O. STUDENT COMMITTEE

1. Description:

The Student Committee shall consist of the Student Representative as Chairperson, the Student Representative-Elect, emerging scholars, other student members and postdoctoral fellows of the Society.

2. Responsibilities:

The Student Committee shall:

- a. Generate interest in the field of aging among student populations.
- b. Establish pathways for the exchange of information and mentorship between students, emerging scholars, fellows, and professionals working in the aging field.
- c. Assess needs of students, emerging scholars, and postdoctoral fellows and provide recommendations about how the Society can help meet those needs.
- d. Aid and assist in fundraising initiatives to support scholarships
- e. Prepare a written report for distribution at each Board meeting.

IV. RECOMMENDATIONS FOR TRANSITION FROM OUTGOING TO INCOMING ELECTED AND APPOINTED OFFICIALS

A. Officer/Board/Committee Orientation:

The outgoing President shall convene a working session for old and new officers, Board members, and committee chairs and chairs-elect.

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:

1. Bylaws and Code of Ethics
2. Policies and Procedures Handbook
3. Officers' and Directors' addresses & phone numbers
4. Committee members' addresses & phone numbers
5. Brief history of the SGS
6. Organizational goals

B. Officer Transition Period:

1. The outgoing President shall provide official notification of and congratulations for election on behalf of the Society to new Board members.
2. The outgoing President shall provide official thanks on behalf of the Society to outgoing officers and Board members.
3. 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.
4. 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.

C. Record Keeping and Archives:

1. Officers and committee chairs shall maintain a file of Society business related to their office during their tenure.
2. Officers and committee chairs shall send copies of all correspondence to the individual or organization determined by the Society.
3. 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.
4. 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.
5. The Bylaws Committee shall ensure that the Bylaws and Policies and Procedures Handbook are kept up to date.

D. 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, including the internal audit, shall be distributed to the Officers and Board by the time of the fall Board meeting.

E. Membership Records:

1. As dues are received, the Executive Director shall ensure that a list of names and addresses of paid Members is compiled.
2. If so directed by the Board, ensure that a Membership Directory is maintained and available to the membership.

F. Board Meetings:

The Board Meeting agenda shall include:

1. Minutes from last Board meetings and the Annual Business Meeting.
2. List of committee chairs and members.
3. Evaluation report of the Annual Meeting.
4. President's organizational goals for the year.

ANNEX A. SGS TRAVEL REIMBURSEMENT FORM
(Revise annually to reflect general per diem rates)

**SOUTHERN GERONTOLOGICAL SOCIETY
TRAVEL REIMBURSEMENT FORM**

Name: _____

Address: _____

City, State, Zip: _____

SGS Position: _____

Dates of Travel: _____

Location: _____

Purpose: _____

Travel Budget: _____

Airfare: _____

Bus/Rail/Taxi/Rideshare: _____

Rental Car (include gas receipts): _____

Automobile: __miles @ federal reimbursement rate _____

Parking: _____

Hotel: _____

Meals: _____

TOTAL: _____

Please attach receipts for all expenses other than meals. For meal per diem, please use the per diem calculator at <https://www.federalpay.org/perdiem>

Approved By: _____

SGS Position: _____

Date: _____

ANNEX B. SGS OFFICER NOMINATION FORM

SGS Officer



Nomination Form

Contact Information

Name	
University/Work	
Street Address	
City ST ZIP Code	
Preferred Phone	
Work Phone	
E-Mail Address	

Current Position

<input type="checkbox"/> Instructor/Professor	<input type="checkbox"/> Practitioner
<input type="checkbox"/> Student	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Retired	<input type="checkbox"/> Researcher
	<input type="checkbox"/> Other

Board Position

Tell us in which areas you are interested in serving:

<input type="checkbox"/> President-Elect
<input type="checkbox"/> Secretary
<input type="checkbox"/> Treasurer-Elect
<input type="checkbox"/> Board Member

Brief Bio

Summarize special skills and qualifications.

--

Reason for Applying

Summarize why you want to be in leadership in SGS. Please include at least one goal you would like to see achieved while in office. This information will be shared on the election ballot.

--

Person Nominating if not self-nomination

Name	
University or Work Location	
Street Address	
City ST ZIP Code	
Preferred Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this nomination form, I affirm that I am willing and able to serve if elected.

If nominating someone else, I affirm that I have contacted the person I am nomination and received their permission for the nomination.

Name (printed)	
Signature	
Date	

Our Mission

The Southern Gerontological Society is a network of the South's most respected gerontology professionals. Southern Gerontological Society (SGS) members are educators, aging network personnel, researchers, health professionals, and policy makers. SGS provides the bridge between research and practice, translating and applying knowledge in the field of aging.

Thank you for completing this nomination form and for your interest in service to SGS.

ANNEX C. SGS AWARD NOMINATION FORM

The SGS Awards Committee and the Board of Directors Issues an Invitation for _____ (year) Awards Nominations

Presentations will be made at the _____ Annual Meeting

On _____

At the _____

Deadline for Submission of Nominations – (date) _____

Submit at: <http://southerngerontologicalsociety.org/awards/> or complete this form and submit

GENERAL CRITERIA

Must be completed for all nominations

- ◆ Nominees for the **Academic Gerontologist** and **Applied Gerontologist** must be a member of SGS and have demonstrated evidence of significant service to SGS.
- ◆ Nominee for all awards must have demonstrated evidence of significant contribution to the field of aging and the development of gerontology in the South.
- ◆ One letters of support must be provided by the submission deadline.

SPECIFIC CRITERIA

Complete for the particular award for which the person has been nominated

Gordon Streib Academic Gerontologist Award

- ◆ 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.
- ◆ Nominee must have shown leadership with and contribution to professional organizations and organizations which serve older people.
- ◆ Nominee must show evidence of significant publications.
- ◆ Nominee must show evidence of significant teaching influence with students and/or training of service providers or educators.

Applied Gerontologist Award

- ◆ 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).
- ◆ Nominee must demonstrate recognition in the field, as evidenced by awards conferred by related organizations.
- ◆ 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).
- ◆ Nominee must have shown evidence of presentations to community organizations.
- ◆ Nominee must have demonstrated having impact on the quality of life of older persons (e.g. training others for leadership, advocacy, etc.)

Rhoda L. Jennings Older Advocate Award

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

Best Practices Award

Nominated agencies/corporate partners must demonstrate *at least one* of the following:

- ◆ Innovative and creative linkage with the aging services network
- ◆ Significant involvement in aging services within the SGS region
- ◆ Evidence of sustained effort and substantial impact on improving the quality of life of older adults
- ◆ Opportunities offered in the field of aging

Media Award

- ◆ Any media is eligible for the award, although their contribution should be to further understanding of aging in the region.
- ◆ The product may be a single effort or part of a continuing series
- ◆ The nomination must indicate how the media product contributes to the mission of SGS.

As we are celebrating this year's award recipients, think about whom you know who would be deserving of being honored next year. Fill out the simple form below and the Awards Committee will follow-up with you regarding your suggested nomination.

Name of person(s) submitting nomination

Daytime Phone or Email Address

Position

University or Place of Employment

SGS Awards Suggested Nominee

Name of nominee

Daytime Phone or Email Address

Position

Agency or other affiliation

AWARD FOR WHICH THIS NOMINEE SHOULD BE CONSIDERED — Check one – Please use a separate form for each nomination.

☐ Gordon Streib Academic Gerontologist Award ☐ Rhoda L. Jennings Older Advocate Award

☐ Applied Gerontologist Award ☐ Best Practices Award ☐ Media Award

BASIS FOR NOMINATION – Give us a few statements of why you think this individual would qualify for an award. For more information and the list of previous winners, go to:

<http://southerngerontologicalsociety.org/awards/>



ANNEX D.

SGS Ambassador Application Form

Name: _____

(Mailing) Street
Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number (Cell): _____ Office phone: _____

Email Address: _____

Professional Title(s): _____ Credentials: _____

Institution/Agency/Retired: _____

Educational Background: _____

How did you hear about this position?: _____

Why are you interested in serving as a State Representative?: _____

How do you think you can benefit personally and/or professionally from serving as a State Representative?: _____

What state event(s) or conference(s) do you attend each year? _____

What other state event(s) or conference(s) are held that you don't attend?

Would you be interested in representing the SGA organization as an exhibitor during public events (in your local area) as needed? All fees and materials would be managed through the SGS administrator. Depending on the venue, your registration and travel may even be compensated.

Please check if you would be interested in helping to represent SGS: Yes _____ No _____

State Representatives will be participating in an orientation via teleconference in late September or early October. What days of the week and times are best for your schedule? Please circle your first and second options below:

Monday:	Morning	Afternoon
Tuesday:	Morning	Afternoon
Wednesday:	Morning	Afternoon
Thursday:	Morning	Afternoon
Friday:	Morning	Afternoon

Please sign and return this form by email.

Applicant's Signature

Date

If you have any questions, please don't hesitate to contact us at (866) 920-4660

Please return this form to: Southern Gerontological Society

admin@southerngerontologicalsociety.org

ANNEX E.

Southern Gerontological Society Committee Application

DATE OF SUBMISSION:	
Name (Last, First, credentials):	
Address (mailing):	
Email:	
Work phone number:	
Current Title:	
Committees of Interest (please list all committees of interest)	
Are you currently an SGS Member?	

Committee Responsibilities	<p><i>The purpose of all of the SGS committees is to support and carry out the necessary planning for SGS's annual operations and meetings.</i></p> <p>To apply, you should</p> <ul style="list-style-type: none"> • be a member in good standing of the Southern Gerontological Society • be willing to attend the committee's meeting at the annual SGS meeting (at your expense) • be available throughout the year to work with the committee via email and conference call • have some experience and/or expertise to contribute to the committee. <p>Volunteer commitment for committees involves working with other members via email and participating in teleconferences to accomplish the goals of the group. Terms on committees vary but are renewable. Please see the SGS Bylaws for additional committee detail and term information.</p>
-----------------------------------	--

Experience:
Previous experience which demonstrates your ability to contribute to this committee/ working group:
Strengths which you bring to this committee/working group:
Please list which SGS conferences you have attended:

Notification

Committee Chair:	
Designated Work Group/ Date:	

ANNEX F.

SGS Research Study Posting Request

Please complete this form to assure the association has all the required information.

We will be in touch with any questions or concerns.

1. Name/Affiliation _____

2. SGS member/student member: YES NO

3. If student, which academic institution is sponsoring your research?

4. If student, who is your faculty advisor? _____

5. Research title _____

6. Research abstract (up to 250 words)

7. Announcements are restricted to open enrollments with IRB approval. Full documentation of protocols and approvals must be submitted with the application. IRB approval must all cover all promotional material.

8. When would you like this study announcement removed? _____

- Please note, if approved, the announcement is posted on the website for 6 months and in 2 newsletters. You will need to request permission for an extension if needed beyond this time period.

SGS Supports Research!

SGS is happy to support our members and friends who are conducting human subjects' research. Would it help you to promote your study and recruit participants via the SGS newsletter, through SGS social media pages, and website? If so, here is your opportunity.

For SGS members, there will not be a fee. Newsletter and website placement fee for not-for-profit organizations that are not SGS members is \$50; undergraduate and graduate students' listings are free, but must have faculty advisor that is a SGS member.

Your research description is featured in 2 successive issues of our newsletter, the *Southern Gerontologist*; researcher should identify length of time to promote the research opportunity; listings/postings are limited to approx. 250 words, excluding title and link(s).

Your research description remains on our website for 6 months; provide IRB approved document/flyer.

SGS can invoice you for the fee. Please contact SGS Executive Director, Amanda James at 866-920-4660 or via email at admin@southerngerontologicalsociety.com for instructions on submitting your posting.

Endorsement of studies by the Southern Gerontological Society is neither expressed nor implied.

ANNEX H:

SGS COMMITTEE FUNDING REQUEST FORM

SGS Committee Funding Request Form

Name of Requestor:

Email Address:

Phone Number:

SGS Committee Requesting Funding:

Requested Amount:

Please attach a narrative describing the proposed project and answering the following questions.

- How will this project further the mission of SGS?
- What is the potential return on investment? (Is there potential for this project to generate income? Does the project increase the exposure to SGS to secure new members, partners, etc.?)
- Who will be served by this project?
- What is the geographic reach of this project?
- What is the anticipated timeline of the project?
- Does this project have any other sources of funding (direct or in-kind?)
- Will your committee be collaborating with any other committees or organizations on this project?
- What logistical support do you anticipate needing from the Executive Director?

Your request will be reviewed by the Executive Committee. You may be asked for additional information.

ANNEX I:

HISTORICAL REVISIONS TO THE SGS BYLAWS AND POLICY AND PROCEDURES MANUAL

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 is due 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 reads:

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 Article II, Section 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 Article III, Section 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 Article II, Section 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: "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:

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 a 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"

Article II, Sec. 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 – Change “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.

Note on the 8/14 Revision: Changes approved by the membership and/or Board by the end of the April 2014 meeting have been incorporated into the SGS Bylaws/Policy & Procedures document.

Suggestions for Bylaws/P&P changes will be solicited in the Fall 2014 Southern Gerontologist. To date no new proposals have been received.

Note on the 2015-2016 Revisions: Documented in Society minutes

Note on the 4/17 Revision: On 3/14/17 the Policy and Procedures manual was revised to reflect proofreading, margins, spacing and correction of minor spelling and grammar errors. It was also revised to reflect the changes in language necessary to evolve the organization from one using a Management Firm to an internal association management staff member.

Note on the 4/19 Revision:

The Encore Committee chair, who serves as Encore Representative to the Board, will be appointed by the SGS President.

Rationale: This makes selection of the Encore Committee chair consistent with the procedure for all other SGS standing committees, with the exceptions of the Nominating Committee (chaired by the Immediate Past President) and the Council of Presidents Committee (chaired by the preceding Past President).

A student applying for SGS membership will no longer need to be nominated by a faculty member.

Rationale: The reason for this was to verify the student's student status. There are other, easier ways to do this. And we don't want to discourage student membership by an unnecessary hurdle.

Dues are waived for Honorary Members.

Rationale: This currently reads, "A person who has rendered distinguished service to the elderly may be designated by the Executive Committee to the status of Honorary Member." For instance, Rosalynn Carter, who attended a recent SGS conference, is arguably useful for SGS to be able to list as an honorary member although she is not directly active in SGS and likely may not attend future conferences. By waiving dues for honorary members, SGS (a) gets prestigious honorary members, and; (b) doesn't risk offending them by billing them for annual dues.

For Bylaws amendment votes, "two-thirds" shall refer to 2/3 of the members present

and voting at the Annual Meeting's Business Meeting, or 2/3 of members returning electronic ballots.

Rationale: Currently Bylaws can be amended "by the affirmative vote of at least two-thirds of the Members present at the Annual Meeting of the Membership." But does 2/3 refer to all members registered for the annual meeting or only to registered members attending the Business Meeting, where such votes are typically taken? If the former, then if 300 members attend the conference but only 199 attend the Business Meeting, the math says no Bylaws change can be made. The proposed amendment resolves this problem by basing "2/3" on the number of members present and voting.

Better specify the advance notice requirements for a Bylaws Amendment vote.

Rationale: As written, it's not completely clear whether "30 days prior to said meeting" refers to the first day of the conference or to the day of the Business Meeting (typically held on a later day). If approved, the new phrasing will be "at least 30 days prior to the first day of the annual meeting."

Note on December 2019 revision:

Election Results for SGS Bylaws Amendments November 4, 2019

Proposal 1: Add Public Policy and Advocacy Committee as a new standing committee.

Yes - I approve this amendment to Bylaws.: 52 votes (100.0%)

No - I reject this amendment to Bylaws.: 0 votes (0%)

Proposal 2: Add Gerontological Education Committee as a new standing committee.

Yes - I approve this amendment to Bylaws.: 50 votes (98.0%)

No - I reject this amendment to Bylaws.: 1 vote (2.0%)

Proposal 3: Should there be affirmative votes for either or both of the proposed committees, recommend the revision of Bylaws ARTICLE IX to alphabetize all current SGS Standing Committees listed to aid in ease of reference.

Yes - I approve this amendment to Bylaws.: 51 votes (100.0%)

No - I reject this amendment to Bylaws.: 0 votes (0%)

Option: Vote for your favorite new SGS logo



WHAT SHOULD WE LOOK LIKE NEXT?

Round 1:

Logo Version 3: 18 votes (35.3%)

Logo Version 2: 11 votes (21.6%)

Logo Version 1: 22 votes (43.1%)

After round 1, Logo Version 2 was eliminated.

Votes tallied: 51, Abstentions: 1

Round 2:

Logo Version 3: 22 votes (43.1%)

Logo Version 1: 29 votes (56.9%)

After round 2, Logo Version 1 (click "information" to see larger image) won with 56.9% of the vote.

Votes tallied: 51, Abstentions: 1

The Bylaws were changed to reflect this membership vote.

Notes on October 30, 2020 Revisions

Board approved the changes to the committee descriptions as follows. Discussion, specific changes to language, and motions made are captured in the Board Meeting Minutes.

- o Encore Committee Description
- o Student Committee Description
- o Budget and Finance Committee Description
- o Development Committee Description
- o Membership Committee Description
- o Treasurer Description
- o Fiscal Operations and Policy

Notes on April 26, 2021 Revisions:

Board approves the SGS Code of Ethics for implementation.

Notes on October 27, 2021 Revisions:

The Board of Directors voted to approve changes submitted by the outgoing Bylaws Committee Chair, Outgoing Executive Director, and Executive Committee. The Code of Ethics was added to the Society Bylaws and Policy & Procedure Manual. The full document was screened for typographical and formatting errors. Updates were made to the Treasurer and Secretary job descriptions. The SGS Audit process was revised. Small changes were made to better match current practice of SGS business such as electronic delivery of election ballots. Pronouns were replaced with the gender neutral “they”. A SGS Committee Funding Request form was added with associated language included in the policy. The chronological list of revisions was moved to the end of the document. The membership approved the bylaws changed via an electronic vote in December 2021.

Notes on May 2022 Revisions:

The Board of Directors voted to approve changes at the April 5, 2022 Board Meeting. These changes were approved by a membership vote in May 2022. Changes included clarity on membership voting to specify that approval would be based on the majority of people voting and not the majority of members, clarity on the timing of elections for various positions, clarity on the availability of financial reports for members, and updates to the composition of the Budget and Finance Committee and the Nominating Committee.

Notes on March 2025 Revisions:

The Board of Directors voted to approve changes to the Financial Policies and Travel Reimbursement Form on March 20, 2025.

P&P Section II, K: Financial Policies: General Policy:

- Subsection e:
 - Previous: All accounting records will be filed in lockable storage cabinets.
 - Revised: All accounting records will be in secured electronic or physical locations.
- Removed previous subsection f: The Executive Director will be bonded in accordance with funding source regulations, when applicable, and against financial defalcations.
- Removed previous subsection h: All accounting will be based on a double entry system.

P&P Section II, K: Financial Policies: Disbursement Policies:

- Subsection d:
 - Previous: Approval of Invoices for Payment: All invoices must be approved prior to payment by a party authorized to sign SGS checks. Invoices to be paid will be presented to the Executive Director 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.

- Revised: Approval of Invoices for Payment: All invoices must be approved prior to payment by a party authorized to sign SGS checks. Invoices to be paid will be presented to the Executive Director for approval.
- Subsection e:
 - Previous: 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 Executive Director, or other person authorized to sign checks.
 - Revised: Approved invoices will be paid for the approved amount and payable to the approved payee. Payments and their supporting invoices will be presented for signature to the SGS President, the Executive Director, or other person authorized to pay invoices.
- Subsection h:
 - Previous: 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.)
 - Revised: 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 Executive Committee. The Executive Committee will determine if the request requires approval of the Board of Directors.
- Removed previous subsection i: 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.

P&P Section II, K: Financial Policies: Bank Statement Reconciliation:

- Subsection a:
 - Previous: Bank statements must be forwarded to the Executive Director or authorized designee for reconciliation. Bank statements will not be opened by any individual other than the person reconciling the statement
 - Revised: Bank statements must be retrieved by the Executive Director or authorized designee for reconciliation.
- Subsection b:
 - Previous: An account reconciliation will be completed for all accounts maintained by SGS. The Executive Director or authorized designee preparing the reconciliation must sign and date the record and submit a copy to the Budget and Finance Committee for approval. Reconciliation records, bank statements, and cancelled checks (when received from the banking institution) must be filed with financial records for easy retrieval.

- Revised: An account reconciliation will be completed for all accounts maintained by SGS. The Executive Director and the Treasurer will meet at least once a quarter to review the reconciliation.

P&P Section II, K: Financial Policies: Purchasing and Contracts:

- Subsection c:
 - Previous: 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 Executive Director may sign contracts on behalf of SGS.
 - Revised: Services purchased from venues for any conference or training events must be outlined in writing in the form of a contract. Only the SGS President, Treasurer, or Executive Director may sign contracts on behalf of SGS.
- Subsection d:
 - Previous: 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.
 - Revised: All contracts involving a monetary commitment from SGS must be signed by the SGS President, Treasurer, or Executive Director.
- Subsection e:
 - Precious: Any grants, contracts or joint projects must be approved in advance by the SGS President and ratified by the Board of Directors.
 - Revised: All grants, contracts or joint projects must be approved in advance by the SGS Executive Committee. The Executive Committee will determine when a decision requires the approval of the Board of Directors. The Board of Directors will be informed of any decisions made.

P&P Section II, K: Financial Policies: Annual Review:

- Previous: An annual financial review will be completed under the supervision of the SGS Treasurer. Such a review will be conducted by the combined efforts of the SGS Executive Director and the external accountant of SGS along with support from the Budget and Finance Committee and with the guidance of the Audit Subcommittee of the Executive Committee. Assistance in this review may be required from outside advisors and will be part of the annual budget of the Budget and Finance Committee.
- Revised: An annual financial review will be completed under the supervision of the SGS Treasurer and the Budget and Finance Committee. Assistance in this review may be required from outside advisors and associated costs will be included in the annual budget.

P&P Section II, L. SGS Reimbursement Policy: Rate of Reimbursement:

- a. Transportation, i:
 - Precious: 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.

- Revised: Air Travel: The Society will reimburse, at most, air coach service. First class travel is not authorized. The least expensive but refundable ticket price should be used.
- a. Transportation, iv:
 - Previous: 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.
 - Revised: Ground transportation: Public transportation costs are fully reimbursed at exact costs. Receipts for all taxi or rideshare costs are encouraged. Whenever possible, airport buses or public transportation should be used rather than taxis or rideshares, particularly when airports are distant from the final destination.
- a. Transportation, v:
 - Previous: 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.
 - Revised: Automobile Travel: The Society will reimburse travel by private automobile at the approved per-mile federal government rate, up to but not exceeding, the airfare for the same trip. Rental cars should be used when the rental car fee does not exceed the per-mile reimbursement. Gas purchases will be reimbursed when utilizing a rental car with a receipt. In situations where equipment and supplies must be transported, the Executive Committee may approve the use of a private vehicle or rental car even when airfare is more economical.
- b. Per Diem, i:
 - Previous: Room: The Society will reimburse at the actual cost of a hotel single room, up to but not exceeding the daily federal government per diem rate. For those meetings arranged by SGS staff, reimbursement for hotel will not exceed the special rate arranged by SGS.
 - Revised: Room: The Society will reimburse at the actual cost of a hotel single room, up to but not exceeding the daily federal government per diem rate. When attending an event with a designated room block, SGS will reimburse the negotiated room block rate up to \$300/night with approval of the Executive Committee.
- c. Receipts:
 - Previous: 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).
 - Revised: Requests for reimbursements for individual expenditures over \$25 must be documented by a receipt, including receipts for transportation tickets, taxis,

rideshares, rental cars, gas, and rooms. Whenever possible, receipts should be submitted for any size reimbursement. (No receipts are required for meals.)

- d. Time Limit:
 - Previous: 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.
 - Revised: All requests for reimbursement should be submitted promptly. Requests not made within 30 days of completion of travel or before the end of the fiscal year (whichever occurs first) will be forfeited, unless there is prior approval by the President or Treasurer.