BY-LAWS OF THE ASSOCIATION FOR ANTHROPOLOGY AND GERONTOLOGY
Approved by the membership [insert date]

Article I. Name and Principal Office.

The name of this organization is the Association for Anthropology and Gerontology, to be abbreviated AAGE.

Principle Office. The principle office of the fund shall be at a location designated by the Executive Committee (typically the Treasurer or Secretary).

Article II. Purpose.

Aging is a universal part of the human experience, whose processes and consequences are conditioned by the diversity of human culture. The goal of AAGE is to understand the universal through exploration of diversity. AAGE intends to broaden research on age with the cross-cultural, holistic and emic perspectives of anthropology, and in turn to enrich the empirical and theoretical resources of our discipline. A further aim of AAGE is to make knowledge available to those who are involved in the practical resolution of difficulties facing people of all ages and who seek to understand and share the strengths and capacities of people across the life course.

Article III. Organization and Status.

The nonprofit will operate as an Association and shall obtain from the Internal Revenue Service a 501c3 tax exempt status.

Article IV. Membership and Voting Privileges.

A. Anyone may be a member who:
    a. Subscribes to the purpose of the organization; and
    b. Pays annual dues as proposed by the Executive Council and acted upon by the general membership.
B. Dues rates will reflect the following categories of membership:
    a. **Regular.** A regular member is defined as a scholar, researcher, or practitioner actively engaged professionally in anthropology and gerontology.
    b. **Reduced.** Members are eligible to renew at the reduced rate if they are enrolled in an institution of higher learning (students); consider themselves to be retired from the workforce; or are recent graduates in transition to fulltime employment (transitional).
    c. **Institutional.** Organizations which support the work of AAGE and who wish to receive any publications of AAGE for its library may join at this rate.
    d. **Appointed:** In special cases the President may appoint individuals for a one-year membership at no cost (E.g., Margaret Clark Award winners).
C. Only members may hold office or vote for the Executive Board members.

D. Elections.
    a. A person or persons will be appointed to conduct annual elections and shall certify the members of the Executive Council. The Elections Coordinator shall be a member of the Advisory Board and shall not themselves be candidates for election for the following year.
    b. Nominations for candidates will be solicited by the Elections Coordinator from the Executive Committee and full membership. Self nominations are acceptable.
    c. If nomination is accepted, the candidates will provide a brief biography and statement regarding their interest in the position to the Elections Coordinator, who will distribute it to members prior to the election.
    d. Elections are held annually via ballots made available to the membership.
    e. Elected officers who resign or leave their office may be replaced by a majority vote of the Executive Board.

Article V. Meetings.

A. Annual Meeting. The annual meeting of AAGE it typically held in conjunction with the national meetings of other professional associations— such as the American Anthropological Association or the Gerontological Society of America—that our members are likely to attend. Multiple annual meetings may be held in the case of overlapping events, at the discretion of the Executive Board.
B. Notice of the annual meeting shall be published no less than ten (10) days before the meeting.
C. Other meetings. The Executive Board will hold meetings as business warrants, typically quarterly. The Executive council will meet at least annually.

Article VII. Officers.

The organization shall be directed by an Executive Board.

A. The Function of the Executive Board is to oversee the conduct of the organizational business and the implementation of decisions and of policy.
B. All members of the Executive Board shall prepare an annual report on their activities, to be shared with the general membership at the annual business meeting.
C. The elected officers of the organization shall be the
    a. President
        i. The President shall serve a two-year term and
        ii. coordinate activities of the organization
        iii. preside at business meetings
        iv. following the term of President, he/she shall become Past President.
    b. President-Elect
        i. The President-Elect shall serve a one-year term and
            1. assist with **all** coordinating activities
            2. replace the President in his/her absence.
        ii. Following the term of the President, the President-Elect shall assume the office of Past President.
    c. Past President
        i. The Past President shall serve a one-year term and
        ii. assist with all coordinating activities

d. Secretary
    i. The Secretary shall serve a two-year term and
        1. record the minutes of the meetings
        2. keep a record of the decisions of the Executive Council and the actions of the organization
        3. carry out organization correspondence as directed by the Executive Council.
e. Treasurer
    i. The Treasurer shall serve a five-year term and
        1. keep a record of income and expenditures
        2. keep a record of dues paid
        3. prepare an annual fiscal report to be presented at the Business Meeting.
        4. The incoming Treasurer will work with the outgoing Treasurer in an advisory capacity.

D. An Officer shall not hold the same position for more than three consecutive terms.
E. Appointed members of the Executive Board shall hold two-year terms, with the exception of the Anthropology & Aging Editor-in-Chief who shall serve a three year term.
F. The appointed members of the Executive Board shall include:
    a. Anthropology & Aging (AA) Editor-in-Chief
        a. The Anthropology & Aging (AA) Editor-in-Chief shall
            1. In keeping with AAGE's purpose to "broaden research on age with comparative, holistic and emic perspectives," to "enrich the empirical and theoretical resources of our discipline," and to "make knowledge available to those who are involved in the practical resolution of difficulties facing people of all ages," AAGE publishes a regular scholarly peer-reviewed journal titled *Anthropology & Aging*.
            2. Anthropology & Aging requires at minimum a) an Editor-in-Chief, b) an Associate Editor, and c) a book reviews editor, d) an editorial advisory board.
            3. The journal Editor-in-Chief of AA is an executive board position nominated by the executive board and consisting of a three-year tenure with an opportunity to be reappointed for a maximum of two total terms. Should the Editor-in-Chief need to resign their post before the end of term, the AAGE Executive Board should first consider nominees suggested by the current Editor-in-chief, followed by members of the editorial staff and Editorial Board before opening up the position to other members of AAGE. Editor-in-chief may not hold another executive board position and must be a professional member of AAGE.
            4. Editor-in-Chief is responsible for the overall production of the journal, including, but not limited to, solicitation of content, correspondence and coordination with staff, board, and contributors, desk review of submissions, management of blind

peer-review process, copy-editing, layout, special features, and general enhancements to the style, promotion through emails and announcements, and all AA associated web features. The Editor-in-chief is also responsible for composing a summary report of the annual data for AA to be distributed and/or presented at business meetings.

5. The Editor-in-chief may recruit additional editors, editorial board members and make general decisions regarding the production of the journal at her/his discretion and without formal approval of the editorial advisory board, executive board, or general membership. There shall be no fixed titles, duties, or terms for these positions aside from those listed above.
6. In order to partially offset the costs of producing and publishing the journal, all editorial staff and editorial board members, and all who contribute content to AA must be current members of AAGE. In addition, AAGE provides an annual budget for AA operations, such as postage paid for book review materials, copies, and software purchases. The Editor-in-chief may request periodic supplements to this budget for large purchases.

b. Media Coordinator
    a. Media: Responsible for coordinating communications and dissemination of information about AAGE activities through social and other media (e.g. web site).
c. Awards Coordinators
    a. Awards: Responsible for coordinating AAGE awards programs. AAGE typically awards recognition and a small cash prize through two programs, the Margaret Clark Award and the Jacob Climo Award. Awards are typically administrated on an annual basis through two committees. Committee Chairs are appointed by the Executive Board and members are selected by the Committee Chairs. Committee chairs have the following responsibilities:
        i. Select members of the awards committee
        ii. Publicize awards to solicit submissions.
        iii. Oversee selection of awardees.
        iv. Announce and publicize awardees.
d. Meetings Liaisons
    a. Meetings: Responsible for coordinating AAGE-affiliated presentations and/or other activities at annual conferences (e.g., American Anthropological Association, Gerontological Society of America, Society for Applied Anthropology)
e. Membership Coordinator
    a. Membership: Responsible for coordinating new member recruitment and encouraging active involvement of current members.
f. Student Liason
    a. Student: Responsible for representing student interests in the field, assisting the Membership Coordinator with recruiting student

members and assisting the Award Coordinator with disseminating information about awards programs to students.

g. Elections Coordinator. See Article IV, section D.

Article VIII. Financial Administration.

The fiscal year shall run from January 1 to December 31 of each year.

Article IX. Dissolution.

Upon dissolution or final liquidation of the nonprofit, any remaining assets shall be, after payment or the making of provision for payment of all the lawful debts and liabilities of the nonprofit, distributed equally among all current paid members.

Article X. Parliamentary Authority.

A. Meetings of AAGE shall be conducted in accordance with Robert's Rules of Order when not inconsistent with these by-laws and the statutes.
B. By a two-thirds vote of the members present at a meeting, Robert's Rules of Order may be temporarily suspended for the purpose of clarification and discussion.

Article. XII. Amendment to bylaws.

A. Amendments to these by-laws shall be submitted in writing and circulated to the general membership. Enactment of an amendment to the by-laws shall require the approval of a simple majority of the general membership of AAGE through available communication mechanisms.
B. A proposed change may originate from the general membership by a petition of six (6) AAGE members to the Executive Board, or from the Executive Board itself.