

# NANAS Bylaws

## I. Constituents

### I.A. Individual Members

- i. Individual Membership is available to anyone involved in age studies.
- ii. Students may be Individual Members of NANAS at a discounted student rate while enrolled in full-time study, not to exceed 10 years.

### I.B. Institutional Members

- i. The regular Institutional Membership shall include one Individual Membership.
- ii. The Institutional Sponsor Membership shall include two Individual Memberships and acknowledgment of sponsorship in all official NANAS publications. Institutional Sponsors are encouraged to develop a multidisciplinary constituency.

## II. Standing Committees

### II.A. Conference Committee

- i. The Conference Committee is responsible for organizing the conference of the organization.
- ii. This committee shall be chaired by a member of the local conference team from the site of the next NANAS conference.
- iii. The Chair must be a current member of NANAS.
- iv. The Chair is responsible for managing, overseeing, and maintaining records of the planning process, including soliciting panel and session proposals, and assembling the conference program.
- v. The Chair shall recruit additional local committee members as needed.
- vi. At least one additional Governing Council member shall serve on the committee.

**Commented [HJ1]:** In light of virtual events that have become more common in recent years, propose removing the word "local" so that the committee chair does not have to be at the institution hosting the technology for virtual events.

**Commented [HJ2]:** Similarly, in light of the increased prominence of virtual events, we propose removing the word "local" so committee members do not have to be local

### II.B. Grants, Fundraising, and Public Relations Committee

- i. The purpose of this Committee is to ensure that the ideas of NANAS members are available, visible, and disseminated widely and to support responsible fiscal associations and development.
- ii. This Committee will oversee the NANAS website.
- iii. The NANAS Governing Council Vice Chair shall serve as Chair of this Committee.
- iv. The Committee is responsible for developing, updating, and making public appropriate criteria for sponsorship, affiliation, and web linking.
- v. The Committee is responsible for using those criteria to vet funding opportunities and other applications that seek NANAS sponsorship, publicity, and affiliation, and for pursuing grant opportunities relevant to NANAS members.
- vi. Grants that involve NANAS participation valued at more than \$20,000 also require Governing Council approval. All proposals that involve

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NANAS participation must be submitted to the Grants, Fundraising, and Public Relations Committee for approval at least one month before being submitted to the funding source.

### **II.C. Student Committee**

- i. The Student Committee exists to ensure that undergraduate and graduate student interests and concerns are represented in NANAS projects and activities.
- ii. The Student Committee will be responsible for a budget consisting of half of all student organizational dues.
- iii. The Student Committee will be chaired by a student representative to the Governing Council.
- iv. The immediate Past Chair of the NANAS Governing Council will serve as advisor to the Student Committee.

### **II.D. Membership Committee**

- i. The Membership Committee will oversee strategies for organizational growth.
- ii. The Membership Committee will maintain the membership database and ensure that members can easily locate and communicate with other members, individually and as project groups.
- iii. The Membership Committee will be chaired by a member of the Governing Council.
- iv. The Treasurer will be an ex-officio member of this committee.
- v. The committee will work with the Conference Committee to support the participation of all constituent groups in the organization's conference.

II.E. Other than the assigned roles of Governing Council members, committee membership is voluntary; NANAS members are encouraged to serve on any of the organization's committees.

## **III. Governing Council**

### **III.A. General Governing Council Responsibilities**

- i. Take actions necessary to the organization's operations. Annually, each Governing Council member will choose a standing-committee focus for service, with at least one Governing Council member on each standing committee: Membership, Student, Conference, or Grants, Fundraising, and Public Relations.
- ii. Develop policy necessary to the organization's operations, and for the implementation of the Constitution, Bylaws, and resolutions passed by the membership.
- iii. Allocate the resources and approve the budget of the organization.
- iv. Initiate projects that function to maintain or advance the well-being and mission of the organization.
- v. Participate in the decision-making regarding conference locations.
- vi. Attend all NANAS conferences, barring special circumstances.

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- vii. Promote and represent NANAS at every appropriate opportunity.

### III.B. Governing Council Officer Responsibilities

- i. Treasurer
  - a. Oversees all finances and budgets of the organization.
  - b. Collects and disburses dues and other funds.
  - c. Maintains the accounts of the organization.
  - d. Provides an annual report to the Governing Council and the membership.
  - e. For amounts up to \$500, may make financial commitments and write checks on behalf of the organization; for amounts between \$500 and \$5,000, may make financial commitments and write checks on behalf of the organization with the consent of the Chair; for financial commitments greater than \$5,000, the Treasurer must have the permission of the Governing Council and the check must be co-signed by the Chair.
  - f. Transitions financial records and documents to the next elected Treasurer.
- ii. Secretary
  - a. Oversees all documents and correspondence of the organization, such as meeting minutes, nominations/ballots, resolution proposals, Constitution, and Bylaws.
  - b. Transitions records and documents to the next elected Secretary.
- iii. Vice Chair
  - a. Chairs the Grants, Fundraising, and Public Relations Committee.
  - b. Assists the Chair in performing duties as needed.
- iv. Chair or Co-Chairs
  - a. Represents the organization at meetings and conferences internationally, or delegates that responsibility.
  - b. Serves as the contact for Advisory Board members, or delegates that responsibility.
  - c. Serves as co-signer on financial commitments of greater than \$5,000.
  - d. Serves as a NANAS representative to ENAS, or delegates that responsibility.
  - e. Ensures the smooth functioning of the organization.

**Commented [HJ3]:** Reflects proposal that the Treasurer be an ex officio member of governing council

### III.C. Terms of Service

- i. Governing Council members will serve for terms of three years.
- ii. No individual may serve for more than two consecutive terms on the Governing Council in any capacity.
- iii. If an individual steps down before the term is over, the Governing Council may appoint another person from that constituency to fill the role until the next election.

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## III.D. Ex-Officio

- i. An *Age, Culture, Humanities* editor is an ex-officio member of the Governing Council, but does not have voting rights in that role. This member also is eligible for regular election to the Governing Council.
- ii. The Treasurer is an ex-officio member of the Governing Council, but does not have voting rights in that role. This member also is eligible for regular election to the Governing Council.

**Commented [HJ4]:** This item is added so that NANAS funds can remain stable at one institution and are not tied to term of an elected governing council position.

## IV. Advisory Board

- IV.A The Advisory Board shall consist of at least five senior scholars who are Individual Members of NANAS.
- IV.B Advisory Board membership is by the invitation of the Governing Council.
- IV.C Advisory Board members will serve for terms of three years and may serve consecutive terms.

**Commented [HJ5]:** Propose adding the phrase "at least" so that Advisory Board members could stay longer if desired, but new people could be added. This would allow advisory board members to stay involved if they wished but become less active over time (for example, if they retired)

## V. Elections and Nominations

- V.A. In order to set up staggered three-year terms, the initial process is as follows: Elect seven At-Large members, three serving for three years, two serving for two years, two serving for one year; elect one Institutional Member to serve three years; elect one Student Member to serve one year. In addition, the local conference team will select one Conference Member to serve two years, and ENAS will select the ENAS representative to serve two years.
- V.B. The Governing Council Chair and Vice Chair may not be first-year members on the Governing Council.
- V.C. Roles will transition at the end of the calendar year.
- V.D. From 2018 onward, individuals must be NANAS members for at least two years to serve on the Governing Council, except for the student member who must hold a current NANAS membership.
- V.E. From 2024 onward, NANAS will elect eight Members-At-Large to serve on governing council
- V.E. Elections may take place electronically or in person. Ballots shall be distributed at least 30 days in advance of the deadline for voting.
- V.F. Only current Individual Members of NANAS are eligible to vote. Each member gets one vote.
- V.G. Elections are decided by a simple majority of the votes.
- V.H. Nominations
  - i. Individual members may nominate themselves or other members for positions on the Governing Council.
  - ii. Those who are nominated by others must confirm their willingness to run.

**Commented [HJ6]:** Propose removing the requirement for students to have been a NANAS member for 2 years before running for GC because it is a barrier and makes it hard to recruit student candidates

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- iii. All nominations must be finalized 30 days in advance of the deadline for voting.
- iv. Current Governing Council members shall conduct outreach to encourage nominations for the Governing Council from each of these countries: Canada, the U.S., and Mexico.

## VI. Conference

VI.A. All presenters at the conference shall be NANAS members or, when applicable, members of an organization that cohosts the conference. Exceptions may be made for members of local activist and non-profit organizations at the conference site.

VI.B. The conference sessions shall consist of the panels and presentations accepted by the Conference Committee, plus the guaranteed panels.

The following are the **guaranteed sessions** at the conferences:

- i. Two sessions arranged by a committee of the Institutional Members
- ii. Two sessions arranged by the Conference Committee Chair, with a preference for highlighting local research and organizations
- iii. One session arranged by the Student Committee
- iv. One session arranged by ENAS any conference co-host (for example, ENAS)

VI.C. When NANAS participates in a conference with other organizations forming a 'joint' or partnered event, the guaranteed sessions may be subject to change by approval of the Governing Council.

**Commented [HJ7]:** Proposed change opens the possibility of NANAS conferences having a host other than ENAS

## VII. Membership

VII.A. Term of Membership

The term of Individual or Institutional membership shall be one year. The membership year begins January 1 and ends December 31, regardless of when dues are paid.

VII.B. Membership annual dues are in US dollars  
Dues are waived for all members until 2017.

- i. Student \$20/year
- ii. Other Individual \$40/year
- iii. Institutional \$100/year
- iv. Institutional Sponsor \$200/year

**Commented [HJ8]:** Propose specifying currency (USD) added for clarity

## VIII. Constitution and Bylaws

The Constitution and Bylaws may be revised as detailed in the Constitution.

The Constitution and Bylaws will be reviewed as detailed in the Constitution.

The Ad-Hoc Constitution and Bylaws Review Committee will consist of at least one At-Large, one Institutional, and one Student member of the Governing Council.