ARTICLE I: Name, Purpose, and Mission

Section 1. Name

The name of this organization shall be the Academy for Gerontology in Higher Education, hereafter in these bylaws referred to as “AGHE,” an organization of The Gerontological Society of America (GSA), hereafter in these Bylaws referred to as the “Society.”

Section 2. Purpose

The purpose of AGHE is to advance gerontology and geriatrics education in educational institutions. AGHE’s tag line is “Global Leaders in Education on Aging.”

Section 3. Mission and Vision

AGHE’s mission is (1) to advance gerontology and geriatrics education in higher education globally and (2) to provide leadership and support of gerontology and geriatrics education administrators, faculty and students in educational institutions.

The vision of AGHE is to become nationally and internationally recognized as the preeminent Academy providing leadership and support to its members in promoting gerontology and geriatric education both within academic institutions and society at large.

ARTICLE II: Membership

Section 1. Classes of Membership

There are four categories of Membership:

(1) Educational Institution – Two-year college; Four-year college; Professional School; University
(2) Educational Affiliate
(3) Organizational Affiliate
(4) Individual.

Education Institutions with a demonstrated interest in initiating, developing, expanding, and improving education, research, and training programs in gerontology and geriatrics shall be eligible for AGHE institutional membership, with rates & benefits as determined by the Academy with the approval of the GSA Executive Committee.
The Educational Affiliate category is available only to accredited academic institutions with gerontology/geriatric educators and/or course offerings in aging, but without a formal gerontology or geriatrics program. A formal program is defined as: (a) one offering a degree, certificate, concentration, specialization, emphasis, or minor in gerontology; or (b) one identified as a research and/or clinical training center in gerontology/geriatrics.

The Organizational Affiliate category is available to organizations with an interest in education, research, and training in gerontology, other than institutions of higher learning.

Individual memberships are in accordance with GSA’s membership categories. Upon joining GSA, each member may select to be a member of AGHE as well as select one GSA Section of which he/she may hold membership; or may join unaffiliated with a GSA Section as a member at large. A student or emerging scholar may select to affiliate with more than one organization of GSA.

Section 2. Voting

All individuals joining AGHE through the mechanisms described in Section 1 shall have one vote.

Section 3. Suspension

An AGHE member may be suspended for a period or expelled for just cause such as violation of any of the Bylaws.

Section 4. Fellows

AGHE Fellowship status is awarded by the AGHE Fellowship Committee with approval of AGHE Executive Committee and GSA Executive Committee. Application for Fellow status shall be initiated through AGHE. Minimum standards for Fellow status are established by AGHE. The Society may establish additional standards, such as specialized degrees, professional experience, or service to the Organization. These shall be documented in the code of procedure and requirements for Fellow status.

ARTICLE III: Officers and Executive Committee

Section 1. Officers

The elected officers of AGHE shall be a chair, chair-elect, immediate past chair, student representative, three members-at-large and secretary. They shall be members of the AGHE Executive Committee. All officers shall serve one-year terms, unless otherwise indicated, that will commence at the close of the annual business meeting.

Section 2. Duties

The duties and powers of the officers of the AGHE shall be as follows:
a. Chair
The Chair shall preside at meetings of the AGHE Executive Committee and shall be a member, ex officio, of all committees except the Nominations Committee. The person shall serve as Chair-Elect during the year of election, and as Immediate Past-Chair the year after his/her Chair term is completed. The Chair shall keep the AGHE Executive Committee and membership informed about the ongoing activities of the AGHE. The Chair shall make suggestions to promote the prosperity and welfare and increase the usefulness of the AGHE in accordance with the Society’s strategic plan and operating objectives. The Chair shall represent the AGHE as a voting member of the GSA Council and GSA Executive Committee. The Chair shall work closely with GSA’s Executive Director to perform other duties that may be necessary on behalf of the AGHE and the Society. The Chair shall appoint chairpersons of the AGHE committees and task forces and facilitate the orientation of the Chair-Elect with regard to the AGHE activities and his/her future role as Chair. In the case of death or absence of the Chair or his/her inability from any cause to act, the Chair-Elect shall carry out the duties of Chair.

b. Chair-Elect
The Chair-Elect shall serve as the Chairperson of the Nominations Committee, the committee responsible for identifying candidates for the annual election of the AGHE. The Chair-Elect shall assist the Chair as necessary in matters relating to the prosperity and welfare of the AGHE. If the Chair is absent or unable to represent AGHE as a voting member of the GSA Executive Committee and GSA Council, the Chair-Elect shall serve in his/her place.

c. Immediate Past-Chair
The Immediate Past-Chair shall serve as an official voting member of the AGHE Executive Committee immediately following his/her term as Chair. The Immediate Past-Chair shall assist the Chair as necessary in matters relating to the prosperity and welfare of the AGHE and may represent the AGHE as a voting member of the GSA Executive Committee and GSA Council in the Chair’s or Chair-Elect’s absence. The Immediate Past Chair shall serve as chair of the Past Chairs’ Committee.

d. Secretary
The Secretary shall be elected in the even numbered years to serve a two-year term. The Secretary shall ensure that the AGHE Executive Committee conducts business according to its By-laws and uses appropriate “Robert’s Rules of Order.” The Secretary is responsible for: (a) ensuring the documentation (e.g., minutes, records) and accuracy of reports of the activities of AGHE and its Executive Committee; (b) ensuring that an accurate and appropriate listing of the member institutions of the AGHE is prepared and updated as needed; (c) ensuring that proper notice is given of all meetings of the AGHE and of its Executive Committee; and (d) assisting staff with conducting election and disseminating results. He/she shall chair ad hoc committees or task forces related to the AGHE By-laws and their amendments. The Secretary may serve as chair of a support committee at the discretion of the Chair.
e. Student Representative
The Student Representative shall be elected in each year to serve a one-year term. During the Student Representative’s term, he/she shall serve as representative of the AGHE student membership, student initiatives, and serve as a member on the GSA’s Emerging Scholars and Professional Organization (ESPO). The Student Representative shall ensure that the AGHE Executive Committee is informed of student engagement efforts and initiatives.

f. Student Representative-Elect
The Student Representative-Elect shall be elected in each year to serve a one-year term as a non-voting member. The Student Representative-Elect will work with the Student Representative on all matters. In the event the Student Representative is absent or unable to represent the AGHE as a voting member of the AGHE Executive Committee, the Student Representative-Elect shall serve in his/her place. The Student Representative-Elect shall automatically become the Student Representative after his/her year as Student Representative-Elect (at the close of the AGHE annual meeting of that year).

g. Members-at-Large
The Members-at-Large shall serve staggered two-year terms with two elected in the odd numbered years and one elected in the even numbered years. Members-at-Large shall serve as voting members of the Executive Committee.

Section 3. Vacancies

a. If the office of the chair becomes vacant, the chair-elect will assume such office. If for any reason the succession of the chair-elect shall become impossible, a successor to the office of chair shall be appointed by the AGHE Executive Committee for the remainder of the unexpired term of the chair. If the office of the chair-elect shall become vacant the AGHE Executive Committee shall appoint a successor by majority vote.

b. If the office of the secretary shall become vacant, a successor shall be appointed by the GSA Executive Committee to serve until the next regular election.

ARTICLE IV: Executive Committee Function

Section 1. General
The Chair shall appoint the Chairs of operating and standing committees of the AGHE from members of the AGHE Executive Committee unless otherwise stated in these By-laws. The Executive Director and CEO of the Society also shall serve as an ex officio member of the AGHE Executive Committee.
Section 2. Functions of the AGHE Executive Committee

The AGHE Executive Committee shall: (a) hold meetings at such times and places as deemed proper; (b) report to the AGHE the number of new members and other significant information related to membership; (c) promote and carry out activities related to the educational mission of the AGHE and the Society; (e) conduct fund-raising activities for the AGHE; (f) oversee the funds of the AGHE; (g) create and disseminate educational resources; (h) conduct correspondence and communicate with other organizations; and (i) design and implement such other measures as it deems proper and expedient to promote the objectives of the AGHE and to best protect the interests of members.

Section 3. AGHE Executive Committee Meetings

Meetings of the AGHE Executive Committee shall be held periodically at such times and places, both virtually and in-person, as mutually agreed upon by the members. Notice of meetings shall be electronically mailed to the last recorded email address of each Executive Committee member at least 5 business days before the date of the meeting. Meetings of selected members of the Executive Committee may be held at the discretion of the Chair to advance the work of the AGHE in an efficient and expeditious manner provided that all members of the Executive Committee are given notice of such meetings at least 5 business days in advance.

Section 4. Executive Committee Rules

a. A majority of the members of the AGHE Executive Committee shall constitute a quorum. Unless otherwise specified in these bylaws, decisions shall be by a majority of those present in voting. No proxy voting shall be permitted. The Executive Committee may adopt such rules for the transaction of its business as it wishes provided the rules do not conflict with these bylaws.

b. Should any member of the AGHE Executive Committee be absent from two (2) consecutive meetings of the Executive Committee, the member shall state an acceptable reason for the absence. If this information is not provided or is found to be unacceptable, the Chair may declare this member’s seat on the Executive Committee vacant and may proceed to fill the vacancy through appointment until the next scheduled election as per Article VI.

c. Any elected member of the Executive Committee may be removed for cause at any time by a vote of two-thirds (2/3) of the Executive Committee.

d. Chairs of AGHE committees and AGHE representatives to GSA committees and task forces shall submit a written report of committee activities to the AGHE Executive Committee when such reports are requested by the Society. The AGHE committee chairs and representatives will participate in the Executive Committee meeting solely for the purpose of discussing the written report, presenting committee recommendations, and, if
need arises, presenting new information. Committee chairs and senior representatives will attend other Executive Committee meetings at the request of the chair.

ARTICLE V: Committees

Section 1. Appointments to Society-wide Standing Committees

AGHE representatives shall serve on Society-wide Committees consistent with GSA bylaws.

Section 2. AGHE Committees and Terms

The AGHE Executive Committee may establish standing committees and time-limited (up to 2 years) special committees as deemed necessary for efficient operations of the Academy. All Academy members are eligible to serve on committees. The chair shall be a member ex-officio of all AGHE committees. The membership of the committees shall be appointed no later than 30 days preceding the annual business meeting. Terms of service, following the GSA bylaws, shall begin and end on or about November 1 of each year. A sample listing of Committees the Executive Committee may consider establishing is shown separately in the AGHE Operations Manual.

ARTICLE VI: Nominations and Elections

Section 1. Nominations

a. Nominations shall be made by an AGHE Nominating Sub-Committee consisting of persons as specified in these bylaws.

1) Composition: The Nominating Sub-Committee shall consist of the AGHE chair and chair-elect who serve one-year terms. The AGHE chair may then invite up to 3 additional AGHE Executive Committee members to assist with AGHE nominations.

2) Duties: The committee shall propose at least two candidates to fill each office of the AGHE and shall make recommendations to the AGHE for filling vacancies that may occur. Recommendations for nominees may be submitted to the Nominating Committee by any member of the AGHE in good standing.

Section 2. Elections

a. Officers of the Section shall be elected by a mail or electronic media ballot sent to the Electorate of AGHE under the elections timetable established by the Society.

b. The candidate receiving the largest number of votes cast shall be elected. Lots overseen by the AGHE Secretary shall resolve tie votes. The AGHE secretary shall be responsible for confirming the votes and reporting the outcome to the AGHE membership.

ARTICLE VII: Meetings
Section 1. Annual Business Meeting

a. There shall be a session at the Annual Scientific Meeting of the Society for the annual business meeting of the AGHE. This session shall be for the purposes of receiving reports by the officers and duly appointed committees and for the transaction of other business of the AGHE.
b. Written notice of the time and place of the annual business meeting and indication of any special items on the agenda shall be communicated to the members at least 30 days before the meeting.

ARTICLE VIII: Amendments

Section 1. Initiation

Amendments may be proposed (a) by the AGHE Executive Committee or (b) by the GSA Executive Director and CEO.

Section 2. Adoption

Proposed amendments to these bylaws shall be approved by the GSA Executive Committee before being put forward to the AGHE membership for consideration.

Amended 3/'81, 6/'83, 2/'84, 2/'85, 3/'86, 3/'87, 3/'90, 2/'95, 1/'99, 6/'02, 2/'05, 2/'08, 1/'13, 10/'16, 10/'17, 3/18