

The Gerontology Center at University of Massachusetts Dartmouth

By-laws

Organization

The Gerontology Center at University of Massachusetts Dartmouth consists of a Center Director, a Program Director, an Executive Board, and a core group of faculty and staff. All shall be employees of the University of Massachusetts Dartmouth. In addition, the Center will have a community based Advisory Board and will maintain a close working relationship with The Gerontological Society of Southeastern New England at The University of Massachusetts Dartmouth. The Gerontology Center of Southeastern New England operates as a separate cost unit of the University and according to its own By-Laws, subject to the provision that no By-Law shall be in conflict with any official regulation or guideline of the University of Massachusetts unless otherwise stated, all references in these By-laws to the "Center" or "Gerontology Center" are to the Gerontology Center at University of Massachusetts Dartmouth.

Center Director

The Director of the Gerontology Center will be a faculty member at the University of Massachusetts Dartmouth and shall be elected by the Executive Board with the approval of the Provost. The appointment is for four years and, based on the Director's performance and written recommendation of the Executive Board and the approval of the Provost, an individual may be renewed for additional four year appointments. Should the Director resign, retire or otherwise be separated from her or his faculty position, the term as Director shall also be terminated. The Provost is the

Director's immediate supervisor on all matters related directly to the operations of the Gerontology Center. The Chancellor may call for the resignation of the Director under the same conditions described in the Agreement between the University of Massachusetts Board of Trustees and the University of Massachusetts Faculty Federation, Article V, Section 3 and 4 regarding the removal of a Department Chairperson.

The Director of the Gerontology Center will report to the Provost of the University. Should the Provost appoint an intermediary to whom the Center will report, that intermediary should not be the Administrator of the college to which the Director belongs. This will avoid conflict of interest, insure the independence of the Director and the Center, and promote the multi-disciplinary nature of programs in Gerontology and not the interests of a single college or discipline.

The duties of the Center Director are:

- * to provide leadership in seeking funding to support the Gerontology Center and build bridges between the Center and both private and public entities on the local, state, regional, national and international levels;
- * to research opportunities for potential contracts and projects appropriate to the Center;
- * to approve, amend, or reject, with the advice and consent of the Executive Board, all proposed educational, community service or research projects, service agreements, and all other activities to be carried out under the auspices of the Gerontology Center;
- * to appoint new members of the Executive Board, subject to the

approval of existing Executive Board members;

* to appoint Core Faculty, subject to the approval of the Executive Board and the Provost, for a renewable term of one year;

* to appoint student research and teaching assistants working on projects sponsored or funded by the Gerontology Center;

* to convene quarterly meetings of the Executive Board and to preside over said meetings;

* to submit to the Executive Board a proposed annual budget;

* to submit a list to the Executive Board, at quarterly meetings, of all proposed course offerings, educational and service or research projects, service agreements, and other activities being carried out under the auspices of the Gerontology Center, that shall include the title of the project, the names and titles of the principal investigators, the amount of funding, and the sources of all internal and external funding of the project, agreement, or activity;

* to submit to the Executive Board a quarterly update of the Center's budget that shall include: (a) the sources of revenue specifying the amounts from state, local, and federal government; private contributions, grants and contracts; interest and endowment income; non-profit contributions or contracts; university support, (b) an itemized list of expenditures and all outstanding encumbrances, (c) the total fund balance of unspent and unencumbered revenues available to the Center;

* to maintain a written record of all policies governing the operation of the Center and its personnel;

* to submit an annual report in writing to the Provost describing the Center's activities, personnel, expenditures, and sources of funding.

The Center Director will have a teaching load reduction of three units or one course per semester during the appointment period, and may buy additional release time with grant funding. The Center Director's performance will be evaluated by the Provost. The activities of the Director that are not related to the Gerontology Center will be evaluated in the department in which the Director holds an academic appointment as part of the annual evaluation process. The Provost will evaluate various facets of Director's performance under the appropriate categories of evaluation established in the Agreement between the University of Massachusetts Board of Trustees and the University of Massachusetts Faculty Federation.

An individual may be removed as Director of The Gerontology Center before the expiration of her/his term of appointment by a two-thirds vote of all the other members of the Executive Board, and subject to the approval of the Provost. To avoid a conflict of interest the Director can not vote on the issue of her/his own termination.

Program Director

The Director of Gerontology Programs will be a faculty member who oversees the scheduling of courses and other programs of the Gerontology Center that are offered through the Division of Continuing Education and as part of the day school offering of the University. The Program Director will also recruit faculty members who may wish to volunteer to teach in the Gerontology Programs and stimulate the development of academic programs. The Program Director will be elected by the

Executive Board and will serve for a term of four years. The Program Director may be reelected to serve additional terms. Should the Program Director resign, retire or otherwise be separated from her or his faculty position, the term as Program Director shall also be terminated.

Executive Board

The Executive Board is the heart of the Center. It will consist of nine voting members including the Director of the Gerontology Center and the Program director, and not more than seven additional members consisting of faculty, staff, administrators at the University of Massachusetts Dartmouth with documented interest and/or experience in Gerontology. One librarian and six faculty members (staff and/or administrators) will be elected for terms of four years. These terms will be staggered so that two members will be elected each year. Should a member of the Executive Board resign, retire or otherwise be separated from her or his University position, the term on the Executive Board shall also be terminated. A non-voting student member shall be elected for one year at a time as a representative of the other students registered in the Gerontology Programs. This student will be enrolled in the Gerontology Programs and will be a member of the Gerontological Society of Southeastern New England.

The Executive Board will be convened once each quarter by the Director of the Gerontology Center for the following purposes:

- * to review the Director's quarterly update on courses, programs research projects, service agreements, and other activities and to participate in the decisions regarding these matters;

- * to review the Director's quarterly budget statement for the

Center and to make recommendations for expenditures and encumbrances from the budget and to participate in the decisions regarding allocation of resources;

- * to approve or reject nominations of individuals for appointment to the Center as Core Faculty;

- * to review, recommend, and approve any policies governing the Center's operations as specified in the Mission Statement and By-Laws;

- * to approve or reject the publication of monographs and other research findings as official documents of the Gerontology Center;

- * to approve or amend the Director's proposed annual report and proposed budget before it is submitted.

The Director of the Gerontology Center must notify all members of the Executive Board of the time, date, and place of all quarterly meeting at least two weeks prior to said meetings. A majority of the Executive Board shall constitute a quorum. A majority of those members present and voting shall be sufficient to grant or withhold the approval of the Executive Board on all matters, except as specified elsewhere in the *By Laws*.

Advisory Board

The Gerontology Center is also linked to the wider community through an Advisory Board. The Advisory Board shall be composed of not more than 20 individuals, appointed by the Director, who are drawn from positions of leadership in the educational, non-profit, and private sectors. The advisory board will assist the Director and the executive board in setting the Center's program and research agenda and in

developing research and financial resources.

The Gerontological Society of Southeastern New England

The Gerontological Society of Southeastern New England at The University of Massachusetts Dartmouth, an organization based in the student government of the Division of Continuing Education will be connected to the Gerontology Center in two ways. A member of the Executive Board will act as the faculty advisor to the Society. A student member of the Society will serve as a non-voting student representative on the Executive Board. Although the Society has its own by-laws and is independent of the Center, the goals of each group are similar and cooperation should be fostered.

Core faculty

University of Massachusetts Dartmouth faculty members and selected community professionals may be appointed to the Gerontology Center as members of the core faculty. An appointment to the core faculty carries the title, "Senior Fellow" or "Fellow" of the Center. The qualifications for appointment to the Gerontology Center at University of Massachusetts Dartmouth are as follows:

Senior Fellow: a tenured or tenure-track faculty member or an equally qualified emeritus or full-time faculty member of University of Massachusetts Dartmouth with a documented record of scholarship in Gerontology, or a qualified professional practitioner with a documented record of scholarship or practice in Gerontology (such as teaching in the Gerontology Programs).

Fellow: (1) a tenured, tenure-track, full or part-time faculty member at the University of Massachusetts Dartmouth or a qualified professional

practitioner, or an equally qualified emeritus faculty member who is developing or executing a research, public service, or educational project under the auspices of the Gerontology Center. The appendix contains additional information on the Core Faculty.

Publications of the Gerontology Center

The Gerontology Center will develop a publication policy similar to that used by other centers at the university. All core faculty, and other individuals receiving financial or other resource support from the Gerontology Center, are expected to forward to the Director copies of all policy-related publications, conference papers, and media citations authored by or credited to them during the course of each academic year.

Electronic support

The Gerontology Center will establish, encourage and maintain faculty and student utilization of on-line data bases and other Gerontological resources on the World Wide Web, such as the creation and maintenance of the Gerontology Home Page linked to comparable resources throughout the world, for the benefit of the university and greater southeastern Massachusetts community.

Committee on Library and Acquisitions

A Committee composed of the Center's library liaison and 2-3 senior fellows shall be appointed by the Director for the purpose of recommending scholarly journals, statistical compilations, and other publications to be purchased and maintained on a regular basis for use by members of the Gerontology Center of University of Massachusetts Dartmouth and the general community.

The Committee on Library and Acquisitions shall meet at least once annually to review the Center's acquisitions and collection needs, as well as the UMass Dartmouth library resources.

Brochure on the Gerontology Center

The Gerontology Center shall fund the regular publication of a brochure that includes the following:

- * a statement of the mission of the Center emphasizing its commitment to generating educational discussion of important issues in Gerontology in the community;

- * a list of the current Core Faculty and their university titles, departments, fields of expertise, current project, titles of selected publications in the area of Gerontology, and other information designed to enhance the prestige of the Center;

- * a list of monographs published by the Gerontology Center.

Institutional Review

Annual reports will be presented to the Provost. The University will review the focus and accomplishments of the Gerontology Center in accordance with University policy. The Institutional Review will provide an opportunity for the Provost and the Chancellor to take corrective action to insure that the Center is functioning effectively.

Amendments and Changes to the By-Laws

Any new by-laws or amendments to existing by-laws must be submitted in writing at a regular quarterly meeting of the Executive Board. All changes in the By-Laws must be voted on and approved by the Executive Board and submitted to the Provost for approval.

Appendix

Core Faculty

University of Massachusetts Dartmouth faculty members and selected community professionals from any academic or professional area may apply, or be nominated by an administrator, faculty or staff member of the University, for appointment to the Core Faculty.

The procedure for appointment to any position in the Gerontology Center of will be as follows: (1) an individual must submit a written application or nomination to the Director of the Gerontology Center , (2) the application or nomination must be accompanied by a bona fide written proposal for a research, public service, or educational project, (3) if approved by the Director, the Director will nominate the individual for appointment at the next quarterly meeting of the Executive Board, after delivering a brief sketch of the nominee to all board members, (4) all appointments to Core Faculty must be approved by a majority of the Executive Board, (5) if a nomination for appointment to the Gerontology Center at University of Massachusetts Dartmouth is approved by a majority of the Executive Board, the Director shall forward the nomination to the Provost for final approval.

Appointments may range in duration from six months to two years.

University of Massachusetts Dartmouth faculty members may have their teaching loads reduced through negotiations in the grant application process and/or through discussion with the faculty member's Administrator and Department Chair.

Operating Procedures and Policies

1. Publications by Core Faculty.

Any individual who receives financial or other resource support from the Gerontology Center shall acknowledge or note the Center's assistance in any publications resulting from such support. All books in the area of Gerontology, book chapters, and scholarly articles published by Core Faculty shall acknowledge or note the individual's affiliation with the Gerontology Center .

with the Center on the title page. Any published articles that include findings obtained through travel assistance from the Gerontology Center at University of Massachusetts Dartmouth must note the individual's affiliation with the Center.

2. Travel Reimbursement.

All Senior Fellows shall be eligible to receive supplemental funding for travel, (assuming that resources are available) if approved by the Director, and subject to University policy. An individual shall ordinarily have exhausted all other sources of travel funding, including University entitlements, discretionary funding, and any grant funds allocated for travel before requesting funds from the Gerontology Center. Preference in funding shall be given to:

(1) the presentation of Gerontology-oriented papers at scholarly conferences, where the research findings stem directly from a research project sponsored by the Gerontology Center,

(2) the presentation of other Gerontology-oriented papers at scholarly conferences,

(3) reimbursement for attendance at meetings directly related to the operations of the Gerontology Center,

(4) the conduct of individual research that is Gerontology-oriented,

(5) other travel.

All papers presented at a scholarly or professional conference with travel assistance from the Gerontology Center of Southeastern New England must include the individual's affiliation