

GSA Division Operating Procedures

Division Newsletters

Divisions create their own newsletters to distribute to their membership. Each Division should have a Newsletter Editor whom creates, edits, and coordinates newsletter content. GSA should edit any material within the newsletter concerning Society policy matters, but does not do general edits for the newsletter.

Once the newsletter is final, the Division Webmaster posts it on the Division website and Connected Community. The Division Webmaster or Newsletter Editor then emails GSA to notify of the posting (includes newsletter). GSA then sends out an email blast to the Division membership with a link (and attach PDF) to the newsletter on the Division webpage. The division should create a short introduction to the email sending the newsletter.

GSA prints hard copies of the newsletter to mail to those Division members who do not receive emails or have requested that a hard copy be sent to them. (get labels listing from iMIS, labels). In most cases, GSA will copy the newsletter in-house and there will be no charge to the Division. In the event, the newsletter is extremely large and requires many copies (either in black/white or color); the Division budget will be charged for the cost of outside printing.

Emails to Division Members

GSA has an automated email system that pulls an updated list of each Division member on a daily basis. GSA only sends Division emails to those members who receive email, and not to those members who have specifically requested not to receive emails from GSA (labels, divisions no email 2017 in iMIS).

For Division emails to your membership, please send the exact text (spell checked) to Dominique Olvera at GSA and include the signature block (name, Division officer title, and email address) of the person sending the email content. Emails come from someone on the Division Management Board (and not GSA). All blast emails to the Division membership must be approved by a Management Board Officer.

Division Management Board Ballots

Division officer terms, either one or two year terms, begin and end at the GSA Annual Meeting in the Fall. Officer elections are held in July/August in order to notify the newly elected officers in time to make travel arrangements to the GSA annual meeting. According to GSA policy, Division officer ballots must remain open for a 30 day voting period.

The ballot process involves sending the slate of names, positions, duration of term, and a short biography and statement of interest to GSA. Send the Management Board a sample of a previous paper ballot. GSA will create a paper ballot for the Division Chair to proof. Once the ballot has been proofed and approved by the Chair, Division members who do not receive emails are mailed a paper ballot and provided with a return envelope. An electronic ballot is also created (by GSA staff) for those members receiving email. Members can also request a paper ballot through GSA, any Division member can vote on-line. Review and test ballot to yourself and ask a couple of the Division Management Board members to test. Be sure to delete all test ballot results prior to sending to membership.

At the end of the 30 day voting period, GSA tallies the votes (views ballot results in GSA ballot system) and records any paper ballots received using their member ID (electronic and paper) and the results are sent to the Division Chair and the Division Secretary. The Chair or the Secretary then advises each candidate of the results. It is also appropriate to let the Division Membership know the results. If

requested, GSA can send a blast email to the division members providing the names of new officers whose term will begin in the Fall after the Division Business Meeting. The new officer list is posted in GSA Today by GSA staff.

Directly after the Fall GSA Annual Meeting, the Division webmaster needs to update the Division webpage with the new officers and contact information. GSA will update the GSA Management Board listing with the new Division officers on the GSA website and update the GSA database, iMIS, which populates the GSA Connected Community. GSA staff will send the updates to the Division Chair/Secretary for review and request a JTPC representative for the current and following year. Term: 1 December XX – 30 November XX, two year term.

Division Bylaws

Each Division is governed internally by a set of Bylaws (rules and regulations.) Changes to Division Bylaws need to be approved by GSA Council. Bylaw changes need to be voted on by the Management Board (and/or Division membership), approved, and then provided to GSA in ‘Track Changes’ (strike through format) within the existing document to show the changes. Bylaw changes are due to GSA before the fall and spring Council meetings. Each Division should check their Bylaws for information regarding whether the Management Board or the Division membership should vote on Bylaw changes. The current and updated version of the Division Bylaws must be posted on each Division webpage.

If the Division is required to send suggested Bylaw changes out to the entire Division membership to vote on for approval, GSA can send the changes out through an electronic ballot voting process and email link. GSA will send the voting results to the Division Chair and Secretary in order to make the Bylaw changes in Track Changes and formally submit the document to GSA for Council approval.

GSA Annual Meeting

Division Promotional/Informational Material – varies and may not be done yearly. Each Division is provided space in the GSA headquarters area of the Annual Meeting main exhibit hall for a unique poster to promote their own Division activities.

GSA requests (after sessions deadline due date) a list of events from each division (send the previous events list for updating), you will need to review dates and location of the Annual Meeting. Document will be copied and displayed as handouts at the annual meeting. GSA prints XXX copies (2 sided/staple, in color) and packs them for shipment and display in the registration area at the annual meeting.

Division Annual Reports

Each Division prepares a Division Annual Report for GSA Council. Division Annual Reports are due in advance of the Fall meeting of Council generally in September (date may vary depending on when the Annual Meeting is held each year.) An annual report template is available. Importantly, recommendations and requests to Council for review/approval need to be bullet-pointed on the cover/first page of the report.

Changes to bylaws requiring council approval may be submitted for review/approval at the Council Fall or Spring Meeting. All Annual Reports are sent to Dominique Olvera to ensure inclusion in the Council Notebooks at least two weeks in advance of the Council meeting.

Division Booth Space at GSA Annual Meeting & Section Meetings

Divisions are provided one booth at the GSA Annual Meeting at no cost, as long as the Division staffs their own booth. Section meeting booth space for divisions must be arranged directly with the corresponding Section Secretary. Divisions may need to pay the Section meeting booth price.

Booth Materials

GSA stores materials for various Divisions. These items will need to be labeled and prepared for shipment to the Annual Meeting for the divisions. The labels will show BOOTH NUMBER and DIVISION NAME. They are shipped to the Exhibit Hall. Generally these boxes are delivered to a specific booth but on occasion, they will need to be delivered and picked up from the Annual Meeting Office if the division does not have a booth). Work with Meetings department, and GSA Sales & Service.

Manifests

When a meeting is held, especially outside of the United States, a manifest of outgoing material is required. Headquarters will prepare this document. The materials being returned to GSA also require a manifest that will need to be completed by the Division staff at the Annual Meeting. The items should be marked as “giveaways” with no replacement value.

Division Awards

Each year specific information is sent to the Division Chairs & Secretaries concerning annual awards.

Named Division Awards (one per division)

Administration of award advertising, nomination, and selection process is conducted by the Division. All final nominations must be sent to GSA by 1 April. GSA is responsible for the notification of the award to the recipient. GSA is responsible for preparing all awards and checks for presentation at the GSA Annual Meeting. All certificates are to be signed by the Division Chair in advance of or during the Annual Meeting. Dominique Olvera oversees this process.

Student & Other Division Awards

Non-named Division award selections must be sent to GSA by 1 August. All non-named awards are administered through the Division (*including selection/notification to recipient*). Divisions are responsible for requesting checks and awards to be presented at the Annual Meeting. GSA is responsible for preparing plaques, certificates and or award checks for the Annual Meeting. Dominique Olvera oversees this process.

Check Requests

All checks must be requested via email or letter/fax from a Division management board member. Request must include the Social Security Number of the recipient (only if US citizen). Request must also include complete and current mailing address (only if US citizen). If this is a GSA Foundation account, contact Jeff Tyler at the GSA Foundation. If this is a Division operating expense, check requests must be made to Grants and Awards (Dominique Olvera) and/or Finance (Mary Kerns).

Advertising Awards in GSA Today and GSA Connection

All awards may be advertised in *GSA Today*, however, this request must come from the Division. Once the request is made, GSA will alert the Division for any updates each successive year. All awards may be advertised in GSA Connection. The same copy can be used as in *GSA Today*. All requests must come from the Division.

Division Chairs Meetings

Fall Meeting

The Division Chairs meet at the fall GSA Annual Meeting, the Saturday before the meeting starts. Also invited are the Chairs of any existing Interdisciplinary Interests Groups (i.e. GSA International IIG). GSA does not reimburse travel expenses to the Fall Division Chairs Meeting. The Councilor who is the Division Liaison is the point person for agenda items. Divisions are welcome to suggest agenda items

and are encouraged to poll their members for agenda items when sending the invitation to the meetings in the spring and fall.

Divisions will need to work with GSA Meetings Department (Becky Sundeen) on space requests for the Division Chairs meeting which is usually held from 1:00 pm – 5:00 pm in the same room as the Council meets on the Saturday before the annual meeting.

Spring Meeting

Each March/April, all Division Chairs meet in Boulder, CO at GSA Headquarters for Division Chairs meeting. GSA will cover travel expenses in the amount up to \$700 per Division (and IIG) for one or two representatives from each Division/IIG to attend the Spring Chairs Meeting. Remember that this \$700 includes the following expenses which may be automatically charged to GSA: hotel, airfare, shuttle service, and any additional meals that are not provided during the meeting. Division representatives are responsible for making their own airline reservations. GSA reserves a block of hotel rooms for the meeting. The Division will provide the name of attendee and travel itinerary for hotel reservations. Divisions can request travel reimbursements using the GSA travel reimbursement form. Agenda items are welcome from Division officers in order to discuss with all Division Chairs.

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