

Guidelines for Operation for the

**International Institute
for Reminiscence and Life Review (IIRLR)**

Approved by full Advisory Board November 16, 2015 in Orlando, FL

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Background of the development of the International Institute for Reminiscence and Life Review (IIRLR)

The International Institute for Reminiscence and Life Review (IIRLR) started as a freestanding organization, founded by John Kunz when he was Program Manager for the Health and Human Interests Program Area (HHI) of the Center for Continuing Education (CCE), of the University of Wisconsin – Superior (UWS). CCE sponsored the premiere National Reminiscence and Life Review Conference in 1995. Major leaders in the field formed the International Society for Reminiscence and Life Review as a follow-up to that conference. Following the 1999 conference, the name was changed to The International Institute for Reminiscence and Life Review. The organization became a program of UW-Superior in 1997, meaning that the CCE has fiduciary and legal authority and responsibility for the Institute.

One of the main activities of the IIRLR is the biennial conference. It has taken place in:

Superior, WI (National Reminiscence and Life Review Conference)	1995
Superior, WI (Society)	1997
New York (Society)	1999
Chicago (Institute)	2001
Vancouver	2003
Orlando	2005
San Francisco	2007
Atlanta	2009
Boston	2011
New Orleans	2013
Orlando	2015

Past presidents of the IIRLR:

John Kunz, USA
 Barbara Haight, USA
 Peter Coleman, UK
 Jeffrey Webster, Canada
 Florence Gray Soltys, USA
 Brian de Vries, USA
 Thomas Pierce, USA
 Mary O'Brien Tyrrell, USA
 Philippe Cappeliez, Canada

Mission and goals of the IIRLR

Mission:

To further define and develop the interdisciplinary field of reminiscence and life review through discussion and collaboration in practice, research, education, volunteer and individual applications across the lifespan.

Goals:

- Promote increased awareness, knowledge, and skill development in direct practice of reminiscence and life review.
- Further reminiscence and life review research activity, providing a venue for discussion of results as well as guidance for future research.
- Further integrate research and practice.
- Educate others about reminiscence and life review practice, research, and ways to integrate the material in formal education, staff training, and volunteer organizations.

**Guidelines for Operation for
International Institute for Reminiscence and Life Review
Hosted by the University of Wisconsin – Superior, Center for Continuing Education**

Because the International Institute for Reminiscence and Life Review operates under the Center for Continuing Education, which is governed by the Board of Regents of the University of Wisconsin, the Institute does not have the official bylaws typical for a traditional nonprofit corporation in the United States. However, many of the purposes served by bylaws are applicable to the IIRLR's members and advisory board. These Guidelines for Operation are intended to serve those purposes.

Special thank you to Mary O'Brien Tyrrell, Advisory Board President 2011-2013, and Philippe Cappeliez, Advisory Board President 2013-2015, and to the Executive Committee during that time for their work in drafting and redrafting this document as it evolved to approval at the 2015 full board meeting November 16, in Orland.

ARTICLE I – NAME AND PURPOSE

Section 1 – Name and purpose: The name of the organization is the International Institute for Reminiscence and Life Review (IIRLR). The purpose of the IIRLR is to further define and develop the interdisciplinary field of reminiscence and life review through discussion and collaboration in practice, research, education, volunteer and individual applications across the lifespan (see "Mission and goals of the IIRLR").

Section 2 – Governance: The IIRLR operates as a program/institute of the University of Wisconsin – Superior, Center for Continuing Education, Health and Human Interests. It has tax exempt status as part of the University; it does not have independent 501(c)3 status under the U.S. Internal Revenue Service Code.

ARTICLE II – MEMBERSHIP

Section 1 – Eligibility for membership: Anyone who adheres to the mission and goals of the IIRLR is eligible to become a member.

Section 2 – Annual dues: Annual membership dues are set by the Advisory Board in collaboration with, and approval of, UW-Superior, Center for Continuing Education, Health & Human Interests. Changes in membership dues are recorded in official minutes of the IIRLR Advisory Board.

Section 3 – Privileges and benefits of members:

- Identify oneself as a leader in the field who is dedicated to the Institute's mission
- Opportunity to list one's contact information and areas of interest and expertise on the Institute's Registry which is accessible by anyone who visits the IIRLR website
- Opportunity to electronically list one's services related to reminiscence and life review and the mission of the IIRLR to be viewed by those who visit the IIRLR website
- Opportunity to attend the biennial meetings at a discount after two consecutive years of membership
- Opportunity to vote for Advisory Board members and officers and to attend the General Assembly meeting at the biennial conference
- Opportunity to become a member of the Advisory Board and provide leadership for the IIRLR
- Opportunity to nominate candidates for IIRLR Awards
- Opportunity to set up personal or professional website with links to the IIRLR website to promote the Institute and the field of reminiscence and life review
- Receive advance announcement of publication of most recent issue of *online* semi-annual newsletter that furthers networking opportunities and reviews the latest research, books and other developments in the field (this can be printed and mailed for an additional nominal fee).
- Receive advance announcement of publication of most recent issue of on-line *International Journal for Reminiscence and Life Review*, containing peer-reviewed articles related to all aspects of reminiscence and life review.

ARTICLE III – MEETINGS OF MEMBERS

Section 1 – Biennial meetings: A general assembly meeting open to all current members is held during the biennial conference, historically in the fall of odd-number years. The business generally conducted at this meeting may include:

- Election of Advisory Board members and Officers
- Advisory Board’s report on Institute activities and initiatives, including any new policies or procedures
- Comments from members on these developments and on the biennial conference
- Any other item of business as requested by attending members.

Section 2 – Notice of meetings: Notice of these meetings is included in the program for the biennial conference and posted on the website at least 90 days before the conference.

Section 3 – Quorum: The members present at any properly announced meeting shall constitute a quorum for the General Assembly.

Section 4 – Voting: All issues to be voted on shall be decided by a simple majority of those present at the General Assembly meeting in which the vote takes place (or who vote electronically).

ARTICLE IV – ADVISORY BOARD

Section 1 – Board role, size, and compensations: The Advisory Board of the IIRLR functions much like a Board of Directors of a non-profit organization except it does not have fiduciary or other legal responsibilities separate from those granted by the University of Wisconsin-Superior. The Board is responsible for fulfilling the mission of the organization (see “Role of Advisory Board” under “Roles and Responsibilities” section). In this document the term “Board” may be used for “Advisory Board” for convenience.

The Advisory Board shall have no fewer than nine and no more than eleven members (see Article IV Section 7 “Members and Officers”). Board members receive no compensation for their services.

Section 2 – Terms: Advisory Board members, shall serve two-year terms and may be re-elected twice, for a maximum of six years as a board member (three two-year terms). An exception to this maximum may be made to allow an immediate past president to stay on the Advisory Board for the term following his/her term as President. Also, exceptions to normal terms can be made when it is necessary for a member to fill out a partial term due to the elected person being unable to complete his/her term. Someone who has served three two-year terms must be off the board for at least two years before being elected to the Board.

Section 3 – Meetings and notice: The Advisory Board shall meet biennially at the international conference and at least one more time during a conference year and shall meet at least two times during a non-conference year via teleconferencing or web conferencing. The purpose of these meetings is to review the activities of the Institute, discuss any matters related to the development of the Institute including new policies and procedures, the finances of the Institute, and any other matter related to fulfilling the mission and goals of the Institute. A general assembly meeting will take place at the biennial conference. Notice of both meetings shall be included in conference materials and posted on the IIRLR website. This meeting schedule will be implemented upon the transition to a board of 9-11 members.

The Executive Committee (see Section 7) shall meet via teleconference or web conference at least every six months until the transition to a board of 9-11 members is implemented. After the transition, they will meet as needed (see page 11 Role of Executive Committee). At least half of executive committee members must be participating for a quorum.

Section 4 – Advisory Board elections: Any current member may nominate a candidate for any position on the Board upon receipt of request for nominations. The Advisory Board acting in cooperation with UWS staff may request nominations that meet specific criteria to achieve diversity and balance among Advisory Board members necessary for an effective board (in terms of international representation, research vs. practice, different aspects of reminiscence and life review, etc.) New and current Board members shall be elected or re-elected by simple majority by the members attending the General Assembly meeting at the biennial conference, unless there is an agreement by the majority present at that meeting to use an alternate procedure such as via electronic survey tool.

Section 5 – Quorum: At least 45% of the members of the Advisory Board must be in attendance for motions to pass at a Board meeting.

Section 6 – Voting: All issues to be voted on shall be decided by a simple majority of those present at the Advisory Board meeting in which the vote takes place or those participating in an electronic vote. In the case of an even number of board members available to vote, the President will not vote to avoid the possibility of a tie.

Section 7 – Members and Officers: The Advisory Board shall be composed of: three officers (President, President Elect and Secretary), two past presidents, the editor of the IJRLR, the Program Manager CCE-HHI, and two to four general members for a total of at least nine and no more than eleven members.

The Executive Committee is constituted of the three officers of the Board (President, President Elect, and Secretary), the two past presidents, the editor of the IJRLR and the Program Manager CCE-HHI. For description of duties, see “Role of Advisory Board” under the “Roles and Responsibilities” section.

Section 8 – Board Member Emeritus:

Past presidents of the Institute will be honored and recognized for their service to the foundation and growth of the Institute with the designation of Board Member Emeritus. Board Members Emeriti are important resources for the Institute and may be called on by the current President to participate on some committees, provide expertise on issues and take on special roles to achieve the mission of the Institute. Like all members of the Institute they are eligible to be re-elected to the board after being off the board for one 2-year term.

Section 9 – Vacancies: When a vacancy on the Board occurs mid-term, a call for nominations may be sent at the discretion of the Executive Committee to fill the position.

Section 10 – Special meetings: If there is a need for a special meeting the Executive Committee will be called.

ARTICLE V – COMMITTEES

Section 1 – Committee formation: The Advisory Board may create committees as needed. The Board President may appoint committee chairs (see “Responsibilities of Committee Chair” under “Roles and Responsibilities”) or committee members may choose their chair from members of the Advisory Board. All committee members must be members of the Institute.

Section 2 – Conference Planning Committee– This committee is composed of four to six members of the Institute who have attended at least one of the most recent two International Reminiscence and Life Review Conferences. It is chaired by the President of the Advisory Board or his/her designee from the Board and includes program staff from UW-Superior Center for

Continuing Education (see “Conference Planning Committee” under “Roles and Responsibilities”).

Section 4 – Awards Committee – This committee consists of five members of the Institute who are highly knowledgeable in the field of Reminiscence and Life Review, one of whom must have served on the Awards Committee for the most recent Conference. It is chaired by the President of the Advisory Board or his/her designee from the Board (see “Awards Committee” under “Roles and Responsibilities”).

Section 5 – Publications Committee -- This committee is convened at the request of the Board as needed. For example, the first Publications Committee was convened to evaluate the need for a professional journal focusing on reminiscence and life review. Once the decision to develop the journal was made, the committee disbanded. Some members of that committee became members of the Editorial Board for the *International Journal for Reminiscence and Life Review*.

ARTICLE VI –UNIVERSITY OF WISCONSIN STAFFING AND GOVERNANCE

Section 1 – Program Manager: The Program Manager of Health and Human Interests (HHI) within the University of Wisconsin – Superior Center for Continuing Education has primary responsibility for operation of the International Institute for Reminiscence and Life Review within the University, in collaboration with the IIRLR Advisory Board. See “Roles of UW-Superior CCE-HHI Staff”.

Endowment Fund

The IIRLR has an endowment fund with the University of Wisconsin–Superior Foundation. Donations to this fund are tax deductible and are used specifically for the Institute to carry out its mission and goals. Those interested in donating may contact the UW-Superior Foundation office with questions at 715-394-8452 or by e-mail at: hthomps9@uwsuper.edu. Checks can be made out and written inquiries directed to: UW-Superior Foundation, Inc., OM 237 PO Box 2000, Superior, WI 54880. All donors need to reference this fund to assure the donations are correctly identified.

John Kunz also endowed the John Allan Kunz Fund for Reminiscence and Life Review at the Duluth-Superior Area Community Foundation at Zeitgeist Arts Building, 222 East Superior St., Suite 302, Duluth, MN 55802. This fund is specifically designated to sustain holding the International Reminiscence conference biennially and to help fund the annual Healthy Minds and Healthy Bodies throughout the Second Half of Life conference held by UW-Superior. Donations to this fund are tax deductible. Questions regarding this fund should be directed to the Community Foundation at the address above or by phoning 218-726-0232.

Roles and Responsibilities

Roles of Advisory Board

1. The Advisory Board (hereafter referred to as “Board”), along with the UW-Superior Program Manager, is responsible to determine the IIRLR’s mission and goals and implement them.
2. The Board, along with the UW-Superior Program Manager, will assist in carrying out portions of strategic plan for the IIRLR, and actively participate in the overall planning process. This involves determining, monitoring and strengthening the organization's programs and services.
3. Plan the biennial conference in cooperation with UW-Superior staff.
4. Enhance the organization's public standing. The mandate of the Board is to articulate the organization's mission, accomplishments and goals to the public and garner support from the reminiscence and life review community.
5. Serve as resources providing expertise to respond to inquiries from media, academic institutions and others on topics related to reminiscence and life review.
6. Help in the recruitment of new members for the Institute.

Roles of Executive Committee

1. The Executive Committee is composed of the three officers of the Board (President, President-elect, and Secretary), the two past presidents from the board, the editor of the IJRLR, and the Program Manager CCE-HHI.
2. The executive committee acts in place of the full Advisory Board when convening the whole Advisory Board is not feasible.
3. It reports all actions to the full Board.

Responsibilities of Advisory Board Member

1. Must be a member in good standing of the International Institute for Reminiscence and Life Review (IIRLR).
2. Regularly attends Board meetings at the biennial conference.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about IIRLR matters, prepares oneself for meetings and reviews and comments on minutes and reports.
5. Is an active participant in the Board's annual evaluation and planning efforts.
6. Participates in fund raising for the Institute's biennial conference in cooperation with UW-Superior staff.

Responsibilities of Board President

1. Chairs the Advisory Board and the Executive Committee and provides leadership to the Board.
2. Develops the agenda of these meetings with the Executive Committee and Program Manager from UW-Superior.
3. Encourages Board's role in strategic planning.
4. Designates the chairpersons for committees, in consultation with UW-Superior Program Manager and other Board members.
5. Chairs the Conference Planning Committee.
6. Serves as *ex officio* member of any committee.
7. Discusses issues confronting the Organization with the UW-Superior, Program Manager.
8. Helps guide and mediate actions with respect to the Institute's priorities and governance concerns.
9. Reviews with the UW-Superior, Program Manager any issues of concern to the Board.
10. Assists in fundraising for biennial conferences in cooperation with UW-Superior staff.
11. Performs other responsibilities as assigned by the Board.

Responsibilities of Board President-Elect

1. Is a member of the Executive Committee.
2. Performs responsibilities of the President when the President cannot be available.
3. Reports to the President.
4. Works closely with the committee chairs and UW-Superior Program Manager.
5. Participates closely with the other Board members to develop and implement officer transition plans.
6. Is expected to become President at end of two-year term as President-Elect.
7. Performs other responsibilities as assigned by the Board.

Responsibilities of Board Secretary

1. Is a member of the Executive Committee.
2. Records minutes at the biennial conference and Executive Committee meetings, following guidelines provided.
3. Sends minutes to the UW-Superior Program Manager within 30 days of meeting in order to ensure timely distribution and effective management of records.

Responsibilities of Committee Chair

1. Is a member of the Board.
2. Sets tone for the committee work.
3. Ensures that members have the information needed to perform their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the Board President on decisions/recommendations.
6. Assigns work to the committee members, sets the agenda and chairs the meetings and ensures distribution of meeting minutes to both the Board President and the UW-Superior Program Manager.
7. Ensures that the committee includes at least one member who is not a current Board member (to expand involvement and develop potential future board members).

Roles/Responsibilities of UW-Superior CCE- HHI Staff

1. Provide administrative and financial management* for the IIRLR
 - Manage budget for operations of IIRLR and Conference
 - Issue Advisory Board and other meeting notices for President
 - Distribute meeting minutes
 - Assist President with agenda planning
 - Assist committees as needed
 - Process member applications and member renewals
 - Publish on-line newsletter for members, edited by member
 - Email announcements to members and general contacts as needed
 - Maintain archives of Organization
2. Coordinate conference
 - Participate in Conference Committee meetings
 - Make arrangements with conference site, including financial contracts, per UW-Superior policies
 - Process attendee reservations & payments
 - Make speaker arrangements
 - Develop and adhere to budget for conference
3. Develop, maintain and update website for IIRLR
 - New member announcements
 - Registry
4. Seek funding opportunities in collaboration with IIRLR leadership and UWS policies
5. Promote IIRLR and the International Reminiscence and Life Review Conference
6. Other– as required by changes in field, growth of organization, evolving needs

*The IIRLR operates under the auspices of the University of Wisconsin Superior which is governed by the Board of Regents. Financial management of the IIRLR by UW-Superior staff must be in compliance with University policies and State of Wisconsin and Federal laws. The University of Wisconsin – Superior has ultimate authority over actions by the IIRLR Advisory Board and/or its committees.

Committees

Conference Planning Committee

This committee is composed of four to six members of the Institute who have attended at least one of the most recent two IRLR Conferences. It is chaired by the President of the Advisory Board or his/her designee from the Board.

Role: Plan biennial conference in cooperation with UW-Superior staff

- Identify and recruit keynote speaker(s)
- Identify and recruit other presenter(s)
- Identify and recruit entertainment
- Determine preconference sessions
- Plan other conference activities
- Decide format of conference
- Develop agenda for conference
- Responsible for selecting Institute members with appropriate expertise for Peer Review/selection of abstracts and posters to be presented
- Adhere to budget approved by CCE-HHI staff

Awards Committee (*awards descriptions and criteria inserted following this section*)

This committee consists of five members of the Institute who are highly knowledgeable in the field of Reminiscence and Life Review, one of whom must have served on the Awards Committee for the most recent Conference. It is chaired by the President of the Advisory Board or his/her designee from the Board.

Role: Reward outstanding contributions to the field of life review and reminiscence

Procedures:

- Nominations for the Butler-Lewis and Birren Awards and Florence Gray-Soltys Graduate Student Award are received by UW-Superior staff, who forwards them to each member of the Awards Committee. Nominations for the John A Kunz Award are received by the President of the Institute who forwards them to each member of the Awards Committee.
- Nominations can occur at any time up to six months before the date of the next biennial conference.
- After the nomination process is closed, the awards committee shall meet and reach a decision within one month or less.
- Awards Committee chair will notify UW-Superior staff of the decision of the committee. UW-Superior staff will then notify the winners and will also identify them in the final brochure for the conference and the IIRLR website.
- If there are two or more people nominated for an award, the Awards committee chair will notify the nominator(s) that their nominee wasn't selected.
- UW-Superior staff will purchase the appropriate award plaques.
- During the biennial conference, the winners shall be introduced by the past award recipients for Butler-Lewis and Birren Awards. For the Soltys Award, the student's nominator shall introduce the winner. For the John A Kunz Award, the current President of the Institute shall introduce the winner. Presenters shall provide background on the award's name-sake and the history of the award she or he is presenting.

Award Criteria, Eligibility and Qualifications

The IIRLR currently offers three awards to recognize outstanding accomplishments in the field of reminiscence and life review: The Robert Butler and Myrna Lewis Exemplar Research Award, The James and Betty Birren Award for Excellence in Practice, and The Florence Gray-Soltys Graduate Student Award for Exemplary Research or Practice in the Field of Reminiscence and Life Review. Additional information about each award is available on the IIRLR website.

The Robert Butler and Myrna Lewis Exemplar Research Award

The work of the recipients for this award has primarily focused on one or more of those domains:

- Conceptual/theoretical issues of personal memory
- Research projects identifying individual difference variables in reminiscence processes
- Correlates of autobiographical memory and theoretical exploration of the role of life review and reminiscence in normal development.

The James and Betty Birren Award for Excellence in Practice

The recipients for this award are generally applied practitioners: front-line workers/researchers examining the therapeutic uses and outcomes of life review groups, reminiscence therapies, and other autobiographical approaches which seek to understand human development and aging from the "inside out".

Eligibility for the Butler-Lewis and Birren Awards

- Must be member of the IIRLR or attendee of prior IIRLR conference
- Cannot be current Advisory Board officer (President Elect, President, or Secretary).

Nomination Process for the Butler-Lewis and Birren Awards

- Self-nominations are not allowed
- Nominations can be made by any member in good standing with the IIRLR
- Nominators must complete a brief nomination form (no longer than a single page) detailing why the nominee is worthy of the award
- Nominees must be notified of the nomination and agree to stand for evaluation
- Nominees will provide curriculum vita and/or evidence to support their nomination

Qualifications for the Butler-Lewis and Birren Awards

Objective evidence of clear contribution to the field in the form of:

- Publications (number/quality/impact/citation rate, etc.)
- Presentations (posters, talks, roundtables, etc.)
- Applications (interventions, group work, workshop presentation, training program, etc.)
- Service in relation to IIRLR mission and goals (Service alone is not sufficient to qualify for an award but could be considered an important adjunct).
- Qualifications will emphasize different components depending upon which award is being considered (i.e. Butler-Lewis or Birren Award).

John A Kunz Award for Distinguished Service to the International Institute for Reminiscence and Life Review (IIRLR)

The recipient for this award has primarily focused on one or more of the following:

- Service to the Institute
- Promotion of Reminiscence and Life Review, or
- Contribution to Interdisciplinary work in the field of Reminiscence and Life Review

Nomination

- Self-nominations are not allowed;
- Nominations can be made by any member in good standing with the IIRLR;
- Nominators must complete a brief nomination narrative (no longer than a single page) detailing how the nominee is worthy of the award

Eligibility:

Nominee must have been a member of the Institute for at least five years (staff members eligible after 5 years' service)

Qualifications:

- Service to the IIRLR (such as organization of conferences, work related to the International Journal for Reminiscence & Life Review (IJRLR))
- Promotion of Reminiscence and Life Review in general
- Contribution to interdisciplinary work in the field of Reminiscence and Life Review
- Administrative work related to smooth operation of the institute (such as promotion of the institute/journal at other national/international conferences, providing links to the IIRLR website from their own organizations/professional websites)

Florence Gray-Soltys Graduate Student Award for Exemplary Research or Practice in the Field of Reminiscence and Life Review

This award is for exemplary research or practice in the field of reminiscence and life review that contributes to the IIRLR mission by a graduate student. Nominations will be accepted from faculty and others who believe the work of a graduate student significantly forwards the IIRLR mission (see "Mission and Goals of the IIRLR").

Requirements for Nomination:

- Research, program or project completed during a graduate or post-graduate program in any field that furthers the IIRLR mission.
- Nomination letter that details the above and includes a resume of the nominee.
- Contact information for both the nominator and nominee

The graduate student selected will be awarded a physically displayable award, a complimentary conference registration, two-night hotel stay, and invited to provide a short presentation at the conference.

Publications Committee

Role: As determined by Board when need arises. (See Article VI, Section 5.)