

## **BYLAWS COMMITTEE OPERATING CODE**

### **I. Name**

The name of the committee shall be the Bylaws Committee of the National Association for Kinesiology in Higher Education.

### **II. Purposes**

The purposes of the committee shall be:

- A. To study the Bylaws for possible revisions.
- B. To revise the Bylaws as needed and in accordance with the recommendations from the president and the Board of Directors; to draft the recommended changes; and to submit all changes to the Board of Directors for approval prior to voting by the membership.
- C. To assist in the revision of Operating Codes in accordance with the recommendations of the committee chairpersons involved and/or the Board of Directors.

### **III. Plan of Organization**

- A. The committee shall be a standing committee of the corporation.
- B. Members of the committee and the chairperson shall be appointed by the president with approval of the Board of Directors. The term of service on the committee shall be three years. Appointments should be made in such manner that the services of no more than one of the members shall be terminated in any one year. Committee personnel shall be members of NAKHE.
- C. Committee members shall meet during the annual convention and/or correspond whenever necessary to give consideration to needed changes in both Bylaws and Operating Codes.
- D. Resignations from the committee shall be presented to the president who shall appoint a successor to complete the unexpired term.
- E. Members of the Bylaws Committee may be reappointed after serving a previous term.

### **IV. Conduct of Business**

- A. Contact the president for suggestions concerning needed Bylaws changes.
- B. Draft the proposed changes and present them to the members of the Board of Directors for their suggestions and approval. The final draft of the Bylaws changes shall be sent to the secretary whose responsibility it shall be to submit the changes to the membership for their vote in accordance with the provisions laid down by the Bylaws.
- C. When Bylaws changes have been made, they should be made using "track changes" for additions in the next issue of the annual report of the corporation to denote changes during that year.

D. After ratification of the changes by the members of the corporation, present a written report of the changes and a copy of the revised Bylaws to the president.

E. Present changes in Operating Codes to the Board of Directors for their approval.

F. The outgoing chairperson shall turn over to the new chairperson all Bylaws Committee material that is relevant.

G. A quorum shall consist of a majority of the committee membership including the chairperson.

H. The Operating Code of the Bylaws Committee may be amended by a majority vote of the committee subject to approval by the Board of Directors.

I. Review and submit Committee Operating Code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

#### **V. Reports**

An annual written report of the committee shall be submitted by the chairperson to the president of the corporation at a specified date.

#### **VI. Financial Support**

Expenses of the committee shall be defrayed by the corporation within the limitations of the established budget. Additional funds may be requested when necessary.

*All receipts for expenses must be submitted to the executive director no later than February 1st from the previous fiscal year which ends November 30th.*

Revised: (Oates, 2005; Claxton, 2008; Block, 2009; Sampson Moore 2012)