

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 (the Corporation).

II. Purposes

The purposes of the Bylaws Committee shall be:

- A. To review the Corporation Bylaws for possible revisions.
- B. To assist in the revision of the Corporation Bylaws as needed and in accordance with the recommendations from Committee Chairpersons, the President and/or 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 Corporation 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 Bylaws Committee shall be a standing committee of the Corporation.
- B. Members of the Bylaws Committee and the Bylaws Chairperson shall be appointed by the President with approval from the Board of Directors.
- C. The term of service on the Bylaws Committee shall be three years. Appointments should be made in such a manner that the services of no more than half of the members shall end in any one year. Bylaws Committee members shall be current members of the Corporation.
- D. Bylaws Committee members shall meet during the NAKHE Annual Conference and correspond whenever necessary to consider needed changes in both the Corporation Bylaws and individual Committee Operating Codes.
- E. Resignations from the Bylaws Committee shall be presented to the President who shall appoint a successor to complete the unexpired term.
- F. Members of the Bylaws Committee may be reappointed after serving a previous term.

IV. Conduct of Business

A. Bylaws:

- 1. The Bylaws Committee Chairperson contacts the President for suggestions concerning needed Bylaws changes ahead of Bylaws change deadline. Alternatively, suggested Bylaws changes may originate from members of the Board of Directors.
- 2. The Bylaws Committee drafts the proposed Bylaws changes using "track changes" and Bylaws Chairperson presents them to the Board of Directors for their suggestions and approval. The final draft of the Bylaws changes shall be sent to the Secretary and President who will then coordinate the distribution of the proposed changes to the

Corporation membership.

B. Operating Codes:

1. Changes to individual Committee Operating Codes are submitted to the Bylaws Committee Chairperson using “track changes.” A brief narrative of changes and the rationale will be included with the proposed changes to the Operating Codes.
2. Bylaws Committee reviews the Operating Code changes and ensures they are congruent with the Corporation Bylaws, providing feedback as needed to the committee Chairperson.
3. The Bylaws Committee members will approve by vote the final edited version of the Operating Codes. A quorum shall consist of a majority of the committee membership including the Chairperson.
4. The Bylaws Committee Chairperson presents edited Operating Codes to the Board of Directors, including Bylaws Committee feedback, for their approval.
5. The Bylaws Committee Chairperson will submit the final approved Operating Code to the Secretary and the Webmaster.
6. The outgoing Bylaws Committee Chairperson shall provide to the new Bylaws Committee Chairperson all relevant Bylaws Committee materials.
7. The Operating Code of the Bylaws Committee may be amended by a majority vote of the Bylaws Committee subject to approval by the Board of Directors. A quorum shall consist of a majority of the Bylaws Committee membership including the Bylaws Committee Chairperson.

C. Timeline of submissions:

1. Bylaws: proposed changes to the Bylaws must be submitted to Bylaws Committee by June 1 to be considered by Board of Directors. All revisions must be completed and approved by the Board of Directors by October 1. The Bylaws proposed changes are then prepared by the Secretary, President, and Executive Director for consideration by the Corporation membership at the NAKHE Annual Conference in January.
2. Committee Operating Codes: proposed changes to Committee Operating Codes must be submitted to the Bylaws Committee Chairperson by June 1 each year to update Committee Operating Codes for annual committee meetings at NAKHE Annual Conference.

V. Reports

An annual written report of the Bylaws Committee shall be submitted by the Bylaws Committee Chairperson to the President at a determined date. The Bylaws Chairperson or designee will present the annual report at the NAKHE Annual Conference membership business meeting.

VI. Financial Support

Expenses of the Bylaws 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; Chandler 2024)

