**National Association for Kinesiology in Higher Education (NAKHE)**

**[COMMITTEE NAME] Operating Code**

**ARTICLE I. NAME OF THE COMMITTEE**

Name of the Committee shall be the [COMMITTEE NAME, ex Bylaws] of the National Association for Kinesiology in Higher Education (Corporation). The NAKHE [COMMITTEE NAME] Committee will be from here on referred to as the Committee.

**ARTICLE II. PURPOSE OF THE COMMITTEE**

The Committee is a standing committee of the Corporation and is responsible for:

[INSERT LIST OF RESPONSIBILITIES]

**ARTICLE III. PLAN OF ORGANIZATION**

[in this section describe the members including the chairperson, membership tenure, serving consecutive terms, elections or appointed.

Example:

1. The Committee shall consist of [NUMBER RANGE] members, including the Chairperson of the committee. The Chairperson of the committee will be a member of the NAKHE Board of Directors. Remaining members of the committee must be faculty members in NAKHE member departments.
2. All members of the committee are appointed by the President, acting with the approval of the Board of Directors.
3. Committee members will serve for two-year terms, staggered so that approximately half of the committee membership is changed each year. Terms begin and end after the annual conference. A committee member can be reappointed for a second term on committee (if there is a maximum of consecutive appointments, state here.
4. The Chairperson and members of the Committees shall reflect diversity, equity, and inclusion.

**IV. CONDUCT OF BUSINESS**

[LIST OF OPERATING PROCEDURES SUCH AS MEETINGS, METHODS OF COMMUNICATION, VOTING, ETC]

**[Include this procedure about operating codes and bylaws changes]**

The Chairperson shall review and submit operating code changes to Bylaws Chairperson by June 1 each year. All additional operating code changes should be submitted by November 1 to update the Committee operating codes for annual committee meetings at the NAKHE Annual Conference. Bylaw changes must be submitted to Bylaws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by the Corporation membership at the NAKHE Annual Conference.

**V. REPORTS**

A quarterly written report of this Committee’s activity shall be submitted to the President by the Chairperson two weeks prior to the quarterly Board of Directors meeting.

**VI. FINANCIAL SUPPORT**

Only include this section if the committee receives a budget.

OTHER NOTES:

1. Use Track Changes for your edits.
2. Throughout the operating code document, refer to NAKHE as the Corporation unless “NAKHE” is part of a publicized title such as the NAKHE Annual Conference, NAKHE Fellow, etc.
3. Capitalize Chairperson, President and all other executive officers, Board of Directors, and Corporation.
4. Avoid abbreviations other than NAKHE (ex: BOD, chair, etc.)