

## **Operating Code for the Technology Task Force**

### **ARTICLE I. NAME OF THE TASK FORCE**

- A. Name of the Task Force shall be the Technology Task Force of the National Association for Kinesiology in Higher Education (Corporation).

### **ARTICLE II. PURPOSE OF THE TASK FORCE**

- B. To use technology, Internet, and World Wide Web resources to promote the Corporation.
- C. To provide information to the membership on issues that deal with technology.
- D. To provide the membership with opportunities to learn about how technology can be used in kinesiology and physical education higher education issues.
- E. To facilitate technological opportunities for affiliated professional organizations.

### **ARTICLE III. PLAN OF ORGANIZATION**

- A. The Task Force shall consist of the Chairperson and a minimum of three members who have demonstrated an understanding of a commitment to using technology in kinesiology and physical education higher education.
- B. The members shall be appointed by the President, subject to the approval of the Board of Directors.
- C. The term of office for the Chair shall begin on January 1 of the appointed year and shall continue for three years.
- D. The appointments of the Task Force shall be such that one new member will be appointed each year.
- E. Members of the Task Force can be reappointed after serving a previous term.
- F. Resignations from the Task Force shall be presented to the President, who shall appoint a successor to complete the unexpired term.
- G. The Webmaster is an ex-officio member of the Task Force.

### **IV. CONDUCT OF BUSINESS**

- A. The Task Force is encouraged to meet annually at the time and place of the annual conference.
- B. The Task Force shall conduct much of its work by correspondence.
- C. A meeting shall be called, or a vote taken upon request to the Chair by a majority of the Task Force.
- D. A quorum shall consist of a majority of the Task Force members, including the Chair.
- E. The Task Force shall recommend to the President and Board of Directors any advisable actions that deal with technology.
- F. This operating code may be amended by a majority vote of the Task Force, subject to the approval of the Board of Directors.

- G. The Task Force shall review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update Task Force operating codes for annual committee meetings at the January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by the Board of Directors and then prepared for consideration by association membership at the annual meeting in January.

## **V. REPORTS**

- A. An annual written report of this Task Force's activity shall be submitted to the President by the Chairperson two weeks prior to the annual meeting in January. Additional reports may be presented to the Board of Directors as required by the President.

## **VI. FINANCIAL SUPPORT**

- A. Expenses of the Task Force shall be defrayed by the Corporation within the limitations of the established budget. Additional funds may be requested when necessary.
- B. All receipts for expenses must be submitted to the Executive Director no later than February 1st from the previous fiscal year which ends June 30th.

**Revised: (Claxton, 2005; Mitchell, 2007; Block, 2008; Block, 2009; Sampson Moore, 2012; Prewitt, 2016)**