

## NAKHE NECROLOGIST

### OPERATING CODE

#### I. APPOINTMENT AND TERM OF OFFICE

- A. The necrologist shall be appointed annually by the in-coming NAKHE President.
- B. The necrologist may serve successive terms if a re-appointment is offered and accepted.
- C. The necrologist will be a member of the Member Services Committee.

#### II. DUTIES AND RESPONSIBILITIES

- A. Assemble biographical material on any deceased NAPECW/NCPEAM and NAKHE members.
- B. Write an appropriate tribute for the NAKHE *Chronicle for Kinesiology in Higher Education* and any other similar periodicals to which a significant number of kinesiology and physical educators may subscribe.
- C. Submit to the chairperson of the Member Services Committee a list of deceased members during the past year.
- D. File death notices, tributes, and biographical material of every deceased NAPECW/NCPEAM and NAKHE member with the NAKHE Archivist and in the NAKHE necrologist's file of records.
- E. 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 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.

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

**Revised: (Gloria Napper-Owen, 2008; Block, July 2009; Sampson Moore, 2012)**