

## **PRESIDENT OPERATING CODE**

- I. Election and Term of Office
  - A. The President shall be elected annually.
  - B. The President-elect shall take office on the last day of the annual conference immediately following their election and will assume the Office of President on the last day of the annual conference one year later.
  - C. The term of office shall be one year.
  - D. When the President-elect takes office as President, the President becomes Past-President.
  
- II. Duties as Listed in Bylaws.
  - A. The President will be the principal executive officer of the Corporation and shall ingeneral supervise all business and affairs of the corporation.
    - 1. The President shall preside at all meetings of the members, Board of Directors, and Executive Committee.
    - 2. The President may sign, with the executive director or any other proper office of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in the case where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the corporation; and in general, the President shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Board of Directors.
    - 3. The President shall be the second signatory on the Corporation's accounts.
    - 4. The President shall appoint a parliamentarian with the approval of the Board of Directors. The parliamentarian shall serve as an ex officio member of the Board of Directors.
    - 5. The President shall be an ex officio member of all standing committees.
  - B. When the new President assumes office, the retiring President shall become the immediate past President, and shall serve as a voting member of the Board of Directors for one year.
  
- III. Conduct of Office
  - A. Board Meeting
    - 1. Set the date, place, and times for meetings.
    - 2. Notify all Board of Directors members of meetings.
    - 3. Invite special guests to meetings as appropriate.

4. Make appropriate arrangements for conduct of all meetings of the corporation.
5. Prepare and disseminate the agenda.
6. Prepare calendar for Board of Directors.
  - a. Correction and approval of minutes as reproduced and distributed at the Board of Directors meetings and general business meetings.
  - b. Reports of officers – President, past President, President-elect, secretary, vice President, director of publications, and executive director.
  - c. Reports of standing committees.
  - d. Reports of President’s committees.
  - e. Reports of representatives.
  - f. Action on recommendations made in the reports.
  - g. Information regarding appointees.
  - h. Date for next meeting.
  - i. New business.
7. Preside at Board of Directors meetings.
8. Appoint a board member to “flag” the policy decisions and revise the “Statement of Policies.” It has been suggested that this be alternated between the past President and the President-elect.
9. Appoint a board member to “flag” responsibilities assigned to various Board of Directors members or committees as action is taken.
10. Check meeting minutes with the Secretary.

B. General Business Meeting

1. Plan for a corporation business meeting at the annual conference.
2. Prepare an agenda.

C. Conduct of Board Business between Meetings

1. Preside at meetings of the Executive Committee.
2. Conduct an electronic vote of the Board of Directors (official) when any issues must be resolved between Board of Directors meetings
3. Send a communiqué to notify the Board of Directors members of the outcome of the vote.
4. Send electronic correspondence regarding the election results to the membership prior to the conference.

D. Standing Committees and Sub-Committees

1. Appoint a Chairperson and committee members for each standing committee and sub-committee, insuring a balanced representation of members.
2. Inform each Chairperson to request the files for their committee from the previous Chairperson.

3. Inform the committees of their general and specific purposes.
4. Assure that the functioning of committees is effective and in accordance with the Bylaws.
5. Check to ascertain that all committee members are members of NAKHE.
6. At any time, remove from any committee any member when it appears that the best interests of the Corporation would be served.

E. Appointments other than Committees

1. Appoint the following to serve:
  - a. Parliamentarian to serve at all general business meetings.
  - b. Archivist
  - c. Memorialist
2. Appoint Associate Editor for Quest (to become Editor for 2 years following two years as associate editor).
  - a. When requested appoint representatives to various meetings and/or convocations

F. President's Committees

1. Create committees and appoint chairpersons and members for any special task, which the President or President and Board of Directors wish accomplished. All persons must be NAKHE members. The first criterion for such appointments should be qualification for a particular task, although an attempt should be made to have representation within the total of such appointments.
2. Outline the charge to each committee with expected date of completion.
3. At any time, remove from any committee any member when it appears that the best interests of the Corporation would be served.

G. Professional Liaison

1. Represent the corporation to representatives of the media, especially during the annual conference.
2. Appoint members of NAKHE residing in the geographical region nearby to represent the Corporation at functions of educational groups, such as the inauguration of college and university Presidents, dedication of new facilities, and meetings of professional societies.
3. Remain especially alert to prospective and current issues and problems affecting the Corporation or the profession.

H. Selection of NAKHE Lecturers

1. The NAKHE President, in consultation with the past President and President-elect, is responsible for the selection of the NAKHE Annual Conference lecturers during their term of office.
2. The names of the lecturers will be reported to the Board of Directors

at the spring meeting.

- a. Criteria for the Delphine Hanna lecturer include:
    - 1.) Current NAKHE member (alternating between female and male members)
    - 2.) Actively involved in interdisciplinary scholarship or professional leadership
  - b. Criteria for the Amy Morris Homans lecturer include:
    - 1.) Current female NAKHE member
    - 2.) Actively involved in the profession
    - 3.) Distinguished record of scholarship or professional leadership
  - c. Criteria for the Dudley Allen Sargent lecturer include:
    - 1.) Current male NAKHE member
    - 2.) Actively involved in the profession as demonstrated by distinguished record of scholarship or professional leadership
3. The President shall send a formal invitation to the selected lecturers.
    - a. Attempt to obtain a picture and biographical information from the lecturer.
    - b. Prepare and print the program that is given to each person in attendance. This program should include the picture of the lecturer, a short citation, and the order of events at the lecture session.
    - c. If possible, take and display the picture of Delphine Hanna, Amy Morris Homans, and Dudley Allen Sargent at the appropriate session.
  4. The President, or a nominated individual by the President, shall introduce the lecturers with a short biography of the person for whom the lecture is named, followed by a short biography of the lecturer.
  5. Immediately following the lecture, the lecturer will be given a plaque commemorating the lecture and a \$500 honorarium. Each lecturer will be required to submit the lecture for publication in Quest.

#### I. Files

1. At the beginning of the term, receive the files of the immediate Past-President and organize own files.
2. Maintain file of correspondence under appropriate subject headings.
3. At end of term, send the past President's files to the archivist and own files to the new President.

#### J. General

1. All receipts for expenses must be submitted to the executive director no later than February 1<sup>st</sup> from the previous fiscal year which ends June

30th.

2. Develop long-range projects to cause the corporation to offer continuous national leadership in matters concerning college/university kinesiology and physical education.
3. Ensure an orderly transition of officers by means of personal orientation meetings with incoming officers and by means of an annual report with recommendations.
4. Prepare a report for the Board of Directors.
5. Review and submit committee operating code changes to Bylaws Chairperson 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 the Bylaws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

Revised: (Mitchell, 2007; Anderson, 2008; Block, 2009; Sampson Moore, 2012; Prewitt, 2016; Baghurst 2022)