

## **TECHNOLOGY SUB-COMMITTEE OPERATING CODE**

### **I. NAME**

The name of this structure shall be the Technology Sub-Committee of the Member Services Committee, National Association for Kinesiology in Higher Education.

### **II. PURPOSES**

- A. To use technology, Internet, and World Wide Web resources to promote NAKHE.
- B. To provide information to NAKHE members on issues that deal with technology.
- C. To provide information to NAKHE members on issues that deal with kinesiology and physical education in higher education.
- D. To provide NAKHE members 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.

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

- A. The sub-committee shall be a sub-committee of the Member Services Committee.
- B. The sub-committee shall consist of the chairperson and a minimum of three NAKHE members who have demonstrated an understanding of a commitment to the use of technology in kinesiology and physical education higher education.
- C. The members shall be appointed by the president, subject to the approval by the Board of Directors.
- D. The chairperson shall be a member of the Member Services Committee.
- E. The term of office for the chair shall begin on January 1 of the appointed year, and shall continue for a three-year period.
- F. The appointments of the sub-committee shall be such that one new member will be appointed each year.
- G. Members of the sub-committee can be reappointed after serving a previous term.
- H. Resignations from the sub-committee shall be presented to the president who shall appoint a successor to complete the unexpired term.
- I. The Webmaster is an ex-officio member of the sub-committee.

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

- A. The sub-committee is encouraged to meet annually at the time and place of the annual conference.
- B. The sub-committee 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 sub-committee.
- D. A quorum shall consist of a majority of the sub-committee members including the chair.

E. The sub-committee shall recommend to the Board of Directors any action advisable that deal with technology.

F. This operating code may be amended by a majority vote of the sub-committee subject to approval of the Board of Directors.

G. 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.

#### **V. REPORTS**

A. An annual written report of this sub-committee shall be submitted by the chair to chair of the Member Services Committee at a specific date. The report may be presented to the Board of Directors as required by the president.

#### **VI. FINANCIAL SUPPORT**

A. Expenses of the sub-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: (Claxton, 2005; Mitchell, 2007; Block, 2008; Block, 2009; Sampson Moore, 2012)**