

TECHNOLOGY TASK FORCE OPERATING CODE

I. NAME

The name of this structure shall be the Technology Task Force, National Association for Kinesiology in Higher Education.

II. PURPOSES

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

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 the use of technology in kinesiology and physical education higher education.
- B. The members shall be appointed by the president, subject to the approval by 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 a three-year period.
- 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 Vice President and Board of Directors any action advisable that deal with technology.
- F. This operating code may be amended by a majority vote of the Task Force 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 task force

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 Task Force shall be submitted by the chair to the Vice President 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 Task Force 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 June 30th.

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