

## **FOUNDATIONS COMMITTEE OPERATING CODE**

### **I. Name**

The name of the committee shall be the Foundations Committee of the National Association for Kinesiology and Physical Education in Higher Education (NAKPEHE).

### **II. Purposes**

- A. To oversee the finances of the corporation.
- B. To oversee the office of executive director and perform an annual review of the office and personnel.
- C. To oversee that the direction of NAKPEHE is consistent with the mission of the corporation.
- D. To initiate plans for an endowment and other fundraising efforts.
- E. To evaluate all existing fiscal policies and recommend change.
- F. To aid the executive secretary/treasurer in the construction of the budget.

### **III. Organization**

- A. The Foundations Committee shall be a standing committee of the corporation.
- B. The committee shall consist of three former past presidents, appointed by the president for a three-year term as well as the president of the corporation.
- C. The chair of the committee shall be the individual with the longest duration of service on the committee and shall be an ex-officio member of the Board of Directors.
- D. Committee members may be reappointed after completing a term.

### **IV. Conduct of Business**

- A. The committee should meet at the annual conference and as many other times as feasible for the purposes of conducting business.
- B. The executive secretary/treasurer shall present the annual budget to this committee prior to submittal to the Board of Directors for approval.
- C. The committee shall conduct an annual review of the Office of Executive Director.
- D. The committee shall review the existing fiscal policies of the corporation annually and report the results of the review including recommended changes to the Board of Directors.
- E. The committee shall oversee all endowment and fundraising efforts. A plan for establishing an endowment shall be presented to the Board of Directors and implemented upon its approval.
- F. The committee shall establish the procedures by which it will ensure that the direction of the corporation is consistent with its mission. Implementation will follow receipt of approval by the Board of Directors.
- G. This code, which should be reviewed annually, may be amended by a majority vote of the committee, subject to approval of the Board of Directors.
- H. A quorum shall consist of a majority of the committee membership including the chairperson.

## **V. Reports**

The committee shall submit an annual report to the president and the Board of Directors on a specified date. Interim reports shall be submitted upon request of the president or the Executive Committee of the corporation.

## **VI. Financial Support**

A. Expenses of the committee shall be defrayed by the Association within the limitations of the established budget. Additional funds may be requested when necessary.

B. Any individual or corporation who provides sponsorship to the conference at a minimum of the lecturer honorarium would be entitled to one conference registration.

***All receipts for expenses must be submitted to the executive director no later than February 1<sup>st</sup> from the previous fiscal year that ends November 30<sup>th</sup>.***

Revised: (Oates, 2005)  
, July 2008  
Block, 2009