

## **MEMBER SERVICES COMMITTEE**

### **OPERATING CODE**

#### **I. NAME**

The name of the committee shall be the Member Services Committee of the National Association for Kinesiology and Physical Education in Higher Education.

#### **II. PURPOSES**

- A. To oversee the member services of NAKPEHE to ensure quality and consistency with the mission of NAKPEHE.
- B. To provide *the Awards, Elections, Membership, Public Affairs, Social Justice, and Technology Sub-committees*, and the appointees responsible for *necrology, oral history and archives* a liaison to the Board.

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

- A. The committee shall be a standing committee of the corporation.
- B. The president shall appoint a chair of the Member Services Committee for a term of service that shall begin on January 1 of the appointment year and continue for a three (3) year period. The chair shall be a member of the Board of Directors and shall coordinate the duties of the Member Services Committee members at the annual conference.
- C. The Member Services Committee shall also include:
  - 1. The Chair of the Awards Sub-Committee
  - 2. The Chair of the Elections Sub-Committee
  - 3. The Chair of the Public Affairs Sub-Committee
  - 4. The Chair of the Social Justice Sub-Committee
  - 5. The Chair of the Technology Sub-Committee
  - 6. Appointees to include: Necrology, Oral History and the Archivist
- D. All committee members shall be members of NAKPEHE appointed by the president with approval by the Board of Directors.
- E. Resignations from the committee shall be presented to the president who shall appoint a successor to complete the unexpired term.

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

- A. Committee members will work independently as appointed chair within their operating guidelines and under the direction and supervision of the chair of member services
- B. The chair of the Member Services Committee shall maintain a file of correspondence between committee members and associated sub-committee correspondence.

#### **V. REPORTS**

An annual written report of this committee's activities shall be submitted by the chair of the Member Services Committee to the president of the corporation and the Board of Directors at a specified date. It shall include annual reports of each sub-committee's work.

**VI. FINANCIAL SUPPORT**

Expenses of the 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 1<sup>st</sup> from the previous fiscal year which ends November 30<sup>th</sup>.*

(Block, 2009)

# **CHRONICLE OF KINESIOLOGY & PHYSICAL EDUCATION IN HIGHER EDUCATION**

## **OPERATING CODE**

### **I. DESCRIPTION**

The *Chronicle of Kinesiology and Physical Education in Higher Education* is a publication of NAKPEHE designed to provide a forum for interdisciplinary ideas, concepts, and issues related to the role of kinesiology and physical education in higher education with respect for social, cultural, and personal perspectives.

### **II. APPOINTMENT AND TERMS OF EDITORIAL STAFF**

The president shall appoint the editor and the editor shall appoint the associate editors, with the appointments approved by the Member Services Committee and the Board of Directors. All editorial staff shall be members of NAKPEHE. Terms of service shall begin on January 1 of the appointment year and continue for a three (3) year period (renewable.)

### **III. RESPONSIBILITIES OF THE EDITOR**

The editor is responsible for the compilation of nine issues (three per year). This responsibility includes:

- A. Consulting with the publishing company editorial assistant.
- B. Working directly with the associate editors.
- C. Editing of all copy received.
- D. Providing format and layout suggestions to the publishing company editorial assistant.
- E. Establishing deadline dates with the publisher.
- F. Informing the Board of Directors members of deadline dates for receipt of copy.
- G. Providing a layout for each issue that includes:
  1. Five columns (Political Window, Issue 1, Issue 2, Issue 3, International, Research Notes and Scholarly Publications).
  2. One feature article on an Administrative Issue (solicited by the editors).
  3. One lead feature written by the editor or guest .
  4. NAKPEHE News (limited to two pages and centered in the spine section of the publication).
  5. A President's Message.
  6. Additional material including: Events; Chronicle Deadlines; Newsletter Summary; and a list of editor, executive secretary/treasurer, Board of Directors, and committees.
  7. Additional material that reflects the goals of the publication.
- H. Preparing and presenting an annual report at the Board of Directors meeting.

All receipts for expenses must be submitted to the Executive Secretary/Treasurer no later than February 1<sup>st</sup> from the previous fiscal year which ends November 30<sup>th</sup>.



**IV. RESPONSIBILITIES OF THE POLITICAL WINDOW ASSOCIATE EDITOR**

- A. To provide a politically oriented column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editor(s).
- C. To keep abreast of new political events in kinesiology and physical education, higher education, and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKPEHE national conference.

All receipts for expenses must be submitted to the Executive Secretary/Treasurer no later than February 1<sup>st</sup> from the previous fiscal year which ends November 30<sup>th</sup>.

**V. RESPONSIBILITIES OF THE SCHOLARLY PUBLICATIONS ASSOCIATE EDITOR**

- A. To provide a publications column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editors(s).
- C. To keep abreast of new publications in kinesiology and physical education, higher education, and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKPEHE national conference.

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**VI. RESPONSIBILITIES OF THE RESEARCH ASSOCIATE EDITOR**

- A. To provide a research oriented column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editors(s).
- C. To keep abreast of new research in kinesiology and physical education, higher education and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKPEHE national conference.

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**VII. RESPONSIBILITIES OF THE ISSUES ASSOCIATE EDITOR**

- A. To provide an issue oriented column for each publication of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editor(s).
- C. To keep abreast of issues in kinesiology and physical education, higher education, and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKPEHE national conference.

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**VIII. RESPONSIBILITIES OF THE INTERNATIONAL ASSOCIATE EDITOR**

- A. To provide an internationally oriented column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editor(s).
- C. To keep abreast of international events in kinesiology and physical education, higher education and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKPEHE national conference.

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**IX. RESPONSIBILITIES OF THE TECHNOLOGY ASSOCIATE EDITOR**

- A. To provide a publication column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editor(s).
- C. To keep abreast of new technology in kinesiology and physical education, higher education and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKPEHE national conference.

All receipts for expenses must be submitted to the Executive Secretary/Treasurer no later than February 1<sup>st</sup> from the previous fiscal year which ends November 30<sup>th</sup>.

# **QUEST**

## **OPERATING CODE**

### **I. DESCRIPTION**

*Quest* is a publication of NAKPEHE designed to stimulate professional development in kinesiology and physical education by publishing articles concerned with issues critical to kinesiology and physical education in higher education. The journal does not publish original research reports but welcomes articles that are based on, complement, or review empirical research related to the profession. Both theoretical and practical articles are considered. *Quest* serves a broad readership that includes academicians, teachers and administrators by providing a public forum for scholarly and creative thought about the profession. Original articles are welcomed.

### **II. APPOINTMENT AND TERMS OF EDITORIAL STAFF**

The president appoints the editor and the editor appoints the associate editor and members of the editorial board, with the appointments approved by the Board of Directors. All editorial staff shall be members of NAKPEHE. Terms of service shall begin on January 1 of the appointment year and continue for a three (3) year period (renewable.)

### **III. RESPONSIBILITIES OF THE EDITOR**

*Quest* is published quarterly. The editor is responsible for the preparation of 3 issues per year. The fourth issue is entirely devoted to manuscripts from the American Academy of Kinesiology and Physical Education (AAKPE) annual conference. The AAKPE conference organizer is responsible for preparing and editing the fourth issue.

The specific responsibilities of the editor are to:

- A. Serve as the primary contact for *Quest*.
- B. Implement the manuscript review process in a timely and professional manner.
- C. Make final decision regarding manuscripts and contents of *Quest*.
- D. Consider book reviews as appropriate.
- E. Work closely with the editorial assistant from Human Kinetics Publishers (HKP).
- F. Convene meeting of the editorial board annually at the NAKPEHE conference.
- G. Work closely with associate editor and editorial board in determining future directions and policies of *Quest*.
- H. Publicize *Quest* in professional venues and solicit manuscripts.
- I. Establish and publicize all deadline dates with the Human Kinetics Publishers.
- J. Notify NAKPEHE lecturers of deadlines for publication of their lectures.
- K. Provide a complete packet of materials and layout format for the publisher that includes:
  1. Paper and disk copy of all edited manuscripts for each issue.
  2. Table of contents for each issue.
  3. Abbreviated titles of articles for inclusion on cover of *Quest*.

4. Updated list of editorial board members.
  5. List of NAKPEHE members with mailing addresses and email addresses for November issue.
  6. List of guest reviewers for November issue.
  7. Additional material as appropriate including conference announcement, book reviews, and more.
- L. Review abstracts prepared by HKP for inclusion on the *Quest* homepage.
- M. Review materials prepared by HKP regarding *Quest* for inclusion on HKP homepage.
- N. Prepare an annual report for HKP and for presentation at the NAKPEHE Board of Directors meeting.

#### **IV. RESPONSIBILITIES OF THE ASSOCIATE EDITOR AND MEMBERS OF THE EDITORIAL BOARD**

- A. The associate editor:
1. Works closely with the editor to prepare for assuming the position of editor.
  2. Reviews manuscripts on a regular basis.
  3. Serves in absence of the editor.
- B. Members of the editorial board:
1. Review manuscripts in a timely fashion, approximately 3-5 per year.
  2. Attend the editorial board meeting at the annual NAKPEHE conference.

All receipts for expenses must be submitted to the Executive Secretary/Treasurer no later than February 1<sup>st</sup> from the previous fiscal year which ends November 30<sup>th</sup>.