

## **MEMBERSHIP SUB-COMMITTEE OPERATING CODE**

### **I. Name**

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

### **II. Purpose**

The purpose of the committee shall be:

- A. To recommend changes in criteria for membership in the corporation to the Member Services Committee.
- B. To systematically recruit qualified new members from all parts of the country.
- C. To work with the executive director in preparing materials to use in welcoming new members in to the corporation.
- D. To recommend procedures that the executive director may use in handling issues associated with membership renewal.

### **III. Plan of Organization**

- A. The committee shall be a sub-committee of the Member Services Committee.
- B. The committee, appointed by the president, shall consist of six members plus an appointed committee chair. Members of the committee shall be distributed geographically so that each region (i.e., AAHPERD district) is represented. All committee personnel shall be members of NAKPEHE.
- C. The chair shall be appointed by the president and approved by the Board of Directors.
- D. Members shall be appointed for a period of three years. Members on the committee can be reappointed after serving a previous term. Appointments shall be made in such manner that the services of no more than half the committee members shall be terminated in any one year.
- E. Resignations from the committee shall be presented to the president who shall appoint a successor to complete the unexpired term.
- F. The committee chair shall be a member of the Member Services Committee.

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

- A. The committee is required to meet annually at the time and place of the annual conference.
- B. The committee may conduct much of its work by correspondence.
- C. A committee meeting shall be called and a vote taken upon written request to the committee chair by a majority of the committee.
- D. A quorum shall consist of a majority of the committee membership including the chair.
- E. The chairperson shall maintain a file of committee correspondence and reports of deliberations and give this file to the incoming chairperson and the chair of the member services committee.

- F. The committee shall assist the executive director and the corporation in determining the causes for members becoming inactive and suggest to the member services committee appropriate action to retain members.
- G. This operating code may be amended by a majority vote of the committee subject to the approval of the Board of Directors.

## **V. Reports**

The chairperson shall submit to the chair of the Member Services Committee an annual written report of this committee at a specified date.

## **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>.*

**Revised: (Letter, 2005; Gloria Napper-Owen, 2008; Block, 2009)**