

## **PRESIDENT OPERATING CODE**

### **I. Election and Term of office**

- A. The president shall be elected annually.
- B. The president-elect shall take office on the last day of the annual conference immediately following his/her election, and will assume the Office of President on the last day of the annual conference the following year.
- C. The term of office shall be one year.
- D. When the president-elect takes office as president, the president becomes past president.

### **II. Duties as listed in Bylaws.**

- A. The president will be the principal executive officer of the corporation and shall in general supervise all of the business and affairs of the corporation and shall in general supervise all of the business and affairs of the corporation.
  - 1. The president shall preside at all meetings of the members, Board of Directors, and Executive Committee.
  - 2. The president may sign, with the secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in the case where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the corporation; and in general the president shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Board of Directors from time to time.
  - 3. The president shall be the second signatory on the NAKPEHE accounts.
  - 4. The president shall appoint a parliamentarian with the approval of the Board of Directors. The parliamentarian shall serve as an ex officio member of the Board of Directors.
  - 5. The President shall be an ex officio member of all standing committees.
- B. When a new president assumes office, the retiring president shall become the immediate past president and as such shall serve as a voting member of the Board of Directors for a period of one year. During that year the immediate past president shall also perform the duties of the president in the absence of the president or in the event of the president's inability or refusal to act.

### **III. Conduct of Office**

#### **A. Board Meeting**

1. Set the date, place and times for meetings.
2. Notify all Board of Directors members of meetings.
3. Invite special guests to meetings as appropriate.
4. Make appropriate arrangements for conduct of all meetings of the corporation.
5. Prepare and disseminate the agenda.
6. Prepare calendar for Board of Directors.
  - a. Correction and approval of minutes as reproduced and distributed at the Board of Directors meetings and general business meetings.
  - b. Reports of officers – president, past president, president-elect, secretary, vice president, director of publications, and executive secretary/treasurer.
  - c. Reports of standing committees.
  - d. Reports of president's committees.
  - e. Reports of representatives.
  - f. Action on recommendations made in the reports.
  - g. Information regarding appointees.
  - h. Date for next meeting.
  - i. New business.
7. Preside at the Board of Directors meeting.
8. Appoint a board member to “flag” the policy decisions and revise the “Statement of Policies.” It has been suggested that this be alternated between the past president and the president-elect.
9. Appoint a board member to “flag” responsibilities assigned to various Board of Directors members or committees as action is taken.
10. Check the minutes with the Secretary.

#### **B. General Business Meeting**

1. Plan for a corporation business meeting at the annual conference.
2. Prepare an agenda.

#### **C. Conduct of Board Business between Meetings**

1. Preside at meetings of the Executive Committee.
2. Conduct a mail vote of the Board of Directors (official) when any issues must be resolved between Board of Directors meetings
3. Send a communiqué to notify the Board of Directors members of the outcome of the vote.
4. Send electronic correspondence regarding the election results to the membership prior to the conference.

#### **D. Standing Committees and Sub-Committees.**

1. Appoint a chairperson and committee members for each standing committee and sub-committee, insuring a balanced representation of women and men and a broad geographical representation.
2. Inform each chairperson to request the files for her/his committee from the previous chairperson.
3. Publicize the name of the committee members in the Chronicle of Kinesiology and Physical Education in Higher Education
4. Inform the committees of their general and specific purposes.
5. Assure that the functioning of committees is effective and in accordance with the Bylaws.
6. Check to ascertain that all committee members are members of NAKPEHE.
7. At any time, remove from any committee any member when it appears that the best interests of NAKPEHE would be served.

#### **E. Appointments other than Committees**

1. Appoint the following to serve:
  - a. Parliamentarian to serve at all general business meetings.
  - b. Chronicle of Kinesiology and Physical Education in Higher Education editor with the approval of the Board of Directors.
  - c. Opportunities for Physical Education, Recreation and Athletics (OPERA) editor.
2. Appoint Associate Editor for Quest (to become editor for 2 years following 2 years as associate editor).
3. When requested appoint:
  - a. Representative to various meetings and/or convocations (appointments made so that there will be no cost to the corporation).
  - b. Representatives to special AAHPERD Committees (financial support dependent upon the importance to NAKPEHE).

#### **F. President's Committees**

1. Create committees and appoint chairpersons and members for any special task, which the president or president and Board of Directors wish accomplished. All persons must be NAKPEHE members. The first criterion for such appointments should be qualification for a particular task, although an attempt should be made to have some spread of geographical representation within the total of such appointments.
2. Outline clearly the charge to each committee with expected date of completion.
3. At any time remove from any committee any member when it appears that the best interests of NAKPEHE would be served.

## **G. Professional Liaison**

1. Represent effectively the corporation to representatives of the communication media, especially during the annual conference.
2. Appoint members of the corporation residing in the geographical region nearby to represent the NAKPEHE at functions of educational groups, such as the inauguration of college and university presidents, dedication of new facilities, and meetings of professional societies.
3. Remain especially alert to prospective and current issues and problems affecting the Association or the profession.

## **H. Newsprint Publication: Chronicle and OPERA**

1. Appoint an editor for each publication and work closely with him/her.
2. Assume responsibility for decisions in content.
3. See that the membership is kept informed of NAKPEHE activities through the Chronicle and OPERA.
4. Write a President's Message for each issue.

## **I. NAKPEHE Conference Proceedings**

1. Appoint an editor for the conference Proceedings (whenever it is decided to have a proceedings) to be responsible for:
  - a. Reviewing guidelines for manuscripts.
  - b. Informing speakers of the guidelines for manuscripts.
  - c. Collecting manuscripts of presentations.
  - d. Editing manuscripts for publication.
  - e. Compiling all materials for publication in the Proceedings.
  - f. Sending materials to the publisher for publication.
2. Assume the responsibility for decisions in content.

## **J. Selection of NAKPEHE Lecturers**

1. The NAKPEHE president, in consultation with the past president and president-elect, is responsible for the selection of the NAKPEHE lecturers during his/her term of office. The names of the lecturers will be reported to the Board of Directors at the spring meeting.
  - a. Criteria for the Delphine Hanna lecturer include:
    - 1.) Current NAKPEHE member (alternating between female and male members)
    - 2.) Actively involved in interdisciplinary scholarship or professional leadership
  - b. Criteria for the Amy Morris Homans lecturer include:
    - 1.) Current female NAKPEHE member
    - 2.) Actively involved in the profession

- 3.) Distinguished record of scholarship or professional leadership
- c. Criteria for the Dudley Allen Sargent lecturer include:
  - 1.) Current male NAKPEHE member
  - 2.) Actively involved in the profession as demonstrated by distinguished record of scholarship or professional leadership
2. The NAKPEHE president shall send a written invitation to the selected lecturers.
  - a. Attempt to obtain a gloss picture and biographical information from the lecturer.
  - b. Prepare and have printed the program that is given to each person in attendance. This program should include the picture of the lecturer, a short citation, and the order of events at the lecture session.
  - c. If possible, take and display the picture of Delphine Hanna, Amy Morris Homans, and Dudley Allen Sargent at the appropriate session.
3. The NAKPEHE president shall introduce the lecturers with a short biography of the person for whom the lecture is named, followed by a short biography of the lecturer.
4. Immediately following the lecture, the NAKPEHE lecturer will be given a plaque commemorating the lecture and a \$500.00 honorarium. Each lecturer will be required to submit the lecture for publication in Quest.

#### **K. Files**

1. At the beginning of the term, receive the files of the immediate past president and organize own files.
2. Maintain file of correspondence under appropriate subject headings.
3. At end of term, send the past president's files to the archivist and own files to the new president.

#### **L. General**

1. Develop long-range projects to cause the corporation to offer continuous national leadership in matters concerning college/university kinesiology and physical education.
2. Assure an orderly transition of officers by means of personal orientation meetings with incoming officers and by means of an annual report with recommendations.
3. Prepare a report for the Board of Directors.

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

Revised: (Mitchell, 2007; Anderson, 2008; Block, 2009)