

## **PUBLIC AFFAIRS SUB-COMMITTEE OPERATING CODE**

### **I. Name**

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

### **II. Purposes**

- A. To communicate the purposes and activities of the corporation and the value of kinesiology and physical education disciplines in institutions of higher education to the various publics through appropriate communication media.
- B. To report to the Member Services Committee on public relations implications of proposed policy statements and projects.
- C. To receive and initiate resolutions, position statements, and requests for endorsement.

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

- A. The sub-committee shall be a sub-committee of the member services committee.
- B. The sub-committee shall consist of three persons appointed by the president and approved by the Board of Directors plus the president, ex-officio. All committee personnel shall be members of NAKPEHE.
- C. Members of the sub-committee shall be appointed for a period of three years, and members may be re-appointed after serving a previous term. Appointments shall be made in such a manner that the services of no more than one member shall be terminated in any one year.
- D. Sub-committee membership shall have representation of both genders.
- E. The chairperson shall be appointed by the president and approved by the Board of Directors.
- F. Resignations from the sub-committee shall be presented to the president who shall appoint a successor to complete the unexpired term.
- G. The chairperson shall be a member of the Member Services Committee.

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

- A. The sub-committee is required to meet annually at the time and place of the annual convention.
- B. The sub-committee may conduct much of its work by correspondence.
- C. A meeting shall be called or a vote taken upon written request to the chairperson by a majority of the sub-committee.
- D. A quorum shall consist of a majority of the sub-committee membership including the chairperson.
- 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 sub-committee shall prepare feature articles, news releases, and spot announcements for the press, radio, and television pertaining to the significant work of the corporation and individual members.
- G. The sub-committee shall study public opinion on issues related to kinesiology and physical education disciplines and report to the Member Services Committee.
- H. The sub-committee shall recommend action on resolutions, position statements, and requests for endorsements to the Member Services Committee.
- I. The sub-committee shall recommend action on public relations projects for the corporation to the Member Services Committee.
- J. The sub-committee shall organize and conduct public relations projects approved by the Board of Directors.
- K. 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 sub-committee at a specified date.

## **VI. Financial Support**

Expenses of the sub-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; Anderson, 2008, Block, 2009)**