

Western Society for Kinesiology & Wellness Operating Code
Approved at Annual Meeting October, 2016
Updated Fall 2018; Winter 2019; Fall 2020

Name: The organization shall be known as the Western Society for Kinesiology and Wellness (WSKW).

Purpose: To improve the quality of the kinesiology and wellness programs in schools, colleges, and universities in the United States and abroad.

Membership: Membership shall consist of individuals engaged in kinesiology, physical education/activity, wellness, and related programs in colleges, universities, and other related institutions.

Voting: Faculty, administrators, and professional members are eligible to vote for election of officers and changes to the operating code.

Leadership: An Executive Committee shall provide leadership and be composed of the following officers and non-voting exofficio members. For position descriptions, see Appendix A.

Officers (voting members):

President Elect: The president-elect will be elected by the WSKW membership for a 1-year term and will automatically succeed the president in the subsequent year.

President: The president will serve a 1-year term and will automatically succeed the past president in the subsequent year.

Past President: The past president will serve a 1-year term.

Secretary: The secretary will be elected by the WSKW membership for a 3-year term and can be re-elected for subsequent terms.

Treasurer: The treasurer will be elected by the WSKW membership for a 3-year term and can be re-elected for subsequent terms.

Executive Director: The Executive Director will be elected by the WSKW membership for a 3-year term and can be re-elected for subsequent terms.

Three faculty-at-large members: Each at-large member will be elected by the WSKW membership for a 3-year term and can be re-elected for subsequent terms.

Exofficio (non-voting members)

Web administrator: The web administrator shall be appointed by the Executive Committee for a 3-year term and selected from among those nominated (including self-nominations) for this position. The person can be re-appointed for subsequent terms.

Archivist: The archivist shall be appointed by the Executive Committee for a 3-year term and selected from among those nominated (including self-nominations) for this position. The person can be re-appointed for subsequent terms.

Editor, Journal of Kinesiology and Wellness: The journal editor shall be appointed by the Executive Committee for a 3-year term and selected from among those nominated (including self-nominations) for this position. The person can be re-appointed for subsequent terms.

Young Scholar Award Coordinator: The young scholar award coordinator shall be appointed by the Executive Committee for a 3-year term and selected from among those nominated (including self-nominations) for this position. The person can be re-appointed for subsequent terms.

Peavy Papers Coordinator: The Peavy Paper coordinator shall be appointed by the Executive Committee for a 3-year term and selected from among those nominated (including self-nominations) for this position. The person can be re-appointed for subsequent terms.

Social Media Coordinator: The social media coordinator shall be a faculty member selected, from among those nominated (including self-nominations), by the Executive Committee for a 3-year term. The person can be re-appointed for subsequent terms.

Position Vacancies: If a position is not filled at the conclusion of conference meetings or becomes vacant during the year, the seat can be filled through appointment by the Executive Committee for the remainder of the term.

Removal of Executive Committee Members: Members failing to meet their responsibilities or engaging in actions that negatively impact WSKW, as determined by the Executive Committee, can be removed from their position by a 2/3 vote of the officers on the Executive Committee. The vacant seat can then be filled as noted above.

Awards: The Arthur Broten Young Scholar Award will be presented at the annual conference. Up to two young scholars may be recognized annually with a certificate, waiver of registration fee, and a \$100 check.

Recognition awards (e.g., outstanding student and faculty presentations/posters) may also be given. Any other proposed awards would need to be reviewed and approved by the Executive Committee. See Appendix B for a listing of current awards.

Dues: The Executive Committee may assess annual membership dues in addition to a registration fee for the annual conference.

Invited Speakers: Recognition and waiver of conference fees will be given to the keynote speaker and the EC Davis lecturer. In addition, the keynote speaker may be given an honorarium.

Committees: The following committees shall assist in the business of WSKW. Roberts Rules of Order shall govern procedures.

A. Executive Committee: This group (membership above) is comprised of 9 voting officers and 5 exofficio non-voting members, is chaired by the President, and is responsible for providing leadership and conducting business for WSKW. The Executive Committee can act on behalf of the organization on all matters except revision of this operating code. Specific responsibilities include (a) selection of the site and date for the following year's conference, (b) recruitment and appointment of a web administrator, archivist, journal editor, Peavy Papers coordinator, and young scholar award coordinator,

and (c) monitoring the health of the organization with respect to membership, finances, and legal issues. All members will be included in and fully engaged in all activities and communication while decision-making rests with the 9 officers.

B. Marketing Committee - This committee is chaired by the Executive Director and includes the president, social media coordinator, and the three at-large members. This group will seek to expand WSKW's contact list and maintain a file that includes contact information for current members, young scholars, past presidents, current and past Executive Committee members, Kinesiology & related wellness program chairs, and a compiled list of these groups that will incorporate a growing list of contacts that can be used to advertise WSKW conferences and activities. In addition, as time and resources permit, in a sustainable manner provide WSKW information via social media (e.g., linkedin). Members are encouraged to recruit additional volunteers to assist with the committee's work.

C. Nominating Committee - This committee is chaired by the president and includes the past president and executive director. This group will recruit and nominate interested members for positions on the Executive Committee. Elections for officers are then conducted. Appointments are made by the Executive Committee.

Publications: WSKW's online journal is titled 'Journal of Kinesiology and Wellness: A publication of the Western Society for Kinesiology and Wellness' (JKW). It consists of (a) peer-reviewed scholarly papers based on original research (experimental, qualitative, descriptive, and historical), (b) peer reviewed John Massengale invited (by JKW editor) papers, and (c) the WSKW Chronicles which include conference abstracts.

Dissolution: Should the organization be dissolved, all unencumbered funds will automatically be given to a non-profit national or regional organization (e.g., National Association for Kinesiology in Higher Education) within the United States whose mission, in a broad sense, is comparable to WSKW and directly related to Kinesiology. This determination shall be made by the Executive Committee. The web administrator in consultation with the executive committee will seek a way to find a permanent home for JKW publications.

Amendment of Operating Code: Suggested changes to this Operating Code shall be e-mailed to the membership at least 30-days prior to the scheduled vote and subsequently voted on by the voting membership.

Appendix A
Approved by Executive Committee – November, 2016
Updated Fall, 2018; Winter 2019; Spring 2020; Fall 2020

Position Descriptions

This content is not a formal component of the operating code and can be changed/updated by the Executive Committee as needed. When changed, the update will be included in the President's written report prepared for the subsequent WSKW Conference.

Executive Director

1. Serve as the go-to-person concerning all WSKW matters and particularly those of a contentious nature where intervention is needed.
2. Oversee the organization and insure that (a) lines of communications among Executive Committee members are good, (b) members receive at least an interim update on WSKW activities and plans, (c) periodic reports from Executive Committee members are provided to other members of the Executive Committee regarding individual/group activities, (d) preparations for the annual conference proceed in a timely fashion, (e) journal operations run smoothly, and (f) website content is updated as needed.
3. Convene and guide the work of the marketing committee and maintain a file of the membership that includes contact information for current members, young scholars, past presidents, current and past Executive Committee members, Kinesiology program chairs, and a compiled list of these groups that will incorporate a growing list of faculty contacts that can be used to advertise WSKW conferences and activities.
4. Provide guidance and advice to the president-elect and ensure that he/she receives a copy of the current operating code and a copy of the membership contact file.
5. Actively contribute to Executive Committee activities, discussions and decision-making.
6. Work with the president and president-elect to recruit and nominate interested members for open positions on the Executive Committee.
7. Prepare an annual summary report of activities (e.g., marketing committee) for the president no later than three weeks prior to the annual conference.

President-Elect

1. Plan and organize the yearly conference. Arrange all details related to the conference including meeting rooms, oral and poster presentations, luncheon, conference socials/receptions, keynote speaker, and E.C. Davis Lecture speaker.
2. Solicit input from the Executive Committee with respect to a budget for the annual conference.
3. Select a conference theme.
4. Prepare a web-based conference program. A hard copy of the program should also be provided.

5. Send out communications regarding (a) nominations for the young scholar award, (b) a call for student and faculty proposals for the conference (e.g., oral presentations, panels, round table discussions, and poster presentations), and (c) conference reminders and updates.
6. Plan and implement procedures for (a) the submission of faculty abstracts, (b) selection of faculty presentations, and (c) the selection of faculty to receive recognition awards.
7. Work closely with the young scholar award coordinator to plan and implement procedures for the submission of papers and selection of young scholar award recipients.
8. Work closely with the Peavy Papers coordinator to plan and implement procedures for (a) submission of student proposals for presentation, (b) selection of student presentations, and (c) selection of students to receive recognition awards.
9. Work closely with the treasurer to manage the collection of conference fees and payments for all conference-related expenses.
10. Work closely with the web administrator to update conference-related information.
11. Work with the president and executive director to recruit and nominate interested members for open positions on the Executive Committee.
12. Actively contribute to Executive Committee activities, discussions and decision-making.
13. Prepare an annual summary report of activities for the President no later than three weeks prior to the annual conference.
14. Work with the President and Executive Director to convene an Executive Committee meeting at the annual conference for orientation and planning for the subsequent year.
15. Send thank you notes at the conclusion of the conference to all speakers/presenters.

President

1. Maintain regular communications with the Executive Committee and facilitate discussions as needed throughout the year.
2. Coordinate Executive Committee activities, discussions and decision-making.
3. Work closely with the treasurer to ensure all financial and legal obligations are met.
4. Support the president-elect as she/he plans the conference program.
5. Work closely with the president-elect and past president to schedule meetings and establish agendas for business and Executive Committee meetings.
6. Provide access to the minutes of past years' meetings to the future president and president-elect.
7. Provide support during the conference to the president-elect and preside over meetings as needed.
8. Work with the executive director and president-elect to recruit and nominate interested members for open positions on the Executive Committee.
9. Prepare an annual Executive Committee report for WSKW members that incorporates information from Executive Committee members and distribute by email no later than one week prior to the conference.
10. Answer questions related to the annual Executive Committee report at a conference business meeting.
11. At the conclusion of the closing business meeting newly elected officers begin their terms.
12. Send thank you notes to the Keynote speaker, E. C. Davis speaker, and conference organizers.
13. Post a summary report of the current year's conference to the WSKW website.

14. Shortly after the conference, work with the secretary to distribute the minutes for all conference business meetings for approval electronically as needed.

Past-President

1. Provide guidance and advice to the president-elect and president.
2. Communicate with past presidents and Executive Committee members during the year to gather input on 'future directions' items for consideration during the first business meeting at the next annual conference. The past-president will facilitate the future directions portion of the business meeting. The focus of the future directions discussions will be to finalize resolutions for consideration at the annual conference.
3. Work closely with the president-elect to plan and provide an agenda for the future directions portion of the first business meeting at the annual conference.
4. Work with the president and executive director to recruit and nominate interested members for open positions on the Executive Committee.
5. Prepare an annual summary report of activities for the president no later than three weeks prior to the annual conference.
6. Actively contribute to Executive Committee activities, discussions, and decision-making.

Secretary

1. Keep minutes of all meetings (e.g., Executive Committee, business meetings).
2. Work with the meeting chair to distribute minutes for review and corrections where needed.
3. Send approved minutes to the archivist and web administrator.
4. Actively contribute to Executive Committee activities, discussions and decision-making.
5. Prepare an annual summary report of activities for the president no later than three weeks prior to the annual conference.

Treasurer

1. Manage and maintain WSKW funds.
2. Manage the WSKW checking account.
3. Write checks to individuals/organizations to cover WSKW expenditures (e.g., Keynote speaker, conference costs).
4. Work closely with the president-elect to provide for and register conference attendees (e.g., arrange for registration table; provide forms for registration, name tags, and receipts).
5. Work closely with the web administrator and president-elect to arrange for online registration and payment of conference fees when feasible.
6. Work closely with the president and executive director to assure all legal matters (e.g., IRS, non-profit status) are taken care of.
7. Prepare an annual summary report of activities for the president no later than three weeks prior to the annual conference.
8. Actively contribute to Executive Committee activities, discussions and decision-making.
9. Present a financial report at each annual conference during a business meeting.

Faculty-at-Large Executive Committee Members

1. Actively contribute to Executive Committee activities, discussions, and decision-making.
2. As a member of the marketing committee, work closely with the executive director to develop and execute plans to expand WSKW's contact list.
3. Provide input to the executive director as he/she prepares an annual report that will include the activities of the marketing committee.

Editor, Journal of Kinesiology and Wellness

1. Send out calls for manuscripts to presenters from the previous year's conference.
2. Work closely with the web administrator to update all publication-related information (e.g., JKW).
3. Work with the Peavy Papers coordinator and Young Scholar Award Coordinator to get abstracts of presentations for publication in the WSKW Chronicles section of JKW.
4. Invite Young Scholars from previous year's conference to submit a paper for review and potential publication in JKW.
5. Arrange for review of submissions to JKW; make final approval decisions; report decision back to authors; make final edits for all manuscripts; work with the web administrator to publish papers online.
6. Maintain ISSN for JKW.
7. Responsible for all aspects of the solicitation, review, and final decisions related to the invited Masengale papers. Maintain records on all submissions and decisions.
8. Actively contribute to Executive Committee activities, discussions, and decision-making.
9. Prepare an annual summary report of activities for the president no later than three weeks prior to the annual conference.

Web Administrator

1. Maintain the WSKW website.
2. Work closely with the president-elect to gather and subsequently post updated conference information.
3. Work closely with the president-elect and treasurer to facilitate online payment of conference registration fees when feasible.
4. Review the contents of the website periodically and bring suggestions for updates to the executive director. General editorial changes/corrections can be approved by the executive director. Substantive changes will be taken to the Executive Committee for review and approval.
5. Maintain the domain name for WSKW. Work with the treasurer when renewal needed so payment can be made.
6. Actively contribute to Executive Committee activities, discussions, and decision-making.
7. Work closely with the previous web administrator to insure a smooth transition.
8. In sufficient time to insure a smooth transition, work with the new web administrator prior to leaving the position.

9. Prepare an annual summary report of activities for the President no later than three weeks prior to the annual conference.

Archivist

1. Maintain WSKW records including, but not limited to, conference programs, minutes of business meetings, annual Executive Committee reports, photographs, and JKW publications.
2. To the extent possible, both an electronic (e.g., google drive) and hard copy archived in the University of Reno Library Special Collection section should be maintained.
3. Review and update as needed the WSKW history document and work with the web administrator to publish updates.
4. In sufficient time to insure a smooth transition, work with the new archivist prior to leaving the position.
5. Actively contribute to Executive Committee activities, discussions, and decision-making.
6. Prepare an annual summary report of activities for the President no later than three weeks prior to the annual conference.

Peavy Papers Coordinator

1. Actively contribute to Executive Committee activities and discussions.
2. Work closely with the president-elect to plan and implement procedures for (a) submission of student proposals for presentation, (b) selection of student presentations, and (c) selection of students to receive recognition awards.
3. Engage in outreach activities, in collaboration with the president-elect, to promote student involvement in WSKW conferences.
4. Prepare an annual summary report of activities for the President no later than three weeks prior to the annual conference.

Young Scholar Award Coordinator

1. Actively contribute to Executive Committee activities and discussions.
2. Work closely with the president-elect to plan and implement procedures for (a) submission of young scholar proposals for award consideration, and (b) selection of young scholar award recipients.
3. Engage in outreach activities, in collaboration with the president-elect, to obtain nominations of faculty for the young scholar award and subsequently invite them to submit a paper for consideration.
4. Prepare an annual summary report of activities for the President no later than three weeks prior to the annual conference.

Social Media Coordinator

1. Actively contribute to Executive Committee activities and discussions.
2. Work closely with the web administrator and other members of the Executive Committee to promote and maintain WSKW activities and events via social media. The focus of the Social Media Coordinator is to post (twitter, instagram, and social media platforms deemed appropriate) content related to, or of interest to the WSKW membership from a WSKW account. Content should include award updates (i.e. request for submissions, deadlines, and awardee announcements, highlight newly published content in JKW, conference updates and WSKW activities) and other content relevant to the membership and profession.
3. Serve as a member of the Marketing Committee
4. Recruit additional people to help with social media communications as needed.
5. Prepare an annual summary report of activities for the President no later than three weeks prior to the annual conference.

Appendix B
Approved by Executive Committee – November, 2016
Updated August 2017

WSKW Awards

This content is not a formal component of the operating code and can be changed/updated by the Executive Committee as needed. When changed, the update will be included in the President's written report prepared for the subsequent WSKW Conference.

Faculty Awards/Recognition

Dr. Arthur Broten Young Scholar Award - up to 2 awarded/year
E.C. Davis Lecturer
Outstanding Faculty Poster Presentation
Outstanding Faculty Oral Presentation

Peavy Papers (Student Poster & Oral Presentations)

Matt Silvers Award for outstanding research critique - Student research critique poster
Robert Carlson Award for outstanding review of literature - Student literature review poster
Lawrence Bruya Original Research Poster Award - Student original research poster
Robert Peavy Outstanding Original Research Award - Student Oral Presentation

NOTE: At least one award certificate will be given in each category and each student presenting will receive a participation certificate.

Campus Award

Bootster Award - Recognizing faculty participation at the conference.



The following are general guidelines to assist in the development of rubrics as needed for award selections.

Poster Awards: Quality of Poster Appearance & Content; Communication (oral and written).

Oral Presentations: Quality of Presentation Materials & Content; Communication; Interaction with audience.

Young Scholar: Not yet tenured; Engaged professionally; Shows promise in the area of scholarship/research.

Appendix C
Approved by Executive Committee – November, 2016
Updated Fall 2020

WSKW Management Guidelines

This content is not a formal component of the operating code and can be changed/updated by the Executive Committee as needed. When changed, the update will be included in the President's written report prepared for the subsequent WSKW Conference.

Experiences on a person's home campus as well as familiarity with Robert's Rules of Order can vary. In addition, Robert's Rules themselves provide for some flexibility in their application. Thus, some guidelines for the application of Robert's Rules to WSKW business can promote consistency in the management of the organization's business over time as well as provide new members, and those serving on the Executive Committee, with information to inform their planning and conduct of business.

Motions at business meetings and executive committee meetings. The meeting chair should facilitate discussions and not make motions and/or second motions. Rather, the chair may invite a motion and a second from the group.

Decision making. Motions approved by a majority of those in attendance at business meetings are binding. Efforts should be made by members of the Executive Committee to encourage as many members as possible to attend conference business meetings. For meetings of the Executive Committee, a majority of the voting members need to be present (inclusive of remote attendance) for motions to be voted on. Motions approved by a majority of the voting members attending a meeting of the Executive Committee are binding.

Approval of minutes. For business meetings, when the members meet in person and any business meeting minutes are up for review, the meeting chair invites those in attendance at that meeting to offer corrections. If there are corrections, the meeting chair asks if the corrections are acceptable to the group in attendance. If there are objections then further corrections would be offered. If there are no further corrections, the meeting chair will invite a motion to approve the minutes, obtain a second, and then conduct the vote to approve the minutes.

After the last business meeting at a conference, if minutes are to be reviewed by email then the minutes go out for review/correction to all who attended that business meeting. If there are corrections, the amended minutes are sent out for a vote to all who attended the business meeting. The vote for approval of the minutes may be conducted electronically or in person at the next business meeting.

Review of Executive Committee meeting minutes is done by all members of the Executive Committee (online or in person). If there are corrections, the amended minutes are sent out to all Executive Committee members. If no corrections are offered, the minutes are tentatively approved. The chair of the next Executive Committee meeting will invite a motion to approve the minutes, obtain a second, and then conduct a vote to approve the minutes.