

SECTION II
PROVISIONS COMMON TO ALL OPERATING CODES OF
EXECUTIVE BOARD MEMBERS

A. Name

The name of this corporation is Western Society for Physical Education of College Women.

B. Purposes

1. To use its best efforts to promote instruction, related services, and research in physical education and kinesiology within colleges and universities.
2. To conduct conferences, workshops, and other meetings.
3. To provide for publication of the organization's documents, policies and scholarly papers.
4. To support other projects that extend the knowledge, research, and leadership of its members.
5. To coordinate its efforts with affiliated District Associations of NAKPEHE.
6. To cooperate with other organizations having similar purposes.

C. Plan of Organization

1. Composition of the Executive Board. The Executive Board shall be comprised of voting and non-voting members. Voting members shall include the seven elected officers. Non-voting members shall include the Treasurer, the Graduate Student Representative, the appointed Chairs of all Standing committees, Special and President's Committees, the Conference Manager and the Conference Program Chair.

a. Officers.

- (1) The Officers are the President, the President-Elect, the Past President, the Secretary and three Members-at-Large.
- (2) No two offices may be held by the same person at the same time, and Officers should not serve on Standing or Special Committees except in an ex-officio non-voting capacity.
- (3) The President-elect and one of the three Members-at-Large shall be elected annually. A Secretary-elect shall be elected every other year. Elections shall be conducted by mail ballot or electronically and shall be completed no later than the first of May.
- (4) Officers must be active, associate, emeritae or honorary members of the Society. Two Members-at-Large shall be active or associate members, and one Member-at-Large shall be an Honorary or Emerita member. Officers serve a term of one year except for the Secretary, who serves for two years and the three Members-at-Large who hold office for three years.
- (5) At the end of the conference immediately following elections, each elected candidate shall become an officer-elect. At the end of the conference the following year, the officer-elect assumes office.
- (6) In the event that the President does not complete her respective term of office, the "elect" shall succeed her for the unexpired term. Should a vacancy occur in any other office, the Executive Board may appoint an eligible member to serve the unexpired portion of the term.

b. Standing Committees.

- (1) The Standing Committees of the Society shall be: Historical Records, Media, Membership/Public Relations and Professional Activities.
- (2) Standing Committee Chairs shall not serve on other committees with the exception of any conference-related committees. They should not hold any other office in WSPECW.
- (3) Standing Committee Chairs must be active, associate, emeritae or honorary members of

the Society and shall serve three consecutive years as Chair of a particular committee and may be reappointed.

- (4) The "Administrative Personnel Flow Chart" shall be used as a guide in making Standing Committees Chair appointments.
- (5) Standing Committee Chairs are appointed by the President-elect with the approval of the Executive Board. Executive Board approval may be solicited either at a meeting of the Board or by mail or electronic ballot as specified in the Bylaws.
- (6) In the event that a vacancy occurs in a Standing Committee Chair position, the President may appoint an eligible member to serve the unexpired portion of the term.
- (7) New Committee Chairs begin their term of service at the same time the President-elect assumes the office of President.
- (8) Each outgoing Chair shall be consulted to recommend persons to replace her as Chair prior to the President-Elect recommending appointments to the Executive Board. Persons recommended should have had experience as a member of the Committee.
- (9) Chairs-Elect should be appointed in time to allow them to meet with the outgoing Chair during the conference in order to be oriented to their duties, arrange for transferring pertinent materials, and obtain the Executive Board Handbook, if applicable.
- (10) Chairs-Elect should be appointed in time to allow them to attend the post-conference Executive Board meeting, usually held on Sunday.

c. Special Committees

- (1) Ongoing Special Committees of the Society, as specified in the Bylaws, are Conference, Nominations and Elections and Conference Site Selection.
- (2) The Executive Board or the President may authorize Special Committees. All Special Committees shall dissolve upon the expiration of the term of office of the President during whose term the Committee was authorized.
- (3) The Executive Board or the President appoints Special Committee Chairs and other members, determines the duties of the Committee, and has the power to dissolve the Committee. The President may authorize Special Committees and appoint Chairs without Executive Board approval.
- (4) Special Committees are established for a one-year period only, but this does not preclude the subsequent creation of a Special Committee having the same or a similar area of responsibility and/or committee membership.
- (5) Each member of a Special Committee must be a member of the Society. Active, Associate, Honorary and Emeritae members are eligible to serve as Chairs of Special Committees.
- (6) The Nominations and Elections Special Committee is chaired by the Past President.
- (7) It is recommended that the President be allocated a budgetary lump sum for allocation to Special Committees other than those stipulated in the Bylaws as separately budgeted.

2. Standing and Special Committee Members

- a. Committee members must be members of the Society.
- b. The procedure for appointment of Standing Committee members is as follows:
 - (1) The President-elect consults the following sources:
 - (a) Membership list (to ascertain eligibility and as input on potential committee members);
 - (b) Recommendations from the current or incoming committee Chair; and
 - (c) Recommendations from the Executive Board.
 - (2) Committee Chairs appoint committee members as needed. Principles of geographical representation and representation from different types of higher education institutions

should be considered in the appointment of Chairs and committee members. Terms of appointment should be staggered so that continuity is maintained.

- (3) In making Standing Committee member appointments, consideration should be given to the potential of that person becoming Chair at a later date.
 - (4) The Committee Chair informs the President and President-Elect of committee members and their terms of service. The President and President-Elect shall keep a list of members of all committees.
- c. The procedure for appointment of Special Committee Members is as follows:
 - (1) All the procedures used for Standing Committees may be used for the appointment of Special Committee members.
 - (2) The President and/or the Executive Board may authorize Special Committees. They should follow as closely as possible the guidelines in 2 b.1. and 2 b.3. They are not, however, bound by those guidelines.
 - d. Ordinarily, terms of service are three years for those serving on Standing Committees and one year for those serving on Special Committees.
 - e. Committee members shall not serve on more than two committees simultaneously, with the exception of any conference-related committees, and should not hold office.
 - f. Incoming committee members start serving when the President-elect assumes office as President.
 - g. In the event that a committee member does not serve her full term, the Committee Chair, with the approval of the President, may make the appointment for the unexpired term.
 - h. Committee members report directly to the Chair, and the Chair reports directly to the President.

D. Plan of Work. Each Officer and Committee Chair shall:

1. Maintain an active and participating role on the Executive Board. This applies to all elected officers and all Standing Committee Chairs.
2. Perform services appropriate to the statement of Purposes of the Society and appropriate to the statement of Purposes for her office or committee chair position.
3. Be receptive to the desires of the membership in representing them.
4. Orient successor and transfer to her the Executive Board Handbook and pertinent file materials during the last meeting of the Executive Board at the Fall meeting.
5. Send copies of correspondence to the President, Officers and Committee Chairs as pertinent.
6. Officers: Transfer file materials more than three years old to the Historical Records Chair for permanent deposit in the Archives of the Society. Committee Chairs: Transfer file materials more than five years old to the Historical Records Chair.
7. President and Committee Chairs: Write letters of appreciation to outgoing committee members and officers.
8. Officers and Committee Chairs shall maintain all minutes for a period of five years and shall transfers these minutes to the respective successor.
9. Officers and Committee Chairs shall submit information to the Chair of the Media Committee, or designee, for the *Fall* and *Spring Newsletters* no later than February 1st and July 1st.

E. Reports. Each Officer and Chair shall:

1. Submit a written Final Report at the Executive Board meeting during the Fall Conference, including suggestions for recommended code changes. The number of copies submitted shall be 20.
2. Send a copy of work in progress to the President and/or President-Elect when requested.
3. Report at the Annual Business Meeting of the membership when so directed by the President or Executive Board.

F. Financial Support

1. A sum designated by the Finance Committee and approved by the Executive Board shall be allotted for carrying out the duties of each Office and Committee.
2. Bills must be submitted to the Treasurer for reimbursement. When requesting reimbursement, all receipts should be included and application should be made on the official request form available from the Treasurer.
3. No bills will be paid during the audit review period between December 1 and December 31 of the year in which the debt was incurred. They should have been submitted in time to be paid and accounts cleared by November 30.
4. Upon request by the Treasurer, each Executive Board member shall submit her recommendations for budgetary allocation for the coming year for her respective Office or Committee.

G. Revisions. Revisions of "Provisions Common to all Operating Codes" and of specific Codes of Operation may be proposed by any member of the Executive Board, including ex-officio, non-voting members. Proposed changes should be reviewed by the President-Elect for consistency with the Bylaws and other Codes prior to making recommendations for changes. All Code changes must be approved by the Executive Board.

FORMAT FOR PRESENTATION OF REPORTS

WESTERN SOCIETY FOR PHYSICAL EDUCATION
OF COLLEGE WOMEN

(Date)

POSITION ON BOARD: _____ CODE
SECTIONNUM: _____

NAME: _____

ADDRESS: _____

PHONE: WORK _____ HOME _____

FAX: _____ EMAIL: _____

NAMES/ADDRESSES OF COMMITTEE MEMBERS

I. PROGRESS REPORT

A. Work Accomplished:

B. Work in Progress:

C. Plans for Future:

II. FINANCIAL REPORT

III. RECOMMENDATIONS FOR ACTION

IV. PROPOSED CHANGES TO OPERATING CODE

SECTION III

WSPECW POLICIES

A policy as used herein refers to a governing principle, plan or course of action which has been adopted by the Executive Board or by the membership of the Society, which is not otherwise explicit in the Bylaws or the Codes of Operation.

A. Executive Board

1. Election of officers, conducted by mail or electronic ballot, shall be completed no later than May 1.
2. Before an individual is nominated for an office or service as a committee Chair or member, she should be advised concerning the requirements of the position, particularly in terms of potential expense and extent of correspondence. She should be informed of the financial support which can be expected. Her willingness to serve should be ascertained.
3. In general, officers and Chairs of committees should not serve on other committees except when the "ex-officio" principle is involved.
4. Unless otherwise specified, persons serving in ex-officio capacities shall not have voting privileges.
5. The term "Chair" shall be used to designate the person chairing any committee or other group.
6. The Executive Board meets at the Annual Conference each year and also conducts an email meeting the following Spring.
7. Sufficient time to conduct the business of the Executive Board shall be provided at the Fall Executive Board meeting.
8. To expedite the appointment of new committee Chairs, the President-Elect shall be allotted time at the first Executive Board meeting of the conference to propose and discuss appointees.
9. Each officer and outgoing committee Chair should orient her successor to her role as an officer or committee Chair and as an Executive Board member either prior to or during the Fall Executive Board meeting or conference. The new person shall also be given any relevant documents which are pertinent to her position.
10. During Executive Board meetings, any person making a motion is requested to submit two copies in writing to the Secretary. The original copy shall be forwarded to the Historical Records Committee for filing; the second copy shall be given directly to the President.
11. Each officer and new committee Chair shall assume office at the end of the Fall Conference immediately following her election or appointment.
12. The WSPECW Treasurer is responsible for maintaining membership files and dispensing all membership mailing labels to select committee Chairs and officers as approved by the President.

B. Standing and Special Committees

1. Principles of geographical representation and representation from 2- and 4-year colleges should be considered in the appointment of Chairs and members of standing and special committees.
2. In recommending appointments for committee Chairs, the President-Elect should consult with the outgoing Chair of the committee.
3. Chairs of standing committees shall be advised to select committee members who could eventually become Chairs of the committee.
4. The President-Elect shall be responsible for the records of (a) the Administrative-Personnel Flow Chart and (b) the Conference Site Rotation Plan. She shall bring to the attention of the President/Executive Board the need for change in either plan.

C. Membership

1. Those making the interpretation of the phrase "within the province of human movement" should be guided by a philosophy of "inclusiveness," rather than "exclusiveness." In considering categories of membership, consideration should be given to the individual's own commitment to physical education and kinesiology in deciding whether or not her responsibilities are "within the province of human movement."
2. An individual who has been a member of Western Society who fails to pay her dues and therefore breaks the continuity of her membership may apply for reinstatement of sequential membership. If she does so within the year following the year in which she failed to pay her dues, reinstatement shall be granted upon payment of delinquent dues.
3. The Treasurer shall provide the President with a listing of new members and their addresses so the President can write a letter to each welcoming her to the Society.

D. Sources and Disbursements of Funds

1. General Fund
 - a. Sources: (1) dues, (2) conference fees and (3) donations.
 - b. Disbursements: (1) publications, (2) conference programs and (3) maintenance of ongoing operations.
2. Memorial Fund
 - a. Sources: donations in memorium.
 - b. Disbursements: conference program enhancement.
3. Research
 - a. Sources: (1) donations or (2) general fund monies as allocated by the Executive Board.
 - b. Disbursements: (1) research on women and (2) general research
4. Extended Projects
 - a. Sources: (1) donations or (2) general fund monies as allocated by the Executive Board.
 - b. Disbursements: at the discretion of the Executive Board (examples: emergency, professional, oral history).

E. Expenditure of Funds.

1. Adequate financial support should be provided for the President and President-Elect for travel to national meetings which they are obliged to attend by virtue of their offices.
2. Honoraria should not be paid to conference speakers who are members of the Society.
3. A percentage of expenses incurred as a result of the fall Executive Board or business meetings may be reimbursed from General Funds to the extent that such funds are available and that such expenditures are deemed advisable by the Executive Board. The Conference Chair and Conference Manager shall be reimbursed at the same rate as the Executive Board Members. In all cases, individuals who are not on-site during the time of the entire pre-conference meetings, and pay a reduced fee, shall have their reimbursement reduced proportionately.
4. If the Conference Site Management provides a gratis room or suite as part of the contractual agreement, the President should occupy this facility.
5. The Executive Board is responsible for determining the type of institution (e.g., bank, trust company or savings and loan) for the deposit of savings account funds. The specific institution shall be determined by the Treasurer who shall also select the institution in which the checking account is placed.
6. An adequate balance shall be maintained in the checking and savings accounts. Any amount over \$5,000 in the checking account shall be transferred to the savings account. This transfer should take place in January.
7. The Treasurer shall insure that the President, with the approval of the Executive Board, has the authority to withdraw all funds of the Society deposited in financial institutions.
8. The Treasurer shall place all funds of the Society in (a) institutions which are federally insured and (b)

accounts which are immediately recoverable without penalty, unless otherwise directed by the Executive Board.

9. If an officer or committee Chair spent more than \$25.00 over the allocation, the Treasurer shall consult with the President before reimbursing her.

F. General Policies.

1. In addition to providing research sessions at the Fall Conference, Western Society should attempt to stimulate, encourage and implement research.
2. WSPECW may honor at its annual meeting one or more persons who have made significant contributions to the advancement of girls and women.

SECTION IV

CODES OF OPERATION FOR OFFICERS

Code of Operation for The Office of President

- A. Name. The name of this office shall be President of the Western Society for Physical Education of College Women.
- B. Purposes
1. To carry on the business of the Society as authorized by the membership and by the Executive Board.
 2. To provide leadership to the Society.
 3. To preside at all meetings of the members and of the Executive Board.
 4. To serve as a voting member of the National Association for Kinesiology and Physical Education in Higher Education Board of Directors.
 5. To perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Board.
 6. To serve as an ex-officio member of the Conference Committee.
- C. Plan of Work. In conducting the business of the Western Society for Physical Education of College Women, the President shall:
1. Prepare a folder of Board minutes, all other pertinent material and correspondence for the incoming President.
 2. Prepare, in writing, a short "message" and other information as requested for the *Spring Newsletter* and the *Fall Newsletter* to meet the deadlines established by the Chair of the Media Committee, or designee.
 3. Ensure that information about the availability of the President's Scholarship Fund is included in both the *Spring* and *Fall Newsletter* and encourage contributions to support these scholarships.
 4. Prepare a written report for the Executive Board and Business Meetings at the Annual Conference.
 5. Prepare an agenda for the Executive Board and Business Meetings at the Annual Conference. The proposed agenda should be sent to all members of the Executive Board for their suggestions for additional agenda items.
 6. Appoint a parliamentarian to serve at Executive Board Meetings and at the Annual Business Meeting.
 7. Remind members of the Executive Board to be prepared to give reports at both the Executive Board and Business Meetings of the Annual Conference.
 8. Remind Executive Board members to submit final reports to all incoming and outgoing members of the Board and to transfer materials to their successors by the end of the Fall Conference.
 9. Receive from the Conference Manager and Treasurer the financial report of the conference.
 10. Attend as many state, district and professional meetings and workshops as possible.
 11. Answer correspondence and submit materials and reports promptly.
 12. Following consultation with the Treasurer, authorize action on any Executive Board member's request for expenditures over \$25.00 of the amount allocated to that person.
 13. Follow Memorial Fund Policies and Guidelines as prescribed.
 14. Edit the complete and abridged minutes of the Executive Board meetings and the Annual Business Meeting and submit to the Secretary, who then forwards them to the Chair of the Media Committee, or designee, for publication.

15. Coordinate the activities of all officers and committee Chairs of the Society.
16. Write a letter of welcome to new members of the Society.
17. As soon as the President takes office, the Treasurer should notify the Washington State Corporation representative of the change in officer and provide the names and address of the new President so that corporation and IRS forms may be forwarded to the proper person.
18. Review criteria for awarding the "Presidential Citation: Distinguished Service Award" and determine if such recognition should be given.
19. Read all the materials in the President's copy of the Executive Board handbook.
20. Review applications for the President's Scholarship Fund and award them.
21. Work with the President-Elect to develop agenda items for strategic planning at the annual Board Meeting.
22. Consider scheduling a meeting of the Nominations and Elections Committee during the Annual Conference.
23. Convene the Spring Email Meeting of the Executive Board.

- D. Responsibility to NAKPEHE. In fulfilling her responsibilities to the National Association for Kinesiology and Physical Education in Higher Education, the President shall:
1. Ascertain, insofar as possible, views of WSPECW members on pertinent issues and represent these at meetings of the NAKPEHE Board of Directors. The President or her designee shall be reimbursed coach airfare from the President's budget.
 2. Keep WSPECW members informed regarding NAKPEHE deliberations and actions. The report for the January conference will be prepared by the Past President.
 3. Submit reports and perform other duties as required.

Code of Operation
for
The Office of President-Elect

- A. Name. The name of this office shall be the President-Elect of the Western Society for Physical Education of College Women
- B. Purposes.
1. In the absence of the President or in the event of her inability or refusal to act, to assume the office of President.
 2. To gain an understanding of the President's responsibilities and a sensitivity to the organization and direction of the Society.
 3. In concert with the Past President and Treasurer, to recommend a yearly operating budget to the Executive Board.
 4. To annually review the accounts presented by the Treasurer.
 5. To select and submit to the Executive Board for approval names of members who are to serve as Chairs of Standing and Special committees.
 6. To maintain contact with the Site Selection Chair(s) and monitor carefully any contracts for succeeding conferences.
 7. To become aware of the total membership and develop a list of members who could serve the organization as positions become available.
 8. To request the President to schedule a meeting time for the new Executive Board on the last day of the conference.
 9. To be responsible for the review and maintenance of the Bylaws.
 10. To review the Codes of Operation and recommend changes to the Executive Board.
 11. To gather information pertaining to legislation and other political activity that has implications for physical education and kinesiology and to develop any proposed resolutions for action by the Executive Board and/or membership.
 12. To perform such other duties as may be assigned her by the President or by the Executive Board or as may help in the ongoing functions of the organization.
- C. Plan of Work. The plan of work for the President-Elect shall include the following:
1. Attend Executive Board meetings prior to the Annual Conference.
 2. Select a Conference Chair and Conference Business Manager whose terms of office will expire at the conclusion of the conference held during her term as President. These names should be submitted to the Executive Board for approval.
 3. Select Standing Committee Chairs as indicated by the flow chart (pg. 38). Names of those selected should be submitted to the Executive Board for approval. These Chairs shall take office when the President-Elect becomes President.
 4. Select the Conference Site Selection Chair, through consultation with and approval by the Executive Board, at the Fall Executive Board meeting. This Chair shall select and recommend for Executive Board confirmation the site of the conference to be held three years hence. For example, at the 2004 Fall Executive Board meeting, the appointment of the 2007 Site Selection Committee Chair shall be finalized. (Refer to pg. 30.)
 5. Maintain constant contact with all Site Selection Chairs in an ongoing manner. Monitor very carefully any contracts with managers of facilities.
 6. Request a willing worker sign-up for the *Spring Newsletter* and *Fall Newsletter* in March and August. Solicit input at the Annual Business Meeting.
 7. Request from the President during September a Sunday morning meeting time for the new Executive Board.
 8. Read all materials in the President-Elect's copy of the Executive Board Handbook. Ensure

- minutes and President-elect reports for the last five years are retained in the Handbook.
9. Work with the President to develop agenda items for strategic planning at the annual Board Meeting.
 10. Review information received from the Treasurer and communicate any proposed changes.
 11. Ensure proposed resolutions are reviewed by the Executive Board prior to submission to the membership.
 12. Present resolutions to the membership for adoption and ensure all are distributed to the target populations.
 13. With approval of the Executive Board, appoint a graduate student to serve on the Executive Board for the ensuing year.

Code of Operation
for
The Office of Past President

- A. Name. The name of this office shall be the Past President of the Western Society for Physical Education of College Women.
- B. Purposes.
1. To provide continuity and support for the Executive Board.
 2. To serve as Chair for the Nominations and Elections Committee.
 3. In concert with the President-Elect and Treasurer, to recommend a yearly operating budget to the Executive Board.
 4. To review annually the accounts presented by the Treasurer.
 5. To administer the Memorial Fund.
 6. To perform other duties as assigned by the Executive Board.
- C. Plan of Work. The Past President shall have these responsibilities:
1. As Chair of the Nominations and Elections Committee, complete those responsibilities detailed in Section VI of this Handbook.
 2. As administrator of the Memorial Fund, complete those responsibilities detailed in Section VII of this Handbook.
 3. Review and respond to any financial information received from the Treasurer.
 4. Attend the Executive Board meeting prior to the Fall Conference.
 5. Ensure minutes and Past President reports for the last five years are retained in the Handbook.
 6. Prepare a WSPECW Report of the year's activities and submit it to the President for the January NAKPEHE Board Meeting.

Code of Operation
for
The Office of Secretary

A. Name. The name of this Office shall be Secretary of the Western Society for Physical Education of College Women

B. Purposes.

1. To record the minutes of the Executive Board meetings and of meetings of the membership of the Society.
2. To keep on file a current copy of WSPECW documents, including Bylaws, Operating Codes for all Officers and Committee Chairs, Policies, Affiliation Agreement and Articles of Incorporation.
3. To keep on file Interim and Final Reports of Executive Board members.
4. To be custodian of the Seal of the Society.
5. To keep all records and make all reports as may be required of the Secretary of this Society under any agreement with NAKPEHE.
6. To attend to the correspondence of the Society as directed by the President.
7. To administer any mail balloting on business issues as directed by the President or Executive Board.
8. To perform such other duties as are incident to the office of Secretary and as from time to time may be assigned by the President or the Executive Board.

C. Plan of Work.

1. Record the Minutes of Executive Board Meetings and of the Annual Business meeting of the membership.
2. Receive and file original copies of motion forms submitted by members during Executive Board and Annual Business Meetings.
3. Submit the Minutes of Executive Board meetings to current members of the Executive Board for approval at the next meeting of the Executive Board and send copies of the minutes of the Executive Board (including the Treasurer's report) to all newly elected officers and standing committee chairs.
4. Submit a condensed version of the Minutes of the meetings of the membership to the President for approval. Following approval by the President, forward the condensed version of the Minutes to the Chair of the Media Committee, or designee, for publication.
5. Following changes in the Bylaws, Operating Codes, and/or Policies, receive from the President-Elect a revised and dated copy to be kept in the Secretary's file.
6. Arrange for the printing and distribution of WSPECW stationery.
7. Forward the Executive Board Report Packets to Executive Board members who were absent from the meetings at the Annual Conference.
8. For administering mail balloting, receive from the Treasurer self-affixing addressed mailing labels. Notify the Treasurer, the Honorary or Emerita Member-At-Large and the Membership/Public Relations Chair regarding any mail to members returned as "not deliverable."

Code of Operation
for
The Treasurer

A. Name. The name of this office shall be Treasurer of the Western Society for Physical Education of College Women.

B. Purposes.

1. To receive and disburse Society funds in accordance with the Bylaws and Policies.
2. To maintain a record of all financial transactions under her jurisdiction.
3. To maintain full and complete membership records for the Society.
4. To perform all duties relating to compliance with governmental legal requirements pertaining to the financial affairs of the Society.
5. To administer the monies in the Memorial Fund as directed in the "Memorial Fund Policies and Guidelines."
6. To administer the monies for the Research Fund, Equity Scholarship, and Emerging Professional as directed by the Executive Board.
7. To verify voting eligibility for all balloting by members of the Society, as requested by the Past President (Chair of the Nominations and Elections Committee).
8. To perform such other duties as from time to time may be assigned to her by the President or by the Executive Board.

C. Plan of Operation. The Treasurer shall:

1. Be appointed by the Executive Board for an indefinite length of term.
2. Serve on and attend all meetings of the Executive Board in an ex-officio, non-voting capacity.

D. Plan of Work. The Treasurer shall have the following responsibilities:

1. Receive and give receipts for monies paid to the Society.
2. Deposit all funds of the Society in
 - a. Institutions which are federally insured, unless otherwise directed by the Executive Board and/or
 - b. Accounts which are immediately recoverable without penalty, unless otherwise directed by the Executive Board.
3. An adequate balance shall be maintained in a checking account. Any amount over that figure shall be transferred to a savings or other investment account. The transfer shall be made in January. A minimum balance of \$5000 shall also be maintained in the savings account.
4. Clearly show deposits and refunds in financial accounting.
5. Be responsible for all financial accounting for the Society.
6. Take action as directed for the administration of the Memorial Fund, the Research Fund, the President's Scholarship Fund and other funds as designated by the Executive Board.
7. Arrange for the printing of application forms and receipts.
8. By February 1, send the Chair of the Media Committee, or designee, a copy of the financial statement, a list of members with addresses, phone numbers and email addresses and a copy of the approved budget for the current fiscal year for inclusion in the *Spring Newsletter*.
9. Provide membership mailing labels required to conduct the business of the Society to the Chair of the Media Committee, or designee, the Conference Manager and to others approved by the President.
10. Provide a current updated list of members to those designated by the Executive Board and/or President. Include type of membership and address for each person.
11. Keep a cumulative record of all members.

12. For clarification of eligibility for various memberships, refer to WSPECW Bylaws.
13. Develop and distribute to Executive Board members, request forms for reimbursement.
14. Send a reimbursement form in September to all Executive Board members and indicate that all bills to date should be sent to the Treasurer prior to the Annual Board Meeting.
15. Request that all bills be turned in and all accounts cleared BEFORE November 30.
16. The Treasurer shall Present an interim report of financial status to the Executive Board and to the Membership at the Annual Business Meeting.
17. Establish a date for receipt of proposed budgetary needs from officers and committee Chairs. Notify them of date due.
18. Review all items in view of projected receipts and expenditures for the coming year.
19. Prepare a proposed annual budget and request the Past President and President-Elect to review it prior to presentation for approval by the Executive Board.
20. Following the close of the financial records each year, submit these records to the Past President and President-Elect for review.
21. Work with the Conference Manager to prepare the final financial report for each Conference.
22. Consult with the President regarding the payment of bills which are more than \$25.00 above the amount allotted in the budget for a particular office or committee.

Code of Operation
for
The Office of Members-at-Large

A. Name. The name of this office shall be Members-at-Large of the Western Society for Physical Education of College Women.

B. Purposes.

1. To represent the membership at Executive Board meetings.
2. To plan and implement opportunities for first- and second-year conferees to become acquainted with other members and to develop a feeling of being part of the Society.
3. To administer the Honorary membership selection process, recommend approval of Emeritae members and ensure necrology notices are published, ensuring the following are considered:
 - a. Annually receive and process nominations for Honorary recognition as well as Emeritae status via the Spring Newsletter and Fall Newsletter.
 - b. Submit committee recommendations for Honorary award(s) to the Executive Board for its action; recognize Emeritae recipients via the Treasurer to the Executive Board.
 - c. Plan and manage an Honorary recognition ceremony at each annual conference; also plan to introduce to the membership members who have received Emeritae status.
 - d. Serve as a vehicle for communication between members having Honorary and Emeritae status and the active membership by (1) receiving news from Honorary and Emeritae members and composing an article for the Fall Newsletter and (2) communicating with Honorary and Emeritae once a year under separate mailing.
 - e. Serve as a liaison with NAKPEHE, AAHPERD and state professional associations for appropriate, additional recognition.
 - f. Receive notification of the death of any Society member.
 - g. Gather information on the professional contributions of deceased members of the Society with emphasis on WSPECW contributions.
 - h. Convey to families expressions of appreciation and sympathy.
 - i. Write appropriate statements of a memorial nature for the publications of WSPECW.
4. To perform such duties as from time to time may be assigned by the President or the Executive Board.

C. Plan of Organization.

1. There are three Members-at-Large who serve rotating three-year terms. Two Members-at-Large shall be Active or Associate Members and one Member-at-Large shall be an Honorary or Emerita Member.
2. The Incoming Member-at-Large assumes office at the conclusion of the Annual Conference of the year of her election.
3. One Member-at-Large is elected annually.
4. The Active or Associate Member-at-Large in her first year of office shall coordinate the Big Sister Program at the Annual Conference.
5. The Active or Associate Member-at-Large in her second year of office shall assist the third-year Member-at-Large with those responsibilities assigned to that Office.
6. The Active or Associate Member-at-Large in her second and third years of office shall coordinate the Kudos Awards and shall solicit words of wise women for the *Spring Newsletter*.
7. The Honorary or Emerita Member-at-Large shall coordinate the programs recognizing new Honorary and Emeritae members as well as ensure recognition of deceased members.

D. Plan of Work for All Members-at-Large.

1. Assist in the work of the Society when requested by the President and/or the Executive Board.

2. Orient successor and transfer to her the Executive Board Handbook, pertinent file materials (including the minutes of the Executive Board Meetings from the previous five years) and suggestions for performing the duties of the Office of Member-At-Large.
 3. Submit to the Treasurer, by the date specified, a proposed budget for her office as Member-at-Large.
 4. Send copies of correspondence to the President, other Officers, and Committee Chairs as appropriate.
 5. Forward all pertinent file materials more than five years old to the Historical Records Chair for permanent deposit in the Archives of the Society.
- E. Plan of Work for the Active and Associate Members-at-Large.
1. Big Sister Program.
 - a. Secure information from the Treasurer and/or Conference Registration Chair to determine names of members who are attending the conference for the first or second time.
 - b. Determine method to designate names of first and second year conferees.
 - c. Assign "big sisters" for the conference.
 - d. Maintain a record file of first- and second-year conferees at each conference.
 - e. Ensure a brief biography of each first-year member is published in the *Spring Newsletter*.
 2. Other Recognitions.
 - a. Identify individuals who have made significant contributions to the profession and/or to physical activity or sport and recognize them in the *Newsletters* and/or at the Annual Conference.
 - b. Solicit words of wise women for publication in the *Spring Newsletter*.
- F. Plan of Work for the Honorary or Emeritae Member-at-Large.
1. Submit to the Chair of the Media Committee or designee for inclusion in the *Spring Newsletter* (prior to February 1):
 - a. A notice requesting names of persons who are retiring (see suggested form under "REPORTS").
 - b. Criteria for Honorary and Emeritae recognition.
 - c. Nominations should be received by the committee chair no later than October 15 and completed by November 10 of each year.
 - d. The citations and photographs of the Honorary members named at the previous Fall conference; and
 - e. A notice requesting the names of deceased members.
 2. Submit to the Chair of the Media Committee or designee for inclusion in the *Fall Newsletter* (prior to July 1):
 - a. Same notice request and criteria as noted above in a and b.;
 - b. A summary of any information received from Honorary and Emeritae members.
 3. Verify with the Treasurer the technical eligibility of persons to be granted or not granted Emeritae status or to be nominated for Honorary award(s).
 4. Be alert to all of the following:
 - a. Nominations for Honorary membership should be prepared by person(s) familiar with the individual's professional career and should include (1) a resume of Professional service to the Society, national, state, and local professional associations and (2) a prepared statement to be used as part of the award ceremony.
 - b. Persons making the nomination(s) should be kept informed of the status of the recommendation throughout the process.
 - c. Persons nominated for Honorary membership who technically meet criteria for same should be informed of their nomination and encouraged to attend the annual conference for recognition as an Honorary or Emeritae member.

- d. All data, including a summary of the citation, should be given to the Honorary member at the time of the citation; copies should be forwarded to the Society's Historian for placement in the Archives, and to the Chair of the Media Committee or designee for inclusion in a newsletter.
- e. Honorary membership may be conferred posthumously on any member who had not retired but had met all other qualifications for honorary membership.
- f. Write letters of condolence and appreciation to families of the deceased member.
- g. Write memorial statements for the appropriate publications of the Society.

G. Reports.

- 1. Each Member-at-Large shall submit an annual report at the Conference. Copies go to all members of the incoming and outgoing Executive Boards.
- 2. Send a copy of work in progress to the President and President-Elect when requested.

H. Financial Support

- 1. A sum designated by the Executive Board shall be allotted for carrying out the duties of this office.
- 2. Bills must be submitted to the Treasurer for reimbursement. No bills will be paid during the audit review period between December 1 and December 31 of the year for which the debt was incurred.
- 3. When requesting reimbursement for funds from the Treasurer, include all receipts and make the application on the official request form available from the Treasurer. Submit bills in sufficient time for the Treasurer to pay by November 30.

SECTION V

CODES OF OPERATION FOR STANDING COMMITTEES

Code of Operation for The Historical Records Committee

- A. Name. The name of this committee shall be the Historical Records Committee of the Western Society for Physical Education of College Women.
- B. Purposes
1. To keep the Historical Records of the Society up to date and on file in a form that is convenient for reference use.
 2. To provide the source for historical information regarding the Society and its members.
 3. To supply annually to the Archives of the NAKPEHE any requested continuing record of the Society.
 4. To supply annually to AAHPERD a copy of the *Fall Newsletter*, the *Spring Newsletter* and Annual Reports, as requested.
 5. To videotape interviews of Honorary members as they talk about kinesiology, physical education, dance or sport at the time they were active in the Society.
 6. To make these tapes available to Society members.
- C. Plan of Operation
1. This is a Standing Committee of the Society and the Chair is an ex-officio, non-voting member of the Executive Board.
 2. The committee shall be composed of five members to include the Chair, the Member-at-Large that is responsible for Honorary and Emeritae memberships and for Necrology functions and three additional members appointed by the Chair of Historical Records.
 3. The Chair is appointed by the President in consultation with the Executive Board. She shall serve three consecutive years and may be reappointed as Chair.
 4. Procedures for selection of committee members are specified in "Provisions Common to all Codes."
 5. Committee members shall serve for a term of up to three years. New appointments should be staggered to maintain continuity.
- D. Plan of Work
1. Keep the historical file of the Society up to date each year:
 - a. Add two (2) copies of the *Fall Newsletter* and *Spring Newsletter* and one (1) copy of Annual Reports and other pertinent information to the files.
 - b. Sort material from the "dead files" of past officers and committee chairs and place appropriate records in the Archives.
 2. Maintain the historical file in such a manner that information is readily available.
 3. Inform the incoming chair on the location of the Archives (California State University at Sacramento).
 4. Publicize information from the files as appropriate; e.g., conference displays and articles.
 5. Submit appropriate information to the Chair of the Media Committee, or designee, by February 1 and July 1, for inclusion in the *Fall* and *Spring Newsletters*.
 6. Make available to NAKPEHE and AAHPERD appropriate records and materials.
 7. Make arrangements to videotape Honorary members at conferences or at mutually agreed upon sites for those members not attending the conferences.

- a. Compose the questions to be asked in the interview with the honorees.
 - b. Send letters to Honorary members inviting them to participate in the Video History Project. Include a list of questions, which they may choose to edit, with the letter.
 - c. Videotape as many Honorary members as possible at each conference of the Society.
 - d. Make arrangements for a site, an interviewer and video taping equipment, so that the interview will take place as smoothly as possible.
 - e. Seek suggestions for possible interviewers from the honorary member. Attempt to use a variety of interviewers.
 - f. The length of the taped interviews may vary.
 - g. Send a copy of the taped interview to the honorary member and the honorary member's institutional library.
 - h. Inventory of tapes should include (1) name of subject, (2) name of interviewer, (3) date of interview and (4) length of tape.
 - i. Make arrangements for (1) storing the master tapes, (2) doing an inventory of the tapes and (3) distributing the tapes to Western Society Members.
8. Publicize the availability of the Oral History tapes in the *Spring Newsletter* and the *Fall Newsletter*.

Code of Operation
for
The Media Committee

- A. Name. The name of this committee shall be the Media Committee of the Western Society for Physical Education of College Women.
- B. Purposes.
1. To compile, edit and publish the *Fall Newsletter* and *Spring Newsletter*.
 2. To compile, edit and post on the Society web site pertinent materials from the *Fall* and *Spring Newsletters* in addition to materials requested by the Executive Board.
 3. To maintain a ListServ.
- C. Plan of Organization
1. This is a Standing Committee of the Society and the Chair is an ex-officio, non-voting member of the Executive Board.
 2. The committee shall be composed of a minimum of three (3) members to include the Chair. The committee structure must ensure the designation of individuals to serve as the Editor of the newsletters, the Webmistress and the Listserv Manager.
 3. The Chair is appointed by the President in consultation with the Executive Board. She shall serve a three year term and may be reappointed.
 4. Procedures for selection of committee members are specified in "Provisions Common to all Codes." Committee members shall serve three-year terms and may be reappointed.
- D. Plan of Work
1. The Chair shall coordinate the work of the Committee and serve as its representative to the Executive Board.
 2. The Editor of the Newsletters shall have the following responsibilities:
 - a. Establish the publication dates for the *Fall* and *Spring Newsletters* with the Conference Planning Chair(s).
 - b. Inform Executive Board members and all Committee Chairs of the dates information is to be submitted to her for inclusion in the *Fall Newsletter* (**February 1**) and the *Spring Newsletter* (**July 1**)
 - c. Obtain the membership address labels from the Treasurer for use in mailing the newsletters.
 - d. Ensure the *Spring Newsletter* is mailed to all WSPECW members, including Honorary and Emeritae. This newsletter shall be part of the extended public relations mailing facilitated by the Membership/Public Relations Committee.
 - e. Ensure the *Fall Newsletter* is mailed to all WSPECW members for the past three years and include Honorary and Emeritae members.
 - f. Send all newsletters via first class mail.
 - g. Send two copies of the newsletters to the Historical Records Chair.
 - h. Report changes of addresses and undeliverable addresses to the Treasurer.
 3. The Webmistress shall have the following responsibilities:
 1. Update the web site as new materials are forwarded to her and/or are published in the newsletters.
 2. Keep the membership apprised of any need to change web site hosting.
 3. Notify the membership of any change in the URL of the web site.
 4. Keep accurate postings of information listed in the web site checklist.
 5. Notify the "on line" members of the Society of updates in the web site.
 4. The ListServ Manager shall have the following responsibilities:
 - a. Inform new members about how to access and subscribe to the ListServ.
 - b. Assist members who desire to send information via the ListServ.

Code of Operation
for
The Membership/Public Relations Committee

- A. Name. The name of this committee shall be the Membership/Public Relations Committee of the Western Society for Physical Education of College Women.
- B. Purposes.
1. To disseminate information about the Society and encourage membership.
 2. To maintain accurate lists of colleges and universities and of women teaching within the province of human movement in these colleges and universities within the geographical area of the Society.
 3. To be alert for, and take action on, opportunities for recognition for the Society.
 4. To coordinate distribution of membership forms with the Secretary and Treasurer to members who may fail to renew membership from conference to conference.
 5. To actively solicit membership from women in colleges and universities who support the purposes and goals of the Society who may not be directly associated with teaching or coaching.
- C. Plan of Organization
1. This is a Standing Committee of the Society and the Chair is an ex-officio non-voting member of the Executive Board.
 2. The committee shall be composed of the Chair and three others representing different geographical areas.
 3. The Chair is appointed by the President in consultation with the Executive Board. She shall serve for three consecutive years and may be reappointed.
 4. Procedures for selection of committee members are specified in "Provisions Common to all Codes."
 5. Committee members shall serve for a term of up to three years. New appointments should be staggered to maintain continuity.
- D. Plan of Work. The Chair shall have the following responsibilities:
1. Be the record keeper and coordinate the work of the committee.
 2. Encourage membership via the newsletters.
 3. Provide membership forms to individuals upon request.
 4. Work closely with the Executive Board to implement ideas for increasing membership and services.
 5. Send reports to the President regarding activities of the committee at least twice a year (at the Annual Conference and in the Spring).
 6. Submit appropriate information to the Chair of the Media Committee, or designee, by February 1 and July 1, for inclusion in the *Fall* and *Spring Newsletters*.
 7. By February 1, contact the Treasurer to determine which individuals did not renew their memberships.
 8. Contact former members who fail to renew membership by March 1 regarding renewal of their membership. Contact shall be by letter or electronic mail and shall include a membership/ donation form.

Code of Operation
for
The Professional Activities Committee

- A. Name. The name of this Committee shall be the Professional Activities Committee of the Western Society for Physical Education of College Women.
- B. Purposes.
1. To promote an environment in the Society that values diversity based on color, religion, age, gender, national origin, sexual orientation and/or ability. This will be reflected in a presentations at the Annual Conference and through recognition of a female graduate student of color as the recipient of the President's Educational Equity Scholarship.
 2. To solicit nominations and applications, select and recognize an Emerging Professional and the recipient of the Professional Development Grant and plan fund-raising activities to support these recognitions.
 3. To encourage creative and scholarly activities through presentations at the Annual Conference and by sponsoring and supporting research meetings.
 4. To coordinate the peer review evaluations of presentations at the Annual Conference of Western Society members.
- C. Plan of Organization
1. This is a Standing Committee of the Society and the Chair is an ex-officio non-voting member of the Executive Board.
 2. The Chair is appointed by the President in consultation with the Executive Board. She shall serve three consecutive years as Chair and may be reappointed.
 3. The committee shall be composed of a minimum of three (3) members, one of whom shall be Chair. The members may consist of previous award recipients. The Committee structure must ensure the designation of individuals to address its four key components: equity action, professional development, creative and scholarly activity and peer review evaluations.
 4. The procedure for selection of committee members is specified in "Provisions Common to all Operating Codes."
 5. Committee members serve for a term of up to three years and may be reappointed. New appointments should be staggered so that no more than one-third of the committee is composed of new members.
- D. Plan of Work.
1. The Chair shall coordinate the work of the Committee and shall represent the Committee at meetings of the Executive Board.
 2. The Chair, or designee for the equity action component, shall have the following responsibilities.
 - a. President's Educational Equity Scholarship.
 - (1) Maintain sufficient funds in the scholarship fund to provide at least one \$500.00 scholarship each year from interest earned. Note: Until such amount is reached, the committee shall develop a plan for raising funds.
 - (a) Inform members that they can donate in honor/memory of someone.
 - (b) Send recognition cards to the person being honored, "thank you" letters to donor(s) (during the year) and cards acknowledging receipt of donations (at the Conference).
 - (c) Maintain supply of cards for acknowledgement and recognition.
 - (d) Develop other sources of fund raising.
 - (2) Solicit applications for the scholarship by

- (a) announcing in the *Fall* and *Spring Newsletters* (deadlines for submission to the Chair of the Media Committee, or designee: February 1 and July 1);
 - (b) mailing of flyers and cover letters to Financial Aid offices and appropriate contact persons at schools in the Western Society area (February 1 - see attached addendum for procedures); and
 - (c) mailing applications on request.
- The call for applications shall indicate that the applicant must be a Graduate Member of Western Society and shall attend the Annual Conference. The deadline for return of applications is September 15.
- (3) Appoint a subcommittee to evaluate applicants. The subcommittee shall include two Past Presidents of the Society and at least two women of color.
 - (a) Evaluate applicants and recommend a recipient.
 - (b) Notify applicants of the results (October 1).
 - (c) Request check from Treasurer for scholarship recipient.
 - (d) Notify Conference Manager and Treasurer that the recipient will be attending the conference.
 - (4) Introduce recipient at Fall Conference.
- b. Management of the Fund. The fund shall be managed by the Treasurer in an account which earns high interest and provides sufficient protection.
 - c. Educational/Informational/Membership.
 - (1) Solicit names of potential members from diverse groups not fully represented in the Society. Provide names to the Chair of the Media Committee, or designee, so copies of the newsletter may be sent. Provide the President with names and a sample letter of introduction and invitation to join the Society.
 - (2) Assist Program Chair in obtaining speakers and/or creating sessions which further the Society's commitment to promoting equity.
 - (3) Generate, receive approval for and complete additional projects which fulfill the purposes of the committee.
 - (4) Work to promote consideration of the impact of equity issues on all Society decision-making.
- 3. The Chair, or designee for the professional development component, shall have the following responsibilities:
 - a. Emerging Professional Award.
 - (1) Submit an article announcing solicitation of nominees to the Chair of the Media Committee, or designee, for inclusion in the *Spring Newsletter* (prior to February 1).
 - (2) Request nominator to submit a brief letter in support of the nominee relating to the criteria of excellence in teaching, creativity and professional contributions.
 - (3) Notify each nominee of her nomination by July 15th. The notifying letter should congratulate the nominee on having her name submitted.
 - (4) Request each nominee to submit a resume and inform each of her obligations to be a member of Western Society, attend the annual conference and make a presentation of her past, present and future professional endeavors. Applications are to be received by September 15.
 - (5) Select no more than two recipient(s) and notify each by October 1st.
 - (6) Notify the Treasurer of the recipients.
 - b. Professional Development Grant.
 - (1) Submit an article announcing solicitation of proposals to the Chair of the Media Committee, or designee, for inclusion in the *Spring Newsletter* (prior to February 1). The deadline for submission of proposals is September 15.
 - (2) Applicants shall be members of Western Society.

- (3) Appropriate proposals may include, but are not limited to requests for support of:
 - (a) the development of new, innovative teaching or coaching-related materials;
 - (b) research projects;
 - (c) the development of professionally-related computer software; and/or
 - (d) attendance at a special workshop or symposium.
 - (4) Notification of funding shall be made following committee review of submitted proposals. The form for evaluation of proposals is included in H. below.
 - (5) Recipients shall be informed of the requirement to submit a written abstract for oral presentation at the conference following completion of the work.
4. The Chair, or designee, for the scholarly and creative activity component shall have the following responsibilities:
- a. Plan the scholarly and creative activities presentations for the Annual Conference.
 - (1) Research reports given at the Annual Conference shall be made by members of the Society. If there is room on the program after considering all the requests from members of the Society, members of the NAKPEHE and other professional organizations may be permitted to present papers if acceptable and of interest to the Society.
 - (2) Research reported at the Annual Conference shall be unpublished at the time of presentation.
 - (3) A call for presentation of research reports shall be included in the *Spring Newsletter* and the *Fall Newsletter*. Deadlines for submission to the Chair of the Media Committee, or designee, are February 1 and July 1.
 - (4) Selection of research reports to be given at the Annual Conference shall be made by a subcommittee.
 - (5) Research and/or creative projects may be presented in either oral or poster format.
 - (6) The subcommittee shall also sponsor and support general sessions or seminars on special topics in order to keep members of the Society informed as to major subject areas of scholarly and creative activities throughout the country.
 - b. Plan the peer review process for the conference.
 - (1) Duties Prior to Conference:
 - (a) In addition to the research presenters, secure a list of other program participants and their addresses from the Conference Program Chair (September 1).
 - (b) Send copies of letter explaining peer review process to all conference presenters (Sept. 15). Request a timely return of information if the presenter(s) wish to take advantage of the peer review process (two weeks).
 - (c) Compile list of all program participants who wish to participate in the peer review evaluation. Make list of requested reviewers (Oct. 15).
 - (d) Make initial contacts with potential reviewers (Nov. 10).
 - (e) Prepare peer review evaluation forms (Oct. 12).
 - (f) Evaluate process after the conference.
 - (g) Peer reviewers should not be from the same college or university as the presenter.
 - (2) Duties at Conference:
 - (a) If requested, present preliminary report at the Board Meeting.
 - (b) Finalize reviewers for presentations.
 - (c) Meet with reviewers to clarify their responsibilities.
 - (d) Inform presenters of reviewers.
 - (3) Duties of Reviewers:
 - (a) Meet face-to-face with presenter at the conference sometime after the presentation to go over evaluation.
 - (b) Send typed evaluation to the presenter.
 - (c) Send additional evaluation to others, if requested by the presenter.

- (4) Duties Following the Conference:
 - (a) Prepare list of presenters and their peer reviewers.
 - (b) Evaluate the process used and make recommendations for change.
 - (c) Revise forms as necessary.
 - (d) Pass on files to next coordinator (Member-at-Large).
 - c. Send letters of appreciation to all participants at the conference.
 - d. Undertake research projects as authorized by the Executive Board.
- E. Reports. The annual report to the Executive Board should include the following: the names of committee members; work accomplished/activities; resource allocation and utilization; and recommendations for Board action.
- F. Budget.
1. President's Educational Equity Scholarship. A \$500 award is paid to the recipient and all housing and conference fees to attend the Annual Conference are covered.
 2. Emerging Professional Award.
 - a. A maximum of two, \$200.00 awards may be given annually.
 - b. Waiver of conference registration fees, if recipient is a first time attendee.
 - c. Postage and phone costs necessary for communication among committee members.
 3. Professional Development Grant. A maximum of \$500.00 per year shall be given.
- G. Purposes and Criteria for Awards and Grants.
1. President's Educational Equity Scholarship.
 - a. The purpose of this Scholarship is to recognize the special needs of women of color who are working toward professional careers in physical education and kinesiology to help recipients in the fulfillment of their career goals and to encourage ethnic diversity among women in physical education and kinesiology.
 Recipients may be focusing on any area typically subsumed within the province of human movement. They will be women of color pursuing graduate degrees, and who show promise of benefiting the kinesiology and physical education profession, their communities and society based upon a record of prior involvement in these areas, future goals and professional promise.
 - b. Criteria.
 - A woman of color pursuing graduate work at the master's or doctoral level in the field of physical education
 - Past record and future academic promise
 - Past record and future promise as a contributing professional in the human movement field.
 - Past record and future promise of benefiting their communities or society
 - Need, intended in part to provide extra funds that will make a significant difference in completion of the graduate degree objective
 - Residence: The recipient must be pursuing a degree at, OR a prior degree must have been received from, an institution within Western Society's region
 2. Emerging Professional Award.
 - a. The purpose of the award is "to encourage professional involvement through the unique context of WSPECW...."
 - b. The criteria to be used should reflect a potential for involvement, based on past performance and demonstrated leadership. It is recognized that professional contributions may be made through many avenues such as teaching excellence, coaching excellence, memberships and offices held in professional organizations and/or excellence in scholarly endeavors.
 - (1) Excellence in Teaching. This would be documented by at least one letter of

recommendation, teaching evaluations and/or an award in recognition of outstanding teaching ability.

- (2) Creativity. This would be documented by at least one letter giving examples of the candidate's creativity and innovative ways of teaching, doing research or providing leadership.

A resume shall be submitted by each nominee to provide evidence of professional contributions.

Each recipient shall agree to make a brief presentation (5-10 minutes) at the conference relating to her past, present, and future professional endeavors.

A form has been developed and should be used to assure that a standard set of materials shall be obtained on each candidate.

3. Professional Development Grant.

- (a) The purpose of the grant is to promote professional work of active and temporary members of The Society. Grants are awarded on a competitive basis.

- (b) The proposal should be submitted in the following format:

- (1) Principle investigator's name, academic rank or status, and professional address, (graduate students should also identify the major professor).
- (2) A detailed description of the activity or project for which funding is being requested (not to exceed five pages).
- (3) Proposed budget.
- (4) Description of the specific way(s) the proposed activity or project will contribute to the professional development of the principle investigator (not to exceed two pages).
- (5) Identification of other available funding or requested funding for the project or activity.
- (6) Proposed time lines for the project or activity (normally, completion is expected to occur within one year of notification of funding).
- (7) One to three letters of support are optional, except that graduate students must include a letter of support from their major professor.
- (8) Curriculum vita of the principle investigator.

H. Evaluation Form for Review of Professional Development Grant Applicants.

Western Society for the Physical Education of College Women
Scholarly and Creative Activities
Abstract Evaluation
Evaluators:

Name(s) _____

Title _____

Type of presentation: (Check one)

Findings of a research project: _____

Presentation of a point of view: _____

Group discussion: _____

Motivational: _____

Content for Review: (Rate from "1" high to "5" low)

Significance of topic: _____

Originality: _____

Accuracy of content: _____

Quality of abstract submission: _____

Relevance for WSPECW members: _____

Overall, how important is the information provided in the abstract to the membership of WSPECW? (circle one)

- 1 = extremely important
- 2 = very important
- 3 = important
- 4 = somewhat important
- 5 = not important

Additional comments:

SECTION VI
CODES OF OPERATION
FOR SPECIAL COMMITTEES AND EXTENDED PROJECTS

Code of Operation
for
The Conference Committee

- A. Name. The name of this committee shall be the Conference Committee of the Western Society for Physical Education of College Women.
- B. Purpose. The purpose of this committee shall be to plan, organize and conduct the annual conference of this Society.
- C. Plan of Organization.
1. This is a Special Committee of the Society and the Chair is an ex-officio non-voting member of the Executive Board.
 2. The Chair is appointed by the President-Elect in consultation with the Executive Board. The Chair shall direct the conference when the President-Elect is President.
 3. Sub-committees include the Program Committee, Conference Management Committee, Committee on Committees (Willing Workers), Advisory Committee and others, as desired.
 4. Members of the committee shall serve for a one-year term.
 5. Procedures for committee members are specified in "Provisions Common to all Codes," in the section regarding appointments.
 6. Vacancies on the committee shall be filled in the same manner as the original appointment.
 7. The Chair of the Professional Activities Committee, or designee, shall be an ex-officio member of the Conference Committee.
- D. Plan of Work.
1. The Chair shall have full responsibility for the Annual Conference. She shall have the following responsibilities:
 - a. Confirm arrangements with the management of the conference site through the Conference Manager, and arrange for the President to sign any contractual agreements not already completed, or delegate this function to the Conference Manager.
 - b. Coordinate the separate responsibilities of all conference sub-committees.
 - c. Coordinate the activities of Executive Board members involved in conference responsibilities including the President, Treasurer, Honorary or Emerita Member-at-Large, Chair of the Media Committee, or designee, and any Special Projects Chairs.
 - d. Assume responsibility for publicizing the conference in state Journals, *JOPERD*, "Update" and other appropriate publications.
 - e. Assume final responsibility and authority for allocating, approving and reporting finances.
 - f. Compile report and evaluation of the total conference and submit it to the three Presidents and the Treasurer.
 - g. Provide her successor with a copy of the Executive Board Handbook.
 2. The Program Chair shall be responsible for planning the total program. She shall organize and coordinate the sub-committees on Program, Banquet, Publicity, Committee on Committees (Willing Workers), Evaluation and others as seem desirable and shall submit information on the program to the Chair of the Media Committee, or designee, for the *Spring* and *Fall Newsletters*.

The deadline for submission of information for the *Fall* and *Spring Newsletters* are February 1 and July 1.

3. The Conference Manager shall be responsible for all physical arrangements and shall:
 - a. Organize and coordinate the sub-committees on Registration and Housing, Equipment, Transportation, Refreshments and Social Activities.
 - b. Coordinate the financial responsibilities relative to collecting dues and paying housing costs with the Treasurer.
 - c. Be responsible for verification or correctness of Site Management billings.

Code of Operation
for
The Conference Site Selection Committee

- A. Name. The name of this committee shall be the Site Selection Committee of the Western Society for Physical Education of College Women.
- B. Purposes.
1. To survey potential conference sites within the designated geographic area (see Section E for conference site rotation plan).
 2. To recommend to the Executive Board those sites that meet the established criteria.
 3. To finalize contractual arrangements with the management of the site selected by the Executive Board.
 4. To serve as liaison between Western Society and site management until the Conference Manager is appointed.
- C. Plan of Organization.
1. This is a Special Committee of the Society.
 2. The Chair is appointed by the President-Elect in consultation with the Executive Board at the Fall Executive Board meeting for the conference to be held three years hence (e.g., at the 2004 Fall Executive Board meeting, the appointment of the 2007 Site Selection Committee Chair shall be finalized.)
 3. Members of the committee serve for a one-year term.
 4. Procedures for the appointment of committee members are specified in "Provisions Common to all Codes," in the section regarding appointments.
- D. Plan of Work.
1. The committee shall be guided in its work by the criteria specified in the Conference Site Selection Guide (VII-3 - VII-6).
 2. The Chair shall solicit information regarding potential sites from Society members, from regional and local Chambers of Commerce and from conference promotion companies.
 3. Committee members shall visit promising sites. For each site visited, the Conference Site Selection Guide shall be completed. If possible, tentative reservations shall be made for those sites that the committee plans to recommend to the Executive Board.
 4. The committee shall make a report to the Executive Board at its Fall meeting two years prior to the specific conference. The report shall contain a summary of the relevant information for each recommended site. In addition, the committee shall list the sites in the recommended order of preference.
 5. The committee may be asked by the Executive Board to prepare a display of the relevant information so that input from Society members attending the conference may be obtained.
 6. The Chair shall finalize the contractual commitment with the site selected and, if necessary, arrange for the site deposit to be paid.
 7. The Chair shall notify other recommended sites that the tentative reservations may be canceled.
 8. The Chair shall serve as liaison between Western Society and site management until the Conference Manager is appointed, at which time she shall transfer all relevant information to the Conference Manager, including the contract and the name of the contact person at the site. She shall also notify site management of the new Western Society contact person (the Conference Manager).

E. Conference Site Rotation Plan 2003 through 2010¹

2003	Asilomar	2007	Asilomar
2004	Central	2008	Asilomar
2005	Asilomar	2009	Asilomar
2006	Asilomar	2010	Asilomar

- * North = Oregon, Washington, Idaho, Montana
- ** Central = California including Asilomar; Nevada, Utah
- ***South = Southern California, Arizona, New Mexico

¹ The WSPECW Executive Board took action in November 2003 to continue to hold the Annual Conference at Asilomar for the foreseeable future.

Code of Operation
for
The Nominations and Elections Committee

- A. Name. The name of this committee is the Nominations and Elections Committee of the Western Society for Physical Education of College Women.
- B. Purposes.
1. To conduct nominations for Officers of the Society.
 2. To conduct the election of Officers of the Society.
- C. Plan of Organization.
1. This is a Special Committee of the Society, chaired by the outgoing President.
 2. The committee shall be composed of a minimum of five members, including the Chair. Members are appointed by the President, with approval of the Executive Board. Committee members shall serve for a one-year term.
 3. In selecting persons to serve on the Committee, consideration should be given to representation by geographical area, from both two- and four-year institutions, and from public and private institutions and from varied age levels. Recent attendance at WSPECW conferences should also be considered so potential nominees are known.
- D. Plan of Work.
- Nominations and elections shall be conducted in the following manner: The Nominations and Elections Committee shall canvass the membership for nominations suggestions and shall then prepare a slate for the election of officers. The slate shall contain at least one candidate for each office. The Committee shall mail or cause to be mailed to each voting member a ballot containing the slate of candidates including provisions for write-in votes, together with instructions for voting. The ballots shall be returnable by mail within the period specified which shall be not less than 15 days after the ballots are mailed to the voting members. Each ballot is to be sealed individually in an unsigned and unmarked envelope. The Nominations and Elections Committee Chair and at least one additional Society member shall be responsible for the counting of the vote, certifying the election results and ~~shall~~ reporting the election results to the President, the candidates, the Chair of the Media Committee, or designee, for inclusion in the *Fall Newsletter* and to the membership. The deadline for submission of the information to the Chair of the Media Committee, or designee, is July 1.
- E. Eligibility Criteria to Run for WSPECW Office.
1. To be eligible to run for President-Elect, the individual must have been a member for at least five years and served the Society in some leadership capacity.
 2. To be eligible to run for Secretary-Elect or Member-at-Large, the individual must have been a member of the Society for a minimum of three years.

SECTION VII
POLICIES AND/OR GUIDELINES
FOR SPECIAL FUNDS, PROJECTS OR TASKS

Code of Operation
for
The WSPECW Memorial Fund

1. The Memorial Fund shall be the responsibility of the Past President.
2. Announcement of the WSPECW Memorial Fund.
 - a. The existence of and availability of the Memorial Fund as an avenue for remembrance of deceased members shall be announced at the Annual Conference by the Past President.
 - b. The Memorial Fund shall be announced in the *Spring Newsletter* and the *Fall Newsletter* by the Past President. Deadlines for submitting information to the Chair of the Media Committee, or designee, are February 1 and July 1.
3. Contributions to the Memorial Fund.
 - a. Contributions to the Memorial Fund shall be placed in a savings account especially designated for that purpose.
 - b. Contributions are received by the President or by the Treasurer. If the President receives the contributions, she sends an appropriate letter to the donor and forwards a receipt form (for income tax purposes). If the Treasurer receives the contributions, she sends the appropriate tax receipt form to the donor and notifies the President, who sends an appropriate letter.
 - c. Monies earned through specific projects (e.g., Amy Morris Homans' lectures) may be designated as Memorial Fund contributions by the Executive Board.
 - d. Donations received at the conference or prior to it are to be acknowledged by the current President. Donations received after the passing of the gavel are to be acknowledged by the new President.
4. Use of the WSPECW Memorial Fund. The Memorial Fund may be used for the enhancement of the Conference Program by dedicating one session each conference to the memory of a deceased member of WSPECW, e.g.:
 - a. Honoraria for very special or exceptional speakers which could not otherwise be funded in the usual conference budget.
 - b. Securing outstanding films, exhibits or performers.
 - c. Arranging for other innovative or exceptional program ideas.
 - d. Any use of Memorial Funds shall be recognized in the Conference Program.
5. Withdrawals from the Memorial Fund.
 - a. No monies shall be expended from the Fund if the principle is below 200.00.
 - b. No more than one-half (1/2) of the Fund shall be allocated at one time.
 - c. The Program Chair may request monies from the Memorial Fund by submitting a written request, including justification, to the Past President for approval. If approved, the authorized funds shall be dispersed by the Treasurer.
 - d. The Treasurer shall keep a record of all receipts and expenditures and shall include a financial statement for the Memorial Fund under a separate heading in her Annual Report.
 - e. The Treasurer shall keep the Past President informed regarding the financial status of the Memorial Fund.

Guide for Conference Site Selection
Suggested Criteria for Site Selection

A. General Considerations.

1. Easily accessible.
2. Comfortable modern housing, mostly doubles, some singles.
3. Good food - some choice of menus for the planning committee.
4. Away from the big city - hotel atmosphere - Asilomar, Yosemite, Tanque Verde, Salishan have been good sites from an atmosphere point of view.
5. Moderate or inexpensive in cost.
6. Appropriate meeting rooms.
7. Attractive recreational and/or activity space available preferably on the grounds.
8. Conferees housed close together.
9. Range of choice for housing and meals.

B. Specifics on Site.

General area of conference _____

Desired conference dates (2nd weekend in November pref.) _____

(Thursday dinner through Sunday breakfast)

Executive Board meeting dates _____

(Wednesday afternoon through Thursday afternoon)

Name of Facility _____

Address _____

Name of facility manager _____

Phone number () _____ Email _____

Tentative reservations made: _____ Yes _____ No

Deposit or \$ _____ required by (date) _____

C. General Facilities.

1. Registration Location: _____

2. General Session Room (seating 200) _____

a. Moveable Seats _____

b. PA System _____

3. Group Discussion Rooms

a. Proximity to possible noise sources _____

b. Size - hold 30 people comfortably _____

c. Type of seating _____

d. One (1) room for Executive Board meeting, Wednesday pm and Thursday _____

4. Audio-Visual Services Availability of Audio-Visual Equipment

a. 16mm projector/screen (sound and/or silent) Fee _____

b. 3 5mm slide projector/screen (silent and/or with tape recorder) Fee _____

c. Overhead projector/screen Fee _____

d. Tape Recorder _____ Fee _____

e. Duplicating availability _____ Fee _____

f. Projection Panel and Laptop Computer _____ Fee _____

D. Recreational Facilities.

1. Game Room _____ Fee _____

- 2. Swimming Pool _____ Fee _____
- 3. Tennis _____ Fee _____
- 4. Golf _____ Fee _____
- 5. Other _____ Fee _____

E. Room Accommodations.

- 1. Number of Double rooms _____ Fee _____
- 2. Number of Single rooms _____ Fee _____
- 3. Complimentary rooms _____ Fee _____
- 4. For Board Members (Wednesday) _____ Fee _____
- 5. Other _____

F. Food Services. Approximate cost options per person for:

- 1. Breakfast, lunch, dinner, package 2 days plus dinner
Thursday night and breakfast Sunday morning: \$ _____
- 2. Lunch and dinner 2 days, plus dinner Thursday night: \$ _____

G. Room and Board. Approximate cost of room and board package

- 1. 3 nights lodging, 5 meals \$ _____
- 2. 3 nights lodging, 8 meals \$ _____
- 3. Additional cost for Executive Board members:
 - 1 night's lodging, 3 meals \$ _____
 - 1 night's lodging, 5 meals \$ _____

H. Travel - Transportation Schedules.

- 1. For private cars - parking facilities capacity _____ Cost _____
- 2. Location - nearest airport _____ How far _____
- 3. Limousine Service _____ Cost _____

I. General Comments and Reactions.

- 1. Outstanding aspects or advantages of this facility: _____

- 2. Disadvantages of this facility: _____

- 3. Your personal reaction – would you like to come here for a WSPECW Conference? _____

Flow Chart for Appointment of
Chairs to Standing Committees

The checks (X) below show Committee Chairs who take their positions at the Sunday meeting of the Executive Board in the year shown. They are appointed by the President-Elect, who will become President at the same board meeting.

Committee/Year of Appt.	01	02	03	04	05	06	07	08
Bylaws (1 yr. only –transfer to President-Elect)	X			X				
Equity Action (1 yr. only – transfer to Professional Activities)			X					
Finance	X	X	X					
Historical Records			X			X		
Honorary/Emeritae/Necrology (1 yr. only – elect 3 rd Member-at Large for 05)		X			X			
Legislation/Resolutions (1 yr. only – transfer to President-Elect)	X			X				
Media						X		
Membership/Public Relations		X			X			X
Newsletter (2 yr – then transfer to Media Committee)			X					
Professional Activities					X			
Professional Outreach (1 yr. only – transfer to Prof. Activities)	X			X				
Scholarly and Creative Activity (goes off in 05 – transfer to Prof. Activities)		X						