

## **AMERICAN KINESIOLOGY ASSOCIATION**

### **Preamble**

Kinesiology is the academic discipline which involves the study of physical activity and its impact on health, human performance, society, and quality of life. It includes, but is not limited to, such areas of study as exercise science, sports management, athletic training and sports medicine, socio-cultural analyses of sports, sport and exercise psychology, fitness leadership, physical education-teacher education, and pre-professional training for physical therapy, occupational therapy, medicine and other health related fields.

The American Kinesiology Association (AKA), founded in 2007, promotes and enhances kinesiology as a unified field of study and advances its many applications. AKA does this by advocating for kinesiology at national and international levels as well as by supporting its member departments by providing resource materials and leadership and educational opportunities for university administrators in kinesiology. The AKA Leadership Workshop, held annually in late January, provides kinesiology administrators and faculty an opportunity to discuss and explore emerging trends and challenges impacting the academic discipline of kinesiology and to strengthen leadership skills in managing our kinesiology departments and schools in higher education. The annual workshop brings together the largest assembly of kinesiology administrators focused on current issues related to leading and managing our departments and schools.

AKA does not solicit or accept individual memberships, rather it is a department-member organization. Departments of Kinesiology or academic units that house kinesiology programs (including programs in exercise science, sport studies, human performance, sport management, etc.) are invited to join AKA

## **BY-LAWS OF THE AMERICAN KINESIOLOGY ASSOCIATION**

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## Articles

### Article 1 – Name of Organization

The name of the organization shall be the *American Kinesiology Association (AKA)*.

### Article 2 – Purpose

The purpose of AKA is to promote and enhance kinesiology as a unified field of study and advance its many professional applications.

### Article 3 – Fiscal Year and Operational Year

*Section 3.1 Fiscal Year* – The AKA Fiscal Year begins on April 1 of one year and ends on March 31 of the next year. All financial transactions (income and expenditures) occurring within this 12 month period are part of the same fiscal year. Fiscal years are designated according the two years included from April 1 (the first year) through March 31 (the second year).

*Section 3.2 Operational Year* – The appointments for all AKA officers and committees are based on the operational year which begins February 1 of one year and ends of January 31 of the next year.

### Article 4 – Membership Types

*Section 4.1 Academic Membership* – Membership in AKA shall be limited to academic units offering kinesiology-related degree programs within higher education. Memberships are based on four degree levels: (1) associate's degree; (2) bachelor's degree; (3) master's degree; and (4) doctor's degree. Administrators and faculty from member academic units are eligible to serve in elected offices and to be appointed to committees.

*Section 4.2 Scholarly/Professional Society Affiliates* – Scholarly/Professional Societies may be invited to join AKA as Affiliate members upon approval by the Executive Committee.

*Section 4.3 Membership Requirements* –The Board of Directors may establish such requirements for membership as it deems appropriate.

### Article 5 – Officers

The Officers of the organization, which constitute the Executive Committee, shall be President, President-elect, Past President, Secretary-Treasurer, Senior Member-at-Large, Junior Member-at-Large, Executive Director, Business Manager who is an independent contractor hired by AKA, and the Editor of *Kinesiology Today*. The Executive Director, Business Manager, and Editor serve as ex-officio, non-voting members of the Board of Directors. Responsibilities for the Executive Committee include, but are not limited to, call for nominations and recommending new Board of Directors members; governance (review and recommend by-laws revisions), project development and new initiatives, and finance and budget.

*Section 5.1 Eligibility to Serve as an Officer* – Nominees must be current or past members of the Board of Directors. Nominees are sought for the officer positions of President-elect, Secretary-Treasurer, and Junior Member-at-Large. The Executive Committee serves as the Ad-Hoc Nominating Committee for the selection for new Officers.

*Section 5.2 Approval of Officers* – Following solicitation for nominees, the Executive Committee will recommend a slate of Officers to the Board of Directors for a vote to approve the slate. At least six months prior to the end of operational year, the Board of Directors will approve the slate of incoming officers. Once approved, incoming officers will attend Board of Directors and Executive Committee meetings as non-voting members until the start of the next operational year.

*Section 5.3 Terms of Office* – The President-Elect shall be elected annually. The President-elect serves one year and then rotates to President and then to Past-President over the next two years. The

Secretary-Treasurer shall be elected for two-year terms that begin on even-numbered years. The Members-at-Large shall be elected for two-year terms, one to be elected on an even-numbered year and one on an odd-numbered year

*Section 5.4 Reporting Requirements* – Officers will prepare an annual report for distribution at the annual meeting of the AKA Board of Directors. In addition, the Operating Code for each Office should be reviewed annually and if revisions are needed recommendations for changes are to be submitted to the Executive Committee for approval.

*Section 5.5 Executive Director* – The Board of Directors shall advertise for and employ an Executive Director who is to conduct the day-to-day activities of the organization.

*Section 5.5(1) Selection of the Executive Director* – Candidates for the position of Executive Director will be initially screened by the Executive Committee. A slate of candidates, generally a list of at least two, will be submitted for review by the Board of Directors. The Board of Directors must vote on selection of the Executive Director. Appointment to the position of Executive Director must carry a majority of the votes submitted by the Board of Directors.

*Section 5.5(2) Reporting Requirements* – The Executive Director will prepare an annual report for distribution at the annual meeting of the AKA Board of Directors. Meeting. In addition, the Operating Code should be reviewed annually and if revisions are needed recommendations for changes are to be submitted to the Executive Committee for approval.

## **Article 6 – Board of Directors**

The Board of Directors will consist of 15 members in addition to the President, President-elect, Past President, Secretary-Treasurer, Senior Member-at-Large, and Junior Member-at-Large (the 6 voting members of the Executive Committee), so that the total number of members on the Board of Directors is 21.

*Section 6.1 Term of Board of Directors* – With the exception of the Executive Committee members who have specific terms of appointment, the other 15 members of the Board of Directors serve staggered 3-year terms so that one-third of the Board members change each year.

*Section 6.2 Board of Directors Membership* – The Executive Committee is responsible for soliciting nominations for new Board of Directors members and presenting a slate of nominees to the Board for a vote. The Executive Director solicits nominations from all member departments, AKA affiliate member organizations, and the current members of the Board of Directors. The Executive Committee prepares the slate of nominees from those individuals recommended. The Executive Committee will consider institutional types and sizes, levels of degree programs, geographic locations, and kinesiology sub-disciplines in selecting nominees to ensure membership balance on the board. The Board of Directors will vote to approve a slate of new members as presented by the Executive Committee.

*Section 6.3 Meetings and Business* – Not less than once per year, the Board of Directors will convene to conduct the business of the association. Board of Directors members will be expected to provide a portion of their expenses to attend the annual meeting. Business affairs may be transacted either by mail or electronic ballot or at the annual meeting by a quorum. A quorum is considered 2/3 of the Board of Directors (14 of 21). Voting by proxy is prohibited.

## **Article 7 – Committees**

AKA recognizes three types of committees—Steering Committee, Standing Committees and Ad-hoc Committees.

*Section 7.1 Steering Committee* – The Steering Committee is composed of the members of the Executive Committee plus the chairs of the Standing Committees. The Steering Committee communicates regularly via email to coordinate and support the work of AKA and its committees. The

Steering Committee has a quarterly conference call scheduled by the President who chairs the Standing Committee. Chairs of the ad hoc committees or other Board members may be invited to participate with the Steering Committee meetings and conference calls as deemed appropriate by the President.

*Section 7.2 Constitution of Standing Committees* - Most of the Board of Director's work is done through the Standing Committees. The number of members assigned to each Standing Committees is determined by the Executive Committee. Members of Standing Committees must be faculty members from academic units holding AKA membership. Standing Committee Chairs must be current or past members of the AKA Board of Directors. All Standing Committees report to the Executive Committee.

*Section 7. 2(1) Standing Committees*

(1) Communication and Marketing Committee – responsible for the AKA communication through the AKA website and social media, and marketing AKA workshop and other AKA programs and events.

(2) Diversity Committee - promotes diversity, equity, and inclusion within the field of Kinesiology, particularly as it relates to underrepresented groups

(3) Future Directions Committee - responsible for identifying strategic issues and questions important to the future of kinesiology and the AKA.

(4) Membership Committee – responsible for membership recruitment and renewal, and development of recruitment and promotional materials.

(5) Publications Committee – responsible for proposing topics, coordinating preparation, and/or reviewing manuscripts for publication that are of importance to the discipline of kinesiology and to the leadership of kinesiology departments. Works collaboratively with the AKA Editor and other Standing Committees on the publications of documents.

(6) Student Awards Committee – responsible for selecting student award winners for the National Competitive Awards and reviewing the submissions for nominations of students who have been screened and recommended for Undergraduate and Graduate Scholar Awards and a Writing Award that are noncompetitive.

(7) Workshop Program Planning Committee – responsible for the organization and implementation of the annual AKA Workshop, including defining the workshop theme, developing program organization, and identifying presentation and panel topics and speakers.

*Section 7.3 Standing Committee Meetings* – There shall be one regular annual meeting of the Standing Committees at the AKA National Meeting. Committees should hold a conference call at least once per quarter to conduct business of the committee and pursue formal and/or informal goals established by the committee. Minutes of the Committee meetings are distributed to committee members and the Executive Director.

*Section 7.4 Committee Reporting Requirements* – Standing Committee Chairs will prepare a mid-year report for the Executive Committee and an annual report for distribution at the annual meeting of the Board of Directors. In addition, the Operating Code for each committee should be reviewed annually and if revisions are needed recommendations for changes are to be submitted to the Executive Committee for approval.

*Section 7.5 Ad-hoc Committees* – Ad-hoc Committees are appointed by the President with the approval of the Executive Committee. Ad-hoc committees can be formed to study and find solutions to challenges facing AKA or to launch new initiatives. The terms of Ad-hoc Committees typically are for one operational year unless renewed or extended by official action of the President.

**Article 8 – Resignation, Removal, and Replacement of Officers and Committee Members**

AKA officers and members of Standing Committees who wish to resign from their position should do so by submitting a letter to the Executive Director and President of AKA. In the event of just cause (e.g., non-participation, conflict of interest, not from an AKA member academic unit), an officer or a

committee member may be removed by action of the President with approval from the Executive Committee. In the event of death, resignation, or removal of an officer or a committee member, an appointment will be made by the AKA President, based upon recommendation of the Executive Committee, to complete the vacated term of office.

**Article 9 – Dues and Income Resources**

AKA membership dues are for 12 months from September 1 to August 31. Academic units may join AKA at any time during the calendar year. First-year dues will be prorated such that the first-year membership will end on August 31. The Board of Directors sets the membership dues. The Executive Committee, working with the Executive Director, is responsible for developing additional income sources, including commercial and academic sponsorships for the AKA workshop and other events and programs.

**Article 10 – Financial Management**

All receipts and disbursements shall be managed by the Business Manager. In addition to the Business Manager, the Executive Director and the Secretary-Treasurer will have access to the AKA bank account. An audit of AKA funds is to be conducted immediately at the end of the fiscal year in odd numbered years. The results of the audit are to be submitted to the President and then to the Board of Directors.

**Article 11 – Conflict of Interest**

At the beginning of any meeting, Board of Directors members and committee members shall disclose any conflict of interest. If a conflict of interest exists with any issues on the agenda, the member will abstain from participating in the discussion and voting on any related issues. The minutes of the meeting shall reflect the disclosure made.

**Article 12 – Nondiscrimination**

The officers, Board of Directors, and employees of this corporation shall be selected in a non-discriminatory manner. The AKA is committed to diversity in conducting its professional functions.

**Article 13 – Operating Code and Policies**

AKA may adopt operating codes and policies for the conduct of its affairs that are consistent with the By-Laws. Operating Codes clarify the roles and responsibilities of the officers and standing committee. Policies specify the rules and procedures for implementing the By-Laws and Operating Codes. Additions, deletions, and revisions to Operating Codes and Policies shall be made by the Executive Committee following opportunity to receive feedback from the Board of Directors. Board of Directors should be provided at least a 14-calendar day notice of any proposed changes to the Operating Codes or Policies. Notice may be made in written or electronic formats. A majority vote of the Executive Committee (4 of 6) is required to adopt or amend the Operating Codes or Policies.

**Article 14 – Amendments to By-Laws**

Amendments to the By-Laws can be adopted by a two-thirds vote of the Board of Directors (14 of 21). Notification of proposed amendments to by-laws shall be made in written or electronic formats at least 14 calendar days prior to a vote on the adoption of amendments. Voting can be in present or by electronic communication.

**Article 15 – Voting**

Unless specified otherwise in the By-Laws, all votes of the organization require a majority vote of the Board of Directors (11 of 21).

Last Update: 9/20/2019 (via email vote)