

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Executive Council**

I. **Name**

The name of this body shall be the Executive Council of the North American Society for Sport Management (NASSM).

II. **Membership**

- A. Shall be composed of the President, President-Elect, Past-President, Secretary, Treasurer, and four Members-At-Large (MAL) of the Society, the Editor and Associate Editor of the Journal of Sport Management (only one Editor is required to be present at Executive Council meetings; if both Editors are in attendance, one vote is shared), a student representative, and any other non-voters appointed by the Executive Council.
- B. Shall have as Chairperson, the President of the Society.
- C. Shall base all decisions in keeping with the Society's By-Laws and with the jurisdictional law of the state or province in which the Society may be incorporated.

III. **General Duties**

- A. Primary Responsibilities:
  - 1. Initiate and transact all business of the Society except for those functions specifically delegated to the structures as indicated in the By-Laws.
  - 2. Manage all interim business of the Society.
  - 3. Meet semi-annually: approximately six months prior to the Annual Conference and at the Annual Conference prior to the Conference Annual General Meeting (AGM).
  - 4. Be prepared to convene for special meetings, either in person or by conference call, called at any time by the President or by any five members of the Executive Council with at least two weeks written notice to each member of the Council.
  - 5. Fill the unexpected term of any vacancy that may occur in any office of the Executive Council's membership
  - 6. Evaluate periodically the work of the Society's structure.
  - 7. Maintain the Society's purpose and policies as set forth in the NASSM Constitution.

8. Vote by secret ballot at the Fall meeting to determine the recipient for the Dr. Earle F. Zeigler Lecture Award, the Dr. Gath Paton Distinguished Service Award, and the Distinguished Sport Management Educator Award.

**IV. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for President**

**I. Name**

The name of this office shall be President of the North American Society for Sport Management (NASSM).

**II. General Duties**

A. Primary Responsibilities:

1. Carry out Committee appointments and other organizational duties.
2. Plan and conduct all meetings of the Executive Council (in accordance with Article MI, Section 1 of the By-Laws).
3. Coordinate the functions of the various members of the Executive Council.
4. Serve as spokesperson and liaison with related organizations.
5. Represent the Society officially at meetings, symposia and conferences.
  - a. There are particular occasions when a NASSM representative may be asked to serve as a figurehead or consultant on behalf of the organization (e.g., International Alliance Conference). It is deemed appropriate that the President of NASSM should serve as the representative. In the event that the President cannot fulfill this role, the Past-President shall serve in his/her place. In the event that neither the President nor the Past-President can fulfill this role, the President-Elect or another member of the Executive Council, as determined by the Executive Council, shall serve as the representative. If the host organization/agency and/or the host institution of the NASSM representative do not cover the travel costs, NASSM will support the member to a maximum of \$500 US.
6. Initiate promotion and public relations duties as required.
7. Be involved with special award presentations and other types of recognition.
8. Oversee activities of the Nominating Committee.
9. Plan and conduct the Annual General Meeting (AGM)
10. Present constitutional changes at the AGM.

**B. Secondary Responsibilities:**

1. Determine appropriateness of outside requests for membership mailing list.
2. Set the date for the Fall Executive Council meeting, and arrange with the Conference Manager to host the Fall Executive Council meeting at the site of the next conference. If the Council determines that the next conference site requires excessive travel expense or time for the Fall meeting, arrange for a member of the Executive Council to host the Fall meeting in an alternate location acceptable to the Executive Council.
3. Receive the final report of the previous Conference from the Program Chair (former Past President) and present it at the Fall Executive Council meeting.
4. Approve and distribute meeting minutes and action memos to Executive Council members after submission by the Secretary.
5. Appoint MAL Executive Council members to Chair and serve on the Zeigler Lecture Committee, the Student Research Competition Committee, the Dr. Garth Paton Distinguished Service Award Committee, the Student Initiatives Committee, and the Distinguished Sport Management Educator Award.
6. On behalf of NASSM, sign contracts after contracts are approved by the Executive Council.
7. Advise all nominees for Executive Council offices of the election results prior to the conference, and inform the newly-elected officers of their responsibility to attend the Council changeover meeting.
8. Adjust the announcements for the "Call for Papers" and the "Student Research Competition," and arrange to have copies of the new "call" announcements distributed either within the Conference Abstract publication, or in the conference registration packet.
9. Solicit information from Executive Council members, their individual airline carrier and arrival times for the Executive Council's June meeting and relay this information to the Conference Manager.
10. Arrange with the Conference Manager to reserve in the conference hotel, assigned, double rooms for one night for the Executive Council members, unless an Executive member makes specific arrangements otherwise; and in advance of the conference, inform the Treasurer and the respective

Executive members of room reservations and room payment arrangements for the Executive Council first meeting night at the Conference.

11. Arrange to have the NASSM Presidential gavel engraved with the name, institution and Presidential year of the incoming President, and award it to the incoming President at the AGM business meeting during the Conference.
12. Preside at the President's Luncheon, and contact the President-Elect (incoming President) about presiding duties at the Zeigler Banquet.

**III. Amendment**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Past President**

**I. Name**

The name of this office shall be Past President of the North American Society for Sport Management (NASSM).

**11. General Duties**

A. Primary Responsibilities:

1. In the absence of the President, preside over any business meetings of the Society and perform the duties of the President of the Society.
2. Provide continuity and support for the Executive Council.
3. Serve as a voting member of the Executive Council.
4. Present suggested Constitutional changes to the Executive Council.
5. Serve as Program Chairperson for the annual conference. Specific duties are outlined in the NASSM Conference Guidelines; all aspects of the conference must be consistent with the guidelines. Responsibilities include, but are not limited to:
  - a. Serve as the liaison between the Executive Council and the institution/individual responsible for the conduct of the annual conference
  - b. Oversee decisions regarding facilities, program development and production of proceedings (the Conference Manager is responsible for the publication of the Conference proceedings).
  - c. Manage the Call for Papers which includes:
    - 1) Establishing a review Committee,
    - 2) Acknowledging receipt of abstract proposals,
    - 3) Arranging for anonymous review of submitted abstracts,
    - 4) Sending of confirmation letters to Conference presenters,
    - 5) Sending appreciation letters to the Conference hosts and reviewers
    - 6) Contact appropriate publicity sources to announce the annual Conference.
    - 7) Develop and administering a Conference evaluation form.
    - 8) Present results of the Conference evaluation to the Executive Council.
    - 9) Prepare and present a preliminary report to the Executive Council, at the Changeover meeting at the end of the

Conference, of the year's activities and budget regarding the annual Conference; and forward a final Conference report to the new President, who will present it at the Fall Council meeting.

6. Perform other duties as assigned.

B. Secondary Responsibilities:

1. Facilitate international sport management concerns.

III. **Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for President-Elect**

**I. Name**

The name of this office shall be President-Elect of the North American Society for Sport Management (NASSM).

**11. General Duties**

A. Primary Responsibilities:

1. Provide continuity and support for the Executive Council.
2. Serve as a voting member of the Executive Council.
3. Update the operating codes and constitution.
4. Pass on an electronic copy of the operating code and constitution to the incoming president-elect, web administrator, and secretary.
5. Perform other duties as assigned.

**III. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Secretary**

**I. Name**

The name of this office shall be Secretary of the North American Society for Sport Management (NASSM).

**II. General Duties**

A. Primary Responsibilities:

1. Attend all Executive Council meetings, special meetings, called meetings, and the Conference Annual General Meeting (AGM).
2. Serve as a voting member of the Executive Council
3. Maintain accurate records of all Society meetings.
4. Prepare Minutes and Action Memos for the President who will approve and distribute them to members of the Executive Council.
5. Update and circulate the Executive Council contact list.
6. Receive all Constitutional and Operating Code changes.
7. Assist the President, as requested.

B. Secondary Responsibilities:

1. Secure secretarial assistance and access to equipment as required for all Executive Council Meetings and the AGM.

**III. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Treasurer**

**I. Name**

The name of this office shall be Treasurer of the North American Society for Sport Management (NASSM).

**11. General Duties**

A. Primary Responsibilities:

1. Maintain the fiscal resources of the Society
2. Serve as a voting members of the Executive Council
3. Invest hands as directed by the Executive Council.
4. Prepare an annual financial statement for the Society, including an informal audit of the business office.
5. Present a report at all Executive Council meetings, special meetings, and the Annual General Meeting (AGM).
6. Supervise all expenditures.
7. Serve as the liaison for the NASSM Executive Council on a continual basis with the NASSM Business Office and Human Kinetics Publishers.
8. Develop and oversee a financial plan for the Society, presenting this plan at the Fall Executive Council meeting.
9. Liaise with various NASSM sub-committees or working groups that may be carrying out projects that have been introduced as part of the financial plan and/or have cost/revenue implications for NASSM.
10. Transfer records to the incoming Treasurer

**III. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Member-at-Large**

**I. Name**

The name of this office shall be Member-at-Large (MAL) of the North American Society for Sport Management (NASSM). There shall be four such positions on the Executive Council.

**II. General Duties**

A. Primary Responsibilities:

1. Represent the membership of the society on the Executive Council.
2. Serve as voting member of the Executive Council
3. Assist the Digest Section Editor of the Journal of Sport Management as requested in compiling abstracts from current journals and periodicals for inclusion in the "Sport Management Digest" section.
4. Attend all Executive Council meetings, special meetings, and the Annual General Meeting (AGM).
5. Orient incoming Members-at-Large.

B. Secondary Responsibilities (as assigned):

1. Chair the Dr. Earle F. Zeigler Lecture Award Committee.
2. Chair the Dr. Garth Paton Distinguished Service Award Committee
3. Chair the Distinguished Sport Management Educator Award Committee
4. Chair the Student Research Competition Committee which includes:
  - a. Promoting the program within the academic institutions,
  - b. Acknowledging receipt of individual student papers,
  - c. Arranging for blind review of the student papers,
  - d. Communicating the competition results to all participants,
  - e. Arrange with the Conference Manager for the recipient's
    1. presentation needs,
  - f. Refer to the Operating Code for this Committee for more details
5. Assume assigned tasks to share in the special operation of the society.

**III. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for the Editors of the Journal of Sport Management (JSM)**

**I. General**

In the following sections, the division of labor between the Editor and the Associate Editor is outlined in general terms followed by specific guidelines for each of their responsibilities.

**A. Editor**

The overall responsibility for the Journal rests with the Editor. Within this general supervisory capacity, the Editor will be solely responsible for the complete processing of manuscripts submitted to the Journal (receiving the manuscripts, communicating with both the authors and the reviewers, making final decisions on the acceptance or rejection of the manuscripts, and forwarding the accepted manuscripts to Human Kinetics).

**B. Associate Editor**

1. The Associate Editor will be responsible for the “Book Reviews,” “Sport Management Digest,” and “Management Memos” sections. The Associate Editor will be responsible for soliciting and selecting the Book Review Editor, Digest Editor, and Management Memos Editor.
2. The Associate Editor will assume the duties of the Editor (and vice versa) should any emergency arises. To facilitate this type of transition, both the Editor and Associate Editor should apprise each other of their respective editorial transactions (manuscripts and their status, authors, reviewers, contributors, and special issues and Guest Editors involved, and other such details).
3. The Associate Editor may assume the Editorship upon term completion with the approval of Human Kinetics and the Executive Council, however, succession is not automatic.

**II. Specific Responsibilities**

**A. Processing of Manuscripts (Editor)**

Since June 2006, the Journal of Sport Management uses an online submission system called Manuscript Central for the electronic transfer of manuscripts and the review process of these manuscripts.

In the initial processing, the Editor ensures that the manuscript:

- a. is relevant to the mission of the Journal of Sport Management;
- b. complies with the APA guidelines;
- c. follows ethical guidelines for research;
- d. is not being considered for publication elsewhere;
- e. has not been published before and
- f. is void of information that may reveal the identity of the author(s).

If these conditions are not met, the submitting author is informed and is allowed to make the necessary changes (if possible) and resubmit. If changes are not possible (e.g., when the manuscript is not relevant to the mission of the journal; when the manuscript has been submitted to, or published in, another journal), the manuscript is withdrawn.

If the above conditions are met, two or three reviewers are invited to assess and evaluate the manuscript.

Reviewers are provided with six weeks to review the manuscript.

If all reviews are not in by the deadline, the online submission system, Manuscript Central, automatically emails delinquent reviewers on behalf of the Editor.

On receipt of reviewers' assessment of the manuscripts, consider each reviewer's recommendation and make one of the following decision: Accept, Major Revisions, Minor Revisions, Reject and Resubmit, or Reject.

Based on the reviewers' assessment and evaluation of the manuscript, the Editor makes a decision. Once a decision is made about a manuscript, the corresponding author is sent an email explaining the decision along with each reviewer's feedback.

In cases where the Editor's decision was Reject and Resubmit, Major Revision, or Minor Revision, the corresponding author (along with his/her co-authors, if applicable) is encouraged to undertake the necessary changes to the manuscript, to address the reviewers' concerns, to document how he/she has addressed the reviewers' concerns (include itemized responses to reviewers' comments), and to resubmit the manuscript to the journal. A manuscript with a Reject and Resubmit or with a Major Revision decision is forwarded to the same reviewers who assessed the original manuscript. In cases where the original reviewer(s) is not available, another reviewer will be asked to assess the revised manuscript and will be informed of the circumstances surrounding the previous status of the manuscript.

Authors are informed that acceptance of the manuscript is dependent upon satisfying the concerns of the reviewers. Acceptance of a revised manuscript is not automatic.

In cases where the Editor's decision was Minor Revision, the revised manuscript and the author's response to the reviewers' concerns will be assessed by the Editor. The manuscript will not be subjected to another review unless the Editor has concerns regarding the changes made to the manuscript (i.e., the changes do not correspond to the reviewers' feedback).

When the manuscript is finally accepted for publication, send the author a congratulatory email with directions to the corresponding author to review APA guidelines and references in the text and in the list of references.

Submit accepted manuscripts to Human Kinetics (via Manuscript Central) 75 days prior to publication date. Make sure manuscripts are in APA style before transferring them. Inform Human Kinetics which manuscripts are to be included in which volume/issue as well as the order in which the articles are to appear in the volume/issue.

### **III. Deadlines for Submitting Materials to Human Kinetics**

Issue 1: January (material due to Human Kinetics on October 15)

Issue 2: March (material due to Human Kinetics on December 15)

Issue 3: May (material due to Human Kinetics on February 15)

Issue 4: July (material due to Human Kinetics on April 15)

Issue 5: September (material due to Human Kinetics on June 15)

Issue 6: November (material due to Human Kinetics on August 15)

### **IV. Editorial Board**

Editorial Board members will be selected by the Editor in consultation with the Associate Editor. When selecting Editorial Board members, a range of theoretical and methodological expertise will be sought as evidenced by potential Editorial Board members' own publishing and reviewing records and the types of submissions received. Normally no more than two reviewers from one academic institution will be on the Editorial Board and a balance in representation will be sought by country and gender. Normally new Editorial Board members will be identified by the quality of invited guest reviews. The Editor will provide guest reviewers with guidelines and feedback as a strategy for building a qualified pool of potential new Editorial Board members. (Occasionally, Guest Reviewers are selected from outside of the NASSM membership).

After the new Editorial Board members are chosen, send congratulatory emails to those who were chosen.

It is the Editor's responsibility to keep Human Kinetics apprised of changes in reviewers (including changes in contact information and affiliation). In order to acknowledge the involvement of guest reviewers, provide a list of names of guest reviewers throughout the previous 12 months to Human Kinetics for publication in issue 4 of the journal.

The Associate Editor may assume the duties of Editor following the completion of the Editor's term (normally 3 years). The Associate Editor in consultation with the Editor will recommend a new Associate Editor to the Executive Council.

C. Material for Subsections (Associate Editor)

After consultation with the Editor, appoint Section Editors. Section editors are for "Book Review" "Sport Management Digest," and "Management Memos."

Supervise the sections of the Journal. Section Editors should submit their materials to the Associate Editor in time for her/him to edit the work and send it to Human Kinetics 75 days prior to publication. The Associate Editor must ensure the content and presentation of the sections are compatible with the scope and purpose of the Journal of Sport Management.

Ensure that the NASSM Executive Council Members-At-Large (MAL) have duties associated with JSM, particularly with respect to submitting material for the Sport Management Digest section.

D. Reports (Editor/Associate Editor)

It is the Editor's responsibility to prepare 2 JSM reports in collaboration with the Associate Editor. The first report is provided to Human Kinetics, to members of JSM Editorial Board, and to members of NASSM's Executive Council in the Spring. This yearly report is also shared with NASSM's membership at the AGM.

In this report, an update on the past year activities of the JSM, on the changes in the Editorial members, status of manuscripts (number of manuscripts received in the previous year, number of manuscripts under review, accepted, and rejected) and the final acceptance rate of manuscript for the journal. Updates on the status of special issues and publication issues (e.g., backlog of manuscripts) are also included in the yearly report.

The second report is provided to members of the Editorial Board and to members of NASSM's Executive Council in the Fall. In this report, updates on changes to the Editorial Board and the previous year's impact factor (Thomson Scientific) are provided. Updates on issues affecting JSM are also reported. In the last year of the Editor's term, that the Editor reports on a recommendation for the new Editor and Associate Editor for the next three years.

Meetings (Editor/Associate Editor)

NASSM Pre-Conference Meetings in the Spring (Editor & Associate Editor)

JSM Editorial Board members in the Spring\* (Editor & Associate Editor)

Annual General Meeting (AGM) at Conference in the Spring (Editor)

NASSM Meetings in the Fall (Editor)

\*JSM Editorial Board meeting at the NASSM Conference: Request the Conference Organizer to give JSM a 1.5 hour slot on the program (e.g., lunch or breakfast) that does not compete with presentations.

NOTE: At the June 4, 1988, AGM in Champaign, the Constitution was amended to permit the Editor a seat and voting rights on the NASSM Executive Council. At the November, 1989, meeting of the Executive Council, it was passed that the Associate Editor would be entitled to attend Executive Council meetings without voting privileges. In the absence of the Editor, the Associate Editor shall serve as proxy on matters requiring a vote of the Council members.

F. Expenses

According to the minutes of the October 14, 1986, Executive Council meeting, the NASSM Treasurer is authorized to pay appropriate incidental bills up to \$100.00. Invoices should be sent to the Treasurer to cover JSM costs such as duplicating, postage, and telephone.

V. **Amendments**

Recommendations for revision and/or amendments to the code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for the Dr. Earle F. Zeigler Lecture**  
**Award Nominating Committee**

**I. Name**

The name of this Committee shall be the Dr. Earle F. Zeigler Lecture Award Nominating Committee. The Committee is comprised of two Members-at-Large (one of whom will be appointed by the President to serve as the Chairperson of the Committee) and the three most recent recipients of the Award. It shall be a standing Committee of the Society.

**II. General Duties**

A. Primary Responsibilities:

1. The Committee Chair shall issue a call for nominations of NASSM members in good standing at the Annual General Meeting (AGM). It is recommended that nominations be made to the Committee Chair. The Committee Chair and Committee members may also select nominees from the NASSM members.
2. The Committee Chairperson shall collect a vita for each nominee.
3. The Committee Chairperson shall oversee the selection of no more than three nominees by the Nominating Committee.
4. The Committee Chairperson shall submit a list of no more than three nominees for consideration by the Executive Council at the Fall meeting. The Zeigler Award may only be bestowed on an individual once over the course of his/her career.
5. The Committee Chairperson shall notify the individual selected as the recipient and copy the Committee members by December.
6. The recipient shall present a lecture at the Society's Annual Banquet. The Committee Chairperson shall notify the award recipient that he/she may select the individual who will introduce him/her at the Society's Annual Banquet. The recipient shall have his/her banquet ticket paid for by the Society. The recipient shall receive this remuneration through a reduction in conference fees. The Committee Chairperson shall send a letter to the Conference Host indicating the winner and that this individual is to receive a reduction in conference fees.

NOTE: Although the intent is that the lecture will be given annually, it may be necessary on occasion not to present the lecture award if a qualified recipient is not determined.

7. The recipient shall be responsible for submitting the Dr. Earle F. Zeigler Lecture to the journal editor for inclusion in the *Journal of Sport Management*.
8. The recipient shall be honored by receiving a plaque signifying selection.
9. The Committee Chairperson shall maintain information on nominees for three years. During this time, nominees may be considered for the award by the Committee. Nominees previously considered for the award may be re-nominated.
10. The Committee Chairperson shall prepare and present a report of the Committee's activities at the Society's AGM.

IV. **Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

***NOMINATION FORM***  
***Dr. Earle F. Zeigler Lecture***  
***Award***

The nominee shall meet the following qualifications.

- (1) Must be a NASSM member in good standing who has not previously received the Award
- (2) Must have a minimum of ten years of experience as a teacher, supervisor, administrator, or combination of the above.
- (3) Must have made significant contributions to the field in terms of scholarship, research, leadership, and peer recognition of his/her contributions.
- (4) Must reflect those qualities demonstrated by Dr. Zeigler in the areas of student growth and development; leadership; service, scholarship and collegiality.
- (5) And through this, must have made a significant contribution to the field of sport management.

NAME OF NOMINEE: \_\_\_\_\_  
(Please print)

NAME OF NOMINATOR: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Please return by October 1, to:

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for the Nominating Committee**

**I. Name**

The name of this Committee shall be the Nominating Committee of the North American Society for Sport Management (NASSM).

**II. Purpose**

- A. It shall be the purpose of this Committee to:
1. Issue a call for nominations for the various elective posts of the Executive Council
  2. Prepare a slate of candidates.
  3. Conduct the election of officers

**III. Organization**

- A. The Committee shall be a standing Committee of the Society.
- B. The Committee shall consist of six professional members, none of whom shall be members of the Executive Council.
- C. Each member shall serve a two-year term or until a successor has been named. Terms shall be staggered such that one half of the membership retires each year.
- D. The current Nominating Committee shall identify three nominees to replace the retiring members. The Nominating Committee shall present the names of the three nominees to the Executive Council for ratification. Additional nominations shall be accepted from the Executive Council.
1. In the selection of the Committee members, efforts shall be made to ensure that (a) country of origin and (b) gender are represented equitably in the Committee's complement.
- E. The newly elected nominating Committee members will be approved by the Executive Council prior to the AGM. The new nominating Committee members will be introduced at the AGM meeting in the year they are selected.
- F. The outgoing Chairperson shall nominate a second year member of the Committee to serve as the new Chairperson of the Committee. The Chairperson will be approved by the Executive Council.
- G. In the event that a Committee member is unable to fulfill the responsibilities of Committee membership, a letter of resignation shall be submitted to the NASSM President with a copy to the Chairperson of the Nominating Committee. It is the

responsibility of the Executive Council to appoint a replacement to complete the term of the member who has resigned.

H. Committee members are ineligible to run for office.

IV. **Conduct of Business**

A. Meetings

1. Business shall be conducted by mail, phone, fax, or E-mail.
2. A record of all considerations by the Committee shall be maintained by the Chairperson.

B. Finances

1. The Committee Chairperson shall submit receipts to the Business Office for reimbursement.

C. Duties

1. The Chairperson shall issue a call for nominations from all professional, international, and emeriti members in good standing for the various elective posts on the Executive Council approximately four (4) months prior to the Annual General Meeting (AGM). The call for nominations will include a summary of the process to be used in the preparation of the slate of nominees (outlined below) and a brief summary of the responsibilities for the available positions.
2. The Chairperson shall prepare an election ballot and make it available to all professional, international, and emeriti members in good standing not less than five weeks before the annual business meeting.
3. The vitae of each candidate on the ballot shall be made available to all voting members.
4. The Nominating Committee Chairperson will advise the NASSM President approximately two weeks prior to the AGM. The exact election tallies shall remain confidential.

IV. **Annual Report**

The Chairperson shall prepare and present a report of the year's activities at the AGM.

V. **Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**Suggested Procedures:****I. Call For Nominations**

- A. The Committee Chairperson shall prepare and distribute a form calling for nominations for the positions that will become vacant at the time of the annual business meeting (i.e., President-Elect, Secretary or Treasurer, two Members-at-Large [MAL]) approximately four months prior to the AGM.
- B. The nomination form must include the signature from the nominee indicating willingness to serve NASSM, if elected. Self-nominations are acceptable. All nominees must submit brief vitae using the standardized two-page nomination template.
- C. Completed nomination forms must be returned to the Chairperson by a specified date (approximately two and a half months prior to the annual meeting).

**II. Preparation of Slate**

- A. The Chairperson shall prepare a list of eligible nominees and send a copy to each member of the Committee along with copies of all appropriate vitae, asking the member to rank the candidates for each office, beginning with first choice, second choice, etc. Committee members are to return ranked lists to the Chairperson on the date specified (approximately six weeks before the annual meeting). As far as possible the Committee should consider the goal of maintaining a balance of males and females and Americans and Canadians on the Executive Council when making their rankings.
- B. From these rankings, and under conditions described below, the Chairperson shall determine the two highest ranked nominees for each vacant position. In case of a tie vote, a second vote (by telephone, if necessary) shall be taken to break the tie. Nominees who are unsuccessful in gaining a position on the slate of candidates will be formally advised of their status by the Chairperson of the Committee.
- C. An individual may be nominated for more than one office and the Committee members shall place him/her in rank order for each position indicated. If such a person is ranked one or two in more than one position, he/she shall be placed on the ballot for whichever office as the higher priority as defined by the following order: President-Elect, Secretary, Treasurer, and MAL.
- D. Two members from the same institution may not be placed on the ballot for the same office.
- E. The Chairperson shall prepare a ballot consisting of the two highest ranked nominees for each position and make it available to all professional, international, and emeriti members in good standing not less than five weeks before the AGM.

III. **Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Student Initiatives Committee**

I. **Name**

The name of this Committee shall be the Student Initiatives Committee of the North American Society for Sport Management (NASSM).

II. **General Function**

A. The Committee shall consist of the current MAL, the student representative (who will be elected by the student members), and three students also elected by the student membership.

B. The Student Initiatives Committee shall be a standing Committee of the Society.

C. The elected Student Representative shall serve as Chairperson of the Committee.

III. **General Duties**

A. Primary Responsibilities:

1. The Committee shall assist the student representative in organizing and conducting student meetings and other initiatives at the NASSM conference.

2. The Committee shall facilitate and assist with various student initiatives and/or projects.

IV. **Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Student Representative**

**I. Name**

The name of this position shall be the Student Representative of the North American Society for Sport Management (NASSM).

**II. General Duties**

A. Primary Responsibilities:

1. Represent the student membership of the society on the Executive Council.
2. Attend all Executive Council meetings.
3. Assist with the planning and coordination of all student meetings.
4. Maintain regular communication with the NASSM Executive Council's member-at-large (MAL) who serves as the liaison between the Student Initiatives Committee and the NASSM Executive Council.

B. Secondary Responsibilities

1. Assume assigned tasks to share in the special operation of the Society.

**III. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Archivist**

**I. Name**

The name of this Committee shall be Archivist of the North American Society for Sport Management (NASSM).

**II. General Duties**

A. Primary Responsibilities:

1. Receive from the outgoing President of NASSM all materials that relate to:
  - a. History
  - b. Programs
  - c. Executive Council Minutes
  - d. Annual General Meeting (AGM) Minutes
  - e. Treasurer's Report
  - f. Membership List
2. Check all NASSM materials before filing, in order to avoid duplication. No more than two (2) copies of any material should be saved.
3. Compile NASSM material topically, then chronologically within topics.
4. Serve as a resource person for scholars and researchers desiring historical information about NASSM. Permission must be granted by NASSM Archivist to use the Historical Files.
5. Maintain a "Biographical Reference File" as an integral part of the Historical records. A Biographical Profile should be sent to the Archivist by officers and Executive Council members upon completion of their term of service on the NASSM Board.
6. House the Historical Archives of the NASSM in Bowling Green State University Library Archives. The historical records shall be available for review and can be reproduced but are not to be taken from their storage place.
7. Review the materials and identify missing segments and, if possible, locate them.
8. Comply with all regulations listed in the Guidelines for Retention of Materials for NASSM Official records.

- B. Secondary Responsibilities
1. Conduct and collect, annually or as deemed necessary, video or audio recorded entries for the Oral History Project to be filed in the NASSM Archives.
  2. Submit to the Executive Council an annual prospectus of those entries to be recorded within the year, and present an estimated budget for the recording process.
    - a. The prospectus should contain an explanation of the invited participants and the projected timeline for the recordings.
    - b. The recordings should adhere to established guidelines (below) regarding the appropriateness of the recording, the scope of each recording, the length of each recording, and the participant's official release of the information recorded.
  3. Arrange for appropriate participation in the Oral History Project
  4. Arrange with the current Conference Manager for video or audio taping equipment to be used for the Oral History Project at the annual NASSM Conference.
  5. Include an oral history recording prospectus and an annual account of completed recorded entries, as well as an updated listing of all oral history recording entries archived, in the annual Archivist's report to the Executive Council.

### **Guidelines for Retention of Materials for NASSM Official Records**

- I. **Materials that Comprise Official Archival Records**
- A. Correspondence, reports, records, Executive Council minutes, AGM minutes, copies of programs, Treasurer's Reports, membership lists, policies, codes and constitution changes and any other papers or materials of seeming historical significance, which originate from the Association's official work, and that of any of its component parts. (When there is a doubt as to whether certain materials are of archival value, the questioner shall refer the matter to the Archivist for final decision.)
  - B. All official publications of the Association.
- II. **Origins of the Official Archival Materials**
- A. Officially from the President of NASSM and voluntarily from any official, officer, member, Committee, commission, Council, forum, archivist/historian and conference manager of NASSM.

**III. Rules for Treatment of Official Archival Materials**

- A. All archival materials described above in "I" are the sole property of NASSM and Bowling Green State University and may not be surrendered to any person or persons or to any other depository than the official depository even on a temporary basis without the special permission of the NASSM Archivist.
- B. Each single sheet and the top page of each set of papers bound together should be identified as to subject matter, date, and source by person or group of origin.
- C. When certain materials are produced in more than one copy, one (the original) is sufficient for the Archives.
- D. When archival materials are copied or otherwise reproduced and a copy retained by any group or person, the original belongs to the Archives.
- E. These rules cover all materials listed in "I" A and B above.

**IV. Privileged Materials**

- A. Any material, which an official determines for any reason, should not be made public for a certain length of time may be sealed and labeled as "privileged material" with date of release stated.
- B. All such privileged materials shall be clearly titled on the outside of the packet along with accompanying name of officer or office of origin as well as date or dates or origin of the material enclosed.

**V. Time of Release of Materials to the Archives**

- A. At the close of each fiscal year all material originated in that year which is judged to be of archival value shall be marked President's Book for NASSM Archives.
- B. At the close of the current President's term of office, the President's records will be retired to the Archivist of NASSM.
- C. If there is a doubt about some materials as to whether they are of archival value, give them the benefit of the doubt. (It is better to save some things not wanted later than to discard materials that may later prove of value.)

**VI. Records Neither Vital Nor Official But Desirable Archives Material**

- A. "Logs," diaries, memorabilia, and unofficial correspondence and records of various officers of NASSM, such as reports of informal discussions, plans, controversies, and the like, may be of historical interest although they are not official records. (Such items are desirable additions to an Archivist for interpretations. Such papers may be turned over to the Archives at any time for date or origin to retirement or after the death of the owner, and may be available for research either immediately or not until a date set by the donor or representative.)

- B. Members of the profession are invited to give to NASSM Archives their papers such as correspondence, diaries, "logs," and other mementos related to the work of the society or profession.
- C. These materials should be sent to the NASSM Archives as a collection labeled such as "Papers of Joan Doe" or "The John Doe Collection" and accompanied by a brief biographical sketch of the person concerned and some statement identifying the contents and dates of original collection.

## VII. **Implementation of These Guidelines**

- A. Copies of these Guidelines shall be presented by the current President of the NASSM to each person who as a newcomer becomes a member of the Board, the Chairperson of an Association Committee, Commission, Council or Forum, or becomes the Association Archivist.
- B. The NASSM Archivist shall be responsible for collecting at the close of each fiscal year and preserving for the Archives at Bowling Green State University the materials of archival value originating with all persons listed in "H.
- C. These Guidelines shall go into effect when approved by the NASSM Executive Council.

## VIII. **Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

\*Material obtained from "Guidelines for Retention of Materials for AAHPERD Official Records," Mytris Herndon's work for OAISW and OCA-WPES guidelines.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Business Office**

**I. Name:**

The name of this Committee shall be the Business Office of the North American Society for Sport Management (NASSM) and at present housed on the campus of the Slippery Rock University.

**II. General Duties**

A. Primary Responsibilities:

1. Produce and distribute (electronically) annual membership renewal notices (November 1)
2. Process the membership returns and deposit checks in the appropriate accounts.
3. Maintain a NASSM mailbox and maintain permanent addresses for NASSM.
4. Maintain a current membership database and provide regular updates to the Human Kinetics Publishing Company.
5. Respond to membership questions and redirect other organizational inquiries to appropriate NASSM officers.
6. Provide appropriate officers with mailing labels as required.
7. Maintain two bank accounts. Bank statements to be forwarded monthly to NASSM Treasurer.
8. Pay bills through these accounts as appropriate, OR, work in cooperation with the Treasurer to expedite their payment.
9. Cooperate with the Secretary/president in managing association mailings.
10. Order, distribute, and maintain a supply of NASSM stationary for use by Executive members.
11. Respond to requests for membership lists following approval by the president or Executive Council.

**III. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for NASSM Research Fellows Credentials Committee**

I. **Name:**

The name of this Committee shall be NASSM Research Fellows Credentials Committee of the North American Society for Sport Management.

11. **Purpose:**

A. It shall be the purpose of this Committee to:

1. Issue a call for credentials to NASSM members who wish to submit their names as NASSM Research Fellows.
2. Cross-check to confirm that potential Fellows have met Fellow criteria.
3. Notify new Fellows, the NASSM Executive Council, and NASSM membership of names to be added to the list of NASSM Research Fellows.

111. **Organization:**

- A. The Committee shall be a standing Committee of the Society.
- B. The Committee shall consist of up to six professional members, none of whom shall be members of the Executive Council.
- C. The Committee Chairperson shall be nominated annually by the President and appointed by the Executive Council.
- D. The Chairperson shall select a Committee annually from among NASSM Research allows who will assist in the primary responsibility.

IV. **Conduct of Business:**

A. Meetings

1. Business shall be conducted by mail, phone, fax, or e-mail.
2. A record of all considerations shall be maintained by the Chairperson.

B. Finances

1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.

C. Duties

1. The Chairperson shall issue a call for credentials and set a deadline date for published, hard copy submissions of no later than March 1". (deadline to be no later than March 1)

2. The Chairperson shall distribute credentials forms to all interested potential Fellows.
3. The Chairperson shall receive credentials from potential Fellows, distribute them to the Committee, and set a review deadline. Credentials shall be distributed evenly among the reviewers so no one reviewer is reading substantially more credentials than another.
4. The Committee will return verification of credentials to the Chairperson on or before the deadline date.
5. The Chairperson shall peruse responses of the Committee and notify the potential Fellows of their status.
6. The Chairperson shall notify the President and the Committee that new Fellows have been qualified.

**V. Annual Report:**

The Chairperson shall prepare and present a report of the year's activities to the Executive Council.

**VI. Amendments:**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**Suggested Procedures:**

**I. Qualifying for NASSM Research Fellow Status**

- A. All qualified NASSM members are eligible to become NASSM Research fellows.
- B. Qualified members will become NASSM Research Fellows by meeting specified criteria as listed (i.e., no voting procedures) and submitting their credentials on or before the announced annual deadline.
- C. Criteria for NASSM Research Fellows are as follows (both **A** and **B**):
  1. **Publications:** All NASSM Research Fellows must have published a total of 15 refereed publications (3 of the total publications must be within the last 6 years; 3 of the total publications must be published, hard copy submissions in the *Journal of Sport Management* no later than March 1").
  2. **Presentations:** All NASSM Research Fellows must have presented 20 refereed presentations (4 of the total presentations must be within the last 6 years; 6 of the total presentations must be NASSM presentations).

**II. Annual Call for Credentials**

- A. The Chairperson shall be appointed by the President and approved by the Executive Council at the Fall Executive meeting.
- B. The Chairperson may select a Committee of up to six NASSM Research Fellows to assist in verifying/authenticating accuracy of submitted credentials.
- C. The Chairperson must select the Committee within two months of Fall appointment.
- D. The Chairperson shall issue a call for credentials from all professional and emeritus members in January of each year (viz., of a new *Journal of Sport Management* publication cycle).
- E. The Chairperson must distribute all materials to reviewers within one week of the published deadline.
- F. The Chairperson must maintain review records and notify the President when new NASSM Research Fellows have been qualified.
- G. The Chairperson shall notify all applicants of their status upon completion of review (the sole reason someone will not qualify will be a deficiency in minimum criteria).
- H. The NASSM Fellows are announced in the NASSM Newsletter when possible and/or at the Annual General Meeting.
- I. The President awards all new NASSM Research Fellows a letter of commendation and Certificate.

**111. Preparation of Credentials**

- A. Potential NASSM Research Fellows shall submit their credentials in the format as outlined (see last page).
- B. All costs and tasks, when possible (e.g., burden of formatting/printing, mailing preparation/costs), must be on the potential Fellow.

## ADDENDUM

THIS SECTION CONTAINS INITIAL NOTES FOR THE FIRST EDITION OF THE OPERATING CODE AND MAY BE REMOVED OR EDITED AS APPROPRIATE IN SUBSEQUENT CODE REVISIONS.

1. The first class of Research Fellows applicants' credentials will be verified by the Members-at-Large who will serve as the first NASSM Research Fellows Credentials Committee. Upon fellow's selection, the President will appoint a Committee Chairperson to operate the Committee's future business.
  
1. At this time of its inception, the NASSM Research Fellow designation carries no special entitlement. However, as the Fellowship grows in number and stature, the Committee may wish to propose entitlements to the Executive Council. Examples of entitlements that other organizations and societies support for their Fellows are such things as
  - Automatic acceptance of one presentation at the annual conference
  - Specially adjudicated oral or poster research presentation sessions featuring a set number of Fellows
  - Special luncheon or other session for the induction of new membersDesignations such as a special-color badge to wear at the conference or a lapel pin

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for**  
**Dr. Garth Paton Distinguished Service Award Selection Committee**

**I. Name:**

The name of this Committee shall be Dr. Garth Paton Distinguished Service Award Committee of the North American Society for Sport Management.

**II. Purpose:**

- A. It shall be the purpose of this Committee to:
1. Issue a call among NASSM members requesting submission of nominations and credentials for the Dr. Garth Paton Distinguished Service Award.
  2. Cross-check to confirm that applicants have met the Dr. Garth Paton Distinguished Service Award criteria.
  3. Review the supporting materials of the nominees providing no more than 3 candidates to the Executive Committee.

**III. Organization:**

- A. The Committee shall be a standing Committee of the Society.
- B. The Committee shall consist of five (5) professional members; two (2) Members-At-Large, one of whom, appointed by the President and approved by the Executive Council, will serve as Chairperson of the Committee, and the three most recent Dr. Garth Paton Distinguished Service Award recipients.

**IV. Conduct of Business:**

- A. Meetings
1. Business shall be conducted by mail, phone, fax, or e-mail.
  2. A record of all considerations shall be maintained by the Chairperson.
- B. Finances
1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.
- C. Duties
1. The Chairperson shall issue a call for nominations with accompanying credentials and set a deadline date (deadline to be no later than October 1).
  2. The Chairperson shall solicit and receive credentials from Dr. Garth Paton Distinguished Service Award applicants, distribute them to the Committee, and set a review deadline. Credentials shall be distributed among all the reviewers.

3. The Committee will return recommendations of the award recipient to the Chairperson on or before the deadline date.
4. The Chairperson shall peruse responses of the Committee and bring forward a recommendation for approval by the Executive Council at the Fall meeting.
5. The Chairperson shall maintain information on nominees for three years. During this time, nominees may be considered for the award by the Committee. Nominees considered may be re-nominated.

**V. Annual Report:**

The Chairperson shall prepare and present a report of the year's activities to the Executive Council.

**VI. Amendments:**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**Suggested Procedures:**

**I. Qualifying for Dr. Garth Paton Distinguished Service Award**

- A. The Award annually recognizes a member's outstanding service contributions to NASSM. The Dr. Garth Paton Distinguished Service Award is intended to (a) be one of distinction within NASSM and the award recipient's own academic community, and (b) encourage high standards of service to NASSM and other forms of contribution among NASSM's members.
- B. Members will become eligible for the Dr. Garth Paton Distinguished Service Award by meeting specified criteria as listed and submitting credentials on or before the announced annual deadline.
- C. Criteria for the Dr. Garth Paton Distinguished Service Award consideration are (both 1 & 2):
  1. NASSM member in good standing for at least 10 years.
  2. Demonstrate an on-going record of exemplary service to NASSM.

**II. Annual Call for Credentials**

- A. The Chairperson shall issue a call for nominations from all professional and emeritae/i members at the Annual General Meeting in May/June of each year.
- B. The Chairperson shall notify all applicants of their status upon completion of review.

- C. The Dr. Garth Paton Distinguished Service Award recipient will be announced in the NASSM Newsletter when possible and/or at the Annual General Meeting.
- D. The President awards all new Dr. Garth Paton Distinguished Service Award recipients a plaque.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for NASSM Student Research Competition Committee**

**I. Name:**

The name of this Committee shall be the Student Research Competition Committee. The Committee is comprised of two members-at-large and various reviewers selected by the Committee. A member-at-large shall be selected by the President to serve as Chair.

**II. Purpose:**

- A. It shall be the purpose of this Committee to:
1. issue a call for papers (in conjunction with the general NASSM conference call for papers). The deadline for submission is January 15.
  2. organize the review process

**III. Organization:**

- A. The Student Research Competition Committee shall be a standing Committee of the Society.
- B. The Committee is comprised of two members-at-large and various reviewers selected by the Committee (for the final review stage, at least 1/3 of the reviewers shall be members of the JSM Editorial Review Board, if possible).

**IV. Selection Procedures**

- A. The Committee will accept papers no more than 35 pages in length and in adherence to the "Instructions for Authors" in the Journal of Sport Management.
- B. Those submitting must be enrolled in a college or university and not be currently employed in a full-time academic position at the time of submission.
- C. The review process should be as follows: Each reviewer examines 3-4 submissions (depending upon the numbers submitted) and ranks them (1 =best) according to the criteria provided - Relevance or significance of the topic; Theoretical basis; Methodology; Discussion and interpretation; and Clarity of writing. Once the top 4 or 5 are selected, based on lowest total points, those are sent to another round of reviewers for the final ranking.
- D. The Committee Chairperson will notify the winner and finalists. The Chairperson will also notify the NASSM President, Program Chairperson, and Conference Host of the winner and the finalists.
- E. The winner of the Student Research competition will receive **\$500 US** towards travel or accommodation for the conference, receives a complimentary conference registration, and receives a one-year free membership with NASSM.

- F. The winner will present her/his paper at the President's Luncheon during the annual conference.
- G. The President awards the winner of the Student Research Competition a plaque.

**III. Amendments:**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Web Administrator**

**I. Name**

The name of this office shall be Web Administrator of the North American Society for Sport Management (NASSM).

**II. General Duties**

Appointed as a non-voting member to serve on the Executive Council, the NASSM Web Administrator will serve a five year term of office. Additional five year terms may be approved by a majority vote of the Executive Council. Because of the time and expertise necessary to supervise the NASSM website, the NASSM Web Administrator's membership and conference fees will be waived for each year served in office. This benefit can be withdrawn at any time at the discretion of the Executive Council.

**A. Primary Responsibilities:**

1. Attend all Executive Council meetings, special meetings, called meetings, and the Conference Annual General Meeting (AGM).
2. Receive, revise, and post pertinent information on the NASSM website in a timely fashion.
3. Supervise annual online voting by NASSM membership.
4. Work closely with the Business Office Manager regarding updated membership information.
5. Assist the President, as requested.

**B. Secondary Responsibilities:**

1. Work in conjunction with all NASSM Committees and task force members to pursue appropriate sponsorship and possible NASSM website advertising revenue.
2. Assist the NASSM secretary in maintaining and recording accurate records of all Society meetings.

**III. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Conference Manager**

**I. Name**

The name of this office shall be Conference Manager of the North American Society for Sport Management (NASSM).

**II. General Duties**

The NASSM Conference Manager will be appointed to serve a three to five year term of office with a review being performed by the President at the conclusion of three years. Additional three to five year terms may be approved by a majority vote of the Executive Council.

**A. Primary Responsibilities**

1. Serve as a liaison between the Chairperson of the NASSM Conference Organizing Committee (the local host) and the Executive Council.
2. Work directly with the Chairperson of the NASSM Conference Organizing Committee to provide expertise and a source of information and communication on the many issues and topics associated with hosting the conference.
3. Serve as a link between potential conference sponsors and exhibitors and the Chairperson of the NASSM Conference Organizing Committee, in order to provide continuity and contact information relative to the conference sponsorship and exhibitor process.
4. Serve as a liaison between the Chairperson of the NASSM Conference Organizing Committee and the Executive Council in terms of finalizing conference hotel bid contracts, deposits, and purchase orders, etc.
5. Work directly with the Chairperson of the NASSM Conference Organizing Committee on the development and preparation of the conference budget and assist in establishing specific accounting procedures that will allow for a comprehensive final conference financial report.
6. Work closely with the Chairperson of the NASSM Conference Organizing Committee to provide information relative to sub-committee duties and responsibilities, timelines and deadlines, equipment needs, hospitality needs, break out room needs, banquet needs, conference registration procedures, conference marketing, conference website, abstract book, conference awards, banquet head table, keynote speaker arrangements, conference security and procedures, A-V equipment rental, negotiating hotel/motel room rates and room block, complimentary rooms, ordering gifts for presenters, reserving facilities for various conference functions,

procedures for designated rental cars and airlines, conference transportation needs, developing sponsorship and advertising agreements, recruiting conference volunteers and workers, utilizing host university resources, involvement of the business community, evaluating the conference, etc

7. Maintain a record of important financial documents, sponsorship agreements, exhibitor contracts, meal count numbers, deposits receipts, room night counts, final attendance and registration figures, final conference financial report, and other important names and addresses for each NASSM Conference so that the information can be used to assist in planning future NASSM Conferences.
8. Develop a step-by-step NASSM Conference hosting procedures and policy manual so that future conference hosts can have a document that provides answers to many of the frequently asked questions related to hosting a NASSM Conference.
9. Recruit bids from potential hosts for future conferences.
10. Assist with the development of conference bids, as requested.
11. Oversee the bid selection process for Executive Council.
12. Conduct a site visit in the Fall before the conference.
13. Attend all Executive Council meetings, special meetings, called meetings, and the Conference Annual General Meeting (AGM).
14. Report directly to the President of NASSM and the Executive Council.

### **III. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

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**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for Diversity Committee**

**I. Name**

The name of this Committee shall be the Diversity Committee of the North American Society for Sport Management (NASSM).

**II. Purpose**

A. It shall be the purpose of this Committee to:

1. Act in an advisory capacity to the Executive Council on all matters and issues related to diversity.
2. Promote diversity and inclusiveness through a variety of programs and initiatives

**III. Organization**

- A. The Diversity Committee shall be a standing Committee of the Society.
- B. The Committee shall consist of 6 professional and 1 student members, with a total of 7 members.
- C. Except the student member, each professional member shall serve a two-year term, or until a successor has been named. Terms shall be staggered such that one half of the professional membership retires each year.
- D. To replace the professional members, the current Committee shall solicit nominations from the membership of the organization. The Committee shall then review, discuss, and select the candidates at its meeting at the annual conference. The student member shall be identified and recommended annually by the student board.
- E. In the selection of professional members for the Committee, efforts shall be made to ensure that the principle of inclusiveness is observed.
- F. The Chair of the Committee shall be elected from the Committee membership on a one-year term.
- G. The elected Committee Chairperson shall communicate directly with a liaison appointed from the Executive Council (unless the Chairperson is on the Council).

**IV. Conduct of Business**

A. Meetings

1. Meetings/discussions may be conducted by mail, phone, fax, E-mail, or in-person (during the annual conference).
2. A record of all considerations by the Committee shall be maintained by the Chairperson.

**V. Annual Report**

- A. The Chairperson should prepare and present a report to the Executive Council twice a year.
- B. The Chairperson shall also prepare and present a report of the year's activities at the AGM.

**VI. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Codes for the**  
**Distinguished Sport Management Educator Award Selection Committee**

**I. Purpose**

The purpose of the North American Society for Sport Management Distinguished Sport Management Educator award is to recognize exceptional contributions to teaching and learning. The award signifies (a) distinction in classroom, and/or field, and/or on-line teaching; (b) excellence in pedagogical innovations in teaching methods, and/or course design, and/or curricular design, and/or assessment; (c) sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines; and (d) sustained commitment to one's own professional learning.

The NASSM President will appoint the Chair of the NASSM Distinguished Sport Management Educator Selection Committee. The NASSM Executive Council will subsequently appoint the members of the committee. The committee will consist of six members serving a term of two-years (with three members rotating off each year). The committee and chair direct all procedures associated with the award.

**II. Qualifications**

Any professional member of NASSM is eligible to be nominated and receive the NASSM Distinguished Sport Management Educator recognition. Nominees must have been members of NASSM for a minimum of five years, and must have taught sport management courses for a minimum of 3-years.

**III. Nominations**

The nomination deadline is November 15. All nominations must be submitted electronically to the designated Committee Chair.

Any NASSM member may nominate another NASSM member for consideration by submitting a letter, not to exceed two pages, to the committee Chair. Self-nominations will be accepted.

Nominees may be of any faculty rank, and must currently be teaching full time in a sport management major curriculum. There is no limit to the number of times a member may be nominated. Nominations will remain active for three years.

The nomination letter should outline the qualifications of the nominee based on the award's purpose (see Purpose). Nominees must be able to provide the required evidence (See Section III - Evidence) by the designated deadline.

The committee will select no more than three final candidates based on the nomination letters. Finalists will be notified by December 15.

#### **IV. Evidence**

If selected as a finalist, candidates must provide the following supporting evidence to the committee chair no later than February 1. All materials must be submitted electronically.

1. A current curriculum vita.
2. An application document, not to exceed 5-pages, that includes a statement of the candidate's teaching philosophy as well as evidence which describes the candidate's qualifications based on the purposes of the award (see first paragraph, page 1). Examples of evidence may be, but is not limited to the following, as appropriate:
  - a. Evidence of the candidate's excellence in teaching and/or mentoring students.
  - b. Evidence that the candidate's teaching and/or mentoring enabled students to expand their disciplinary knowledge and/or skills, and/or enabled students to become more willing to engage difficult concepts, and/or enabled students to learn new ways to approach questions.
  - c. Evidence of innovative teaching methods, and/or course, and/or curricular design.
  - d. Evidence of innovative assessment techniques and responses to or adjustments made to teaching as a result of assessment outcomes.
  - e. Evidence of publications, presentations, workshops, and/or other forms of public dissemination of pedagogical concepts, including consultantships.
  - f. Evidence of sustained commitment to one's own professional learning through continued professional development.
  - g. Evidence that the candidate has fostered students' skills in presentation/research.
3. Other appropriate evidence, not to exceed two pages, as selected by the candidate such as summaries of quantitative or qualitative evaluations, feedback from students who work(ed) with the candidate outside of credit-bearing courses (e.g., advising, special projects), evidence demonstrating candidate's attention to student's diverse needs, and other evidence indicating that the candidate's teaching has produced significant learning.

4. A current syllabus from one course of the candidate's choice.
5. Five letters of support, at least one of which should be from the candidate's current administrator, one of which should be from a current student, and one of which should be from a former student now in professional practice. The remaining two letters may be from any of the above categories, or from current or former teaching colleagues, NASSM colleagues, or any other appropriate persons as selected by the candidate.

Letters of support should address the candidate's distinguished performance in classroom, and/or field, and/or on-line teaching; excellence in pedagogical innovations in teaching methods, and/or course design, and/or curricular design, and/or assessment; sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines; and sustained commitment to the candidate's own professional learning.

## **V. Evaluation**

The NASSM Distinguished Sport Management Educator Selection Committee will evaluate candidates' credentials based on the evidence as provided. The committee may request clarifications or explanations, as appropriate.

## **VI. Selection and Award**

The NASSM Distinguished Sport Management Educator Committee Chair will provide the committee's recommendations to the NASSM Executive Council no later than March 15. The Council will select the NASSM Distinguished Sport Management Educator by majority vote no later than April 1.

NASSM Distinguished Sport Management Educators will receive appropriate recognition at the annual NASSM conference, as determined by the NASSM Executive Council.

NASSM members may receive the award more than once. However, there must be a 5-year duration between award periods.

**NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**  
**Operating Code for the Publicity and Promotion Committee**

I. Name

The name of this Committee shall be the Publicity and Promotion Committee of the North American Society for Sport Management (NASSM).

II. Purpose and Responsibilities

- A. It shall be the purpose of this Committee to disseminate relevant NASSM information and generate recognition for the Society and its members before the public.
- B. The Committee are responsible for
1. Compose, publish and distribute an electronic newsletter four times per year to keep the membership apprised of ongoing activities and events related to the Society
  2. Create and disseminate news releases to print and/or broadcast media about members receiving awards from NASSM and the annual conference
  3. Work with the Web Master to maintain the “What’s New” section on the Society’s website
  4. Gather newsworthy information from the members of the Society for the newsletter and the “What’s New” section on the Society’s website
  5. Provide ongoing input regarding new website content to the Web Master

III. Organization

- A. The Publicity and Promotion Committee shall be a standing Committee of the Society.
- B. The Committee shall consist of 4 professional and 1 student members, with a total of 7 members.
- C. Except the student member, each professional member shall serve a two-year term, or until a successor has been named. Terms shall be staggered such that one half of the professional membership retires each year.
- D. To replace the professional members, the current Committee shall solicit nominations from the membership of the organization. The Committee shall then review, discuss, and select the candidates at its meeting at the annual conference.

The student member shall be identified and recommended annually by the student board.

- E. The Chair of the Committee shall be elected from the Committee membership on a one-year term.
- F. The elected Committee Chairperson shall communicate directly with a liaison appointed from the Executive Council (unless the Chairperson is on the Council).

**IV. Conduct of Business**

A. Meetings

- 1. Meetings/discussions may be conducted by mail, phone, fax, E-mail, or in-person (during the annual conference).
- 2. A record of all considerations by the Committee shall be maintained by the Chairperson.

**V. Annual Report**

- C. The Chairperson should prepare and present a report to the Executive Council twice a year.
- D. The Chairperson shall also prepare and present a report of the year's activities at the AGM.

**VI. Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.