

JOE ARBENA LATIN AMERICAN SPORT HISTORY GRANT COMMITTEE OPERATING CODE

I. Purpose

The Joe Arbena Latin-American Sport History Grant is designed to advance the study and exploration of Latin American sport history. The Arbena Committee announces the annual competition, reviews the applications, and selects the annual winner(s). Up to \$1,000 per year may be awarded as a single lump sum or divided into smaller awards at the discretion of the Arbena Committee.

II. Structure

- A. The Committee shall consist of a Chair and two other members.
- B. The NASSH President shall appoint all members to serve three-year terms.
- C. The members of the committee shall elect a Chair, who will hold this position for a three year-term.
- D. Members should hold Ph.D.s and have demonstrated experience in Latin American sport history.

III. Duties

To adjudicate the entries and determine a winning application.

IV. Responsibilities of the Chair

- A. Communicate with the NASSH treasurer to determine what funds are available for the grant on a given year. The normal amount is \$1,000 per year.
- B. Place announcements about the annual award on the NASSH website and in appropriate academic journals, newsletters, and on listservs.
- C. Field applications and distribute them to committee members.
- D. Review applications in advance of deliberations to assure that entries are consistent with the award's guidelines.
- E. Respond to applicant queries.
- F. Initiate deliberations following the application entry deadline date.
- G. Report committee decisions to the NASSH president.
- H. Enter written report to the NASSH president and Council.
- I. At the behest of the NASSH president, after the close of deliberations, the chair shall contact the applicants and inform them of the status of their applications.

V. Meetings

The committee will begin deliberations following the entry deadline and prior to the NASSH conference to discuss both the proposals and other matters relevant to the committee, should there be any.

VI. Reports

The Chair shall submit a written report to both the NASSH president and Council in advance of, or during, the Council meeting. A public announcement of the winner is left to the discretion of the NASSH President. The report may be submitted through proxy or electronically.

VII. Policies

- A. The grant is made available on an annual basis.
- B. The committee will adhere to the application protocols as established by NASSH and made available on the NASSH website page.
- C. If a student supervised by a member of the Awards Committee submits an essay for the competition, then the member must not be allowed to adjudicate for this cycle of the competition. If necessary, the chair shall appoint a substitute reviewer.

BOOK AWARDS COMMITTEE OPERATING CODE

I. Purpose

To promote and honor outstanding research and writing in sport history through the presentation of the annual NASSH Book Awards. The NASSH Book Awards recognize two categories of achievement: 1. Monograph 2. Anthology

II. Structure

- A. The Book Awards Committee shall consist of five members, appointed by the NASSH President.
- B. Members of the Committee shall serve for two years, with the possibility of renewal, on a staggered basis.
- C. The Chair for the following year shall be selected by the Committee at its meeting on the day prior to the opening sessions of the NASSH Convention.
- D. At the Chair's discretion, she/he may create separate committees for monographs and anthologies.

III. Selection Procedure

- A. A plan of action for the coming year shall be discussed at the annual meeting and shall include a timeline of activities for the Chair and Committee members.
- B. Each Committee member shall read all of the books received and select two shortlists of books in each category for further consideration; comments on these books shall be forwarded to the Chair.
- C. From these most favored books, the Chair shall compile a composite of comments for distribution to the Committee, which will select one to three of these books in each category for its consideration at the NASSH Convention.

IV. Responsibilities of the Chair

- A. To oversee the activities of the Committee during the year.
- B. To place announcements about the annual Book Awards on the NASSH website and in appropriate academic journals, newsletters, and on listservs.
- C. To maintain a current database of publishers' addresses.
- D. To initiate the selection of books for the Book Awards by writing to publishing houses, as well as soliciting particular books suggested by colleagues.
- E. To contact all presses that publish appropriate books, requesting that copies of books be sent to each member of the Committee by January 15th.
- F. To compile the first rounds of comments by Committee members.
- G. To co-ordinate the final selection of the Book Awards at the annual Convention.

- H. To make the presentation of the winning books and authors and/or editors at the annual Awards Banquet.
- I. To contact the Treasurer so that a check for each award winner will be available at the Awards Banquet.
- J. To inform the publisher of the winning book of the honor.
- K. To provide the Book Display manager with a list of up to ten books that are receiving attention by the Committee to ensure that the best books will be in the Display.

V. Meetings

- A. The Committee shall meet on the day preceding the opening sessions at the Annual Convention, and electronically as need be.
- B. The Book Awards shall be presented at the Award Ceremony of the annual NASSH Banquet.

VI. Report

The Chair shall present a final report to the NASSH Council at its Annual Meeting. The report can be delivered electronically and should outline the committee's activities (the number of books received and reviewed, for example), but should not reveal the book award winner or winners.

VII Policies

- A. The Book Awards are given for outstanding monographs and anthologies, as determined by the Book Awards Committee, written in English on any aspect of sport history, without chronological or geographic restriction.
- B. The monograph winner receives \$1000. The anthology winner receives \$750.
- C. Books published during the preceding calendar year are eligible for the Award.
- D. Biographies, monographs, and works of synthesis and interpretation are eligible in the monograph category; anthologies and collections of documents are eligible in the anthology category.
- E. The winning authors, titles, and publishers should be listed on the announcement that will be sent to publishers the following year.
- F. If a member of the Awards Committee has written, edited, or published a book that is under consideration for the book awards, he/she shall withdraw from the Awards Committee for the year (and can rejoin the committee the following year to complete his/her term). The NASSH President shall appoint a substitute for one year.
- G. If a member of the Awards Committee has contributed an essay or a document to an anthology or collection under consideration, he/she should recuse him/herself from the committee for that part of the process and serve the remainder of their term thereafter.

BOOK DISPLAY MANAGER

1. Responsible for the Book Display at the Annual Convention, including:
 - a. Generate list of books from various publishers for display;
 - b. Procure books from publishers;
 - c. Transport or have books shipped to the annual conference, with NASSH funds provided by the Treasurer;
 - d. Set up books in the designated space for the book display;
 - e. Compile complete listing available to members at the convention of the included books;
 - f. Determine status of the books post-conference.
2. Shall be appointed by the NASSH Executive Council.
3. Shall serve a three-year, renewable term.

CONSTITUTION AND BYLAWS COMMITTEE OPERATING CODE

I. General Responsibility

To administer and keep the NASSH Operating Codes and Constitution.

II. Organization

- A. The Committee shall be composed of three members, all appointed by the NASSH president.
- B. Members of the Committee shall serve four year terms, with the possibility of renewal, on a staggered basis.
- C. The members of the Committee shall elect a Chair, who will hold the position for a four year term.

III. Duties

- A. Send the relevant Operating Codes to each NASSH Officer after he or she has been elected to his or her respective position.
- B. If any NASSH member wishes to consult, change, or query an existing Operating Code or the Constitution, he or she shall alert the Constitution and Bylaws Committee (or raise the issue at Council).
- C. Make any changes to the Codes or Constitution which are ratified by the Council.
- D. Highlight any irregularities in the Operating Codes or Constitution and raise the issue at Council.
- E. Contact the President if issues surrounding the Codes or Constitution need to be addressed by the Council.

V. Meetings

- A. The Committee shall meet annually at the Annual Convention of the Society, and/or electronically as need be.

IV. Reports

- A. The Chair shall submit an annual report of the Committee's business to the NASSH Council.

DIRECTOR OF POLICY AND PROCEDURE PORTFOLIOS

I. General Responsibility

To administer and keep the NASSH Operating Codes.

II. Organization

A. One person shall administer the Operating Codes and this person shall be appointed by the President for a three-year, renewable term.

III. Duties

A. Send the relevant Operating Codes to each NASSH Officer after he or she has been elected to his or her respective position.

B. If any NASSH Officer wishes to change or query an existing Operating Code, he or she should alert the Director of Policy and Procedure Portfolios (or raise the issue at Council).

C. Make any changes to the Codes which are ratified by the Council.

D. Highlight any irregularities in the Operating Codes and raise the issue at Council.

E. Contact the President if issues surrounding the Codes need to be addressed by the Council.

IV. Reports

A. Inform the Council of any potential changes or questions related to the NASSH Operating Codes prior to each Council meeting if and when appropriate.

DISTINGUISHED LECTURES AND HONOR AWARD COMMITTEE OPERATING CODE

I. Purposes

- A. To select speakers for the following Distinguished Lectures:
 - John R. Betts Address
 - Maxwell L. Howell and Reet Howell International Address
 - Seward C. Staley Address
- B. To propose recipients of the following NASSH Awards:
 - NASSH Recognition Award
 - NASSH Service Award

II. Structure

- A. The Committee shall be composed of five members, who shall serve two-year terms.
- B. The Past-President of NASSH shall serve as the Chair.
- C. Two members shall be elected by the membership during the election year.
- D. Two members shall be appointed by the President of NASSH during the off-election year.

III. Duties

A. Distinguished Lectures

1. To determine, in consultation with the Program Chair, the number of Distinguished Lectures to be given at each convention.
2. To solicit nominations for the Distinguished Lectures from the NASSH membership through the Newsletter and at the annual convention.
3. To determine, one year in advance, a rank order of nominees for the Lecture(s) to be given at the next Convention.

B. NASSH Awards

1. To review and rank nominations for the NASSH Recognition Award and Service Award, according to the established policies (see Section VII B).

IV. Responsibilities of the Chair

A. Distinguished Lectures

1. To establish deadlines for receiving nominations.
2. To synthesize and collate materials submitted for each nomination, for distribution to each Committee member.
3. To tabulate the rankings for each nominee, and to inform the Committee members of the results.
4. To invite the lecturers, and inform the Program Chair of those chosen and the title of the papers to be presented.
5. To organize the Distinguished Lecture sessions at the Convention; select individuals to introduce the speakers and to sit at the head table; and moderate lecture sessions.

B. NASSH Awards

1. To call for nominations for the NASSH Recognition Award and the Service Award through the Newsletter and at the annual Convention.
2. To present awards at the convention banquet.

V. Reports

The Chair shall submit an annual report of the Committee's business to the NASSH Council.

VI. Policies

A. Distinguished Lectures

1. The Distinguished Lectures shall be given on a rotating basis at the annual Convention.
2. Nominations for the Distinguished Lectures need not be NASSH members.
3. Nominations for the Distinguished Lectures must be submitted in writing and contain the following information: Name, complete mailing address, notation of major publications and presentations, a concise statement delineating the nominee's qualifications to give the address, and contributions to sport history.
4. In the case of an unresolvable problem or deadlock in determination of who shall be chosen to give a Distinguished Lecture, the Chair, in consultation with the President of NASSH, shall make the final decision.

B. NASSH Recognition Award and Service Award

1. The NASSH Recognition Award and Service Award shall be presented at the annual meeting when the Committee deems it appropriate (usually at the Banquet and Award evening).
2. As these awards were established to honor truly meritorious individuals or institutions, they should be reserved for special circumstances; they do not need to be given every year.
3. The NASSH Recognition Award is to be presented to an outside group or individual who have promoted the field of sport history.
4. The NASSH Service Award shall be presented to an individual, other than a NASSH Past-President, who has given meritorious service to NASSH, and has helped NASSH carry out its functions and further its goals.
5. An appropriate form of recognition shall be a plaque with the name of NASSH, the award, and the recipient, etc.

INFORMATION TECHNOLOGY (IT) COMMITTEE OPERATING CODE

I. Purposes

- A. To make recommendations to the NASSH Council regarding the use of technology, computing, and media for the purposes of disseminating research and information about sport history and NASSH.
- B. To coordinate with the webmaster regarding NASSH's digital presence of the North American Society for Sport History.

II. Structure

- A. The Information Technology Committee shall consist of three NASSH members appointed by the President, as well as the webmaster who will serve as an *ex officio* member.
- B. Members of the Committee shall serve for three years with the membership staggered so that one term ends each year. Membership is renewable at the discretion of the President.
- C. The Chair, elected by members of the Committee, will hold the position for two years, and shall be chosen for the next year prior to the first day of the Annual Convention. The new Chair's tenure begins when the Annual Convention ends.

III. Duties of the Committee

- A. To oversee the design, content, and ongoing development of the website, NASSH.org, and NASSH's other digital presences in consultation with the webmaster.
- B. To liaise with the Executive Council and the membership regarding the format and content of the website and other digital presences.
- C. To field NASSH member concerns and suggestions regarding the website and to communicate relevant concerns to the webmaster.
- D. To recommend policies regarding the use of technology for the purposes of disseminating research and information about NASSH and sport history.
- E. To work with the President and recommend to the NASSH Council at least one name (in order of preference if there are multiple names) for consideration for the position of NASSH webmaster, following the procedure outlined in item VI A.
- F. To coordinate with the NASSH webmaster and ensure that information about NASSH and its officers, publications, Annual Convention, membership, news, etc. are posted and kept current at NASSH.org.
- G. To offer detailed feedback each year in the form of a written report to the webmaster about the website's layout, format, and content. The webmaster shall give serious weight and consideration to this feedback and, depending upon its feasibility, act on it in a timely manner.

IV. Responsibilities of the Chair

- A. To arrange and set the agenda for Committee meetings.
- B. To give full and accurate accounts to the NASSH Council of significant correspondence and actions taken by the Committee.
- C. To prepare and present an annual report to the NASSH Council and the Annual Business Meeting.
- D. To advertise for and oversee the appointment of the NASSH webmaster.

V. Meetings

- A. The Committee shall meet on the day preceding the Opening Sessions at the Annual Convention, and shall also hold a minimum of one other meeting electronically each year.
- B. The Chair (or a designee) shall attend the NASSH Council meeting following the Committee meeting on the day before the opening of the Annual Convention.

VI. Webmaster

- A. The IT Committee will conduct a thorough search for the position of webmaster and recommend a candidate to the NASSH Council. The appointment will be for a renewable three-year term.
- B. The position shall be announced at the NASSH Annual Business Meeting, in the NASSH Newsletter, on the NASSH website, and on the NASSH listserv.
- C. The required qualifications of the webmaster shall include: NASSH membership; evidence of website construction and/or maintenance; and the willingness to update information on the site in a timely manner. Should no one with these qualifications be available, the Committee may recommend names of non-NASSH members.
- D. The NASSH Council will select the webmaster and only the Council has the power to remove the webmaster prior to the end of the webmaster's term (except for resignation).
- E. The webmaster works with the Committee and her/his annual report to the Committee should be incorporated into the Chair's Committee report to the NASSH Council.

MEMBERS-AT-LARGE OPERATING CODE

I. Purposes

- A. To advise the NASSH Council on all matters pertaining to the operation and governance of the Society.
- B. To provide assistance to the President, President-Elect, Secretary, and/or Treasurer on any matters these officers deem appropriate.
- C. To assist the President-Elect with the evaluation of the annual NASSH Convention.
- D. To initiate policy regarding the future direction of the Society.
- E. To recommend to the NASSH Council candidates for the biennial Nominations Committee.
- F. To perform duties as listed in the By-Laws, and other such duties incidental to the office of Member-at-Large.

II. Organization

- A. There shall be four Members-at-Large (including one Student Member) who shall compose the NASSH Executive. They shall be Voting Members of the NASSH Council.
- B. Each Member-at-Large shall serve a two-year term until a successor shall have been duly elected and until such term of office shall have begun, as provided in the By-Laws.
- C. The Members-at-Large shall be elected to begin office in odd-numbered years. The election of these officers shall be by ballot.

III. Duties: All Members-at-Large shall:

- A. Attend the annual NASSH Council meetings held in conjunction with the NASSH Convention and the annual Business Meeting.
- B. Attend all special meetings of the NASSH Council summoned by the President or by other means as specified in the By-Laws.
- C. Perform such duties incidental to the office of Member-at-Large.
- D. Under the guidance of the President-Elect, evaluate the annual convention and make recommendations for subsequent conventions.
- E. Initiate policy regarding the future policy of the Society by:
 - 1. Identifying the needs and desires of the membership.
 - 2. Determining, and reporting to Council, the interests of the Membership.
- F. Recommend to the Council, in every odd year, at least five (5) individuals for the Nominations Committee.
- G. The Student Member-At-Large shall coordinate the designated NASSH graduate student social media outlets.

IV. Reports: The Members-at-Large shall jointly:

- A. Report to the Council each year on the future direction of the Society.
- B. Provide the President-Elect with a written evaluation of the annual convention and recommendations for subsequent conventions.

MEMBERSHIP COMMITTEE OPERATING CODE

I. Purpose

To promote NASSH membership via recruitment and retention.

II. Structure

- A. The Committee shall consist of a Chair and two other members.
- B. The President shall appoint all members to serve three-year, renewable terms.
- C. To the extent that it is possible, the Committee shall consist of members from the various disciplines that contribute to NASSH (Kinesiology, History, Cultural Studies, American Studies, Sport Management, etc.).

III. Duties

- A. To recommend to the Council policies designed to sustain and grow the membership.
- B. To execute and manage membership policies that the Council passes.
- C. To request membership data from the Secretary on an annual basis immediately following the Annual Convention.

IV. Responsibilities for the Chair

- A. The Chair shall keep full and accurate accounts of all significant correspondence and actions taken by the Committee, and shall execute all official correspondence with the Council.

V. Meetings

The Committee shall meet annually at the Annual Convention of the Society, and electronically as need be.

VI. Reports

The Chair shall make an annual report to the Council and the membership at the Business Meeting. The former can be done electronically.

VII. Policies

- A. The Committee shall prioritize the growth and retention of a diverse membership, with diversity measured by race, ethnicity, gender, disciplinary background, career stage (graduate students, adjunct, assistant-full professors), size and type of institution, among other possible characteristics.

NASSH DISSERTATION TRAVEL GRANT COMMITTEE OPERATING CODE

I. General Responsibility

To organize and adjudicate the NASSH Dissertation Travel Grant. The winner of the grant can receive up to \$3000.

II. Organization

A. The NASSH Travel Grant Committee is composed of three members—The Past-President of NASSH, the President-Elect of NASSH and the current President (who chairs the committee).

III. Duties of the Chair

- A. Submit a description of the competition to the Secretary and Webmaster no later than September 1 of each year so that application materials are posted on the web and circulated via the Sport Hist List-Serve, and other official NASSH social media platforms.
- B. As applications arrive, make sure that both Part A (student application) and Part B (advisor's statement) are merged into one document for reviewers. (This is not a blind review process.)
- C. Send copies of all submissions to other committee members and ask them to review and create a short-list of strong proposals.
- D. Host a conference call to discuss the applications, and decide how to disperse the funds. The \$3000 grant may be divided between more than one winner.
- E. Inform the winners of the panel's decision and connect them with the NASSH Treasurer who will then disperse the allocated funds based upon appropriate travel-related receipts.
- F. Inform the other applicants of the NASSH Travel Grant Committee's decision.
- G. Submit an annual report to NASSH Council on the work of the NASSH Dissertation Travel Grant Committee.

IV. Duties of the Committee Members

A. Read all submitted applications, independently rank order them, share rank order in the committee meeting, and participate in final adjudication of grant awards.

V. Policies

- A. The Chair shall submit an annual report of the Committee's business to the NASSH Council.
- B. If a student supervised by a member of the Awards Committee submits an essay for the competition, then the member must not be allowed to adjudicate for this cycle of the competition. If necessary, the chair shall appoint a substitute reviewer.
- C. Once awarded, funds may only be used for travel that occurs within 18 months *following* official notification that a NASSH Travel Grant has been awarded. (NASSH is not able to fund travel that has already occurred.)
- D. If funds are not fully used within the time period, any remaining funds will revert to NASSH.
- E. NASSH travel grants may not be used for travel to the NASSH conference, or to buy equipment or software programs.

NASSH GRADUATE ESSAY COMMITTEE OPERATING CODE

I. General Responsibility

To organize and adjudicate the NASSH Graduate Essay competition.

II. Organization

A. The president shall appoint a committee of three NASSH members to adjudicate the NASSH Graduate Essay Competition. Members will serve a two-year term. In selecting committee members, consideration shall be given to gender, areas of academic specialization, and residence (within North America). The President serves as the non-voting chair of the committee.

III. Duties of the Chair

- A. Submit a description of the competition and its entry rules to the Secretary, Webmaster, and Program Chair no later than September 1 of each year to ensure inclusion in the annual Call for Papers. This announcement shall also be posted on the NASSH website and circulated via the Sport Hist List-Serve, and other official NASSH social media platforms.
- B. Prepare a list of all entries received, by title and author.
- C. Send copies of all submissions to panel members, being sure that no author's name appears with the submissions.
- D. Disseminate ranking instructions to committee members; and remind committee members of the need to make notes for each paper that can be shared with those who entered the competition.
- E. During the adjudication period, each committee member works independently to assess the historical contribution, depth of research, and quality of writing for each essay. Reviewers will then rank order their "top five" papers giving 1 point for a 1st place vote, 2 points for a 2nd place vote, 3 points for a 3rd place vote etc.. The winner shall be the essay with the lowest number of total points. In the case of a tie, further consultation between the President and panel members may be necessary.
- F. Inform the writer of the winning essay of the panel's decision, discuss travel and financial arrangements with the winner receiving the prize, and fully explain the parameters of presenting the essay at the Annual NASSH Convention.
- G. Inform the other contestants of the panel's decision and email to each entrant a composite critique of his or her essay, based on the individual critiques from the panel members.
- H. At the Annual NASSH Convention, chair the session in which the winning essay is presented, including introducing the essay winner and monitoring questions and commentary following the presentation.

- I. Submit an annual report to the NASSH Council on the work of the Graduate Essay Committee

IV. Duties of the Committee Members

- A. Read all submitted essays, create a short list of five papers and numerically rank them in order of quality, with the best essay given a score of “1.”
- B. Submit a critique of each essay to the President, along with the numerical ranking. Participate in further adjudication in case of ties.

V. Policies

- A. If a student supervised by a member of the Committee submits an essay for the competition, then the member must not be allowed to adjudicate for this cycle of the competition. If necessary, the chair shall appoint a substitute reviewer.

Legacy Committee Operating Code

- I. Purpose
 - A. To honor the history of NASSH by recognizing NASSH family members who have recently passed away. Such “recognition” shall be in the form of announced “Legacy Tributes.”
 - B. To encourage NASSH family members to entertain the idea of considering the organization in estate planning activities.

- II. Structure
 - A. The committee shall be composed of a chair and two other members, serving 4 year terms (possibly renewable), each of whom shall be appointed by the President. Such appointment terms shall initially be “set” so as to establish a “staggered” sequence in order to ensure “carry-over experience.”

- III. Duties
 - A. To identify members of the NASSH family who have passed away since the previous Annual Meeting and to prepare short Legacy Tributes rendered at the opening ceremonies of the next Annual Meeting following their passing.
 - B. To identify and acknowledge bequeaths to NASSH made by deceased NASSH family members.

- IV. Responsibilities of the Chair
 - A. To prepare and announce (or designate committee associates or NASSH members to do so) “Legacy Memorial Tributes” at the Annual Meeting.

NOMINATIONS COMMITTEE OPERATING CODE

I. Purposes

- A. To solicit and circulate a slate of nominees for the positions of: President-Elect, four Members-at-Large (one of whom must be a graduate student), two or three members of the Publications Board, and two members of the Distinguished Lectures Committee.
- B. To conduct the elections of officers in the Fall of every other year.

II. Structure

- A. The Committee shall consist of three active members of NASSH, none of whom shall be a member of Council.
- B. The members of the Committee shall be elected at the Annual Meeting in the year in which Council elections are held.
- C. The Committee members shall be elected from a list of at least five nominees presented by the Council and any additional nominees nominated from the floor at the Annual Business Meeting, for two-year terms.
- D. The individual receiving the highest number of votes shall be Chair.

III. Duties

- A. To develop a list of potential nominees including suggestions made by the membership, from members who have indicated an interest in standing for office, and from nominations by others.
- B. To prepare a final slate of nominees for presentation to the membership.

IV. Responsibilities of the Chair

- A. To announce the call for nominees on the NASSH website and the NASSH Listserv during the summer preceding the announcement of the fall elections.
- B. To conduct the business of the Committee by mail, email, and by telephone, if necessary.
- C. To contact nominees, asking them to stand for election.
- D. To check the current membership eligibility of each nominee.
- E. To solicit a one-page (maximum) curriculum vita from each nominee.
- F. To submit to the Secretary, by October 15, the final slate of nominees and curriculum vita for the November election. These vitae will be available on the election website.
- G. By December, inform the Secretary, all nominees, the Director of Policy and Procedure Portfolios, the Nominations Committee, and the Council of the election results.
- H. The Chair may not vote in the election, unless there is a tie.

V. Meetings

- A. The Committee shall meet at the annual convention at which the members were elected to plan actions for the Fall election, and to discuss potential nominees.

VI. Reports

A written report shall be presented at the annual meeting of the Council.

VII. Policies

- A. The Committee shall normally prepare a slate of two nominees plus one alternative for each elected position.
- B. All members of NASSH are eligible for office. The list of nominees should reflect the needs, interests, and diversity of the NASSH membership. Consideration should be given to: experience, scholarship, disciplinary orientation, gender, race, age, and geographical distribution.
- C. Each nominee's curriculum vita should be organized according to:
 - Professional Preparation (degrees),
 - Professional Experience (academic and professional position),
 - Professional Service and Honors (offices held, teaching awards, etc.), and
 - Major Research Publications and Papers (a selection of the most recent).

6/15/2017

PAST-PRESIDENT OPERATING CODE

I. General Responsibility

The Past-President shall serve a two-year term immediately following his or her term as President.

II. General Duties

The duties of the Past-President shall be generally of an advisory nature. The Past-President shall be expected to attend all Council meetings, as well as the Annual Meeting of the Society.

III Specific Duties

- A. To advise the President, as required.
- B. To chair the Constitution and By-Laws Committee, and present amendments to the Council.
- C. To be responsible for keeping the Operating Codes of NASSH officers and committee chairs up to date; to ensure that each officer or committee chair is in possession of a current copy of the appropriate code.
- D. To chair the Distinguished Lectures and Honor Award Committee.
- E. To organize events surrounding the presentation of Distinguished Lectures and Honor Awards; in particular, to organize the Annual Convention Banquet head table for the presentation of awards.

PRESIDENT'S OPERATING CODE

I. General Responsibility

The President shall serve as the chief executive officer of the Society and shall be cognizant of the responsibilities of each Officer and each Committee chairperson.

II. Specific Duties

- A. To conduct the business of the Society in accordance with the Constitution and By-Laws.
- B. To appoint the members of Standing Committees, unless otherwise stated in Article VII of the By-Laws.
- C. To set the agendas for, and chair, the Annual NASSH Business Meeting and the Annual Meeting of the Council that occurs the day before the start of the Annual Convention.
- D. With the Secretary, to be responsible for the accuracy of the minutes of all Society meetings.
- E. To administer the Annual NASSH Graduate Student Essay Award, in accordance with the regulations outlined in Section III below.

III. Annual NASSH Graduate Student Essay Award

A. The President shall:

- 1. Appoint an adjudication panel of three NASSH members. In selecting this panel, consideration shall be given to gender, academic discipline (history, physical education, and allied fields), residence (within North America), and research background.
- 2. Submit a description of the competition and its entry rules to the Secretary no later than July 30th, to ensure inclusion in the Annual Fall NASSH Newsletter.
- 3. Prepare a list of all entries received, by title and author.
- 4. Send copies of all submissions to panel members, being sure that no author's name appears with the submissions.
- 5. Upon receipt of the rankings by panel members (see below), determine the winner of the competition by awarding points to each essay (1 point for a 1st place vote, 2 points for a 2nd place vote, etc.). The winner shall be the essay with the lowest number of total points. In the case of a tie, further consultation between the President and panel members may be necessary.
- 6. Inform the writer of the winning essay of the panel's decision, and outline the terms and logistics for the winner to receive the prize, including the parameters of presenting the essay at the Annual NASSH Convention.
- 7. Inform the other contestants of the panel's decision.
- 8. Email to each entrant a composite critique of his or her essay, based on the individual critiques from each panel member.
- 9. At the Annual NASSH Convention, chair the session in which the winning essay is presented, including introducing the essay winner and monitoring questions and commentary following the presentation.

B. Adjudication Panel Members shall:

1. Read all submitted essays, and then numerically rank them in order of quality, with the best essay given a score of "1."
2. Submit a critique of each essay to the President, along with the numerical ranking.

PRESIDENT-ELECT/PROGRAM COMMITTEE OPERATING CODE

I. Purposes

- A. To organize the program of the annual convention.
- B. To select speakers for convention sessions.
- C. To arrange for the compilation of abstracts for publication in the Proceedings.

II. Structure

- A. The President-Elect shall chair the Program Committee.
- B. Two additional members shall be appointed by the President, upon the recommendation of the President-Elect.

III. Duties of the Committee

- A. Develop the annual convention program format.
- B. Select session moderators, reviewers for special thematic sessions, speakers, and reactors for all sessions of the convention except the Distinguished Lectures and the Student Essay Award winner.
- C. Inform the above moderators, reviewers, speakers, and reactors of their expected duties and functions.
- D. Arrange for the distribution of the convention announcement and a Call for Papers to be published in the NASSH convention information flyer each Autumn, and all appropriate journals.
- E. Determine how speakers shall be selected.
- F. Identify session reviewers based on their expertise for specific program sessions.
- G. Review all abstracts that do not qualify for one of the pre-selected session themes, as well as those abstracts rejected by session reviewers.
- H. Secure abstracts of all presentations for submission to the Editor of the Proceedings.

IV. Responsibilities of the Chair

- A. To establish a tentative format for the program, following consultation with other Committee members.
- B. To conduct all correspondence, including inquiries about the convention and acknowledgment of all abstracts received.
- C. To break any ties when Committee members are not in agreement about the disposition of those abstracts submitted to the Committee for review.
- D. To inform those whose abstracts were reviewed by the Committee of the disposition of their proposed papers.

V. Responsibilities of Reviewers

- A. To select speakers on the basis of submitted abstracts.
- B. To moderate, or obtain a moderator for, the session.
- C. To notify all who submitted an abstract of the disposition of their papers.
- D. To inform the submitter of a rejected abstract the reason for rejection.
- E. To select, as a commentator/reactor, a known scholar in the subject area of the presentation.
- F. To notify presenters to whom their complete papers should be sent and when it should be received by the reactor.
- G. To send the Program Chairperson a copy of all abstracts received, and the disposition of each abstract.
- H. To submit to the Program Chairperson all rejected abstracts.

VI. Reports

The program chair will present an annual report at both the NASSH Council meeting and at the NASSH Business Meeting.

VII. Policies

- A. Program construction should consider the following:
 - 1. All a minimum of five minutes between sessions.
 - 2. Concurrent sessions should contain the same number of speakers and the same allotted time for each address; this permits members to move between session rooms during a single session time period.
 - 3. There should be a commentator/reactor for each session where feasible.
 - 4. Time should be left at the end of each session for general discussion where feasible.
- B. Papers rejected by session reviewers should be reviewed a second time by the Program Committee, for consideration for any other place in the convention program.
- C. Any member of NASSH may request a special thematic session, for which that member will assume full organizational responsibility, including the selection of speakers, moderator, and reactor. The special session play will be sent to the Program Chair for final review and acceptance, by the deadline set for receiving all other abstracts.
- D. A uniform ratings sheet, prepared and supplied by the Committee, should be used by all reviewers, the Program Committee, and those requesting special sessions.

PUBLICATIONS BOARD OPERATING CODE

I. Purposes

- A. To support NASSH publications as research and informational forums for sport history.
- B. To encourage and oversee the achievement of the particular goals of each NASSH publication.

II. Structure

- A. The Publications Board shall consist of five NASSH Members elected by the Society.
Each member shall serve a four-year term that commences at the end of the Annual Convention following election. Members are elected every two years, in groups of two or three.
- B. The Chair of the Board shall be elected from among the members of the Board, for a one-year, renewable term before the conclusion of the first Board meeting after the election.
- C. The Chair shall serve as an ex-officio, voting member of the NASSH Council.
- D. The editor, the past-editor, and any associate editors of the *Journal of Sport History (JSH)* shall be ex-officio, non-voting members of the Board.
- E. Removal of Publication Board members: Failure to attend Board meetings without notifying the Chair shall constitute grounds for removal from the Board. Before any such removal, however, the Chair shall contact the missing member and discuss the matter. Should a replacement be necessary, the President of NASSH, in consultation with the Board Chair, shall appoint a NASSH member to complete the remainder of the unexpired term.

III. Duties of the Board

- A. To provide oversight for all NASSH publications (including but not limited to *JSH*, the Directory of Scholars, the NASSH Newsletter, and the NASSH Conference Proceedings).
- B. To work with the relevant editors, to present budgets and expenses to the NASSH Council for approval, rejection, or amendment.
- C. To develop policies and procedures for NASSH publications.
- D. To appoint all editors for NASSH publications.
- E. To appoint, as needed, a communications coordinator for *JSH*.
- F. To oversee the activities of appointed editors and coordinators.
- G. To manage the relationships with the publishers of *JSH*. This might include soliciting bids for external publishers, negotiating contracts or contract extensions, and generally maintaining a working relationship with the publisher.
- H. To monitor the academic standing/profile of *JSH* and liaise/consult with the publisher regarding the Journal's stature.

IV. Responsibilities of the Chair

- A. To arrange the agenda for Board meetings.

- B. To represent the Board as an ex-officio, voting member of the NASSH Council.
- C. To prepare and present the annual report of the Board to the NASSH Annual Business Meeting and Council Meeting.
- D. To communicate with appointed editors and communication coordinator regarding their respective publications and duties.
- E. To liaise on behalf of the entire Board with external publishers of *JSH*.
- F. To explain the copyright acquisition procedures described below to those who wish to publish re-printed *JSH* articles. The Chair may delegate this duty to the *JSH* editor if both agree.

V. NASSH Publications

- A. *Journal of Sport History*: The Society's major scholarly publication, with its primary goal the presentation of significant, provocative research about the history of sport and physical activity.
- B. Proceedings: A collection of abstracts of papers presented at each NASSH Annual Convention and the business transacted there.
- C. Directory of Scholars: A collection of professional entries that identify those who are involved in the field.
- D. Newsletter: A periodic publication that provides information, announcements, and updates about the Society, its conventions, and related organizations and fields.
- E. Each NASSH publication shall have an editor. The editor of the *JSH*, the Newsletter editor, the editor of the Directory of Scholars, and the editor of the Proceedings shall each hold three-year terms, renewable once. The communications coordinator shall also hold a three-year term, renewable once. An editor can serve a second three-year term without revisiting the formal application process, by way of a mutual agreement between the editor and the Publications Board.

VI. Meetings

- A. The Publications Board shall meet on the day prior to the opening of the Annual Convention, and electronically, if the need arises.
- B. The Board Chair and the *JSH* editor shall attend the NASSH Council meeting following the Publications Board meeting, on the day prior to the opening of the Annual Convention, to make a report.

VII. Reports

- A. Each editor and the communications coordinator shall present an annual report to the Board one week prior to the annual meeting.
- B. The Board Chair shall present an annual report to the NASSH Annual Meeting and Council meeting.

VIII. Policies

A. Appointments

1. *Journal of Sport History* Editor

- a. Generally, the editor shall be selected from one of the associate editors of *JSH*. If no qualified associate editor is acceptable or available, the Publications Board will conduct a thorough and professional search, beginning at the NASSH Convention in the third year of the final term of the current Editor.
- b. If necessary, the position shall be announced in the NASSH Newsletter, on the NASSH and *JSH* websites, on relevant listservs, and other forms of social media.
- c. The preferred qualifications of the editor shall include: NASSH membership; a consistent record of scholarly publication of refereed journal articles and/or monographs; and experience as editor or assistant editor. Preferably the editor will have a commitment from his or her institution for secretarial assistance and/or reduced load or release time, but this is not a requirement.

2. *Journal of Sport History* Associate Editor(s)

- a. In consultation with the Publications Board, the editor will determine how many associate editors he/she would like involved. After that, a search committee of between 3 and 6 members including the editor, Publications Board Chair and at least one elected member of the Board will immediately begin a search following the requirements of section VIII.A.1.
- b. The term of the associate editors will be the remainder of the term length of the editor under whom they were selected.
- c. The presumption is that one of the associate editors, after serving her or his term, will be named the next editor of *JSH* by the Publications Board.
- d. The Publications Board may decide, prior to selection of all the associate editors, which candidate will be the next editor designee.

3. Editors of Proceedings, Newsletter, and Directory of Scholars and communications coordinator of the *Journal of Sport History*

- a. Call for nominations for each position shall be announced by the Nominations Committee.
- b. Qualifications shall include: NASSH membership; for editors, evidence of writing and editing ability, and, preferably, some previous editorial experience; for communication coordinator, social media competence.
- c. The Board shall review applications and select the final candidates.

4. Removal of Appointees

The Board may recommend to the NASSH Council that an editor or associate editor of *JSH*, editor of the Newsletter or Directory of Scholars or communication coordinator be removed or replaced for gross negligence or failure to adhere to standards and responsibilities of the position held. Such recommendations should be made only after the Board has attempted to correct a significant problem in conjunction with the editor or manager concerned. If an editor or coordinator resigns or is removed, the NASSH President, in consultation with the Board Chair, shall select a member to assume interim responsibilities for the vacated position. The Board shall

proceed immediately with a new selection process, according to the procedure outlined in VIII.A.1 above.

B. Publication Policies for the *Journal of Sport History*

1. The Board expects that the *JSH* editor shall:
 - a. Define the structure, organization, and content of the *JSH*.
 - b. Prepare three issues each year, and publish manuscripts of the highest quality of research possible.
 - c. Select able historians of sport who are NASSH members to serve in the following capacities: Editorial Board; Film, Media, and Museum Review Editor; Journal Surveys Editor; Book Review Editor; and any additional Assistant Editors. Appointees shall be presented to the Board for approval.
 - d. Seek reviews by scholars who are not members of the Editorial Board when particular manuscripts warrant it; in no case, however, shall all of the reviewers of a manuscript be non-NASSH members or non-Editorial Board members.
 - e. Publish, in each issue of the *JSH*, a complete statement of editorial policy and structure.
 - f. Summarize, as fully as possible for all manuscript contributors, the comments of reviewers, and provide precise suggestions for revisions as well as reasons for rejection.
 - g. Consult with the Board Chair on matters not directly related to manuscripts and other editorial content of the *JSH*, such as changing publishers, or requests for copyright release.

2. Reprints of *JSH* articles
 - a. Book editors who wish to use various *JSH* articles for their respective anthologies, monographs, etc. are not required to pay a fee to NASSH; however, under certain circumstances (e.g., extensive use by non-NASSH members), the Publications Board may require a fee to be paid to NASSH. Individual authors who retain copyright have the right to demand a fee.
 - b. To reprint any article, essay, or review published in the *JSH* prior to January 1978 (that is, prior to volume 5, no. 1), authors or their heirs might hold copyright if an extension was requested, but most likely these are in the public domain.
 - c. To reprint any article, essay, or review published in *JSH* between January 1978 (volume 5, no. 1) and June 2015 (volume 42, no. 1), please be advised that the individual authors hold the copyright and should be contacted directly. In the event that the author is deceased, those wanting to reprint should seek permission from the author's heir or heirs and obtain written permission. If no heirs can be located, the editor of the anthology should seek appropriate legal counsel. To reprint anything published after June 2015, (volume 42, no. 2) editors must contact the University of Illinois Press, which holds copyright for all *JSH* content after this date. Information can be located at <http://www.press.uillinois.edu/books/permissions.html>.

3. Special Editions of the *JSH*

- a. If the editor desires, he/she can plan special thematic issues in consultation with the Board. These issues shall be announced at least one year in advance of publication deadlines in order to provide sufficient lead-time for potential contributors to submit manuscripts and for the editor to solicit manuscripts from scholars for review.
- b. There shall be no more than one special edition of the *JSH* per year.
- c. The guest editor or editors of special editions (who are chosen by the *JSH* editor) may use articles written by him/her or themselves, provided that the regular editor of the *JSH* adjudicates the contribution of the guest editor or editors to the special edition.

SECRETARY OPERATING CODE

I. General Responsibility

The Secretary is responsible for the day-to-day administration of the Society. This includes: general correspondence; notices and minutes of meetings; emailing of vitas and ballots for elections; archival collections; distribution of Constitution and By-Law amendments; and membership lists and renewal notices. The Secretary shall serve a six-year, renewable term, and is appointed by Council.

II. Specific Secretarial Duties -- The Secretary shall:

A. Correspondence

1. Correspond with members of the Council and other members of the Society, as necessary for the conduct of Society business.
2. Answer inquiries regarding the Society.

B. Meetings

1. Record the minutes of all meetings of the Society and of the Council, present them to the President and Executive Council for approval, and arrange for their publication in the annual Proceedings.
2. In consultation with the President, prepare the agenda for all meetings of the Society.
3. Serve as a voting member of the Executive Council.
4. Serve as an ex-officio member of the Membership Committee, which consists of three other members of the Society appointed by the President, and the Treasurer (also ex-officio).

C. Publications

1. Keep a copy of the NASSH Seal, for use in all publications of the Society.
2. Store back issues of the *Journal of Sport History*, the Proceedings, and other NASSH publications, and send copies to members as orders are received.
3. Grant permission to reprint any article, essay, or review published in *JSH* between January 1978 (volume 5, no. 1) and June 2015 (volume 42, no. 1).

D. Records

1. Maintain records of all officers, major committee members, honorary members, and editors of publications.
2. Maintain the records of the Society, including membership and lifetime member lists, Operating Codes, Constitution and By-Laws, minutes of all Business and Council meetings of the Society, publications, awards, prizewinners, Convention locations, and official actions of the Society.

3. Notify all officers and committee chairs (current and former) of the requirement that, within six months of the completion of their terms of office, all letters, reports, and other information relevant to their position are to be submitted directly to the NASSH Historical Records repository (c/o Penn State Archives, Pattee Library, Penn State University, University Park, PA 16802).
4. From time to time, the NASSH Secretary may require clerical help to perform his/her duties. The Secretary will maintain a record of hours worked by paid secretarial assistants and pay such individuals on a quarterly basis.
5. Within one month of the completion of tenure of office, forward all Secretarial records and files to the incoming Secretary.

E. Supplies

1. Order and maintain an adequate supply of membership forms and Society letterhead paper and envelopes.
2. Arrange for the printing of certificates and citations when required.
3. Provide order blanks for back orders of the *Journal of Sport History* and the annual Proceedings.

F. Mailing Labels

Prepare membership mailing labels, and make them available as requested for mailing the *Journal of Sport History* and other publications of the Society, and information distributed by the annual Convention Manager.

TIME AND SITE COMMITTEE OPERATING CODE

I. Purpose

To organize the process of finding and selecting sites and dates for the annual NASSH Conventions.

II. Structure

- A. The Committee shall consist of a Chair and three other members.
- B. The President shall appoint all members, who shall serve four year terms.
- C. More than one country in North America should be represented in the committee.

III. Duties

- A. To select, and recommend to the Council, times and sites for the annual Convention.
- B. To encourage all NASSH members to submit bids or suggestions for future times and sites for NASSH conventions.
- C. To select a person or persons at the site to serve as the local arrangements manager for each convention.
- D. To announce to the NASSH membership, at the annual Business Meeting, suggested times and sites for future conventions.

IV. Responsibilities for the Chair

The Chair shall keep full and accurate accounts of all significant correspondence and actions taken by the Committee.

V. Meetings

The Committee shall meet annually at the Annual Convention of the Society, and electronically as need be.

VI. Reports

The Chair shall make an annual report to the Council (which can be done electronically) and the membership at the Business Meeting.

VII. Policies

- A. Every effort shall be made to rotate site selections through appropriate venues in North America in the Western, Central, and Eastern regions.
- B. The Committee shall make every effort to establish a calendar for the NASSH conventions at least five years ahead of the actual dates.
- C. The U.S. Memorial Day Weekend in late May has been the traditional date of the Annual Convention, but it is not mandatory.
- D. An independent individual may be chosen to visit each site before it is selected, if it seems necessary to insure adequate conference rooms and housing (1997 Council policy).

TREASURER OPERATING CODE

I General Responsibility

The Treasurer is responsible for the financial oversight and administration of the Society. This includes: financial affairs; chair of the Budget and Fiscal Committee; membership lists and renewal notices. The Treasurer shall serve a six-year, renewable term, and is appointed by Council.

II Specific Financial Duties – The Treasurer shall:

- A. Keep the financial accounts of the Society, in accordance with approved budgetary procedures.
- B. Provide the Council, at its Annual Meeting, with information needed to prepare the annual budget.
- C. Pay all bills of the Society, either within the limitations of the budget approved by the Council, or as extra-budgetary items authorized by the President.
- D. Maintain funds in the name of the North American Society for Sport History in a checking account and a savings account; invest funds in short-term savings instruments such as Certificates of Deposit.
- E. Provide expense vouchers for those individuals responsible for expending NASSH funds.
- F. Provide the editor of the *Journal of Sport History* with funds for editorial expenses.
- G. Pay a monthly stipend to the technical editor of the *Journal of Sport History*.
- H. From time to time, the NASSH Treasurer may require clerical help to perform his/her duties. The Treasurer will maintain a record of hours worked by paid secretarial assistants and pay such individuals on a quarterly basis.
- I. Complete the “Personal Property Return” for the State of Maryland (where NASSH is incorporated) prior to April 15 of each year; this form is available from the Maryland Department of Assessments and Taxation.
- J. Prepare a printed financial statement of the Society, including a statement of receipts and disbursement for the previous fiscal year, for presentation at the Annual Business Meeting of the Society.
- K. Chair the Budget and Fiscal Committee, consisting of three Society members appointed by the President, and present the annual report of this Committee at the Annual Business Meeting of the Society.
- L. Prepare the audit.
- M. Forward all financial records and files to the incoming Secretary and Treasurer within one month of the completion of tenure of office.
- N. Approve all expenditures when the matters are routine. Approval or rejection of new expenditures (and expenditures above a determined threshold amount) that occur between meetings should be handled by the Executive Council, in consultation with the Budget and Fiscal Committee. The position of Treasurer is administrative, rather than policy-making.

- O. Administer the Park Fund awards at the Annual Conference.
- P. Administer NASSH's Fidelity accounts.

III Specific Membership Duties -- The Treasurer shall:

- A. Serve as an ex-officio member of the Membership Committee, which consists of three other members of the Society appointed by the President, and the Secretary (also ex-officio).
- B. Serve as a voting member of the Executive Council.
- C. Prepare a Membership Report for the previous year for presentation at the Annual Business Meeting of the Society; this shall include a statement of the numbers in each category of membership, and a comparison with the year prior.
- D. Maintain an up-to-date electronic membership list, including addresses of Canadian, Mexican, and United States members, as well as international individuals and institutional members; indicate type and date of membership. Ensure that the list can be printed on mailing labels with a computer label program.
- E. Membership Renewal.
 - 1. Distribute Individual membership renewal notices and forms each December. This can be done electronically.
 - 2. Distribute any required reminder notices for late renewals of membership in March and May.
 - 3. Send invoices to Institutional members (usually libraries) in July or August of the year prior to expiration of membership.
 - 4. Deposit all membership fees in the Society checking or savings accounts; deposit all life-membership fees in the Society savings account.
 - 5. Record all received membership fees in a designated ledger as a permanent record.