

**ACPA Commission for Recreation and Athletics
Operating Documents**

August 5, 2010

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I. Introduction

The following represent the policies and procedures (hereafter, “operating documents”) that should govern and guide the operation of the aforementioned entity as a commission within ACPA. These documents are meant to be “living documents” that will evolve as the entity matures and are not meant to be exhaustive of every circumstance that should arise. In such cases, the best minds of the directorate, membership, and other persons as relevant should be brought to bear to address the issue, including whether any revisions or additions need to be made to these documents. However, any revisions or changes to these operating documents must be vetted and approved by the entity’s Directorate Body, the Commission Chairs group, and the ACPA Governing Board, in consultation with the current elected Coordinator of Commissions.

II. Name of Entity

This commission-level entity shall be known as the “**Commission for Recreation and Athletics.**” The commission may be referred to by this name or by the following abbreviation, “**CRA,**” in published documents and promotional materials within the Association or outside it. No other names or abbreviations are to be substituted.

III. History of the Commission

Initial conversations to develop a Task Force on Recreation and Athletics, which would later become a commission, were started by Scott Hirko in April 2007 following the joint NASPA/ACPA Convention in Orlando. Over the following year, working with Katie Sermersheim, in her role as Coordinator of Commissions, and Alice Mitchell, the incoming Coordinator of Commissions, a more formal proposal was created and shared with ACPA leadership. At the 2008 ACPA convention in Atlanta, roughly 30 individuals participated in a conversation about the need and role for such a Task Force. From that meeting, the proposal to create the ACPA Task Force for Recreation and Athletics was refined by Alice and Scott. It was approved by the Governing Board in July 2008. Hirko agreed to serve as the first Interim Chair in August 2008 and recruited individuals to serve in the directorate. The first directorate began its work in December 2008. At the 2009 Convention in Washington D.C., the Task Force initiated the work of becoming a commission.

IV. Mission, Purpose, & Goals of the Commission

A. Mission

ACPA’s Commission for Recreation and Athletics (CRA) will provide ACPA members with opportunities for professional development about issues of importance in campus recreational sports and intercollegiate (varsity) athletics in postsecondary education. In addition, acting within the ACPA governance structure and with ACPA International Office, CRA will assist in positioning ACPA to be an informed voice on campus recreation and athletics issues as those issues intersect with student affairs and with the strategic objectives of ACPA as an association.

B. Purpose

The CRA provides opportunities for professional development, networking, research and assessment, collaboration, information sharing and best practices. As a result, the Commission for Recreation and Athletics:

- Provides an informed voice and produces information and research relating to recreation and athletics issues to ACPA leadership, CRA members, ACPA members, and to higher education in general,
- Offers a series of sponsored programs at the annual convention,
- Provides periodic email newsletters,
- Maintains an informational website through the ACPA International Office,
- Provides professional development opportunities,
- Collaborates with other national recreation and athletic organizations and higher education organizations,
- Sponsors research grants,
- Presents professional and programmatic awards, and,
- Maintains a presence in ACPA governance and decision making.

C. Goals

In congruence with ACPA's strategic goals (knowledge & competencies, professional & career development, membership & recruitment), CRA will capitalize on the unique strengths of ACPA to achieve the following:

- 1) **Focus on student learning and development** – create professional development opportunities that will assist professionals to:
 - a) Understand the impact of participation in recreational sports and athletics on students; and to value the unique issues and concerns of students in association with their specific context of experience (recreation or athletics) through the lens of student learning and development.
 - b) Articulate specific areas of knowledge and competencies that serve as student learning outcomes as a result of experience in programs and services in recreation and athletics.
 - c) Understand and use assessment methods appropriate in determining the manner and degree to which learning and development has occurred.
- 2) **Focus on creation and dissemination of knowledge** – contribute to existing ACPA publications/materials and develop additional professional development publications/materials and opportunities that:
 - a) Add to the existing body of knowledge on topics relevant to campus recreation and athletics.
 - b) Convey the unique contributions of a student affairs perspective to the appropriate bodies of knowledge on campus recreation and athletics.
 - c) Facilitate and encourage professional's examination of the bodies of knowledge on campus recreation in support of informed and effective practice.

- 3) **Focus on the development of professional competencies paired with career advancement** – assist in the articulation of knowledge and skills needed by student affairs professionals who serve in or address issues in campus recreation and/or athletics:
 - a) As areas of skill and knowledge are defined, such definition will be utilized as a curricular foundation and rationale for programs, services, publications, and other forms of professional development offered by CRA to ACPA members and student affairs professionals.
 - b) Endorsements of specified knowledge and skills will be secured from relevant professional associations and relevant groups (e.g. CAS standards, NIRSA, NCAA)
 - c) Quality professional and career development opportunities will be provided to scholars and practitioners at every career level, including professional preparation.

V. Organizational Structure

The Commission consists of members and directorate leadership positions.

A. Membership

- 1) Commission Membership
 - a) Any ACPA member who wishes to become affiliated with the Commission is eligible for membership.
 - b) All interested ACPA members are eligible to attend the Commission's meetings held at the annual convention.
 - c) The membership will include a faculty liaison to serve to assist with publications, research, or as an advisor in addressing policy issues specific to the Commission. The liaison will serve in a faculty role at an institution and must be a member of the CRA, but not necessarily serve on the Directorate. The faculty liaison will be recommended by a member of the Directorate and approved by the Directorate.
- 2) Directorate Membership
 - a) To maximize knowledge and understanding, the Directorate should be comprised of a wide variety of members from various demographic segments, to include gender, race, ethnicity, sexual orientation, geography of institution, size of institution (e.g. NCAA Division I/II/III, NAIA, NJCAA), type of institution (e.g. public, private, religious, HBCU).
 - b) The Directorate Body shall be comprised of 12-15 members of the Commission with one third being elected each year.
 - i) A minimum of 3 members will have significant experience in campus recreation.
 - ii) A minimum of 3 members will have significant experience in college athletics.
 - c) Directorate members shall serve a three year term, excluding the Commission Chair. The Commission Chair will serve an additional year as Chair Elect, two years as chair, and one year as Past Chair. (The Commission Chair, conceivably, could serve as few as four years if elected as Chair Elect their first year on the directorate, or as many as six years if elected as Chair Elect in their third year on the directorate – thus, length of service for Commission Chair depends on when the individual first becomes Chair Elect) .
 - d) Directorate Responsibilities
 - i) Will be current member of ACPA and CRA.

- ii) Will not serve on any other Directorate during their three year term of office.
 - iii) Will assume leadership responsibility during three years of term as needed, including serve on committees or projects as appointed by the Commission Chair. Directorate membership connotes active leadership in work of the Commission throughout the year.
 - iv) Will attend all Directorate sessions, committee, or subcommittee meetings scheduled by conference call, or any other CRA other meetings throughout the year as requested and agreed upon by the Directorate. If a member cannot make a scheduled meeting, he or she will inform the Vice Chair of Administration.
 - v) Will attend all Directorate sessions scheduled for the ACPA Convention held during the term of office. Please note that this expectation includes a responsibility for attendance unless institutional support funds are not available. Appreciation is noted for the dedication of those Directorate members who pay their own way to the ACPA Convention, regardless of institutional support or lack thereof.
 - vi) If any Directorate member fails to be present for three consecutive meetings to which attendance was required and expected, he or she may be asked by the Chair to resign from the Directorate.
 - vii) If unable to fulfill the duties outlined above; submit a resignation to the Chair to allow for a replacement that is able to actively work for the Commission and the Association. The Chair will notify the Vice Chair of Administration of the resignation and the subsequent vacant position.
- e) Directorate Criteria
- i) The term of office for Directorate members shall be three years.
 - ii) Only ACPA members and Commission members are eligible to be nominated and elected to the Directorate Body.
 - iii) Directorate Body members are not eligible for consecutive terms of service on the Directorate.
 - iv) Directorate Body members are eligible to be nominated and elected to the Directorate Body only after one year has elapsed since their prior term of service ended.
 - v) When nominations for the Directorate Body are solicited from the Commission members, the Chairperson should promote the need for a variety of demographic characteristics per (V)(A)(2)(a).
 - vi) Individuals may not serve simultaneously on two Directorate bodies.
- f) Removal of a Directorate Member
- i) A member of the Directorate will be removed automatically if his or her active membership in ACPA lapses.
 - ii) A member of the Directorate may be removed by the Chair of the Commission in consultation with other members of the Board if the Directorate member does not fulfill the stated responsibilities. Removal will require the concurrence of a majority of the Directorate Board with the Chairperson also having a vote.
 - iii) The Vice Chair of Administration will be informed of the vacancy.
 - iv) The vacant position will be filled in accordance with the election procedures.

B. Directorate Leadership Positions & Responsibilities

- 1) Commission Chair
 - a) Regularly communicate with the Directorate Body and Commission membership regarding the work of the Commission and ACPA.
 - b) Plan and conduct Commission meetings at specified intervals throughout the year and at the annual convention.
 - c) Manage the Commission finances, annual preparation and submittal of proposed Commission budget, with input from Directorate.
 - d) Submit progress reports and other reports to the Coordinator for Commissions, as required.
 - e) Represent the Commission to ACPA, the Coordinator for Commissions, and to other outside organizations.
 - f) Appoint members of the Commission and Directorate to projects and committees, in accordance with ACPA and Commission procedures per (V)(A)(2)(d)(iii).
 - g) Ensure that the Commission follows all relevant ACPA guidelines.
 - h) Attend all meetings for Commission Chairs at ACPA Conventions and Summer Leadership Meetings, or find a substitute from the Directorate, if necessary; preferable substitutes would be the Vice Chair for Conventions or the Chair-Elect.
 - i) Serve the first year of the four-year term as Chair-Elect offering assistance to the Chair and serving as a voting member on the Directorate.
 - j) Work with the Vice Chair of Membership & Outreach to identify and recruit a Faculty Liaison, as necessary.
 - k) Serve as Past Chair for one year after their two-year term of service as Chair has expired, and serving as a voting member on the Directorate.
- 2) Vice Chair for Conventions
 - a) Chair the Commission Program Selection Committee.
 - b) Serve as the Commission's primary liaison with ACPA Convention Team and the Sponsored Programs Chair.
 - c) Coordinate the solicitation, development and selection of Commission sponsored conference programs with assistance of the Program Selection Committee.
 - d) Coordinate the publicity and promotion of the Commission-sponsored programs at the annual convention.
- 3) Vice Chair of Research and Assessment
 - a) Chair the Commission Research Review Committee.
 - b) Oversee the process to create and award research grants relevant to the Commission.
 - c) Promote the exploration and identification of research in recreation and athletics from a student affairs perspective.
 - d) Develop potential collaborations with other recreation and athletics organizations on joint publication and other professional development opportunities.
- 4) Vice Chair of Professional Development
 - a) Annually, identify potential strategic areas of emphasis and focus for Commission (Appendix A).
 - b) Administer Commission endorsed webinars and other professional development opportunities outside of the ACPA Annual Convention.

- 5) Vice Chair of Membership & Outreach
 - a) Maintain accurate and up-to-date membership roster of Commission members and Directorate Body.
 - b) Coordinate and administer the Next Generation Scholarship process when funds are available.
 - c) Organize recruitment activities and engage individuals inquiring about Commission involvement.
 - d) Coordinate the Convention Showcase event.
 - e) Coordinate outreach efforts to other ACPA Constituencies (commissions, task forces, boards, etc.).
 - f) Organize outreach efforts to other national organizations (e.g. NIRSA, NCAA).
 - g) Work with the Chair to identify and recruit a Faculty Liaison, as necessary.
- 6) Vice Chair of Administration
 - a) Administer annual Commission elections.
 - b) Administer annual awards.
 - c) Codify Commission policies and procedures.
 - d) Publicize the election results.
 - e) Record minutes of all conference calls and meetings of the Commission or Directorate and disseminate them to members.
 - f) Keep a roll of directorate attendance at all ACPA, CRA directorate, and CRA committee meetings.
 - g) Maintain Commission documents and historical records in coordination with the Past Chair.
- 7) Vice Chair of Communications
 - a) Maintain Commission listserv.
 - b) Publish the Commission newsletter periodically.
 - i) Accurately report Commission business.
 - ii) Serve as a catalyst for meaningful exchange of ideas and resources.
 - iii) Present articles addressing relevant topics within recreation and athletics within higher education.
 - c) Produce Commission brochure or informational flyer for annual convention.
 - d) Maintain Commission website.
- 8) Chair-Elect
 - a) Serve a one-year term prior to serving a two-year term as Commission Chair.
 - b) Assume the responsibilities of the Chairperson should that position be vacated prior to the expiration of the regular term of office or should the Chairperson be unable to fulfill the responsibilities of the position.
 - c) Orient new Directorate members to policies and Commission structure, as well as their role within the Commission.
 - d) Assist the Chairperson with responsibilities as needed.
 - e) Attend Summer Leadership Meeting (as substitute for Chair, if necessary)
 - f) Assist with Convention responsibilities as needed.
- 9) Past Chair
 - a) Serve a one-year term after completing the two-year term as Commission Chair.
 - b) Assist the Chairperson with responsibilities as necessary, particularly with reports and communication with ACPA International Office and other commissions

- c) Assist with Convention responsibilities as needed.
- d) Serve as the Commission historian, including retaining and organizing Commission documents, and presenting documents to the Vice Chair of Administration upon completion of term

C. Nominations and Elections

1) Timeline

- a) Elections will be held each winter, between November 1 and January 15, each year to elect a new Chair Elect and replace the 1/3 of the Directorate members whose terms of office will expire.
- b) Terms of Chair will coincide with the annual meeting of the Commission at the Annual Convention. Chairs will be elected in the winter/early spring and will begin their one-year term as Chair Elect at the next convention. The following year, the chair would begin his/her two-year term as Chair at the convention.
- c) Terms of Directorate members will coincide with the annual meeting of the Commission at the Annual Convention. Each term will last three years through their third annual meeting of the Commission at the Convention. For example, after the winter 2010-2011 election process, the term for elected Directorate members begin at the annual Commission meeting on March 25, 2011 and would end at the annual Commission meeting in 2014.

2) Process

- a) The Commission will conduct online elections in accordance with ACPA online election procedures.
- b) Between November 1 and January 15, the Vice Chair of Administration will request nominations from Commission members for available positions.
- c) Candidates for the Chair Elect and Directorate positions may self-nominate by submitting a completed nomination form to the Vice Chair by the announced deadline. Commission members may also nominate candidates.
- d) Nomination Form: The Vice Chair of Administration will create a nomination form which will include:
 - i) Candidates name and membership date.
 - ii) Candidate contact information and institution or organization.
 - iii) And, a short statement (100-200 words) outlining their interests in the work of the commission and why they would like to serve as the Chair Elect or on the directorate.
- e) Nomination Form: The statement of each candidate will be posted online by the Vice Chair for Administration for CRA members to view prior to voting.
- f) The Vice Chair will contact the nominated individuals to determine their interest and eligibility, as well as asking them to complete the nomination form. Only those who are willing to serve will be placed on the ballot.
- g) All candidates who meet requirements will be submitted to the entire Commission for election of the Chair Elect and Directorate Members.
- h) Each member of the Commission will have the opportunity to cast one (1) vote for each directorate position.
- i) In the event of a tie, the current Commission Chair will serve as the tiebreaker.

- 3) Vacancies. Vacancies which occur in the Directorate Body at a time other than the regular election shall be filled by one or a combination of three methods:
 - a) When the vacancy occurs after the regular election and into the first half of the year, the candidate who received the next highest vote total from the last regular election will be appointed.
 - b) When the vacancy occurs half-way in the year or beyond, the opening will be included in the next regular annual election.
 - c) In cases where inadequate numbers of nominees exist or where the resignation is from a key leadership position requiring continuity, the Commission Chair will make an interim appointment to serve until the next regular election.
- 4) Removal of a Directorate Member
 - a) Causes for Removal
 - i) The member no longer has an active ACPA membership.
 - ii) A member may be removed by the Chair of the Commission in consultation with other members of the Directorate if the member does not fulfill the stated responsibilities. Removal will require the concurrence of a majority of the Directorate with the Chairperson also having a vote.
 - b) The vacant position will be filled in accordance with Commission policies.
- 5) Removal of Commission Chair. A Commission Chair may be removed from office with cause, by the same removal criteria as applies to the removal of ACPA officers.

VI. Finances

ACPA allocates the Commission an annual operating budget. The Commission Chairperson administers the budget and in consultation with the Directorate Body, determines the exact operating budget for the year.

Income:

- Fundraising (proceeds from CRA product sales, etc.)
- External sponsorship dollars (to support research awards, convention receptions, etc.)
- 80/20 profit sharing with ACPA IO for institutes, webinars, etc. (20% to CRA after overhead costs)

Any income received would be retained in a non-interest yielding reserve account maintained by the Association.

VII. Assessment

As necessary, the CRA will work with the Commission on Assessment & Evaluation to create, update, and use assessment tools to evaluate its effectiveness. Among the items to consider, the CRA may evaluate: its ability to address membership needs and critical issues in both campus recreation and intercollegiate athletics, its process of sponsoring professional development activities and programs at the Convention, the usefulness of its communications to its membership, and its ability to disseminate information in a timely manner. Evaluations and results from assessments will be shared with the membership periodically.

VIII. Commission Awards

The Commission shall offer awards to ACPA members based on criteria and selection process determined by the Commission. The criteria and selection process will be reviewed annually by the Vice Chair of Administration. Any changes to the criteria or selection process must be supported by a majority vote of the Directorate. The Vice Chair of Administration will submit the criteria and the selection process for each of the following awards to the Directorate for consideration prior to the 2012 Annual Convention. As agreed upon by majority vote, some of the following awards may be amended or deleted, or any additional awards may be considered.

- Outstanding Collaborative Initiative
- Outstanding Service to the Commission
- Outstanding New Professional (0-3 years)
- Commission Research Award
- Outstanding Best Practices
- Distinguished Service Award

IX. Annual Calendar (Based on term of service – convention to convention)

March	Spring (Pre-Convention) Newsletter Annual Convention Sponsored programs Commission Meetings Convention Showcase New Officer Transition
April	Contact new commission members identified at Convention
May	Review annual goals, Commission assessment, Action Plan
June	Summer Newsletter Year-End Progress Report Due Budget Requests Due Identify potential Convention Sponsored Program Presenters
July	Call for annual convention programs ACPA Summer Leadership Meeting (Chair or Chair Elect)
August	Convention Programs Due
September	Program Review Process begins Promote Next Generation Scholarship Submit requests for Ancillary Space at Convention
October	Request for Online Elections Fall Newsletter
November	Call for Election Nominations
December	Call for Award Nominations
January	Winter Newsletter Convention Planning Marketing List sponsored programs Showcase Plan

February	Finalize Convention Plans Prepare for Convention Meetings Publish Election Results
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X. Conclusion

This document and its provisions as set forth must be approved by acclamation or majority vote of the CRA Directorate, review by the Commission leadership, and approval by the ACPA Governing Board.

JUNE 24, 2010: DRAFT OF OPERATING DOCUMENTS APPROVED BY DIRECTORATE, TASK FORCE FOR RECREATION AND ATHLETICS.

JULY 25, 2010: DRAFT REVIEWED AT ACPA SUMMER LEADERSHIP MEETING AND SHARED FOR FEEDBACK WITH TFRA DIRECTORATE.

AUGUST 5, 2010: PASSED TFRA DIRECTORATE BY VOICE VOTE, 7-0.

SEPTEMBER 10, 2010: APPROVED BY ACPA GOVERNING BOARD.

APPENDIX A

2009-2010 Action Plan: ACPA Task Force for Recreation and Athletics

(see attachment)