



The Academy of Leisure Sciences

Operations Manual

Presidential Committee on Operations, 2014–2016, 4/25/2016
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Last revised and approved by the Board of Directors, 9/30/2016
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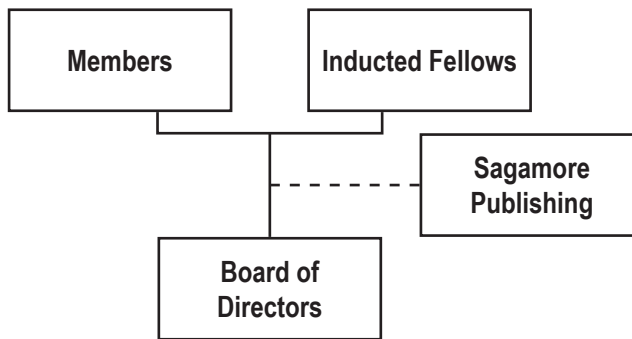
Article 1 The Academy of Leisure Sciences (TALS) Members and Fellows

Section 1. Purpose

The purpose of The Academy of Leisure Sciences (TALS), as established in the Constitution, is to recognize, support, and establish a network and forum for scholars and educators committed to the intellectual advancement of the field. TALS carries out this purpose through meetings and activities devoted to furthering the study of leisure and its implications for individual and collective well-being.

Section 2. Organization

The Academy of Leisure Sciences consists of Members, inducted Fellows, and a Board of Directors comprising elected and appointed Members and Fellows. As the organizational chart below indicates, the Board of Directors is responsible for pursuing the mission of TALS, on behalf of its Members and Fellows.



Section 3. Members and Fellows

1. Composition
 - a. Members and active Fellows constitute the governing body of TALS.
 - b. Members are individuals who have paid annual dues and are otherwise in good standing with TALS.
 - c. Fellows are individuals who have been inducted into The Academy because of their continuing and outstanding contributions to the study of leisure.
 - d. Active Fellows are individuals who have paid yearly dues.
 - e. Emeriti Fellows are individuals who have indicated that they no longer wish to remain active in The Academy or who have not responded to membership renewal notices from Sagamore Publishing (the firm contracted to provide administrative support in TALS business and event management).
2. Members
 - a. Individuals become Members of TALS when they pay the annual dues of TALS.
 - b. The nonmember registration fee for both the TALS Teaching Institute and the TALS Research Institute will include an annual TALS membership for the registrant.
 - c. All Members have voting rights on issues presented to the membership by the Board of Directors or President.

- d. Members do not have voting rights on TALS issues that change the rights of Fellows.
 - e. The TALS Membership Committee is responsible for recruiting Members to The Academy and assisting the President and Board of Directors in meeting goals related to membership numbers.
3. Fellows and Emeriti Fellows
- a. A scholar becomes a Fellow following a rigorous process of nomination and evaluation conducted by TALS Fellows.
 - b. Fellows are selected through the work of the Fellows Committee.
 - c. Fellows are granted emeritus/emerita status after retiring from full-time work as a scholar and social scientist. They must indicate their change in status through a letter to the President and the Fellows Representative. Emeriti Fellows have no voting rights, but continue to be on the membership lists of The Academy and may serve on President's committees.
 - d. Emeriti Fellows pay no annual dues.

Tables 1 and 2, following, summarize the composition of the Board of Directors and the standing committees.

Table 1
The Academy of Leisure Sciences Board of Directors

<i>Officer</i>	<i>Elected or Appointed</i>	<i>Term (years)</i>	<i>Term Limit</i>	<i>Executive Committee Member?</i>	<i>Responsibilities</i>
President-Elect	Elected by Members & active Fellows	4 years: 1 as President-Elect, 2 as President, 1 as Past President	1	Yes	Acts for the President in absence of President, appoints one Director-at-Large.
President	Continuing	Continuing	1	Yes	Presides over meetings of The Academy, appoints Historian and one Director-at-Large, notifies candidates of outcomes of elections, authorizes payment of bills.
Past President	Continuing	Continuing	1	Yes	Participates in Board and Annual Meetings, consults with President on appointments, serves as Chair of Nominations and Elections Committee.
Secretary	Elected by Members & active Fellows	2 years	3	Yes	Transcribes and posts minutes of meetings, maintains accurate membership roll, corresponds with Members and Fellows, monitors compliance with term limits of officers.
Treasurer	Elected by Members & active Fellows	2 years	3	Yes	Collects dues and fees, maintains accounts, submits report at Annual Meeting.
Historian	Appointed by President	1 year	6	No	Maintains record of Academy documents, events, and biographies; organizes archives, coordinates revisions to the Constitution; proposes and presents memorials.
Fellows Representative	Elected by active Fellows	1 year	6	Yes	Represents the interests of active Fellows at all Board Meetings; coordinates the nominations, election, and recognition of new Fellows; notifies new Fellows of their acceptance into The Academy.

Table 1 continued

Elected Directors-at-Large (4)	Elected by Members & active Fellows	2 years	3	Yes	Elected and appointed Directors-at-Large shall participate in all Board and Annual Meetings and will actively contribute to Academy business and strategic initiatives.
Appointed Dir-at-Large (1)	Appointed by President	2 years	3	No	Same as Elected Directors-at-Large.
Appointed Dir-at-Large (1)	Appointed by President-Elect	2 years	3	No	Same as Elected Directors-at-Large.

Table 2*The Academy of Leisure Sciences Standing Committees*

Committee	Appointed By	Composition	Charge
Membership Committee	President	Chair and up to four Members or active Fellows	Manage ongoing recruitment and maintenance of Members according to goals set by President and Board of Directors.
Fellows Committee	Active Fellows	Three active Fellows affirmed by active Fellows	Facilitate selection of new Fellows into The Academy and Recognition Event.
Nominations and Elections Committee	President	Chair and up to two Members or active Fellows	Generate slates of candidates and conduct elections for officers of The Academy.
Communications Committee	President	Chair and three or more Members or active Fellows	Maintain a social media presence via LinkedIn, Facebook, Twitter, and/or Instagram; assist with website content.
Newsletter Editor	President	Member or active Fellow	Prepare newsletter four times a year, solicit and edit material, develop reoccurring columns, work with Sagamore Publishing on layout and distribution.
George Butler Lecture Committee	President	NRPA Research Sessions (NRS) Co-Chairs plus up to 5 Members or active Fellows.	The Junior Co-Chair serves as the Committee Chair. Identify an appropriate theme for the opening NRS session and secure a commitment from a speaker for the session.
Research/Teaching Institute Committee	President	Chair and two or more Members or active Fellows	Solicit, review, and make recommendations regarding implementation of TALS Research/Teaching Institute on an annual basis. One member serves as TALS liaison to the local host committee.
Future Scholars Committee	President	Chair and two or more Members or active Fellows	Recruit and select individuals to be honored as TALS Future Scholars. Recruit and assign mentors to Future Scholars.

Awards Committee	President	Chair and two or more Members or active Fellows	Solicit, review, and select winners annually for Distinguished Colleague, Leadership for the Future, Excellence in Teaching, and Innovation in Teaching awards.
TALS Challenge Grant Committee	President	Chair and two or more Members or active Fellows	Set a monetary goal and devise/implement a fundraising plan for the Future Scholars Endowment Fund.

See Article 4, Section 2 for standing committee descriptions.

Article 2 The Academy of Leisure Sciences Board of Directors (TALS BoD)

Section 1. Managing the Affairs of TALS BoD

1. The Board of Directors shall meet at least quarterly upon call of the President to conduct business. Additional meetings may be called by the President as needed.
2. All meetings of the Board of Directors will be conducted in accordance with *Roberts Rules of Order Newly Revised*.
3. All resolutions and other proceedings of TALS BoD shall be recorded and open to the membership at all reasonable and proper times. Business meetings other than the Annual Meeting may be conducted electronically with approval of a membership quorum. A 50% + 1 majority of the elected and appointed BoD members shall constitute a quorum.

Section 2. Election and Appointment of Officers and Directors-at-Large

1. The composition, appointment, term, term limits, and Executive Committee membership status of the Board of Directors is summarized in Table 1.
2. Only Members and active Fellows in good standing are eligible to serve on the Board of Directors. If an emeritus Fellow wishes to serve on the Board of Directors, he or she must pay dues and thereby become active.
3. Only active Fellows are eligible to serve as Fellows Representative. If an emeritus Fellow wishes to serve as Fellows Representative, she or he must pay dues and thereby become an active Fellow.
4. The President-Elect shall be elected in alternating years; and Secretary, Treasurer, and two (2) Directors-at-Large shall be elected each year by written or electronic ballot. Voting will be open for a period of at least 1 month and will close no later than 2 weeks prior to the Annual Meeting. The Nominations and Elections Committee will be responsible for recruiting candidates for office and conducting the election.
5. The President-Elect shall serve 4 years on the Board of Directors beginning as President-Elect for 1 year, President for 2 years, and Past President for 1 year with no option for reappointment.
6. The President and President-Elect each appoint one Director-at-Large every other year.
7. The Treasurer shall serve 2 years on the Board of Directors with options for election or reappointment for no more than three consecutive terms.
8. The Secretary shall serve 2 years on the Board of Directors with options for election or reappointment for no more than three consecutive terms.

9. Directors-at-Large shall serve a 2-year term with options for election or reappointment for no more than three consecutive terms.
10. The Historian shall be appointed annually by the President and shall serve no more than six consecutive years.
11. The Fellows Representative shall be elected annually by active Fellows and shall serve no more than six consecutive years.

Section 3. Appointment and Operation of the Executive Committee

1. The elected officers shall constitute the Executive Committee of TALS and consist of the following: President, President-Elect, Past President, Secretary, Treasurer, and Fellows Representative.
2. In the interim between Board Meetings, the Executive Committee shall act on The Academy's behalf. The President shall, however, retain the authority to engage the full Board of Directors in decisions as appropriate and needed.

Section 4. Roles and Responsibilities of TALS President

1. Length of term: The term of the President shall begin at the end of the Annual Meeting that follows his or her year of service as President-Elect and will end 2 years later at the close of the Annual Meeting. There is no option for reappointment.
2. Duties, responsibilities, and functions of the President:
 - Guide and direct the organization in its management functions, overseeing all operations and acting as the spokesperson for TALS.
 - Call and preside at all meetings of the Board of Directors and TALS, following *Roberts Rules of Order Newly Revised*.
 - Appoint all committees in consultation with the Board of Directors.
 - Notify successful candidates of their selection as officers or Directors-at-Large.
 - Represent TALS in professional affairs with other organizations or groups.
 - Authorize the payment of bills properly incumbent upon TALS.
 - Perform such other functions in concert with the Board of Directors, as may be legally delegated by TALS membership or assumed to further the avowed interest of The Academy.
 - Provide direct supervision of all contractors and oversight of TALS's operations, respectively.
 - Organize and approve board agendas for all meetings and/or conference calls.
 - Inform the Board of issues and concerns regarding TALS.
 - Serve as a liaison to other organizations (CALs, LSA, NRPA, etc.) and give information and tasks to appropriate Board members/liasons for action.
 - Present information regarding TALS at local, state, regional, and national conferences.
 - Serve as a liaison to leisure professionals to access information through TALS.
3. Minimum Qualifications for President are as follows:
 - Member or active Fellow status in TALS.
 - Demonstrated leadership in the park, recreation, tourism, and leisure field at local, state, and national levels or outstanding leadership in leisure studies.
 - Prior experience on the Board of Directors as President-Elect unless unusual circumstances exist (e.g., the President-Elect has resigned or been removed from office). In that case, the individual elected to serve as President-Elect ascends to service as President.

Section 5. Roles and Responsibilities of TALS President-Elect

1. Length of term of the President-Elect: The term of the President-Elect shall begin at the end of the Annual Meeting that follows his or her election and will end at the close of the following Annual Meeting. The President-Elect ascends to the office of President immediately following her or his year of service as President-Elect.
2. Duties, responsibilities, and specific functions of the President Elect are as follows:
 - Attend and participate in all Board and Annual Meetings.
 - Chair the meetings in the absence of the President.
 - Serve as the parliamentarian for TALS at all meetings. TALS follows *Roberts Rules of Order Newly Revised*.
 - Assist the President with special projects, such as strategic planning.
 - Keep the Board informed of the appropriate issues that have come to the attention of the President-Elect through the appropriate channels.
 - Present information regarding TALS at local, state, regional, and national conferences.
 - Serve as a liaison to leisure professionals to access information through TALS.
 - Serve as a Board liaison to other committees as assigned by the President.
3. Minimum qualifications for President-Elect are as follows:
 - Member or active Fellow status in the Academy.
 - Demonstrated leadership in the leisure field at local, state, and national levels.
 - Prior experience on the TALS Board.

Section 6. Roles and Responsibilities of TALS Past President

1. Length of term of the Past President: The term shall begin at the end of the Annual Meeting that follows his or her 2-year term as President and will end at the close of the following Annual Meeting.
2. Duties, responsibilities, and specific functions of the Past President are as follows:
 - Attend and participate in all Board and Annual Meetings.
 - Chair the meetings in the absence of the President or President-Elect.
 - Serve as Chair on the Nominations and Elections Committee.
 - Assist the President with special projects.
 - Keep the Board informed of the appropriate issues.
 - Present information regarding The Academy at local, state, regional, and national conferences.
 - Serve as a liaison to leisure professionals to access information through TALS.
 - Serve as Board liaison to other committees as assigned by the President.

Section 7. Roles and Responsibilities of TALS Secretary

1. The length of term of the Secretary shall be 2 years beginning at the end of the Annual Meeting that follows his or her election and ending 2 years later at the close of the Annual Meeting. There is an option for election or reappointment for no more than three consecutive terms for a total of 6 years.
2. Duties, responsibilities, and specific functions of the Secretary are as follows:
 - Attend and participate in all Board Meetings, Annual Meetings, and scheduled Board conference calls.
 - Transcribe minutes at all Board and Annual Meetings.
 - Distribute minutes electronically (post) to Board members and to TALS online Drop-box.

- Maintain an accurate roll of all Members and active and emeritus Fellows with the assistance of Sagamore Publishing's membership liaison.
 - Correspond with Members, active Fellows, and others in the promotion of TALS affairs.
 - Assist the President in the preparation of Board Meeting minutes and conference calls.
 - Assist the President in the maintenance of official records, including correspondence (incoming and outgoing), committee reports, and Academy historical records.
 - Serve as Board liaison to assigned committees as designated by the President.
3. Minimum qualifications for Secretary are as follows:
- Member or active Fellow status in The Academy.
 - Demonstrated leadership in the leisure field on local, state, and national levels.

Section 8. Roles and Responsibilities of TALS Treasurer

1. The length of term of the Treasurer shall be 2 years beginning at the end of the Annual Meeting that follows his or her election and ending 2 years later at the close of the Annual Meeting. There is an option for election or reappointment for no more than three consecutive terms for a total of 6 years.
2. Duties and responsibilities of the Treasurer are as follows:
 - Attend and participate in all Board Meetings, Annual Meetings, and scheduled Board conference calls.
 - Collect dues and fees from Academy Members with the assistance of Sagamore Publishing's liaison.
 - Maintain financial accounts in accordance with approved budgetary practice with the assistance of Sagamore Publishing's liaison.
 - Pay accounts properly charged against The Academy as authorized with this office.
 - Close the books on October 30 (making the fiscal year November 1 through October 31 as noted in the Constitution, page 2).
 - Provide financial planning leadership to the Board of Directors.
 - Prepare budget reports to the Board, membership, and committees.
 - Provide oversight to the annual external audit in cooperation with external CPAs.
 - Submit all necessary reports to the IRS.
 - Serve as Board liaison to assigned committees as designated by the President.
3. Minimum qualifications for Treasurer are as follows:
 - Member or active Fellow status in The Academy.
 - Demonstrated leadership in the leisure field on local, state, and national levels.

Section 9. Roles and Responsibilities of TALS Historian

1. The length of term of the Historian shall be 1 year beginning at the end of the Annual Meeting that follows his or her election and ending at the close of the following Annual Meeting. There is an option for election or reappointment for no more than six consecutive terms.
2. Duties and responsibilities of the Historian:
 - Attend and participate in all Board Meetings and the Annual Meeting.
 - Maintain an accurate and current chronological record of important Academy documents, events, and biographies of the Fellows.
 - Organize and regularly update Academy archives.
 - Coordinate revisions to the Constitution.
 - Propose and present memorials.
 - Serve as Board liaison to assigned committees as designated by the President.

3. Minimum qualifications for Historian are as follows:
 - Member or active Fellow status in The Academy.
 - Demonstrated leadership in the leisure field on local, state, and national levels.

Section 10. Roles and Responsibilities of TALS Fellows Representative

1. The length of term of the Fellows Representative shall be 1 year beginning at the end of the Annual Meeting that follows his or her election and ending at the close of the following Annual Meeting. There is an option for election or reappointment for no more than six consecutive terms.
2. In addition to chairing the Fellows Committee (see Article 4, Section 2), the Fellows Representative will do the following:
 - Participate in all Board Meetings and represent the Fellows' perspective.
 - Report to the Board of Directors regarding activities of the committee.
3. Minimum qualifications for Fellows Representative are as follows:
 - Active Fellow status in The Academy.
 - Demonstrated leadership in the leisure field on local, state, and national levels.

Section 11. Directors-at-Large

1. Four Directors-at-Large shall be elected by the membership and two Directors-at-Large shall be appointed, one each by the President and President-Elect. The Nominations and Elections Committee shall be responsible for recruiting candidates, conducting the elections, and communicating results to the President and Board of Directors.
2. Before each Annual Meeting, two Directors shall be elected for terms of 2 years.
3. Before each Annual Meeting, the President and President-Elect shall each appoint one Director for a term of 2 years.
4. Any Director shall be eligible for reelection or reappointment and may serve no more than three consecutive 2-year terms.
5. Directors-at-Large shall participate in all Board and Annual Meetings and actively contribute to Academy business and strategic initiatives.
6. Directors-at-Large shall continue in office until their successors are duly elected or appointed, unless they resign, are removed, or are otherwise unable to fulfill an unexpired term.

Section 12. Assumption of Duties of Officers

The President-Elect and other incoming officers and Directors-at-Large shall assume their duties at the close of the Annual Meeting.

Section 13. Procedures for Convening and Conducting BoD meetings

1. The Board of Directors shall meet at least quarterly upon the call of the President with electronic notice at least 30 days prior to the meeting.
2. A 50% + 1 majority of the elected and appointed BoD members shall constitute a quorum.
3. Meetings may be held via any appropriate telecommunications process.
4. The order of business of the BoD shall be as follows:
 - a. Call Meeting to Order
 - b. Approval of Minutes
 - c. Correspondence
 - d. Report of Committees
 - e. Old Business

- f. New Business
- g. Announcements
- h. Adjournment

Section 14. Participation in and Absences from BoD Meetings

1. All elected and appointed officers are expected to participate in meetings of the full Board of Directors, including the Annual Meeting.
2. All elected and appointed officers are expected to actively contribute to Academy business and strategic initiatives.
3. Officers who cannot attend a meeting because of exigent circumstances must inform the President of that status no later than 2 weeks prior to the meeting. The officer who will be absent is obliged to provide a paper or electronic copy of any report that she or he would deliver during the meeting. That report must be delivered to the President no later than 2 weeks prior to the meeting.
4. Failure to report an absence on a repetitive basis and deliver a report in advance of the annual business meeting may result in removal from office, with majority vote of officers present and eligible to vote at the annual business meeting.

Section 15. Replacing Incapacitated BoD Members

The President shall appoint the replacement of an incapacitated Board member within 1 month of notification of such incapacitation. At the time of appointment of the replacement Board member, the President should announce to TALS membership (Members and active Fellows) of this replacement via electronic communication. Should the President be unable to complete his or her term, the President-Elect will assume that office and notify the membership (Members and active Fellows) within 1 month of the replacement via electronic communication.

Article 3 Meetings and Business

Section 1. Annual Meeting

1. An Annual Meeting of TALS will be held and called to order by the President.
2. The President will call for agenda items for the Annual Meeting at least 60 days prior to the Annual Meeting.
3. *Roberts Rules of Order Newly Revised* shall govern the conduct of TALS's business.
4. A quorum is needed to pass resolutions, policies, and procedures and will consist of 20% of the Members and active Fellows.
5. Meetings will consist of a business session, which will include approval of past minutes and a treasurer's report, as well as items intended to further the mission of The Academy.
6. Minutes will be recorded and archived for each meeting.
7. All resolutions and other proceedings of The Academy shall be recorded and are open to the membership at all reasonable and proper times.
8. Business meetings may be conducted electronically with approval of a membership quorum.

Section 2. Calling a Special Meeting of TALS Membership

1. Special membership meetings may be called (a) by the Board of Directors or (b) through a written petition signed by 20% of the voting Members and active Fellows.

2. Notice of such meeting shall be electronically sent to all Members of The Academy at least 30 days before the time appointed for the meeting.
3. The notice of such meeting shall be accompanied by a brief rationale for the special meeting.

Article 4 The Academy of Leisure Sciences (TALS) Committees

The Academy supports three types of committees: Executive Committee, standing committees, and President's committees.

Section 1. Executive Committee

1. The Executive Committee of the Board of Directors shall include the President, President-Elect, Past President, Secretary, Treasurer, and Fellows Representative.
2. All action by the Executive Committee for the Board between official meetings shall reflect a simple majority vote of the members of the Executive Committee.
3. The Executive Committee shall have general supervision of the affairs of TALS between meetings:
 - Fix the date, hour, and place of meetings.
 - Adopt rules as needed to carry on the business of the BoD, provided such rules are not in conflict with any special rules of order or standing rules adopted by TALS.
 - Perform such other duties as specified in these procedures or ordered by TALS.

Section 2. Standing Committees

1. Standing committees are groups of Members and active Fellows appointed to conduct continual or permanent functions of The Academy. The appointment, composition, and charge of standing committees are summarized in Table 2 of this document. Duties and responsibilities of each standing committee follow.

Membership Committee

1. Description of the Membership Committee:
This standing committee of TALS is responsible for assistance with ongoing recruitment and maintenance of Members representing the breadth of the disciplines related to leisure.
2. Selection of the Membership Committee:
Members shall indicate their interest in serving on this committee by completing TALS Committee Interest Form at the close of the Annual Meeting. The President shall make the final decision on the committee membership and may ask others to volunteer as well.
3. Duties
 - Set annual membership goals for individual and institutions with the BoD.
 - Work with Sagamore Publishing (the firm contracted to provide administrative support in TALS) to maintain accurate membership records.
 - Use phone, e-mail, and other means to facilitate membership recruitment.
 - Report annually to the BoD.

Fellows Committee: Procedures for the Nomination, Election, and Recognition of Fellows

1. Description of the Fellows Committee:

This standing committee of TALS oversees the nominations, election, and Recognition Event associated with inducting new Fellows. The Fellows Committee consists of a minimum of three active Fellows. The Chair of the Fellows Committee (Fellows Representative) will serve as a voting member of the TALS Board of Directors. Members of the Fellows Committee may serve no more than six consecutive years.
2. Selection of the Fellows Committee:

Prior to and at the Recognition Event, the Chair of the Fellows Committee (i.e., TALS Representative) or his or her designee will solicit individuals interested in serving on the Fellows Committee for the coming year. Each Fellows Committee member serves a 3-year rotation: the first year as a committee member, the second year as the committee Chair, and the last year as Past Chair. Fellows Committee members may serve up to 6 years on the committee. Committee members will be affirmed by the majority of active Fellows in attendance at the Recognition Event. The current TALS Fellows Representative, or another designated member of the Fellows Committee, will conduct this affirmation at the meeting.
3. Duties of the Fellows Chairperson:
 - Participate in TALS Board of Directors meetings as the Fellows Representative.
 - Report to TALS Board of Directors regarding activities of the committee.
 - At the Fellows Recognition Event, the Past Chair will rotate off and a new member will join.
4. Duties of the Fellows Committee:
 - The Chair of the Fellows Committee will serve as the Fellows Representative on TALS Board of Directors as a voting member.
 - Solicit and verify nominations for Fellow status as outlined in Article 6, Section 5 of the Constitution (see Appendix A for Academy Fellow Nomination Form).
 - Conduct elections of new Fellows.
 - Inform newly elected Fellows and their sponsors of election by June 15.
 - Inform any nominees and their sponsors of failure to be elected.
 - Organize the Recognition Event each year in conjunction with the TALS Annual Meeting.
 - Coordinate with Sagamore Publishing in the preparation of Fellows plaques and certificates.
 - Arrange for formal induction at the Recognition Event.
 - Facilitate the selection of the Fellows Committee for the coming year.
5. Procedures for Nominations and Elections of new Fellows:
 - Establish due dates for nominations, balloting, and reporting in accordance with the TALS Constitution.
 - Solicit nominees for Fellows by established dates. Send e-mail/letter to all ACTIVE Fellows along with nomination form. The nomination shall consist of a biographical summary of no more than four pages and two letters of support from current active Fellows.
 - Verify with other committee members that the individuals meet the minimum qualifications as set out in Article 6, Section 5 of the Constitution.
 - Verify who the active Fellows in ALS are for purposes of voting.
 - Along with the ballot, send the entire nomination packet of each qualified nominee to active Fellows.

- Implement an electronic ballot/mailed ballots system to be sent to all active Fellows.
 - Tally votes to ensure that all elected nominees have received a two-thirds majority from all active Fellows who vote.
 - With TALS Fellows Chair, ensure that all nominees and their sponsors are informed of the election results by June 15.
 - After acceptances have been received, a certificate, plaque, and a biographical summary will be prepared by the nominator of the new Fellow for recognition of the candidate and induction at the Fellows Recognition Event.
 - Report the results to all active Fellows and the TALS Board of Directors after the above tasks are completed.
 - Designate individuals who will introduce the new Fellows at the Annual Meeting. This is typically done by the nominator or supporter of the new Fellow.
6. Responsibilities Surrounding the Recognition Event:
- With the assistance of Sagamore Publishing, secure a site for the Recognition Event on the same day as TALS holds its Annual Meeting.
 - New Fellows must be present to be inducted unless excused by the Fellows Representative.
 - Negotiate price and invite ALL Fellows (active and emeritus) to attend the event.
 - Coordinate the payment for the luncheon with TALS Treasurer.
 - Host the luncheon on site.
 - Coordinate the program for the event including induction of new Fellows, conduct business regarding Fellows Committee, and address other items as needed.
 - Invite the current Academy of Leisure Sciences President and Future Scholars to the event (lunch to be covered by TALS).
7. Suggested Criteria to Select Candidates as Fellows:
- Only active Fellows can change the suggested criteria to be used in the selection of candidates for Fellow in The Academy of Leisure Sciences. These criteria shall be reviewed by the Fellows Committee annually and proposed changes brought to active Fellows at the Fellows Recognition Event. The suggested criteria are as follows:
- The individual should be directly engaged in the profession of leisure sciences.
 - The individual should have demonstrated competence in professional activities over a considerable time (10–15 years). This includes factors such as (a) quality as well as quantity of contributions to the literature in the field; (b) recognition of leadership and extensive participation in professional associations and organizations; and (c) acknowledged outstanding performance as a teacher, leader, administrator, practitioner, or researcher in the field of leisure.
 - The individual should indicate a willingness to further the goals of The Academy of Leisure Sciences and participate actively in its affairs.

Nominations and Elections Committee

1. The Nominations and Elections Committee has the responsibility to solicit nominations and conduct elections annually for officer and Director-at-Large positions. Specific tasks and recommended timeline include the following:
 - Determining the positions that need to be filled on an annual basis: January.
 - Preparing a call for nominations: February (see Appendix B for Sample Call for Nominations).

- Sending the call to the membership via TALS website and TALSnet: March, with a deadline of May 1.
 - Preparing the electronic ballot (SurveyMonkey or other similar service) and working with Sagamore Publishing to facilitate the election process: Send ballot June 15, with a deadline of July 15.
 - Inform the winners and losers prior to announcing the results to the membership: End of July.
2. The Past President serves as Chair of this committee.
 3. All elections will be conducted by the Nominations and Elections Committee. Election results will be announced to the President and Board of Directors.
 4. All votes for officers and elected Directors-at-Large shall be cast by written or electronic ballot.
 5. A majority shall signify election, provided at least 20% of the Members and active Fellows vote.
 6. The top two vote-getters in the Directors-at-Large vote will signify the winners.
 7. If no candidate receives a majority, a second ballot shall be held between the candidates receiving the highest number of votes.
 8. Ballots shall be returned to the Nominations and Elections Committee by the deadline established by the committee.
 9. Deadline for return of ballots shall be no less than 2 weeks before the Annual Meeting.

Communications Committee

1. The President shall appoint a Communications Committee each year.
2. The Communications Committee shall comprise a Chair and three or more members.
3. The Communications Committee's duties include the following:
 - Maintain an electronic listserv to facilitate communications among Members.
 - Provide input to Sagamore Publishing on the contents of TALS website.
 - Maintain TALS's social media presence via LinkedIn, Facebook, Twitter, and/or Instagram.

Newsletter Editor

1. The President shall appoint a newsletter Editor for a time mutually agreed upon by both parties. In the spirit of frequent (quarterly) publications, it is anticipated that each newsletter will be only 2–4 pages in length.
2. The Editor will distribute the newsletter four times a year: March, June, September, and December.
3. The Editor will begin soliciting material a minimum of 2 months ahead of the publication date. The Editor will begin editing the newsletter in concert with a representative of Sagamore Publishing (the firm contracted to provide administrative support in TALS business and event management) 4 weeks in advance of the publication date. Suggested topics for each issue are listed below:
 - March: President's column, Future Scholars' biographies, upcoming deadlines, TI/RI recap, other
 - June: President-Elect's column, upcoming deadlines (elections), other
 - September: President's column, TALS schedule at NRPA, TI/RI promotions, other
 - December: President-Elect's column, new Fellows' biographies, other
4. The Editor will work with a representative from Sagamore Publishing on layout and distribution.

George Butler Lecture Committee

TALS established the George Butler Lecture in 2004 as the name for the opening session of the NRPA Research Sessions (NRS). The purpose of naming the lecture was to honor Butler (1894–1985), who served as Director of Research for NRPA from 1919 to 1962 and was one of the first and most persistent proponents of research in the field. He was a founding member of The Academy of Leisure Sciences.

As part of the NRS, the Butler lecture is given annually as the opening 75-minute session of NRS. It is considered one of the sessions allotted to NRS from the NRPA Program Committee. The major purpose of the Butler lecture is to highlight an innovative or cutting-edge topic that is of interest to scholars in the field.

Each year a committee composed of up to five members, including the two NRS Co-Chairs with the junior member serving as Committee Chair, will identify an appropriate theme for the opening session and secure commitment from a speaker for the session. Up to two discussants might also be invited to join the session depending on the theme chosen. The lecture can be given by whoever is deemed appropriate, whether inside or outside the field. Although an honor to give the lecture, the lecture is meant to honor the memory of George Butler. The individuals involved in the lecture may be at any stage of their career, and the lecturer will be selected based on expertise in the theme area.

In some cases, securing commitments from speakers may require honoraria or other forms of financial support. That request will be submitted by the Butler Committee Chair and support would be given with the approval of the TALS Executive Committee. These are the procedures to be followed:

- In October of each year around the time of the annual NRPA meeting, a committee will be constituted including the NRS Co-Chairs for the following year and up to three other TALS Members appointed by the TALS President.
- The committee will meet either in person at NRPA or via conference call, select a theme, and identify a potential speaker and discussants. If the speaker requires an honorarium or travel assistance, the Chair of the committee should submit a written request for expenses to the TALS Executive Committee. The budget for the lecture, if any, may vary from year to year depending on the funds available through TALS.
- If no funds are needed, or if the Executive Committee has approved the amount, the Butler Committee Chair will contact the proposed speaker and secure a commitment.
- The Butler Committee should complete the speaker selection by early spring to coincide with the NRS program schedule.
- A title for the session will be agreed between the speaker and the committee. The George Butler Lecture will be tagged with “Sponsored by The Academy of Leisure Sciences” in the conference program.
- The Butler Committee Chair will complete appropriate paperwork to ensure that the session information is provided to NRPA staff by the deadlines for program submission.
- The committee will ensure that appropriate promotional material is provided for NRPA, for TALS, and through other means of disseminating information about the opening NRPA Research Sessions. An abstract of the lecture should be a part of the proceedings/abstracts of the NRS, which is typically made available through NRPA several months prior to the Congress. In addition, the abstract will be posted on the TALS website.
- The Committee Chair will coordinate the logistics surrounding the NRS opening session with the speaker(s). The Chair will make arrangements with the TALS President regarding the recognition that will be given to the speaker (plaque, etc.).

Research/Teaching Institute Committee

The purpose of the TALS Research/Teaching Institute (RI/TI) is to share information among recreation, park, tourism, sport, and leisure educators concerning traditional and new issues/trends related to education, education administration, teaching, and research so that educators can remain current in the techniques, content, and skills needed in higher education. The goals of the institute are to foster a sense of collegiality among park, recreation, tourism, and sport educators through renewing old acquaintances and making new ones; to develop networks and strategies for sharing course materials; and to stimulate new ideas that will challenge educators to think and expand their academic horizons. The primary focus will be on teaching, but an emphasis on research as it pertains to scholarship of teaching and learning is encouraged. The purpose of the TALS Research Institute (RI) is to share information among leisure, recreation, recreational therapy, park, outdoor, tourism, and sport educators as well as scholars in related fields (i.e., Sociology, Gender Studies, Urban Planning, Cultural Studies, Positive Psychology, etc.). The RI is a place for traditional and new issues/trends related to the endeavor of research; conceptual questions of the field; proposing insight into a methodology; exploring methods; and seeking avenues to remain current in the techniques, content, and skills needed in advancing research. The RI/TI is an annual event held in late winter or early spring.

1. 1. Currently, the RI and first RI/TI are being hosted by Indiana University on the campus of Indiana University/Purdue University–Indianapolis. If, in the future, another host is needed for the RI/TI, the President will place a call for Requests for RI/TI Host Location proposals 18 months in advance for the annual event.
2. The President will form a committee to review the Host Location proposals, which shall be prepared as a Word file and include the following:
 - Sponsoring university and partnering institutions (if applicable).
 - Proposed dates of the institute.
 - A description of the proposed facility, its proximity to a major airport, reasonable costs for room and board, appropriateness of facilities for a conference, access to local transportation, and conduciveness of the facility to meet the goals of the institute.
 - Names of individuals from the sponsoring unit who will constitute the local host RI/TI committee, and the TALS representative will work with the local host committee members and Sagamore Publishing to plan and conduct the Institute.
 - Partner with TALS BoD to plan for the budgetary oversight of the RI/TI.
 - Proposals shall be e-mailed to TALS President by the stated deadline, after which the proposals will be sent to a review committee.
3. The local host committee will be responsible for the following:
 - Determining the theme
 - Reviewing institute proposals
 - Selecting a keynote speaker
 - Preparing a schedule
 - Overseeing accommodations, transportation, facilities, etc.
 - Evaluating the event

Future Scholars Committee

1. The purpose of the TALS Future Scholars (FS) Program is to provide graduate students who are interested in pursuing a doctorate in an area related to recreation and leisure studies the opportunity to meet some of the outstanding researchers and scholars in this field by attending the NRPA Congress.

2. The President of TALS will appoint a Chairperson of the FS Committee. The Chairperson will recruit two or more committee members. These members may be Members, active Fellows, and/or past FS award recipients.
3. The FS Committee will complete the following tasks:
 - Work with Sagamore Publishing to prepare the online application packet and send out announcements about the FS award to TALS Members and Fellows.
 - Promote the FS award and application deadlines on TALSnet and other appropriate channels (e.g., direct main, other listserv mailing lists, e-mails to past recipients and their sponsors).
 - Review applications and select winners.
 - Notify winners and their faculty sponsors.
 - Arrange for TALS Fellows to serve as mentors to the FS winners at the NRPA conference.
 - Prepare itineraries for the NRPA conference and TALS-related activities for the FS winners and their mentors.
 - Work with the TALS Treasurer to facilitate payment of the monetary stipends to each FS winner.
 - Work with the Chairpersons of the Leisure Research Symposium to include some form of recognition of the FS winners at the beginning of the Butler lecture. Do the same with the President of TALS, who will recognize the winners at the annual business meeting.
 - Work with Sagamore to prepare certificates for each winner to be presented at the annual Fellows Recognition Event.
 - Work with the Editor of the TALS newsletter to include a segment on the FS winners.
4. Individuals who meet the following criteria for the FS program are eligible to apply:
 - Completed or currently enrolled in a master's degree program but not yet committed to doctoral study at a particular university.
 - Maintained a GPA of at least 3.0 during undergraduate and graduate studies.
 - Not enrolled in a doctoral program at time of application nor at time of the Congress.
 - Plans to initiate doctoral studies within the next 3 years.
 - Interested in pursuing a doctoral degree in recreation and parks, leisure studies, tourism, or recreation resource management.
 - Can attend the NRPA Annual Congress in the year in which the award is received.
5. Future Scholars will be selected from among all applicants with consideration of the following criteria:
 - Academic ability (based on GPA and faculty sponsor letter)
 - Indications of scholarly potential in this field (based on publications, presentations, research experience, applicant's cover letter, and faculty sponsor letter)
 - Strength of intention to pursue doctoral studies in a leisure-related subject (based on applicant's cover letter and faculty sponsor letter)
 - General level of professionalism (based on format and depth of application materials, presentation of written materials, and professional involvement)

Awards Committee

1. The purpose of the Awards Committee is to solicit, review, and select winners annually for Distinguished Colleague, Leadership for the Future, Excellence in Teaching, and Innovation in Teaching awards (see Appendix C for sample Award Calls for Nominations).

2. The Awards Committee is appointed by the President and consists of a Chairperson plus two or more Members or active Fellows.
3. The Awards Committee will complete the following tasks:
 - Work with Sagamore Publishing to prepare each call for nominations
 - Set deadlines
 - Review applications and select winners
 - Notify winners and inform them when their award will be presented
 - Work with Sagamore publishing to prepare recognition certificates

Section 3. President's Committees

1. President's committees are appointed by the President and comprise Members and active Fellows.
2. President's committees are assigned a specific charge to be completed within a defined time.
3. Membership may consist of Academy Members, active Fellows, and emeriti Fellows.
4. Presidential committees and their membership are presented to The Academy.
5. The function and results are reported to the membership during the Annual Meeting by the President or a representative of the committee.
6. President's committees are disbanded at the end of the term of the President who appointed the committee.

Article 5 Fees

Section 1. Process for Establishing and Collecting Dues

1. Membership dues amounts for Members, active Fellows, and institutions may be discussed at the start of each year.
2. The BoD shall determine the number of Members and active Fellows whose dues are paid through institutional membership by vote each year. If the BoD does not act on that issue during a given year, the number of Members covered by institutional membership is carried forward into the new year.
3. If the Board of Directors does not discuss dues for a given year, dues of the previous year are carried forward to the new year.
4. Members and active Fellows pay annual dues with the date of remittance of dues contingent upon when they joined; thereafter, dues should be remitted annually based on the anniversary date of establishing membership. Newly elected Fellows who were not previously TALS Members will have a 1-year exemption for paying yearly dues. After the 1-year period, they will be required to pay the yearly dues to remain as an active Fellow. The Treasurer shall notify Members and active Fellows of the date by which annual dues should be paid, 1 month prior to when dues are due.
5. Members' and active Fellows' dues may be remitted electronically via the TALS website or via a check by U.S. mail. Members and active Fellows are exempt from paying dues provided their dues are covered in an institutional membership package.
6. College and/or university departments may opt to pay dues at the institutional rate as published on the TALS website. Dues are to be remitted electronically online via the TALS website or via a check through U.S. mail.
7. Emeriti Fellows are not required to pay dues. A Fellow who does not respond to the call for dues will be considered an emeritus Fellow and will not receive the privileges of being an active Member, although he or she will remain listed among the elected Fellows of The Academy.

Article 6 Constitution

Section 1. Amendments to the Constitution

All articles (except for Article VI Fellows) of the Academy of Leisure Sciences Constitution may be amended by a two-thirds affirmative electronic vote of Members and active Fellows who vote. Article VI (Fellows) may be amended by two-thirds affirmative electronic vote of all active Fellows who vote.

Section 2. Procedures for Amendment Proposals to the Constitution (Except for Article VI Fellows)

1. The proposed amendment shall be submitted in writing by the Secretary to all Members and active Fellows at least 30 days prior to the voting deadline.
2. The proposal shall include an explicit statement of the proposed change, including the proposed wording and the original wording.
3. A summary of the reasons the change is needed.
4. A summary of reasons that the proposed change is expected to resolve or alleviate the issue.

Section 3. Procedures for Article VI Amendment Proposals to the Constitution

1. The proposed amendment shall be submitted in writing by the Fellows Representative to all active Fellows at least 30 days prior to the voting deadline.
2. The proposal shall include an explicit statement of the proposed change, including the proposed wording and the original wording.
3. A summary of the reasons behind the change should be communicated.

Appendix A TALS Call for Nominations of Prospective Fellows

TO: Members of the Academy
FROM: Linda Caldwell, Heather Gibson, & Ingrid Schneider
 Academy of Leisure Sciences Fellows Committee
DATE: January 16, 2016
RE: Call for Nominations of Prospective Fellows



**Academy of
Leisure Sciences**

Active Fellows¹ of The Academy of Leisure Sciences are cordially invited to make **up to two** nominations for prospective Fellows in The Academy of Leisure Sciences. The following criteria (as per The Academy of Leisure Sciences Constitution) should be considered as you propose candidates for membership:

1. The individual should have demonstrated competence in professional activities over a considerable time (10–15 years). This consideration of eligibility includes factors such as (a) quality as well as quantity of contributions to the literature in the field; (b) recognition of leadership and extensive participation in professional associations or organizations; and (c) acknowledged outstanding performance as a teacher, leader, administrator, practitioner, or researcher in the field of leisure sciences.
2. A willingness to further the goals of The Academy of Leisure Sciences and participate actively (broadly defined) in its affairs.

Please submit **one Biographical Data form** (next page), one letter of nomination, and one letter of support for the nominee by e-mail to the person and address noted. The Biographical Data form is in lieu of a vita; it is a computer-fillable form to ensure that we get comparable information on all prospective Fellows. Please create/collect materials and send all documents by e-mail. We are utilizing a paperless process for nominations and balloting. The Nominations Committee will compile all documents and distribute them to the membership for voting.

In your letter of nomination and in the additional letter of support, please characterize the extent and importance of the nominee's contribution to the field of leisure sciences. When filling out the Biographical Data form, please limit the length to **NO MORE THAN four pages** and follow the format as provided. Should you submit more information than is requested on the Biographical Data form (e.g., someone's lifetime vita), please be advised that your nomination will be returned to you for resubmission. Should you submit less than the required information, your nomination may not do justice to your nominee, but will go forward as submitted.

Please ensure that your nomination(s) are **e-mailed no later than March 31, 2016**. E-mail the materials to **Heather Gibson, hgibson@hhp.ufl.edu**.

¹Active Fellows are those Academy Members who have paid their dues in the current calendar year.

Biographical Data

Fellows Nominee, Academy of Leisure Sciences

Simply click in each gray box (it will turn black) and type the requested information. E-mail this completed form, along with one letter of nomination and one supporting letter from a second active Fellow to the nominating committee member listed below at the indicated e-mail address. **All nominations must be e-mailed no later than March 31, 2016.** E-mail the materials to **Heather Gibson, hgibson@hhp.ufl.edu.**

Submitted by _____

Personal Data:

Nominee's full name _____

Street address _____

Institution _____

City _____

State _____

Zip _____

Present position/title _____

Educational Institutions Attended:

Undergraduate _____

Master's _____

Doctorate _____

Year awarded _____

Other _____

Professional Experience, Most recent first (include dates):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Invited Presentations (Limit to 10 most important)

1. _____

2. _____

3. _____

- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

***Professional Organizations/Affiliations, Including Offices Held
(Limit to 5 most important)***

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

National and International, State, or University Honors (Limit to 5 most important)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Publications (e.g., books, monographs, articles; limit to 15 most important publications)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____

- 13. _____
- 14. _____
- 15. _____

Memberships in Professional Honorary Societies (Limit to 5 most important)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Professional Activities (Limit to ensure 4 pages maximum for this entire document)

Appendix B TALS Board of Directors Call for Nominations



**Academy of
Leisure Sciences**

The Academy of Leisure Sciences

Board of Directors Nominations (2016–17)

The Academy of Leisure Sciences (The Academy) Board of Directors (BoD) is charged with providing supervision, control, and direction to The Academy. The BoD consists of the Past President, President, President-Elect, Secretary, Treasurer, Historian, a Fellows Representative, and four elected and two appointed Directors-at-Large.

This year The Academy is accepting nominations for the following positions:

- **President-Elect** (4-year term; 1 year as President-Elect, 2 years as President, and 1 year as Past President)
- **Treasurer** (2-year term)
- **Two Directors-at-Large** (2-year term)

Members and Fellows of The Academy are cordially invited to submit up to three nominations for the BoD. The following criteria should be considered as you self-nominate or propose candidates for the BoD:

The individual should have a demonstrated interest in activities associated with The Academy such as research, management, and involvement in leisure and recreation delivery systems and pedagogy. In addition, nominees should possess high levels of organization, communication, and leadership skills useful in committee and other managerial-related functions.

A willingness to actively pursue and further the goals of The Academy of Leisure Sciences and participate in its affairs.

Be willing to participate in conference calls and attend the NRPA Annual Congress, The Academy of Leisure Sciences Research Institute, and The Academy of Leisure Sciences Teaching Institute.

Responsibilities

The *President-Elect* shall act for the President when absent and perform such other duties as may be properly delegated by the *President*. The *Past President* shall serve as Chair on the Nominations and Elections Committee. The *President* shall call and preside at all meetings of the Board of Directors and The Academy, appoint all committees in consultation with the Board of Directors, notify successful candidates of their election as officers or Directors-at-Large, represent the Academy in professional affairs with other organizations or groups, authorize the payment of bills properly incumbent upon The Academy, and perform such other functions in concert with the Board of Directors as may be legally delegated by The Academy membership or assumed to further the avowed interest of the Academy.

The *Treasurer* shall collect dues and fees, maintain the financial accounts in accordance with approved budgetary practice, and pay accounts properly charged against The Academy as authorized with this office. The books of the Treasurer shall be declared closed on October 30, making the fiscal year November 1 through October 31 as noted in the Constitution, page 2.

Directors-at-Large along with the other BoD members shall supervise, control, and direct the affairs of The Academy, shall determine its policies and operating procedures within the limits of the Constitution, shall actively implement its purposes, and shall have discretion in the disbursement of funds. It may adopt procedures for the conduct of its business as deemed advisable and may, in the execution of the powers granted, appoint such agents as needed.

Nominating Procedures

You are invited to submit a 250-word statement for up to three nominees, including one for yourself if you choose to self-nominate. In the statement, please indicate the position for which the person is running and the extent and importance of the nominee's contribution and/or involvement in the various fields associated with a broad interpretation of leisure sciences (e.g., management, leadership, systems development). The Nominations Committee will then compile all documents and distribute materials to the membership for voting. Please send all documents via e-mail, as The Academy of Leisure Sciences is utilizing a paperless process for the nominations and ballot process.

Send your nomination(s) via e-mail to Barbara Schlatter at beschla@ilstu.edu by **May 1, 2016**.

If you have any questions, please do not hesitate to contact the BoD Nominations Committee consisting of the following:

Barbara Schlatter, beschla@ilstu.edu (Chair)

Denise Anderson, DANDER2@clermson.edu

Amy Hurd, arhurd@ilstu.edu

Dan Yoder, DG-Yoder@wiu.edu

Thank you and we look forward to receiving your nominations for these important positions in The Academy of Leisure Sciences.

Appendix C Sample Award Nominations Forms

2016 DISTINGUISHED COLLEAGUE AWARD NOMINATION



**Academy of
Leisure Sciences**

Application submission deadline: May 6, 2016

The purpose of the Distinguished Colleague Award is to recognize an individual who has demonstrated herself or himself to be an exceptional Member of The Academy of Leisure Sciences through meritorious service to the profession of leisure science broadly defined, including, but not limited to, recreation, parks, tourism, sport, therapeutic recreation, outdoor recreation, and/or leisure education.

Applicant Information

Nominee _____

Nominee’s university affiliation _____

Title _____

E-mail _____

Mailing address _____

Nominating Faculty Member

Name _____

Faculty member affiliation _____

Title _____

E-mail _____

Mailing address _____

Telephone _____

This form must be accompanied by a letter of nomination from the nominating faculty member, up to three letters of support, and the nominee's vita.

Criteria for the Distinguished Colleague Award

- Member of the Academy of Leisure Sciences
- Recognized excellence in the profession of leisure science. Accomplishments by which to distinguish excellence in the profession can include, but are not limited to, the following:
 - Scholarship that has advanced the field
 - Recognitions by other leisure-related organizations or related fields
 - Achievement of elevated position within one's organization
 - Mentorship of graduate students, pre-tenured faculty, and/or individuals new to the leisure profession
 - Editorial/assistant editorial service to a scholarly journal in leisure science
 - Leadership in leisure-related member organization(s)
 - Leadership within one's organization
- Minimum of 10 years of outstanding service in education and research in leisure science
- Must be living

All nomination materials must be submitted by e-mail to Dr. Randy Swedburg (randy.swedburg@concordia.ca) by May 6, 2016.

2016 LEADERSHIP FOR THE FUTURE AWARD NOMINATION



**Academy of
Leisure Sciences**

Application submission deadline: May 6, 2016

The Leadership for the Future Award exists to honor, recognize, and encourage young scholars transitioning from student life to faculty life who have illustrated promise in teaching, research, and service in the field of leisure studies broadly defined, including, but not limited to, recreation, parks, tourism, sport, therapeutic recreation, outdoor recreation, and leisure education.

Applicant Information

Nominee _____

Nominee’s university affiliation _____

Title _____

E-mail _____

Mailing address _____

Nominating Faculty Member

Name _____

Faculty member affiliation _____

Title _____

E-mail _____

Mailing address _____

Telephone _____

This form should be accompanied by a letter of nomination from the nominating faculty member, a two-page statement of purpose/future directions prepared by the nominee, and the nominee’s vita.

Criteria for the Leadership for the Future Award

- Currently enrolled doctoral students.
- Evidence of commitment to excellence in teaching (e.g., graduate teaching opportunities and awards) and scholarly activities (e.g., publications in scholarly outlets and presentations at scholarly meetings or symposia).
- Evidence of leadership activities (e.g., leadership positions within graduate student organizations, service on departmental or university committees, participation in community service organizations) and potential to contribute to the TALS mission (e.g., TALS committee member, reviewing for TALS Research Symposium and journals).

Conditions for the Leadership for the Future Award

As a condition of the award, the recipient is obligated to join The Academy of Leisure Sciences as an affiliate Member and become involved in TALS activities.

**All nomination materials must be submitted by e-mail to Dr. Randy Swedburg
(randy.swedburg@concordia.ca) by May 6, 2016.**

2016 EXCELLENCE IN TEACHING AWARD NOMINATION



**Academy of
Leisure Sciences**

The Academy of Leisure Sciences

The central purpose of The Academy is the intellectual advancement of leisure sciences. Recognizing outstanding scholars, holding meetings and symposia, and facilitating activities that promote research and scholarly activity fulfill this purpose. The Academy of Leisure Sciences seeks to honor one of our distinguished colleagues for teaching excellence at the 2016 NRPA/NRS Conference in St. Louis, MO, October 5–8, 2016. The winner need not be present to win. The Academy is privileged to be among those celebrating our field’s most talented educators. The distinction between this award and the newer Innovation in Teaching Award is that this award focuses on outstanding teachers, whereas the latter focuses on particular innovations in teaching.

Applicant Information

Nominee _____

Nominee’s university affiliation _____

Title _____

E-mail _____

Mailing address _____

Nominating Faculty Member

Name _____

Faculty member affiliation _____

Title _____

E-mail _____

Mailing address _____

Telephone _____

This form should accompany the nomination packet from the sponsoring faculty member of the nominee. (Can be self-nominated)

Criteria for the Excellence in Teaching Award

- The Excellence in Teaching Award recognizes a colleague who has demonstrated outstanding ability as a teacher of leisure services over the course of her or his career. The distinction between this award and the Innovation in Teaching Award is that this award focuses on particular teachers, whereas the latter focuses on particular innovations.
- Nominators should include the following:
 - A cover letter of nomination from the nominator (can be self-nominated)
 - Supporting evidence limited to five single-spaced pages with adjunct material (e.g., curriculum vita, student course evaluations) included as appendices if desired
 - Supporting evidence should address the following areas: Quality of Teaching, Academic Advising, Campus Participation and Involvement, Previous Teaching Awards, and Professional Improvement
 - Up to five letters of support from peers, alumni, and/or students

Conditions for the Excellence in Teaching Award

- The Excellence in Teaching Selection Committee will evaluate submissions according to the stated criteria based on the documents provided by the nominator.
- As a condition of the award, the recipient must be a Member of The Academy of Leisure Sciences.

All nomination materials must be submitted by e-mail to Dr. Randy Swedburg (randy.swedburg@concordia.ca) by May 6, 2016.

2016 INNOVATION IN TEACHING AWARD NOMINATION



**Academy of
Leisure Sciences**

Academy of Leisure Sciences

The central purpose of The Academy is the intellectual advancement of leisure sciences. Recognizing outstanding scholars, holding meetings and symposia, and facilitating activities that promote research and scholarly activity fulfill this purpose.

The Academy of Leisure Sciences plans to honor up to two teaching innovations at the 2016 NRPA/NRS Conference in St. Louis, MO, October 5–8, 2016. The winner need not be present to win. Each award will recognize a particular teaching innovation that has been created and implemented by a Member of The Academy. The distinction between this award and the existing Excellence in Teaching Award is that this award focuses on particular innovations, whereas the latter focuses on outstanding teachers.

Applicant Information

Nominee _____

Nominee’s university affiliation _____

Title _____

E-mail _____

Mailing address _____

Nominating Faculty Member

Name _____

Faculty member affiliation _____

Title _____

E-mail _____

Mailing address _____

Telephone _____

This form should accompany the nomination packet from the sponsoring faculty member of the nominee. (Can be self-nominated)

Criteria for the Innovation in Teaching Award

- To nominate/self-nominate an innovation for the Teaching Innovation Award, please prepare a brief (five-page maximum) description of the innovation. In that document, please describe the following:
 - The course and/or circumstance in which the innovation has been implemented
 - The need addressed by the innovation
 - The characteristics and key features of the innovation
 - The frequency that the innovation has been utilized
 - Evidence of the efficacy of the innovation
 - Student feedback on the innovation

The scope of relevant innovations is unlimited; however, the following are examples:

- A novel software application
- The unique use of technology
- The use of cocurricular experiences
- A curriculum for distance learning or online teaching
- A series of teaching modules
- The successful incorporation of service learning
- A guide or manual for leading discussions or curriculum innovation
- An innovative approach to assessment
- Use of creative approaches

Conditions for the Innovation in Teaching Award

- The Innovation in Teaching Selection Committee will judge submissions based upon the submitted materials. The criteria will be uniqueness, potential for implementation at peer institutions, and the potential impact on curricula served by ALS Members.
- As a condition of the award, the recipient must be a Member of The Academy of Leisure Sciences.

**All nomination materials must be submitted by e-mail to Dr. Randy Swedburg
(randy.swedburg@concordia.ca) by May 6, 2016.**

