

# **Nevada Association for Health, Physical Education, Recreation and Dance**

## **OPERATING CODES**

### **President**

- A. The President is an elected officer of the Association. The term of office for President is one year from August 1 – July 31. The President shall be a member in good standing in AAHPERD and NAHPERD, with three years of consecutive membership in AAHPERD.
- B. The duties of the president are to be:
  - 1. Preside at meetings of the Executive Committee, State Board and the general membership. The President casts a vote in the event of a tie.
  - 2. Initiate a special vote to the Executive Committee in the interim between regular board meetings when deemed expedient for the welfare of the Association.
  - 3. Initiate a mail vote to the general membership between sessions of action if deemed necessary by the Board of Directors.
  - 4. Appoint any special committees deemed necessary for the good of the state.
  - 5. Reply promptly to correspondence of officers of the Southwest District and AAHPERD and make all necessary appointments/referrals.
  - 6. Represent Nevada at AAHPERD and Southwest Conventions.
  - 7. Serve as a delegate to AAHPERD Alliance Assembly and Southwest District.
  - 8. Appoint delegates and an alternate delegate to the Alliance Assembly of the American Alliance for Health, Physical Education, Recreation and Dance.
  - 9. Write President's Message for all issues of the Journal.
  - 10. Foster the advancement of the disciplines of the Association with the appropriate State Government Agencies and other related agencies, associations, and/or individuals.
  - 11. Provide agendas for Executive Committee and Board of Directors meetings two weeks in advance.
  - 12. Serve on Budget committee.
  - 13. Attend professional development/workshops when possible in each district.

14. Submit copies of an annual report to the Southwest District President upon request.

### **Past President**

- A. The Past-President is an elected officer of the Association. The term of office for the Past-President is one year from August 1 – July 31 in the year following their term as President. The Past-President shall be a member in good standing in AAHPERD and NAHPERD.
- B. The duties of the Past-President are to:
  - 1. Serve on the Executive Committee.
  - 2. Perform duties as requested by the President.
  - 3. To serve as a state convention/workshop coordinator with the President-Elect.
  - 4. Serve as committee chairperson for the Teacher of the Year awards.
  - 5. Serve on the scholarship committee.
  - 6. To help with recruitment of new members and membership duties.

### **President-Elect**

- A. The President-Elect is an elected officer of the Association. The term of office for the President-Elect is one year from August 1 – July 31. The President-Elect shall be a member in good standing in AAHPERD and NAHPERD.
- B. The duties of the President-Elect are to:
  - 1. Assume duties of the President in case of absence, resignation, or death.
  - 2. Serve on the Executive Committee.
  - 3. Perform duties as requested by President.
  - 4. Serve as a delegate to the AAHPERD Alliance Assembly.
  - 5. Attend the President-Elect Conference sponsored by AAHPERD (LDC).
  - 6. Serve on the Budget committee.
  - 7. Serve as state convention coordinator.

## **Secretary**

- A. The secretary is an appointed office of the Association. The term of office for the Secretary is one year from appointment. The Secretary shall be a member in good standing in NAHPERD.
  
- B. The duties of the Secretary are to:
  - 1. Serve on the Executive Committee and the Board of Directors.
  - 2. Keep the minutes, records, and all reports of the meetings of the Committee in such form that they are accessible to all officers and members upon request.
  - 3. Provide copies of the minutes to each member of the Executive Committee and others who attend meetings of the Board and any members upon request.
  - 4. Make available copies of Operating Codes and Constitution to the Executive Committee and Committee Chairs.
  - 5. Record an official list of the Executive Committee and committee members.
  - 6. The secretary shall keep a current directory of NAHPERD. The membership directory should be updated and sent to all Executive Committee members after the new officers are elected each August. The directory should include:
    - a. The office
    - b. The name of officer
    - c. Address for correspondence
    - d. Phone work or home, fax number
    - e. Email address
  - 7. Maintain and up-to-date membership list.
  - 8. Transfer all records to new secretary.
  - 9. Submit membership reports at meeting.

## **Treasurer**

- C. The Treasurer is an appointed office of the Association. The term of office for the Treasurer is one year from appointment. The Treasurer shall be a member in good standing in NAHPERD.
  
- D. The duties of the Treasurer are to:
  - 1. Serve on the Executive Committee and the Board of Directors.
  - 2. Provide copies of the budgets to each member of the Executive Board and others who attend meetings of the Board and any members upon request.
  - 3. Transfer all records to new treasurer.
  - 4. Receive and act as custodian of the funds of the Association.
  - 5. Keep accurate records of all income (receipts) and expenses (disbursements) of the organization.
  - 6. Deposit funds in a bank in Nevada.

7. Pay all expenses incurred by the Association as approved by the Executive Committee.
8. Submit financial reports at meeting.
9. Have books reviewed yearly by members of the Executive Committee and Budget Finance Committee.
10. Serve on the Budget Finance Committee and present the proposed budget to the Executive Committee by May 31.
11. There must be at least two (2) signatures for all transactions.
12. Submit copies of a summary on income and expenditure to the Executive Committee and Budget Finance Committee.
13. Submit a financial report following the workshop/conference. This report should include:
  - a. Registration
  - b. Banquet/luncheon count
  - c. Financial statement of workshop/conference

E. Conduct of Business

Annual Audit: Be responsible for having an annual audit of the books and accounts of the NAHPERD organization by a qualified individual. The audit statement is to be presented to the Executive Committee at the end of the fiscal year (June 1-May 31).

### **District Chairperson**

- A. The District Chairpersons (representing Eastern, Southern, and Northern geographical districts) are elected officers for each District. The term of office for the District Chairpersons is one year from August 1 – July 31. The District Chairpersons shall be members in good standings in AAHPERD and NAHPERD.
- B. The duties of the District Chairpersons are to:
  1. Serve on the Executive Committee.
  2. Serve as liaison between the Association and their own District Associations.
  3. Perform duties as requested by President.
  4. Assist President-Elect in planning annual conference/workshops.
  5. Submit copies of an annual report of their division to the President.

### **Vice President of Divisions**

- A. The Vice Presidents of the Divisions are elected officers. The term of office for the Vice President of Divisions is one year from August 1 – July 31. The Vice President shall be a member in good standing in AAHPERD and NAHPERD.
- B. The duties of the Vice President of the Division are to:

1. Serve on the Executive Board.
2. Develop and promote activities in their area for professional development/workshops
3. Assume responsibility for activities of the divisions.
4. Submit copies of an annual report of the division to the President.

C. The Divisions of the Association are:

1. Health
2. Physical Education – Elementary
3. Physical Education –Secondary
4. College/University
5. Recreation/Sport
6. Dance
7. Adapted

***If an Executive Director is deemed necessary -  
Executive Director***

- A. The Executive Director shall have been a member of the State and National Alliance for a minimum of five years and have served on the Executive Committee of the Nevada Association for Health, Physical Education, Recreation, and Dance prior to his/her appointment as Executive Director.
- B. The Executive Director will be appointed by the Executive Committee, but subject to review at each annual fall board meeting. The appointment will be made for one year with option for mutually agreed upon continued appointment.
- C. General Duties and Responsibilities:
  1. The Executive Director shall be a member of the Executive Board.
  2. The Executive Director will act as liaison between the State Association and the AAHPERD Alliance.
  3. The office of the Executive Director shall be a permanent office for all records: treasurer, membership, association, and publication.
  4. One copy of all correspondence shall be filed with the Executive Director.
  5. All committees will file an annual report with the Executive Director.

6. The Executive Director will serve as a liaison between all committees and the President of the association.
7. The Executive Director will serve as a resource person for past Executive Committee actions and will monitor the implementation of the Executive Board's recommendations.
8. The Executive Director shall give a report at each Executive Committee with specific reference to ways to strengthen NAHPERD.
9. The Executive Director will assist the President in drawing up the agenda for the Executive Board meetings: however, the primary responsibility for preparing the agenda lies with the president.
10. The Executive Director shall serve as a resource person to members of the Executive Committee in the planning of the annual convention.

#### D. Compensation

1. The Executive Director will be paid expenses to attend the annual National Convention for AAHPERD representing the State Executive Committee.
2. The Executive Director will be reimbursed expenses to attend the Southwest District Board meetings and the Southwest Convention.
3. The Executive Director will be paid expenses to attend and assist with the NAHPERD Convention.
4. The Executive Director will be paid expenses to attend the annual AAHPERD Leadership development Conference.

revised June 21, 1993

**revised October 21, 2007 – approved December 5, 2007**

## **SUMMARY OF ROBERTS RULES OF ORDER**

Robert's Rules apply to a Deliberative Assembly-- a group meeting to determine courses of action to be taken in the name of an entire group. The group is of such size (usually 12+) so degree of formality is necessary. Participants are free to act within the assembly according to their judgment. Each member has an equal vote and often a quorum or majority of entire membership is used for voting. Failure to concur in a decision of the body does not constitute withdrawal from the body.

### **The order of a meeting:**

1. Chair calls meeting to order.
2. Reading and approval of minutes (may be by secretary, recorder)
3. Reports of officers, boards and standing committees
4. Reports of special committees (short term committees)
5. Special orders
6. Unfinished business (old)
7. New business
8. Adjournment

Any particular item of business can be taken up out of its' proper order by adopting a motion to suspend the rules by a 2/3 vote. This procedure could advance in order an important committee report or an urgent item to assure its full and unhurried consideration (The chair, himself/herself cannot depart from prescribed order of business).

### **Motions at a meeting:**

Main motions:

These are formal proposals by members to have the assembly take action (Members must be recognized by chair to present a main motion.) Main motions set a pattern from which all other motions are derived. It is not customary to make a motion to have a communication read or committee report given.

The main motion is the official recorded statement of an action so should be clear, concise, and complete. It should not reaffirm a position previously taken; not be negative, not conflict with national, state, or local laws or by-laws of the organization.

The process to bring the main motion before the group:

1. A member makes the motion
2. Another member seconds the motion  
(If no 'second,' chair asks, "Is there a second?")
3. Chair states the question on the motion  
(Secretary may read if motion is in written form)
4. Discussion and debate occurs  
(Motion could be amended by #1 at this time)
5. Question called