

CONSTITUTION and BYLAWS OF THE



DIVISIONS:

Health

Physical Education

Recreation

Dance

Adapted Physical Education

AMENDED November 11, 2010

AMENDED October 19, 2001

THE CONSTITUTION

ARTICLE I

Name

This organization shall be called the Vermont Association for Health, Physical Education, Recreation and Dance: an affiliate of the Vermont Education Association, Eastern District Association and the American Alliance for Health, Physical Education, Recreation and Dance. (VTAHPERD)

ARTICLE II

Mission

The mission of the Vermont Association for Health, Physical Education, Recreation, and Dance is to promote active, healthy lifestyles by enhancing professional growth and development within each discipline, developing and (promoting) supporting quality programs, and reinforcing interaction among all professionals in all disciplines within the Association and in the educational community.

ARTICLE III

Government

The business of the association shall be conducted by an executive board, the membership, the officers and committees as hereinafter provided.

ARTICLE IV

Amendments

This constitution may be amended by a three-fourths vote of the professional, student and life members present at any Association meeting provided the proposed change is mailed or emailed at least fourteen calendar days in advance of the meeting and provided that a quorum, as specified in the by-laws, takes action. This constitution may also be amended by mail or email vote provided the proposed change(s) adhere to the aforementioned stipulations as stated under this article and Article 3, Section 1.

Section 1.

THE BY-LAWS

ARTICLE I

Membership

Section 1. Members in the Association shall be designated as professional, student, honorary and life.

Section 2. Professional members shall consist of persons professionally engaged in or hold an interest in one or more of the various Divisions of the Association.

Section 3. Life members shall be professional members who have received the Distinguished Service Award.

Section 4. Honorary members shall be elected to membership upon the basis of meritorious service in one or more of the various Divisions of the Association.

Section 5. Student members shall include full time undergraduate or graduate students enrolled in educational institutions.

Section 6. Annual dues for professional members shall be set by the Executive Board.--. Dues will not be charged for life and honorary members.

Section 7. The membership year shall run from November 1 to October 31. -

ARTICLE II Executive Board

Section 1. The Executive Board shall consist of the President, the President-Elect, the Immediate Past -President, the Treasurer, the Vice Presidents of the Divisions, the Vice President-Elects of each Division, the JRFH Chair and two Student Representatives, each of whom will have voting power. The Executive Director will be a non-voting member of the Executive Board.

Section 2. It shall be the duty of the Executive Board to initiate and transact business necessary for the conduct of the Association.

Section 3. Five or more members of the Executive Board present shall constitute a quorum. Only members of the Executive Board present may vote.

Section 4. An Executive Committee consisting of the President-Elect, the President, the Past-President and the Executive Director may act in lieu of the Board between meetings.

ARTICLE III Association Section

Section 1. It shall be the duty of the professional, student and life members to effect all changes in the Constitution and By-Laws; to elect officers; to initiate and transact Association business; and to exercise veto powers over action taken by the Executive Board upon a three-fourths majority of the professional and life members or a mail or email vote (provided that a quorum, as hereinafter provided, takes action). No mail vote shall be valid beyond fourteen calendar days after it is postmarked.

Section 2. There shall be a minimum of one Association Meeting each year scheduled by the Executive Board. Special meetings may be called by the President or at the written request of the Executive Board. The Executive Director shall notify all members of the Association at least thirty days prior to the proposed meeting.

Section 3. Forty percent or more of the professional and life members must be present in order to constitute a quorum for the transaction of business as provided in Section 2 of this article.

ARTICLE IV Officers Section

Section 1. The officers shall consist of the President, the President-Elect, the immediate Past President, the Treasurer, the Executive Director (Ex officio), the Vice Presidents of the Divisions and the Vice President Elects.

Section 2. The term of office for the President and Vice Presidents of all the Divisions shall be one year. The term of the President -Elect shall be two years with the second year served as President. The incoming President -Elect shall be elected in the fall and sent to the Leadership Development Conference in the spring. The term of the Treasurer shall be a minimum of three years, and the term of the Executive Director shall be a minimum of three years.

Section 3. The President shall act as Chairperson of the Executive Board of the Association and appoint committee chairpersons as provided in Article VI. The President shall Chair the Nominating Committee.

Section 4. The President-Elect shall act for the President in case of absence, and in the case of death or resignation, shall complete the unexpired term.

Section 5. The Treasurer shall be responsible for all finances of the Association; prepare the annual budget for the Executive Board's consideration and approval; and present the budget at the Annual Meeting for membership approval by May 31st. The Treasurer shall Chair the Finance Committee.

Section 6. The Vice President and Vice-President Elect of each Division shall represent that Division on the Executive Board; provide leadership in Division activities; and other such duties as provided in the Operating Codes.

Section 7. The Past President shall chair the Conference Committee, serve on the Awards committee, and serve as a representative to the AAHPERD Delegate Assembly.

Section 8. The Executive Director shall be responsible for maintaining an effective relationship and communication with local, state, district, and national segments of AAHPERD; maintain current files of all V AHPERD, EDA, AAHPERD materials; and shall keep the official record of all meetings of the Executive Board and the Association.

ARTICLE V Election of Officers

Section 1. There shall be a Nominating Committee to select candidates for all officers with the President as Chairperson. Once nominated the President-Elect shall assume a position on the committee.

Section 2. The Nominating Committee shall present a slate of names for President-Elect, Vice President Elects of each Division, and the Treasurer and the Executive Director when appropriate. Candidates must have accepted the nomination. Nominations for President-Elect and are restricted to current and past Executive Board members. The offices of Treasurer, Executive Director and Division Vice Presidents are open to current professional and life members of the Association.

Section 3. All officers shall be elected by the members at the Annual meeting. Officers will be elected by a majority vote. Vote shall be by Australian ballot or voice vote, at the discretion of the President.

Section 4. A parliamentarian shall be appointed by the President.

ARTICLE VI Committees

Section 1. There shall be Standing Committees and Ad Hoc Committees.

Section 2. Standing Committees shall include: By-Laws, Finance, Honor Awards, Hoops & Jump Rope for Heart, Membership, and Nominating.

Section 3. The Ad Hoc Committees are appointed for specified duties, such as Conference, Fitness Competition, Communications, etc.

Section 4. The President shall appoint all Chairpersons, pending approval of the Executive Board. Committee Chairpersons shall appoint their own committee members.

Section 5. Chairpersons shall file a list of their committee members with the Executive Secretary.

Section 6. Ad Hoc Committees may be terminated at anytime by the President.

Section 7. The functions, organization and method of procedure of the Standing Committees are provided in the Operating Codes.

ARTICLE VII Divisions

Section 1. The Association shall consist of Divisions as follows: Health, Physical Education, Recreation, Adapted Physical Education and Dance.

Section 2. Divisions may be created when deemed necessary by the Executive Board. Organizations desiring Division status may petition the Executive Board.

Section 3. Each Division shall address issues at all levels of education, private/public organizations and agencies, etc.

ARTICLE - VIII

Student Representatives

Section 1. The student representatives must be members of the Association.

Section 2. The student representatives are appointed by the Executive Board with nominations coming from the President-Elect and the nominating committee.

ARTICLE IX

Communication

The Executive Board shall communicate with the members via newsletter, website, email, social networking, etc. in order to keep the membership informed concerning current issues and upcoming programs.

ARTICLE X

Honor Awards

Section 1. Honor awards shall be given for meritorious service.

Section 2. The standards set forth for each Honor Award and qualifications shall be firmly upheld in the consideration of all candidates for Honor Awards.

Section 3. Honor Awards shall be of three types:

A. Professional Awards: to honor individuals professionally engaged in one or more VTAHPERD Divisions. A Professional Award recipient must be a current or past member.

B. Layman Award: to honor a Vermont resident who has given meritorious service to one or more V AHPERD Divisions. The nomination must be accompanied by a detailed account of the candidate's services and qualifications. Award winner(s) will be honorary member(s) for one year.

C. Teaching Award: shall recognize outstanding teaching at the elementary, middle, secondary and college/university levels. Teaching Award recipients must be current members of the Association, and are eligible to be candidates for EDA/ AAHPERD awards if they meet the criteria. Candidates will submit

videotape, which documents their teaching.

D. Outstanding Future Professional Award: to honor two Vermont students majoring in HPERD, who best meet the following criteria: 3.0 GPA, a minimum of two years membership in VTAHPERD and evidence of professional commitment/ community service.

Section 4. Membership Awards shall be provided to recognize long-term member in VTAHPERD as follows:

- A. Ten years of service: silver pin and certificate.
- B. Twenty-five years of service: gold pin and certificate.
- C. Candidates must have the required number of years in Vermont with at least two consecutive years immediately preceding the presentation.
- D. Candidates must be a director, supervisor, or teacher of a recognized program in Health, Physical Education, Recreation and/or Dance in an educational, community or state setting.

Section 5. Distinguished Service Award.

A. Pre-requisites:

- 1. Master's degree or equivalent in area of study.
- 2. Ten years experience as director, supervisor, and/or teacher in one or more of the VTAHPERD Divisions.
- 3. VTAHPERD members for five years, with at least two consecutive years immediately preceding the presentation (former retired members excepted).
- 4. High recommendations from professional colleagues.

B. The candidate must qualify in at least four of following criteria:

- 1. Officer in the state, regional or national association or affiliated organizations.
- 2. Three or more years of committee work at the state, regional or national level or affiliated organizations.
- 3. Author or co-author of one or more publications (books, refereed journal articles) in one or more of the VTAHPERD Divisions.
- 5. Research in one or more of the VTAHPERD Divisions.
- 6. Promotional work in one or more of the VTAHPERD Divisions.

Section 6. The Honor Awards Committee shall be a standing committee composed of a minimum of three VTAHPERD members who have a minimum of three years of service in the state.

ARTICLE XIII Rules of Order

Questions of procedure shall be decided by Robert's Rules of Order unless otherwise provided in the Constitution and By-Laws.

ARTICLE XIV Amendments

The By-Laws shall be amended at any official meeting of the VTAHPERD or by mail or email vote. An affirmative equivalent to three-quarters of the members present or three-quarters of the total members replying by mail vote shall be required for amendment, provided that a quorum as herein specified takes action.

THE OPERATING CODES

I. OFFICE: Executive Board

A. PURPOSE:

1. To exert effective leadership in carrying out the Mission of the Association.
2. To formulate plans, policies and procedures for the Association.
3. To refer motions when appropriate to the membership for vote.
4. The elect members in consultation with the Executive Board will plan and coordinate the annual conferences.
5. To provide for the growth of the Association by increasing services to the membership.

B. ORGANIZATION:

1. See By-Laws. Article II. Sec. 1.
2. The President shall serve as chairperson and plan the agenda.
3. Representatives from interest groups may be invited to attend specific meetings.
4. Chairpersons of Association committees may be invited to attend specific meetings.
5. There shall be five or more Executive Board meetings each year. Committee meetings shall be scheduled as needed.
6. All officers must hold a continuous VT AHPERD membership during their time in office.

C. CONDUCT OF BUSINESS:

1. Shall initiate and transact business of the Association for the benefit of the membership.
2. Shall approve the annual budget prepared by the Finance Committee.
3. Shall review and approve final plans for Association conferences.
4. Shall appoint persons to fill vacancies that occur..
5. Shall authorize and/or approve payments made by the Treasurer that exceed the line item budget.
6. Shall assist committee chairpersons, district representatives and other upon request.
7. Shall consider constitutional changes proposed by the By-Laws Committee, and initiate the membership voting process.
8. Shall submit an annual progress report to the membership.
9. In the event of inefficiency or other just cause, the Executive Board shall have the authority to initiate removal of an officer by two-thirds vote of the Executive Board. .
11. Shall approve the nominations for Association Awards and Association officers.

12. Any officer missing 3 or more meetings in a calendar year may be asked to step down

II OFFICE: President

A. PURPOSE:

1. To provide leadership for the Executive Board and the membership of the Association.
2. To guide the development and implementation of Association policies.
3. To be the representative of the Association.
4. To preside at all official meetings of the Executive Board and general meetings of the Association.
5. To coordinate the efforts of the Association for the benefit of the membership.

B. ORGANIZATION OF OFFICE:

1. Shall be nominated and elected annually according to the Constitution and Bylaws of the Association.
2. Shall serve one year as President-Elect and one year as Past President.

C. CONDUCT OF BUSINESS:

1. Shall call and conduct the Executive Board meetings.
2. Shall preside over the general meeting of the Annual Fall Conference or designate a representative to do so.
3. Shall set goals to be accomplished during the Presidential year in cooperation with the Executive Board.
4. Shall serve as ex officio on committees unless specified as a voting member.
5. Shall oversee the appointment of all committees and chairpersons immediately following the Annual Fall Conference.
6. Shall assure that committees and chairpersons are fulfilling their responsibilities.
7. Shall attempt to secure statewide representation on appointed committees.
8. Shall correspond regularly with all officers and Committee Chairpersons.
9. Shall be familiar with the Constitution and By-Laws of the Association and the Operating Code of the Association.
10. Shall assume responsibility for the general meeting at Association conferences.
11. Shall represent the Association at state and local functions.
12. Shall appoint a Parliamentarian for all meetings.
13. Shall prepare an agenda for all meetings and distribute the agenda to Executive Board members.
15. Shall represent the Association at District and National AAHPERD official functions, or designate a representative.
16. Shall appoint upon request representatives from the state to attend District and National AAHPERD official functions.
17. Shall serve on the Finance Committee..
18. Shall prepare an annual progress report of the Association and submit recommendations for future actions and improvements.

19. Shall make recommendations for state representatives to EDA Committees (Council for Conventions and Council for Services).
20. Shall sign all contracts for the Association along with the Executive Director.
21. Shall appoint an Auditing Committee. Books are to be audited prior to the Annual Meeting.
22. Shall turn over files to successor at the Annual Executive Board meeting.
23. Shall submit material for the newsletter or other means of communication with the membership.

III. OFFICE: President-Elect

A. PURPOSE:

1. To act for the President in case of absence, death or resignation. Shall succeed the President for the duration of the unexpired term.
2. To assist the President with the business and program activities of the Association

B. ORGANIZATION:

1. The office shall be held alternately by a man a woman. Upon a two-thirds vote of the Executive Board, this stipulation may be waved.
2. Shall serve a one year term of office immediately prior to becoming President.
3. The Executive Board shall appoint a person in case of a vacancy.

C. CONDUCT OF BUSINESS:

1. Shall serve for the President in case of absence.
2. Shall serve as the President for the unexpired term if the office is vacated.
3. Shall serve as a member of the Executive Board and attend all Board meetings.
4. Shall attend the Leadership Development Conference and EDA Convention and Functions sponsored by AAHPERD.
5. Shall be familiar with the Constitution and By-Laws of Association and the Operating Code of own office.
6. Shall correspond with Vice President-Elects.
8. Shall turn over files to successor at the Annual Executive Board meeting.
9. Shall submit an annual report to President and successor.

OFFICE: Past-President

A. PURPOSE:

1. To serve as Conference Chair for the Annual Conference with the Past VP's As the Committee.
1. To continue to serve by advising and counseling the Association.
2. To provide continued leadership in projects initiated during his/her administration.
3. To provide continuity for the Executive Board.
4. To clarify and interpret actions of his/her administration.

B. ORGANIZATION:

1. The President shall become the immediate Past President following the Annual Meeting.
 2. In his/her absence the President may appoint a member from the Executive Board to fulfill the Past President's committee responsibilities.
- C. CONDUCT OF BUSINESS:
6. Shall serve in other capacities as requested by the President.
 7. Shall assist the President with plans projected during the Past-President's administration.
 8. Shall serve as a representative to the National AAHPERD assembly. In his/her absence the President may appoint a member of the Executive Board.
 9. Turn over files to successor at the Annual Executive Board meeting.
 10. Submit an annual written report to the President.
 11. Shall submit newsletter material to the Editor for each issue.

V OFFICE: Vice Presidents: Health, Physical Education, Recreation, and Dance

A. PURPOSE: To organize the members and Sections of V AHPERD affiliated with the Divisions and provide leadership in carrying out the aims of the Association as stated in Article II of the Constitution.

B. ORGANIZATION:

3. Shall serve as a voting member of the Executive Board.
 4. Shall serve in other capacities as requested by the President.
- C. CONDUCT OF BUSINESS:
1. Shall attend all Executive Board meetings as a voting member.
 2. Shall represent the Division on the Executive Board.
 6. Shall advise the President concerning program needs accomplishments of the Division.
 8. Shall submit newsletter material to Editor upon request.
 9. Shall submit an annual written report to the President and successor.
 10. Shall turn over files to successor.
 - 11. Vice-President of Physical Education shall serve as Association representative to the School Fitness Committee of the Governor's Council on Physical Fitness and Sport.**

VI. OFFICE: Vice President-Elects: Health, Physical Education, Recreation, and Dance

A. PURPOSE: To organize the members and Sections of the V AHPERD affiliated with the Divisions and provide leadership in carrying out the aims of the Association as stated in Article II of the Constitution.

B. ORGANIZATION:

2. Shall serve a one-year term of office prior to becoming the Vice President of the Division.
- C. CONDUCT OF BUSINESS:
1. Shall attend all Executive Board meetings as a voting member.
 2. Shall be familiar with the Constitution and By-Laws of the Association and the Operating Codes of own office.

3. Shall serve for the Vice President at Executive Board meetings in case of absence.
4. Shall assume the responsibilities and duties of the Vice President in the event of resignation or death.
5. Shall work with the Vice President in learning the responsibilities of the office.
6. Shall advise the President-Elect of program needs and accomplishments.
10. Shall serve in other capacities as requested by the President and/or Vice President.
11. Shall turn over files to successor.
12. Shall submit an annual report to the President-Elect and successor.

OFFICE: Treasurer

A. PURPOSE:

1. Shall serve as Chair of the Finance Committee
1. To advise the Executive Board on financial matters.
2. To fulfill any special responsibilities delegated by the President or Executive Board.

B. ORGANIZATION:

1. Shall be an elected office of the Association. Candidates must be members of V AHPERD. All candidates must submit in writing their consent to serve.
2. Shall be elected by ballot at the Annual Fall Conference business meeting of the Association. The term of office is for three years and duties are assumed immediately following the meeting.
3. The resignation of the Treasurer shall be effective when a written statement has been submitted to the President and Executive Board.
4. In the event of a vacancy in the office, the Executive Board shall fill the position and the person so chosen shall hold office for the unexpired term.

C. CONDUCT OF BUSINESS:

Replace

1. Shall be familiar with the Constitution and By-Laws of the Association and the Operating Codes of own office.
2. Shall keep an account of all money received and disbursed by the Association within the fiscal beginning January 1 and ending December 31.
3. Shall attend all meetings of the Association.
4. Shall prepare and present a financial report at all meetings of the Executive Board.
5. Shall prepare and present the budget for approval by the Executive Board upon consultation with the President, President-Elect, JRFH, HFH, fitness coordinator, Membership Chair, etc. The proposed budget shall be presented at the fall conference for membership approval.
6. Shall sign all checks for expenditure as authorized by the Executive Board.
7. Shall arrange for the collection of dues with the cooperation of the Membership Chairperson.
8. Upon appointment of the Auditing Committee by the President, see that the books are audited by the committee prior to the Annual Executive Board Meeting.
9. Shall conclude all business of the past fiscal year before the records are

turned over to the new treasurer.

10. Shall select the bank for Association accounts subject to Executive Board Approval.
11. Shall become appropriately bonded.
12. Shall submit newsletter material to the Editor upon request.
13. Shall turn over files to successor.
14. Shall submit a written report to the President and successor.

VIII. OFFICE: Executive Director

A. PURPOSE: To administer the assigned duties and to fulfill any special responsibilities delegated.

B. ORGANIZATION:

1. To serve as a general manager/administrator of the Association subject to the authority, control, and direction of the Executive Board and the President.
2. Must have had a continuous membership in VAHPERD for minimum of two years.
3. Must be appointed..
4. Will serve for three years with the option to continue and/or renew the term.

C. CONDUCT OF BUSINESS:

1. Shall attend Executive Board meetings, V AHPERD Conferences, EDA Leadership Workshops, EDA Conferences, AAHAEPERD Conferences and any other meetings deemed necessary by the Executive Board.
2. Shall maintain an effective relationship and communication with local, state, district, and national segments of AAHPERD via correspondence, phone and C, attendance at appropriate meetings/functions.
3. Shall maintain current files of all V AHPERD, EDA, AAHPERD materials, i.e. operating codes, forms, awards criterion, award recipients, etc.
4. Shall keep all motions on file.
5. Shall assist the Past-President with convention site arrangements.
6. Shall serve as a resource person to all board members and standing committees.
7. Shall keep a record of all committees and committee members with date of appointments and terms of office.
8. Turn over all files to the successor.
9. Shall be familiar with the Constitution and By-Laws of the Association and the Operating Code of own office.
10. Shall provide incoming Executive Board members and committee chairperson with a copy of the Constitution, by-Laws and Operating Codes.
11. Shall notify all Executive Board members of meetings a minimum of two weeks prior to the meeting. Exceptions will be made for meetings ruled as emergencies by the Executive Board.
12. Shall attend and keep records of all Association meetings.
13. Shall keep and send copies of the minutes to all Executive Board members within thirty days after such meetings are held.
14. Shall supplies as needed within approved budget.
15. Shall perform such other duties as delegated by the President or Executive

Board.

16. Shall keep on file copies of all official correspondence, records, policies, procedures, Operating Codes and other pertinent material.

17. Shall advise and assist the incoming Executive Secretary of responsibilities and duties.

18. Shall submit a written report to the President and successor upon completion of term of office.

19. Shall submit newsletter material to the Editor upon request.

20. Shall send copies of key correspondence to appropriate members of the Executive Board.

21. Shall solicit annual reports from Executive Board members.

22. Shall provide each member with a membership card and a membership number. Shall provide each member with proof of membership.

23. Shall make an alphabetized membership list to include name, school/worksite, home address, telephone number and area of interest.

24. Shall send state membership list to the AAHPERD.

25. Shall send membership list to all Executive Board members and members upon request.

26. Shall notify membership of the date of the Annual Meeting at least 30 days before the meeting.

X. OFFICE: Awards Chairperson

A. Purpose:

1. To honor members of the association for their contributions to the association and to the profession.

2. To recognize laypersons who have made substantial contributions to health, physical education, recreation or dance.

B. ORGANIZATION: The chair of the honor awards committee shall be the Past President.

C. CONDUCT OF BUSINESS:

1. Shall with the help of the committee, solicit from the membership nominations for Honor Awards following the Annual Fall Conference.

2. Shall compile all documentation required from each nominee.

3. Shall, with the help of the committee, present a list of possible recipients to the Executive Board for their approval prior to the Annual Fall Conference.

4. Shall present the awards at the Annual Fall Conference.

5. Shall arrange for news releases for awards.

6. Shall notify the membership chair of the awards.

7. Shall submit an annual report to the President.

8. Shall turn over the files to successor.

OFFICE: Jump Rope For Heart/Hoops for Heart Chairperson

A. PURPOSE: To promote Jump Rope For Heart/Hoops for Heart.

B. ORGANIZATION: '

1. Shall be appointed by the president and approved by the Executive Board.

2. Shall be a member or V AHPERD.

3. Shall serve a minimum of a one-year term of office.
4. Shall serve as a voting member of the Executive Board.

C. CONDUCT OF BUSINESS:

1. Shall act as chairperson of the Jump Rope for Heart/Hoops for Heart Committee.
2. Shall negotiate the Jump Rope for Heart/Hoops for Heart/V AHPERD contract with the Vermont Heart Association and submit for approval by the Executive Board.
3. Shall attend all Executive Board meetings upon request.
4. Shall attend meetings of the Vermont Heart Association upon request.
5. Shall act as liaison to the Vermont Heart Association and the AAHPERD Jump Rope For Heart/Hoops for Heart.
6. Shall assist in the coordination of Jump Rope For Heart/Hoops for Heart in the state of Vermont.
7. Shall submit newsletter material to the editor for each issue.
8. Shall attend various Jump Rope For Heart/Hoops for Heart workshops and conferences, subject to the approval of the Executive Board.
9. Shall receive and disseminate materials and resources from AAHPERD Jump Rope For Heart/Hoops for Heart and the Vermont Heart Association.
10. Shall submit an annual report to the president.
11. Shall turn over files to successor.

OFFICE: Membership Chairperson

A. PURPOSE:

1. To promote V AHPERD membership.
2. To work toward increasing the VAHPERD membership.

B. ORGANIZATION:

1. Shall be appointed by the President and approved by the Executive Board.
2. Shall be a member of V AHPERD.
3. Shall serve a three-year term of office to begin and end at the Annual Meeting with one year for mentoring.
4. In the event of a vacancy in the office, the President with the approval of the Executive Board shall fill the position and the person so chosen shall hold office for the unexpired term.
5. Shall chair the Membership Committee.

C. CONDUCT OF BUSINESS:

1. Shall be conducted through correspondence and/or meetings.
2. Shall be familiar with the Constitution and By-Laws of the Association and the Operating Code of own office.
3. Shall attend all Executive Board meetings and report membership status including current membership base, non-renewals and potential members.
4. Shall compile a list of all potential members from the AAHPERD membership and other sources.
5. Shall contact current members to suggest names of potential members.
6. Shall provide Executive Board and committee members with membership application forms and promotional material.

7. Shall conduct a yearly membership drive.
8. Shall report membership totals through the Newsletter, at all Executive Board meetings and through correspondence.
9. Shall submit an application form to newsletter Editor to be included in each issue.
10. Shall keep a record on members, with information concerning years of membership, offices held and committee participation in cooperation with the Executive Secretary.
11. Shall contact Vermont college and University faculty members in early fall in an effort to recruit student members.
12. Shall present a membership report at the Annual Conference Business Meeting.
14. Shall submit a written report at the end of term to the President and successor.
15. Shall turn over files to successor.
16. Shall submit newsletter material to Editor for each issue.

OFFICE: Newsletter Editor

A. PURPOSE:

1. To promote awareness of the VAHPERD.
2. To provide organizational and professional information to the membership.

B. ORGANIZATION:

1. Shall be appointed by the President and approved by the Executive Board.
2. Shall be a member of V AHPERD.
3. Shall serve a two-year term with possible renewal. The term will begin and end with the Annual Meeting.
4. In the event of vacancy in the office, the President with the approval of the Executive Board shall fill the position and the person so chosen shall hold the office for the unexpired term.
5. Shall be a voting member of the Executive Board.

C. CONDUCT OF BUSINESS:

1. Shall be conducted through correspondence and/or meetings.
2. Shall be familiar with the Constitution and By-Laws of the Association and the Operating Code of own office.
3. Shall attend all Executive Board meetings.
4. Shall edit all materials for the newsletter and compile the material into the newsletter format.
5. Shall get material to the printer for publication and mailing.
6. Shall secure mailing labels from the Executive Secretary to distribute the newsletter. Newsletters will be sent only to the current members.
8. The newsletter will be published a minimum of three times per year.
9. Shall submit an annual report to the President.
10. Shall turn over files to successor.

XIV. OFFICE: Nominating Committee Chairperson

A. PURPOSE: To develop a slate of officers, as required by the Operating Codes, to be elected by the membership at the Annual Meeting.

B. ORGANIZATION: The chair of the nominating committee shall be the President.

C. CONDUCT OF BUSINESS:

1. Shall with the help of a committee solicit nominations for officers following the Annual Fall Conference.
2. Shall compile all documentation required from each nominee.
3. Shall, with the help of the committee, present a list of possible candidates to the Executive Board for their approval prior to the Annual Fall Conference.
4. Shall present the candidates and conduct the election at the business meeting of the Annual Conference.
5. Shall submit an annual report to the President.
6. Shall turn over files to successor.

Xv. SCHOLARSHIP COMMITTEE (To be developed)

XVI. OFFICE: State Fitness Competition Chairperson

A. PURPOSE: To organize and direct the annual State Fitness competition.

B. ORGANIZATION:

1. Shall be appointed by the president and approved by the board.
2. Shall be a member of V AHPERD.
3. Shall serve a minimum of a one-year term of office.

C. CONDUCT OF BUSINESS:

2. Shall act as chairperson of the State Fitness Competition committee and select members to the committee.
3. Shall maintain the records and files.
4. Shall organize, plan, and conduct the State Fitness Competition.
5. Shall be responsible for the storage of any equipment.
6. Shall work with Public Relations to publicize the event.
7. Shall submit newsletter material to the editor for publication.
8. Shall submit a financial report to the Treasurer.
9. Shall submit an annual report to the President.
10. Shall turn files to successor.

XVII. OFFICE: Chair for Public Relations, Advocacy, and Legislative Liaison (PRALL)

A. Purpose: To promote the aims of VAHPERD and coordinate the functions of public relations, advocacy and legislative liaison.

B. ORGANIZATION:

1. Shall be appointed by the President and approved by the Executive Board.
2. Shall be a member of V AHPERD.
3. Shall keep a working budget.
4. Shall be a liaison to the AAHPERD
5. Shall serve a minimum of a three-year term of office.
6. Shall be the state representative for AAHPERD special projects as a committee member.
7. Shall serve as a voting member of the Executive Board.

C. CONDUCT OF BUSINESS:

1. Shall assist the Executive Board in promoting the aims and goals of V AHPERD.
2. Shall attend all Executive Board meetings.
3. Shall coordinate the areas of advocacy, legislation and public relations.
4. Shall coordinate the disbursement of news items to various publications and media, including local newspapers, TV Radio spot and news items to VHAPERD, EDA and AAHPERD.
5. Shall attend various advocacy workshops and conferences, subject to Executive Board approval.
6. Shall receive and disseminate materials and resource information from AAHPERD.
7. Shall draft a budget and coordinate the financial affairs of the following three subcommittees.
8. Shall submit an annual report to the President.
9. Shall turn over files to successor.

XVII. OFFICE: Advocacy Sub-Committee Chair

A. Purpose: To promote aims of V AHPERD by drawing attention to important issues and directing strategies to achieving the goals of its divisions.

B. ORGANIZATION:

1. Shall be a subcommittee of the Public Relations, Advocacy and Legislative Liaison Committee.
2. Shall be appointed by the PRALL Chair with approval of the Executive Board.
3. Shall be a member of V AHPERD.
4. Shall give impute to the PRALL Chair regarding the financial needs of the subcommittee and work within the confines of the established PRALL budget
5. Shall serve a minimum of a two-year term of office.

C. CONDUCT OF BUSINESS:

1. Shall act as chairperson of the Advocacy Sub-Committee and select members to the committee composed of representatives across the state.
2. Shall attend Executive Board meetings upon the request of the board or of the PRALL Chair.
3. Shall provide leadership in promoting the goals of division and the work of the association.
4. Shall develop strategies for promoting the professions of the Association.
5. Shall receive materials and resource information from the PRALL Chair and disseminate material needed by the membership.
6. Shall submit new items to the PRALL Chair for publication.
7. Shall attend various advocacy workshops and conferences, subject to Executive Board approval.
8. Shall submit an annual report to the PRALL Chair.
9. Shall turn over the files to successor.

XVIII OFFICE: Legislative Subcommittee Chairperson

A. PURPOSE:

1. To communicate the philosophy and goals of V AHPERD to members of the legislative.

2. To organize and direct a V AHPERD lobby.

B. ORGANIZATION:

1. Shall be a subcommittee of the Public Relations, Advocacy, and Legislative Liaison (PRALL) Committee.

2. Shall be appointed by the PRALL Chairperson with approval from the Executive Board.

3. Shall be a member of V AHPERD.

4. Shall give input to the PRALL Chair regarding the financial needs, and work within the confines of the established PRALL budget.

5. Shall serve a minimum of a two-year term of office.

C. CONDUCT OF BUSINESS:

1. Shall act as chairperson of the Legislative Subcommittee and select members to the committee, composed of representatives across the state.

2. Shall attend Executive Board meeting upon the request of the board or of the PRALL Chair.

3. Shall act as a liaison to the state legislature and the Vermont Department of Education.

4. Shall organize the State into regional districts and match V AHPERD members to State legislators.

5. Shall develop strategies and materials for lobbying by local V AHPERD members in relation to their local legislators.

6. Shall receive materials and resources from the PRALL Chair.

7. Shall attend various lobbying workshops and conventions subject to approval of the Executive Board.

8. Shall submit an annual report to the (PRALL) Chairperson.

9. Shall turn over files to successor.

A. PURPOSE: To coordinate and organize public relations activities for V AHPERD and its divisions to residents of Vermont.

B. ORGANIZATION:

1. Shall be a subcommittee of the Public Relations, Advocacy and Legislative Liaison Committee.

2. Shall be appointed by the PRALL Chairperson with approval from the Executive Board.

3. Shall be a member of V AHPERD.

4. Shall give input to the PRALL Chair regarding the financial needs, and work within the confines of the established PRALL budget.

5. Shall serve a minimum of a two-year term of office.

C. CONDUCT OF BUSINESS:

1. Shall act as chairperson of the Public Relations Subcommittee, and select members to the committee, composed of representatives across the state.

2. Shall attend Executive Board meetings upon the request of the board or of the PRALL Chair.

3. Shall develop contacts with the media, which include local newspaper, radio and television editors, and education, sports and public affairs directors.

4. Shall maintain close communication within the VTAHPERD Divisions and

publicize programs, activities and special events of interest to Vermont residents.

5. Shall develop special media programs promoting health, physical education, Recreation and dance in Vermont.

6. Shall assist educators in each of the divisions with program promotion ideas.

7. Shall submit news items to the PRALL Chair for publication.

8. Shall attend various communications/public relations workshops and conferences, subject to Executive Board approval.

9. Shall submit an annual report to the PRALL Chairperson.

10. Shall turn over files to successor.