

**New York State Association for Health,
Physical Education, Recreation and Dance**

Operating Codes

July 30, 2008

Section II Operating Codes

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OPERATING CODE COMMON ELEMENTS

1. MEMBERSHIP

Individuals working within the leadership structure of NYS AHPERD must be members in good standing of the Association.

2. ELECTIONS and APPOINTMENTS

Individuals working within the leadership structure of NYS AHPERD must be elected or appointed according to the Bylaws and Operating Codes of the Association.

3. COMPENSATION

Individuals working within the leadership structure of NYS AHPERD, either elected or appointed, may not receive financial compensation for duties performed.

4. AMENDMENTS

These Operating Codes may be amended upon recommendation to the Executive Director for action. Amendments shall be reviewed for appropriateness by the Executive Council and for compliance with the Bylaws, by the Bylaws and Operating Code Committee. The amendment will then be voted upon by the Executive Council for approval.

OPERATING CODE PRESIDENT

I. NAME

The name of the office shall be the PRESIDENT.

II. PURPOSE

The President shall provide leadership for, and coordinate the work of the Association's Executive Council for the benefit of the membership.

III. RESPONSIBILITIES

The President shall:

- A. Serve a three-year Presidential rotation as President-elect, President and Past President.
- B. Assume office at the Jay B. Nash Dinner at the Annual Conference.
- C. Call and preside at five Executive Council meetings each year.
- D. Serve as an ex-officio member to all committees unless specified as a voting member.
- E. Serve as a voting member of the Board of Directors and Executive Council.
- F. Be familiar with the Association's Bylaws and Operating Codes
- G. Communicate regularly with the Central Office, Executive Director, Board of Directors Chairperson, Officers and Committee Chairpersons to keep them informed of Association activities.
- H. Serve as a consultant to the Conference Director. Choose the theme, conference memento, and keynote speakers; provide direction for luncheons / dinners / socials and other activities for the Annual Conference and attend the preliminary Program Planners meeting to outline the above activities.
- I. Inform the recipients of the Distinguished Service, Bernard E. Hughes, Teacher and Professional of the Year, Jay B. Nash Scholarship and Health Education Awards via written correspondence.
- J. Preside over the Jay B. Nash Awards Banquet. Have the opportunity to present citations and special awards.
- K. Appoint a Parliamentarian for Executive Council meetings.
- L. Be responsible for speaking engagements, correspondence and visitations as the official representative of the Association.
- M. In collaboration with the Leadership Team, Prepare the agenda for Executive Council meetings.
- N. Serve as a delegate to the Representative Assembly of EDA and AAHPERD.
- O. Prepare written reports for all Association meetings.
- P. Invite candidates for President-elect to address the Executive Council at the spring meeting. Travel expenses for these candidates will be assumed by the Association.
- Q. Receive the results of the Association's election from the Election Committee Chairperson and inform the winners.
- R. Preside at the Amazing People Awards Ceremony.

**OPERATING CODE
PRESIDENT ELECT**

I. NAME

The name of this office shall be the PRESIDENT-ELECT.

II. PURPOSE

The purpose of this position shall be to become familiar with the responsibilities of the Presidency and to provide continuity in leadership and administration of the Association.

III. RESPONSIBILITIES

The President-elect shall:

- A. Assume office at the Jay B. Nash Dinner at the Annual Conference.
- B. Serve as a voting member on the Executive Council and the Board of Directors.
- C. Act in the absence of the President and in the case of death or resignation of the President; succeed to the office of President to complete the un-expired term in addition to the term of office for which the President-elect was elected.
- D. Serve as an Association delegate to the Representative Assemblies of EDA and AAHPERD at their respective conferences.
- E. Attend the Leadership Development Conference sponsored by EDA and AAHPERD.
- F. Serve as advisor to the Section Presidents.
- G. Collect the mid-year and year-end Checklists from the Section Presidents to determine completion of annual Section responsibilities in reference to their rebates.
- H. Assist the President in coordinating the work of Association committees and perform other duties as assigned by the President.
- I. Prepare a written report for all Association meetings.
- J. Forward copies of pertinent correspondence to the other Officers, the Executive Director and Board Chair.
- K. Initiate appointments of committee Chairpersons, committee members, and Presidential Appointments.
- L. Present awards at the Amazing People Awards Ceremony

OPERATING CODE PAST PRESIDENT

I. NAME

The name of the office shall be the PAST PRESIDENT.

II. PURPOSE

The purpose of this position shall be to assist the President and President-elect and to provide historical perspective to discussions at Executive Council and Board of Directors meetings.

III. RESPONSIBILITIES

The Past President shall:

- A. Serve as a voting member on the Executive Council and the Board of Directors.
- B. Be a member of the Distinguished Service Award Committee and Professional of the Year Committee five years, serving as Chairperson in the fifth year.
- C. Serve as advisor to the Zone Presidents.
- D. Collect the mid-year and year-end Checklists from the Zone Presidents to determine completion of annual Zone responsibilities in reference to their rebates.
- E. Prepare written reports for all Association meetings
- F. Facilitate a complimentary Past Presidents meal/gathering at the Annual Conference and invite all Past Presidents to attend.
- G. Serve as an Association delegate to the Representative Assemblies of EDA and AAHPERD.
- H. Write synapses of their Presidential year and submit it to the Central Office for inclusion in the Book of Presidents.
- I. Present awards at the Amazing People Awards Ceremony.

OPERATING CODE
SECRETARY of the EXECUTIVE COUNCIL

I. NAME

The name of this office shall be SECRETARY of the EXECUTIVE COUNCIL

II. PURPOSE

The Secretary shall be responsible for tape recording and transcribing the minutes of all Executive Council meetings.

III. RESPONSIBILITIES

The Secretary shall:

- A. Submit completed minutes and original motion forms to the Central Office in a timely manner.
- B. Serve as a voting member of the Executive Council.
- C. Serve a two-year term of office, commencing at the Annual Conference.
- D. Attend all meetings of the Executive Council or designate a proxy
- E. Record the attendance and keep accurate records.
- F. Facilitate the distribution and collection of the nameplates.

**OPERATING CODE
ZONE PRESIDENT**

I. NAME

The name of this position shall be ZONE PRESIDENT.

II. PURPOSE

The purpose of this position shall be to provide leadership to the Zone membership, to implement Association policies, and to represent the Zone membership at Executive Council meetings.

III. RESPONSIBILITIES

The Zone President shall:

- A. Be elected by the Zone membership in an official election and serve a two year term of office.
- B. Attend all meetings and serve as a voting member of the Executive Council.
- C. Receive a copy of the Association Handbook and become familiar with and adhere to Bylaws and Operating Codes.
- D. Meet the requirements of an active Zone by submitting mid-year and year end Zone Checklists to the Past President.
- E. At the completion of the term of office, turn over the Association Handbook and pertinent files to the incoming Zone President.
- F. Oversee the preparation of the Zone's budget, annual financial report and audit submission to the Director of Finance.
- G. Schedule and preside at four Zone meetings each year.
- H. Facilitate at least two yearly Zone Newsletters.
- I. Facilitate the election of Zone officers.
- J. Facilitate the election of a President-elect every two years.
- K. Schedule a Zone conference, workshop or similar event each year for the Zone membership.
- L. Whenever possible, submit candidates' names and biographies to be considered for awards given by the Association, EDA and/or AAHPERD.
- M. Select an Amazing People Award recipient from the Zone membership.
- N. Attend all award functions, socials, and receptions at the Annual Conference as the official representative of the Zone.
- O. Assist and mentor the Zone President-elect and continues to provide support and guidance in the roll of Past President.

**OPERATING CODE
SECTION PRESIDENT**

I. NAME

The name of this position shall be SECTION PRESIDENT.

II. PURPOSE

The purpose of this position shall be to provide leadership to the Section membership, and to represent the Section membership at Executive Council meetings.

III. RESPONSIBILITIES

The Section President shall:

- A. Be elected by the Section membership in an official election and serve a two year term of office.
- B. Attend all meetings and serve as a voting member of the Executive Council.
- C. Receive a copy of the Association Handbook and become familiar with Bylaws and Operating Codes.
- D. Meet the requirements of an active Section by submitting mid-year and year end Section Checklists to the President Elect in order to receive their membership rebate.
- E. At the completion of their term of office, turn over the Association Handbook and pertinent files to the incoming Section President.
- F. Oversee the preparation of the Section's budget, annual financial report and audit and submit to the Director of Finance.
- G. Schedule and preside at a Section business meeting spokesperson of the Association at conferences, meetings and other gatherings at the Annual Conference.
- H. Facilitate the development at least two yearly Section newsletters.
- I. Annually submit one article to the Association Newsletter.
- J. Facilitate the election of Section officers.
- K. Facilitate the election of a President-elect every two years.
- L. Appoint a Program Planner to provide programs for the Annual Conference.
- M. Whenever possible, submit candidates' names and biographies to be considered for awards given by the Association, EDA and/or AAHPERD.
- N. Select an Amazing People Award recipient from the Section membership.
- O. Attend all award functions, socials, and receptions at the Annual Conference as the official representative of the Section.
- P. Assist and mentor the Zone President Elect and continues to provide support and guidance in the roll of Past President.

**OPERATING CODE
FUTURE PROFESSIONALS SECTION ADVISOR**

I. NAME

The name of the office shall be the FUTURE PROFESSIONALS SECTION ADVISOR

II. PURPOSE

The Future Professionals Section Advisor in collaboration with the Future Professionals Section President shall provide leadership to the Association's student membership.

III. RESPONSIBILITIES

The Future Professionals Adviser shall:

- A. Be appointed by the President Elect of the Association for a two year term.
- B. Attend all meetings of the Executive Council or designate a proxy.
- C. Oversee the planning and organization of the Future Professionals Section Program at the Annual Conference.
- D. Oversee the Future Professionals Section business meeting at the Annual Conference.
- E. Oversee the election of officers during the Future Professionals Section Delegate Assembly meeting at the Annual Conference. If the President-elect resigns from their position during term of office, the vacant position shall be appointed by the Advisor.
- F. Assist the Future Professionals Section President in working with all zone presidents to involve and include and involve students.
- G. Assist the Future Professionals Section President in completing financial and budget tasks.
- H. Insure the rotation of campus locations within the state when nominating candidates for the office of President-elect.
- I. Oversee the biannual Future Professional Section Leadership conference.
- J. Facilitate the recognition of the Outstanding Majors of the Year recipients at the Amazing People Awards ceremony at the annual conference.

OPERATING CODE
FUTURE PROFESSIONALS SECTION PRESIDENT

I. NAME

The name of the office shall be the FUTURE PROFESSIONALS SECTION PRESIDENT

II. PURPOSE

To provide leadership and serve as spokesperson for the student membership of the Association and to serve as an elected representative of the Future Professionals section on the Executive Council.

III. RESPONSIBILITIES

The Future Professionals Section President shall:

- A. Coordinate the work of the Future Professionals Section for the benefit of the student membership.
- B. Serve as the student representative of the Association.
- C. Serve one year as President-elect prior to assuming office.
- D. Assume the Office of the President at the Association's annual Conference.
- E. Attend all meetings of the Executive Council.
- F. Serve as co-program planner with the Future Professionals Section Advisor, or appointed Program Planner, for the planning of Future Professionals Section programs at the annual conference.
- G. Serve as spokesperson of the Association at conferences, meetings and other gatherings cast one (1) vote on behalf of the Future Professionals Section at Executive Council meetings.
- H. Annually submit one article for publication in the Association Newsletter.
- I. Facilitate at least two yearly Future Professionals Section Newsletters to the student membership.
- J. Serve as the Associations student representative to EDA and AAHPERD.
- K. Schedule and preside at a Future Professionals Section business meeting at the Annual Conference.
- L. Facilitate the election of officers during the Future Professionals Section business meeting and Delegate Assembly at the Annual Conference.
- M. Attend a minimum of one (1) meeting per year of the Zone in which they reside.
- N. Work with Zone Presidents to include and involve students within their Zone leadership structure.
- O. Work with college/university department chairs and club advisors to include and involve students within the HPERD majors program.

OPERATING CODE
FUTURE PROFESSIONALS SECTION PRESIDENT-ELECT

I. NAME

The name of the office shall be the FUTURE PROFESSIONALS SECTION. PRESIDENT-ELECT

II. PURPOSE

To assist the Future Professionals Section President in providing leadership as a representative of the student membership of the Association.

III. RESPONSIBILITIES

The Future Professionals Section President-elect shall:

- A. Succeed to the Office of President-elect at the Association's annual conference.
- B. Attend all meetings of the Executive Council.
- C. In the absence of the Future Professionals Section President, shall serve as a voting member of the Executive Council.
- D. Attend a minimum of one (1) meeting per year of the Zone in which they reside.
- E. Work in collaboration with the Future Professionals Section President and Advisor to organize the Follow the Leader Program to be held at the Annual Conference.
- F. Assist in planning the Future Professionals Section sessions at the Annual Conference.
- G. Assist the Future Professionals Section President in leading the Future Professionals Section business meeting and Delegate Assembly at the Annual Conference.
- H. Assist the Future Professionals Section President in working with all zone presidents to include and involve students.
- I. In the absence of the Section President, serve as the student representative to invited functions and events.
- J. In the event of the Future Professionals Section President's resignation, the President-elect will serve as acting President of the Section for the remainder of the term.

OPERATING CODE LEADERSHIP TEAM

I. NAME

The name shall be the LEADERSHIP TEAM

II. PURPOSE

The purpose of the Leadership Team shall be to serve the Executive Council and Board of Directors in an advisory capacity. The primary focus of the Leadership Team is to provide guidance, direction, organization and vision in order to efficiently further the business of the Association.

III. MEMBERSHIP OF THE LEADERSHIP TEAM

- A. There shall be seven members on the Leadership Team: the Association President, President-elect and Past President; one Zone President elected by the Zone Presidents and one Section President elected by the Section Presidents; the Chair of the Board of Directors and the Executive Director.
- B. Zone and Section Representatives are elected for one-year terms, during the summer Executive Council meeting, to assume office at the Association's annual conference.
- C. If elected, the Future Professionals Section President shall be accompanied by the Section Advisor at Leadership Team meetings.
- D. The Executive Director shall coordinate the meetings of the Leadership Team.
- E. The President of the Association shall serve as Chair of the Leadership Team.
- F. A secretary shall be appointed from the members of the Leadership Team; minutes will be recorded and disseminated to the Board of Directors and the Executive Council.
- G. Meetings shall be held at the discretion of the Leadership Team.

IV. RESPONSIBILITIES

The Leadership shall:

- A. Serve as the Long Range Planning Committee of the Association.
- B. Act as an advisory committee regarding the operations of the Association.
- C. Serve as a sounding board for initiatives brought forth by the leadership or membership.
- D. Develop the agenda for Executive Council meetings including leadership development
- E. Cooperatively develop the agenda for the Leadership Team meetings

OPERATING CODE BOARD OF DIRECTORS

I. NAME

The name shall be the BOARD OF DIRECTORS.

II. PURPOSE

The purpose of the Board of Directors shall be to oversee the financial affairs of the Association.

III. MEMBERSHIP OF THE BOARD OF DIRECTORS

There shall be nine members on the Board of Directors: the Association President, President-elect, Past President and six members-at-large. The Association Treasurer and the Executive Director shall be ex-officio members without a vote.

A. Members-at-Large

1. Shall be voting members of the Association.
2. Shall serve a three-year term, with two members elected annually.
3. No member may serve more than three consecutive terms including the Presidential rotation.
4. Shall take office at the Annual Conference of the Association.

- B. In case of a resignation or death of a member-at-large, the Board of Directors shall appoint a person to fill the vacancy until the end of the current NYS AHPERD year (Annual Conference). The permanent replacement for the vacancy shall be elected according to the procedures outlined in the BY-LAWS, Article VIII.

IV. RESPONSIBILITIES

The Board of Directors shall:

- A. Hold five meetings per year. Members failing to attend at least three complete meetings per year may be removed from that position. The permanent replacement for the vacancy shall be elected following the proceedings in the BY-LAWS, Article VIII.
- B. Operate under the following rules of a Quorum:
 - a. Six members of the Board of Directors are required for a quorum to conduct business.
 - b. In the event of the absence of the President-elect, President or immediate Past President due to death, resignation or unusual circumstances, five voting members shall constitute a quorum.
- C. Elect a Chair and a Secretary from the Members at Large of the Board of Directors whom shall take office at the Annual Conference of the Association.
- D. Members-at-large shall serve on the Executive Council in a non-voting capacity.
- E. Shall serve as an advisory body to the President of the Association.
- F. Advise the Executive Council.
- G. Take official action in emergency situations between meetings of the Board of Directors.
- H. Employ and supervise the work of the Executive Director of the Association.
- I. Appoint the Treasurer of the Association whose term shall coincide with the fiscal year and be at the discretion of the Board of Directors.
- J. Approve the annual budget of the Association and ensure that an annual audit is conducted.
- K. Approve staff positions and salaries.
- L. Be responsible for the financial and legal matters of the Association.
- M. Determine policy for, supervise and execute the Jay B Nash Fund and all other special fund raising projects.
- N. Act on the Site Selection Committee recommendation.
- O. Empower the Chair of the Board of Directors to sign the conference contract.

**OPERATING CODE
TREASURER**

I. NAME

The name of this office shall be the TREASURER.

II. PURPOSE

The primary purpose of the Treasurer position is to oversee the financial affairs of the Association.

III. RESPONSIBILITIES

The Treasurer shall:

- A. Be appointed annually by and serve as an ex-officio member the Board of Directors.
- B. Serve as the liaison between the Board of Directors, the Executive Director, and the Brokerage Firm to ensure that the financial business of the Association is carried out effectively and efficiently.
- C. Provide advice and guidance to the Board of Directors in the approval of the Association's budget.
- D. Present current financial statements at all meetings of the Board of Directors and the Executive Council.
- E. Provide advice and guidance to the Board of Directors concerning financial matters.
- F. Monitor the fiscal management of the Association.
- G. Approve and be co-signatory on all NYS AHPERD expenditures in excess of \$1000.00.

**OPERATING CODE
DISTINGUISHED SERVICE AWARD COMMITTEE**

I. NAME

The name of this Committee shall be the DISTINGUISHED SERVICE AWARD COMMITTEE.

II. PURPOSE

This Committee shall select a Distinguished Service Award recipient(s) when warranted.

III. RESPONSIBILITIES

The Committee Chairperson shall:

- A. Be the most senior Past President. The Chairperson shall serve a one-year term. In case the Chairperson shall become vacant for any reason during the year, the Chairperson shall be determined by the Association President.
- B. Notify the President of the award recipient who in turn shall notify the recipient and invite them to attend the annual conference.
- C. Notify all other applicants that the selection process is complete and thank them for their interest.
- D. Provide a written report to the Executive Council at the summer meeting.
- E. Present the award during the Jay B. Nash Awards Dinner at the annual conference.
- F. Schedule a meeting of the Committee at the Annual Conference (date, time and location to be determined with the Conference Director).

The Committee shall:

- A. Be composed of the most recent five Past Presidents of the Association.
- B. Be responsible for ranking each nominee for award consideration and returning the results to the Committee Chairperson.
- C. Attend a committee meeting held each year at the Annual Conference

The NYS AHPERD Central Office shall:

- A. Solicit nominations through newsletters, the association web site, flash emails, and via Association leadership.
- B. Establish a closing date for nominations.
- C. Receive all nominations, confirm membership status of nominated individuals, and create packets containing nominee's biographical data that will be disseminated to each committee member for ranking and award consideration.
- D. Retain biographical data on nominees for a period of three years for reconsideration. Nominators will be afforded the opportunity to update award applications. Resubmission after three years is permissible.
- E. With the Committee Chairperson, coordinate a date, time and location for a Committee Meeting at the Annual Conference.

IV. QUALIFICATIONS OF CANDIDATES FOR THE DISTINGUISHED SERVICE

AWARD:

- A. **Membership:** Must be a Professional member of the New York State Association for Health, Physical Education, Recreation and Dance, Inc.
- B. **Preparation:** Hold at least a baccalaureate degree or equivalent in study.
- C. **Experience:** The candidate should have a minimum of 15 years experience, 10 of which must have been in the fields of Physical Education and/or Health Education and or Recreation and/or Dance Education or have equivalent experience in other fields of education from which out-standing contributions were made in Health, Physical Education, Recreation Education and/or Dance Education.
- D. **Service:** Should have rendered meritorious service to the profession through NYS AHPERD.
- E. **Leadership:** Documentation is necessary in Area I (either a or b) **and** in at least **two of the other** Areas listed below (Area II, Area III, Area IV).

Area I: Service to the Profession

- a. Leadership at the state level (Presidential rotation, Member of the Executive Council, Member of the Board of Directors, significant Standing Committee or Special Project involvement.
- b. Leadership at the local level (Section or Zone Board membership, Section Program Planner, etc.

Area II: Presentations before educational groups, school boards, conferences, assemblies, radio and such other meetings held in the interest and promotion of physical education, health education, recreation education and dance.

Area III: Writing and Research (Must show evidence in at least one item below)

- a. Research which has helped to advance the profession and has been published.
- b. Articles for handbooks, newspapers, magazines and/or professional journals of professional value.
- c. Author or co-author of books, monographs etc.

Area IV: Service to Students (Must show evidence in at least one item below)

- a. Evidence of exceptional work in the field of professional preparation.
- b. Evidence of original and outstanding teaching in elementary, middle or secondary schools.

**OPERATING CODE
PROFESSIONAL OF THE YEAR AWARD COMMITTEE**

I. NAME

The name of this Committee shall be the PROFESSIONAL OF THE YEAR AWARD COMMITTEE

II. PURPOSE

This Committee shall select a Professional of the Year Award recipient when warranted.

III. RESPONSIBILITIES

The Committee Chairperson shall:

- A. Be the most senior Past President. The Chairperson shall serve a one-year term. In case the Chairperson shall become vacant for any reason during the year, the Chairperson shall be determined by the Association President.
- B. Notify the President of the award recipient who in turn shall notify the recipient and invite them to attend the annual conference.
- C. Notify all other applicants that the selection process is complete and thank them for their interest.
- D. Provide a written report to the Executive Council at the summer meeting.
- E. Present the award during the Jay B. Nash Awards Dinner at the annual conference.
- F. Schedule a meeting of the Committee at the Annual Conference (date, time and location to be determined with the Conference Director).

The Committee shall:

- A. Be composed of the most recent five Past Presidents of the Association.
- B. Be responsible for ranking each nominee for award consideration and returning the results to the Committee Chairperson.
- C. Attend a committee meeting held each year at the Annual Conference.

The NYS AHPERD Central Office shall:

- A. Solicit nominations through newsletters, the association web site, flash emails, and via Association leadership.
- B. Establish a closing date for nominations.
- C. Receive all nominations, confirm membership status of nominated individuals, and create packets containing nominee's biographical data that will be disseminated to each committee member for ranking and award consideration.
- D. Retain biographical data on nominees for a period of three years for reconsideration. Nominators will be afforded the opportunity to update award applications. Resubmission after three years is permissible.
- E. With the Committee Chairperson, coordinate a date, time and location for a Committee Meeting at the Annual Conference.

IV. QUALIFICATIONS OF CANDIDATES FOR THE PROFESSIONAL OF THE YEAR AWARD:

The Professional of the Year Award is given to an outstanding administrator or teacher who is recognized as an extraordinary leader and who has contributed exceptional service to the Association and our profession. This Award is designated for individuals who may not qualify for a Teacher of the Year Award.

Candidates must show evidence of:

- a. NYS AHPERD membership
- b. Professional leadership
- c. Professional service
- d. Service to the community
- e. Significant contributions to NYS AHPERD
- f. Professionalism through teaching, program development, writing, or research
- g. High moral character and professional integrity.

HEALTH EDUCATION AWARDS COMMITTEE OPERATING CODE

I. NAME

The name of this Committee shall be the HEALTH EDUCATION AWARDS COMMITTEE.

II. PURPOSE

The purpose of this Committee shall be to select recipients for the Award of Distinction for a School Administrator and the Exceptional Leadership Award for a School Health Education Coordinator when warranted.

III. RESPONSIBILITIES

The Committee Chairperson shall:

- A. Be designated from among the Committee members by the President.
- B. Serve a two year term.
- C. Notify the President of the award recipient who in turn shall notify the recipient and invite them to attend the annual conference.
- D. Notify all other applicants that the selection process is complete and thank them for their interest.
- E. Provide a written report to the Executive Council at the summer meeting.
- F. Present the awards during the Jay B. Nash Awards Dinner at the annual conference.
- G. Schedule a meeting of the Committee at the Annual Conference (date, time and location to be determined with the Conference Director).

The Committee shall:

- A. Consist of six persons. Each Committee member shall be appointed by the President for a three year term; two persons shall be appointed each year.
- B. Be responsible for ranking each nominee for award consideration and returning the results to the Committee Chairperson.
- C. Attend a committee meeting held each year at the Annual Conference.

The NYS AHPERD Central Office shall:

- A. Solicit nominations through newsletters, the association web site, flash emails, and via Association leadership.
- B. Establish a closing date for nominations.
- C. Receive all nominations, confirm membership status of nominated individuals, and create packets containing nominee's biographical data that will be disseminated to each committee member for ranking and award consideration.
- D. Retain biographical data on nominees for a period of three years for reconsideration. Nominators will be afforded the opportunity to update award applications. Resubmission after three years is permissible.
- E. With the Committee Chairperson, coordinate a date, time and location for a Committee Meeting at the Annual Conference.

IV. QUALIFICATIONS OF CANDIDATES FOR THE AWARD OF DISTINCTION FOR A SCHOOL ADMINISTRATOR:

An award given to a School Administrator who has demonstrated a commitment to the enhancement of a Coordinated School Health Education program in their school district.

Candidates must show evidence of:

- A. Training and dedication as a faculty member with approved School Administrator preparation.
- B. Support of School Health Education programming.
- C. Significant contributions in a minimum of two of the dimensions of Supportive School Administrator.

V. QUALIFICATIONS OF CANDIDATES FOR THE EXCEPTIONAL LEADERSHIP AWARD FOR A SCHOOL HEALTH EDUCATION COORDINATOR:

An award given to a School District Health Coordinator who has demonstrated exceptional Leadership in fostering a comprehensive and coordinated school health education program K – 12.

Candidates must show evidence of:

- A. Training and dedication as a faculty member with approved Health Coordinator preparation.
- B. Responsibility for school district coordination of school health program for a minimum of two years.
- C. Current membership in NYS AHPERD.
- D. Enthusiastic support of Coordinated School Health programming.
- E. Significant contributions in a minimum of three of the five dimensions of an exceptional School District Health Coordinator (Assessment, Advocacy, Leadership, Planning and Professional Development, Resource Management).

OPERATING CODE
JAY B. NASH OUTSTANDING MAJOR AWARDS COMMITTEE

I. NAME

The name of this Committee shall be the JAY B. NASH OUTSTANDING MAJOR AWARDS COMMITTEE.

II. PURPOSE

The purpose of this Committee is to select the Jay B. Nash Outstanding Major Award recipients when warranted.

III. RESPONSIBILITIES

The Committee Chairperson shall:

- A. Be designated from among the Committee members by the President.
- B. Serve a two year term.
- C. Disseminate information and applications for this scholarship to appropriate institutions in New York State
- D. Notify the President of the award recipients who in turn shall notify the recipients and invite them to attend the annual conference.
- E. Notify all other applicants that the selection process is complete and thank them for their interest.
- F. Provide a written report to the Executive Council at the summer meeting.
- G. Present the awards during the Jay B. Nash Awards Dinner at the annual conference.
- H. Schedule a meeting of the Committee at the Annual Conference (date, time and location to be determined with the Conference Director)..

The Committee shall:

- A. Consist of eight persons. Each Committee member shall be appointed by the President for a three year term; two persons shall be appointed each year. The current Future Professionals Section President and Future Professionals Section Advisor shall be standing members of this committee sharing one appointment
- B. Be responsible for ranking each nominee for award consideration and returning the results to the Committee Chairperson.
- C. Attend a committee meeting held each year at the Annual Conference.

The NYS AHPERD Central Office shall:

- A. Solicit nominations through newsletters, the association web site, flass emails, and via Association leadership.
- B. Establish a closing date for nominations.
- C. Receive all nominations, confirm membership status of nominated individuals, and create packets containing nominee's biographical data that will be disseminated to each committee member for ranking and award consideration.
- D. With the Committee Chairperson, coordinate a date, time and location for a Committee Meeting at the Annual Conference.

V. QUALIFICATIONS OF CANDIDATES FOR THE JAY B. NASH OUTSTANDING MAJOR AWARD:

- A. Be a member in good standing of New York State AHPERD
- B. Be an undergraduate junior or senior in good standing at the institution which he/she attends in the year of application (year following application - known as 'Award Year')
- C. Be majoring in a field of Health, Physical Education, Recreation, or Dance.
- D. Be attending a HPERD program in a certified NYS institution of higher learning.
- E. Documented participation in professionally related activities at his/her own institution, at the New York State AHPERD Zone, Section or State level and/or in the community.
- F. Demonstrated exceptional interest in, involvement with, and commitment to their chosen field.

VI. THE AWARD

The award for the Jay B. Nash Outstanding Major shall include:

- A. A two year professional or graduate membership in New York State AHPERD following undergraduate commencement.
- B. Two consecutive years of registration for the New York State AHPERD annual conference beginning the year after undergraduate commencement.
- C. Up to \$750 for graduate courses in the field within a time limit of 5 years after undergraduate commencement. Verification of registration and payment for course work is required for remuneration.

VI. CONDITIONS OF ACCEPTANCE

- A. If selected the candidate shall:
 - 1. Attend the New York State Conference in November of his/her senior year in order to be recognized as the award winner by the membership. He/she will serve as a Presider for one Future Professionals Section sponsored session and participate in the "Follow the Leader" program. (One night lodging and one day of meals at Association per diem rates will be assumed by the Association. Registration fee waived).
 - 2. Be a member, the American Alliance for HPERD.
 - 3. When possible attend the Eastern District Conference in the same school year that the award is conferred to represent New York State and receive the Outstanding Future Professional Award.
- B. If a winner fails to meet any conditions of acceptance or does not matriculate during the award year, all award benefits shall be forfeited.

TEACHER OF THE YEAR AWARD COMMITTEE OPERATING CODE

I. NAME

The name of this Committee shall be the TEACHER OF THE YEAR AWARD COMMITTEE.

II. PURPOSE

The purpose of this Committee shall be to select recipients for the Adapted, Dance, Elementary, Health, Middle, and Secondary Teacher of the Year Awards when warranted.

III. RESPONSIBILITIES

The Committee Chairperson shall:

- A. Be designated from among the Committee members by the President.
- B. Serve a two year term.
- C. Notify the President of the award recipient who in turn shall notify the recipient and invite them to attend the annual conference.
- D. Notify all other applicants that the selection process is complete and thank them for their interest.
- E. Provide a written report to the Executive Council at the summer meeting.
- F. Present the awards during the Jay B. Nash Awards Dinner at the annual conference.
- G. Schedule a meeting of the Committee at the Annual Conference (date, time and location to be determined with the Conference Director).

The Committee shall:

- A. Consist of six persons. Each Committee member shall be appointed by the President for a three year term; two persons shall be appointed each year.
- B. Be responsible for ranking each nominee for award consideration and returning the results to the Committee Chairperson.
- C. Attend a committee meeting held each year at the Annual Conference...

The NYS AHPERD Central Office shall:

- A. Solicit nominations through newsletters, the association web site, flash emails, and via Association leadership.
- B. Establish a closing date for nominations.
- C. Receive all nominations, confirm membership status of nominated individuals, and create packets containing nominee's biographical data that will be disseminated to each committee member for ranking and award consideration.
- D. Retain biographical data on nominees for a period of three years for reconsideration. Nominators will be afforded the opportunity to update award applications. Resubmission after three years is permissible.
- E. With the Committee Chairperson, coordinate a date, time and location for a Committee Meeting at the Annual Conference.

IV. QUALIFICATIONS OF CANDIDATES FOR THE TEACHER OF THE YEAR AWARD:

The Teacher of the Year award honors individuals for excellence in teaching and overall performance in the disciplines of Physical Education at the elementary, middle, and secondary levels, Adapted Physical Education, Health Education, and Dance Education.

Candidates must show evidence of:

- A. Membership in NYS AHPERD (minimum five years)
- B. Membership in the Section of Award nomination (minimum two years).
- C. Active involvement at the school district level
- D. Active involvement at the state, district and national levels.
- E. Other professional Affiliations. Professional presentations
- F. Honors and Awards.
- G. Community service.
- H. Professional development.
- I. Quality program delivery.
- J. Excellent civility, character and citizenship while demonstrating sensitivity to the needs of students.
- K. Letters of recommendation from supervisors, colleagues and parents.

OPERATING CODE
BERNARD E. HUGHES RECOGNITION AWARD COMMITTEE

I. NAME

The name of this Committee shall be the BERNARD E. HUGHES RECOGNITION AWARD COMMITTEE.

II. PURPOSE

To select the recipient(s) for the Bernard E. Hughes Recognition Award when warranted.

III. RESPONSIBILITIES

The Committee Chairperson shall:

- A. Be designated from among the Committee members by the President.
- B. Serve a two year term.
- C. Notify the President of the award recipient(s) who in turn shall notify the recipient and invite them to attend the annual conference.
- D. Provide a written report to the Executive Council at the summer meeting.
- E. Present the award during the Jay B. Nash Awards Dinner at the annual conference.
- F. Schedule a meeting of the Committee at the Annual Conference (date, time and location to be determined with the Conference Director).

The Committee shall:

- A. Consist of six persons. Each Committee member shall be appointed by the President for a three year term, two persons shall be appointed each year.
- B. Be responsible for ranking each nominee for award consideration and returning the results to the Committee Chairperson.
- C. Attend a committee meeting held each year at the Annual Conference.

The NYS AHPERD Central Office shall:

- A. Solicit nominations through newsletters, the Association web site, flash emails, and via Association leadership.
- B. Establish a closing date for nominations.
- C. Receive all nominations, confirm membership status of nominated individuals, and create packets containing nominee's biographical data that will be disseminated to each committee member for ranking and award consideration.
- D. Retain biographical data on nominees for a period of three years for reconsideration. Resubmission after three years is permissible.
- E. With the Committee Chairperson, coordinate a date, time and location for a Committee Meeting at the Annual Conference.

IV. QUALIFICATIONS OF CANDIDATES FOR THE BERNARD E. HUGHES RECOGNITION AWARD:

The criteria for selection of the recipient shall include;

- A. The recipient shall be a person(s) or organization outside the professions of health, physical education, recreation or dance.
- B. The recipient shall have made outstanding contributions to the New York State Association for Health, Physical Education, Recreation and Dance, Inc.

**OPERATING CODE
BYLAWS AND OPERATING CODE COMMITTEE**

I. NAME

The name of this Committee shall be the BYLAWS AND OPERATING CODE COMMITTEE.

II. PURPOSE

- A. To insure that the Bylaws and Operating Codes of NYS AHPERD reflect current practice.
- B. To develop an Operating Code for any new offices or committees.

III. RESPONSIBILITIES

The Committee Chairperson shall:

- A. Be designated from among the Committee members by the President.
- B. Serve a two year term.
- C. Facilitate the work of the Committee
- D. Schedule meetings when necessary.
- E. Report proceedings to the President
- F. Submit a written report to the Executive Council when necessary.

The Committee shall:

- A. Consist of six persons. Each Committee member shall be appointed by the President for a three year term; two persons shall be appointed each year.
- B. Conduct its business by e-mail or by mail or meetings when appropriate
- C. Compose the technical wording of the Bylaws and Operating Codes.
- D. Review all matters to be incorporated into the Bylaws and/or Operating Codes to make certain that changes or amendments are properly stated and do not contravene the provisions in the Bylaws .

OPERATING CODES CONFERENCE PROGRAM PLANNERS

I. NAME

The name of this Committee shall be the Conference Program Planners.

II. PURPOSE

The purpose of this Committee shall be to plan the professional programs for the Annual Conference.

III. COMMITTEE COMPOSITION

The composition of this Committee shall be:

- A. Conference Director
- B. Assistant to the Conference Director
- C. Program Planner from each Section:
 - a. Adapted Physical Education and Sport
 - b. Aquatics
 - c. Coaches
 - d. Council of Administrators
 - e. Dance
 - f. Elementary/Middle School Physical Education
 - g. Exercise Science/Sports Medicine
 - h. Future Professionals (2)
 - i. Health Education (2)
 - j. Higher Education/Professional Preparation
 - k. Recreation/Adventure Education
 - l. Retirees
 - m. Secondary Physical Education

IV. RESPONSIBILITIES

The Committee shall:

- A. Consist of one (1) person from the above Sections; except Health and Future Professionals. Each Committee member shall be appointed by the corresponding Section President. Members will serve one (1) term, which will begin on the Saturday of the Conference at the Program Planner's Meeting.
- B. Beginning December 1, Committee members will begin to solicit quality, enjoyable programs for their individual Section to sponsor at the State Conference.
- C. Committee members will meet in the early spring with the Conference Director to tour the Conference facility, decide which programs will be featured at the State Conference and at what time they will be take place.
- D. Committee members will send out congratulatory letters and Speaker's Agreement packages to the presenters who have been chosen to present.
- E. Committee members meet Wednesday at the Conference to review onsite responsibilities.

**OPERATING CODE
ELECTION COMMITTEE**

I. NAME

The name of the committee shall be the ELECTION COMMITTEE.

II. PURPOSE

The purpose shall be to certify the ballots for the annual election of officers of the Association.

III. RESPONSIBILITIES

The Committee shall:

- A. Consist of four members appointed every three years by the President. One of the Committee members shall serve as Chairperson.
- B. Certify ballots for the annual election of officers of the Association.
- C. Report the election results to the President.

OPERATING CODE NOMINATING COMMITTEE

I. NAME

The name of this Committee shall be the NOMINATING COMMITTEE.

II. PURPOSE

To provide an annual slate of officers, to include the President-elect, two Board of Directors positions, and (when necessary) the Executive Council Secretary, to be presented to the Executive Council for approval.

III. RESPONSIBILITIES

The Committee Chairperson shall:

- A. Be designated from among the Committee members by the President.
- B. Serve a two year term.
- C. Facilitate the work of the Committee
- D. Schedule meetings when necessary.
- E. Receive all nominations, confirm membership status of nominated individuals, and create packets containing nominee's biographical data that will be disseminated to each committee member for ranking and award consideration.
- F. Prepare a report and a slate of candidates for approval by the Executive Council prior to their spring meeting.
- G. Forward approved slate of officers to the Central Office for biographical and ballot development and distribution to voting members.

The Committee shall:

- A. Consist of six persons. Each Committee member shall be appointed by the President for a three year term; two persons shall be appointed each year. The Chairperson shall be appointed by the President
- B. Solicit nominations through newsletters, the association web site, and via Association leadership. Nominations shall close on March 15th.
- C. Prioritize nominees based upon NYS AHPERD experience and positive leadership ability.
- D. Contact prioritized candidates to confirm consent to serve.

NOTE: A member of the Nominating Committee, if selected to run for office, must withdraw from the Nominating Committee.

NOTE: The current President shall invite the President-elect candidates to present their platforms at the spring Executive Council meeting.

**OPERATING CODE
ZONE/SECTION TREASURER**

I. NAME

The name of this office shall be the Zone/Section TREASURER.

II. PURPOSE

The primary purpose of the Zone/Section Treasurer position is to oversee the financial affairs of the Zone/Section.

III. RESPONSIBILITIES

The Zone/Section Treasurer shall:

- A. Serve as the liaison between the Zone/Section President and the Director of Finance.
- B. Provide advice and guidance to the Zone/Section President on the Zone/Section's annual budget; and facilitate the approval process prior to the spring meeting.
- C. Present a current financial statement at all meetings of the Zone/Section.
- D. Provide advice and guidance to the Zone/Section President concerning financial matters.
- E. Monitor the fiscal management of the Zone/Section.
- F. Approve and submit invoices/vouchers for payment processing.
- G. Attend Treasurer Meeting held annually at the State Conference
- H. For the Zones/Sections that are not enrolled in the Central Office Cash Flow process, the Treasurer shall participate in the Zone/Section audit process.

NYS AHPERD Zone Operating Code

Article I Name

The New York State Association for Health, Physical Education, Recreation, and Dance, Inc. shall be comprised of eleven Zones each of which fall under the Associations non-profit and incorporated status.

Article II Purpose

The purpose of the Zones shall be synonymous with the mission of NYS AHPERD:

Our professional organization supports, encourages, facilitates, advocates, and promotes physically active and healthy lifestyles through school and community programs in health education, physical education, recreation, and dance.

Article III Membership

Each Zone shall include members who either work (ed)/or reside in/or attend school in their designated region in accordance with NYS AHPERD Bylaws.

Article IV Dues

Dues shall be established and collected by NYS AHPERD. The distribution of the dues percentage to the Zone will be established and facilitated by NYS AHPERD.

Article V Governance

Administrative control and executive authority of each Zone shall be vested in the local Executive Board. The Officers of the Executive Board shall be elected by the Zone membership and have voting privileges. A quorum shall be established by having ½ plus one of the Executive Boards voting members present.

Voting Members of the Executive Board shall include:

President

President-elect

Past President

Secretary

Treasurer (If deemed appropriate by said Zone)

Section Representatives (Shall be representatives of the Sections as established by NYS AHPERD and be current members of said Sections).

Each Zone will determine which committee chairs will have voting privileges.

Article VI Meetings

Section 1 Executive Board Meetings

The Executive Board shall meet a minimum of four times each year. All meetings are open to the membership. Meetings shall be called by the President or two or more members of the Executive Board may request that the President call a meeting. A quorum shall be established by having ½ plus one of the Executive Boards voting members.

Article VII Term of Office

Section 1 President

The President shall serve a two-year term, commencing in an odd/even numbered year in accordance with NYS AHPERD's Bylaws.

Section 2 President-elect

The President-elect shall be elected in an odd/even numbered year for a one-year term. The President-elect shall automatically succeed to the office of President upon successful completion of said term. In case of death or resignation of the President, the President-elect shall succeed to the office of President for the unexpired term in addition to the regular term for which he/she was elected.

Section 3 Past President

The Past President shall serve a one-year term.

Section 4 Secretary

The Secretary shall be elected in an odd/even numbered year for a two-year term.

Section 5 Treasurer

The Treasurer shall be recommended by the President and approved by the Executive Board for a two-year term.

Section 6 Section Representatives

Section representatives shall be elected to serve a two-year term in even/odd years. Section Representatives shall attend all meetings or appoint a proxy who is a current section member in good standing. A proxy form must be submitted to the secretary prior to the start of the meeting. In the case of death, resignation or vacancy of a Section Representative's position, the President shall recommend to the Zone Executive Board, for appointment, a current section member to fill the vacancy for the unexpired term.

Article VIII Duties of the Officers

Section 1 President

- Act as Chairperson of the Executive Board meetings.
- Attend New York State AHPERD meetings as a voting member of the Executive Council.
- When possible, represent the Zone at local, state, district, and national conferences.
- Oversee the financial operation of the Zone in collaboration with the treasurer
- Serve as a mentor to the President-elect.
- Oversee all operational aspects of the Zone

Section 2 President-elect

- Serve an orientation period of one year.
- Assist the President.
- Act for the President in his/her absence.

Section 3 Past President

- Serve as a consultant to the President for a period of one year.

Section 4 Secretary

- Transcribe, duplicate, and distribute all Executive Board meeting minutes.
- Send meeting notices to all Executive Board members.
- Attend to correspondence when requested by the President.

Section 5 Treasurer

- Responsible for all matters pertaining to Zone finances.
- When requested, submit financial reports to NYS AHPERD.
- Adhere to established NYS AHPERD Zone Treasurer operating code

Article IX Elections

The Nominating Committee shall consist of five members providing as broad a geographic and teaching diversity as possible within Zone. The Nominating Committee shall be responsible for soliciting candidates through the distribution of a nominations form sent to each Zone member.

When possible, the ballot shall consist of at least two names for the position of President-elect, Secretary, and Section representatives. The ballot shall be mailed in a way that will allow local representatives to take over their responsibilities on Saturday of the NYS AHPERD Annual Conference.

According to our Association Bylaws the Zones designated with an (O) will hold elections in odd years and Zones designated with an (E) will hold election in even years.

Capital	(O)
Catskill	(E)
Central North	(E)
Central South	(E)
Central Western	(O)
Nassau	(E)
New York City	(E)
Northern	(O)
South Eastern	(O)
Suffolk	(E)
Western	(O)

Article X Committees

A committee is composed of 6 members each serving a 3-year term. In accordance with Executive Council practice the President has the authority to recommend two new committee members annually and a committee chairperson to the Executive Board for their approval. All members who have a vote shall attend all Executive Board meetings or appoint a proxy who is a NYS AHPERD member in good standing. Committee members who are non-voting members of the Executive Board shall attend Executive Board meetings when requested.

Article XI Publications

There shall be a Zone Newsletter published a minimum of two times each year once in the fall and again in the spring.