

Constitution and By-Laws
Arizona Association for Health,
Physical Education, Recreation and Dance
(Revised 1997)

Article I
Name

This organization shall be called the Arizona Association for Health, Physical Education, Recreation, and Dance (herein referred to as AzAHPERD). It shall be an Association within the Southwest District Association of Health, Physical Education, Recreation, and Dance (SWDAHPERD) and the American Alliance for Health, Physical Education, Recreation, and Dance (AAHPERD)

Article II
Term of Organization

Section 1. The Arizona Association for Health, Physical Education, Recreation, and Dance (herein after referred to as AzAHPERD) shall be an association within Southwest District of the American Alliance of Health, Physical Education, Recreation, and Dance (herein after referred to as the District) and the American Alliance of Health, Physical Education, Recreation, and Dance (herein after referred to as AAHPERD). As such, it is dedicated to furthering the purposes of AAHPERD and SWAHPERD within the geographical area of the state of Arizona.

Section 2. This organization shall consist of such divisions, sections, and committees as necessary to achieve the purposes and/or business of the Association.

Article III
Purposes and Objectives

Section 1. The Association shall be identical to the purpose of the American Alliance for Health, Physical Education, Recreation, and Dance, hereafter named AAHPERD. The Association will not adopt purposes nor engage in any activity inconsistent with the purposes and policies of AAHPERD.

Section 2. With health, physical education, recreation, dance, physical fitness, Wellness, and allied fields, hereafter the Association's Scope, the Association has the following purposes:

- a) to support, encourage, and provide guidance for personnel throughout the state as they seek to develop and conduct school and community programs. These programs are based on the needs, interests, and inherent capacities of individuals and of the societies of which they are part.
- b) to facilitate cooperation among fields of study to further their ultimate and mutual improvement.
- c) to improve effectiveness in the promotion of human welfare.
- d) to promote public understanding and increase government awareness and support.
- e) to facilitate and nurture communication and activities within the Association and between the Association and other professional groups.
- f) to encourage and facilitate research, further the evaluation of professional standards that will enrich the depth and scope of the Association, and assure improvement in it's work.
- g) to hold state conventions, conferences, institutes, and other activities to enhance the effectiveness of the Association's work.
- h) to conduct such other activities as shall be approved by the Executive Committee and Board Members.

Article IV
Membership

Section 1. The Association shall be an organizing without stockholders, but shall have members. The classes of members, the manner of election or appointment and the qualifications and rights of members of each class shall be determined in accordance with the Bylaws.

Section 2. Types of memberships shall be professional, student, and retired.

Sections 3. The Association, through its Executive Board, and with the approval of the membership, shall assess dues as necessary to support the stated purpose of the organization.

Article V Board of Directors

Section 1. The affairs and property of the Association shall be managed by a Board of Directors. The Board shall consist of:

- ★ The Executive Committee: President, Past President, President-Elect, Executive Director (non-voting), Secretary, Treasurer
- ★ Vice Presidents: Past, current, and Elect
- ★ Section Chairs: Past, current, and Elect
- ★ Chairs of Standing Committees
- ★ Convention Manager
- ★ The Newsletter Editor
- ★ Web Page Manager

Section 2. The business and property of AzAHPERD shall be managed by the Board of Directors (BOD). The number of members of the BOD, their qualifications, the manner of their election or appointments, their term of office and their respective powers and duties shall be determined by the Bylaws and Codes of Operation.

Section 3. The Association shall be governed by the BOD throughout the year and by the membership at the annual business meeting at the yearly convention.

Section 4. The Board of Directors shall appoint the Chair for each section.

Section 5. It is possible for a Board member to hold more than one position, but each individual Board member shall have only one vote regardless of the number of positions held.

Section 6. Each member of the Board of Directors shall assume the responsibilities delegated to that member through that office. Responsibilities for each office shall be:

- a) fulfilling duties specifically stated in this Constitution and its By-Laws, in the Code of Operations, Job Analysis, or Job Description.
- b) attending a minimum of seventy-five percent of the meetings of the Association and of the Board of Directors.
- c) maintaining current membership in the Association.
- d) attend the Association's annual state convention. Serve on at least one of the convention standing committees: Registration, Audio Visual, and Physical Education Equipment, Exhibits, or Hospitality.
- e) accept and adopt the Association's policies and mission.
- f) promote the Association to the community.
- g) recruit and recommend two prospective board members committee members, and others who will assist the Association in advancing it's mission.
- h) submit a written report annually updating work accomplished toward the fulfillment of goals.

Section 7. In the event that a member of the Board of Directors fails to fulfill the duties of an office, the Board of Directors shall have the power to replace that member.

Article VI Disposal of Assets

Upon dissolution, the assets of the Association shall be turned over to such nonprofit organization qualifying as exempt from Federal tax under Section 501 C (3) of the Internal Revenue Code of 1954 or any related successor provision selected by the Board of Directors.

Article VII Restrictions

Section 1. The Association shall not engage in any activity which could be inconsistent with the status of an educational and charitable organization as defined in Section 501 C (3) of the Internal Revenue Code of 1954 nor any successor provisions. No said purpose shall at any time be deemed or construed to a purpose other than public benefit purposes or objective consistent with said educational and charitable status. The Association will not adopt a purpose nor engage in any activity inconsistent with the purposes and policies of AAHPERD.

Section 2. No part of the net earnings of the Association shall be of personal financial benefit to any individual related or not related to the Association, or any

other cooperation or organization. This shall not prevent payment of reasonable compensation for services actually rendered to or for the Association and affecting its purposes. The Association shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Association shall not act in any way or engage in any activity which might affect its right or the right of AAHPERD to a full tax deduction for any contribution to the Association or AAHPERD, and the Association shall be so operated as to be entitled to receive all tax exemptions, Federal or local, which may be granted to charitable, scientific or educational associations or foundations.

- Section 3.** The Association shall not:
- a) in dealing with any individual, related or not related to the Association, lend assets, cash or otherwise, without adequate security and a reasonable rate of interest.
 - b) pay compensation in excess of reasonable allowance for salaries or compensation other than for services actually rendered.
 - c) make purchase of security or other property for less, or more, than adequate consideration for money or money's worth.
 - d) engage in any other transaction that, either directly or indirectly, results in such diversion of its income or corpus.
 - e) make any accumulation of its income, unreasonable in amount or duration, or use any income for purpose other than its objectives as set forth previously.
 - f) invest any income in any manner as to jeopardize the fulfillment or carrying out of its objectives.
 - g) devote a substantial portion of its activities to carrying on propaganda or otherwise attempt to influence legislation. Financially, this equates to not more than 20% of all yearly expenditures. Only 25% of this figure may be used for grassroots efforts. These funds are inclusive of preparation costs, overhead, and support staff remuneration.
 - h) engage in any legislative activities, other than those in direct furtherance of the Association's stated objectives.

Section 4. The Association shall not engage in any activity nor conduct itself in any manner which discriminates on any basis.

Article VIII Personal Liability

Neither the officers, Board of Directors nor individual members of the Association, nor their property shall be subject to or changeable with the payment of the corporate debts or obligations of the Association.

Article IX Amendments

Section 1. This constitution is an adaptation of a uniform constitution promulgated by AAHPERD for adoption by its affiliated state organizations. Should, in the opinion of AzAHPERD and its counsel, amendments be required for the purpose of qualifying or retaining qualification under Section 501 C (3) of the Internal Revenue Code of 1954 or any related successor provision, such amendments, as promulgated by AzAHPERD, will become part of this Constitution, with or without the consent of the Association's membership.

Section 2. This Constitution may be amended at any regular meeting of the Association or by mail vote. Amendments to this Constitution or its By-Laws shall be submitted in writing to the Secretary twenty-one (21) days before any regularly scheduled meeting of the Board of Directors. An affirmative vote equivalent to two-thirds of the votes shall be required for adoption of an amendment. If a meeting vote, the amendment shall be submitted to all regular members with voting privileges for examination thirty days prior to any regular meeting of the Association. If a mail vote, the ballot must be returned twenty-one days after mailing of official notification to membership.

By-Laws

Article I Organization

Section 1. The Association is affiliated with AAHPERD and dedicated to furthering the purpose of AAHPERD within the geographical area of the state of Arizona.

Section 2. The principle office of the Association shall be at:
AzAHPERD
P.O. Box 6690
Mesa, AZ 85216-6690

However, the Association may establish and maintain such other offices within the state as the Board of Directors shall designate.

Section 3. The Association shall be organized into Divisions, Sections, Committees, or Affiliated Organizations as provided by these By-Laws.

Article II Membership

Section 1. Members of AzAHPERD shall be members residing within the state of Arizona.

Section 2. Membership in AzAHPERD shall be designated as Professional, Student, and Retired.

- ★ Professional Members in the Association shall consist of persons professionally engaged in any aspect of Health, Physical Education, Recreation, and Dance in the state of Arizona. Professional members have the right to vote and hold office.
- ★ Student Members in the Association include students in residence at college and universities preparing for professional work and service in HPERD and have all rights of Professional Members except the right to vote and hold office. One member shall be spokesperson and representative of all students and a member of the BOD.
- ★ Retired Members shall be persons who have been active within the profession and who still have a concerned interest for the promotion and development of our organization.

Section 3. There shall be annual dues to the Association and the amount is to be determined by the BOD each year.

Section 4. All members of AzAHPERD shall receive the newsletter and other materials as the Association sees necessary to distribute.

Section 5. Only members in good standing may vote, present at state conventions and Association functions, or hold an office in AzAHPERD.

Section 6. Persons who have rendered outstanding services to the profession and Association may be granted an Honorary Life Membership upon recommendation by the Board of Directors and/or approval by the membership.

Article III Governance

Section 1. The governing organization of the Association shall include the Executive Committee, Board of Directors, and officers and committees legally

constituted as provided in these Bylaws. For membership on the Executive Committee and the Board of Directors, see Constitution Article V, Section 1.

Section 2. The Executive Committee shall perform such duties between meetings of the Board of Directors as the Board may authorize. It shall have the power to act upon questions requiring immediate decisions, provided that none of its acts shall exceed the authority granted by the Board of Directors.

Section 3. The Board of Directors shall initiate and transact all business necessary for the administration of the Association. The Board of Directors shall review and approve budgets, policies, and activities of the Association, approve new structures, and periodically review existing structures.

Section 4. Codes of Operation shall govern the conduct of the Board of Directors, the Executive Committee, the divisions and sections, and the standing committees of the Association.

Section 5. An elected representative will serve on the AzAHPERD Board of Directors for a three-year term. This representative must be a member in good standing for at least one year prior to nomination for the office.

Article IV Finance

Section 1. The Board of Directors shall decide at a regular meeting annually, the budget necessary to conduct the business of the Association for the current year.

Section 2. The fiscal year shall extend from July 1 through June 30.

Section 3. The state Association shall assess dues from the members.

Article V Officers

Section 1. Officers elected by the membership of the Association shall be for the Elect positions of:

President

Vice-President, one each for:

Health

Physical Education

Recreation

Girls' and Women's Sports

Boys' and Men's Athletics

Dance

Each officer shall serve for a three year term (one year Elect, one year as officer, and one year Past).

Section 2. Positions appointed by the President with Board of Director's approval are:

Executive Director
Secretary
Treasurer
Convention Manager
Section Chairs (Bylaw, Article IX)
Newsletter Editor (Bylaw, Article X)
Web page Manager

**Arizona Association For Health,
Physical Education, Recreation, and
Dance
Operating Rules
(1999)**

Section 3.

President

Purpose

The main purpose of the office of President is to expedite the Mission Statement of AzAHPERD.

Organization

In accordance with the By-Laws, the President will serve as President-Elect for one year, then automatically assume the office of President. The term of office as President is for one year and extends from the yearly state Convention through the following year's Convention.

Duties

The President may propose rules of the Association to the Executive Board at the time of the last writings. These rules will not become a standing rule of the Association until they have been approved by a two-thirds

vote of the general membership at the yearly state Convention.

The President will appoint an Audit Committee of three persons annually who will audit all accounts of the Association. The Past President will chair this committee. A report from this Committee will be presented to the Executive Board at the first meeting of the year. In circumstance of accounting problems, the President will employ a Certified Public Accountant.

The President shall:

- a. Act as presiding officer of all regular meetings of the Executive Board, Board of Directors, annual Convention, and meeting of the membership.
- b. Attend the National AAHPERD Convention.
- c. Serve as Arizona's first representative to Alliance Assembly at the National AAHPERD Convention.
- d. Serve as the first representative on the Southwest District Board of Directors.
- e. Appoint the following positions with Executive Board approval:
Convention Manager, Secretary/Membership, Treasurer, Advisory Member, Standing Committee vacancies, Special Committees, delegates to Delegate Assembly at the yearly National Convention, Editor and Assistant Editor of Newsletter, Web Page Managers and representatives on joint committees.
- f. Serve as the ex-officio member of all committees.
- g. Verify all Board of Director's AzAHPERD membership with
Membership Chair.
- h. Prepare an agenda for each meeting and send out announcement to all Board of Director members.
- i. Conduct all Executive meetings and attend Convention Planning meetings.
- j. Fill any vacancies on the Board of Directors with the approval of the Executive Board.
- k. Appoint members to serve on Southwest District Board and National Committees as required by those organizations.
- l. Attend Southwest District Convention.
- m. Send roster of representatives for Alliance Assembly to AAHPERD and Southwest District AAHPERD.
- n. Serve as coordinator of the Program Planning Committee for the annual meeting and/or meetings of Association.
- o. Check with Editor on distribution date of each newsletter.

- p. Develop, produce, duplicate, and distribute Leadership Directory.
- q. Serve as liaison between the Association and AAHPERD.
- r. Serve as an advisor to Standing Committees and shall represent the Committee Chairpersons at meetings of the Executive Committee.
- s. Recommend issues or Association requests to be submitted through the Southwest District Board of Directors.
- t. Send letters to administrative personnel in schools and agencies where AzAHPERD Board of Directors are located. Inform them of the office held, Convention dates, dates and locations, if possible, of meetings, and request cooperation and support.
- u. Send name of President-Elect to the Executive Secretary of AAHPERD for Leadership Development Conference (LDC).
- v. Secure speakers for the General Sessions and confirm with Convention Program Coordinator.
- w. Assume responsibility at National AAHPERD Convention for any meetings involving Arizona's delegates.
- x. Review all information and proposals from AAHPERD and Southwest District AAHPERD prior to attending the National AAHPERD Convention.
- y. Prepare "President's Message" and "Greetings From The President" for the Arizona Newsletters and the Convention Program, respectively.
- z. Present any By-Laws or Constitution changes to the membership at the General Session for final approval.
- aa. Conduct any business of the Association not otherwise provided.
- bb. Review Operating Rules of Past President for duties during the coming year. Confer with Past President for recommendations.

Section 4. President-Elect

Purpose

To work closely with the President, assist him/her when needed, and to prepare for the presidency the following year.

Organization

In accordance with the By-Laws, the President-Elect shall be elected by the members of the Association for a term of one calendar year. He/she will automatically assume the office of President at the following year's state Convention.

Duties

The President-Elect will act for the President in his/her absence. He/she will note responsibilities assigned and follow all Operating Rules of the Nominating Committee. The President-Elect will review rules and initiate action specified, including articles in the Newsletter, to inform all members of procedures for nominations.

The President-Elect shall:

- a. Assist the President in conducting meetings of the Executive Board, Board of Directors, and the General Sessions.
- b. Attend all Board of Directors meetings.
- c. Serve as the second representative to the Southwest District Board of Directors.
- d. Attend Southwest District Convention.
- e. Serve as Chairperson of the Nominating Committee as provided for in this Constitution.
- f. Prepare ballots for nominations, consent forms and biographical data for election at the state Convention.
- g. Be Chairperson of the Scholarship Selection Committee (a subcommittee of the Awards Committee.)
- h. Attend the National AAHPERD Convention.
- i. Serve as Arizona's second representative to Alliance Assembly at the National AAHPERD Convention.
- j. Review all information and proposals from AAHPERD and Southwest District AAHPERD prior to attending the National AAHPERD Convention.
- k. Attend Convention Planning and Executive Board meetings.
- l. Attend AAHPERD President-Elect's Leadership Development Conference (LDC).
- m. Create an exhibit to represent Arizona at LDC.
- n. Reply to AAHPERD correspondence regarding LDC and gather the requested items, gifts, programs, Newsletters, and Convention Proceedings to be given away at the exhibit.

- o. Prepare a report of President-Elects Leadership Development Conference to be given at the first Board of Directors meeting following the conference.
- p. Attend the State Convention.
- q. Introduce all candidates for state offices at the General Session at the yearly State Convention.
- r. Announce the final results of the election at the Awards General Session.
- s. Familiarize himself/herself with all state functions, procedures of meetings, and Operating Rules prior to the term as President. Confer with the President for recommendations.

Section 5. Past President

Purpose

To work closely with the President, assist him/her when needed.

Organization

In accordance with the By-Laws, the Past President shall serve in this position for one (1) year following the term of President. The Past President will assume the office of President in instances of death, resignation, or removal from office.

Duties

The Past President will note responsibilities assigned and follow all established Operating Rules. The Past president will serve as Chair of the audit and Advocacy Committees. He/she will review rules and initiate action specified, including articles in the Newsletter, to inform all members of procedures for nominations of the Merit Member Award.

The Past President shall:

- a. Assume the responsibility of the President in the event the President is unable to fulfill the duties.
- b. Assist the President in conducting meetings of the Executive Board, Board of Directors, and the General Sessions.
- c. Attend all Board of Directors meetings.
- d. Attend State Convention.
- e. Attend the National AAHPERD Convention.
- f. Serve as Arizona's third representative to Alliance Assembly at the National AAHPERD Convention.

- g. Review all information and proposals from AAHPERD and Southwest District AAHPERD prior to attending the National AAHPERD Convention.
- h. Attend Convention Planning and Executive Board meetings.
- i. Serve as Chairperson of the Blue Ribbon Steering Committee.
- j. Represent the Vice-Presidents-Elects and Section Chairpersons at Executive Board Meetings.
- k. Report to the Executive Board regarding work accomplished by the Sections and the Program Planning Section Chairpersons.
- l. Serve as the Chairperson of the Audit Committee.
- m. Serves as the Chairperson of the Advocacy Committee.
- n. Submit Advocacy articles and applications information for Merit Member Awards to the Newsletter Editor and Web Page Managers.
- o. Maintain the Merit Member Program, notifying all award winners prior to Convention and ordering T-shirts for their presentation at Convention.

Section 6. Executive Director

Purpose

The main purpose of the position of Executive Director is to expedite the Mission Statement of AzAHPERD. The Executive Director will conduct all affairs of the Association according to the latest revisions of the official By-Laws of AzAHPERD.

Organization

The Executive Director shall be contracted upon approval of the Executive Board of Directors. Terms of tenure, including salary and length of engagement shall be stated in the contract. The Executive Director shall be appointed for three years by the Executive Board of AzAHPERD and be responsible to the Executive Board and Board of Directors. An annual performance evaluation will be completed yearly by the Executive Board. The Executive Director may succeed him/herself in this office.

Duties

The Executive Director of AzAHPERD is an administrative office of the Association. The Executive Director's function shall be to provide leadership, continuity, and stability for the Association in all of its operations. Duties and responsibilities shall be

assigned to the Executive Director by the Executive Board and the Board of Directors.

The Executive Director shall:

- a. Serves as the liaison with the State Board of Education regarding issues which directly impact the Association.
- b. Attend all meetings of the Executive Board, Board of Directors, and Convention Planning Committee.
- c. Attend AAHPERD's Leadership Development Conference (LDC) with President-Elect.
- d. Oversees Convention registration information, proceedings, hotel accommodations, presentations, socials, and exhibits.
- e. Work closely with the President and Convention Manager to secure the Convention site for the yearly state Convention.
- f. Meet all deadlines as established by the Executive Board and Board of Directors.
- g. Keep Non-Profit corporation papers and bulk mailing permits current and in order.
- h. Maintain use of a FAX machine purchased by the Association.
- i. Make available AzAHPERD supplies, such as stationary, to all Board of Directors.
- j. Provide By-Law revisions to the membership 30 days prior to the General Assembly meeting at the Convention.
- k. Serve on the Convention Committee.
- l. Perform the duties of Exhibits Chair of the Convention Committee.
- m. Maintain an accurate inventory of all equipment and supplies owned by the Association.
- n. Serve as custodian of Association archives.
- o. Develop forms as requested by the President.
- p. Prepare and mail Governmental Action items to membership.
- q. Prepare and complete a series of rules and regulations governing exhibits.
- r. Compile a list of potential exhibitors. Concentrate efforts on previous exhibitors, exhibitors in the state, and exhibitors in the locale of the Convention.
- s. Prepare a first letter of invitation to prospective exhibitors.
- t. Compile a complete list of exhibitors, their representative, type of booth, and description of product. Mail a list of all exhibitors to Convention Manager. The deadline for printing the Convention program must be met.

u. Be available to exhibitors during set-up and during exhibit hours.

v. Mail a letter of appreciation to each exhibitor for their support of AzAHPERD and encourage attendance and participation in next years Convention.

**Section 7.
Secretary/Membership**

Purpose

This Chairperson will carry out the customary functions of a Secretary at all Executive Board and Board of Directors meetings. The responsibilities of Membership dues and Convention registration will also align with this position. The Secretary/Membership will also assist the President as specified under duties.

Organization

The position of Secretary/Membership shall be appointed by the President with Executive Board approval. Terms of tenure, including salary and length of engagement shall be stated in the contract. The Secretary/Membership will take minutes at all Executive Board and the Board of Directors meetings and maintain AzAHPERD Membership and Convention Registration. An annual performance evaluation will be completed yearly by the Executive Board. The Secretary/Membership may succeed him/herself in office.

Duties

Upon request of the President or Executive Board, the Secretary shall issue written notices of meetings. The Secretary will take attendance at all meetings, recognize and announce all proxies at each meeting, and shall notify the President when a quorum is present for each meeting. Within 7-10 days following each meeting, the Secretary will mail a typewritten copy of minutes to each Board member.

The Secretary/Membership shall:

- a. Record attendance and proceedings of meetings of the Executive Board and Board of Directors.
- b. Maintain a list of names and addresses of all members of the Board of Directors.
- c. Be responsible for correspondence as directed by the President.
- d. Maintain the corporate record book for the minutes. Following final approval, minutes are to be filed in the corporate record book. The most recent six years of corporate record minutes will be kept with

- the Secretary. All others will be filed in the archives with the Executive Director.
- e. Assist the President by presenting motions passed for immediate review and/or review at subsequent meetings as requested.
 - f. Keep a record of all amendments and changes in the Constitution and By-Laws, Operating Rules, and any other record of a permanent nature in the minutes.
 - g. Have the following items available:
 1. Constitution and By-Laws
 2. Operating Rules for Executive Board members, District Presidents and President-Elects, Standing Committee Chairs, and Convention Personnel
 3. Minutes of Executive and Board of Directors meetings
 4. Updated listing of Policy and Precedent Motions
 - h. Serve on the Convention Committee.
 - i. Maintain use of a FAX machine purchased by the Association.
 - j. Receive applications and payment of dues.
 - k. Process application, prepare, and mail membership cards.
 - l. Maintain membership records and mailing labels.
 - m. Mail notices of expiration of membership with a follow-up mailing to those not renewing.
 - n. Maintain an accurate record of current members of AzAHPERD.
 - o. Receive pre-registrations which may include membership. Update computer record to show transaction.
 - p. Periodically run a copy of checks and monies received, reconcile money with report, and deposit. Send a deposit slip for membership and Convention registrations to the Treasurer.
 - q. Return pre-registration received with the wrong dollar amount, a form not properly filled-out, or anything improper. Paperwork will be sent back indicating the corrections needed.
 - r. File pre-registration forms in alpha pocket folders, separating one for students and one for professionals. Bring paper back-up to Convention.
 - s. Run three (3) copies of current membership list to be used at Convention registration.
 - t. Periodically obtain counts of On-Site professionals and student registrations and report to Executive Director.
 - u. Collect all final Convention registration forms and enter into the computer data base.

- v. Verify AzAHPERD and AAHPERD membership for Awards Committee.

Section 8. Treasurer

Purpose

The Treasurer will set up an accurate and systematic plan for accepting monies, banking same, and issuing checks according to established regulations indicated below.

Organization

The position of Treasurer shall be appointed by the President with Executive Board approval. Terms of tenure, including salary and length of engagement shall be stated in the contract. He/she will be chair the Budget and Finance Committee. An annual performance evaluation will be completed yearly by the Executive Board. The Treasurer may succeed him/herself in office.

Duties

The Treasurer shall receive and have custody of all funds and securities of the Association. He/she will deposit funds promptly in an approved bank. The Treasurer will keep the reserve funds in the same bank or other institution with final approval of the Executive Board. The President, Treasurer, or the Secretary are the approved signatures for the Association. Provisions will be made for any of the above listed positions to sign checks or withdrawal slips from places where treasury funds are deposited.

The Treasurer shall:

- a. Assume responsibility for receipts, safeguarding, and disbursement of all Association funds subject to approval by two (2) signatures of either the President, Treasurer, or Secretary.
- b. Make a financial report at each regular meeting of the Association, and at meetings of the Executive Board and Board of Directors.
- c. Serve as the Chair of the Budget and Finance Committee.
- d. Keep a permanent file of the financial records of the Association.
- e. File the IRS report and the State report to AAHPERD each year.

- f. Send checks promptly after receiving approval from the President.
- g. Preserve and store all AAHPERD annual reports for the immediate past three (3) years and the Executive Director stores the preceding four (4) years, for a total of seven (7) years.
- h. Produce federal tax verification materials as circumstances dictate.
- i. Be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Association.
- j. Be responsible for reports of the Budget and Finance Committee to the Executive Board.
- k. Be responsible for an annual report to the membership which shall have been previously audited by an internal audit committee selected by the President. The fiscal year ends June 30th. At that time the books shall be closed and presented to the Audit Committee selected by the President. The Past President will Chair this committee. After the audit report is accepted, the treasurer shall file the expense report forms for the past year in the retired file. It is desirable to keep expense report forms on file for six (6) years before destroying.
- l. Supply members of the Executive and Board of Directors with expense forms and directions for their use.

Section 9. Convention Manager

Purpose

The purpose of the Convention Manager is to organize every aspect of AzAHPERD's yearly state Convention.

Organization

The position of Convention Manager shall be appointed by the President with Executive Board approval. Terms of tenure, including salary and length of engagement shall be stated in the contract. The Convention Manager shall be responsible to the Executive Board and the Board of Directors. He/she will Chair the Convention Committee. An annual performance evaluation will be completed yearly by the Executive Board. The Convention Manager may succeed him/herself in office.

Duties

The Convention Manager shall work closely with the President, Executive Board and Board of Directors to oversee all details of AzAHPERD's yearly state Convention. The Convention Manager will Chair the Convention Committee. The President, Executive Director, Secretary/Membership, and Past President will serve on this committee. Sub-Convention committees may be formed with the above officers serving as Chairs.

The Convention Manager shall:

- a. Serve as the Chair of the Convention Committee.
- b. Attend all Board of Directors meetings.
- c. Appoint and work closely with the following Committees:
 - Chairs:
 - 1. Registration
 - 2. Program And Proceedings-President
 - 3. Exhibits-Executive Director
 - 4. A.V./Equipment/Materials
 - 5. Socials
 - 6. Hospitality
- d. Develop a budget for Convention and present it to the Executive Board and Board of Directors.
- e. Secure a Convention site with approval of the President.
- f. Type a Convention registration flyer.
- g. Produce a sample hotel reservation card to be placed in the Convention registration flyer.
- h. Meet all deadlines as established by the Executive Board and the Board of Directors.
- i. Label Convention flyers and prepare for bulk mailing.
- j. Prepare and duplicate registration forms for students and professionals. Forms are to be taken to the Convention for On-Site registration.
- k. Set pre-registration for at least twenty-one (21) days prior to Convention, but not more than twenty-eight (28).
 - l. Prepare Convention Program and Proceedings. The President will have final approval of both documents prior to either going to press.
- m. Decide what color the badges/ribbons will be for professionals, students, presenters, presiders, exhibitors, and guests. Secure the paper for the badges.
- n. Double check badges prepared with computer generated list of pre- registration to assure badges have been prepared for everyone. Arrange in

alphabetical order and put in boxes for pre-registration table.

- o. Perform all duties of pre-registration for the state Convention.
- p. Prepare a Convention Evaluation form for the general membership.
- q. Compile all information from Convention Evaluation forms and provide a report at the first Board of Directors meeting following the Convention.
- r. Keep accurate records and signed contracts from all Convention suppliers.
- s. Be responsible for a summary report of Convention expenses and profit to be presented to the Executive Board and the Board of Directors.
- t. Follow the AzAHPERD Convention Planning Timelines.

Section 10. Newsletter Editor

Purpose

The purpose of the Newsletter Editor is to publish an Association Newsletter biannually which shall be distributed to all members.

Organization

The position of Newsletter Editor shall be appointed by the President with Executive Board approval. Terms of tenure, including salary and length of engagement shall be stated in the contract. He/she shall be responsible to the Executive Board and the Board of Directors. An annual performance evaluation will be completed yearly by the Executive Board. The Newsletter Editor may succeed him/herself in office.

Duties

The Newsletter Editor shall work closely with the President to create a Newsletter which reflects the President and current Board of Director's platform. All articles will be submitted to the President for review, prior to mailing to the Newsletter Editor. The President will have final approval of all Newsletters prior to publication and distribution.

The Newsletter Editor shall:

- a. Publish an Association Newsletter biannually.
- b. Meet all deadlines as established by the Executive Board and Board of Directors.
- c. Attend all Board of Directors meetings.
- d. Receive input from Board of Directors regarding information in Newsletter

- e. Send drafts of Newsletters to President for final approval.
- f. Format and distribute the Newsletter by a set date as requested by the President.
- g. Obtain up-to-date membership lists and labels from the Secretary for mailings.
- h. Mail Newsletters biannually.
- i. Publish and distribute any other material as may be authorized by the Executive Board.

Section 11. Web Page Manager

Purpose

The purpose of the Web Page Manager is to create an Internet web site accessible to all members.

Organization

The position of Web Page Manager shall be appointed by the President with Executive Board approval. Terms of stipend and length of engagement shall be stated in the contract. An annual performance evaluation will be completed yearly by the Executive Board. The Web Page Manger is responsible to the Executive Board and the Board of Directors. The Web Page Manager may succeed him/herself in office.

Duties

The Web Page Manager shall create and update AzAHPERD's web page. By maintaining this site with current information, members will have immediate access to Association activities.

The Web Page Manager shall:

- a. Create AzAHPERD's web page.
- b. Update information online monthly.
- c. Meet all deadlines as established by the Executive Board and the Board of Directors.
- d. Link AzAHPERD's web page to Arizona's Department of Education and AAHPERD's web site.
- e. Design a web page with professionally aligned documents.
- f. Include pictures from Physical Education programs, Convention events, awards, and AzAHPERD Board of Directors.
- g. Work closely with the President to keep all information current.

- h. Post dates of all workshops, State, Southwest, and National AAHPERD Conventions.
- i. Publish all approved articles submitted by the Board of Directors.
- j. Post Membership Application on the site.
- k. Post all current AzAHPERD's Board members school addresses, phone numbers, and email addresses.

Section 11.

Division Vice-Presidents

- A. The Division shall consist of the elect, present, and past Presidents. The business affairs, including convention program, shall be determined by the division with the approval of the Board of Directors.
- B. Each Division shall receive appropriate and feasible financial support, determined by the Board of Directors, for projects, business, and the convention program.
- C. Each Division will be responsible for obtaining speakers for the annual convention, nominations for the election ballot, award nominations for their specific area, and articles for each newsletter that is published.

Health Vice-President

Purpose

The purpose of the Health Vice-President is to promote the advancement of Health Education.

Organization

The office of the Health Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Health Vice-President shall work to raise the professional standards of teachers and leaders of Health Education in the state of Arizona.

The Health Vice-President shall:

- a. Identify Health Educators in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Create interest in Health Education.

- d. Secure presenters and plan all Health Education sessions at the annual convention.
- e. Assist and advise the Health Vice-President Elect in all duties.
- f. Work closely with the Past Health Vice-President to promote Health Education.
- g. Actively promote state health programs, i.e., Public Health, School Health, etc.
- h. Write and solicit articles related to Health Education for all AzAHPERD Newsletters.
- i. Represent AzAHPERD in all areas of Health Education
- j. Act as a liaison between AzAHPERD and other organizations related to Health Education issues and legislation.

Health Vice-President Elect

Purpose

The purpose of the Health Vice-President Elect is to promote the advancement of Health Education.

Organization

The office of the Health Vice-President Elect is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Health Vice-President Elect shall work to raise the professional standards of teachers and leaders of Health Education in the state of Arizona.

The Health Vice-President Elect shall:

- a. Become familiar in the practices, procedures, and responsibilities of the office of Health Vice-President
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Stimulate interest and activity in the area of Health Education.
- d. Assist the Health Vice-President in planning Health sessions for the annual convention.
- e. Promote AzAHPERD membership throughout the state of Arizona.
- f. Assist the Health Vice-President in securing articles for AzAHPERD publications.
- g. Perform any other duties as may be delegated by the Health Vice-President.

Past Health Vice-President

Purpose

The purpose of the Past Health Vice-President is to continue to promote the advancement of Health Education.

Organization

The office of the Past Health Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Past Health Vice-President shall work to raise the professional standards of teachers and leaders of Health Education in the state of Arizona.

The Past Health Vice-President shall:

- a. Continue to identify Health Educators in Arizona and encourage their membership and participation in AzAHPERD.
- b. Assist the Health Vice-President in fulfilling all duties.
- c. Serve as a member of the Board of Directors and attend all meetings.
- d. Assist the Health Vice-President in planning Health sessions for the annual convention.
- e. Assist the Health Vice-President in securing articles for AzAHPERD publications.
- f. Perform any other duties as may be delegated by the Health Vice-President.

Physical Education Vice-President

Purpose

The purpose of the Physical Education Vice-President is to promote the advancement of Physical Education.

Organization

The office of the Physical Education Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Physical Education Vice-President shall work to raise the professional standards of teachers and leaders of Physical Education in the state of Arizona.

The Physical Education Vice-President shall:

- a. Identify Physical Educators in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Create interest in Physical Education.
- d. Secure presenters and plan all Physical Education sessions at the annual convention.
- e. Assist and advise the Physical Education Vice-President Elect in all duties.
- f. Work closely with the Past Physical Education Vice-President to promote Physical Education.

- g. Actively promote state Physical Education programs, i.e., FITNESSGRAM, Physical Best, etc.
- h. Write and solicit articles related to Physical Education for all AzAHPERD Newsletters.
- i. Represent AzAHPERD in all areas of Physical Education.
- j. Act as a liaison between AzAHPERD and other organizations related to Physical Education issues and legislation.

Physical Education Vice-President-Elect

Purpose

The purpose of the Physical Education Vice-President Elect is to promote the advancement of Physical Education.

Organization

The office of the Physical Education Vice-President Elect is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Physical Education Vice-President Elect shall work to raise the professional standards of teachers and leaders of Physical Education in the state of Arizona.

The Physical Education Vice-President Elect shall:

- a. Become familiar in the practices, procedures, and responsibilities of the office of Physical Education Vice-President
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Stimulate interest and activity in the area of Physical Education.
- d. Assist the Physical Education Vice-President in planning Physical Education sessions for the annual convention.
- e. Promote AzAHPERD membership throughout the state of Arizona.
- f. Assist the Physical Education Vice-President in securing articles for AzAHPERD publications.
- g. Perform any other duties as may be delegated by the Physical Education Vice-President.

Past Physical Education Vice-President

Purpose

The purpose of the Past Physical Education Vice-President is to continue to promote the advancement of Physical Education.

Organization

The office of the Past Physical Education Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Past Physical Education Vice-President shall work to raise the professional standards of teachers and leaders of Physical Education in the state of Arizona.

The Past Physical Education Vice-President shall:

- a. Continue to identify Physical Educators in Arizona and encourage their membership and participation in AzAHPERD.
- b. Assist the Physical Education Vice-President in fulfilling all duties.
- c. Serve as a member of the Board of Directors and attend all meetings.
- d. Assist the Physical Education Vice-President in planning Physical Education sessions for the annual convention.
- e. Assist the Physical Education Vice-President in securing articles for AzAHPERD publications.
- f. Perform any other duties as may be delegated by the Physical Education Vice-President.

Recreation Vice-President

Purpose

The purpose of the Recreation Vice-President is to promote the advancement of Recreation Education.

Organization

The office of the Recreation Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Recreation Vice-President shall work to raise the professional standards of teachers and leaders of Recreation in the state of Arizona.

The Recreation Vice-President shall:

- a. Identify Recreation professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Know and identify the state resources in Recreation.
- d. Create interest in Recreation.
- e. Secure presenters and plan all Recreation sessions at the annual convention.

- f. Assist and advise the Recreation Vice-President Elect in all duties.
- g. Work closely with the Past Recreation Vice-President to promote Recreation.
- h. Actively promote state Recreation programs, i.e., etc.
- i. Write and solicit articles related to Recreation for all AzAHPERD Newsletters.
- j. Represent AzAHPERD in all areas of Recreation.
- k. Act as a liaison between AzAHPERD and other organizations related to Recreation issues and legislation.

Recreation Vice-President Elect

Purpose

The purpose of the Recreation Vice-President Elect is to promote the advancement of Recreation.

Organization

The office of the Recreation Vice-President Elect is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Recreation Vice-President Elect shall work to raise the professional standards of teachers and leaders of Recreation in the state of Arizona.

The Recreation Vice-President Elect shall:

- a. Become familiar in the practices, procedures, and responsibilities of the office of Recreation Vice-President
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Stimulate interest and activity in the area of Recreation.
- d. Assist the Recreation Vice-President in planning Recreation sessions for the annual convention.
- e. Promote AzAHPERD membership throughout the state of Arizona.
- f. Assist the Recreation Vice-President in securing articles for AzAHPERD publications.
- g. Perform any other duties as may be delegated by the Recreation Vice-President.

Past Physical Education Vice-President

Purpose

The purpose of the Past Recreation Vice-President is to continue to promote the advancement of Physical Education.

Organization

The office of the Past Recreation Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Past Recreation Vice-President shall work to raise the professional standards of teachers and leaders of Recreation in the state of Arizona.

The Past Recreation Vice-President shall:

- a. Continue to identify Recreation professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Assist the Recreation Vice-President in fulfilling all duties.
- c. Serve as a member of the Board of Directors and attend all meetings.
- d. Assist the Recreation Vice-President in planning Recreation sessions for the annual convention.
- e. Assist the Recreation Vice-President in securing articles for AzAHPERD publications.
- f. Perform any other duties as may be delegated by the Recreation Vice-President.

Dance Vice-President

Purpose

The purpose of the Dance Vice-President is to promote the advancement of Dance Education.

Organization

The office of the Dance Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Dance Vice-President shall work to raise the professional standards of teachers and leaders of Dance in the state of Arizona.

The Dance Vice-President shall:

- a. Identify Dance professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.

- c. Create interest in Dance.
- d. Secure presenters and plan all Dance sessions at the annual convention.
- e. Assist and advise the Dance Vice-President Elect in all duties.
- f. Work closely with the Past Dance Vice-President to promote Dance.
- g. Actively promote state Dance programs, i.e., etc.
- h. Write and solicit articles related to Dance for all AzAHPERD Newsletters.
- i. Represent AzAHPERD in all areas of Dance.
- j. Act as a liaison between AzAHPERD and other organizations related to Dance issues and legislation.

Dance Vice-President Elect

Purpose

The purpose of the Dance Vice-President Elect is to promote the advancement of Dance.

Organization

The office of the Dance Vice-President Elect is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Dance Vice-President Elect shall work to raise the professional standards of teachers and leaders of Dance in the state of Arizona.

The Dance Vice-President Elect shall:

- a. Become familiar in the practices, procedures, and responsibilities of the office of Dance Vice-President
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Stimulate interest and activity in the area of Dance.
- d. Assist the Dance Vice-President in planning Dance sessions for the annual convention.
- e. Promote AzAHPERD membership throughout the state of Arizona.
- f. Assist the Dance Vice-President in securing articles for AzAHPERD publications.
- g. Perform any other duties as may be delegated by the Dance Vice-President.

Past Dance Vice-President

Purpose

The purpose of the Past Dance Vice-President is to continue to promote the advancement of Dance.

Organization

The office of the Past Dance Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Past Dance Vice-President shall work to raise the professional standards of teachers and leaders of Dance in the state of Arizona.

The Past Dance Vice-President shall:

- a. Continue to identify Dance professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Assist the Dance Vice-President in fulfilling all duties.
- c. Serve as a member of the Board of Directors and attend all meetings.
- d. Assist the Dance Vice-President in planning Dance sessions for the annual convention.
- e. Assist the Dance Vice-President in securing articles for AzAHPERD publications.
- f. Perform any other duties as may be delegated by the Dance Vice-President.

Girls' and Women's Sports Vice-President

Purpose

The purpose of the Girls' and Women's Sports Vice-President is to promote the advancement of Girls and Women in Sports.

Organization

The office of the Girls' and Women's Sports Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Girls' and Women's Sports Vice-President shall work to raise the professional standards of teachers and leaders of Girls' and Women's Sports in the state of Arizona.

The Girls' and Women's Sports Vice-President shall:

- a. Identify Girls' and Women's Sports professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Create interest in Girls' and Women's Sports.

- d. Secure presenters and plan all Girls' and Women's Sports sessions at the annual convention.
- e. Assist and advise the Girls' and Women's Sports Vice-President Elect in all duties.
- f. Work closely with the Past Girls' and Women's Sports Vice-President to promote Girls' and Women's Sports.
- g. Select the recipient for the NAGWS Pathfinder Award.
- h. Actively promote state Girls' and Women's Sports programs, i.e., Girls' and Women's Sports Day, etc.
- i. Write and solicit articles related to Girls' and Women's Sports for all AzAHPERD Newsletters.
- j. Represent AzAHPERD in all areas of Girls' and Women's Sports.
- k. Act as a liaison between AzAHPERD and other organizations related to Girls' and Women's Sports issues and legislation.

Girls' and Women's Sports Vice-President Elect

Purpose

The purpose of the Girls' and Women's Sports Vice-President Elect is to promote the advancement of Girls and Women in Sports.

Organization

The office of the Girls' and Women's Sports Vice-President Elect is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Girls' and Women's Sports Vice-President Elect shall work to raise the professional standards of teachers and leaders of Girls' and Women's Sports in the state of Arizona.

The Girls' and Women's Sports Vice-President Elect shall:

- a. Become familiar in the practices, procedures, and responsibilities of the office of Girls' and Women's Sports Vice-President
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Stimulate interest and activity in the area of Girls' and Women's Sports.
- d. Assist the Girls' and Women's Sports Vice-President in planning Girls' and Women's Sports sessions for the annual convention.
- e. Promote AzAHPERD membership throughout the state of Arizona.
- f. Assist the Girls' and Women's Sports Vice-President in securing articles for AzAHPERD publications.
- g. Perform any other duties as may be delegated by the Girls' and Women's Sports Vice-President.

Past Girls' and Women's Sports Vice-President

Purpose

The purpose of the Past Girls' and Women's Sports Vice-President is to continue to promote the advancement of Girls and Women in Sports.

Organization

The office of the Past Girls' and Women's Sports Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Past Girls' and Women's Sports Vice-President shall work to raise the professional standards of teachers and leaders of Girls' and Women's Sports in the state of Arizona.

The Past Girls' and Women's Sports Vice-President shall:

- a. Continue to identify Girls' and Women's Sports professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Assist the Girls' and Women's Sports Vice-President in fulfilling all duties.
- c. Serve as a member of the Board of Directors and attend all meetings.
- d. Assist the Girls' and Women's Sports Vice-President in planning Girls' and Women's Sports sessions for the annual convention.
- e. Assist the Girls' and Women's Sports Vice-President in securing articles for AzAHPERD publications.
- f. Perform any other duties as may be delegated by the Girls' and Women's Sports Vice-President.

Boy's and Men's Sports Vice-President

Purpose

The purpose of the Boy's and Men's Sports Vice-President is to promote the advancement of Boys and Men in Sports.

Organization

The office of the Boy's and Men's Sports Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Boy's and Men's Sports Vice-President shall work to raise the professional standards of teachers and leaders of Boy's and Men's Sports in the state of Arizona.

The Boy's and Men's Sports Vice-President shall:

- a. Identify Boy's and Men's Sports professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Create interest in Boy's and Men's Sports.
- d. Secure presenters and plan all Boy's and Men's Sports sessions at the annual convention.
- e. Assist and advise the Boy's and Men's Sports Vice-President Elect in all duties.
- f. Work closely with the Past Boy's and Men's Sports Vice-President to promote Boy's and Men's Sports.
- g. Actively promote state Boy's and Men's Sports programs, i.e., etc.
- h. Write and solicit articles related to Boy's and Men's Sports for all AzAHPERD Newsletters.
- i. Represent AzAHPERD in all areas of Boy's and Men's Sports.
- j. Act as a liaison between AzAHPERD and other organizations related to Boy's and Men's Sports issues and legislation.

Boy's and Men's Sports Vice-President Elect

Purpose

The purpose of the Boy's and Men's Sports Vice-President Elect is to promote the advancement of Boys and Men in Sports.

Organization

The office of the Boy's and Men's Sports Vice-President Elect is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Boy's and Men's Sports Vice-President Elect shall work to raise the professional standards of teachers and leaders of Boy's and Men's Sports in the state of Arizona.

The Boy's and Men's Sports Vice-President Elect shall:

- a. Become familiar in the practices, procedures, and responsibilities of the office of Boy's and Men's Sports Vice-President
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Stimulate interest and activity in the area of Boy's and Men's Sports.
- d. Assist the Boy's and Men's Sports Vice-President in planning Boy's and Men's Sports sessions for the annual convention.
- e. Promote AzAHPERD membership throughout the state of Arizona.

- f. Assist the Boy's and Men's Sports Vice-President in securing articles for AzAHPERD publications.
- g. Perform any other duties as may be delegated by the Boy's and Men's Sports Vice-President.

Purpose

The purpose of the Past Boy's and Men's Sports Vice-President is to continue to promote the advancement of Boys and Men in Sports.

Organization

The office of the Past Boy's and Men's Sports Vice-President is an elected position. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Past Boy's and Men's Sports Vice-President shall work to raise the professional standards of teachers and leaders of Boy's and Men's Sports in the state of Arizona.

The Past Boy's and Men's Sports Vice-President shall:

- a. Continue to identify Boy's and Men's Sports professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Assist the Boy's and Men's Sports Vice-President in fulfilling all duties.
- c. Serve as a member of the Board of Directors and attend all meetings.
- d. Assist the Boy's and Men's Sports Vice-President in planning Boy's and Men's Sports sessions for the annual convention.
- e. Assist the Boy's and Men's Sports Vice-President in securing articles for AzAHPERD publications.
- f. Perform any other duties as may be delegated by the Boy's and Men's Sports Vice- President.

Section 12.

Section Chairs

- A. Each Section Chair is responsible to understand the Operating Codes, practices, and procedures of their office.
- B. By interacting and corresponding with other state, Southwest, and National counterparts, Section Chairs will remain informed regarding activities affecting their position.
- C. Each Section Chair is responsible to maintain a notebook of the year's activities to be handed over to the successor at the end of their term of office.
- D. Section Chairs will plan and make necessary arrangements for presenters at the annual convention.

Adapted Physical Education Chair

Purpose

The purpose of the Adapted Physical Education Chair is to promote, publicize, and advocate the role of Physical Education for all handicapped students through either modified or regular programs.

Organization

The office of the Adapted Physical Education Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Adapted Physical Education Chair shall work to raise the professional standards of teachers and leaders of Adapted Physical Education in the state of Arizona.

The Adapted Physical Education Chair shall:

- a. Identify Adapted Physical Education professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Secure presenters and plan all Adapted Physical Education sessions at the annual convention.
- d. Develop a network of other professionals at the state, Southwest, and National levels.
- e. Create interest in Adapted Physical Education by publicizing information regarding changes in research findings pertaining to Adapted Physical Education.
- f. Establish and maintain communication between Arizona colleges, universities, public schools systems, and the State Department of Education regarding Adapted Physical Education.
- g. Cooperate with state and federal agencies in support of legislation relative to Physical Education services for special populations.
- h. Actively promote state Adapted Physical Education programs, i.e., etc.
- i. Write and solicit articles related to Adapted Physical Education for all AzAHPERD Newsletters.
- j. Represent AzAHPERD in all areas of Adapted Physical Education.
- k. Act as a liaison between AzAHPERD and other organizations related to Adapted Physical Education issues and legislation.
- l. Perform any other duties as may be delegated by the President.

Charter and Private Schools Chair

Purpose

The purpose of the Charter and Private Schools Chair is to promote, publicize, and advocate the advancement of Charter and Private Schools.

Organization

The office of the Charter and Private Schools Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Charter and Private Schools Chair shall work to raise the professional standards of teachers and leaders of Charter and Private Schools in the state of Arizona.

The Charter and Private Schools Chair shall:

- a. Identify Charter and Private School professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Secure presenters and plan all Charter and Private School sessions at the annual convention.
- d. Develop a network of other professionals at the state, Southwest, and National levels.
- e. Create interest in Charter and Private Schools by publicizing information regarding changes pertaining to Charter and Private Schools.
- f. Actively promote Charter and Private Schools programs.
- g. Write and solicit articles related to Charter and Private Schools for all AzAHPERD Newsletters.
- h. Represent AzAHPERD in all areas of Charter and Private Schools.
- i. Act as a liaison between AzAHPERD and other organizations related to Charter and Private School issues and legislation.
- j. Perform any other duties as may be delegated by the President.

Elementary Physical Education Chair

Purpose

The purpose of the Elementary Physical Education Chair is to promote, publicize, and advocate the advancement of Elementary Physical Education.

Organization

The office of the Elementary Physical Education Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Elementary Physical Education Chair shall work to raise the professional standards of teachers and leaders of Elementary Physical Education in the state of Arizona.

The Elementary Physical Education Chair shall:

- a. Identify Elementary Physical Education professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Secure presenters and plan all Elementary Physical Education sessions at the annual convention.
- d. Promote Elementary Physical Education with Specialist in all districts in Arizona
- e. Actively promote and make recommendations in the preparation of Elementary Physical Education teachers.
- f. Heighten the awareness of schools regarding the need for adequate equipment and supplies.
- g. Write and solicit articles related to Elementary Physical Education for all AzAHPERD Newsletters.
- h. Represent AzAHPERD in all areas of Elementary Physical Education.
- i. Act as a liaison between AzAHPERD and other organizations related to Elementary Physical Education issues and legislation.
- j. Perform any other duties as may be delegated by the President.

Jump Rope for Heart Chair

Purpose

The purpose of the Jump Rope for Heart Chair is to promote, publicize, and advocate the philosophies and direction of Jump Rope for Heart and the American Heart Association.

Organization

The office of the Jump Rope for Heart Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Jump Rope for Heart Chair shall work to organize, manage, and direct state AHPERD involvement in Jump Rope for Heart and serve as a liaison between the state AHPERD and the American Heart Association affiliate, as well as the National AAHPERD office.

Hoops for Heart Chair

The Jump Rope for Heart Chair shall:

- a. Ensures ongoing communication with the American Heart Association affiliate, including completion of items specified in the Memorandum of Agreement, planning of promotional activities and developing educational objectives/materials for the Jump Rope for Heart programs.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Organize and/or conduct Jump Rope for Heart workshops and demonstration team performances at the state convention.
- d. Report to the state AHPERD Board, keeping them informed of Jump Rope for Heart activities.
- e. Promote AzAHPERD's Jump Rope for Heart Grants.
- f. Maintain contact with the AAHPERD SWD Jump Rope for Heart coordinator, reporting activities and assisting with functions within the respective district.
- g. Communicate at least once a year with the National Joint Projects Administrator at AAHPERD, reporting progress and new initiatives.
- h. Establish goals to increase participation in the Jump Rope for Heart program.
- i. Ensure compliance with the Memorandum of Agreement and the Minimum Performance Agreement and provides adequate documentation to support compliance.
- j. Write and solicit articles related to Jump Rope for Heart for all AzAHPERD Newsletters.
- k. Provide support for the development and maintenance of Jump Rope for Heart demonstration teams for the state and the American Heart Association affiliate, i.e., skill workshops for students and coaches.
- l. Includes Jump Rope for Heart advertisements in the state AHPERD journal/newsletter. The number of advertisements is to be determined by the state AHPERD Board, but should be at least one in a given year.
- m. Submit materials and state activities to the national newsletter "The Pulse," which will be distributed quarterly.
- n. Notify the American Heart Association affiliate in advance of convention and workshop dates.
- o. Provide a free booth in the exhibit area at the state AHPERD Convention and allow promotional materials outside the exhibit area to generate awareness of the events.
- p. In accordance with the American Heart Association affiliate, provide recognition for Jump Rope for Heart event coordinators at the state AHERD convention.
- q. Ensure representation at the AAHPERD/American Heart Association nationally sponsored trainings.

Purpose

The purpose of the Hoops for Heart Chair is to promote, publicize, and advocate the philosophies and direction of Hoops for Heart and the American Heart Association.

Organization

The office of the Hoops for Heart Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Hoops for Heart Chair shall work to organize, manage, and direct state AAHPERD involvement in Hoops for Heart and serve as a liaison between the state AHPERD and the American Heart Association affiliate, as well as the National AAHPERD office.

The Hoops for Heart Chair shall:

- a. Ensures ongoing communication with the American Heart Association affiliate, including completion of items specified in the Memorandum of Agreement, planning of promotional activities and developing educational objectives/materials for the Hoops for Heart programs.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Organize and/or conduct Hoops for Heart workshops and /or tournaments at the state convention.
- d. Report to the state AHPERD Board, keeping them informed of Hoops for Heart activities.
- e. Promote AzAHPERD's Hoops for Heart Grants.
- f. Maintain contact with the AAHPERD SWD Hoops for Heart coordinator, reporting activities and assisting with functions within the respective district.
- g. Communicate at least once a year with the National Joint Projects Administrator at AAHPERD, reporting progress and new initiatives.
- h. Establish goals to increase participation in the Hoops for Heart program.
- i. Ensure compliance with the Memorandum of Agreement and the Minimum Performance Agreement and provides adequate documentation to support compliance.
- j. Write and solicit articles related to Hoops for Heart for all AzAHPERD Newsletters.
- k. Includes Hoops for Heart advertisements in the state AHPERD journal/newsletter. The number of advertisements is to be determined by the state AHPERD Board, but should be at least one in a given year.

- l. Submit materials and state activities to the national newsletter “The Pulse,” which will be distributed quarterly.
- m. Notify the American Heart Association affiliate in advance of convention and workshop dates.
- n. Provide a free booth in the exhibit area at the state AHPERD Convention and allow promotional materials outside the exhibit area to generate awareness of the events.
- o. In accordance with the American Heart Association affiliate, provide recognition for Hoops for Heart event coordinators at the state AHPERD convention.
- p. Ensure representation at the AAHPERD/American Heart Association nationally sponsored trainings.

PEPI Chair

Purpose

The purpose of the PEPI Chair is to promote, publicize, and advocate the advancement of Physical Education.

Organization

The office of the PEPI Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The PEPI Chair shall work to raise the professional standards of teachers and leaders of Physical Education in the state of Arizona through Public Relations.

The PEPI Chair shall:

- a. Promote professional membership and involvement in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Develop a Public Relations network and coordinate all Public Relations activities in Arizona.
- d. Develop a network of other professionals at the state, Southwest, and National levels.
- e. Create interest in Physical Education by publicizing information regarding changes in research findings pertaining to Physical Education.
- f. Coordinate special projects pertinent to the promotion of Physical Education in Arizona.
- g. Establish an information network with appropriate media to promote Physical Education and disseminate materials.
- h. Actively promote state Physical Education programs.
- i. Write and solicit articles related to Physical Education for all AzAHPERD Newsletters.

- j. Maintain an open line of communication with the national Public Relations office and follow their guidelines and program activities as they relate to Arizona.
- k. Act as a liaison between AzAHPERD and other organizations related to Physical Education issues and legislation.
- l. Perform any other duties as may be delegated by the President.

Professional Education Chair

Purpose

The purpose of the Professional Education Chair is to promote, publicize, and advocate the advancement of higher education.

Organization

The office of the Professional Education Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Professional Education Chair shall work to raise the professional standards of teachers, students, and leaders in higher education.

The Professional Education Chair shall:

- a. Promote professional membership and involvement in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Develop a network of college and university professionals and coordinate all Professional Education activities in Arizona.
- d. Develop a network of other professionals at the state, Southwest, and National levels.
- e. Create interest in Professional Education by publicizing information regarding changes in research, curriculum, etc., in Professional Education.
- f. Coordinate special projects pertinent to the promotion of Professional Education in Arizona.
- g. Establish an information network with appropriate media to promote Professional Education and disseminate materials.
- h. Actively promote state Professional Education programs.
- i. Write and solicit articles related to Professional Education for all AzAHPERD Newsletters.
- j. Act as a liaison between AzAHPERD and other organizations related to Professional Education issues and legislation.
- k. Perform any other duties as may be delegated by the President.

Research Chair

Purpose

The purpose of the Research Chair is to promote, publicize, and advocate the advancement of Research in the field of Health, Physical Education, Recreation, and Dance.

Organization

The office of Research Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Research Chair shall work to raise the professional standards of teachers and leaders regarding Research in the state of Arizona.

The Research Chair shall:

- a. Promote professional membership and involvement in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Promote Health, Physical Education, Recreation, and Dance research in public schools, colleges, and universities of Arizona, as well as in the private sector when appropriate.
- d. Develop a network of other professionals at the state, Southwest, and National levels.
- e. Schedule Research presentations at the annual convention in all areas of HPERD by professionals, as well as students.
- f. Establish an information network with Health, Physical Education, Recreation, and Dance Researchers and appropriate related organizations in Arizona.
- g. Identify organizations or persons who would support Health, Physical Education, Recreation, and Dance Research activities through a provision of a variety of resources including, but not limited to, grants and/or other financial aid.
- h. Write and solicit articles related to Research for all AzAHPERD Newsletters.
- i. Identify outstanding HPERD Researchers and/or research programs in Arizona.
- j. Perform any other duties as may be delegated by the President.

Sports Medicine Chair

Purpose

The purpose of the Sports Medicine Chair is to promote, publicize, and advocate the advancement of Sports Medicine in the field of Health, Physical Education, Recreation, and Dance.

Organization

The office of Sports Medicine Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Sports Medicine Chair shall work to raise the professional standards of teachers and leaders regarding Sports Medicine in the state of Arizona.

The Sports Medicine Chair shall:

- a. Promote professional membership and involvement in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Promote Sports Medicine as an integral program in the public schools.
- d. Develop a network of other Sports Medicine professionals at the state, Southwest, and National levels.
- e. Schedule Sports Medicine presentations at the annual convention in all areas of HPERD by professionals, as well as students.
- f. Coordinate special projects pertinent to the promotion of Sports Medicine in Arizona.
- g. Write and solicit articles related to Sports Medicine for all AzAHPERD Newsletters.
- h. Identify outstanding HPERD Sports Medicine programs in Arizona.
- i. Act as a liaison between AzAHPERD and other organizations related to Sports Medicine issues and legislation.
- j. Perform any other duties as may be delegated by the President.

Student Chair

Purpose

The purpose of the Student Chair is to promote, publicize, and advocate the advancement of student professionals in the field of Health, Physical Education, Recreation, and Dance.

Organization

The office of Student Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Student Chair shall work to raise the professional standards of future professionals in the areas of Health, Physical Education, Recreation, and Dance.

The Student Chair shall:

- a. Identify Student professionals in Arizona and encourage their membership

- and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Promote AzAHPERD's Graduate and Undergraduate Scholarships.
- d. Establish an information network for Students between the various colleges and universities in Arizona.
- e. Develop programs for Students, both social and professional at the annual convention
- f. Coordinate special projects pertinent to the students of HPERD in Arizona.
- g. Write and solicit articles related to Students for all AzAHPERD Newsletters.
- h. Act as a liaison between AzAHPERD and other organizations related to Student issues and legislation.
- i. Perform any other duties as may be delegated by the President.

Higher Education Student Liaison Chair

Purpose

The purpose of the Higher Education Student Liaison Chair is to promote, publicize, and advocate the advancement of student professionals in the field of Health, Physical Education, Recreation, and Dance.

Organization

The office of Higher Education Student Liaison Chair is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The Higher Education Student Liaison Chair shall work to raise the professional standards of future professionals in the areas of Health, Physical Education, Recreation, and Dance.

The Higher Education Student Liaison Chair shall:

- a. Identify Student professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Promote AzAHPERD's Graduate and Undergraduate Scholarships.
- d. Function to provide leadership, guidance, and continuity to the Student Chair.
- e. Bring college and university Students together on matters of common interest.
- f. Establish an information network for Students between the various colleges and universities in Arizona.
- g. Develop programs for Students, both social and professional at the annual convention
- h. Coordinate special projects pertinent to the students of HPERD in Arizona.

- i. Write and solicit articles related to Students for all AzAHPERD Newsletters.
- j. Act as a liaison between AzAHPERD and other organizations related to Student issues and legislation.
- k. Perform any other duties as may be delegated by the President.

National Coalition For Physical Education Representative

Purpose

The purpose of the National Coalition for Physical Education Representative is to unite the strengths of public, private, and industry efforts into a collaborative partnership to inspire and empower all Americans to lead physically active lifestyles to enhance their health and quality of life.

Organization

The office of National Coalition for Physical Education Representative is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a voting member of the board.

Duties

The National Coalition for Physical Education Representative shall work to raise the awareness of the importance of daily Physical Education in Arizona's schools.

The National Coalition for Physical Education Representative shall:

- a. Identify professionals in Arizona and encourage their membership and participation in AzAHPERD.
- b. Serve as a member of the Board of Directors and attend all meetings.
- c. Actively promote Physical Activity in Arizona.
- d. Serve as the liaison between Arizona and national organizations.
- e. Inform the Board of Directors regarding legislation effecting Physical Activity.
- f. Write and solicit articles related to the National Coalition for Physical Education for all AzAHPERD Newsletters.
- g. Act as a liaison between AzAHPERD and other organizations related to the National Coalition for Physical Education issues and legislation.
- h. Perform any other duties as may be delegated by the President.

Parliamentarian

Purpose

The purpose of the Parliamentarian is to promote order at Board of Directors meetings and protect the rights of the minority.

Organization

The office of the Parliamentarian is an appointed position by the President, with Executive Board approval. This officer shall attend the Board of Directors meetings as a non-voting member of the board.

Duties

The Parliamentarian shall oversee Board of Directors meeting to insure Democratic, representative governance is based absolutely on the principle of majority rule. The basic rules of parliamentary procedure must be in effect so the presentation of opinion, facts, and suggestions can proceed in an orderly manner.

The Parliamentarian shall:

- a. Oversee the Parliamentary procedures at all Board of Directors meetings.
- b. Educate the Board of Directors in the proper Parliamentarian procedures.
- c. Serve as the timekeeper at all Board of Directors meetings.
- d. Maintain a 5-minute time limit on each item of discussion at Board of Directors meetings.
- e. Advise members of the Board of Directors how to present a clear, concise, constitutional motion.
- f. Assure that all individuals have an opportunity to speak to an issue prior to an individual speaking to the issue a second time.
- g. Perform any other duties as may be delegated by the President.

Section 13. Committees

- A. All Committees are responsible to understand the practices, procedures, and responsibilities of their office.
- B. Committees will assist and advise the appropriate officer and the Executive Board regarding all needs and projects that may be affected by the specific purposes and responsibilities of the committee.
- C. Each Committee is responsible to maintain a notebook of the year's activities to be turned over to the successor at the end of their term of office.
- D. Each Committee will establish a network of other professionals, within Arizona, Southwest District, and Nationally, to further the purpose of their Committee.

Executive Board of Directors

Purpose

The purpose of the Executive Board of Directors is to make decisions and act for the Association as needed between meetings. The Executive Board of Directors will make recommendations to the Board of Directors concerning fiscal matters.

Organization

The Executive Board of Directors is composed of the President, President-Elect, Past President, Secretary, and Treasurer. The President, President-Elect, and Past President are voting members of the Executive Board of Directors, the Secretary and Treasurer are non-voting members.

Duties

The Executive Board of Directors shall work to expedite business of the association.

The Executive Board of Directors shall:

- a. Meet between or prior to Board of Directors meetings to discuss business of the Association.
- b. Report all Executive Board minutes to the Board of Directors.

Awards Committee

Purpose

The purpose of the Awards Committee is to seek nominations and select recipients for awards designated by the Executive Board and the membership.

Organization

The Awards Committee will consist of three members. The President will make the appointment to the committee. At least one member of the committee should be a previous award member.

Duties

The Awards Committee will seek nominations for all awards of the association and forward all NASPE award winners on to Southwest District by the appropriate dates.

The Awards Committee shall:

- a. Review all nomination applications and make final selections of each award.
- b. Maintain a confidential file of candidates, both selected and those not receiving the awards.
- c. Arrange for appropriate award certificates, plaques, etc. to be manufactured for each award.
- d. Arrange for appropriate presentation of the awards.

- e. Notify the media of award recipients at AzAHPERD's awards luncheon.
- f. Review the awards structure, make and set criteria for new awards.
- g. Notify the award recipients and the President at least one month prior to the presentation.
- h. Verify each State Teacher of the Year award winner meets NASPE guidelines prior to submitting information to Southwest District.
- i. Forward all State Teacher of the Year awards on to Southwest District by the appropriate date.

Legislative Committee

Purpose

The purpose of the Legislative Committee is to study proposed legislation that might affect the Association, its membership, or any aspect of HPERD. Further, to inform the membership of such legislation and make recommendations for appropriate action.

Organization

The President will make the appointment to the committee. At least one member of the committee should be a professional in higher education.

Duties

The Legislative Committee shall remain informed on all legislation which has a direct impact on the areas of Health, Physical Education, Recreation, and Dance.

The Legislative Committee shall:

- a. Organize a yearly Fitness Day, including arrangements with the Governor's office for such proclamations as may be presented on that day.
- b. Maintain communication with the State Board of education, State School Board, and the Arizona Legislature.
- c. Keep the Board of Directors and membership informed concerning legislative issues.
- d. Write and solicit articles related to Legislation regarding HPERD issues for all AzAHPERD Newsletters.
- e. Act as a liaison between AzAHPERD and other organizations related to the National Coalition for Physical Education issues and legislation.
- f. Train and organize the Executive Board members in effective legislative lobbying practices.
- g. Perform any other duties as may be delegated by the President.

Nominating Committee

Purpose

The purpose of the Nominating Committee is to assist the President in identifying candidates for election to AzAHPERD Board of Directors.

Organization

The Nominating Committee will be Chaired by the President-Elect. All Vice-Presidents will assist the President-Elect in identifying candidates for each office.

Duties

The Nominating Committee will contact professional who are members of AzAHPERD and encourage them to run for a position on the Board of Directors as Vice-President-Elect of Health, Physical Education, Recreation, Dance, Girl's and Women's Sports, and Men's and Boy's Sports.

The Nominating Committee shall:

- a. Announce dates for nominations.
- b. Solicit nominations from the Board of Directors.
- c. Screen nominations and select two final candidates to be placed on the ballot at the annual convention.
- d. Contact nominees to assure they will run and serve on the Board of Directors.
- e. Receive an Information Form and picture from each candidate to display at the Convention for membership to view.
- f. Provide the Newsletter Editor with a final list of candidates for pre-conference publication.
- g. Write and solicit articles related to the election at the annual convention for all AzAHPERD Newsletters.
- h. Announce the candidates for each office at the First General Session at the annual convention.
- i. Oversee the voting at the annual convention.
- j. Verify membership of each voter prior to tabulating all ballots.
- k. Announce the new officers to the Board of Directors at the Awards Luncheon at the annual convention.
- l. Notify all candidates in writing of the results of the election.

Blue Ribbon Steering Committee

Purpose

The purpose of the Blue Ribbon Steering Committee is to provide guidance to the Arizona Association of Health, Physical Education, Recreation, and Dance's Executive Committee and Board of Directors.

Organization

The Blue Ribbon Steering Committee will be Chaired by the Past President of the Arizona Association of Health, Physical Education, Recreation, and Dance. The Blue Ribbon Steering Committee will consist of the Executive Committee of AzAHPERD, 2 College Professionals, 2 Allied Professionals, and 2 Teachers. The Blue Ribbon Steering Committee is a non-voting member of the Board of Directors.

Duties

The Blue Ribbon Steering Committee is advisory in focus, can and may suggest policy changes, but does not retain a voting capacity.

The Blue Ribbon Steering Committee shall:

- a. Convene each quarter of every year. Additional meetings may be called if necessary.
- b. Review current policies of AzAHPERD.
- c. Recommend necessary policy changes to AzAHPERD's Board of Directors.

Article VI Election of Officers

Section 1. All Officers, elected or appointed, shall serve one year as Elect, one year in office, and one year as Past. The Board of Directors shall decide whether a meeting or mail vote shall be held. Each office year, whether elected or appointed, shall be for one calendar year, or to the next annual meeting, if coinciding within three months of one calendar year.

Section 2. The Treasurer and Secretary shall be appointed by incoming President with the approval of the Board of Directors.

Section 3. The Executive Director is contracted by the Executive Board of Directors for a specified term.

Section 4. The Nominating Committee shall consist of five Association members with the President Elect serving as Chair. The Chair of the Nominating Committee will:

- a) Make appointments to this committee with the approval of the Executive Committee.
- b) Present a slate of one name for each elected position, two if possible to a meeting of the Executive Committee at least sixty days prior to the annual meeting.

- c) Present the approval slate to the membership of the Association at the annual meeting, or by mail ballot, at least thirty days prior to the annual meeting.
- d) Appoint a committee to distribute, collect, and count the ballots.
- e) Provide a list of absentee voters to the Nominating Committee to present duplicate voting.

Section 5. If a regular member will be unable to attend the annual meeting of the Association, that member may request an absentee ballot from the Chair of the Nominating Committee. To be valid, an absentee ballot must be properly marked and returned to the Chair of the Nominating Committee at least seven days prior to the annual meeting.

Article VII Meetings

Section 1. There shall be one annual Convention of the general membership of the Association. Other meetings will be determined by the Board of Directors. Election of officers will be held at that meeting.

Article VIII Committees

Section 1. Committees shall be designated as Standing Committees and President's Committees.

Section 2. The Standing Committees shall be: Constitution, Finance, Historical Records, Awards, Legislative, Regular Membership, College Student Membership, Nominating, Operating Codes, and Publicity (PEPI).

Section 3. The Standing Convention Committees are: Registration, Audio Visual and Physical Education Equipment, Exhibits, and Hospitality.

Section 4. Chairs of Standing Convention Committees shall be appointed by the President, subject to the approval of the Executive Board of Directors, for a period of three years. The Chair shall represent working groups whose duties, functions, and terms of office are outlined in the Code of Operations.

Article IX

Sections

Section 1. There shall be the following sections: Adapted Physical Education, Elementary School Physical Education, Intramural/Recreation, Professional Education, Research, Sports Medicine, College Student, Jump Rope for Heart, Hoops for Heart, PEPI, Charter and Private Schools.

Section 2. A Chair for each Section shall be appointed by the President, with Executive Board of Director approval. This appointment shall take place at the Fall meeting of the Board of Directors. A list of two (2) or more candidates, if possible, shall be submitted to the Board of Directors by the Chair of the Section. The term of office for each Section Chair shall be three years.

Article X Publications

Section 1. The Association shall publish a Newsletter biannually which shall be distributed to all members. The Editor of the Newsletter shall be appointed by the President with the approval of the Executive Board of Directors for a three year term. The Editor may appoint one or more staff members with the approval of the Executive Director.

Section 2. The Association shall publish and distribute any other material as may be authorized by the Board of Directors.

Article XI Awards

Section 1. Honorary Awards. The Association may honor individuals for meritorious fields within the Association's Scope. Such Honor Award Recipients may be nominated by anyone and are approved by the Board of Directors.

Section 2. Certificate of Merit. A certificate of merit may honor individuals within the profession for outstanding service within the Association's Scope. Such recognition may be approved by the Board of Directors.

Section 3. Recognition Certificate. A recognition certificate may honor an individual outside of the profession for outstanding service within the Association's Scope. Such recognition may be awarded at any time by any Regular Member.

Section 4. Scholarship Award. Three scholarships shall be awarded annually to students from Arizona universities who are majoring in the field of Health, Physical Education, Recreation, and Dance. Two Baccalaureate, and one Post Baccalaureate Scholarship will be awarded at the annual membership meeting at the yearly state convention. The Past President shall be Chair of the Scholarship Section Committee.

Article XII Rules of Order

Section 1. In matters not provided for by this Constitution and Bylaws, Robert's Rules of Order shall govern procedures of the Association. The President may appoint a Parliamentarian to interpret these rules and procedures.