

# ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

## Operating Code for the Office of the President

### A. QUALIFICATIONS

1. Experience in health, physical education, recreation, dance, sport, exercise science, physical activity or related field at least five years prior to election.
2. Membership in ASAPERD and SHAPE America for at least 2 years.
3. Demonstrated leadership in the fields related to health, physical education, recreation, dance, sport, exercise science, physical activity and/or coaching.
4. Must have served on ASAPERD Board of Directors for at least 1 year.

### B. ELECTION

The President-elect becomes President following the last Board of Directors meeting of the year and serves for 1 year.

### C. DUTIES AND/OR FUNCTIONS

The President shall:

1. Serve as chair and preside at the meetings of the Executive Committee & the Board of Directors.
2. Issue calls as required for meetings of the Executive Committee & the Board of Directors.
3. Work with the Executive Director on the proposed agenda 15 days in advance of scheduled meetings.
4. Serve on the SHAPE America Delegate Assembly in years not filled by the Executive Director.
5. Appoint individuals to serve other functions at the request of SHAPE America and SHAPE America Southern District.
6. Appoint members to all Standing Committees and President's Committees prior to assumption of office.
7. Attend the Southern District SHAPE America Annual Conference, and SHAPE America Southern District Leadership Conference.
8. Appoint members to Board of Directors to fill the non-elected positions.
9. Submit an annual report of the Association activities during the year to the Board of Directors.
10. Encourage the vice presidents to initiate projects for their respective groups.
11. Work closely with the Past-President and the President-elect in developing the program for the Fall Conference.
12. Invite the Southern District and/or National President to the Fall Conference if either is to be invited that year.
13. Communicate with all officers and committee chairs at regular intervals in order to keep them informed of new developments in their spheres of interest and encourage them in their individual and collective efforts.
14. Understand the Operating Codes of all offices and committee chairs so that it will be possible to better understand the responsibilities and procedures under which they function.
15. Keep SHAPE America and Southern District SHAPE America informed of the ASAPERD activities as requested.
16. Work cooperatively with the SHAPE America Southern District officers.
17. Speak for the Board of Directors on all matters of Association policy involving affiliate or interested non-member groups. The president should also serve as the chief public relations officer of the association. Speaking engagements, correspondence and visitations are as part of the responsibilities of the office.
18. Make awards as appropriate during the year. (See "Awards" Operating Code.)
19. Submit organized materials to the Executive Director at the end of the term.
20. Work closely with the President-elect in preparation for transition into his/her term of office. Pass on copies of all correspondence and materials from the Presidential year.
21. Work with the Executive Director in conducting business of the Association.
22. Conduct meetings of the Executive Committee.
23. Work closely with the President-elect to plan the joint Board meeting.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
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**Operating Code for the Office of President-elect**

**A. QUALIFICATIONS**

1. Experience in the fields related to health, physical education, recreation, dance, sport or exercise science at least five years prior to election.
2. Membership in ASAPERD and SHAPE America for at least 2 years.
3. Demonstrated leadership in the field of health, physical education, recreation, dance, exercise science and/or coaching.
4. Must have served on Board of Directors for at least 1 year.

**B. ELECTION**

1. The names of qualified candidates shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the ASAPERD at the annual Fall Conference.
2. The new President-elect shall automatically assume the duties of the office following the last Board of Directors meeting of the year and shall serve for a period of 1 year.
3. In the event that the resignation of the President-elect becomes necessary, the officer shall submit the resignation in writing to the President.
4. Refer to “Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member.”

**C. DUTIES AND/OR FUNCTIONS**

The President-elect shall:

1. Act for the President during any absence.
2. Serve as President during the unexpired term if the office of President is vacated.
3. Serve as a member and attend all meetings of the Executive Committee and the Board of Directors.
4. Become familiar with the Articles of Incorporation, By-Laws, and Operating Codes.
5. Attend the Society of Association Management (SAM) Leadership Development Conference (LDC) and SHAPE America Southern District Leadership Conference and Annual Conference.
6. Cooperate with the in-coming President-elect and turn over files along with a revised copy of this Operating Code.
7. Serve as Ex Officio member of the Strategic Planning Committee.
8. Coordinate the annual Fall Conference Silent Auction with assistance from the District Representatives.
9. Prepare slate of Presidential appointments for all Standing Committees, Presidential Committees, and non-elected officers for approval at the joint Board meeting in May.
10. Select participants for the Southern District Leadership Conference in accordance with established budgetary guidelines.
11. Obtain the list of newly elected officers from the Past President immediately following the Fall Conference.
12. Develop a list of the Associations officers and committee chairs (names, addresses, telephone numbers, and positions) for the coming year.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
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**Operating Code for the Office of Past-President**

**A. ELECTION**

1. The Past-President will not be elected, but will assume this office at the time of the expiration of the office of the President.
2. In the event that the resignation of the Past President becomes necessary, the officer shall submit the resignation in writing to the President.
3. Refer to “Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member.”

**B. DUTIES AND/OR FUNCTIONS**

The Past President shall:

1. Serve as Chair of the Nominating Committee and the Elections Committee.
2. Serve as a member of the Board of Directors and the Executive Committee.
3. Serve as an advisor to the President of the Association.
4. Serve as a member of the speaking “team” to represent the Association throughout the state.
5. Assist the President with plans projected during the previous administration.
6. Present all records of the Past-President’s official accomplishments to the Executive Director.
7. Assist the Future Professional Council Advisor with the Future Professional Council Elections.
8. Chair the Executive Director Selection/Evaluation Committee.
9. Coordinate Past-Presidents’ meal function during Fall Conference.
10. Give a copy of all correspondence to incoming President and Past-President.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
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**Operating Code for the Office of Executive Director**

**A. QUALIFICATIONS**

1. A member of the SHAPE America and ASHPERD for at least 3 consecutive years immediately preceding selection as the Executive Director.
2. An earned degree in one of the disciplines of the Association and with a minimum of five years of professional experience.
3. Evidence of successful administrative experience.
4. Evidence of proven leadership ability.
5. Evidence of effective communication skill.
6. Evidence of basic understanding of business management and fiscal responsibility.

**B. SELECTION/REVIEW**

The President shall appoint a standing committee called the Executive Director Selection/Review Committee. The Committee shall consist of five members: the President (as chair), Past-President, Parliamentarian, and two members from the Board of Directors.

1. Refer to the Operating Code for the Executive Director Selection & Review Committee.
2. The Executive Director may serve multiple 3-year terms.

**C. DUTIES AND/OR FUNCTIONS**

The Executive Director is not to take the place of or provide the services of an elected or appointed officer or chair of the Association. The Executive Director shall:

1. Represent the Association at District, National, and State Conventions and other meetings as deemed important and necessary.
2. Serve when needed in an ex-officio capacity for all ASHPERD Committees.
3. Serve as a member of the Executive Committee and as a non-voting member of the Board of Directors.
4. Serve as a liaison between ASHPERD and education groups, organizations, and agencies; state and federal governmental organizations and agencies; various governing boards of education and other related public and private organizations.
5. Keep on file an official copy of the Association's Articles of Incorporation, By-Laws, Operating Codes, and other information as directed.
6. Distribute to the members of the Board, copies of the Association's Articles of Incorporation, By-Laws, Operating Codes, and other information as requested.
7. Secure, update, and have an official copy on file of all forms, ballots, etc. of the Association.
8. Keep on file an up-to-date list of the membership.
9. Keep a copy of all official records of said year.
10. Distribute a copy of the Association's officers and committee chairs (names, addresses, telephone numbers, e-mail addresses, and positions) to the members of the ASHPERD Board.
11. Upon receiving the agenda, minutes, and officers' and committees' reports, send them out via e-mail so that the ASHPERD Board members receive them at least 10 days prior to the next scheduled meeting.
12. Assist in interpreting District and National actions to the Board and Association as needed.
13. Encourage the membership to run for elected Association offices and volunteer for committee and council work on the local, state, district, and national levels.
14. Encourage all officers and committees to adhere to the Operating Codes.
15. Assist the President with the on-site arrangements for all Board meetings.
16. Negotiate and secure liability insurance as well as fidelity bond coverage for the Association with approval by the Board.
17. Negotiate on behalf of the Association and sign all contracts as deemed necessary for facilities for Fall and Spring Conferences.

18. In cooperation with the President, coordinate the Mabel C. Robinson Memorial Lecture Program.
19. Be responsible for the printing of stationery, forms, certificates, Fall and Spring Conference Programs, and all other materials representing the Association except the *ASAHPERD Journal*.
20. Keep all voting materials for the general election and the Future Professional Council election for 1 year.
21. Attend, or have appropriate ASAHPERD representative attend, all State Board of Education meetings.
22. Perform the duties of the treasurer as follows:
  - a. With the assistance of the Finance Committee, prepare an annual budget for the forthcoming year to be presented to the Board of Directors for approval at the spring meeting.
  - b. Keep an accurate record of all finances and make a financial report at each Board meeting.
  - c. Pay all bills as authorized by the members of the Board of Directors according to the approved budgetary guidelines.
  - d. Act as the chair of the Finance Committee
  - e. Notify the appropriate person when checks have not cleared.
  - f. Have an internal review of the financial records at the end of each year. The review must be done by an external reviewer after each 3-year term.
23. Perform the duties of membership as follow:
  - a. Provide the President, Past President, President-Elect, and District Representatives with membership information as requested.
  - b. Keep a list on file of all members in the state.
  - c. Make a membership report at each regular Board of Directors meeting.
  - d. Process all membership applications and maintain a computer file of all members.
25. Serve on the SHAPE America Delegate Assembly in years not filled by the President.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
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**Operating Code for the Parliamentarian**

**A. SELECTION AND QUALIFICATIONS**

1. The Parliamentarian is appointed by the President.
2. Must be a member of the Association for at least 1 year.
3. Must have had 1 year of experience in the areas of health, physical education, recreation, dance, sport or exercise science.
4. Must have a working knowledge of Robert's Rules of Order.

**B. DUTIES AND/OR FUNCTIONS**

The Parliamentarian shall:

1. Attend all Board meetings and serve as an official non-voting member of the Board of Directors.
2. Serve on the Executive Committee as well as the Executive Director Selection/Evaluation Committee.
3. Insure that all Board of Directors meetings are conducted under Robert's Rules of Order, Revised.
4. Interpret the Rules of Order and so advise the Chair who shall have the responsibility for the final decision.
5. Examine each written motion on the appropriateness of the language of the motion being sure that each aligns with the Strategic Plan.
6. Work with the incoming President to establish the Operating Rules for the year.
7. Update the Operating Codes and Timelines, present changes to the Board for approval, and have them ready for distribution at the joint Board meeting.
8. Keep an up-to-date list on file of all motions passed by the Board.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
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**Operating Code for the Health Division**

**A. OFFICERS OF THE DIVISION**

1. Vice President
2. Vice President-elect

**B. QUALIFICATIONS**

1. Officers must be members of the Association for at least 1 year.
2. Officers must have had 1 year of experience in the area of health education.

**C. ELECTION**

1. The Vice President-elect becomes Vice President following the last Board of Directors meeting of the year and serves for 1 year.
2. The names of qualified candidates for Vice President-elect shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the ASAPERD at the annual Fall Conference.
3. The newly elected Vice President-elect shall automatically assume the duties of the office following the last Board of Directors meeting of the year and shall serve for a period of 1 year.
4. In the event that the resignation of the Vice President or Vice President-elect becomes necessary, the officer shall submit the resignation in writing to the President.
5. Refer to “Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member.”

**D. DUTIES AND/OR FUNCTIONS**

1. The Vice President shall:
  - a. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
  - b. Meet with the Board of Directors whenever meetings are called by the President.
  - c. Serve as chair for the Division and act as a clearing-house for all matters concerning the Division.
  - d. Coordinate activities under his/her jurisdiction and shall aid the President with matters of the Division.
  - e. Solicit program proposals from the members. Ensure that at least one session during each conference is dedicated to topics relative to minority populations.
  - f. An acknowledgment letter shall be sent to the person making the proposal within 1 week after receiving the proposal stating the deadline for a decision for program acceptance. Another letter (of acceptance or rejection) shall be sent within 1 week after the decision deadline.
  - g. Be responsible for the planning and arrangements that are necessary for Division meetings at conferences and other workshops (see Fall and Spring Conference Timelines).
  - h. Present an outline of the Division meeting plans such as speakers, panels, demonstrations, drop-in-centers, presidors, recorders, etc. to the President. (Refer to Fall and Spring Conference Timelines.)
  - i. Submit written reports as necessary and submit copies of a report of the activities of the year to the President, President-elect, Executive Director, and Archivist along with other materials of his/her respective office at the last meeting of the year.
  - j. Solicit and encourage membership in the ASAPERD and SHAPE America.
  - k. Encourage and nominate qualified individuals to run for state, district, and national offices.
  - l. Submit reports of Division news and activities to the ASAPERD Journal Editor and Social/Digital Media Manager (refer to Publications Policies and Procedures).
  - m. Serve as Chair of the subcommittee to select the Health Educator of the Year (refer to the Awards Committee Operating Code and Timeline).
  - n. Serve on the subcommittee to select the ASAPERD Service Award recipient (refer to the Awards Committee Operating Code and Timeline).
  - o. Encourage and nominate qualified individuals to run for state, district, and national offices.

- p. Present program planning material from the Fall Conference to the Vice President-elect after the January Board meeting.
- q. Turn over files to incoming officer at the conclusion of the term.
- 2. The Vice President-elect shall:
  - a. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
  - b. Meet with the Board of Directors whenever meetings are called by the President.
  - c. Perform the duties of the Vice President in his/her absence.
  - d. Assist the Vice President in Division duties as may be assigned.
  - e. Solicit and encourage membership in ASHPERD and SHAPE America.
  - f. Encourage and nominate qualified individuals to run for state, district, and national offices.
  - g. Serve as a member of the subcommittee to select the Health Educator of the Year (refer to the Awards Committee Operating Code and Timeline).
  - h. Turn over files to incoming officer at the conclusion of the term.



**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
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**Operating Code for the Physical Education Division**

- A. STRUCTURE OF THE DIVISION (see Council Operating Codes)
1. Elementary Physical Education Council
  2. Middle and Secondary Physical Education Council
  3. Adapted Physical Activity Council
- B. OFFICERS OF THE DIVISION
1. Vice President
  2. Vice President-elect
- C. QUALIFICATIONS
1. Officers must be members of the Association for at least 1 year.
  2. Officers must have had 1 year of experience in physical education.
- D. ELECTION
1. The Vice President-elect becomes Vice President following the last Board of Directors meeting of the year and serves for 1 year.
  2. The names of qualified candidates for Vice President-elect shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the ASAPERD at the annual Fall Conference.
  3. The newly elected Vice President-elect shall automatically assume the duties of the office following the last Board of Directors meeting of the year and shall serve for a period of 1 year.
  4. In the event that the resignation of the Vice President or Vice President-elect becomes necessary, the officer shall submit the resignation in writing to the President.
  5. Refer to “Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member.”
- F. DUTIES AND/OR FUNCTIONS
1. The Vice President shall:
    - a. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
    - b. Meet with the Board of Directors whenever meetings are called by the President.
    - c. Serve as chair for the division and act as a clearing-house for all matters concerning the Division.
    - d. Coordinate activities under his/her jurisdiction and shall aid the President with matters of the Division.
    - e. Solicit program proposals from the members. Ensure that at least one session during each conference is dedicated to topics relative to minority populations.
    - f. An acknowledgment email shall be sent to the person making the proposal within 1 week after receiving the proposal stating the deadline for a decision for program acceptance. Another letter (of acceptance or rejection) shall be sent within 1 week after the decision deadline.
    - g. Be responsible for the planning and arrangements that are necessary for Division meetings at conferences and other workshops (see Fall and Spring Conference Timelines).
    - h. Present an outline of the Division meeting plans such as speakers, panels, demonstrations, drop-in-centers, presidors, etc. to the President. (Refer to Fall and Spring Conference Timelines.)
    - i. Check with Council Chairs within the Division to see that nominating committees are operating for the selection of candidates for Council officers to be elected at the Fall Conference.
    - j. Submit written reports as necessary and submit copies of a report of the activities of the year to the President, President-elect, Executive Director, and Archivist along with other materials of his/her respective office at the last meeting of the year.
    - k. Solicit and encourage membership in the ASAPERD and SHAPE America.

- l. Submit reports of Division news and activities to the ASHPERD Journal Editor and Social/Digital Media Manager (refer to Publications Policies and Procedures).
  - m. Serve as Chair of the subcommittee to select the Elementary, Middle, and Secondary Physical Education Teachers of the Year (refer to the Awards Committee Operating Code and Timeline).
  - n. Serve on the subcommittee to select the ASHPERD Service Award recipient (refer to the Awards Committee Operating Code and Timeline).
  - o. Encourage and nominate qualified individuals to run for state, district, and national offices.
  - p. Present program planning material from the Fall Conference to the Vice President-elect after the January Board meeting.
  - q. Turn over files to incoming officer at the conclusion of the term.
2. The Vice President-elect shall:
- a. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
  - b. Meet with the Board of Directors whenever meetings are called by the President.
  - c. Perform the duties of the Vice President in his/her absence.
  - d. Assist the Vice President in Division duties as may be assigned.
  - e. Contact the Council Chairs-elect prior to the January Board meeting for their input for program planning for the Fall Conference (refer to Fall Conference Timelines).
  - f. Solicit and encourage membership in the ASHPERD and SHAPE America.
  - g. Encourage and nominate qualified individuals to run for state, district, and national offices.
  - h. Serve as a member of the subcommittee to select the Elementary, Middle, and Secondary Physical Education Teachers of the Year (refer to the Awards Committee Operating Code and Timeline).
  - i. Turn over files to incoming officer at the conclusion of the term.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
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**Operating Code for the Adapted Council**

**A. PURPOSE**

1. To promote the development of adapted physical education/activity through the study and improvement of policies, standards, terminology, programs, materials and methods.
2. To plan and conduct informative programs at the state conferences/conventions.
3. To initiate, sponsor and/or collaborate in conferences, workshops and projects to promote adapted physical activity.
4. To promote an inter-working relationship among the Councils of the Physical Education Division.
5. To develop and/or disseminate materials related to adapted physical activity and physical education.
6. The Adapted Council is open to all ASAPERD members interested in programs, activities and advocacy for individuals with disabilities in school and non-school settings.

**B. OFFICERS OF THE COUNCIL**

1. Chair
2. Chair-elect

**C. QUALIFICATIONS**

1. Officers must be members of the Association for at least 1 year.
2. Officers must have had 1 year of experience in adapted physical activity or adapted physical education.

**D. ELECTION**

1. The names of qualified candidates shall be placed on the ballot and shall be voted upon by the Council members in attendance at the annual Council meeting during the Fall Conference.
2. Officers of the Council shall automatically assume the duties of their respective officers following the last Board of Directors meeting of the year and serve for 1 year.
3. In the event that the resignation of an officer becomes necessary, the officer shall submit the resignation in writing to the President of the Association. Refer to "Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member.

**E. DUTIES AND/OR FUNCTIONS**

1. The Council Chair shall:
  - a. Acquaint membership with responsibilities of Adapted Council
  - b. Provide home and professional contact information to the President and Executive Director.
  - c. Serve under the structure of the Physical Education Division and be responsible to the Vice President.
  - d. Meet with the Board of Directors whenever meetings are call by the President.
  - e. Coordinate, under the direction of the Vice President, activities for the Council.
  - f. Coordinate, under the direction of the Vice President, programs for the Fall and Spring Conferences.
  - g. Present a complete file of the records and the correspondence to the newly elected Council officers at the end of the terms of office. Prepare an annual written report for presentation during the May Board meeting.
  - h. Encourage and nominate qualified individuals to run for state, district, and national offices.
2. The Council Chair-elect shall:
  - a. Acquaint the membership with the purposes of Adapted Physical Activity Council.
  - b. Provide home and professional contact information to the President and Executive Director.
  - c. Serve under the structure of the Physical Education Division and be responsible to the Vice President.
  - d. Meet with the Board of Directors whenever meetings are call by the President.
  - e. Work with the Council Chair to plan and conduct activities for the Council including the Fall and Spring Conferences.
  - f. Encourage and nominate qualified individuals to run for state, district, and national offices.
  - g. Present a complete file of the records and the correspondence to the newly elected Council officers at the end of the terms of office. Prepare an annual written report for presentation during the May Board meeting.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
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**Operating Code for the Elementary Physical Education Council**

**A. PURPOSE OF THE COUNCIL**

1. To promote the development of elementary physical education through the study and improvement of policies, standards, terminology, programs, materials and methods.
2. To plan and conduct informative programs at the fall and spring conferences.
3. To cooperate with other organizations to improve and expand programs of elementary physical education.
4. To initiate, sponsor and/or collaborate on conferences, workshops and projects to promote elementary physical education.
5. To promote an inter-working relationship among the Councils of the Physical Education Division
6. To develop and/or disseminate materials related to elementary physical education.
7. The Elementary Physical Education Council is open to all ASHPERD members interested in programs, activities and advocacy for physical education in grades K-5.

**B. OFFICERS OF THE COUNCIL**

1. Chair
2. Chair-elect

**C. QUALIFICATIONS**

1. Officers must be members of the association for at least 1 year.
2. Officers must have had 1 year of experience in elementary physical education.

**D. ELECTION**

1. The names of qualified candidates shall be placed on the ballot and shall be voted upon by the Council members in attendance at the annual Council meeting during the Fall Conference.
2. Officers of the Council shall automatically assume the duties of their respective officers following the last Board of Directors meeting of the year and serve for 1 year.
3. In the event that the resignation of an officer becomes necessary, the officer shall submit the resignation in writing to the President of the Association. Refer to "Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member."

**E. DUTIES AND/OR FUNCTIONS**

1. The Council Chair shall:
  - a. Acquaint membership with responsibilities of the Elementary Physical Education Council.
  - b. Provide home and professional contact information to the President and Executive Director.
  - c. Serve under the structure of the Physical Education Division and be responsible to the Vice President.
  - d. Coordinate, under the direction of the Vice President, activities for the Elementary Physical Education Council.
  - e. Coordinate, under the direction of the Vice President, programs for the Fall and Spring conferences.
  - f. Notify members of the conference and workshop programs through newsletters, journals and other means of communication.
  - g. Present a complete file of the records and the correspondence to the newly elected Council officers at the end of the terms of office. Prepare an annual written report for presentation during the joint Board meeting.
  - h. Solicit and encourage membership in the ASHPERD and SHAPE America
  - i. Encourage and nominate qualified individuals to run for state, district, and national offices.
2. The Council Chair-elect shall:
  - a. Acquaint membership with responsibilities of Elementary Physical Education Council
  - b. Provide home and professional contact information to the President and Executive Director.

- c. Serve under the structure of the Physical Education Division and be responsible to the Vice President.
- d. Meet with the Board of Directors whenever meetings are call by the President.
- e. Work with the Council Chair to plan and conduct activities for the Council.
- f. Work with the Council Chair to coordinate programs for the Fall and Spring Conferences.
- g. Encourage and nominate qualified individuals to run for state, district, and national offices.
- h. Present a complete file of the records and the correspondence to the newly elected Council officers at the end of the terms of office. Prepare an annual written report for presentation during the May Board meeting.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
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**Operating Code for the Middle and Secondary Physical Education Council**

**A. PURPOSE OF THE COUNCIL**

1. To promote the development of middle and high school physical education through the study and improvement of policies, standards, terminology, programs, materials and methods.
2. To plan and conduct informative programs at the fall and spring conferences.
3. To cooperate with other organizations to improve and expand programs of middle/high school physical education.
4. To initiate, sponsor and/or collaborate on conferences, workshops and projects to promote middle and high school physical education.
5. To promote an inter-working relationship among the Councils of the Physical Education Division
6. To develop and/or disseminate materials related to middle and high school physical education.
7. The Middle and Secondary Physical Education Council is open to all ASHPERD members interested in programs, activities and advocacy for physical education in grades 6-12.

**B. OFFICERS OF THE COUNCIL**

1. Chair
2. Chair-elect

**C. QUALIFICATIONS**

1. Officers must be members of the association for at least 1 year.
2. Officers must have had 1 year of experience in middle or secondary physical education.

**D. ELECTION**

1. The names of qualified candidates shall be placed on the ballot and shall be voted upon by the Council members in attendance at the annual Council meeting during the Fall Conference.
2. Officers of the Council shall automatically assume the duties of their respective officers following the last Board of Directors meeting of the year and serve for 1 year.
3. In the event that the resignation of an officer becomes necessary, the officer shall submit the resignation in writing to the President of the Association. Refer to "Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member."

**E. DUTIES AND/OR FUNCTIONS**

1. The Council Chair shall:
  - a. Acquaint membership with responsibilities of Middle/Secondary School Physical Education Council
  - b. Provide home and professional contact information to the President and Executive Director .
  - c. Serve under the structure of the Physical Education Division and be responsible to the Vice President.
  - d. Meet with the Board of Directors whenever meetings are call by the President.
  - e. Coordinate, under the direction of the Vice President, activities for the Middle/Secondary School Physical Education Council including programs for the Fall and Spring Conferences.
  - f. Notify members of the conference and workshop programs through the newsletter or journal and other means of communication.
  - g. Solicit and encourage membership in the ASHPERD and SHAPE America.
  - h. Encourage and nominate qualified individuals to run for state, district, and national offices.
  - i. Present a complete file of the records and the correspondence to the newly elected Council officers at the end of the terms of office. Prepare an annual written report for presentation during the joint Board meeting.

2. The Council Chair-elect shall:

- a. Acquaint membership with responsibilities of the Middle and Secondary Physical Education Council
- b. Provide home and professional contact information to the President and Executive Director.
- c. Serve under the structure of the Physical Education Division and be responsible to the Vice President.
- d. Meet with the Board of Directors whenever meetings are call by the President.
- e. Work with the Council Chair to plan and conduct activities for the Council.
- f. Work with the Council Chair to coordinate programs for the Fall and Spring Conferences.
- g. Encourage and nominate qualified individuals to run for state, district, and national offices.
- h. Present a complete file of the records and the correspondence to the newly elected Council officers at the end of the terms of office. Prepare an annual written report for presentation during the May Board meeting.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Sport & Exercise Science Division**

- A. STRUCTURE OF THE DIVISION – The SES Division is open to all ASAPERD members interested in sport, exercise physiology, kinesiology, fitness, athletic training.
1. Sport & Exercise Science
  2. Athletics Council (See Council Operating Code)
- B. OFFICERS OF THE DIVISION
1. Vice President
  2. Vice President-elect
- C. QUALIFICATIONS
1. Officers must be members of the Association for at least 1 year.
  2. Officers must have had 1 year of experience in the area of sport and/or exercise science (i.e., exercise physiology, athletic training, fitness/health promotion).
- D. ELECTION
1. The Vice President-elect becomes Vice President following the last Board of Directors meeting of the year and serves for 1 year.
  2. The names of qualified candidates for Vice President-elect shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the ASAPERD at the annual Fall Conference.
  3. The newly elected Vice President-elect shall automatically assume the duties of the office following the last Board of Directors meeting of the year and shall serve for a period of 1 year.
  4. In the event that the resignation of the Vice President or Vice President-elect becomes necessary, the officer shall submit the resignation in writing to the President.
  5. Refer to “Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member.”
- F. DUTIES AND/OR FUNCTIONS
1. The Vice President shall:
    - a. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
    - b. Meet with the Board of Directors whenever meetings are called by the President.
    - c. Serve as chair for the Division and act as a clearing-house for all matters concerning the Division.
    - d. Coordinate activities under his/her jurisdiction and shall aid the President with matters of the Division.
    - e. Solicit program proposals from the members. Ensure that at least one session during each conference is dedicated to topics relative to minority populations.
    - f. An acknowledgment letter shall be sent to the person making the proposal within 1 week after receiving the proposal stating the deadline for a decision for program acceptance. Another letter (of acceptance or rejection) shall be sent within 1 week after the decision deadline.
    - g. Be responsible for the planning and arrangements that are necessary for Division meetings at conferences and other workshops (see Fall and Spring Conference Timelines).
    - h. Establish a working relationship with officers of local, state, and regional organizations (i.e., ACSM, NATA) to plan cooperative conference sessions and other activities.
    - i. Be responsible for maintaining provider status of organizations (e.g., NATA) granting CEUs for conference presentations (annual forms filled out and filed).
    - j. Present an outline of the Division meeting plans such as speakers, panels, demonstrations, drop-in-centers, presiders, recorders, etc. to the President. (Refer to Fall and Spring Conference Timelines.)



- k. Submit written reports as necessary and shall submit copies of a report of the activities of the year to the President, President-elect, Executive Director, and Archivist along with other materials of his/her respective office at the last meeting of the year.
  - l. Solicit and encourage membership in the ASHPERD and SHAPE America.
  - m. Submit reports of Division news and activities to the ASHPERD Journal Editor and Social/Digital Media Manager (refer to Publications Policies and Procedures).
  - n. Serve on the subcommittee to select the ASHPERD Service Award recipient (refer to the Awards Committee Operating Code and Timeline).
  - o. Encourage and nominate qualified individuals to run for state, district, and national offices.
  - p. Present program planning material from the Fall Conference to the Vice President-elect after the January Board meeting.
  - q. Turn over files to incoming officer at the conclusion of the term.
2. The Vice President-elect shall:
- a. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
  - b. Meet with the Board of Directors whenever meetings are called by the President.
  - c. Perform the duties of the Vice President in his/her absence.
  - d. Assist the Vice President in Division duties as may be assigned.
  - e. Contact the Council Chairs-elect prior to the January Board meeting for their input for program planning for the Fall Conference (refer to Fall Conference Timelines).
  - f. Solicit and encourage membership in the ASHPERD and SHAPE America.
  - g. Encourage and nominate qualified individuals to run for state, district, and national offices.
  - h. Serve as a member of the subcommittee to select the Elementary, Middle, and Secondary Physical Education Teachers of the Year (refer to the Awards Committee Operating Code and Timeline).
  - i. Turn over files to incoming officer at the conclusion of the term.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Athletics Council**

**A. PURPOSE OF THE COUNCIL**

The Athletic Council is open to all members of ASAPERD with an interest in athletics. The purpose of this Council shall be to:

1. Promote the ASAPERD within the athletic community in this state.
2. Promote athletics as a viable substructure of ASAPERD.
3. Plan and conduct programs for the ASAPERD Fall and Spring Conferences that will enhance professional development among the athletic cohort in this state (i.e., athletic administrators, coaches, athletes).
4. Organize and sponsor clinics, workshops, and/or mini conferences of interest to the athletic population.
5. Promote an inter-working relationship between this Council and the other Councils and Divisions of ASAPERD.

**B. OFFICERS OF THE COUNCIL**

1. Chair
2. Chair-elect

**C. QUALIFICATIONS**

1. Officers must be members of the Association for at least 1 year.
2. Officers must have had 1 year of experience in the areas of athletics (e.g., coach, athletic director).

**D. ELECTION**

1. The names of qualified candidates shall be placed on the ballot and shall be voted upon by the Council members in attendance at the annual Council meeting during the Fall Conference.
2. Officers of the Council shall automatically assume the duties of their respective offices following the last Board of Directors meeting of the year and serve for 1 year.
3. In the event that the resignation of an officer becomes necessary, the officer shall submit the resignation in writing to the President of the Association.
4. Refer to "Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member."

**E. DUTIES AND/OR FUNCTIONS**

1. The Chair shall:
  - a. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
  - b. Conduct the annual business meeting during the Fall Conference.
  - c. Serve on the nominating committee to select candidates for Council offices.
  - d. Report all activities of the Council to the Vice President of the Sport & Exercise Science Division of ASAPERD.
  - e. Plan Athletic Council sessions for the Fall and Spring Conferences under the direction of the Vice President of the Sport & Exercise Science Division. (Refer to Fall and Spring Conference Timelines.
  - f. Contact the Alabama High Athletic Association to request that Fall Conference dates and speakers be placed on their website.
  - g. Serve on the subcommittee to select the Athletic Coach of the Year. (Refer the Awards Committee Operating Code and Timeline.)
  - h. Submit reports of Council news and activities to the ASAPERD Journal Editor (refer to Publications Policies and Procedures) and Social/Digital Media Manager.
  - i. Turn over files to incoming officer at the conclusion of the term.
2. The Chair-elect shall:
  - a. Perform the duties of the Chair in his/her absence.

- b. Provide input for Athletic Council sessions for the Fall Conference to the Vice President-elect of the Sport & Exercise Science Division. (Refer to the Fall Conference Timeline.)
- c. Turn over files to incoming officer at the conclusion of the term.
- d. Acquaint membership with purpose of the Athletics Council
- e. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
- f. Serve under the structure of the Sport & Exercise Science Division and be responsible to the Vice President.
- g. Meet with the Board of Directors whenever meetings are call by the President.
- h. Work with the Council Chair to plan and conduct activities for the Council.
- i. Work with the Council Chair to coordinate programs for the Fall and Spring Conferences.
- j. Encourage and nominate qualified individuals to run for state, district, and national offices.
- k. Present a complete file of the records and the correspondence to the newly elected Council officers at the end of the terms of office. Prepare an annual written report for presentation during the May Board meeting

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Research Council**

**A. PURPOSE OF THE COUNCIL**

The Research Council shall be open to all members of ASAPERD who have a strong interest in research in exercise science, health, physical education, physical activity, fitness, sport and other disciplines related to the profession. The general purpose of this Council shall be to promote the development of research in the various substructures in ASAPERD. Specific purposes shall be to:

1. Plan and conduct informative programs for the ASAPERD.
2. Initiate, sponsor, and/or collaborate in conferences, workshops, and projects involving research in health, physical education, recreation, sport, exercise science and related fields .
3. Collaborate with other substructures of ASAPERD and any other related professional organization.
4. Develop and/or disseminate materials related to research in health, physical education, physical activity, sport, and exercise science which can be utilized in professional preparation programs.
5. Develop position papers on research in health, physical education, physical activity, sport, and exercise science when desirable.

**B. OFFICERS OF THE COUNCIL**

1. Chair
2. Chair-elect

**C. QUALIFICATIONS**

1. Officers must be members of the Association for at least 1 year.
2. Officers must demonstrate leadership and experience in research in one of the Association's disciplines

**D. ELECTION**

1. The names of qualified candidates shall be placed on the ballot and shall be voted upon by the Council members in attendance at the annual Council meeting during the Fall Conference.
2. Officers of the Council shall automatically assume the duties of their respective offices following the last Board of Directors meeting of the year and serve for 1 year.
3. In the event that the resignation of an officer becomes necessary, the officer shall submit the resignation in writing to the President of the Association.
4. Refer to "Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member."

**E. DUTIES AND/OR FUNCTIONS**

1. The Chair shall:
  - a. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
  - b. Conduct the council meeting during the Fall Conference.
  - c. Serve on the nominating committee to select candidates for Council offices.
  - d. Report all activities of the Council to the ASAPERD Board of Directors.
  - e. Plan Research Council sessions for the Fall Conference under the direction of the Conference Program Planning Chair. (Refer to Fall and Spring Conference Timelines.) This includes the Research Council Poster Presentation.
    1. Conduct "Call for Abstracts" in *ASAPERD Journal* and website and/or by other appropriate means.
    2. Along with other Council Officers, screen proposals for poster sessions.
    3. Notify individuals of acceptance/rejection of proposals.
    4. Make arrangements for schedule and location of session through Conference Manager.
    5. Forward copies of all accepted proposal abstracts to the ASAPERD Journal Editor for publication in the *ASAPERD Journal*.

- f. Submit reports of Council news and activities to the ASAPERD Journal Editor (refer to Publications Policies and Procedures).
- g. Turn over files to incoming officer at the conclusion of the term.
- 2. The Chair-elect shall:
  - a. Perform the duties of the Chair in his/her absence.
  - b. Serve on the nominating committee to select candidates for Council offices.
  - c. Serve on the Poster Session Proposal Screening Committee.
  - d. Provide input for Research Council sessions for the Fall Conference to the Program Planning Chair. (Refer to the Fall Conference Timeline.)
  - e. Turn over files to incoming officer at the conclusion of the term.

**F. RESEARCH COUNCIL POSTER SESSION GUIDELINES**

- 1. At both the ASAPERD Fall Conference and the ASAPERD Spring Conference, research poster sessions are provided that are devoted to research abstracts. The deadline for the submission of fall abstracts is October 1 of each year, and the deadline for submission of spring abstracts is March 15 of each year. The submission of research abstracts is open to future professionals (undergraduate and graduate students), faculty members, and other professionals working in the field.
- 2. Abstracts must be submitted electronically to the ASAPERD Executive Director, dhester@asaperd.org. Abstracts will be reviewed and notification of acceptance will occur within two weeks. If accepted for the poster session, the date and time of the session will be sent to the first author of the abstract once the final program for the convention has been established.
- 3. Students are encouraged to submit research that has been previously presented at other state and/or regional professional meetings. Research presented at any national convention/conference may not be submitted.

**Submission Criteria**

- 1. The first author must attend the ASAPERD meeting, be a member of ASAPERD and have paid the appropriate registration fees.
- 2. The first author **MUST** be present during the entire session to answer questions or discuss the findings.
- 3. Each person is only permitted to submit and be first author on one abstract.
- 4. All future professionals' abstract submissions must be sponsored by a faculty member. The faculty member's name and e-mail address must be clearly indicated on the submission form.

**Abstract Format Instructions**

- 1. All research **MUST** be completed. The results and discussion may not indicate that results will be discussed during the time of the presentation.
- 2. All abstracts should include a **Purpose, Methods, Results, and Conclusion**. These should be included in the abstract (in bold type) to delineate sections of the abstract.
- 3. The title of the article should be limited to 15 words.
- 4. All authors should be listed in order of work or effort placed in the study and the institutional affiliation of the authors should immediately follow the listing of authors.
- 5. All abstracts **MUST** be submitted using Microsoft Word (PC-format preferred).
- 6. All abstracts must be written in English.
- 7. Abstracts not meeting the above format instructions may not be accepted.

**Please see below for abstract proposal form and sample abstract. Complete the attached form and replace the sample abstract with your abstract.**

**Research Poster Session - ASAPERD Conference  
Call for ABSTRACTS**

Submission to be considered for:      Spring \_\_\_\_\_ (deadline March 1)      Fall \_\_\_\_\_ (deadline October 1)

Check one:

- Future Professional       College/University Faculty       Other

Name, address, and primary email of first Author:

Name, address, and primary email of faculty sponsor (If “future professional”):

\_\_\_\_\_  
Typing your name is your Electronic Signature

*(Note: Submitting an abstract and submitting with an electronic signature signifies your intent to attend and present the poster at the conference requested above)*

1. The first author must present the abstract.
2. You may only appear as first author on ONE abstract.
3. The first author must pay the appropriate registrations fees for the conference

**SAMPLE ABSTRACT (not real data)**

**Title: The Effect of Taurine on Maximal Cycling Performance**

**Authors/Affiliations: T. P. Jones, X. M. Green, Arizona State University, Tempe, AZ.**

**A. B. Smith, University of Minnesota, Minneapolis, MN.**

**Purpose:** The purpose of this study is to determine the effects of taurine on  $VO_{2max}$ , heart rate (HR), rating of perceived exertion (RPE), volume oxygen (VO) and respiratory exchange ratio (RER) during cycling exercise. It was hypothesized that an intake of taurine before maximal exercise would increase fat metabolism during exercise as compared to a placebo. It was also hypothesized that an intake of taurine would decrease RPE,  $VO_{2max}$ , and heart rate during cycling exercise. **Methods:** Female participants ranging from ages 21- 26 years were recruited. Two trials were administered with a minimum of three days between trials utilizing a randomized blind design. The participants were given one trial with taurine and one trial with a placebo. The amount of taurine given was 1mg/kg of body weight. The subjects then performed a  $VO_{2max}$  cycling test using a Monarch cycle ergometer and a ParvoMedics metabolic cart. **Results:** RPE was significantly lower in trial 1 compared to trial 2 ( $11.9 \pm 0.2$  and  $12.7 \pm 0.2$ , respectively,  $p = 0.001$ ). There were no significant differences between trials for  $VO_{2max}$  ( $p = 0.2$ ), RER ( $p = 0.8$ ),  $VO_2$  ( $p = 0.2$ ), and HR ( $p = 0.5$ ). **Conclusions:** Taurine reduces perception of effort during cycling exercise, but has no physiological effect on HR,  $VO_2$ ,  $VO_{2max}$ , or RER.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Future Professionals Council**

**A. PURPOSE OF THE COUNCIL**

The purposes of the Future Professionals Council are to:

1. Provide opportunities for students to become acquainted with other students preparing for the HPERD profession.
2. Promote further interest in the profession.
3. Promote knowledge of the ASAPERD.

**B. MEMBERSHIP IN THE COUNCIL**

1. The Future Professionals Council shall consist of student majors/minors in health, physical education, recreation, sport, exercise science, dance and/or related field from institutions of higher learning in the State of Alabama accredited by the Alabama State Department of Education.
2. Any other interested students from institutions of higher learning in the State of Alabama accredited by the Alabama State Department of Education may be members without the privilege of holding office and voting.
3. Any interested high school students in Alabama may be members without privileges of holding office and voting.
4. All eligible undergraduate and full time graduate students, upon paying membership dues to ASAPERD, shall become members of the Future Professionals Council.
5. A member institution shall be any institution whose students are eligible for membership.

**C. OFFICERS OF THE COUNCIL**

1. The elected officers of the Council shall be the Chair, Chair-elect and Secretary.
2. Two officers appointed by the Future Professionals Council Chair shall be Members-at-Large. Strong consideration should be given to individuals from institutions different from those of the elected officers.
3. The Future Professionals Council Advisor shall serve as an ex officio officer of the Future Professionals Council.

**D. QUALIFICATIONS**

1. All officers of the Council shall be majors or minors in health, physical education, recreation, sport, dance, athletic training, exercise science, fitness leadership/ management or other related fields who are members of the Association.
2. Officers must be able to commit to the term of the office (i.e., Chair-elect must have at least 2 years remaining in school; secretary and members-at-large need only have 1 year remaining).

**E. ELECTION**

1. The election of officers shall be held at the annual Spring Conference in the form of a Future Professionals Council Representative Assembly (FPRA).
2. Procedures for the nomination of candidates shall be as follows:
  - a. Each member institution may submit a total of two nominees for the elected offices. The nominees shall be students who have enough years remaining at that institution to fulfill the term of the office.
  - b. A nominating committee, consisting of the Future Professionals Council Advisor as chair along with the Future Professionals Council Officers, shall prepare a slate of two candidates for each office of Chair-elect and Secretary.
3. Voting procedures for the election of officers shall be as follows:
  - a. Candidate biographical forms will be sent to each member institution along with a request for the name of the institution's delegate for the Representative Assembly.
  - b. Each member institution shall have one voting delegate.
  - c. If an institution is unable to have a delegate present at the FPRA, a mail vote is allowed.
  - d. During the FPRA, each President-Elect candidate shall make a presentation, not to exceed 5 minutes.

- e. The Future Professionals Council Advisor shall distribute the ballots to all voting delegates of the Assembly.
  - f. The ASAPERD Past President and the Future Professionals Council Advisor shall count the votes (including those submitted by mail) for the election.
  - g. In the case of a tie vote for any elected office, one re-vote shall be taken. If there is still a tie, the nominating committee shall vote by secret ballot to break the tie.
  - h. All voting materials shall be given to the Executive Director to keep on file for 1 year.
4. Officers of the Council shall automatically assume the duties of their respective offices following the last ASAPERD Board of Directors meeting of the year and shall serve for 1 year.
  5. In the event that the Chair becomes unable to serve, the Chair-Elect will become Chair. If any other officer becomes unable to serve, the ASAPERD President will appoint a replacement with the approval of the Future Professionals Council Executive Committee.

#### F. DUTIES AND/OR FUNCTIONS

1. The Executive Committee shall:
  - a. Consist of the officers of the Future Professionals Council.
  - b. Initiate and transact all business necessary for the conduction of Future Professionals Council activities.
  - c. Plan sessions for the Fall and Spring Conferences (under the direction of the Future Professionals Advisor and Higher Education Council Chair) as well other student conferences.
  - d. Meet with the Future Professionals Council Advisor at least four times each year. Two meetings will be held in conjunction with ASAPERD Conferences; the remainder may be in conjunction with ASAPERD Board Meetings. The committee is encouraged to meet during the last Board of Directors meeting of the year (May).
2. The Chair shall:
  - a. Be the official representative of the Future Professionals Council on the ASAPERD Board of Directors.
  - b. Call and preside at all meetings of the Executive Committee of the Future Professionals Council.
  - c. Be responsible for planning, organizing, and presenting, with the assistance of the Executive Committee, the annual meetings of the Future Professionals Council.
  - d. Attend the SHAPE America Southern District Leadership Conference (usually held the last weekend in September).
3. The Secretary shall:
  - a. Keep records of the proceedings of the Future Professionals Council and shall send a report of each meeting to the ASAPERD President and Executive Director and members of the Future Professionals Council Executive Committee.
  - b. Serve on the nominating committee to select candidates for Council offices.
  - c. With the Future Professionals Advisor, compose a bio of all candidates running for office and distribute it to the universities prior to the election.
4. The Members-at-Large shall:
  - a. Work with the ASAPERD Executive Director and President to solicit student members.
  - b. Work with the ASAPERD Advocacy Chair, Journal Editor and Social/Digital Media Manager to disseminate pertinent information to ASAPERD student members.
  - c. Work with the ASAPERD Executive Director and/or the Social/Digital Media Manager to maintain the FPC link on the ASAPERD website.
  - d. Perform other relevant publicity activities as requested by the FPC officers.
  - e. Assist the Council Chair and Secretary in planning FPC Council activities during the Fall and Spring Conferences.



**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Future Professionals Council Advisor**

**A. QUALIFICATIONS**

1. Must have been a member of the Association for at least 1 year.
2. Must have had 1 year of experience working with student majors clubs.

**B. SELECTION**

1. The Future Professionals Council Advisor shall be appointed by the ASAPERD President, with the approval of the Board of Directors, for a 3-year term.
2. The term of office shall begin following the close of the last Board of Directors meeting of the year.

**C. DUTIES AND/OR FUNCTIONS**

1. Serve in an advisory capacity to the Future Professionals Council. (Refer to Future Professionals Council Operating Code and Timeline.)
2. Supervise the planning of the Future Professionals Council activities.
3. Coordinate, under the direction of the Higher Education Council Chair, the planning of Future Professionals Council sessions for the Fall and Spring Conferences including the Fall Conference planning during the third year of his/her term of office. (Refer to Fall and Spring Conference Timelines.)
4. Meet with the ASAPERD Board of Directors whenever meetings are called by the ASAPERD President.
5. Act as chair of the Future Professionals Council Nominating Committee.
6. Conduct the selection processes for the Bernice Finger Awards, the Willis J. Baughman Award and the FPC Professional Development Awards as outlined below.

a. *Willis J. Baughman Award*

1. The name of this award shall be the Willis J. Baughman Award.
2. The purpose of the award is to recognize a major's club in a college or university for outstanding leadership and service to school and community. It is given in honor of Dr. Willis J. Baughman in appreciation for his long and distinguished service to ASAPERD.
3. Any active major's club in an Alabama college or university is eligible.
4. The selection process will be conducted by the Future Professionals Council Advisor who initiates the process by writing a letter to all faculty advisors of majors' clubs in Alabama asking for nominations during the month of May.
5. A specific application form approved by the Board of Directors shall be used for nominations. The application form shall contain the criteria for the award.
6. The Future Professionals Council Advisor will serve as the Chair of the Baughman Award Committee. The President will appoint two other members of the three-person committee after the nominations are received. (These individuals should be professional members of ASAPERD who are involved with major's clubs but whose institution has not submitted an application for this award.) In the event an application is received from the same institution as the Future Professionals Council Advisor, the President of ASAPERD shall appoint an additional committee member. The Future Professionals Council Advisor shall remain as a non-voting Chair.
7. A predetermined evaluation form with weighted point values shall be used.
8. The FPC Advisor shall send a biographical sketch (250-300 words) of the recipient to the Executive Director by October 15.
9. The award shall be presented to the representatives of the winning major's club at the Fall Conference Honors and Awards Celebration.
10. The award is an engraved plaque to be kept by the winning club.
11. The name of the winning club will be engraved on the Willis J. Baughman Award Plaque housed in the archives.

b. *Bernice Finger Award*

1. The name of this award shall be the Bernice Finger Award and is given in honor of Dr. Bernice Finger in appreciation for her long and distinguished service to the ASAPERD.
  2. The purpose of this award is to promote student scholarship and leadership by recognizing two college/university seniors each year, one male and one female. The Board may approve dual awards.
  3. The Future Professionals Council Advisor will serve as the Chair of the Bernice Finger Award Committee. The President will appoint two other members of the three-person committee after the nominations are received. (These individuals should be professional members of ASAPERD who are involved with major's clubs but whose institution has not submitted a nominee for this award.) In the event an application is received from the same institution as the Future Professionals Council Advisor, the President of ASAPERD shall appoint an additional committee member. The Future Professionals Council Advisor shall remain as a non-voting Chair.
  4. The President of the Association shall be responsible for notifying the recipients.
  5. The Bernice Finger Awards shall be presented by the President at the Spring Conference. Each recipient will receive an appropriately engraved plaque.
  6. The names and institutions of each award recipient will be engraved on the Bernice Finger Award Plaque which remains in the ASAPERD Archives.
  7. In January, the FPC Advisor shall contact each college or university with a major's club and request a male and female nominee from each club. The faculty advisor of each club will be the contact person.
  8. Nominations with supporting papers shall be sent to the FPC Advisor by the published deadline.
  9. Eligibility:
    - a. Graduating senior majoring in health, physical education, recreation, sport, exercise science, dance or HPERD-related field.
    - b. Current member of the institution's major's club.
    - c. Current member of ASAPERD.
  10. A specific application form, approved by the Board, shall be used for nominations. The application form contains the criteria for the award.
  11. Upon completion of the selection process, the FPC Advisor will send a 250-300-word biographical sketch for each recipient to the Executive Director for use in the Spring Conference program.
- c. *Future Professionals Council Professional Development Awards*
1. The name of this award shall be called the Future Professionals Council Professional Development Awards.
  2. The purpose of this award is to support the professional development activities of the Association's future professionals.
  3. Eligibility for this award includes
  3. The Future Professionals Council Advisor will serve as the Chair of the FPC Professional Development Award Committee. The President will appoint two other members of the three person committee after the nominations are received. (These individuals should be professional members of ASAPERD who are involved with major's clubs but whose institution has not submitted a nominee for this award.) In the event an application is received from the same institution as the Future Professionals Council Advisor, the President of ASAPERD shall appoint an additional committee member. The Future Professionals Council Advisor shall remain as a non-voting Chair.
  4. The FPC Advisor will notify the recipients and non-recipients of the selection outcome.
  5. The FPC Professional Development Awards shall be presented during the Awards Celebration during the Fall Conference.
  6. Each recipient will receive a monetary award that may be used for attendance at a state, district or national HPERD conference. The amount will be determined via the ASAPERD budget approval process.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Physical Activity Council**

**A. PURPOSE OF THE COUNCIL**

1. To promote recreation programs and activities.
2. To plan and conduct informative programs during state conferences/conventions.
3. To cooperate with other organizations (e.g., Alabama Parks & Recreation Association) to improve and expand recreation and physical activity programs.

**B. OFFICERS OF THE COUNCIL**

1. Chair
2. Chair-elect

**C. QUALIFICATIONS**

1. Officers must be members of the association for at least 1 year.
2. Officers must have had 1 year of experience in the recreation or physical activity field.

**D. ELECTION**

1. The names of qualified candidates shall be placed on the ballot and shall be voted upon by the Council members in attendance at the annual Council meeting during the Fall Conference.
2. Officers of the Council shall automatically assume the duties of their respective officers following the last Board of Directors meeting of the year and serve for 1 year.
3. In the event that the resignation of an officer becomes necessary, the officer shall submit the resignation in writing to the President of the Association. Refer to "Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member."

**E. DUTIES AND/OR FUNCTIONS**

1. The Chair shall:
  - a. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
  - b. Conduct the annual business meeting during the Fall Conference.
  - c. Serve on the nominating committee to select candidates for Council offices.
  - d. Serve as chair of the Recreation Professional of the Year Award selection committee.
  - e. Report all activities of the Council to the ASAPERD Board of Directors.
  - f. Submit reports of Council news and activities to the ASAPERD Journal Editor and the Social/Digital Media Manager (refer to Publications Policies and Procedures).
  - g. Plan Council sessions for the Fall and Spring Conferences under the direction of the Program Planning Chair. (Refer to Fall and Spring Conference Timelines.)
  - h. Turn over files to incoming officer at the conclusion of the term.
2. The Chair-elect shall:
  - a. Perform the duties of the Chair in his/her absence.
  - b. Serve on the nominating committee to select candidates for Council offices.
  - c. Serve as a member of the Recreation Professional of the Year Award selection committee.
  - d. Provide input for Council sessions for the Fall Conference to the Program Planning Chair. (Refer to the Fall Conference Timeline.)
  - e. Turn over files to incoming officer at the conclusion of the term.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Higher Education Council**

**A. PURPOSE OF THE COUNCIL**

1. To raise the standards of professional preparation in all Association disciplines (e.g., health education, physical education, recreation, dance, sport and exercise science)
2. To plan and conduct informative programs during state conferences.
3. To assist the Future Professionals Council with conference sessions and other activities as needed.

**B. OFFICERS OF THE COUNCIL**

1. Chair
2. Chair-elect

**C. QUALIFICATIONS**

1. Officers must be members of the association for at least 1 year.
2. Officers must have had 1 year of experience at the college level.

**D. ELECTION**

1. The names of qualified candidates shall be placed on the ballot and shall be voted upon by the Council members in attendance at the annual Council meeting during the Fall Conference.
2. Officers of the Council shall automatically assume the duties of their respective officers following the last Board of Directors meeting of the year and serve for 1 year.
3. In the event that the resignation of an officer becomes necessary, the officer shall submit the resignation in writing to the President of the Association. Refer to "Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member."

**E. DUTIES AND/OR FUNCTIONS**

1. The Chair shall:
  - a. Conduct the council meeting during the Fall Conference.
  - b. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
  - c. Serve on the nominating committee to select candidates for Council offices.
  - d. Serve on the committee to select the College/University Physical Education Professional of the Year.
  - e. Report all activities of the Council to the ASHPERD Board of Directors.
  - f. Submit reports of Council news and activities to the ASHPERD Journal Editor and Social/Digital Media Manager (refer to Publications Policies and Procedures).
  - g. Plan Council sessions for the Fall and Spring Conferences under the direction of the Program Planning Chair and be sure the Future Professionals Council sessions are planned and submitted (Refer to Fall and Spring Conference Timelines.)
  - h. Turn over files to incoming officer at the conclusion of the term.
2. The Chair-elect shall:
  - a. Perform the duties of the Chair in his/her absence.
  - b. Upon election provide in writing, home and professional contact information in order that he/she may be reached by mail at any time during their term of office.
  - c. Serve on the nominating committee to select candidates for Council offices.
  - d. Provide input for Council sessions for the Fall Conference to the Council Chair and the Program Planning Chair (Refer to the Fall Conference Timeline.)
  - e. Turn over files to incoming officer at the conclusion of the term.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the District Representatives**

**A. QUALIFICATIONS**

1. Officers must be members of the Association for at least 1 year.
2. Officers must have worked in health, physical education, physical activity, sport, exercise science or related discipline capacity within the District for at least 1 year prior to serving as representative of the District.
3. Officers must work in the respective District throughout the term of office.

**B. ELECTION**

1. The names of qualified candidates shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the ASAPERD at the annual Fall Conference.
2. Representatives from Districts 2, 4, 6, and 8 will be elected in even numbered years and Representatives from Districts 1, 3, 5, and 7 will be elected in odd numbered years.
3. The newly elected Representatives shall automatically assume the duties of the office following the last Board of Directors meeting of the year and shall serve for a period of 2 years.
4. If the resignation of the Representative becomes necessary, the officer shall submit the resignation in writing to the President. Refer to "Absence Policy-Procedure for Appointing a Replacement for a Resigned Board Member."

**C. DUTIES AND/OR FUNCTIONS**

1. Organize a workshop in the District during the second year of his/her two-year term. See ASAPERD District Workshop Guidelines and Request for Funds in the ASAPERD Policies and Procedures.
2. Upon election, provide complete contact information in order that he/she may be reached at any time during the term of office.
3. Meet with the Board of Directors whenever meetings are called by the President.
4. Solicit and encourage membership in ASAPERD and SHAPE America.
5. Submit District news and activities to the ASAPERD Journal Editor (refer to Publications Policies and Procedures), the Advocacy Committee Chair and the Social/Digital Media Manager for appropriate distribution.
6. Submit written reports as necessary and submit copies of a report of the activities of the year to the President, President-elect, Executive Director, along with other materials of his/her respective office at the last meeting of the year.
7. Work with President-Elect to organize silent auction at the Fall Conference.
8. Plan to attend the Fall Conference and Spring Conference, if possible.
9. Establish and maintain a network of HPERD professionals including a contact person in each school system within the Representative's District. A copy of these lists should be submitted to the President and Executive Director.
10. Solicit and submit nominations for officers and awards.
11. Aid the Association and its committees (e.g., Advocacy Committee) in dissemination of information to the membership, legislators and other appropriate people or groups within the Representative's District.
12. Identify key leaders within the Representative's District outside the HPERD profession (e.g., PTA Presidents, legislators, administrative leaders).
13. Provide a list of sources for local dissemination of Association news (i.e., television, radio, and newspaper contacts) to the President, Executive Director and Advocacy Committee Chair.
14. Communicate the concerns and needs of the District to the ASAPERD Board.
15. At the conclusion of the term of office, turn over the files to the incoming officer.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Jump Rope for Heart/Hoops for Heart Coordinator  
(Joint Projects Coordinator)**

**A. PURPOSE OF THE ASAPERD/AHA JOINT PROJECTS COORDINATOR**

1. To keep the ASAPERD Board of Directors informed of the activities of Jump Rope for Heart/Hoops for Heart.
2. To inform the Southern District and the American Alliance for HPERD about the activities of Jump Rope for Heart/ Hoops for Heart in Alabama.
3. To represent the ASAPERD at any SHAPE America/AHA Joint Projects activities that may occur during the term of office.

**B. SELECTION AND QUALIFICATIONS**

1. The coordinator of ASAPERD/AHA Joint Projects is an appointment made by the President with approval of the Board. The term of office is 3 years; reappointment is permissible. The Board must approve the appointment each year.
2. Must have been a member of the Association for at least 1 year.
3. Must have had experience conducting a Jump Rope for Heart or Hoops for Heart event for at least 1 year.

**C. DUTIES AND/OR FUNCTIONS**

1. The Joint Projects Coordinator serves as an official non-voting member of the Board of Directors.
2. The Joint Projects Coordinator is the chair of the ASAPERD/AHA Joint Projects Task Force charged with overall planning, promotion and evaluation of Jump Rope for Heart and Hoops for Heart activities.
3. Identify the key school district physical education coordinators, directors, and others who will recruit event coordinators.
4. Evaluate basis for physical educators' participation and non-participation in conducting a Jump Rope for Heart/Hoops for Heart event.
5. Each year establish a goal to increase Jump Rope for Heart/Hoops for Heart participation among physical educators. (See AHA "Most Wanted List")
6. Plan Jump Rope for Heart/Hoops for Heart sessions at Fall and Spring Conference including the third year in the term of office when reappointment does not occur. (Refer to Fall and Spring Conference Timelines).
7. Participate in development of the Jump Rope for Heart/Hoops for Heart budget.
8. Provide publicity about Jump Rope for Heart/Hoops for Heart on radio, television, newspapers, etc.
9. Work with Jump Rope for Heart demonstration teams to publicize the program.
10. Conduct an end-of-the-year evaluation.
11. Assure that Jump Rope for Heart/Hoops for Heart articles and advertisements are submitted to the SHAPE America publications, the ASAPERD website, *ASAPERD Journal*, state education and school district publications, and AHA of Alabama Newsletter/journals, etc.
12. Utilize regional, state, and school district in-service (or other) workshops, AHA State Convention for Jump Rope for Heart/Hoops for Heart promotion.
13. Promote Jump Rope for Heart during National Physical Education and Sport Week and National Physical Fitness and Sport Month.
14. Serve as chair of the selection committee for the Jump Rope for Heart/Hoops for Heart Coordinators' Grants (refer to Awards Committee Operating Code). Send two names to the President for consideration as members of the committee. Send the names of the recipients to the Executive Director by November 1.
15. Serve as chair of the selection committee for the Jump Rope for Heart and Hoops for Heart Coordinators of the Year (refer to Awards Committee Operating Code).
16. Develop a Plan of Action to be submitted at the May Board meeting.
17. Plan and promote jump rope skills workshops throughout the state.
18. Obtain a copy of the current Joint Projects Memorandum of Agreement from the Executive Director.
19. Work with the Executive Director and President to meet the requirements of the Joint Projects MOA.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Journal Editor**

**A. PURPOSE OF THE JOURNAL EDITOR**

1. To facilitate the review process for manuscripts to be published in the ASAPERD Journal.
2. Edit manuscripts for publication following APA style and send to the Executive Director for electronic publication.

**B. SELECTION AND QUALIFICATIONS**

1. The Journal Editor shall be appointed by the President and approved by the Board of Directors of an indefinite time.
2. Must have been a member of the Association for at least 1 year and maintain membership throughout the term of office.
3. Must have significant knowledge of APA publication style as well as computer skills utilizing word processing programs.

**C. DUTIES AND/OR FUNCTIONS**

1. Make a written report at each Board meeting.
2. Prepare a file of materials to be passed on to the incoming Journal Editor.
3. Chair the ASAPERD Editorial Board.
4. Present plan of action to include publication deadlines for the coming year at the May Board meeting.
5. Submit in writing to the Executive Director by February 1 budgeting request for coming year.
6. Contact the membership of ASAPERD and solicit individuals interested in serving as part of the Review Board for the purpose of reviewing articles submitted for possible publication in the peer reviewed section of the ASAPERD Journal. Review Board members must be members of the Association and maintain membership throughout their time serving on the Review Board.
7. Receive manuscripts and facilitate the review process.
8. Prepare accepted manuscripts for publication following the established guidelines.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Advocacy Committee**

- A. PURPOSE OF THE ADVOCACY COMMITTEE
1. To develop a successful and ongoing advocacy program for the Association.
  2. To disseminate information concerning public affairs and legislation pertinent to health, physical education, physical activity, sport, exercise science and related fields.
- B. ORGANIZATION
1. The committee shall be a Standing Committee.
  2. The committee shall consist of a chair appointed by the President, the District Representatives, as well as the American Heart Association, Governor's Commission on Physical Fitness, and Alabama State Department of Education liaisons.
  3. The ASAPERD Legislative Liaison shall be an ex officio member of the committee.
- C. DUTIES AND/OR FUNCTIONS
1. The Chair shall be appointed by the President for a 3-year term as an official non-voting member of the Board of Directors.
  2. The Chair, with assistance of the Committee shall develop a Plan of Action to be submitted at the May Board meeting.
  3. Submit in writing to the President and Executive Director budgetary requests for the upcoming year.
  4. The Chair or a member of the committee appointed by the chair shall submit articles as needed to editors of the *ASAPERD Journal* and the Social/Digital Media Manager to inform members of important and relevant advocacy initiatives.
  5. Each committee member shall study the specific advocacy needs in their own area and shall make recommendations to the Chair.
  6. The regular meetings of the committee shall be at the ASAPERD Board of Directors meetings.
  7. Create a monthly focus and appropriate information to be distributed to the ASAPERD membership.
  8. Collaborate with other groups to promote the mission and vision of ASAPERD.
  9. The Legislative Liaison shall keep a current list of local, state and national government officials and legislators, and persons in education organizations with whom communication may be necessary and keep the legislative handbook up to date.



**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND  
DANCE**

**Operating Code for the Office of Executive Director Selection/Evaluation Committee**

**A. QUALIFICATIONS**

The President shall appoint a standing committee called the Executive Director Selection/Review Committee. The Committee shall consist of five members: the President (as chair), Past-President, Parliamentarian, and two members from the Board of Directors.

**B. SELECTION/REVIEW**

**Review:** The committee shall review and evaluate the performance of the Executive Director annually by the fall Board meeting and make recommendations to the Board regarding further appointment (see Executive Director Evaluation Form in the Board of Directors/Council Officers Handbook). If the committee recommends termination before the end of the term and the Board approves it, the procedures below are followed.

**Selection:** The committee shall advertise for this position, screen applicants and present up to three candidates, depending on the number and the qualifications of the applicants received, to the Board of Directors. The committee shall present the candidate(s) at the winter Board of Directors meeting. The Board shall make a final selection at this meeting. If there is no Winter Board of Directors meeting, this process will take place at the Spring Board of Directors meeting. The appointment is effective at the time the new officers assume office. The Executive Director is selected for a 3-year term.

**Vacancy:** In case of a vacancy during a 3-year term, the committee shall meet within 2 weeks and make a written recommendation for a person to fill the remainder of the term. The Board must approve the selection.

**Length of Service:** The Executive Director may serve multiple terms. During the review in the second year of a term, the committee shall make a recommendation to the Board regarding reappointment for a 3-year term. If non-reappointment is recommended the aforementioned process is followed.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Strategic Planning Committee**

**A. PURPOSE OF THE STRATEGIC PLANNING COMMITTEE**

1. To bring together ideas and concepts from the divisions and their substructures and translate them into a logical sequential format amenable to use by the Board.
2. To recommend short and long range plans to the Board for consideration.

**B. ORGANIZATION**

1. The Committee shall be a Standing Committee.
2. The Committee shall consist of five members appointed by the President, with at least one member selected from each of three divisions. The term of office shall be 2 years on a staggered plan.
3. The President-elect of ASHPERD shall serve as an ex-officio member of the Committee.
4. The Chair shall be appointed by the President for a period of 3 years with Board approval each year.
5. Resignations from the Committee shall be presented to the President in writing. The President shall then appoint a successor to complete the unexpired term.
6. The Committee shall conduct its business by email, at regular Board meetings, conference calls, during the annual conferences, or at special called meetings.

**C. DUTIES AND/OR FUNCTIONS**

1. The duties of the Chair are to:
  - a. Send appropriate correspondence to the Committee and preside at the meetings.
  - b. Send to the President, President-elect, Past President, and Executive Director copies of all correspondence.
  - c. Attend Board meetings and help reference all motions of action to the Strategic Plan.
  - d. Transfer the Committee files to the incoming Chair at the end of the term of office.
2. The duties of the Committee are to:
  - a. Bring together ideas/concepts from divisions and membership at large, and prioritize recommendations within the Strategic Planning program. An effort must be made to have each of the designated areas provide ideas and suggestions on a yearly basis.
  - b. Assess developing trends and offer recommendations to the Board of Directors for consideration for implementation.
  - c. Review and synthesize reports which address implications for the future and /or strategic planning. Recommendations to the Board should be a priority basis.
  - d. Formulate a program of strategic planning for the ASHPERD to include but not be limited to the following:
    1. Providing services for persons in the profession
    2. Conducting conferences, workshops, clinics, etc.
    3. Enhancing staff development programs
    4. Encouraging research and scholarly endeavors
    5. Recruiting, retaining, and servicing members
    6. Educating the public about the profession
  - e. Use all information gathered and generated to update the Strategic Plan on a yearly basis.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Awards Committee**

**A. PURPOSE OF THE AWARDS COMMITTEE**

To conduct the selection process for recognizing professionals and lay leaders for contributions made to the profession and community.

**B. ORGANIZATION**

1. The Chair of the Awards Committee, a Standing Committee, shall be appointed by the President for a 3-year term and shall be known as the Awards Coordinator.
2. All committee appointments shall be made by the President for 1 year terms and shall be made not later than May 1st. The Board of Directors must approve all appointments.
3. All Association awards are determined by sub-committees consisting of members serving as a result of offices they hold and/or appointments made by the President.
4. The Awards Coordinator organizes the selection procedure utilizing each appropriate sub-committee. The Awards Coordinator shall forward all eligible nominees to the appropriate sub-committee from which a recipient shall be selected.
5. Chairs of each sub-committee recommend award recipients to the Awards Coordinator who presents them to the President in writing for approval by the Board. (Refer to Awards Committee Timeline.)
6. The Awards Coordinator will be responsible for sending all relevant materials for the health, physical education, recreation, dance, ethnic minority award, jump and hoops for heart coordinators, and outstanding future professional awards to the SHAPE America Southern District Awards Coordinator by the deadlines published on the Southern District website.
7. Upon completion of the selection process, all materials shall be returned to the Executive Director.
8. Sub-committees will select the following award recipients:
  - a. ASAPERD Honor Award
  - b. Awards Eligible for SHAPE America Southern District Consideration:
    1. Elementary School Physical Education Teacher of the Year Award
    2. Middle School Physical Education Teacher of the Year Award
    3. High School Physical Education Teacher of the Year Award
    4. Health Educator of the Year Award
    5. Recreation Professional of the Year Award – Propose eliminating award due to lack of viability
    6. College/University Physical Education Professional of the Year
    7. Jump Rope for Heart Coordinator of the Year Award
    8. Hoops for Heart Coordinator of the Year Award
    9. Outstanding Student Award
    10. College/University Physical Education Professionals of the Year
  - c. Recognition Awards:
    1. Outstanding Administrator Award
    2. Angie Nazaretian Lay Leader Award
    3. ASAPERD Service Award
    4. Athletic Coach of the Year Award (~~male and female~~)
    5. Ethnic Minority Award – Propose eliminating award due to lack of viability
    6. Pathfinder Award – Propose eliminating award due to lack of viability
9. The Executive Director shall issue a call for nominations for all Association awards given at the Fall Conference. Specific qualification for each award will be included.
10. The deadline for nominations for all awards to be given at the Fall Conference shall be published in the ASAPERD Journal and on the ASAPERD website.
11. The Executive Director shall be responsible for the engraving of the medallions and plaques prior to the time of presentation.

12. The Awards Coordinator shall send a 250-300 word biographical sketches of the recipients who are to receive the awards at the Fall Conference to the Executive Director by October 15.

### C. PROCEDURE

Each sub-committee will carry out its prescribed function in accordance with the ASAPERD By-Laws.

#### **ASAPERD HONOR AWARD**

##### 1. *The ASAPERD Honor Award*

- a. The Honor Award Committee (HAC) is a Standing Committee.
- b. The Chair of the Honor Award Committee shall be appointed by the President for a 1-year term and shall be a past Honor Award recipient.
- c. The President shall appoint four additional members to 1 year terms. Each member shall be a former Honor Award recipient.
- d. The Honor Award shall be presented at the Fall Conference at the Fall Conference Honors and Awards Celebration. No more than three Honor Awards may be given in a year. Recipients receive a medallion engraved with their name and the year they receive the award.
- e. Qualifications for the Honor Award are:
  1. Must be at least 35 years of age.
  2. Must have made contributions within the fields of health, physical education, recreation, sport, exercise science or related field.
  3. Must have rendered a minimum of 5 years of service to ASAPERD.
  4. Must be living (no post mortem awards) and reside in Alabama.
- f. Selection Procedures:
  1. Nominations shall be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  2. The Awards Coordinator will request the nominee to complete the standard nominee data form and return it to the HAC Chair by March 1 to be considered for the current year. The standard nominee data forms shall be followed and shall be limited to six pages. Nominees will be so informed. The biographical sketch shall follow the official form and shall not include personal letters of recommendation. The Awards Coordinator should seek up-dated biographical sketches previously submitted by unsuccessful candidates. Candidates will be considered for 3 years from the initial year of nomination.
  3. All HAC correspondence is to be regarded as strictly confidential and is to be frank and without prejudice.
  4. The HAC Chair shall supply the committee members with a copy of the Operating Code, a complete list of the candidates to be considered, their biographical sketches, and a rating form by March 15 with a requested return date of April 1. The committee must give each candidate a rating as follows:

Group 1--Outstanding qualifications.....	10 points
Group 2--Excellent qualifications.....	7 points
Group 3--Good qualifications.....	5 points
Group 4--Fair qualifications.....	3 points
Group 5--Drop from the list.....	0 points
  5. The rating and ranking procedures are:
    - a. HAC Chair determines the candidates receiving high ratings (Group 3 and above) and returns the list to the HAC for a second rating, indicating points for each candidate. Return date is on or before April 15.
    - b. Chair determines the 3 candidates with the highest total rating points on the second rating and sends this list to the committee with a form that indicates "yes" or "no" for each candidate. Three affirmative votes are necessary for committee approval of a candidate. (Must be returned by April 25, selection complete by April 30).
    - c. HAC Chair submits the committee's selection to the Awards Coordinator by May 1.
  6. The HAC Chair shall notify the unsuccessful candidates regarding the HAC's selection. The ASAPERD President shall notify the recipient(s) of the Honor Award.

7. The Awards Coordinator shall maintain the information on the unsuccessful candidates so that they may be considered in ensuing years, but without prior claim for special consideration.

**AWARDS ELIGIBLE FOR SASD CONSIDERATION** – Current ASAPERD Division Officers (i.e., vice president, vice president-elect, council chair and council chair-elect) are not eligible for these awards while serving on the ASAPERD Board of Directors. This does not apply to the Outstanding Future Professional Award.

1. *Elementary School Physical Education Teacher of the Year*

- a. The name of this award shall be the Elementary School Physical Education Teacher of the Year Award.
- b. The ASAPERD Committee to select the recipient shall include:
  1. Vice President of Physical Education, Chair
  2. Vice President-elect of Physical Education
  3. Immediate Past Vice President of Physical Education
  4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
- c. There shall be only one recipient of the award each year.
- d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
- e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- f. To be eligible, a nominee must:
  1. Teach elementary school physical education.
  2. Have at least 5 years (in field) teaching experience in Alabama.
  3. Be an active professional member of ASAPERD.
- g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.

2. *Middle School Physical Education Teacher of the Year*

- a. The name of this award shall be the Middle School Physical Education Teacher of the Year Award.
- b. The ASAPERD Committee to select the recipient shall include:
  1. Vice President of the Physical Education Division, Chair
  2. Vice President-elect of the Physical Education Division
  3. Immediate Past Vice President of the Physical Education Division
  4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
- c. There shall be only one recipient of the award each year.
- d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
- e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- f. To be eligible, a nominee must:
  1. Teach middle school physical education.
  2. Have at least 5 years (in field) teaching experience in Alabama.
  3. Be an active professional member of ASAPERD.
- g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.

3. *High School Physical Education Teacher of the Year*

- a. The name of this award shall be the Secondary School Physical Education Teacher of the Year Award.
- b. The ASAPERD Committee to select the recipient shall include:
  1. Vice President of the Physical Education Division, Chair
  2. Vice President-elect of the Physical Education Division
  3. Immediate Past Vice President of the Physical Education Division
  4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
- c. There shall be only one recipient of the award each year.

- d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
  - e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f. To be eligible, a nominee must:
    - 1. Teach high school physical education.
    - 2. Have at least 5 years (in field) teaching experience in Alabama.
    - 3. Be an active professional member of ASAPERD.
  - g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.
4. *Health Educator of the Year*
- a. The name of this award shall be the Health Educator of the Year Award.
  - b. The ASAPERD committee to select the recipient shall include:
    - 1. Vice President of the Health Division, Chair
    - 2. Vice President-elect of the Health Division
    - 3. Immediate Past Vice President of the Health Division
    - 4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
  - c. There shall be only one recipient of the award each year.
  - d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
  - e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f. To be eligible, a nominee must:
    - 1. Teach health education for an elementary, middle, junior high, high school, or college/university in Alabama.
    - 2. Have at least 5 years full-time (in field) teaching experience in Alabama
    - 3. Be an active professional member of ASAPERD
  - g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.
5. *Recreation Professional of the Year*
- a. The name of this award shall be the Recreation Professional of the Year Award.
  - b. The ASAPERD Committee to select the recipient shall include:
    - 1. Chair of the Physical Activity Council, Chair
    - 2. Chair-elect of the Physical Activity Council
    - 3. One member appointed by the President
    - 4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
  - c. There shall be only one recipient of the award each year.
  - d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
  - e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f.
    - 1. Serve as a professional in the recreation field.
    - 2. Have at least 3 years of continuous recreation service in Alabama.
    - 3. Be an active professional member of ASAPERD
  - g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.
6. *College/University Physical Education Professional of the Year*
- a. The name of this award shall be the College/University Physical Education Professional of the Year Award.
  - b. The ASAPERD committee to select the recipient shall include:
    - 1. Vice President of the Physical Education Division, Chair
    - 2. Vice President-elect of the Physical Education Division
    - 3. Chair of the Higher Education Council

4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
  - c. There shall be only one recipient of the award each year.
  - d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards celebration.
  - e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f. To be eligible, a nominee must:
    1. Teach physical education at the college/university level in Alabama.
    2. Have at least 5 years full-time (in field) teaching experience at the college/university level in Alabama.
    3. Be an active professional member of ASAHPERD.
  - g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.
7. *Jump Rope for Heart Coordinator of the Year Award*
- a. The name of this award shall be the Jump Rope for Heart Coordinator of the Year Award.
  - b. There shall be one recipients of the award each year.
  - c. The committee to select the recipients shall be composed of:
    1. Jump Rope for Heart/Hoops for Heart Coordinator, Chair
    2. Two members appointed by the President (past recipients of the award should receive consideration).
  - d. The recipient shall receive an engraved plaque at the annual Fall Conference Honors and Awards Celebration.
  - e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f. To be eligible a nominee must:
    1. Be an active professional member of ASAHPERD.
    2. Have served as a Jump Rope for Heart event coordinator for at least one year.
  - g. Once the award recipient has been selected, nominating materials may be sent to the Southern District SHAPE America Awards Coordinator if the recipient meets the criteria set forth by SHAPE America. See Southern District/SHAPE America websites for criteria, forms, and deadlines.
8. *Hoops for Heart Coordinator of the Year Award*
- a. The name of this award shall be the Hoops for Heart Coordinator of the Year Award.
  - b. There shall be one recipients of the award each year.
  - c. The committee to select the recipients shall be composed of:
    1. Jump Rope for Heart/Hoops for Heart Coordinator, Chair
    2. Two members appointed by the President (past recipients of the award should receive consideration).
  - d. The recipient shall receive an engraved plaque at the annual Fall Conference Honors and Awards Celebration.
  - e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f. To be eligible a nominee must:
    1. Be an active professional member of ASAHPERD.
    2. Have served as a Hoops for Heart event coordinator for at least one year.
  - g. Once the award recipient has been selected, nominating materials may be sent to the Southern District SHAPE America Awards Coordinator if the recipient meets the criteria set forth by SHAPE America. See Southern District/SHAPE America websites for criteria, forms, and deadlines.
9. *ASAHPERD Outstanding Student Award*
- a. The name of this award shall be the ASAHPERD Outstanding Student Award.
  - b. The purpose of this award is to honor the outstanding undergraduate student member of ASAHPERD majoring in health, physical education, recreation, sport, exercise science, or related field who has displayed leadership, scholarship, and service during his/her first undergraduate professional preparation degree.

- c. The Future Professionals Council Advisor will serve as the Chair of the Outstanding Student Award Committee. The President will appoint two other members of the three-person committee after the nominations are received. (These individuals should be professional members of ASAPERD who are involved with major's clubs but whose institution has not submitted a nominee for this award.) In the event an application is received from the same institution as the Future Professionals Council Advisor, the President of ASAPERD shall appoint an additional committee member. The Future Professionals Council Advisor shall remain as a non-voting Chair.
- d. The President of the Association shall be responsible for notifying the recipient.
- e. The award recipient shall be advanced to the Southern District SHAPE America Outstanding Student Award competition.
- f. The qualifications for nominees are:
  1. Serves as a positive role model for the profession and his/her peers.
  2. Assumes responsibility for his/her professional growth.
  3. Shows evidence of professional commitment through membership and involvement in local, state, and national HPERD organizations.
  4. Is enrolled as a full-time, first time undergraduate student at his/her university when declared the ASAPERD and Southern District recipient.
- g. The nomination and selection procedures are:
  1. Any student may be nominated for the award by another student or faculty member who is a member of ASAPERD.
  2. Nominations must be submitted typewritten following the format of the official application form.
  3. The Future Professionals Council Chair will submit the name and biographical data of the state recipient to the Southern District Awards Coordinator by September 1.
  4. The state recipient must attend the Southern District Annual Conference to remain eligible for the Southern District SHAPE America award.
- g. The ASAPERD recipient shall be recognized at the Honors and Awards Celebration during the Fall Conference.
- h. The ASAPERD Future Professionals Council Advisor shall submit a 250-300-word biographical sketch of the recipient to the Executive Director.

#### **AWARDS THAT DO NOT GO FORWARD**

1. *Outstanding Administrator Award*
  - a. The name of this award shall be the Outstanding Administrator Award.
  - b. There shall be only one recipient of the award each year.
  - c. The Executive Director of ASAPERD will serve as Chair of the committee to select the recipient. Two other committee members will be appointed not later than June 1 by the President for 1 year.
  - d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
  - e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f. To be eligible, a nominee must:
    1. Be a school or college administrator and have served in the current position for at least 3 consecutive years.
    2. Have made administrative contributions that have positively affected health and physical education programs in his/her school.
2. *Angie Nazaretian Lay Leader Award*
  - a. The name of this award shall be the Angie Nazaretian Leader Award and is given in honor of Dr. Angie Nazaretian in appreciation for her long and distinguished service to the ASAPERD.
  - b. There shall be no more than one award given each year.
  - c. The Executive Director of ASAPERD will serve as Chair of the committee to select the recipient. Two other committee members will be appointed not later than June 1 by the President for 1 year.
  - d. The recipient will receive an engraved plaque, presented at the Fall Conference Honors and Awards Celebration.



- e. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f. To be eligible, a nominee must:
    - 1. Be a non-HPERD professional (*i.e.*, *ASAHPERD members are not eligible*)
    - 2. Have made significant contributions to HPERD programs.
3. *ASAHPERD Service Award*
- a. The name of this award shall be the ASAHPERD Service Award.
  - b. There shall be no more than one award given each year.
  - c. The committee to select the recipient shall be composed of:
    - 1. President Elect, Chair
    - 2. Vice President, Health Division
    - 3. Vice President, Physical Education Division
    - 4. Vice President, Sport & Exercise Science
  - d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
  - e. Nominations must be received by the Executive Director by The published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f. To be eligible a nominee must:
    - 1. Have made significant contributions to *ASAHPERD and/or* HPERD programs.
    - 2. Be an active, non-student member of ASAHPERD *for a minimum of 10 years*.
4. *Athletic Coach of the Year Award*
- a. The name of this award shall be the Athletic Coach of the Year Award.
  - b. There shall be one recipient of the award each year. The ASAHPERD Athletics Council officers are not eligible for this award while serving on the Council.
  - c. The committee to select the recipients shall be composed of:
    - 1. Athletics Council Chair, Chair of the Award Committee
    - 2. Athletics Council Chair-elect
    - 3. One member appointed by the President
  - d. The recipient shall receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
  - e. Nominations must be received by the Executive Director by The published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - f. To be eligible a nominee must:
    - 1. Presently coach in a middle, junior, or senior high school in Alabama.
    - 2. Have at least 5 years coaching experience in Alabama.
    - 3. Be an active professional member of ASAHPERD.
5. *Ethnic Minority Award* (Current ASAHPERD Division Officers (*i.e.*, vice president, vice president-elect, council chair and council chair-elect) are not eligible for this award while serving on the ASAHPERD Board of Directors.
- a. The name of this award shall be the Ethnic Minority Award.
  - b. There shall be only one recipient of the award each year.
  - c. The recipient of this award shall be Alabama's official entry in the Southern District Ethnic Minority Award contest if all criteria of said award are met (see Southern District website for criteria and deadline).
  - d. The committee to select the recipient shall be composed of:
    - 1. Past President, Chair
    - 2. Vice President, Health Division
    - 3. Vice President, Physical Education Division
    - 4. Vice President, Sport & Exercise Science Division
  - e. The recipient shall receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
  - f. Nominations must be received by the Executive Director by Published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
  - g. To be eligible a nominee must:

1. Be a current active member of ASAHPERD.
2. Serve professionally in school (K-12), college/university, or community programs for a minimum of 5 years prior to nomination.
3. Present evidence of successful service in any two of the three following categories:
  - a. record of increasing the involvement of ethnic minorities in ASAHPERD,
  - b. evidence of increasing communication with greater numbers of ASAHPERD members who are ethnic minorities, and/or
  - c. a record of extending meaningful professional service to the ASAHPERD ethnic minority membership

6. *Pathfinder Award*

- a. The name of this award shall be the Pathfinder Award.
- b. There shall be only one recipient of the award each year.
- c. The committee to select the recipient shall be composed of:
  1. Chair of the Athletics Council, Chair
  2. Chair-elect of the Athletics Council
  3. One member appointed by the President
- d. The recipient of this award shall receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
- e. Nominations must be received by the Executive Director by Published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- f. To be eligible a nominee must:
  1. Be a current, active member of ASAHPERD.
  2. Be someone who has made significant contributions to advocacy, recruitment, and enhancement of girls and women in sport and sport leadership in the Alabama.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Elections Committee**

**A. PURPOSE OF THE ELECTIONS COMMITTEE**

To conduct election of officers at the Fall Conference.

**B. ORGANIZATION**

1. The Elections Committee shall be a standing committee.
2. The chair shall be the Past-President of the Association.
3. The committee shall be composed of the chair and four other members appointed by the President. All members of the Elections Committee will be past-presidents of the Association. (In the event that four past-presidents are unavailable, current members of the Board of Directors may be appointed by the Elections Committee chair.)
4. All appointments shall be made for a period of 1 year.

**C. DUTIES AND/OR FUNCTIONS**

1. The business of the committee shall be conducted in the manner prescribed in the Bylaws of the ASAPERD.
2. As soon as the chair receives from the President the names of persons comprising the Elections Committee, the chair shall send to each member of the committee a copy of the Operating Code.
3. The chair shall conduct absentee voting according to the approved Absentee Voting Procedure.
4. The chair shall organize the pictures and vita of the Board of Directors nominees (President-elect, Division Vice Presidents, District Representatives, and Council Chairs-Elect), for display at the Fall Conference.
5. The chair shall print and distribute the official ballot.
6. The chair is responsible for setting up the voting area and for supervision of the voting.
7. The Committee is responsible for counting the votes at the conclusion of voting, presenting the results to the President so that the newly elected officers can be presented at the last general session/awards celebration. The chair shall then give the ballots and the election tally sheets to the Executive Director who will keep them on file for 1 year.
8. The chair shall provide copies of the Statement of Candidacy Form and the ASAPERD Personal Data Sheet of all newly elected officers to the President-elect and Executive Director.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Executive Committee**

**A. PURPOSE OF THE EXECUTIVE COMMITTEE**

The purpose of this committee is to advise the President and assist with the functioning of the Association.

**B. ORGANIZATION**

1. The committee is a Standing Committee.
2. Committee members are appointed for 1-year terms.
3. The committee consists of the President, as chair, the Past President, the President-elect, the Executive Director, and the Parliamentarian. If needed the President may appoint one other Association member to the committee.

**C. DUTIES AND/OR FUNCTIONS**

1. The committee shall assist the President in conducting the business of the Association in accordance with the Articles of Incorporation, By-Laws, and Operating Codes.
2. The committee shall advise the President on all matters called upon to consider.
3. The committee shall be available to the President to study, clarify and recommend possible solutions to selected actions facing the President and the Board.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Finance Committee**

**A. PURPOSE OF THE FINANCE COMMITTEE**

The Finance Committee, which is a Standing Committee of ASAPERD, shall be responsible for the supervision and the planning of the finances of the Association in accordance with the Monetary Policies and the Investment Policy.

**B. ORGANIZATION**

The Finance Committee shall consist of the President as chair and the Executive Director, Past President, President-elect, and Parliamentarian.

**C. DUTIES AND/OR FUNCTIONS**

1. Prepare all Association budgets--Operating, Fall Conference and, Spring Conference.
2. Submit the Operating Budget, Fall Conference Budget, to the Board of Directors for approval at the Spring Board meeting. Submit the Spring Conference budget to the Board of Directors for approval during the Fall Board meeting.
3. Prepare budgets for Board approval for any conferences, workshop, etc. that ASAPERD co-sponsors with any group or organization for the amount of money that ASAPERD is contributing.
4. Oversee investments as outlined in the ASAPERD Investment Policy.
5. Secure a review of the financial records. There will be an external review every 3 years (the last year of the Executive Director's 3-year appointment). An internal review will be done in the years between the external reviews. The report should be submitted no later than the Fall Board meeting.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Necrology Committee**

**A. PURPOSE OF THE NECROLOGY COMMITTEE**

1. To assemble and maintain records of deaths occurring in the current and past membership of the ASAPERD.
2. To recognize and honor the contributions which deceased members have made to the profession and community.
3. To extend the sympathy of the members of the ASAPERD to the bereaved.

**B. ORGANIZATION**

1. The Necrology Committee is a Standing Committee of the ASAPERD and will be appointed by the President with the approval of the Board of Directors.
2. It shall be composed of four members from different areas of the Association (health, physical education, recreation dance, sport or exercise science).
3. Members will serve for 3 years on a rotating basis.
4. The four members will divide the eight districts and maintain connections with representatives of these districts.
5. The President of the Association shall appoint one of these members to serve as Chair with the approval of the Board.

**C. DUTIES AND/OR FUNCTIONS**

1. As soon as the Chair receives the names of persons comprising the committee, he/she shall send them the Operating Code, the names and addresses of the other committee members, as well as a form for the report of deaths.
2. Each committee member shall collect the information about deaths in his/her district and report these to the Chair as they occur. This report shall record the following:
  - a. A brief biographical sketch to include educational background, accomplishments, and memoirs left by the deceased.
  - b. The dates of birth and death.
3. The committee Chair shall keep the register of deaths and make a report of the same to the Association's President, the ASAPERD Journal Editor, and the chair of the Southern District SHAPE America Necrology Committee, within 1 week of receiving the report from the district person.
4. The Chair shall make a report at the first general session of the Fall Conference.
5. The Chair shall inform the Executive Director of deaths as soon as possible so that an appropriate letter of sympathy can be sent on behalf of the association.

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operating Code for the Nominating Committee**

**A. PURPOSE OF THE NOMINATING COMMITTEE**

1. To encourage qualified individuals from the membership of the ASAPERD to serve as President-elect, Vice President-elect for each Division, District Representatives, and the Chairs-elect of the Councils. District Representatives serve 2 years. Representatives from odd numbered districts are elected during odd years and representatives from even numbered districts are elected during even years.
2. To select two persons from the nominees for each Board of Directors officer (except Council Chairs-elect), after securing from each nominee a written expression of their willingness to serve.
3. To present the names of the nominee for each office to the Board of Directors at the September meeting. The Board will then submit the approved slate of officers to the Elections Committee.

**B. ORGANIZATION**

1. The Nominating Committee shall be a Standing Committee.
2. The committee shall consist of a chair (current Past President), the out-going Vice Presidents of each division and three other members appointed by the President.
3. The committee shall be composed of members from at least five different districts and representing, as widely as possible, the various areas and levels of instruction.
4. All appointments shall be made for a period of 1 year.

**C. DUTIES AND/OR FUNCTIONS**

1. The business of the committee shall be conducted in the manner prescribed in the Articles of Incorporation and Bylaws.
2. As soon as the chair receives the names of persons comprising the Nominating Committee, the chair will notify them of their duties, urging them to survey the field of potential candidates for each office. In addition, the chair will send to each member the names of the other members of the Committee and the Operating Code.
3. The Executive Director shall have nominating forms published in all issues of the *ASAPERD Journal* and distribute forms at Fall and Spring Conference. This announcement shall include an invitation to all members of the Association to submit nominations to the Executive Director.
4. The Executive Director shall check the qualifications of each nominee as listed in the Operating Codes and submit the names and contact information of the qualified nominees to the Chair.
5. The chair contacts the nominees for all Board and Council positions, asking them to complete a Statement of Candidacy Form and the ASAPERD Personal Data Sheet.
6. The chair sends all President-Elect, Vice President-Elect and District Representative nominee information to members of the Nominating Committee. Each member shall rank each nominee for each office. It is understood that #1 shall represent the high, #2 the next high, etc.
  - a. The chair shall tabulate these evaluations, retaining the two highest ranking names for each office. He/she shall contact these persons to notify them of their candidacy. In the event of a refusal of one of the first two candidates proposed for each office, the chair shall seek the acceptances for each office from the remaining candidates.
  - b. Each candidate who accepts a nomination will be given a calendar of Board meetings and other Board functions for the upcoming year. The candidate's acceptance assumes he/she understands the time commitment.
  - c. The chair shall submit a copy of the completed slate to each member of the nominating committee as soon as it is completed.
7. The chair sends all Council Chair-elect nominee information to the appropriate Division officers (Vice-President, Vice-President Elect, Council Chair and Council Chair-Elect). Each Division officer shall rank each nominee for each office. It is understood that #1 shall represent the high, #2 the next high, etc.

- a. The chair shall tabulate these evaluations, retaining the two highest ranking names for each office. He/she shall contact these persons to notify them of their candidacy. In the event of a refusal of one of the first two candidates proposed for each office, the chair shall seek the acceptances for each office from the remaining candidates.
  - b. Each candidate who accepts a nomination will be given a calendar of Board meetings and other Board functions for the upcoming year. The candidate's acceptance assumes he/she understands the time commitment.
  - c. The chair shall submit a copy of the completed slate to each Division officer as soon as it is completed.
8. The chair will submit the proposed slate of nominees to the ASAPERD Executive Committee at the September Board meeting. Board approval must be granted before the list is official.
9. The chair will notify all nominees regarding their selection as a candidate, thank them for being nominees and remind candidates of obligations during the Fall Conference.