

**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 for at least 5 years.
3. Demonstrated leadership in the fields related to health, physical education, recreation, dance, sport, exercise science, physical activity and/or coaching.

B. ELECTION

1. The President-elect becomes President following the last Board of Directors meeting of the year and serves for 1 year.
2. If the resignation of the President becomes necessary, the officer shall submit the resignation in writing to the Executive Director. The President-elect will take over the duties of the President.

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. Work with the Executive Director in conducting business of the Association.
5. Appoint members to all Standing Committees and President's Committees prior to assumption of office.
6. Attend the Southern States Leadership Conference.
7. Appoint members to Board of Directors to fill the non-elected positions.
8. Encourage the vice presidents to initiate projects for their respective groups.
9. Work closely with the Past-President and the President-elect in developing the program for the Fall Conference.
10. Communicate with all officers and committee chairs at regular intervals to keep them informed of new developments in their spheres of interest and encourage them in their individual and collective efforts.
11. 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.
12. 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.
13. Make awards as appropriate during the year. (See "Awards" Operating Code.)
14. Submit organized materials to the Executive Director at the end of the term.
15. Work closely with the President-elect in preparation for transition into their term of office. Pass on copies of all correspondence and materials from the Presidential year.
16. Submit an annual report of the Association activities during the year to the Board of Directors.
17. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
18. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
19. Solicit and encourage membership in the ASAPERD.
20. Encourage and nominate qualified individuals to run for ASAPERD offices.
21. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

**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 ASAHPERD for at least 5 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 ASAHPERD during the time of 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. If the resignation of the President-elect becomes necessary, the officer shall submit the resignation in writing to the President. 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, Bylaws, and Operating Codes.
5. Attend the Society of Association Management (SAM) Leadership Development Conference (LDC) and Southern States Leadership Conference.
6. Cooperate with the in-coming President-elect and turn over files along with a revised copy of this Operating Code.
7. Coordinate the annual Fall Conference Silent Auction with assistance from the District Representatives.
8. Prepare slate of Presidential appointments for all Standing Committees, Presidential Committees, and non-elected officers for approval at the last Board meeting of the year.
9. Obtain the list of newly elected officers from the Executive Director immediately following the election.
10. Develop a list of the Associations officers and committee chairs (names, addresses, telephone numbers, and positions) for the coming year.
11. Provide in writing, home, and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
12. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
13. Solicit and encourage membership in the ASAHPERD.
14. Encourage and nominate qualified individuals to run for ASAHPERD offices.
15. Serve as an ASAHPERD champion and ambassador by promoting ASAHPERD through social media channels. “Like or follow” ASAHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

**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. If the resignation of the Past President becomes necessary, the officer shall submit the resignation in writing to the President. 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.
11. Provide in writing, home, and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
12. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
13. Solicit and encourage membership in the ASAPERD.
14. Encourage and nominate qualified individuals to run for ASAPERD offices.
15. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. “Like or follow” ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

**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 ASAPERD for at least 5 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: President, Past-President (as chair), 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 ASAPERD 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 ASAPERD 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, Bylaws, Operating Codes, and other information as directed.
6. Distribute to the members of the Board, copies of the Association's Articles of Incorporation, Bylaws, 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 ASAPERD Board.
11. Upon receiving the agenda, minutes, and officers' and committees' reports, send them out via e-mail so that the ASAPERD 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 *ASAPERD Journal*.
20. Keep all voting materials for the general election and the Future Professional Council election for 1 year.
21. Attend, or have appropriate ASAPERD representative attend, all State Board of Education meetings.
22. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member

has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

23. 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.
24. 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.

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

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. Ensure 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.
9. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. "Like or follow" ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

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

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 ASHPERD at the time of 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. If the resignation of the Vice President or Vice President-elect becomes necessary, the officer shall submit the resignation in writing to the President. 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. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - b. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
 - c. Serve as chair for the Division and act as a clearinghouse for all matters concerning the Division.
 - d. Coordinate activities under their jurisdiction and 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 underrepresented populations.
 - f. Be responsible for the planning and arrangements that are necessary for Division meetings at conferences and other workshops (see Fall and Spring Conference Timelines).
 - g. Submit written reports as necessary and submit copies of a report of the activities of the year to the President, President-elect, and Executive Director, along with other materials of their respective office at the last meeting of the year.
 - h. Solicit and encourage membership in the ASHPERD.
 - i. Encourage and nominate qualified individuals to run for ASHPERD offices.
 - j. Submit reports of Division news and activities to the ASHPERD Executive Director and Social/Digital Media Manager.
 - k. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. "Like or follow" ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - l. Turn over files to incoming officer at the end of the term.
2. The Vice President-elect shall:
 - a. Upon election provide in writing, home and professional contact information in order to be reached by mail, email and/or phone 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 their absence.
 - d. Assist the Vice President in Division duties as may be assigned.
 - e. Solicit and encourage membership in ASHPERD.
 - f. Encourage and nominate qualified individuals to run for ASHPERD offices.
 - g. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. "Like or follow" ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the

member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

- h. Turn over files to incoming officer at the end of the term.

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

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 ASHPERD at the time of 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. If the resignation of the Vice President or Vice President-elect becomes necessary, the officer shall submit the resignation in writing to the President. Refer to “Absentee Policy-Procedure for Appointing a Replacement for a Resigned Board Member.”

- E. DUTIES AND/OR FUNCTIONS
 - 1. The Vice President shall:
 - a. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - b. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
 - c. Serve as chair for the division and act as a clearinghouse for all matters concerning the Division.
 - d. Coordinate activities under their jurisdiction and 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 underrepresented populations.
 - f. Be responsible for the planning and arrangements that are necessary for Division meetings at conferences and other workshops (see Fall and Spring Conference Timelines).
 - g. Submit written reports as necessary and submit copies of a report of the activities of the year to the President, President-elect, and Executive Director, along with other materials of the respective office at the last meeting of the year.
 - h. Solicit and encourage membership in the ASHPERD.
 - i. Submit reports of Division news and activities to the ASHPERD President, Executive Director, and Social/Digital Media Manager.
 - j. Encourage and nominate qualified individuals to run for ASHPERD offices.
 - k. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. “Like or follow” ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - l. Turn over files to incoming officer at the end of the term.
 - 2. The Vice President-elect shall:
 - a. Upon election provide in writing, home and professional contact information in order to be reached by mail, email, and/or phone 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 their absence.

- d. Assist the Vice President in Division duties as may be assigned.
- e. Solicit and encourage membership in the ASAPERD.
- f. Encourage and nominate qualified individuals to run for ASAPERD offices.
- g. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
- h. Turn over files to incoming officer at the end of the term.

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

Operating Code for the Adapted Physical Education 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 fall and spring conferences.
3. To cooperate with other organizations to improve and expand programs of adapted physical education.
4. To initiate, sponsor and/or collaborate in conferences, workshops, and projects to promote adapted physical activity.
5. To promote an inter-working relationship among the Councils of the Physical Education Division.
6. To develop and/or disseminate materials related to adapted physical activity and physical education.
7. The Adapted Council is open to all ASHPERD 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 for Chair-elect shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the ASHPERD at the time of the annual 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. If 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 in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - c. Serve under the structure of the Physical Education Division.
 - d. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
 - e. Coordinate, under the direction of the Vice President, activities for the Council including 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. Solicit and encourage membership in the ASHPERD.
 - h. Encourage and nominate qualified individuals to run for ASHPERD offices
 - i. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. “Like or follow” ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - j. Present a complete file of the records and the correspondence to the newly elected Council officers at the end of the term of office. Prepare an annual written report for presentation during the last Board meeting of the year.
2. The Council Chair-elect shall:
 - a. Acquaint the membership with the purposes of Adapted Physical Activity Council.
 - b. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - c. Serve under the structure of the Physical Education Division.
 - d. Meet with the Board of Directors whenever meetings are called by the President and submit pertinent information to the Council Chair for inclusion in the Board report.

- 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 ASAPERD offices.
- g. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
- h. Present a complete file of the records and the correspondence to the newly elected Council officer at the last meeting of the year. Prepare an annual written report for presentation during the December Board meeting.

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

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 for Chair-elect shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the ASHPERD at the time of the annual 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. If 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 in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - c. Serve under the structure of the Physical Education Division.
 - d. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
 - e. Coordinate, under the direction of the Vice President, activities for the Elementary Physical Education Council, including 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. Solicit and encourage membership in the ASHPERD.
 - h. Encourage and nominate qualified individuals to run for ASHPERD offices.
 - i. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. “Like or follow” ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - j. 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 final Board meeting of the year.

2. The Council Chair-elect shall:
 - a. Acquaint membership with responsibilities of Elementary Physical Education Council.
 - b. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - 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 called by the President and provide the Council Chair with pertinent information for the board report.
 - e. Work with the Council Chair to plan and conduct activities and programs for the Council including Fall and Spring Conferences.
 - f. Encourage and nominate qualified individuals to run for ASAPERD offices.
 - g. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - 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 final Board meeting of the year.

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

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 for Chair-elect shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the ASHPERD at the time of the annual 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. If 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 in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - c. Serve under the structure of the Physical Education Division.
 - d. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from 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.
 - h. Encourage and nominate qualified individuals to run for ASHPERD offices.
 - i. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. “Like or follow” ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - j. 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 in writing, home, and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - c. Serve under the structure of the Physical Education Division.
 - d. Meet with the Board of Directors whenever meetings are called by the President and provide the Council Chair with pertinent information for the board report.
 - e. Work with the Council Chair to plan and conduct activities for the Council including Fall and Spring Conferences.
 - f. Encourage and nominate qualified individuals to run for ASAPERD offices.
 - g. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - 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 final Board meeting.

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

Operating Code for the Sport & Exercise Science 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 sport and/or exercise science (i.e., exercise physiology, sport, kinesiology, fitness, athletic training).

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 ASHPERD at the time of 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. If the resignation of the Vice President or Vice President-elect becomes necessary, the officer shall submit the resignation in writing to the President. 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. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone 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 their jurisdiction and 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 underrepresented populations.
 - f. Be responsible for the planning and arrangements that are necessary for Division meetings at conferences and other workshops (see Fall and Spring Conference Timelines).
 - g. Establish a working relationship with officers of local, state, and regional organizations (i.e., ACSM, NATA) to plan cooperative conference sessions and other activities.
 - h. Submit written reports as necessary and submit copies of a report of the activities of the year to the President, President-elect, and Executive Director, along with other materials of their respective office at the last meeting of the year.
 - i. Solicit and encourage membership in the ASHPERD.
 - j. Submit reports of Division news and activities to the ASHPERD Executive Director and Social/Digital Media Manager.
 - k. Encourage and nominate qualified individuals to run for ASHPERD offices.
 - l. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. "Like or follow" ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - m. Turn over files to incoming officer at the conclusion of the term.
2. The Vice President-elect shall:
 - a. Provide in writing, home and professional contact information in order to 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 and provide the Division Vice-President with pertinent information for the written report.
 - c. Perform the duties of the Vice President in their absence.
 - d. Assist the Vice President in Division duties as may be assigned.

- e. Solicit and encourage membership in the ASAPERD.
- f. Encourage and nominate qualified individuals to run for ASAPERD offices.
- g. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
- h. 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

1. To promote the ASAPERD within the athletics/sport community in the state.
2. To promote athletics as a viable substructure of ASAPERD.
3. To plan and conduct programs for the ASAPERD Fall and Spring Conferences that will enhance professional development among the athletic cohort in the 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.
6. The Athletic Council is open to all members of ASAPERD with an interest in athletics.

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 for Chair-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 time of the annual 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. If 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. Acquaint membership with responsibilities of Athletics Council.
 - b. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - c. Report all activities of the Council to the Vice President of the Sport & Exercise Science Division of ASAPERD.
 - d. Plan Athletic Council sessions for the Fall and Spring Conferences. (Refer to Fall and Spring Conference Timelines).
 - e. Plan and conduct the council meeting/town hall during the Fall Conference
 - f. Contact the Alabama High Athletic Association to request that Fall Conference dates and speakers be placed on their website.
 - g. Submit reports of Council news and activities to the ASAPERD Executive Director, President, and Social/Digital Media Manager.
 - h. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
 - i. Coordinate, under the direction of the Vice President of SES, activities for the Athletics Council including programs for the Fall and Spring Conferences.
 - j. Solicit and encourage membership in the ASAPERD.
 - k. Encourage and nominate qualified individuals to run for ASAPERD offices.
 - l. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

- m. 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 final Board meeting of the year.
2. The Chair-elect shall:
- a. Perform the duties of the Chair in their absence.
 - b. Acquaint membership with purpose of the Athletics Council.
 - c. Provide in writing, home, and professional contact information in order that they may be reached by mail at any time during their term of office.
 - d. Meet with the Board of Directors whenever meetings are called by the President and submit to the Council Chair pertinent information for the board report.
 - e. Work with the Council Chair to plan and conduct activities for the Council including Fall and Spring Conferences.
 - f. Encourage and nominate qualified individuals to run for ASAPERD 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 final Board meeting of the year.
 - h. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - i. Turn over files to incoming officer at the end of the term.

**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 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 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.

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 or more of the Association's disciplines.

D. ELECTION

1. The names of qualified candidates for Chair-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 time of the annual 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. If 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. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - b. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
 - c. Conduct the council meeting/town hall during the Fall Conference.
 - 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. Plan 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 Executive Director, and Social/Digital Media Manager.
 - g. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the

- member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - h. Turn over files to incoming officer at the final Board meeting of the year.
2. The Chair-elect shall:
- a. Perform the duties of the Chair in their absence.
 - b. Meet with the Board of Directors whenever meetings are called by the President and submit to the Council Chair pertinent information for the board report.
 - 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. Work with Council Chair to conduct the council meeting/town hall during the Fall Conference.
 - f. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. “Like or follow” ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - g. Turn over files to incoming officer at the end 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.

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 ± 0.2 and 12.7 ± 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 Physical Activity Council

A. PURPOSE OF THE COUNCIL

1. To promote physical activity 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 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 for Chair-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 time of the annual 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. If 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. Acquaint the membership with the purpose of the Physical Activity Council
 - b. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - c. Report all activities of the Council to the ASAPERD Board of Directors.
 - d. Plan Council sessions for the Fall and Spring Conferences under the direction of the Program Planning Chair. (Refer to Fall and Spring Conference Timelines.)
 - e. Submit reports of Council news and activities to the ASAPERD President, Executive Director, and the Social/Digital Media Manager.
 - f. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
 - g. Solicit and encourage membership in ASAPERD.
 - h. Encourage and nominate qualified individuals to run for ASAPERD officers.
 - i. Conduct the council meeting/town hall during the Fall Conference.
 - j. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. “Like or follow” ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - k. 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 their absence.
 - b. Acquaint the membership with the purpose of the Physical Activity Council.
 - c. Solicit and encourage membership in ASAPERD.
 - d. Encourage and nominate qualified individuals to run for ASAPERD officers.
 - e. Provide input for Council sessions for the Fall Conference to the Program Planning Chair. (Refer to the Fall Conference Timeline.)
 - f. Meet with the Board of Directors whenever meetings are called by the President and submit to the Council Chair pertinent information for the board report.
 - g. Work with the Council Chair to conduct the council meeting/town hall during the Fall Conference.

- h. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. “Like or follow” ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
- 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 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 for Chair-elect shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the ASHPERD at the time of the annual 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. If 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. Acquaint the membership with the purpose of the Higher Education Council.
 - b. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
 - c. Report all activities of the Council to the ASHPERD Board of Directors.
 - d. Submit reports of Council news and activities to the ASHPERD President, Executive Director and Social/Digital Media Manager.
 - e. 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.)
 - f. Conduct the council meeting/town hall during the Fall Conference.
 - g. Solicit and encourage membership in ASHPERD.
 - h. Encourage and nominate qualified individuals to run for ASHPERD officers.
 - i. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. “Like or follow” ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
 - j. Turn over files to incoming officer during the last Board meeting of the year.
2. The Chair-elect shall:
 - a. Perform the duties of the Chair in their absence.
 - b. Provide in writing, home and professional contact information in order that they may be reached by mail at any time during their term of office.
 - c. Provide input for Council sessions for the Fall Conference to the Council Chair and the Program Planning Chair (Refer to the Fall Conference Timeline.)
 - d. Work with Council chair to conduct the council meeting/town hall during the Fall Conference.
 - e. Solicit and encourage membership in ASHPERD.
 - f. Encourage and nominate qualified individuals to run for ASHPERD officers.
 - g. Serve as an ASHPERD champion and ambassador by promoting ASHPERD through social media channels. “Like or follow” ASHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the

member has such accounts). Additionally, engage with ASHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

- h. Turn over files to incoming officer at the last Board meeting of the year.

**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 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 ASAHPERD during the time of the annual Fall Conference.
2. Representatives from Districts 2, 4, 6, and 8 will be elected in odd numbered years and Representatives from Districts 1, 3, 5, and 7 will be elected in even 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 their two-year term. See ASAHPERD District Workshop Guidelines and Request for Funds in the ASAHPERD Policies and Procedures.
2. Provide in writing, home and professional contact information in order to be reached by mail, email and/or phone at any time during their term of office.
3. Meet with the Board of Directors whenever meetings are called by the President and submit a written report per guidance from the President.
4. Solicit and encourage membership in ASAHPERD.
5. Serve as a voting member of the Advocacy Committee.
6. Submit District news and activities to the ASAHPERD Executive Director, the Advocacy Committee Chair, and the Social/Digital Media Manager for appropriate distribution.
7. 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 their respective office at the last meeting of the year.
8. Work with President-Elect to organize silent auction at the Fall Conference.
9. Plan to attend the Fall Conference and Spring Conference, if possible.
10. 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.
11. Solicit and submit nominations for officers and awards.
12. 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.
13. Identify key leaders within the Representative’s District outside the HPERD profession (e.g., PTA Presidents, legislators, administrative leaders).
14. 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.
15. Communicate the concerns and needs of the District to the ASAHPERD Board.
16. Serve as an ASAHPERD champion and ambassador by promoting ASAHPERD through social media channels. “Like or follow” ASAHPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAHPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.
17. 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 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 President and Vice President.
2. Officers appointed by the Future Professionals Council President 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.
4. Council officers are expected to serve as ASAPERD champions and ambassadors by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

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.

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 President and Vice-President.
3. Voting procedures for the election of officers shall be as follows:
 - a. Each member institution shall have one voting delegate.
 - b. During the FPRA, each candidate for President shall make a presentation, not to exceed 5 minutes.
 - c. The Future Professionals Council Advisor shall distribute the ballots to all voting delegates of the Assembly.
 - d. The ASAPERD Past President and the Future Professionals Council Advisor shall count the votes for the election.
 - e. 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.

- f. 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. If any 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.
 - 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 President 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.
3. The Vice President shall:
 - a. Assist the President with planning, organizing, and presenting at all Future Professionals Council activities during the Fall and Spring Conferences.
 - b. Create communications flyers/newsletters for the Future Professionals Council members.
 - c. Serve on the nominating committee to select candidates for Council offices.
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, Executive Director 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 President and Vice President 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 Outstanding Student Award and Willis J. Baughman Award. Refer to Awards Committee Operating Code.
7. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

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

Operating Code for the ASAPERD Social/Digital Media Manager

- A. PURPOSE OF THE SOCIAL/DIGITAL MEDIA MANAGER
1. To promote ASAPERD and its various activities via relevant social and digital media platforms.
- B. SELECTION AND QUALIFICATIONS
1. The President shall appoint the Social/Digital Media Manager for a three-year term subject to approval by the Board of Directors. Reappointment to additional terms is permitted.
 2. The Social/Digital Media Manager shall demonstrate the necessary skills to fulfill the purpose of the position.
 3. The Social/Digital Media Manager shall receive compensation as set forth in the annual budget with approval by the Board of Directors.
 4. The Social/Digital Media Manager is subject to an annual evaluation by a committee appointed by the President.
 5. The Social/Digital Media Manager shall report directly to the Executive Director.
- C. DUTIES AND RESPONSIBILITIES
1. Attend ASAPERD Board of Directors Meetings and provide a Board Report for each meeting.
 2. Attend meetings of the Executive Committee upon request.
 3. Ensure the posting of current information on Facebook, Twitter, and Instagram.
 4. Update and manage the ASAPERD website.
 5. Monitor social media traffic and engagement and provide the Board of Directors with strategies to increase effectiveness.
 6. Post/share submitted items from the President and the Executive Director within acceptable time frames (3 business days).
 7. Create and distribute promotional flyers and digital graphics.
 8. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

**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.
9. Serve as an ASAPERD champion and ambassador by promoting ASAPERD through social media channels. "Like or follow" ASAPERD on Instagram, Facebook, Twitter, and/or YouTube (if the member has such accounts). Additionally, engage with ASAPERD social media posts on a monthly basis, such as commenting, sharing, and/or tagging.

**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 ASHPERD Legislative Liaison and Representatives from Liaison Groups shall be ex officio members 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 *ASHPERD 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 ASHPERD Board of Directors meetings.
7. Create a monthly focus and appropriate information to be distributed to the ASHPERD membership.
8. Collaborate with other groups to promote the mission and vision of ASHPERD.
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: 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 initiatives to implement the goals of the Strategic Plan to the Board for consideration.
- B. ORGANIZATION
1. The Committee shall be a Standing Committee.
 2. The Committee shall consist of the ASAPERD Board, Council Chairs and Chairs-elect.
 4. The Parliamentarian and President will Co-Chair the Committee. The Executive Director will serve as the Secretary of the Committee.
 5. 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 Co-Chairs 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. The Parliamentarian shall attend all Board meetings and help reference all motions of action to the Strategic Plan.
 - d. Transfer the Committee files to the Executive Director at the end of the term of office.
 - e. Use all information gathered and generated to development and implement Strategic Plan Initiatives each year.
 2. The duties of the Committee are to:
 - a. Bring together ideas/concepts from divisions and the membership-at-large and prioritize recommendations within the Strategic Plan. 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.
 - d. Formulate a program of strategic planning for the ASAPERD 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

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

Operation Code for the ASAHPERD Awards Committee

A. PURPOSE OF THE AWARDS COMMITTEE

To conduct the selection process for recognizing individuals 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 Association awards are determined by sub-committees consisting of members appointed by the President for 1-year terms.
3. 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.
4. 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.)
5. The President of the Association shall be responsible for notifying all recipients; the Awards Coordinator shall notify all nominees who were not selected.
6. The Awards Coordinator will be responsible for sending all relevant materials for the appropriate awards to the SHAPE America and/or 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. ASAHPERD Honor Award
 - b. Division/Council Awards:
 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 Education Teacher of the Year Award
 5. College/University Professional of the Year
 - c. Recognition Awards:
 1. Administrator of the Year Award
 2. Angie Nazaretian Award
 3. Distinguished Service Award
 4. Sport Professional of the Year Award
 5. Award for the Advancement of Equity, Diversity, and Inclusion
 6. Scholar Award
 - d. Future Professionals Awards
 1. Bernice Finger Outstanding Future Professional Award
 2. Willis Baughman Award
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 on the ASAHPERD website and through social media outlets.
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-word biographical sketch of each recipient who is to receive the award 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 ASAHPERD By-Laws.

The Honor Award

The Honor Award is the highest award given by ASAPERD and recognizes individuals who have made significant contributions to ASAPERD and profession.

- a. The President will appoint a committee of 5 individuals who have all been past Honor Award recipients for a 1-year term. One individual will be designated as Chair.
- b. No more than two Honor Awards may be given in a year.
- c. Recipients will receive a medallion engraved with their name and the year they receive the award at the ASAPERD Fall Conference.
- d. 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.
- e. Eligibility for the Honor Award are:
 - 1. Must be at least 40 years of age.
 - 2. Must have contributed within the fields of health, physical education, recreation, dance, sport, exercise science or a related field.
 - 3. Must have rendered a minimum of 10 years of meritorious service to ASAPERD.
 - 4. Must be living (no postmortem awards) and reside in Alabama.
- f. Criteria:
 - 1. Be a long-time contributor to and demonstrate commitment to ASAPERD and the professions it includes.
 - 2. Be a positive role model whose contributions have been most fully expressed in the spirit of service that the award represents.
- g. 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 (AC).
 - 2. The AC will request the nominees to complete and return the award acceptance form upon which time, the AC will forward the Award Biographical Information (ABI) form to all who accept the nomination. The ABI shall follow the official form, shall not include personal letters of recommendation, and be no more than six (6) pages in length (deadline March 1).
 - 3. All Committee correspondence is to be regarded as strictly confidential and is to be frank and without prejudice.
 - 4. The Chair shall supply the committee members with a copy of the Operating Code, a complete list of the candidates to be considered, their ABI forms, and a rating form. 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 list0 points
 - 5. The Chair shall determine up to 2 candidates with the highest average total rating points (Group 2 and above). If there are more than 2 candidates with average ratings of 7 or higher, the committee shall vote again to narrow the recipients to 2.
 - 6. The Chair submits the committee’s selection to the Awards Coordinator by May 1.
 - 7. The Awards Coordinator shall notify the unsuccessful candidates regarding the HAC’s selection. The ASAPERD President shall notify the recipient(s) of the Honor Award.

Administrator of the Year Award

The name of this award shall be the Administrator of the Year Award the purpose of which is to recognize a K-12 or college/university administrator for outstanding contributions to health, physical education, or sport programs within the school/university setting.

- a. The committee to select the recipient shall be composed of 3 individuals including the ASAPERD President-Elect as Chair and two individuals appointed by the ASAPERD President.
- b. There shall be only one recipient of the award each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. 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.
- e. Eligibility:
 1. Is a current K-12 school or college/university administrator.
 2. Has served in the current administrative position for at least 3 consecutive years.
- f. Criteria:
 1. Makes administrative contributions to positively affect health and physical education programs in their school/university.
 2. Promotes a health enhancing environment in the school/university.
 3. Ensures all programs and activities are inclusive in nature.
- g. Selection Procedures: TBA

Angie Nazaretian Award (new name)

The name of this award shall be the Angie Nazaretian Award and is given in honor of Dr. Angie Nazaretian in appreciation for her long and distinguished service to the ASAPERD. The award recognizes a non-member or an organization that has made a significant contribution to ASAPERD.

- a. The committee to select the recipient shall be composed of 3 individuals including the ASAPERD President as Chair and two individuals appointed by the ASAPERD President.
- b. There shall be no more than two awards given each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. 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.
- e. Eligibility:
 1. An individual (non-member) or a non-profit or educational organization.
 2. Has made a significant contribution to ASAPERD and the professions of which it is comprised.
- f. Criteria:
 1. Has made significant contributions to HPERD programs through legislation, media, research, promotion, creative arts, etc.).
 2. Has aided in the development and promotion of ASAPERD's goals and purposes.
- g. Selection Procedures: TBA

Distinguished Service Award

The name of this award shall be the ASAPERD Distinguished Service Award the purpose of which is to recognize long-term service and commitment to ASAPERD and the professions it includes.

- a. The committee to select the recipient shall be composed of 3 past recipients of the award. One individual will be designated as Chair.
- b. There shall be no more than two awards given each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. 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.
- e. Eligibility:
 1. Is an active, non-student member of ASAPERD for a minimum of 10 years.
 2. Remains active through contributions to ASAPERD over an extended time (minimum of 10 years).
 3. Must work in Alabama.
- f. Criteria:
 1. Demonstrates a long-term commitment and contribution to ASAPERD.
 2. Shows evidence of positive impact on HPERD programs in Alabama.
 3. Advocates for the on a regular basis.

- g. Selection Procedures: TBA

Award for the Advancement of Equity, Diversity, and Inclusion

The award is presented annually to any professional member of ASAPERD who has amassed a relevant and sustained leadership record of advocating for, enhancing, and advancing diversity, equity, and inclusion within the fields and environments represented by ASAPERD and the professions it includes.

- a. The committee to select the recipient shall be composed of 3 past recipients of the award. One individual will be designated as Chair.
- b. There shall be no more than one award given each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. 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.
- e. Eligibility:
 - 1. Current member of ASAPERD having held membership for at least five years; and
 - 2. Demonstrated record of promoting equity, diversity, and inclusion of all populations in K-12, college/university, or community programs in professions ASAPERD includes for a minimum of five years prior to nomination.
- f. Criteria: Evidence of any two of the three following categories:
 - 1. Record of advancing equity, diversity, and inclusion among ASAPERD members and/or the constituents of members, or
 - 2. Record of increasing communication with greater numbers of ASAPERD members for the purpose of promoting equity, diversity, and inclusion, or
 - 3. Record of extending meaningful professional service to ASAPERD members through projects, etc. that promote equity, diversity, and inclusion.
- g. Selection Procedures: TBA

Scholar Award

The name of this award shall be the ASAPERD Scholar Award the purpose of which is to recognize scholarly productivity of senior level scholars who have made and continue to make significant contributions to the profession.

- a. The committee to select the recipients shall be composed of three past recipients appointed by the ASAPERD President. Past recipients will be added to the selection committee as the award is given. Prior to that time the committee will be the Executive Director as Chair, the Sport & Exercise Science Vice-President, and Research Council Chair.
- b. There shall be no more than one award given each year.
- c. The recipient will receive an engraved plaque, presented at the Fall Conference.
- d. 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.
- e. Eligibility:
 - 1. Is a member of ASAPERD.
 - 2. Has a record of scholarly activity for a minimum of 5 years prior to nomination.
 - 3. Is willing to prepare and deliver the scholar address at the annual fall conference.
- f. Criteria:
 - 1. Has achieved a commendable record of scholarly productions and presentations; and
 - 2. Is currently producing scholarship; and
 - 3. Produces scholarly activity that is relevant and applicable to the fields of study of ASAPERD members.
- g. Selection Procedures: TBA

Sport Professional of the Year Award

The name of this award shall be the Sport Professional of the Year Award that honors an outstanding individual who conducts sport-related programming or is an administrator in the educational, private, or public sport-related domains of ASAPERD.

- a. The committee to select the recipients shall be composed of three past recipients appointed by the ASAPERD President. Past recipients will be added to the selection committee as the award is given. Prior to that time the committee will be the ASAPERD Past President as Chair, the Athletics Council Chair, and the Middle/Secondary Physical Education Council Chair.

- b. There shall be one recipient of the award each year.
- c. The recipient shall receive an engraved plaque at the Fall Conference.
- d. 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.
- e. Eligibility:
 - 1. Is a member of ASAPERD.
 - 2. Currently working in a sport-related area (athletics director, coach, athletic trainer, sport management professional, etc.).
 - 3. Have at least 5 years sport-related experience in Alabama.
- f. Criteria:
 - 1. Serves as a positive role model epitomizing the values and desired outcomes of sport.
 - 2. Utilizes various methodologies and implements creative, innovative, safe, and effective sport-related courses and/or programs based on:
 - a. the developmental, social, and psychological needs of participants; and
 - b. the needs, purposes, philosophies, and resources of the sponsoring institution's sport-related programs.
- g. Selection Procedures: TBA

College/University Professional of the Year

The name of this award shall be the College/University Professional of the Year Award the purpose of which is to recognize an outstanding individual employed at the college or university level who has accumulated a record of outstanding performance through teaching, leadership, and/or service.

- a. The ASAPERD committee to select the recipient shall include three past recipients of the award appointed by the ASAPERD President. One individual will serve as Chair.
- b. There shall be only one recipient of the award each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. 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.
- e. Eligibility:
 - 1. Serves in a discipline representative of the ASAPERD 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 ASAPERD.
- f. Criteria: Each candidate must demonstrate three out of four of the specific contributions criteria as follows:
 - 1. Position of leadership in developing and implementing or directing/coordinating effective programs.
 - 2. Meritorious service through involvement at local, state, district, or national level or at the school or community level.
 - 3. Professional service within a discipline representative of ASAPERD at the state, district or national level as an officer or committee member.
 - 4. Evidence of leadership and service to the profession through three of the following: teaching, publications, presentations, funded research or programs, or special projects.
- g. Selection Procedures: TBA

Physical Education Teacher of the Year

The name of this award shall be Physical Education Teacher of the Year Award given annually to outstanding teachers of physical education in the K-12 school setting.

- a. The ASAPERD Committee to select the recipients shall include previous recipients of the award appointed by the President for 1 year.
 - 1. A committee shall be appointed for each level (elementary, middle/junior high, high school) for which there are applicants.
 - 2. One individual will be designated as Chair within each committee.
- b. There shall be up to one recipient for each level (i.e., elementary, middle/junior high, high school) each year.
- c. The recipients will receive an engraved plaque at the ASAPERD Fall Conference.
- d. 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.
- e. Eligibility:

1. Have at least 5 years full-time teaching experience in Alabama at the level of application (i.e., elementary, middle/jr. high, or high school).
 2. Teach physical education full time at the time of application and selection. Retired teachers are not eligible.
 3. Be an active professional member of ASAHPERD.
- f. Criteria:
1. Conducts a comprehensive and diverse program based upon national and state standards.
 2. Utilizes various teaching methodologies and appropriate instructional practices.
 3. Plans and implements innovative and diverse experiences to meet the needs of all students.
 4. Incorporates appropriate assessments to monitor students' progress and guide decision making related to instruction and learning.
 5. Advocates for the profession and participates in professional development opportunities (such as, but not limited to service through leadership, presentations, and/or writing).
- g. Selection Procedures: TBA

Health Education Teacher of the Year

The name of this award shall be the Health Education Teacher of the Year Award given annually to an outstanding teacher of health education in the K-12 school setting.

- a. The ASAHPERD Committee to select the recipients shall include previous recipients of the award appointed by the President for 1 year. One individual will be designated as Chair.
 - b. There shall be only one recipient of the award each year.
 - c. The recipient will receive an engraved plaque at the ASAHPERD Fall Conference.
 - d. 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.
- e. Eligibility:
1. Have at least 5 years full-time teaching experience in health education in Alabama.
 2. Teach health education full time for an elementary, middle, junior high, or high school in Alabama at the time of application and selection. Retired teachers are not eligible.
 3. Be an active professional member of ASAHPERD.
- f. Criteria:
1. Conducts a comprehensive and diverse program based upon national and state standards of the discipline.
 2. Utilizes various teaching methodologies and appropriate instructional practices.
 3. Plans and implements innovative and diverse experiences to meet the needs of all students.
 4. Incorporates appropriate assessments to monitor students' progress and guide decision making related to instruction and learning.
 5. Advocates for the profession, participates in professional development opportunities (such as, but not limited to service through leadership, presentations, and/or writing).
- g. Selection Procedures: TBA

Future Professionals Awards

The Future Professionals Advisor is responsible for conducting the selection process for the Bernice Finger Outstanding Future Professional Award and the Willis J. Baughman Award.

Bernice Finger Outstanding Future Professional Award

The name of this award shall be the Bernice Finger Outstanding Future Professional Award given in honor of Dr. Bernice Finger in appreciation for her long and distinguished service to the ASAPERD. The purpose of this award is to promote student scholarship and leadership of Alabama college/university seniors each year.

- a. The Future Professionals Council Advisor will serve as the non-voting Chair of the Bernice Finger Outstanding Future Professional Award Committee. The President will appoint three additional members of the committee after the nominations are received.
 1. These individuals should be professional members of ASAPERD who are past recipients of this award.
 2. In the event an application is received from the same institution at which the Future Professionals Council Advisor is employed, the President of ASAPERD shall become the chair of the committee.
- b. There shall be no more than two recipients of the award each year.
- c. The recipient(s) will receive an engraved plaque during the ASAPERD Spring Conference.
- d. 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.
- e. Eligibility:
 1. Must be a full time Future Professional majoring in health, physical education, recreation, dance exercise science, fitness, or related field.
 2. Must be a Future Professional member of ASAPERD.
- f. Criteria:
 1. Demonstrates outstanding scholarship work evidenced by overall GPA.
 2. Serves in a leadership role on campus.
 3. Demonstrates service to the community.
 4. Provides evidence of professional commitment through membership and involvement in local, state, and national HPERD organizations.
- g. Selection Procedures:
 1. In January, the Future Professional Council Advisor shall contact each college or university to request nominees. Contact should be made to the institution majors club advisor if applicable. If the institution does not have a major's club the request for nominees will be sent to the Department Chair.
 2. The nominee, with assistance from the nominator, will send the completed application form and provide supporting papers to the Future Professionals Council Advisor by the published deadline.
 3. Upon completion of the selection process, the Future Professional Council Advisor will send a 250-300 biographical sketch for each recipient to the Executive Director for use in the Spring Conference Program.
 4. The Future Professional Council Advisor shall contact the ASAPERD President who shall notify the recipient (s) of the award selection and the date, time, and location when the award will be presented.

Willis J. Baughman Award

The name of this award shall be the Willis J. Baughman Award given in honor of Dr. Willis J. Baughman in appreciation for his long and distinguished service to ASAPERD. The award will provide monetary support to conduct a service project by a group of students at a university in Alabama.

- a. The Future Professionals Council Advisor will serve as the non-voting Chair of the Baughman Award Committee. The Executive Director will serve as an ex officio member. The President will appoint two other members of the committee after the nominations are received.
 1. These individuals should be professional members of ASAPERD who are involved with major's clubs but whose institution has not applied for this award.
 2. In the event an application is received from the same institution as the Future Professionals Council Advisor is employed, the Executive Director will become the Chair of the committee.
- b. There shall be no more than one recipient of the award each year.
- c. The recipients will be announced at the Fall Conference Awards Ceremony where the monetary award will be presented. The amount of the award shall be designated in the ASAPERD Operating Budget. An engraved plaque will be presented to the group during the Spring Conference General Session.

- d. Eligibility:
 1. Any Alabama college or university is eligible.
 2. Future professionals applying for this award must be ASHPERD members.
- e. Criteria:
 1. Service project must benefit the institution or the community.
 2. The project must reflect at least one of the ASHPERD's Mission Statements: To promote and support healthy lifestyles of Alabama citizens through high-quality programs in health, physical education, recreation, dance, sport, and exercise science by:
 - providing opportunities for professional growth and development,
 - communicating the importance and value of our profession,
 - encouraging and facilitating research findings to the profession and to the public,
 - developing and evaluating standards and guidelines within the profession,
 - and advocating for quality instruction by working with policymakers across the state.
- f. Selection/Fulfillment Procedures:
 1. The Future Professionals Council Advisor initiates the process by sending a letter to colleges/ universities asking for applications by September 30. The application forms will be sent at this time.
 2. The deadline for submission of completed applications will be October 31.
 3. The committee will select the most worthy service project relative to the criteria above.
 4. The Future Professional Council Advisor shall contact the ASHPERD President who shall notify the college/university of the award selection and the date, time, and location when the award will be presented.
 5. The FPC Advisor shall send a biographical sketch (250-300 words) of the recipient to the Executive Director.
 6. Service Project to be completed by March 31.
 7. An oral presentation relative to all details of the service project will be presented by the recipient group during the General Session at the ASHPERD Spring Conference.

**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 ASHPERD.
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 organize the pictures and vita of the Board of Directors nominees (President-elect, Division Vice Presidents-Elect, District Representatives, and Council Chairs-Elect), for display on the ASHPERD website and at the Fall Conference.
4. The Executive Director shall be responsible for sending the ballot to all current ASHPERD members one week prior to the Fall Conference.
5. The chair shall print and distribute the official ballot at the Fall Conference to members who did not vote electronically. A list shall be provided by the Executive Director.
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 end of voting, including votes submitted electronically. The chair will present 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 ASHPERD 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 Executive Director as chair, the President, 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 and Fall Conference Budget to the Board of Directors for approval at the first Board meeting of the year. 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 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, they 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 their 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 and the ASAPERD Executive Director 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 ASASHPERD 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 *ASASHPERD 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 Past President.
4. At the close of the nomination period, the Past President will confirm eligibility of each nominee with the Executive Director (as listed in the Operating Codes).
5. The chair contacts the nominees for all Board and Council positions, asking them to complete a Statement of Candidacy Form and the ASASHPERD 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 and 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 they understand 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 and 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 they understand 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 Board of Directors 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.