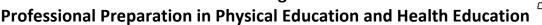
# Operating Code for the North Carolina College Conference of



Approved as Amended at High Point University Meeting - September 12, 2014



Purpose Statement The purpose of this College Conference shall be: (1) to study and promote standards for adequate professional preparation of teachers and other professionals in physical education and health education; and (2) to serve as a working conference, to enhance and supplement the activities of the NCAHPERD-SM.

Administrative Organization

An overview of the administrative structure for the NCCC

### **Executive Committee Officers**

The Conference shall be guided by an Executive Committee composed of three (3) persons who are to be elected to serve for three year terms, with one member to be elected annually. Meetings to take place annually on the 2<sup>nd</sup> Friday in September following Labor Day.

Term Responsibilities					
I	II	III			
Secretary	Treasurer	Chairperson			
Conf. & Exec. Committee Minutes	Facility & Housing Arrangements	Conference Programming			
Pre/Post Conference Program Mailings	Conference Registration (Pre- & On-site)	Supervision of Term I & II Officers			
	Financial Liaison to NCAAHPERD-SM	NCCC Representative to PEA			
		Coordinator of the PETE Reform			

**Note:** Any vacancy on the Executive Committee shall be filled by appointment by the Committee. The person appointed shall serve until the completion of the original term.

## Membership & Re-election

## A reference to the guidelines for membership and service in the NCCC

Membership	Membership shall be open to all personnel involved in or interested in professional preparation in physical education and health education in colleges and universities in North Carolina. There shall be no membership dues.
Executive Committee	Any vacancy on the Executive Committee shall be filled by appointment by the Committee. The person appointed shall serve until the completion of the original term.
Sub-Committees  Committees and/or committee chairpersons shall be appointed by the Executive Committee need arises.	
Conference Presenters	Presenters at the annual conference will have their registration fee waived.

### **Conduct of Business**

## A reference to the protocols for governance of the NCCC

Committee Meetings	The Conference shall meet at least once a year at a time and place to be determined by the Executive Committee. Additional meetings may be called at the discretion of the Executive Committee.	
Rules of Governance	Roberts Rule of Order shall govern the conduct of the meetings.	
Amendment of Code	This code may be amended by a majority vote of those present at any annual business meeting.	

# **Responsibilities Timeline**

# A reference to the time line for facilitating the NCCC

NCCC Responsibilities Timeline					
Time Frame	Term	Responsibilities			
Sept Dec.	I	Complete the NCCC minutes and disseminate electronically, send thank-you notes to presenters			
	II	Secure facility reservations for following year (e.g. Elon University; Moseley Center; Rm. 215)			
	III	Research current issues to be discussed			
Jan April	ı	Send out first e-mailing			
	II	Determine conference registration procedures (e.g. cost, early-registration, etc.)			
	Ш	Design program, contact invitees, follow-up with Term I & II Officers			
May – Aug.	I	Prepare materials for NCCC (e.g. agenda, previous year's minutes, conference evaluation, etc.)			
	II	Follow-up with facility reservation, makes necessary accommodations (e.g. lunch/snacks), and prepare			
		materials for NCCC On-site registration			
	III	Create conference programs for attendees			

## **Executive Committee**

# Current executive committee for NCCC

Executive Committee Officers						
<b>Term I</b> <i>Elected 2013-2014</i>	Term II  Elected 2012-2013	Term III  Elected 2011-2012				
Jinhong Jung North Carolina Central University jjung@nccu.edu	Gloria Elliott North Carolina A & T University ghelliot@ncat.edu	Donna Woolard Campbell University woolard@campbell.edu				