

**Operating Code for the  
North Carolina College Conference of  
Professional Preparation in Physical Education and Health Education**  
*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*

<b>Executive Committee Officers</b>		
<i>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.</i>		
<b>Term Responsibilities</b>		
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 NCAHPERD-SM	• NCCC Representative to PEA
		• Coordinator of the PETE Reform
<p><b>Note:</b> 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.</p>		

**Membership & Re-election**     *A reference to the guidelines for membership and service in the NCCC*

<b>Membership</b>	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.
<b>Executive Committee</b>	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.
<b>Sub-Committees</b>	Committees and/or committee chairpersons shall be appointed by the Executive Committee as the need arises.
<b>Conference Presenters</b>	Presenters at the annual conference will have their registration fee waived.

**Conduct of Business**     *A reference to the protocols for governance of the NCCC*

<b>Committee Meetings</b>	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.
<b>Rules of Governance</b>	Roberts Rule of Order shall govern the conduct of the meetings.
<b>Amendment of Code</b>	This code may be amended by a majority vote of those present at any annual business meeting.

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**Responsibilities Timeline***A reference to the time line for facilitating the NCCC*

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

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**Executive Committee***Current executive committee for NCCC*

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

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