

## BYLAWS

### *NORTH CAROLINA ASSOCIATION FOR THE ADVANCEMENT OF HEALTH EDUCATION*

Final Draft by NCAAHE Executive Committee, 9-29-2018

Proposed Revisions July 2020

#### I. NAME

- A. The name of this governing body shall be the North Carolina Association for the Advancement of Health Education (NCAAHE) Board.

#### II. PURPOSE

- A. The purpose of NCAAHE is to promote health through the convention, publications, and other means consistent with the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance, and Sport Management (NCAAHPERD-SM) policy.

#### III. MEMBERSHIP

- A. Individual members of NCAAHPERD-SM select NCAAHE as an association within the alliance.

#### IV. ORGANIZATION

- A. This Association shall be a standing association of NCAAHPERD-SM.
- B. The NCAAHE Board, the Executive Committee, and a regular business meeting of members shall govern the Association.
- C. The Executive Committee of NCAAHE shall consist of Past President, President, President-Elect, and Vice-President.
- D. The NCAAHE Board shall consist of the following voting members: A Past President, President, President-Elect and Vice-President.
  - 1. All officers shall assume office upon the close of the annual meeting.
  - 2. The Past President, President, President-Elect, and Vice-President shall serve terms of one year.
  - 3. Each year a Vice President shall be elected with the other officers rotating to the next position.
  - 4. The Healthful Living Consultant of the North Carolina Department of Public Instruction shall serve as an *ex officio* member of ~~Ex-Officio to~~ the NCAAHE Board.
- E. No members of the NCAAHE Executive Committee shall be eligible for reelection during the two years immediately following the completion of their term on the NCAAHE Board. In special instances, the NCAAHE Executive Committee may decide to waive the two year requirement.
- F. Members of the NCAAHE ~~Executive Committee~~ Board who do not meet their obligations (including, but not limited to duties described in these ~~operating code~~ bylaws, maintaining NCAAHPERD-SM membership, etc.) may be removed and replaced by the Executive Committee. The decision may be appealed to the full NCAAHE Board .

#### V. CONDUCT OF BUSINESS

- A. Meetings of the NCAAHE Board shall be held at the annual convention and at additional times set by the Executive Committee.
- B. A business meeting of the membership shall be held during the annual convention. All members of the Association shall be eligible to participate.

C. The agenda of the NCAAHE Board meetings shall be as follows:

- I. CALL TO ORDER
- II. MINUTES
- III. APPROVAL OF AGENDA
- IV. FINANCIAL REPORTS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. COMMITTEE REPORTS
- VIII. ADJOURNMENT

D. Meetings will be conducted according to Robert's Rule of Order.

## VI. DUTIES AND RESPONSIBILITIES OF THE NCAAHE BOARD

A. Officers of the Board:

1. The President Shall:

- a) Represent NCAAHE on the NCAAPERD-SM Executive Committee.
- b) Serve on the Executive Committee of the NCAAHE Board through regular attendance at meetings.
  - (1) Preside at NCAAHE Board Meetings.
  - (2) Set the agenda for Board meetings.
  - (3) Report to the appropriate Alliance representative, keep minutes, and distribute to all members of the board.
- c) Serve as financial officer of the Association.
  - (1) Establish budget and maintain financial records.
  - (2) Report to the appropriate Alliance representative.
- d) Make appointments as needed for the implementation of Association business.
- e) Appoint individuals to fill vacancies before the term expires.
- f) Appoint a review committee for the NCAAH Grant Programs. \*(If applicable.)
- g) Ensure NCAAHE Board member(s) attend(s) the Southern District AAHPERD Leadership Development Conference.
- h) Serve as Association ~~delegation~~ delegate to the Southern District or provide for the ~~election~~ selection of an Association delegate.
- i) Provide NCAAHE news items to the Editors of the *Journal* and Newsletter for each issue if warranted and providing that the *Journal* and Newsletter are in existence.
- j) Prepare an end of the year report to NCAAPERD-SM and the NCAAHE Board.
- k) Represent the NCAAHE as needed during term of office.

2. The President-Elect shall:

- a) Represent NCAAHE on the NCAAHPERD-SM Executive Board.
  - b) Serve on the Executive Committee of the NCAAHE Board through regular attendance at meetings.
  - c) Be responsible for co- planning with NCAAHE Board members and conducting ~~of~~ convention programming.
  - d) Work on duties as designated by the President.
  - e) Assume the duties of the President in the event that the President cannot fulfill those duties.
3. The Vice-President shall:
- a) Attend NCAAHPERD-SM Executive Board meetings as an observer; serve as a proxy on votes if the President or President-elect is unable to attend.
  - b) Serve on the Executive Committee of the NCAAHE Board through regular attendance at meetings.
  - c) Assist the President-Elect with convention programming.
  - d) Appoint an awards committee to determine:
    - (1) Teacher of the Year (TOY) and other association awards.
      - (a) Send NC TOY materials on to the Southern District and/or wait a year to submit TOY materials based on a need to strengthen the portfolio. \*(If applicable.)
      - (b) Present recipients to Vice President of NCAAHPERD-SM as required for the NCAAHPERD-SM awards banquet.
    - (2) Work on duties as designated by the NCAAHE President.
    - (3) Assume the duties of the President in the event the President and President-Elect are unable to fulfill those duties.
4. The Past-President shall:
- a) Attend NCAAHPERD-SM board to serve as a proxy on votes if two of the other three officers are unable to attend.
  - b) Serve on the Executive Committee of the NCAAHE Board through regular attendance at meetings.
  - c) Act as an advisor to the President and President-Elect.
  - d) Chair a committee to select nominees for the NCAAHE Board.
  - e) Prepare a ballot for election of Board members.
  - f) Up-date information in the NCAAHE Self Study if warranted, applicable or needed.
5. The College/University Representative shall (if available):
- a) Serve on the NCAAHE board through regular attendance at meetings.
  - b) Serve as a liaison between NCAAHE Executive Committee and Institutions of Higher Education.

- c) Assist in the implementations of non-convention programming.
  - (1) Involvement in the Higher Education Meeting held in conjunction with the annual NCAAHPERD-SM if necessary.
- d) Represent the NCAAHPERD-SM IHE programming related to Health Education.
- e) Promote NCAAHPERD-SM membership and NCAAHE goals within IHE's.

VII. REVISION OF THE ~~BYLAWS OPERATING CODE~~

- A. Revisions to the bylaws ~~Operating Code~~ shall be submitted to the NCAAHE Board for consideration and final action.
- B. Any proposed revisions to be considered at the NCAAHE Board meeting must be submitted to the President at least thirty (30) days prior to the date of the meeting.
- C. The proposed revisions to be considered must be presented to and approved by the NCAAHPERD-SM Board of Directors.
- d. The membership shall be informed of revisions of the bylaws ~~Operating Code~~.