

OPERATING CODE
NORTH CAROLINA PHYSICAL EDUCATION ASSOCIATION
Approved by NCAAHPERD-SM BOD October 31, 2018

I. NAME

- a. The name of this governing body shall be the North Carolina Physical Education Association (NCPEA) Board.

II. PURPOSE

- a. The purpose of NCPEA is to promote effective physical education through the convention, regional workshops (including PELT), publications, and other means consistent with the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance, and Sport Management (NCAAHPERD-SM) policy. By providing meaningful professional development opportunities to our members, every physical education teacher in North Carolina will have access to quality instructional materials. Ultimately, this results in relevant physical education instruction for our students.

III. MEMBERSHIP

- a. Individual members of NCAAHPERD-SM select NCPEA as an association within the alliance.

IV. ORGANIZATION

- a. This Association shall be a standing association of NCAAHPERD-SM.
- b. The NCPEA Board, the Executive Committee, and a regular business meeting of members shall govern the Association.
- c. The Executive Committee shall consist of Past President, President, President-Elect, and Vice-President.
- d. The NCPEA Board shall consist of seven voting members: A Past President, President, President-Elect, and Vice-President, and three at-large Representatives are voting members. The Chairs of the Physical Education Leadership Conference (PELT) and the DPI representative are non-voting members.
 - i. All officers shall assume office upon the close of the annual meeting.
 1. The Past President, President, President-elect, and Vice-President shall serve terms of one year.
 - a. Each year a Vice-President shall be elected with the other officers rotating to the next position.
 2. The three at-large Representatives shall be elected for two-year terms.
 3. The Physical Education Consultant of the North Carolina Department of Public Instruction shall serve as Ex-Officio to the NCPEA Board.
 4. The Chair of the Physical Education Leadership Conference (PELT) shall appoint their successors. PELT Chairs may serve repeat terms.
- e. No members of the NCPEA Executive Committee shall be eligible for reselection during the two years immediately following the completion of their term on the NCPEA Board.
- f. At-large Representatives are eligible at any time during or after their terms of office to be nominated for Vice-President and, if elected, serve as an executive officer of the Association.
- g. Members of the NCPEA Board who do not meet their obligations (including, but not limited to duties described in the operating code, maintaining NCAAHPERD-SM membership, etc.) may be removed and replaced by the Executive Committee. The decision may be appealed to the full NCPEA Board.

V. CONDUCT OF BUSINESS

- a. Meetings of the NCPEA 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 NCPEA 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
- VII. ADJOURNMENT

d. Meetings will be conducted according to Roberts Rule of Order.

VI. DUTIES AND RESPONSIBILITIES OF THE NCPEA BOARD

a. Officers of the Board:

i. The President Shall:

1. Represent NCPEA on the NCAAHPERD-SM Executive Committee.
2. Serve on the Executive Committee of the NCPEA Board through regular attendance at meetings.
3. Preside at NCPEA Board Meetings.
 - a. Set the agenda for Board meetings.
 - b. Keep minutes of Board meetings and distribute to all members of the Board.
4. Serve as financial officer of the Association.
 - a. Establish budget and maintain financial records.
 - b. Report to the appropriate Alliance representative.
5. Make appointments as needed for the implementation of Association business.
6. Appoint individuals to fill vacancies before the term expires.
7. Appoint a review committee for the NCPEA Grant Programs.
8. Ensure a NCPEA Board member attends the Southern District AAHPERD leadership development conference.
9. Serve as Association delegation to Southern District or provide for the election of an Association delegate.
10. Provide NCPEA news items to the Editors of the *Journal* and Newsletter for each issue.
11. Prepare an end of the year report to NCAAHPERD-SM and the NCPEA Board.
12. Represent the NCPEA as needed during term of office.

ii. The President-elect shall:

1. Represent NCPEA on the NCAAHPERD-SM Executive Board.
2. Serve on the Executive Committee of the NCPEA Board through regular attendance at meetings.
3. Be responsible for planning and conducting of convention programming.
4. Work on duties as designated by the President.
5. Assume the duties of the President in the event that the President cannot fulfill those duties.

iii. The Vice-President shall:

1. 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.
2. Serve on the Executive Committee of the NCPEA Board through regular attendance at meetings.
3. Assist the President-elect with convention programming.
4. Appoint an awards committee to determine:
 - a. the Norm Leafe Elementary School Teacher of the Year (TOY), a middle school TOY, a high school TOY, and an Adapted PE TOY
 - i. Send NC TOY materials on to Southern District.
 - ii. Present recipients to Vice President of NCAAHPERD-SM as required for NCAAHPERD-SM Awards Banquet
 - b. NCPEA college/university TOY
 - c. NCPEA Distinguished Principals Awards

- d. NC Outstanding Physical Education Program
 - i. arrange for selected schools to receive award from NCPEA Representative
 - e. Amy Carroll/Sherry Little Memorial Convention Scholarship recipients
 - 5. Work on duties as designated by the President.
 - 6. Assume the duties of the President in the event the President and President-elect are unable to fulfill those duties.
- iv. The Past-President shall:
- 1. Attend NCAAHPERD-SM board meetings to serve as a proxy on votes if two of the other three officers are unable to attend.
 - 2. Serve on the Executive Committee of the NCPEA Board through regular attendance at meetings.
 - 3. Act as an advisor to the President and President-elect.
 - 4. Chair a committee to select nominees for the NCPEA Board.
 - 5. Prepare a ballot for election of Board members.
 - 6. Up-date information in the NCPEA Self Study.
- v. The at-large Representatives shall:
- 1. Serve on the NCPEA Board through regular attendance at meetings.
 - 2. Serve as liaison between NCPEA Executive Board and members in their particular region.
 - 3. Conduct one (1) Physical Education Workshop during their two (2) year term.
 - 4. Work within regions to promote NCAAHPERD-SM membership and NCPEA goals.
 - 5. Nominate an educator for the elementary, middle, secondary, adapted PE, and college/university TOY awards from their region if one is qualified.
 - 6. Nominate an NC Outstanding Physical Education Program (elementary, middle and secondary level) from their region if one is qualified.
- vi. The PELT Chairs shall:
- 1. Regularly report program status to the President of NCPEA.
 - 2. Submit a budget proposal to the President of NCPEA.
 - 3. Collaborate with the President of NCPEA on final arrangements for events and together submit financial requests to the Executive Director of NCAAHPERD-SM for approval.
 - 4. Submit a final event report to the President of NCPEA.

VII. REVISION OF THE OPERATING CODE

- a. Revisions to the Operating Code shall be submitted to the NCPEA Board for consideration and final action.
- b. Any proposed revisions to be considered at the NCPEA 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 Operating Code.