

OPERATING CODE for the
NORTH CAROLINA ADAPTED PHYSICAL EDUCATION ADVISORY COUNCIL

Approved by NC-APE-AC Board and Leadership Team on November 1, 2018

Effective as of November 1, 2019

I. NAME

The name of this governing body shall be the North Carolina Adapted Physical Education Advisory Council (NC-APE-AC).

II. MISSION

- a. The mission of the NC-APE-AC is to promote quality APE services and equal access across the continuum of services for students with disabilities in North Carolina.
- b. The vision of the NC-APE-AC is that individuals with disabilities develop the skills necessary to remain physically active and pursue meaningful lifetime leisure and recreation in their communities. The council seeks to accomplish this by increasing the number of highly qualified professionals in the field of physical education through certification in Adapted Physical Education (CAPE), strategic staff development and collaborative efforts with interdisciplinary team members.

III. MEMBERSHIP

Individual members of NCAAHPERD-SM select NC-APE-AC as an association within the alliance as either their first choice, second choice, or to select NC-APE-AC as both of their choices.

IV. ORGANIZATION

- a. The North Carolina-Adapted Physical Education-Advisory Council shall be a standing association of NCAAHPERD-SM, comprised of:
 1. The NC-APE-AC Board (President, President-elect/Vice-president & Past-president)
 2. Other officers: Secretary, Treasurer, PR/Advocacy, Social Media
 3. The NC-APE-AC Leadership Team shall consist of the following voting members: President, President-elect/VP, eight Regional Representatives, two College/University Representatives. It should be noted that members of NC-APE-AC Board and Leadership Team may serve dual roles on various committees and regions.
 4. Members at large (those folks who sign up in NC-APE-AC membership under NCAAHPERD-SM)
- b. The NC-APE-AC is governed by the Board under the direction/guidance of the Leadership Team
- c. Only NC-APE-AC President and President-elect/VP (or designated proxy) may vote at NCAAHPERD-SM Board Meetings. The Leadership Team members are encouraged to vote on NC-APE-AC specific matters. The “at-large membership” of the NC-APE-AC are non-voting members.
 1. All officers shall assume office upon the close of the annual meeting. We will now follow the NCAAHPERD-SM calendar, therefore our annual meeting will be at the Annual Conference in the fall.
 2. The President, President-elect/VP shall serve terms of two years. Each year a President-elect/VP shall be elected with the other officers and then rotate up to the next position (respectively, President then Past-president)
 3. The office of Secretary and Treasurer shall be appointed by the President for a one-year term at the annual meeting. The Secretary and Treasurer may serve up to a maximum of 4 years with annual performance review and re-appointment by the President.
 4. A Public Relations/Advocacy Coordinator and Social Media Coordinator shall be appointed by the President for one-year term at the annual meeting. The PR/Advocacy and Social Media Coordinators may serve up to a maximum of 4 years with annual performance review and re-appointment by the President.

5. The eight (8) Regional Representatives and two College/University Representatives shall be elected for two-year terms. In the case a Regional position is vacated, a NC-APE-AC member will be appointed by the President to replace the individual from that Region and will serve the next term.
 6. The College/University Representatives shall be appointed as needed. (The NCATE and SACS accreditation process is difficult, and the requirements for accreditation change once in a while. An employee at the University level is made aware of these changes which may impact PE in the LEAs.)
 7. The Physical Education Consultant, Adapted Physical Education Consultant and Adapted Physical Education Liaison from the North Carolina Department of Public Instruction shall serve as Ex-Officios to the NC-APE-AC Board.
- d. No members of the NC-APE-AC Executive Committee shall be eligible for reselection during the two years immediately following the completion of their term on the NC-APE-AC Board.
 - e. Regional Representatives, College/University Representatives, the Adapted Physical Education (TOY) Representative, Secretary, Treasurer or Social Media Coordinator and Public Relations and Advocacy Coordinator (once we fill this position) of the AC, are eligible at any time during or after their terms of office to be nominated for Vice-President and, if elected, serve on the Board or Leadership Team.
 - f. Members of the NC-APE-AC Board or Leadership Team who do not meet or exceed the responsibilities of the role (including, but not limited to duties described in the operating code, consistent absences from the quarterly NC-APE-AC meetings at Haynes Inman, maintaining NCAAHPERD-SM membership, etc.) may be removed and replaced by the NC-APE-AC Board. The decision may be appealed to the full NC-APE-AC Board/Leadership Team.

V. CONDUCT OF BUSINESS

- a. One meetings of the NC-APE-AC Board shall be held at the NCAAHPERD-SM Annual Convention and at three (3) additional times each year set by the NC-APE-AC Board.
- b. A business meeting of the membership shall be held during the Annual Convention. It will be an open meeting for all members of the Association to participate.
- c. The agenda of the Annual NC-APE-AC Board meeting shall (structured) be as follows:
 1. CALL TO ORDER
 2. MINUTES
 3. APPROAL OF AGENDA
 4. FINANCIAL REPORTS
 5. OLD BUSINESS
 6. NEW BUSINESS
 7. COMMITTEE REPORTS
 8. ADJOURNMENT
- d. Meeting will be conducted according to Roberts Rule of Order. (Modified as needed).
- e. All other meetings (3) will be conducted informally.

VI. DUTIES AND RESPONSIBILITIES OF THE NC-APE-AC BOARD

Officers of the Board:

i. The President Shall:

1. Represent NC-APE-AC on the NCAAHPERD-SM Executive Committee.
2. Serve the NC-APE-AC Board through regular attendance at meetings.

3. Preside at NC-APE-AC Board Meetings.
 - a. Send necessary items to the Board as requested before the meeting.
 - b. Be prepared to present/discuss issues/items in reference to the NC-APE-AC.
4. Make appointments as needed for the implementation of NC-APE-AC business. The President shall appoint a designee to represent the NC-APE-AC as necessary.
5. Appoint individuals to fill vacancies before the term expires.
6. Appoint a review committee when/if NC-APE-AC Grant Programs are established.
7. Prepare an end of the year report to NCAAHPERD-SM and the NC-APE-AC Board. Includes annual report by all Leadership Team members to the President (Regional representatives, PR-advocacy, social media, secretary, treasurer)
8. Represent (or designate a representative) the NC-APE-AC as needed during term of office to various meetings.
 - a. NC-APE Teacher of the Year (TOY);
 - b. NC-APE University TOY
 - c. Emerging NC-APE Leader Award
 - d. NC-APE Distinguished Administrator
 - e. Jim Rich APE Impact Award
 - f. Outstanding advocacy for NC-APE

Note: NC APE TOY will complete own materials to send on to Southern District.

9. Work on duties as designated by the President of NCAAHPERD-SM.

ii. The Past-President shall:

1. Serve on the Executive Committee of the NC-APE-AC Board through regular attendance at meetings.
2. Attend NCAAHPERD-SM board meetings to serve as a proxy on votes if both officers (President and President-elect/VP) are unable to attend.
3. Upon request, may act as a consultant to the President and President-elect/VP
4. Appoints and presides over the awards committee. With a minimum of 4 appointees.

iii. The President Elect/Vice president shall:

1. Serve on the NC-APE-AC Board through regular attendance at meetings.
2. Serve on the Executive Committee of the NCAAHPERD-SM Board through regular attendance at meetings.
3. Coordinate Convention APE Specific Programming.
4. Assume responsibilities as delegated by the President as needed.
5. Assume the duties of the President in the event the President and President-elect are unable to fulfil those duties.

iv. The Secretary shall:

1. Serve on the NC-APE-AC Board through regular attendance at meetings.
2. Keep minutes of Board meetings and distribute to all members of the Board.

3. Prepare and distribute communications (announcements, newsletters) and conduct other communication as directed by President
4. Maintain the NC-APE-AC calendar with all events and commitments.

v. **The Treasurer shall:**

1. At each meeting, report program status to the President/NC-APE-AC.
2. Coordinate a budget proposal
 - a. Manage budget and maintain financial records
 - b. Respond to any queries from NCAAHPERD-SM regarding budget
3. Collaborate with the President/NC-APE-AC on final arrangements for events and together submit financial requests to the Executive Director of NCAAHPERD-SM for approval.
4. Submit final budget report to the President of NC-APE-AC.

vi. **The Public Relations and Advocacy Coordinator shall:**

1. Serve on the NC-APE-AC Board through regular attendance at meetings.
2. Provide input to NC-APE-AC Board concerning yearly advocacy goals and projects.
3. Coordinate NC-APE-AC advocacy projects
4. Disseminate NC-APE-AC advocacy projects
5. Serve as the liaison between NCPEA and NC-APE-AC
6. Submit regular proposals for updating the NC-APE.com website to NC-APE-AC Board for approval.
7. Submit approved changes in the NC-APE.com website to the NC-APE-AC Social Media Coordinator
8. Assume responsibility of the APE Booth at Conventions chosen by the NC-APE-AC Board each year.

vii. **The Regional Representatives shall:**

1. Serve a two (2) year term on the NC-APE-AC Board through regular attendance at meetings.
2. Serve as liaison between NC-APE-AC Executive Board and members in their particular region.
3. Conduct one (1) Adapted Physical Education Workshop somewhere in their region during their two (2) year term.
4. Regionally promote NCAAHPERD-SM membership and NC-APE-AC goals.
5. Nominate qualified individuals from the region for any NC-APE awards

viii. **The College/University Representatives shall:**

1. Serve on the NC-APE-AC Board through regular attendance at meetings.
2. Serve as a liaison between NC-APE-AC Executive Committee and Institutions of Higher Education (IHE).
3. Assist in implementation of non-convention programming.
4. Participate in the PETE Reform Meeting held in conjunction with the annual NCAAHPERD-SM Convention when needed.

5. Represent the NC-APE-AC at IHE programming related to Physical Education.
6. Promote NCAAHPERD-SM membership and NC-APE-AC goals within IHEs. The Student Major's Association of NCAAHPERD-SM.

ix. The Social Media Coordinator shall:

1. Serve on the NC-APE-AC Board through regular attendance at meetings.
2. Submit regular proposals for updating the NC-APE-AC link on the NCAAHPERD-SM website to NC-APE-AC Board for approval.
3. Include updates, make changes, etc. to NC-APE.com website as requested by President. Each council members should send proposed items for the website through the President
4. Maintain membership (through request to Treasurer for fees) of NC-APE-AC Website.

VII. REVISION OF THE OPERATING CODE

- a. Revisions to the Operating Code shall be submitted to the NC-APE-AC Board for consideration and final action, at the annual meeting.
- b. Any proposed revisions to be considered at the NC-APE-AC 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.