

**OPERATING CODE FOR THE NORTH CAROLINA ASSOCIATION
FOR ATHLETIC EDUCATION**

Revised, February 10, 2018

Revised October 23, 2021

ARTICLE I. NAME

The name of this organization shall be the North Carolina Association for Athletic Education (NCAAE).

ARTICLE II. PURPOSE

SECTION 1. The purpose of this Association is consistent with the objection/goals for NCAAE.

- A. To provide learning experiences for athletic educators.
- B. To increase the knowledge and skills to enhance athletic education for their students.
- C. To encourage our members to actively pursue their certification credentials in their specific fields.
- D. To recognize member Coaches and Athletic Directors for their leadership role and accomplishments in their profession.

ARTICLE III. MEMBERSHIP

SECTION 1. Members will be in good standings and selecting NCAAE as either first or second choice association within the NCAAPERD -SM

ARTICLE IV. ORGANIZATION

- A. This Association shall be a standing association of NCAAPERD- SM
- B. The NCAAE Board, the Executive Committee and a regular business meeting of all members shall govern the Association.
- C. The NCAAE Board shall consist of a President, President-elect, Vice President, Past President, and Regional Representatives.

Ie: All officers shall assume office upon the close of the annual meeting.

- 1. The President, President-elect, and Vice President, and Past 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 Regional Representatives shall be elected for two-year terms.

D. To establish an advisory council or members to represent NCAAE on the board of NCAAPERD – SM.

E. Members of the NCAAE Board who do not meet their obligations may be removed and replaced by the Executive Committee. The decision may be appealed to the full NCAAE Board.

F. There will be two standing committees: Middle School Coaches Clinic Coordinator/Committee and Coaches Certification Coordinator/Committee. Each will consist of members that will plan and coordinate the events.

G. All business shall be conducted by the membership at the annual convention of NCAAPERD -SM except for business which must be conducted between annual conventions. In such cases, the President, President-elect, and Vice President shall act as the executive committee authorized to conduct business on behalf of the NCAAE.

H. The Operating Code of the Association will govern the procedural operations of the Association. The Operating code shall be written by the Executive Committee and approved by the membership.

ARTICLE V - CONDUCT OF BUSINESS

A. Meetings of the NCAAE 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 NCAAE Board meetings shall be as follows:

- i. CALL TO ORDER
- ii. MINUTES
- iii. FINANCIAL REPORTS
- iv. COMMITTEE REPORTS
- v. OLD BUSINESS
- vi. NEW BUSINESS

vii. ADJOURNMENT

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

ARTICLE VI – DUTIES AND RESPONSIBILITIES OF THE NCAAE BOARD

Officers of the Board:

ii. The President Shall:

1. Represent NCAAE on the Alliance Executive Board.
2. Preside at meeting of NCAAE Board.
3. Serve as financial officer of the Association.
4. Establish budget and maintain financial records.
5. Serve on the Executive Committee of the NCAAE Board.
6. Appoint committees as needed for the implementation of Association business.
7. Set the agenda for Board meetings.
8. Represent the NCAAE as needed during term of office.
9. Serve as Association delegate to Southern District or provide for the election of an Association delegate.
10. Provide NCAAE news items to the Editors of the *Journal* and Newsletter for each issue.
11. Ensure an NCAAE Board member attends the Southern District AAHPERD-SM leadership development conference.
12. Prepare an end of the year report to NCAAHPERD - SM and the NCAAE Board.
13. Work in conjunction with all officers on the board to collaborate on awards given.

iii. The President-elect shall:

1. Represent NCAAE on the Alliance Executive Board.
2. Be responsible for planning and conducting of convention programming.
3. Assume the duties of the President in the event that the President cannot fulfill those duties
4. Serve on the Executive Committee of the NCAAE Board.
5. Work on duties as designated by the President.
6. Work in conjunction with all officers on the board to collaborate on awards given.

iv. The Vice-President shall:

1. Serve on the Executive Committee of the NCAAE Board as a non-voting member.
2. Assist the President-elect with convention programming.
3. Work in conjunction with all officers on the board to collaborate on awards given.
4. Work on duties as designated by the President.
5. Assume the duties of the President in the event the President and President-elect are unable to fulfill those duties.
6. Keep minutes of Board meetings and distribute to all members of the Board.
7. Prepare and distribute communications (announcements, newsletters) conduct other communication as directed by President.

v. The Past-President shall:

1. Serve on the Executive Committee of the NCAAE Board.
2. Act as an advisor to the President and President-elect.
3. Chair a committee to select nominees for the NCAAE Board.
4. Prepare a ballot for election of Board members.

vi. The Regional Representatives shall:

1. Serve on the NCAAE Board through regular attendance at meetings.

2. Serve as liaison between NCAAE Executive Committee and members in their particular region.

ARTICLE VII – MEETINGS

Section 1. The NCAAE Executive Committee will meet two times a year; at the annual NCAAHPERD - SM Convention and the Annual NCCA Coaches Clinic.

Section 2. The NCAAE Executive Committee will hold an annual business meeting for members at the NCAAHPERD - SM Convention.

ARTICLE VII – Revision of the Operating Code

Section 1. Revisions to the Operating Code shall be submitted to the Board of Directors for consideration and final action.

Section 2. Any proposed revisions to be considered at the Board of Directors meeting must be submitted to the President at least thirty (30) days prior to the date of the meeting.

Section 3. The proposed revisions to be considered must be presented to and approved by the NCAAHPERD - SM Board of Directors.

Section 4. The membership shall be informed of revisions of the Operating Code.

ARTICLE VIII – Awards

North Carolina Association for Athletic Education Awards

1. High School Coach of the Year

- Male – Must be a member of NCAAHPERD-SM for at least 3 months.
- Female – Must be a member of NCAAHPERD-SM for at least 3 months.

2. Athletic Director of the Year

- Middle School- Must be a member of NCAAHPERD-SM for at least 3 years.
- High School- Must be a member of NCAAHPERD-SM for at least 3 months.

3. NCAAE Lifetime Achievement Award