

**OPERATING CODE OF THE PRESIDENT-ELECT
OF NCAAPERD-SM**

Approved, November 1968, Revised, January 1988, Revised June 220

I. NAME

A. The name of the office shall be President-Elect of the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance and Sport Management.

II. ORGANIZATION

A. The Vice President shall become President-Elect upon the conclusion of the annual fall convention.

B. The President-Elect shall serve for one year.

C. In case the office is vacated, the unexpired term shall be filled by the Vice President.

III. DUTIES AND RESPONSIBILITIES

A. Serve for the President in the President's absence.

B. Serve as President during the unexpired term if the office of President is vacated.

C. Serve as a member of the Executive Committee and the Board of Directors.

D. Attend the SHAPE America President-Elects' Leadership Development Conference.

E. Serve as program coordinator for the state convention.

1. The President-Elect shall serve as co-chair of the Convention Committee.

2. The Convention Committee shall assist the President-Elect in organizing and coordinating all aspects of the annual fall convention.

a. The President-Elect of each Association is responsible for the convention program and shall, therefore, serve on the Convention Committee. An Association may delegate these responsibilities to a person other than its President-Elect provided that the Alliance President-Elect is informed.

3. Prepare a rough draft of the convention schedule for presentation at the Board of Directors meeting in April. Prior to the August Board of Directors meeting, confirm the convention schedule in writing to the association presidents-elect.

4. Ensure adherence to the following NCAAPERD-SM guidelines for program planning:

a. Association officers should bring program ideas and possible speakers; names to the January Board of Directors meeting so that program planning and coordination between Associations can be enhanced. Prior planning meetings with other association officers or representatives are strongly encouraged.

b. Preliminary program reports are due to the President-Elect on or before March 31. These reports must include only program titles and presenters for all planned sessions.

c. Final program reports are due to the President-Elect on or before May 16. The

final program report form must be completed fully.

- d. A draft of the total convention program will be sent to the Board of Directors members on or before August 1.
- e. All changes to the program must be sent in writing to the President-Elect on or before September 1.
- f. Prepare and bring the convention program and deliver it to the Executive Director for distribution to the Alliance membership.
- g. Work closely with the convention manager Executive Director to see that all preparations for the convention are made.
- h. Distribute evaluation forms to Association Presidents and Convention Committee members just before the convention and receive them after the convention.
- i. On the basis of the evaluation forms and one's own observation, write an evaluation of the convention program to be given to the successor and to be kept in the President-Elect's file.

IV. REVISION OF THE CODE

- A. Revision of this code may be made through the approval of the Board of Directors.
- B. No portion of the code shall be in conflict with the Constitution and By-Laws of the Alliance.