

**OPERATING CODE OF THE OFFICE OF PRESIDENT
OF NCAAHPERD-SM**

Approved, September 1972, Revised, January 1988, November 2001, June 2020

I. NAME

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

II. ORGANIZATION

A. The President shall take office upon the conclusion of the annual fall convention.

B. The President shall serve for one year.

C. In case the office is vacated, the Past President will serve as both President and Past President.

III. DUTIES AND RESPONSIBILITIES

A. Serve as the Executive Officer of the Alliance.

B. Be responsible for operating the NCAAHPERD-SM in coordination with SHAPE America.

C. Provide oversight for the performance of the NCAAHPERD-SM Executive Director

1. Arrange a meeting of President, President-elect, and Vice President with the Executive Director in January or February to establish mutually agreed upon performance goals for the Executive Director for the year. These goals shall be in writing and signed by all parties.

2. Distribute copies of the Executive Director's annual goals to the Board of Directors.

3. Conduct an annual performance review of the Executive Director in December, which shall include input from the Vice President, President-elect, Board of Directors, and may include input from the immediate Past President, members, and affiliates.

4. Distribute copies of the Executive Director's performance review to the Board of Directors

D. Direct committee work as follows:

1. Appoint chairpersons and members of standing and special committees. The Executive Director will forward Operating Codes to all committee members.

2. Convey to all committee persons the purpose of their committee.

3. Serve as an ex-officio member of all committees.

4. Call for regular reports of all committees.

5. Coordinate the work of all officers and committees.

E. Conduct meetings of the Board of Directors.

1. Call meetings as needed

2. Prepare an agenda
 3. Preside over meetings
- F. Hold an annual business meeting of the membership during the annual fall convention. Appoint a parliamentarian for all Board of Directors and business meetings.
 - G. Report to the membership, at annual meetings, and through the state publications on Alliance affairs.
 - H. Provide for election of officers of the Alliance in accordance with the Constitution and Bylaws.
 - I. Represent NCAAPERD-SM at the Delegate Assembly at the SHAPE America National Convention, if eligible.
 - J. Oversee the selection of delegates to the SHAPE America Delegate Assembly by the Executive Committee.
 - K. Notify all candidates of their election and duties. The Executive Director will forward Operating Codes to all newly elected persons.
 - L. Serve as the official representative of the Alliance by correspondence, speaking engagements, liaison with other organizations, etc.
 - M. Keep the President-elect fully informed of the President's activities.
 - N. In cooperation with the Executive Director, prepare the annual Alliance budget for submission to the Board of Directors.
 - O. Approve expenditures up to \$250.00 from the treasury, which are not specifically budgeted items.
 - P. Request authorization of unbudgeted expenditures above \$250.00 from the Board of Directors by email vote or at a Board of Directors meeting.
 - Q. Preside at the general session at the fall convention.
 - R. After the convention planned during the officer's term as President-elect, the President shall write letters of appreciation to out-of-state speakers and guests; convention manager and chairpersons of local committees; and hosts of the convention, i.e., departmental chairperson, public school principal, etc.
 - S. Write letters to the appropriate superintendents, principals, college president, or heads of departments informing them of the election of their faculty members to Alliance officers.
 - T. File an annual report as requested by SHAPE America.
 - U. In September, the President of the Alliance announces the scholarship winner(s) approved by the Board of Directors by writing a letter to the recipient(s). Copies go to the Chairperson of the Department, the President of the institution, the Co-chairs of the Recognition Committee, and Executive Director of the Alliance.
 - V. Determine the theme of the annual convention that will be held during his/her year as President.
 - W. Perform other duties incidental to the office of President.

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 conflict with the Constitution and Bylaws of the Alliance.