

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

Approved, September 1983, Revised, January 1988, Nov 2001, June 2020

I. NAME

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

II. ORGANIZATION

A. The Vice President shall become President-Elect at the end of the final business meeting held at the fall meeting of the Alliance. The Vice President shall President-elect upon the conclusion of the annual fall meeting.

B. The Vice President shall serve for one year. The Vice President shall be elected to serve for four years: The first year as Vice President; the second, as President-Elect; the third, as President; the fourth, as Past President.

C. Should a vacancy occur in the office of President-Elect; the Vice President shall serve the unexpired term in addition to his/her elected term the following year.

D. Should a vacancy then occur in the office of Vice President the unexpired term shall be filled by a Presidential appointment with Board approval, one of the alternate nominees in the election at which the Vice President was elected.

E. If the nominee is not available or wishes not to accept the appointment, two nominees will be named and an election held through a ballot submitted to all of the members of the Alliance.

III. DUTIES AND RESPONSIBILITIES

A. The Vice President shall become thoroughly acquainted with the work of the Alliance and assist the President and President-Elect as required.

B. Serve for the President-Elect in his or her absence.

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

D. The Vice President will co-chair the Recognition Committee, which selects the recipients of Alliance awards and scholarships, excluding the Honor and Hooks Awards. The Committee also ensures Alliance and Association awards are aligned with SHAPE America awards criteria and timelines.

E. Prepare and distribute the program recognizing Alliance Awards, including the Honor Award, Hooks Award, and scholarship recipients at the fall meeting of the Alliance.

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.