

**OPERATING CODE OF THE CONSTITUTION COMMITTEE  
OF NCAAHPERD-SM**

**Approved, September 1966 Revised, January 1988,  
Reviewed April 1997, Revised April 2013, Revised June 2020**

- I. NAME
  - A. The name of this committee shall be the Constitution Committee of the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance and Sport Management (NCAAHPERD-SM).
  
- II. PURPOSE
  - A. Study the Alliance Constitution, Bylaws, and operating codes and make recommendations for amendments.
  - B. Accept and study any proposed amendments to the Alliance Constitution, Bylaws, and operating codes that are presented in written form by any active member of the Alliance.
  - C. Present, in writing, proposed amendments to the Alliance Constitution, Bylaws, and operating codes to the Alliance President and the Executive Committee for presentation at the next Board of Directors meeting
  - D. Interpret the Constitution, Bylaws, and operating codes when a member of the Alliance or a representative of an affiliated organization requests an interpretation.
  - E. Call attention to violations of the Constitution, Bylaws, and operating codes.
  - F. Advise Alliance Associations on revisions and amendments of their respective bylaws.
  
- III. ORGANIZATION
  - A. The Alliance Parliamentarian shall serve as chair of the committee.
  - B. The Alliance President shall appoint two up to four additional members of the Constitution Committee. All committee members must be members of the Alliance.
  - C. Committee members shall serve one-year terms and may be reappointed by the Alliance President.
  - D. The President shall be an ex officio member of the committee.
  
- IV. CONDUCT OF BUSINESS
  - A. Business shall be conducted throughout the year as needs warrant or at the discretion of the President or Board of Directors.
  - B. Business must be conducted through one of the following methods:
    - 1. The committee may be convened by the chair for the purpose of conducting a business meeting.
    - 2. The committee may be polled by email following adequate correspondence with the chair in regard to the business at hand.

3. On all voting matters, a majority vote of the committee members voting shall be required for action.
4. If deemed necessary, the committee shall meet during the annual fall meeting of the Alliance.
5. The committee shall prepare a written report of its work according to the following outline:
  - a. Name of the committee.
  - b. Name of the committee chair.
  - c. Names of the committee members.
  - d. A summary of the committee's work including recommended changes in the Constitution, Bylaws, and operating codes.
  - e. Recommendations for future work of the committee.

## V. DUTIES AND RESPONSIBILITIES

### A. Responsibilities of the chairperson.

1. Keep the Constitution Committee files up-to-date and in proper order to be passed on to the next chairperson.
2. Submit the committee's written report to the President and the Executive Committee.

### B. Responsibilities of each committee member.

1. Study the Alliance Constitution, Bylaws, and operating codes and make recommendations regarding amendments.
2. Attend all committee meetings and promptly cast votes when polled by email.
3. Work with the chair to provide official interpretations of the Constitution, Bylaws, and operating codes when such interpretations are required.
4. Receive suggested changes to the Constitution, Bylaws, and operating codes and pass these on to the chair for committee action.
5. Perform other duties as designated by the Board of Directors.

## VI. REVISION OF THE CODE

- A. Changes in the purpose and organization of the Constitution Committee or in the operating code are subject to the approval of the Alliance Board of Directors.
- B. No portion of this code shall be in conflict with the Constitution and Bylaws of the Alliance.