

**OPERATING CODE OF THE NCAAHPERD-SM  
FRIENDS FOUNDATION**

**Approved January 1989, Revised, September 1992, November 2001, June 2020**

I. NAME

- A. The name of this organization shall be the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance and Sport Management (NCAAHPERD-SM) Friends Foundation.
- B. Friends are those who make gifts to the Alliance at the Contributor level or above. Individuals, schools, universities, colleges, business corporations, and/or any other group may be recognized as Friends. Membership extends for a 12-month period from the date of the gift.

II. PURPOSE

- A. Through these gifts an endowment will be established for the Alliance, to provide grants for special needs and to better serve the professions. Both in-kind and direct monetary gifts are welcomed; gifts may be designated in memory or in honor of individuals. In addition, memorial scholarships may be established.

III. ORGANIZATION

- A. The Friends Foundation Committee shall oversee the operation of the Friends Foundation, and be responsible for direct fund-raising, allocating funds, and conducting the business of the Friends Foundation. Monies allocated for grants shall not exceed interest accrued by the Friends Foundation fund during the previous fiscal year.
- B. The Committee shall consist of the Alliance Vice-President, the Alliance Executive Director, the most recent Alliance Past President, and a minimum of four at large Alliance members.
- C. Committee members and the committee chair shall be appointed by the Alliance President on a rotating basis and shall serve two-year terms.

IV. CONDUCT OF BUSINESS

- A. Grant Request Guidelines.
  - 1. Requests may be received from any NCAAHPERD-SM member, committee, association, task force or similar group.
  - 2. Individual applicants shall have held Alliance membership (or membership in another State's Association/Alliance) for at least two consecutive years preceding the year of the grant application.
  - 3. Individual recipients must be current members of NCAAHPERD-SM at the time of application and selection.
  - 4. Specific grant objectives, justification, and other details, as noted on the grant application, shall accompany all requests. Budget requests need a full explanation and

- justification.
5. Priority shall be given to special/unique projects that benefit the NCAAHPERD-SM and/or its membership.
  6. The overall concept and purpose of a project proposal should be considered in determining its eligibility for a grant. Requests for equipment, travel costs, or other expenses should be considered within the broad context of the project. If they enable worthy objectives to be met, they are acceptable expenses. Capital improvements will not be funded. Friend Foundation grants may fund projects in full or partially.
  7. Grant applications shall be received by the deadline date specified on the grant application.
- B. Recognition of Members
1. Members of the Friends Foundation will be recognized by the listing of their names in the Alliance newsletter, convention program, and by having a Friends ribbon attached to their convention name badge.
- C. Levels and Benefits of Giving to the Friends Foundation
- BENEFACTOR \$1,000 or more per year
- Alliance membership for one year
  - Registration for the Alliance annual convention and all Alliance events for the year
  - Invitation to the President's Reception for the Friends Foundation during the annual convention
  - A plaque,
  - A Friend's pin\*
- PATRON \$500-\$999 per year
- Alliance membership for one year
  - Invitation to the President's Reception for the Friends Foundation during the annual convention
  - A plaque,
  - A Friend's pin\*
- SPONSOR \$250-\$499 per year
- Invitation to the President's Reception for the Friends Foundation during the annual convention
  - A paper weight
  - A Friend's pin\*
- DONOR \$100-\$249 per year
- Invitation to the President's Reception for the Friends Foundation during the annual Convention
  - A Friend's pin\*
- CONTRIBUTOR \$25-\$99 per year
- A Friend's pin\*

*\*A friend's pin will be given for each level of support for the first year only.*

V. COMMITTEE MEMBER RESPONSIBILITIES

- A. Attend Friends Foundations meetings and participate in conducting Friends Foundation business.
- B. Actively recruit new members for NCAAHPERD-SM.
- C. Actively recruit new Friends.
- D. Solicit donations to the Friends Foundation.
- E. Perform other duties as designated by the Board of Directors.

VI. REVISION OF OPERATING CODE

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