

OPERATING CODE

STUDENT MAJORS ASSOCIATION (SMA)

Revised, November 1994, February 2003, September 2018

I. NAME

- A. The name of this governing body shall be the Student Majors Association (SMA) for Health, Physical Education, Recreation, Athletics, Sport Management, and Dance.

II. PURPOSE

- A. The purpose of the SMA is to promote student involvement and provide professional preparation through opportunities provided by NCAAHPERD-SM, consistent with Board policy.

III. MEMBERSHIP

- A. Individual members of NCAAHPERD-SM select "Student Members" as the first choice association within the alliance if they are a K-12 student, or graduate or undergraduate college/university student.

IV. ORGANIZATION

- A. The SMA shall be a standing association of NCAAHPERD-SM.
- B. The SMA Board and a regular business meeting of members shall govern the association.
- C. The SMA Board shall consist of the following officers: Executive President (Professional Member), Student President, Student President-Elect, Secretary, and one Representative from each association (Dance, Athletics, Health, PE, SM, APE).
 1. All Officers and Representatives shall submit an application for election and be voted on at the next NCAAPHERD-SM SMA annual convention business meeting.
 2. All Officers and Representatives shall assume office upon the close of the NCAAHPERD-SM annual meeting. The Executive President shall serve a two-year term. Student President and Student President-Elect shall serve a one year term, not to exceed graduation date. The Student President-Elect will rotate to the Student President position. The Student President-Elect is a two year commitment.
 3. The Secretary and Association Representatives and serve a one year term, not to exceed graduation date. The Secretary and Representatives shall be nominated at the annual convention business meeting and serve a one year term.
 4. All officers are required to attend the NCAAHPERD-SM annual convention.

D. Elected members of the SMA Board may be re-elected after their term, as long as new term does not exceed their graduation date.

V. CONDUCT OF BUSINESS

A. The SMA Board shall initiate the transaction of all business necessary for the administration of SMA activities.

B. All policies formulated by the SMA Board shall be consistent with the policies of the Alliance.

C. The SMA Board shall establish the agenda for the SMA business meeting at the annual convention.

D. Meetings of the SMA Board shall be held at the annual convention and at additional times as set by the SMA Board.

E. A business meeting of the SMA membership shall be held during the annual convention. All members of the Association shall be eligible to participate.

F. The agenda of the SMA Board meeting shall be as follows:

1. Call to Order
2. Minutes
3. Approval and additions to the agenda
4. Financial Reports
5. Old Business
6. New Business
7. Adjournment

G. Parliamentary procedures shall be decided according to Robert's Rules of Order.

VI. DUTIES AND RESPONSIBILITIES OF THE SMA BOARD

A. Officers of the Board:

1. The Executive President shall:

- a) Be a professional member of NCAAHPERD-SM
- b) Represent SMA on the NCAAHPERD-SM Executive Committee
- c) Preside, with the Student President, at the SMA Board meetings to do the following:
 - (1) Set the agenda for the Board meeting
- d) Serve as the financial officer of the Association
 - (1) Establish the budget and maintain financial records

2. The Student President shall:

- a) Be a student member of NCAAHPERD-SM
- b) Represent SMA on the NCAAHPERD-SM Executive Committee.
- c) Preside at meetings of SMA Board meetings.

- (1) Set the agendas for the Board meetings.
 - d) Serve, with the Executive President, as a financial officer of the SMA.
 - (1) Establish budget and maintain financial records.
 - e) Appoint committees as needed for the implementation of SMA business.
 - f) Appoint individuals to fill vacancies if an officer vacates before the term expires.
 - (1) Appointment will only be until the next election at the SMA Business Meeting at NCAAHPERD-SM Convention.
 - g) Conduct annual business of the SMA.
 - h) Represent the SMA as needed during the term of office.
 - i) Be responsible for the planning and conducting of the convention programming.
3. The Student President-Elect shall:
- a) Be responsible for the planning and conducting of the convention programming.
 - b) Represent SMA on the NCAAHPERD-SM Executive Committee.
 - c) Assume the duties of the President in the event that the President cannot fulfill his/her duties.
 - d) Serve on the SMA Board.
 - e) Work on duties as designated by the President.
4. The Past President shall:
- a) Act as an advisor to the Student President and Student President-Elect for one year after term ends.
 - b) Assume the duties of the Student President in the event the Student President and Student President-Elect cannot fulfill his/her duties.
5. The Secretary shall:
- a) Keep minutes of SMA Board meetings and distribute to all members of SMA Board.
 - b) Prepare and distribute communications (announcements, newsletters).
 - c) Conduct other communications as directed by the Student President.
6. The Representatives shall:
- a) Attend all SMA Board and Business meetings.
 - b) Serve as a liaison between SMA Board and members.

c) Provide input to the SMA Board regarding the needs and interests of students.

d) Aid in the recruitment of new members for SMA.

VII. REVISION OF THE CODE

A. Revision of the operating code shall be submitted to the Board of Directors for consideration and final action.

B. Any proposed revisions to be considered at an NCAAPERD-SM Board of Directors meeting must be submitted to the President at least thirty days prior to the date of the meeting.

C. The membership shall be informed of any revisions of the Operating Code.

Addendum
Fall 2018

Executive Presidents: Dr. Shonna Snyder and Judy Fowler

NCAAHPERD-SM Student Majors Association Roles:

- Student President – 1 Year Term
 - ***Student President Elected Officer: Rebekah Creech***
 - Term Dates: 2018 NCAAHPERD-SM Annual Convention to 2019 NCAAHPERD-SM Annual Convention

- Student President-Elect – 2 Year Term
 - ***Student President-Elect Elected Officer:***
 - Term Dates: 2018 NCAAHPERD-SM Annual Convention to 2020 NCAAHPERD-SM Annual Convention (Will be the Student President from the 2019 NCAAHPERD-SM Annual Convention to 2020 NCAAHPERD-SM Annual Convention)

- Secretary - 1 Year Term
 - ***Secretary Elected Officer:***
 - Term Dates: 2018 NCAAHPERD-SM Annual Convention to 2019 NCAAHPERD-SM Annual Convention

- Student Representatives - 1 Year Term
 - Term Dates: 2018 NCAAHPERD-SM Annual Convention to 2019 NCAAHPERD-SM Annual Convention
 - Adapted Physical Education
 - ***Adapted Physical Education Elected Officer:***
 - Athletics
 - ***Athletics Elected Officer:***
 - Dance
 - ***Dance Elected Officer:***
 - Health Education
 - ***Health Education Elected Officer:***
 - Physical Education
 - ***Physical Education Elected Officer:***
 - Sport Management
 - ***Sport Management Elected Officer:***