

# South Carolina Alliance for Health, Physical Education, Recreation and Dance 2022

Operating Codes for the South Carolina Alliance for Health, Physical Education, Recreation and Dance  
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## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Board of Directors**

- I. Name  
The name of this governing body shall be the SCAHPERD Board of Directors.
- II. Purpose  
The purpose of this committee is:
  - A. To manage the affairs and property of the SCAHPERD, with the exception of those functions specifically delegated otherwise by the By-Laws.
- III. Organization
  - A. The Board of Directors shall consist of:
    1. The President, President-Elect, and immediate Past President of SCAHPERD.
    2. Presidents and Presidents-Elect (Vice President of South Carolina Association for Future Professionals) of all associations.
    3. The Executive Director shall be a non-voting member.
    4. The Governor's Council Representative shall be a non-voting member.
    5. The Finance Committee Chair shall be a non-voting member.
    6. The Parliamentarian, appointed by the SCAHPERD President, shall be a non-voting member.
    7. The State Department of Education position(s) of Health, Physical Education, and Dance/Arts Coordinator shall be a non-voting member.
    8. A Future Professionals Advisor appointed by the SCAHPERD President shall be a non-voting member.
    9. Each Committee Chair shall be invited to attend the SCAHPERD Board meetings as a non-voting member/guest. They may participate in discussion representing their committee and present motions from their committee.
  - B. All members of the Board shall assume office at the close of the annual conference.
  - C. The SCAHPERD President shall be the Chair of the Board of Directors.
  - D. The Parliamentarian shall attend all meetings of the Board of Directors.
  - E. Arrangement of seating shall provide for segregation of voting members when deemed necessary by the SCAHPERD President or a majority of the Board of Directors.
  - F. Speaking privileges shall be granted and controlled by the SCAHPERD President. Special rules may be set by the president for meetings using technology.
  - G. A quorum shall consist of half the voting members, plus one.
  - H. The SCAHPERD President shall vote to break or cause a tie.

IV. Conduct of Business

- A. There shall be at least three meetings annually of the Board of Directors. An agenda shall accompany the call to meeting.
  1. Other meetings may be called by the SCAHPERD President, or at the written request of a majority of the Board. An agenda shall accompany the call to a called meeting.
  2. Meetings may be held:
    - a. Immediately following the annual conference (this would be a brief assembly for announcements and not considered a regular meeting).
    - b. Within one month following the annual conference
    - c. Prior to the SCAHPERD Leadership Conference
    - d. Early in the spring
    - e. Late spring, prior to the end of the school year
    - f. In the fall, shortly after the beginning of school year.
    - g. On site, the evening prior to the start of the annual conference
- B. The functions of the Board of Directors are to:
  1. Take the initiative in formulating policies of SCAHPERD.
    - a. Receive, review, and take action on reports from Associations and Committees.
    - b. Act on suggestions and requests of any member or Association.
    - c. Act as the legislative and administrative body of SCAHPERD between regular meetings.
    - d. Subject its legislation to review by the SCAHPERD membership at the regular business meeting.
  2. Approve the annual budget which must also be a balanced budget. A balanced budget requires that the revenues are at least equal to or exceed the expenses.
  3. Approve any committees which may be appointed by the SCAHPERD President.
    - a. Adopt all SCAHPERD Committee Operating Codes and approve any revisions deemed necessary.
    - b. Approve the Constitution and the By-Laws for all Associations.
  4. Choose the specific time and place for the annual business meeting. The President is responsible for preparing the agenda.
  5. Maintain the relationship to SHAPE America Southern District and to the Society of Health and Physical Educators.
  6. Replace any non-functioning member of the Board of Directors.
  7. Oversee the filling of any existing vacancies in an elected SCAHPERD position.
  8. Request that the SCAHPERD President call meetings of the SCAHPERD membership and the Board of Directors and approve any special meetings which the SCAHPERD President might call. The membership must be notified one month prior to a SCAHPERD business meeting.
  9. Determine the procedures for putting properly submitted amendments before the SCAHPERD membership at its annual meeting.
  10. Respond to all other matters deemed important, and not covered above, for the efficient operation of SCAHPERD.
  11. Keep a record of its proceedings and make reports thereof to the membership in the SCAHPERD newsletter and at the annual conference.
- C. A vote may be initiated by the Board of Directors between regular meetings when deemed expedient for the welfare of SCAHPERD.
  1. Voting may be completed by mail, by telephone, or by use of any appropriate technology.
  2. Based on input from the Board members, the Executive Committee will determine which issues are appropriate for electronic voting.

3. The Executive Committee will determine how all Board members will have an opportunity to participate in discussion prior to the voting.
  4. The Executive Committee will determine the procedures for voting on each action that needs to be taken between regular meetings.
  5. The Parliamentarian shall be responsible for conducting the telephone and electronic voting procedures.
- D. The business of the Board of Directors shall be conducted according to the latest edition of *Robert's Rules of Order Newly Revised*.
  - E. Operating rules or parliamentary suggestions may be made by the parliamentarian and adopted by the Board of Directors as the first order of business at each meeting.
  - F. Necessary expense incurred in the operations of the Board of Directors shall be line items in the SCAHPERD Budget.

V. Absenteeism of Board Members

- A. Board members elected to a voting position on the Board of Directors are expected to attend meetings so that a quorum can be maintained.
- B. A board member can miss no more than one board meeting per year in one term of office, regardless of the reason.
- C. The Executive Director shall notify the SCAHPERD President when a board member has missed a board meeting.
  1. The SCAHPERD President shall notify the board member that he/she has reached the absence limit for the year.
  2. Use of a proxy will count as an absence for a board member.
- D. If a Board member misses a second meeting in a year of his/her term of office, the Executive Director shall inform the SCAHPERD President. The President shall ask the Board to remove the absent board member at that meeting.
- E. The President shall submit the name of a replacement for approval by the Board.
  1. If the pending absence is known prior to the Board meeting when the vacancy occurs, the President may submit the name at that meeting.
  2. If the absence is unannounced, prior to the next Board meeting the President shall submit the name for approval so that the new board member may attend the next Board meeting.
  3. The replacement must meet the criteria for the position s/he will be filling.
  4. Priority will be given to the other candidate who ran for the position.
  5. The SCAHPERD President shall notify the dismissed Board of Directors member in writing within 72 hours of the said Board Meeting.

VI. Proxy Policy for Meetings of Board of Directors

- A. Members of the Board may be represented by proxy at a regular meeting of the Board.
- B. Prior to the beginning of the meeting, the Board member who cannot attend an official meeting must notify the SCAHPERD President, in writing, and must provide the name of a proxy.
- C. Prior to the beginning of the meeting, the SCAHPERD President must provide written approval for the proxy to the board member.
- D. In case of emergency, the President may be notified by telephone.
- E. No board member may use a proxy more than twice during his/her term of office.
- F. In the case of associations, the proxy must be an officer and a voting member of the association's board.
- G. Otherwise, any qualified member of SCAHPERD may act as a proxy; however, preference should be given to persons with experience on the SCAHPERD Board of Directors.

- H. Non-voting members on the SCAHPERD Board may not serve as proxies. An exception may be made for the SCAFP advisor who may proxy for either the SCAFP president or vice-president.
- I. A proxy may represent only one Board member per meeting.
- J. Use of a proxy will count as an absence for the Board member.
- K. A maximum of three proxies is allowed for any Board meeting.
  - 1. If additional Board members are absent (and have a proxy) when there are already three proxies scheduled for attending, the result will be that no proxy may vote for the additional member(s).
  - 2. Up to three proxies are to be counted as part of a quorum.

VII. Amendment of the Operating Code

Recommendations for revisions and/or amendments to this operating code shall be submitted to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD President**

I. Name

The name of this office shall be the SCAHPERD President.

II. Purpose

The purposes of this office are:

- A. To administer the business, programs and activities of SCAHPERD through appropriate leadership, planning, and motivation in order to accomplish the purposes of SCAHPERD.
- B. To preside at all meetings and to enforce all rules and regulations relating to the administration of SCAHPERD.
- C. To call meetings of SCAHPERD or the Board of Directors when deemed necessary, or when requested to do so by the Board of Directors.
- D. To appoint members of all SCAHPERD committees.
- E. To serve as an ex-officio (voting) member of all SCAHPERD committees except the Nominating Committee.

III. Organization

The SCAHPERD President-Elect shall automatically succeed to the office of President at the conclusion of the subsequent annual conference and shall serve in this capacity for one year prior to assuming the office of Past President.

IV. Conduct of Office

The SCAHPERD President shall:

- A. Serve as chair of the annual business meeting, Board of Directors' meetings, and the Executive Committee meetings.
- B. Preside at General Session meetings of the state conference.
- C. Appoint all committee members and chairs as indicated in Article IV of the SCAHPERD By-Laws. Appoint special ad hoc committees as s/he or the Board of Directors deems necessary.
- D. Inform the President-Elect, Past President, Executive Director, and other members of the Board of Directors of current business and affairs of the State through copies of major correspondence, consultations, or progress reports.
- E. Serve as a liaison for the SHAPE America Southern District and SHAPE AMERICA by disseminating information and implementing actions of SHAPE AMERICA and the SHAPE America Southern District in SCAHPERD.
- F. Work closely with the Executive Director and act through that office in such routines of organization as reports, mailings, announcements, and correspondence that rightfully belong to the functions of Executive Director.

- G. Conduct the affairs of SCAHPERD according to the policies indicated in the By-Laws or by delegation of the Board of Directors. However, refer policy problems not clearly defined to the Board of Directors for consideration.
- H. Prepare a written agenda for each Executive Committee meeting.
- I. Prepare a written agenda and a written report for each Board of Directors meeting. Get the Board agenda and report to the Executive Director and/or the Administrative Assistant to be distributed to the Board members prior to the meeting.
- J. Vote at a Board of Directors meeting only to break a tie or cause a tie.
  - 1. Anytime the vote is by secret ballot, the president may vote.
  - 2. At the annual business meeting, the President may vote as a member of SCAHPERD and announce his/her vote as part of the reported count.
- K. Send copies of key correspondence to the members of the Executive Committee.
- L. Maintain an up-to-date file of procedures for records and historical purposes.
- M. Submit an annual report for the final meeting of the Board of Directors scheduled the night prior to the annual conference.
- N. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
- O. Prepare the agenda and annual report of the proceedings of the Board of Directors for distribution to the membership at the annual business meeting.
- P. The report should include: accomplishments, strategic goals that were met, and recommendations.
- Q. Review the SCAHPERD President Operating Code for necessary revisions.
- R. Pass on files to successor at the post conference meeting of the Board of Directors.

V. Timeline

- A. Duties During Conference (when office is assumed)
 

The SCAHPERD President-Elect (incoming President) shall:

  - 1. Get as much exposure as possible with the current President, Past President and other officers during meetings, socials, etc., for the purpose of gleaning information helpful during tenure in the office as SCAHPERD President.
  - 2. Make a few introductory remarks about the Presidency, future plans, and goals at the first General Session of the conference.
  - 3. Receive the gavel, usually at the conclusion of the annual business meeting and introduce other newly elected officers.
  - 4. Convene a post conference Board meeting with a prepared agenda and conduct an abbreviated session. Brief reports will be received, quick evaluation of the conference will be made, and directives for the immediate future will be given.
  - 5. Conduct all file transfers between officers, committee chairs, and others before adjournment.
  - 6. Affirm the appointment for the remainder of the term of the Necrologist through SHAPE America Southern District.
- B. Duties Immediately Following Conference (where office is assumed)
 

The SCAHPERD President shall:

  - 1. Establish rapport with President-Elect, Past-President, and Executive Director.
  - 2. Make certain letterhead stationery or appropriate electronic template is distributed by the Executive Director to new officers.
  - 3. Write thank-you letters/notes and missives of appreciation to all former committee chairs, certain speakers, and others who were helpful during the previous year and during the conference. Acknowledge in writing recipients of SCAHPERD awards.

4. Complete all committee rosters as per guidelines in Article IV of the SCAPERD By-Laws.
  5. With the assistance of the Executive Director, develop a roster of all new officers. Ask the Administrative Assistant to forward the roster to the SHAPE AMERICA office, the SHAPE America Southern District Executive Director and President, and to each member of the SCAHPERD Board of Directors.
  6. Develop a roster of all committees according to the SCAHPERD By-Laws
    - a. Committees and membership of the committees must be approved by the Board of Directors (This could be done at the Board of Directors prior to the annual conference or at the Board meeting at the close of the conference.
    - b. Forward copies of committee rosters to association presidents, other Board members, and the SCAHPERD office after approval.
    - c. The committee rosters may also be included in materials distributed at the SCAHPERD LDC.
  7. Establish an electronic filing system for each committee, project, and function.
  8. Compose the "President's Column" for the post conference issue of the newsletter. This represents the first of several opportunities to communicate briefly with state constituency and issue charges, plans and directions for the state.
  9. Communicate any pertinent information with the Executive Committee and the Board of Directors.
  10. Working with the Executive Director, follow through with the completion of any business that may have been left over from the previous conference, e.g., contractual matters, unpaid bills, evaluations.
- C. Duties During Spring and Summer  
The SCAHPERD President shall:
1. Organize and conduct scheduled Board meetings.
  2. Communicate with the Board on pertinent matters and provide copies to others as previously indicated.
  3. Answer inquiries and initiate correspondence in a timely manner.
  4. Organize and conduct Executive Committee meetings as needed.
  5. Serve as a SCAHPERD delegate to both the SHAPE America Southern District Representative Assembly and SHAPE AMERICA Alliance Assembly during their spring conventions. Delegates should attempt to represent the views of their SCAHPERD constituents during the voting process at these annual events.
  6. Represent SCAHPERD at any appropriate meetings
  7. Write appropriate articles and reports as needed for state publications.
  8. Write appropriate reports for *Southern Links* and for the SD Representative to the SHAPE AMERICA Board of Directors.
- D. Duties During Fall and Winter (prior to conference)  
The SCAHPERD President shall:
1. Visit association meetings, workshops, etc. when requested and make presentations, bring greetings from SCAHPERD, or perform other functions as per requests.
  2. Ensure all committee structures are functioning and on target.
  3. Prepare for conference responsibilities.
    - b. Send greetings to conference planner for pre-conference flyer.
    - c. Develop agenda for the General Session.
      - 1) Notify those involved as to specifics.
      - 2) Develop the programs and have them printed.



- d. Issue invitations to guests or members who are requested to attend conference special functions.
- e. Ensure that special related functions are properly staffed.
- f. Invite the candidates for SCAHPERD President-Elect to the pre-conference board meeting and inform them about where they should be and at what time.  
Candidates are usually required to be present for introductory purposes during the General Session.
- 4. Write appropriate reports and articles for state and SHAPE America Southern District publications.
- 5. Maintain appropriate articulation with state association officers.
- 6. Maintain close rapport with President-Elect, Past President, and Executive Director. Copies of most correspondence should go to each.
- 7. Develop agenda for pre-conference Board meeting. Ensure members are notified as to specifics of the meeting. With the assistance of the Executive Director and Administrative Assistant, ensure that Board reports that have action items for the annual business meeting are submitted prior to the Board meeting to allow time for disseminating to the membership ten (10) days prior to the annual meeting.
- 8. Conduct pre-conference Board meeting following the agenda.
- 9. Attend pre-conference meeting with hotel and conference planner.
- E. Duties During Conference  
The SCAHPERD President shall:
  - 1. Conduct the General Session.
  - 2. See that only appropriate SCAHPERD awards are presented in the General Session. Association Awards should be presented in association business meetings or when designated by the Conference Planner/Board of Directors.
  - 3. Host any functions designated for honorees or special groups.
  - 4. Preside at the SCAHPERD annual business meeting.
  - 5. Assist other Board members with any specific needs.
- F. The office shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).

VI. Amendment of the Operating Code

The President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

Approved April 16, 1995  
Revised November 29, 2002  
Revised March 2004  
Revised February 2017  
Revised May 13, 2021

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD President-Elect**

- I. Name  
The name of this office shall be the SCAHPERD President-Elect.
  
- II. Purpose  
The purposes of this office are:
  - A. To serve SCAHPERD as one of its officers while being oriented and familiarized with the purposes and procedures of SCAHPERD.
  - B. To serve as vice chairman of the planning committee for the annual conference.
  
- III. Organization  
The President-Elect shall be elected by the membership at the annual conference of SCAHPERD and shall serve in this capacity for one year prior to assuming the office of President.
  
- IV. Conduct of Office  
The President-Elect shall:
  - A. Serve as a member of the Board of Directors and attend all meetings,
  - B. Serve as a member of the Executive Committee of SCAHPERD,
  - C. Serve as the Vice-Chair of the Conference Program Planning committee,
  - D. Serve on the Finance Committee,
  - E. Serve on the Constitution Committee
  - F. Serve as a non-voting member of the Strategic Planning Committee.
  - G. Observe and participate in any committee meeting that the President may deem advisable,
  - H. Represent the President upon request,
    - I. Coordinate the annual calendar for professional development opportunities in collaboration with the Association Presidents.
  - J. Copy all members of the Executive Committee on any correspondence related to SCAHPERD business.
  - K. Submit a written report for each meeting of the Board of Directors,
  - L. Maintain an up-to-date file of procedures for records and historical purposes,
  - M. Attend the President-Elect Conference sponsored by the Society for Association Management (SAM) and the Southern States Leadership Development Conference.
    1. Work closely with the Executive Director to make travel arrangements
    2. Have necessary supplies for these meetings.
  - N. Submit an annual report to the Executive Director for publication and distribution to the membership at the annual meeting of SCAHPERD (this

- report should include: functions, accomplishments and recommendations),
- O. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
- P. Pass on files for the position to the incoming President-Elect.
- Q. Assist and advise the incoming President-Elect of responsibilities.
- R. Review the operating code for necessary revisions.
- S. The office shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).

V. Timeline

- A. Duties During Conference (when office is assumed)
  - 1. Attend all general sessions of the conference (you might be introduced as a candidate prior to the voting)
  - 2. Attend the annual business meeting where newly elected officers are announced and introduced.
  - 3. Prepare to assist incoming President with presidential responsibilities as soon as the election results are announced. (In the case of only one candidate for President-Elect, a vote will be taken at the first General Session.)
- B. Duties Immediately Following Conference (when office is assumed)
  - 1. Attend all meetings called by the President.
  - 2. Attend all Conference Program Planning Committee meetings called by the Past-President
  - 3. Attend all meetings called by the Finance Chair
  - 4. Attend all meetings called by the Constitution Chair
  - 5. Attend all BOD meetings
  - 6. Attend all Executive Committee meetings
  - 7. Attend all Strategic Planning Committee meetings (non-voting)
  - 8. Attend SCAHPERD Leadership Development Conference (Jan/Feb)
- C. Duties During Spring and Summer
  - 1. Submit report at BOD meeting
  - 2. Attend the President-Elect Conference sponsored by the Society for Association Management (SAM) and the and the Southern States Leadership Development Conference.
  - 3. Coordinate the annual calendar of professional development opportunities in collaboration with Association Presidents.
  - 4. Work with the Conference Program Planning Committee to plan the annual conference
  - 5. Work with the President in preparation of assuming the position of President at the fall conference
- D. Duties During Fall and Winter
  - 1. Submit report at BOD meeting
  - 2. Continue working with the Conference Program Planning Committee in preparation for the conference.
  - 3. Assist the President as needed in preparation for meetings and/or the conference.
- E. Duties During Conference
  - 1. Attend as many sessions as possible and work with the President and Executive Director in preparation for assuming the office of President at the end of the conference.
  - 2. Submit report at BOD conference meeting prior to conference.

3. Submit an annual report to the Executive Director for publication and distribution to the membership at the annual meeting of SCAHPERD.
4. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
5. Pass on files for the position to the incoming President Elect.
6. Assist and advise the incoming President-Elect of responsibilities.
7. Review the operating code for necessary revisions.
8. Receive the gavel at the end of the annual business meeting and make a few comments about the next year.

VI. Amendment of the Operating Code

The President-Elect shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

Submitted April 16, 1995  
Reviewed November 2003  
Revised November 10, 2011  
Revised March 14, 2018  
Revised November 14, 2019

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Past President**

- I. Name  
The name of this office shall be the SCAHPERD Past President.
  
- II. Purpose  
The purposes of this office are:
  - A. To serve as an advisor and consultant to the President and President-Elect.
  - B. To serve as chair of the Nominating Committee and the Conference Program Planning Committee.
  - C. To preside in the absence of the President.
  - D. To promote the programs and activities of SCAHPERD.
  - E. To serve as a SCAHPERD representative to any meeting or for any occasion when requested by the President, Executive Director, or Board of Directors.
  - F. To serve as a member of the SCAHPERD Board of Directors and Executive Committee.
  - G. To conduct the annual evaluation of the Executive Director and Administrative Assistant (if applicable).
  
- III. Organization  
The SCAHPERD President shall automatically assume the office of immediate Past President at the conclusion of the annual conference in which s/he served as President and shall serve in this capacity for one year hence (until the conclusion of the next annual conference).
  
- IV. Conduct of Office  
The SCAHPERD Past President shall:
  - A. Attend all SCAHPERD Board of Directors meetings and serve as a voting member.
  - B. Serve as a member of the SCAHPERD Executive Committee,
  - C. Serve as chair of the SCAHPERD Conference Program Planning Committee.
  - D. Serve as chair of the SCAHPERD Nominating Committee, with the responsibility of submitting the call for nominations for the position of SCAHPERD President-Elect and coordinating election procedures at the annual conference. (See operating code for the SCAHPERD Nominating Committee for further details)
  - E. Serve as a voting member of the SCAHPERD Finance Committee.
  - F. Serve as a SCAHPERD delegate to both/either the SHAPE America Southern District State Advisory Council and SHAPE America Delegate Assembly during their spring conventions if requested by the SCAHPERD President, Executive Director, or Board of Directors. If representing SCAHPERD, delegates should attempt to represent the views of their SCAHPERD constituents during the voting process at these annual events.
  - G. Submit a written report for each Board of Directors meeting.

- H. Conduct an annual evaluation of the Executive Director and Administrative Assistant (if applicable) following procedures approved by the Board of Directors. This includes reviewing the evaluation form for consistency with the current position requirements, distributing the evaluation, compiling the results and submitting the results in a report to the Board of Directors. (Appendices A & B)
- I. Send copies of key correspondence to the members of the Executive Committee.
- J. Maintain an up-to-date file of procedures for records and historical purposes.
- K. Submit an annual report for the final meeting of the Board of Directors scheduled the night prior to the annual conference.
- L. Submit an annual report to the Executive Director for publication and distribution to the membership at the annual meeting of the SCAHPERD (this report should include: accomplishments, strategic goals met, and recommendations).
- M. Review the SCAHPERD Past President Operating Code for necessary revisions.
- N. Pass on files to successor at the post conference meeting of the Board of Directors. If unable to attend this meeting, files should be delivered to the President prior to the meeting.
- O. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.

V. Timeline

- A. Duties During Conference (when office is assumed)  
The SCAHPERD President (incoming Past President) shall:
  - 1. Have a meeting with Association Past-Presidents to:
    - a. Formulate a timeline for program planning.
    - b. Determine focus/format for conference.
  - 2. Introduce the President-Elect (incoming President) and pass the leadership of SCAHPERD to him/her.
  - 3. Attend the annual business meeting.
  - 4. Attend the post conference Board meeting.
  - 5. Conduct file transfers to the incoming President
- B. Duties Immediately Following Conference (when office is assumed)  
The SCAHPERD Past President shall:
  - 1. Assist the President in implementing the recommendations made by the previous year's association presidents and SCAHPERD committee chairs which were accepted by the membership at the annual conference.
  - 2. Establish a year-long timetable of committee meetings and events leading up to the satisfactory completion of the annual conference. (See operating code for the SCAHPERD Conference Program Planning Committee for further details)
  - 3. Recruit program submissions using appropriate electronic technology.
  - 4. Select a Keynote Speaker for the SCAHPERD annual conference, and make all necessary arrangements relating to his/her travel, board and lodging.
  - 5. Inform Keynote Speaker of dates for next annual conference.
  - 6. Write thanks-you notes for all who assisted with the conference and during his/her term as SCAHPERD President.
  - 7. Attend the SCAHPERD Leadership Conference.
  - 8. Review the evaluation form for the Executive Director for consistency with the current contract of position requirements and the operating code.
  - 9. Distribute the evaluation form to all designated individuals with a deadline for completion and return.

10. Compile the results and submit the results in a report to the Board of Directors at a Board meeting prior (usually March) to the Board meeting where the budget is approved (usually May).
  11. Provide any recommended changes to the evaluation form or procedures to the Board of Directors through the Executive Committee.
  12. The evaluation form is attached to this operating code.
- C. Duties During Spring and Summer
- The SCAHPERD Past President shall:
1. Hold meetings with the Conference Program Planning Committee.
  2. Receive program submissions, on behalf of the Conference Program Planning Committee, for review, acceptance or denial.
  3. Schedule sessions for each day of the conference.
  4. Identify target audience for each conference session, i.e., SCAAHE, SCAPES, SCDA, and/or SCAFP.
  5. Inform program submitters of acceptance or denial of programs for annual conference.
  6. Maintain contact with Keynote Speaker.
  7. Identify, contact, and confirm presiders for each program session.
  8. Finalize travel plans for Keynote Speaker.
  9. Submit a call for nominations for the office of SCAHPERD President-Elect in the spring edition of the SCAHPERD Newsletter and via email to membership.
  10. Meet with the Nominating Committee to evaluate nominations for President-Elect and determine the candidates.
  11. Represent SCAHPERD, as a delegate, at the SD State Advisory Council and the SHAPE AMERICA Delegate Assembly if requested by the SCAHPERD President, Executive Director, or Board of Directors.
  12. Submit article for early spring and late summer newsletters.
  13. Review the evaluation forms for the Executive Director and Administrative Assistant for any needed changes and secure Board of Directors approval for the changes.
- D. Duties During Fall and Winter
- The SCAHPERD Past President shall:
1. Confirm travel and accommodation plans for Keynote Speaker.
  2. Notify presiders and inform them of responsibilities, e.g., when to arrive, duties before, during and after session.
  3. Identify and notify individuals who will be presenters at the conference. Provide information regarding date and time of presentation, as well as equipment that will be provided.
  4. Notify candidates for President-Elect and inform them of the General Session schedule and procedures of the election at the conference.
  5. Notify nominees for President-Elect of the Committee's decisions and thank them for having agreed to run for the office.
  6. Prepare ballots for President-Elect and the ballot box. Schedule Nominating Committee members to be in attendance at the ballot box at all times.
  7. Prepare evaluations for the Executive Director and Administrative Assistant to be distributed following the Annual Meeting at the Conference.
- E. Duties During Conference
- The SCAHPERD Past President shall:
1. With the Nominating Committee members, count the ballots for the President-Elect and provide the results to the SCAHPERD President.
  2. Ensure that presiders are present at each conference session.

3. Distribute, collect and tally evaluations of program sessions.
  - a. Provide results to presenters.
  - b. Recruit highly-rated presenters to present at the next year's conference.
- F. At the Conclusion of the Conference  
The SCAHPERD Past President shall:
  1. Distribute the evaluation forms for the Executive Director and the Administrative Assistant to the SCAPHERD Board members and Committee Chairs who have just completed their office for the year.
    - a. The forms will be distributed electronically immediately after the Annual Meeting at the Conference.
    - b. Evaluators will be asked to complete and return the forms electronically within a week of receiving them.
  2. Collect evaluations and compile results.
  3. Provide results as directed by the Board of Directors.

IV.

Amendment of the Operating Code

The Past President shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.



## APPENDIX A

### SCAHPERD Executive Director EVALUATION FORM

The following statements represent duties included in the SCAHPERD Executive Director’s position. Please read each statement and mark the appropriate numerical rating to indicate your perception of the way these responsibilities were performed. It is important to have as much information as possible to make an accurate evaluation. Please refer back to Board of Directors Reports from this year to help you answer each question. To record your rating, please place an “x” on the line next to your choice Please mark N/A if observing this duty does not apply to you. Please use “No Opportunity to Observe” if you were unable to observe this duty this year. Please rate each item according to the following scale and make any comments you believe would be beneficial. For ratings of 2, 1, or N/A, examples or directions for improvement from your perspective are appreciated.

5=Excellent      4=Above Average      3=Average      2=Needs Improvement      1=Unsatisfactory  
 Please mark which ONE office best describes your current position: Alliance Officer \_\_\_\_ Association Officer\_\_\_\_ Committee Chair \_\_\_\_

Assigned Duties	5	4	3	2	1	No Opportu nity to Observe	N/A	Comments <i>(must include a comment for any rating of a 2, 1, or N/A)</i>
<b>1. Financial Manager</b>								
a. Oversee financial records including any maintained by the Administrative Assistant, bookkeeper, and/or Finance Chair								
b. Make recommendations to Finance Committee and the Board of Directors concerning level of funding for line items for the annual budget								
<b>2. Official Custodian</b>								
a. Complete all required reports and newsletter articles including but not limited to Board of Directors report, special requested reports, SCAHPERD biannual newsletter, and Southern District and/or SHAPE reports.								

<b>3. Spokesperson/Representative</b>								
a. Assure that SCAHPERD has all appropriate representation to Southern District and SHAPE America meetings, conferences, committees, or any other call for state representation.								
b. Advocate, promote, and coordinate programs and partnership initiatives with SHAPE America including maintaining a SHAPE membership and communication with SHAPE America								
c. Serve as an active member in the Society of Association Management (SAM)								
d. Advocate and promote the fields of health, physical education, and dance								
<b>Special Responsibilities</b>								
1. Attend meetings as the SCAHPERD representative at the state, district, and national levels at the request of the SCAHPERD Board of Directors								
2. Completes an evaluation of anyone selected to assist him/her in SCAHPERD business and presents it to the Board of Directors, including but not limited to the Administrative Assistant and bookkeeper.								
<b>Overall SCAHPERD Operations</b>								
1. Provide continuity and assistance to overall operation of SCAHPERD through leadership development of the Board of Directors and committee chairs								
2. Set up, attend, and facilitate SCAHPERD Board of Directors meetings with the assistance of the Administrative Assistant								

3. Maintain professional correspondence when representing SCAHPERD and keep a record of correspondences on file								
4. Oversee and assist SCAHPERD officers and associations for compliance with the Constitution, By-Laws, and Operating Codes with the assistance of the Parliamentarian and the Administrative Assistant								
5. Oversee all mass media, postal and web-based communication in coordination with SCAHPERD Public Relations Committee and Administrative Assistant								
6. Coordinate meetings workshops and conferences, including facilities and management of events in cooperation with SCAHPERD President, association presidents and/or committee chairs								
<b>Role as Advisor</b>								
1. Conference Program Planning Committee								
a. Coordinate the conference program schedule and the scheduling/assignment of appropriate facilities in cooperation with the Conference Program Planning Chair								
b. Facilitate the creation of the annual conference budget with the Finance Committee and Conference Program Planning Committee								
c. Coordinate with site manager for conference set-up, room assignments, and special events before, during and after the conference								
d. Oversee the AV equipment and set-up for conference								
e. Communicate with and secure exhibitors and advertisers for the conference								

f. Arrange conference security as necessary								
g. Secure appropriate certificates, plaques, and other recognition items								
<b>2. Finance Committee</b>								
a. Recommend to the Finance Committee ideas, solutions, and suggestions that will enhance the financial condition of SCAHPERD								
b. Consult with the Finance Committee and consider their input when investing SCAHPERD funds prior to seeking board approval								
c. Facilitate the creation of an annual budget with the Finance Chair and committee								
<b>3. Strategic Planning Committee</b>								
a. Assist in providing information pertinent to structuring a strategic plan in conjunction with the Strategic Planning Committee								
b. Provide Southern District or SHAPE America information that may impact formulation of a strategic plan								
<b>Interpersonal Skills</b>								
1. Demonstrate ability to manage personnel including but not limited to the Administrative Assistant, bookkeeper, Board of Directors, and committee chairs								
2. Establish and maintain effective working relationships with Board of Directors members								
3. Interact with SCAHPERD members in a professional, courteous, and helpful manner with attention to customer service								

## APPENDIX B

### SCAHPERD Administrative Assistant EVALUATION FORM

The following statements represent duties included in the SCAHPERD Administrative Assistant position. Please read each statement and mark the appropriate numerical rating to indicate your perception of the way these responsibilities were performed. It is important to have as much information as possible to make an accurate evaluation. Please refer back to Board of Directors Reports from this year to help you answer each question. To record your rating, please place an “x” on the line next to your choice. Please mark N/A if observing this duty does not apply to you. Please use “No Opportunity to Observe” if you were unable to observe this duty this year. Please rate each item according to the following scale and make any comments you believe would be beneficial. For ratings of 2, 1, or N/A, examples or directions for improvement from your perspective are appreciated.

5=Excellent      4=Above Average      3=Average      2=Needs Improvement      1=Unsatisfactory

Please mark which ONE office best describes your current position: Alliance Officer \_\_\_ Association Officer\_\_\_ Committee Chair \_\_\_

Assigned Duties	5	4	3	2	1	No Opportu nity to Observe	N/ A	Comments ( <i>must include a comment for any rating of a 2, 1, or N/A</i> )	
1. Maintain necessary files to provide adequate records of business and finances year-to-year with back-up copies in a separate location									
2. Serve as official custodian of all copies of SCAHPERD Constitution, By-Laws, and Operating Codes									
3. Complete all required reports and newsletter articles by named deadlines									
4. Complete reports for all Board of Directors meetings listing completed duties as well as special requests by Board members									
5. Acquire, receive, and maintain two copies of materials that have a bearing on SCAHPERD history, one copy in two separate locations including but not limited to SCAHPERD office computer, SCAHPERD hard drive, SCAHPERD Google drive, or other electronic storage									
6. Respond to phone messages, mail, and emails for SCAHPERD in a timely and positive manner									

7. Relay messages to Board members and committee chairs in a timely and positive manner									
8. Complete various duties for SCAHPERD as assigned or requested by the Executive Director									
9. Maintain a current inventory of office supplies and equipment, replacing as needed									
10. Demonstrate proficiency in office technology including, but not limited to, Word, Excel, email, JotForms, Google Forms, and data entry									
<b>Special Responsibilities</b>									
1. Work with the Executive Director to assist in specifically requested duties, including but not limited to annual conference registration, Board meeting duties, leadership conference duties, or association workshops									
2. Send quarterly membership reports to all associations									
<b>Overall SCAHPERD Operations</b>									
1. Oversee SCAHPERD office and provide continuity and assistance to the overall operation of the organization									
2. Assist with set up and communication of Board of Directors meetings including but not limited to securing the space, emailing requested documents to Board members, and compiling reports									
3. Sends minutes from Board of Directors meetings within two weeks of meeting									
4. Maintain professional correspondence when representing SCAHPERD and keep a record of correspondences on file									
5. Assist with mass media, postal and web-based communication in coordination with SCAHPERD Public Relations Committee and the Executive Director									
6. Maintain membership files									
<b>Interpersonal Skills</b>									
1. Establish and maintain effective working relationships with Board of Directors members									
2. Interact with SCAHPERD members in a professional, courteous, and helpful manner with attention to customer service									

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Necrologist**

I. Name

The name of this office shall be the SCAHPERD Necrologist.

II. Purpose

The purposes of this office are:

- A. To solicit and collect the names of deceased members of the professions of health, physical education, recreation, dance, fitness, sport, athletics and wellness
- B. To present information to honor and memorialize the deceased SCAHPERD members at a General Session of the annual conference

III. Organization

- A. The Necrologist is appointed by the President for a three-year term.
- B. The Necrologist may serve consecutive terms.
- C. The SCAHPERD President shall inform the SHAPE America Southern District President of the SCAHPERD's Necrologist.
- D. The SCAHPERD Necrologist will also serve a concurrent three-year term on the SHAPE America Southern District Necrology Committee.
- E. Resignation from the position shall be presented to the President in writing. The President shall then appoint a successor to complete the un-expired term.

IV. Conduct of Office

- A. The duties of the Necrologist are:
  - 1. To provide the Executive Director and Board of Directors with regular reports of deceased members within the state
  - 2. To make an annual report during a general session at the annual conference that includes the reading of the name, hometown and previous professional position of each deceased member.
  - 3. The Necrologist shall conduct business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
  - 4. The reading of the name and a brief oral report shall be given for deceased SCAHPERD Past Presidents. Provide information according to the following guidelines:
    - a. Be no more than one page in length;
    - b. Be typed and double spaced;
    - c. Submitted as a narrative, including the following information:
      - 1) Full name of the deceased and title;
      - 2) Date born, date died;
      - 3) Position (s) at the time of death;
      - 4) Brief biographical sketch;
      - 5) Professional background: training and experience;
      - 6) Honors, publications, awards;
      - 7) Other activities (e.g., community, church).
  - 5. Submit an annual written report to the Executive Director.

6. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
7. To make periodic reports to the SHAPE America Southern District Executive Director and the SHAPE America Office for publication in *Momentum* to keep the association members informed concerning deceased South Carolina members.
8. Transfer any files to the successor as soon as the new appointment has been made.

V. Amendment of the Operating Code

The Necrologist shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.



## South Carolina Alliance for Health, Physical Education, Recreation and Dance

### OPERATING CODE SCAHPERD Executive Director

- I. Name  
The name of this position shall be the SCAHPERD Executive Director
  
- II. Purpose  
The purposes of this position are:
  - A. To administer the assigned duties and to fulfill any special responsibilities delegated.
  - B. To provide continuity and assistance to the overall operation of SCAHPERD
  - C. To serve as a non-voting member of the Board of Directors and Executive Committee.
  - D. To serve as an advisory (non-voting) member of the Conference Program Planning Committee, the Constitution Committee, the Finance Committee and the Strategic Planning Committee.
  
- III. Organization  
**Contract**
  - A. The contract is for a part-time position for a 12-month period.
  - B. The contract specifics will be developed by and offered to the candidates by the SCAHPERD Board of Directors.  
**Selection Process**
  - A. The president shall appoint an ad hoc screening committee representing all associations and SCAHPERD. The president shall serve as chair. The committee will review the Executive Director's job description prior to the position being advertised.
  - B. A call for applicants or nominations for the SCAHPERD Executive Director will be published in a variety of venues with a list of qualifications and services to be performed. Qualified individuals should submit a letter of interest along with resume to the chair.
  - C. The Screening Committee shall present one to two applicants to the Board of Directors for review. The Board will appoint one candidate to serve as the Executive Director.  
**Annual Review Process**
  - A. An annual evaluation shall be conducted by the Past President following procedures approved by the Board of Directors.
  - B. In the event annual evaluations indicate that the Executive Director is not performing duties as expected, a plan of action for improvement will be developed with the Executive Director and the Executive Committee. Failure to improve could be grounds for dismissal.

IV. Conduct of Office:

The Executive Director shall:

**Serve as the manager of SCAHPERD's finances:**

- A. Oversee financial records and office maintained by the Administrative Assistant and accountant.
- B. Maintain the necessary files to provide sufficient records of the business and finances of SCAHPERD from year to year.
- C. Recommend to the Finance Committee ideas, solutions, suggestions that will enhance the financial condition of SCAHPERD.
- D. Facilitate the creation of an annual budget.
- E. Consult the Finance Committee and consider their input when investing SCAHPERD funds. (See SCAHPERD Investment Policy in the Finance Committee Operating Code.)
- F. Oversee all grant funding and prepare reports for each grant.
- G. Oversee and assist SCAHPERD Officers and associations within SCAHPERD for compliance with the SCAHPERD Constitution, By-Laws, and Operating Codes.

**Serve as the manager of SCAHPERD's business:**

- A. Serve as the facilitator for the SCAHPERD Board of Directors.
- B. Set up and attend SCAHPERD Board of Directors meetings.
- C. Assist the SCAHPERD President in preparing the agenda for Board meetings
- D. Inform the SCAHPERD President when a Board member has missed a second meeting in a year of his/her term of office.
- E. Handle and maintain professional correspondence on behalf of SCAHPERD.
- F. Serve as the official custodian of all copies of the SCAHPERD Constitution and By-Laws and SCAHPERD Operating Codes.
- G. Oversee all mass media, postal and web-based communications in coordination with the SCAHPERD Public Relations Committee
- H. Complete all required reports and newsletter articles.
- I. Serve as a non-voting member of the SCAHPERD Executive Committee
- J. In cooperation with the SCAHPERD president and association presidents, coordinate meetings, workshops and conferences, including facilities and management of the event(s).
- K. Communicate with and secure exhibitors and advertisements for the annual conference.
- L. Secure appropriate certificates, plaques, and other recognition items.
- M. Be responsible for coordinating the conference program schedule and the scheduling/assignment of appropriate facilities in cooperation with the Conference Program Planning Committee Chair.
- N. Attend meetings as the SCAHPERD representative at the state, district and national levels at the request of the SCAHPERD Board of Directors.
- O. Assure that SCAHPERD has all appropriate representation to Southern District and SHAPE America meetings, conferences, committees, or any other call for state representation.
- P. To advocate, promote and coordinate Joint Projects programs and partnership initiatives of SHAPE America.

- Q. Serve as a member in good standing in the Society of Association Management (SAM).
- R. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.

V. Amendment of the Operating Code

Recommendations for revisions and/or amendments to this operating code shall be submitted to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Parliamentarian**

I. Name

The name of this office shall be the SCAHPERD Parliamentarian.

II. Purpose

The purposes of this office are:

- A. To serve as advisor to the President, Executive Committee, and Board of Directors.
- B. To ensure that all Board of Directors meetings and the annual membership meeting are conducted according to *Robert's Rules of Order, Newly Revised*, the Constitution and By-Laws of SCAHPERD and the Board of Directors Operating Code.
- C. To serve as Chair of the Constitution Committee.
- D. To serve as a non-voting member of the Board of Directors, Executive Committee, and the Strategic Planning Committee.

III. Organization

The parliamentarian is appointed by the President for a term of 1 year. The parliamentarian may serve consecutive terms.

IV. Conduct of Office

The Parliamentarian shall:

- A. Serve as a non-voting member of the Board of Directors, a non-voting member of the Executive Committee and a non-voting member of the Strategic Planning Committee.
- B. Assist the President and ensure that all Board of Directors' meetings are conducted according to *Robert's Rules of Order, Newly Revised*, the SCAHPERD Constitution and By-Laws and the Board of Directors Operating Code.
- C. Interpret the Rules of Order and so advise the President, who shall have the responsibility for final decisions.
- D. Examine each written motion on the appropriateness of the language of the motion.
- E. Work with the President on adopting a set of operating rules for all Board meetings and the annual membership meeting.
- F. Confirm with the Executive Director that the necessary changes to the SCAHPERD Constitution, By-Laws and all operating codes have been made and distributed to the Board of Directors and committee chairs.
- G. Keep an up-to-date list on file of all motions passed by the Board of Directors and the SCAHPERD membership; submit those motions and a copy of any other materials that have a bearing on SCAHPERD history to the Administrative Assistant.
- H. Be responsible for conducting all voting procedures including: Board of Directors meetings (face-to-face or electronic), annual membership meeting, and telephone or mail/email voting.
- I. The Parliamentarian shall conduct business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
- J. Serve as a consultant to the SCAHPERD associations in revising or amending

association documents.

- K. Communicate with the Constitution Committee regarding recommended changes to the Constitution, By-Laws and/or Operating Codes.
  - L. Submit a committee report prior to each Board of Directors' meeting.
  - M. Meet with the Constitution Committee members by email and during the annual conference when needed.
  - N. Send a notice for the newsletter to remind the membership of the procedure for submitting amendments for the Constitution and By-Laws.
  - O. Remind the Board of Directors and the Committee Chairs to submit recommended changes to the Parliamentarian in time for review by the Constitution Committee.
  - P. Submit all recommended changes in the Constitution and By-Laws to the Executive Director to be included in the 21-day mailing of materials to the membership for the annual meeting.
  - Q. Submit all approved recommendations to the Executive Director to be included in a revision of the Constitution, By-Laws, and operating codes.
- V. Amendment of the Operating Code  
The Parliamentarian shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Standing Committees**

- I. Name  
Each Standing Committee shall be identified by the name designated in the SCAHPERD By-Laws. Example for this section of a committee operating code: The name of the committee shall be the SCAHPERD \_\_\_\_\_ Committee.
- II. Purpose  
A group of members appointed to perform a designated service for continuing functions of SCAHPERD. Each committee shall be governed by its own Operating Code which is approved by the Board of Directors.
- III. Organization
  - A. The Standing Committees shall consist of: Advocacy Committee, Conference Program Planning Committee, Constitution Committee, Executive Committee, Finance Committee, Honors and Awards Committee, Membership Committee, Nominating Committee, Public Relations Committee, SCAHPERD Scholar Committee, Scholarship Committee, Strategic Planning Committee, and The South Carolina Physical Education Assessment Program Policy Board (SCPEAP).
  - B. The Standing Committee members shall be appointed by the SCAHPERD President with the approval of the Board of Directors except where designated otherwise. Standing Committees should:
    1. Be identified by the name in the By-Laws and are governed by an operating code that is approved by the Board of Directors.
    2. Carry out necessary and continuing functions of SCAPHERD as identified in the SCAHPERD By-Laws and the Committee Operating Code.
    3. Have terms of service of three years except where otherwise designated.
    4. Rotate membership on a designated basis as defined in its operating code.
    5. Select membership on a designated basis as defined in its operating code--generally to equally represent each association.
    6. Have its Chair and members appointed by the SCAHPERD President except as noted in Article IV of the SCAHPERD By-Laws.
    7. Report when necessary to the SCAHPERD membership through the Board of Directors and by means of the newsletter.
    8. Report annually at the conference business meeting in writing and orally if appropriate.
    9. Be funded from the SCAHPERD budget upon approval of the Finance Committee and Board of Directors.

10. The President is an ex-officio member of all Standing Committees except the Nominating Committee.
  - a. The President will be allowed to make motions and vote.
  - b. The President will not be used to indicate the number for a quorum nor whether a quorum is present at the meeting.

IV. Conduct of Business

- A. The newly installed SCAHPERD President shall confirm the continued service of all committee members who have not rotated off the committees.
- B. The newly installed SCAHPERD President shall appoint new members of the committees based on Article IV of the SCAHPERD By-Laws and the operating code for each committee.
- C. The newly installed SCAHPERD President shall appoint committee chairs and give directions for the year to each committee.
- D. The committee chairs will contact the committee members and determine action, meetings, projects, etc. for the year.
- E. The committees will work in any ways necessary to meet their goals for the year.
- F. When appropriate the committees, through chairs, will communicate with the Board of Directors directly at Board meetings or through the SCAHPERD President for approval of actions
- G. The committees shall conduct their business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
- H. When requested the committees, through chairs will provide information to the Board of Directors or membership using written reports or articles to the journal or newsletters.
- I. The Chair shall be invited as a non-voting member/guest to participate in SCAHPERD Board meetings through discussions and presentation of motions from the committee.
  1. A committee representative must attend to present the motion.
  2. The participation in discussions does not include voting.
- J. The chair will submit a written annual report of yearly actions and activities to the secretary at the annual business meeting. An oral report will be made if requested or necessary.
- K. The chair will submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.

V. Timeline

- A. Duties During Conference (when position is assumed)
- B. Duties Immediately Following Conference (when position is assumed)
- C. Duties During Spring and Summer
- D. Duties During Fall and Winter
- E. Duties During Conference

VI. Amendment of the Operating Code

The Chair of each committee shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Advocacy Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Advocacy Committee.
  
- II. Purpose  
The purposes of this committee are to:
  - A. Advise the SCAHPERD Executive Committee, in prioritizing public affairs needs and the legislative affairs needs of the members in conjunction with the strategic goals set by SCAHPERD.
  - B. Recommend public and legislative policies and positions to the SCAHPERD Executive Committee.
  - C. With the Executive Committee identify, prioritize and develop an action plan for issues relating to the broad interests of SCAHPERD and its constituent community that need legislative or policy support to be presented to the Board.
  - D. Organize and implement advocacy efforts based on the plan of action developed with the Executive Committee.
  
- III. Organization
  - A. This committee shall be a standing committee of SCAHPERD.
  - B. The committee shall be appointed by the SCAHPERD President and be composed of one representative from each association and up to three members-at-large.
    1. Members shall be appointed for three years on a rotating basis where appropriate.
    2. Members can serve consecutive terms.
    3. The President should seek input from the Associations for committee membership.
  - C. The committee chair shall be appointed by the SCAHPERD President for a three-year term with previous committee membership experience when possible. The president should seek input from the committee for chair appointments. Chairs may serve consecutive terms with president approval.
  - D. The SCAHPERD President shall serve as an ex-officio member of the committee.
  - E. The Executive Director shall serve as a non-voting member of the committee.
  - F. Members shall assume office at the conclusion of the annual conference.
  - G. Resignations from the committee shall be presented in writing to the President.
  - H. In the event of death, resignation or removal of a member or the chair, the President shall appoint a successor to complete the unexpired term.
  - I. In the event of inefficiency or other just cause, the Chair or member may be removed by the President with approval of the Board of Directors.
  
- IV. Conduct of Business
  - A. The committee shall conduct its business by mail, by the use of any appropriate technology, by telephone, and/or by meeting(s).



- B. The chairperson shall be responsible for initiating the business affairs of the committee.
- C. A quorum shall consist of a majority of the voting committee members.
- D. The duties of the chair are to:
  - 1. Call, plan, and preside at all committee meetings.
  - 2. Establish the committee agenda.
  - 3. Attend the SCAHPERD Board meetings as an invited non-voting member/guest. S/He may participate in discussions representing the committee and present motions from the committee.
    - a. The Chair or a committee representative must attend to present the motion.
    - b. The participation in discussions does not include voting.
  - 4. Approve all committee reports between committee meetings.
  - 5. Maintain contact with the committee members concerning the fulfillment of their duties.
  - 6. Maintain a file of committee business to forward to the next committee chair.
  - 7. Prepare reports for the Board of Directors and SCAHPERD meetings.
  - 8. Maintain an up-to-date file and transfer it to the incoming committee chair at the end of the term of office.
  - 9. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
- E. The duties of the committee are to:
  - 1. Attend all meetings and respond to mail and/or electronic correspondence received from the Chair in a timely manner.
  - 2. Interpret the concerns and/or recommendations of members
  - 3. Interpret the decisions and priorities of SCAHPERD, the Board, and the SCAHPERD Executive Committee concerning public and legislative affairs to SCAHPERD members.
  - 4. Address the Advocacy Goal and Objectives in the SCAHPERD Strategic Plan.
  - 5. Assist the chair(s) with the implementation of the action plan developed with the Executive Committee.

V. Timeline

- A. Winter and spring
  - 1. Meet to clarify the function of the committee and to give committee members an opportunity to identify needs of their respective associations.
  - 2. Meet to identify and prioritize advocacy needs and the legislative needs of the members and to recommend to the Executive Committee and the Board a plan of action.
- B. Summer and fall
  - 1. Participate in conducting the advocacy efforts approved by the Executive Committee and Board.
  - 2. Prepare a report for the annual business meeting with recommendations for the upcoming year.

VI. Amendment of the Operating Code

The Chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

Submitted April 16, 1995  
 Reviewed November 2003  
 Revised September 12, 2012

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Conference Program Planning Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Conference Program Planning Committee.
- II. Purpose  
The purpose of this committee is:
  - A. To plan, organize, and conduct of the annual conference of SCAHPERD.
- III. Organization
  - A. The committee shall be a standing committee of SCAHPERD.
  - B. The committee shall consist of the SCAHPERD Past-President and SCAHPERD President-Elect, the Past-President of each association, and the Future Professionals advisor.
  - C. The SCAHPERD President shall serve as an ex-officio member of the committee.
  - D. The Executive Director shall serve on the committee in an advisory (non-voting) capacity.
  - E. The SCAHPERD Past President shall chair the committee.
  - F. The SCAHPERD President-Elect will serve as vice chair of the committee.
  - G. Members shall assume office at the conclusion of the annual conference.
  - H. Resignations from the committee shall be presented in writing to the President.
  - I. In the event of death, resignation or removal of a member or the chair, the President shall appoint a successor to complete the unexpired term.
  - J. In the event of inefficiency or other just cause, the Chair or member may be removed by the President with approval of the Board of Directors.
- IV. Conduct of Business
  - A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
  - B. A quorum shall consist of a majority of the committee membership.
  - C. The duties of the chair are to:
    1. Call and preside at all committee meetings.
    2. Distribute a committee address list and the operating code for the committee to each committee member.
    3. Attend meetings of the Board of Directors.
    4. Submit a written report for each meeting of the Board of Directors.
    5. Provide leadership to the committee in planning, organizing, and conducting the annual conference.
    6. Arrange for the general session programs.
    7. Provide plans, materials, and check-lists for the organization of the meetings to those responsible for sessions.

8. Determine, with the Executive Director, an appropriate location for exhibitors.
  9. Solicit materials for publicity including advanced call for abstracts and proposed conference programs to the SCAHPERD Public Relations chair and for the Administrative Assistant.
  10. Maintain an up-to-date file of committee procedures for records and historical purposes.
  11. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
  12. Submit a conference report to the pre- and post-conference Board of Directors meetings.
  13. Submit an annual report to the President for publication and distribution to the membership at the annual meeting of SCAHPERD (this report should include: committee membership, functions, accomplishments, and recommendations).
  14. Submit a proposed budget for the committee to the Finance Committee Chair prior to the approval of the annual budget.
    - a. The SCAHPERD budget shall provide initial funds for conference expenses.
    - b. The expenditures for the conference are to be accounted for in the conference budget in conjunction with the SCAHPERD Finance Committee Chair and Executive Director.
  15. Receive and review the Conference Program Planning Handbook with the Committee and the Executive Director for any needed changes.
  16. Submit any needed changes to the handbook to the Administrative Assistant and Executive Director prior to passing it to the incoming chair.
  17. Pass the files for the position to the incoming committee chair.
  18. Assist and advise the incoming chair of responsibilities.
- D. The duties of the committee are to:
1. Plan and organize the program for the annual conference of SCAHPERD.
  2. Work with the appropriate association structures in planning the conference sessions.
  3. Prepare copies of materials to be mailed or sent through appropriate electronic means to the membership and other professionals prior to the conference.
  4. Assist with the conduct of the program at the annual conference of SCAHPERD.
  5. Review the committee operating code for necessary revisions.

## V. Timeline

- A. Duties During Conference (when position is assumed)
  1. Distribute a committee contact list and the operating code for the committee to each committee member.
  2. Meet with the committee for the next year's conference to provide the schedule of meetings and goals for planning.
  3. Provide each committee member with a copy of the Conference Planning Handbook.
- B. Duties Immediately Following Conference (when position is assumed)
  1. Submit a proposed budget for the committee to the Finance Committee Chair prior to the approval of the annual budget.
  2. Receive debriefing information from previous committee chair

3. Create and send out a call for proposals by deadline.
  4. Determine a meeting schedule with committee as outlined in the Conference Planning Handbook.
- C. Duties During Spring and Summer
1. Work with the appropriate association structures in planning the conference sessions.
  2. Continue to meet with conference planning committee and maintain open communication.
  3. Ensure correct contracts are prepared and sent to the Administrative Assistant for any special guest speakers.
  4. Once the proposal deadline has passed, create a meeting with committee to determine acceptance of sessions. Organize sessions into the master conference schedule.
  5. Secure a keynote speaker for the General Session and send contract to the Administrative Assistant and Executive Director.
  6. Secure any sponsors, donors, or exhibitors for conference with the assistance of the Executive Director.
- D. Duties During Fall and Winter
1. Prepare copies of materials to be mailed or sent through appropriate electronic means to the membership and other professionals prior to the conference.
  2. Ensure all session slots are filled, presenters are registered for conference, and other standing committees are made aware of responsibilities for conference.
  3. Work with the Administrative Assistant and Executive Director to secure all needed materials for conference such as programs, awards, and registration items.
  4. With the help of the Public Relations Committee and Administrative Assistant, publish promotional materials for the conference via mail or appropriate electronic means.
- E. Duties During Conference
1. Pass the files for the position to the incoming committee chair.
  2. Assist and advise the incoming chair of responsibilities.
  3. Schedule a debriefing meeting with conference committee and pass on information to incoming chair and committee.

VI. Amendment of the Operating Code

The Chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

Approved August 23, 1995  
Revised January 23, 2004  
Revised May 2011  
Revised May 14, 2018  
Revised September 10, 2020

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Constitution Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Constitution Committee.
  
- II. Purpose  
The purposes of this committee are:
  - A. To study and maintain the SCAHPERD Constitution/By-Laws and Operating Codes;
  - B. To review amendments proposed to Association Constitutions/By-Laws for consistency with the SCAHPERD Constitution/By-Laws;
  - C. To advise the Board of Directors of any necessary action involving changes in any of these documents.
  
- III. Organization
  - A. This committee shall be a standing committee of SCAHPERD.
  - B. The committee shall be appointed by the SCAHPERD President for three-year rotating terms and shall be composed of at least one representatives of each Association. The President should seek input from the Associations for committee membership.
  - C. The SCAHPERD President-Elect shall serve as a member of the committee.
  - D. The SCAHPERD Parliamentarian shall chair this committee and shall be appointed by the SCAHPERD President for a one-year term and may be reappointed by the next SCAHPERD President.
  - E. The SCAHPERD President shall serve as an ex-officio member of the committee.
  - F. The Executive Director shall serve as a non-voting member of the committee.
  - G. Members shall assume office at the conclusion of the annual conference.
  - H. Resignations from the committee shall be presented to the President in writing.
    - I. In the event of death, resignation or removal of a member or the chair, the President shall appoint a successor to complete the unexpired term.
  - J. In the event of inefficiency or other just cause, the chair or member may be removed by the President with approval of the Board of Directors.
  
- VI. Conduct of Business
  - A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
  - B. The chairperson shall be responsible for initiating the business affairs of the committee.
  - C. A quorum shall consist of a majority of the voting committee membership.
  - D. Duties of the chair
    1. Serve as Parliamentarian for SCAHPERD

- a. Serve as a non-voting member of the Executive Committee and Board of Directors and advise both on parliamentary and constitutional matters.
  - b. The Parliamentarian (committee chair) also serves as a non-voting member of the Strategic Planning Committee.
  - c. Have a copy of SCAHPERD and all Association Constitutions and By-Laws and *ROBERT'S RULES OF ORDER* available at all Board and SCAHPERD business meetings.
2. Assemble any proposed changes in the Constitution and By-Laws recommended by members, committees, etc., and submit these to the Constitution Committee for review and recommendations.
  3. Submit the committee's recommendations for revisions to the Board of Directors for approval and subsequent recommendations to the membership.
  4. Assure that all proposed amendments to the SCAHPERD Constitution/By-Laws be submitted to the membership a minimum of three (3) weeks in advance of the business meeting at which they will be voted.
  5. Receive proposed amendments signed by a minimum of seven (7) SCAHPERD members and submit to the membership three weeks in advance of the annual business meeting.
  6. Present proposed Constitution/By-Laws changes to the membership at the annual business meeting of SCAHPERD.
  7. Prepare reports for the Board of Directors' and SCAHPERD meetings.
  8. Articles and sections may be renumbered or re-lettered by the Board of Directors without a vote by the membership provided these do not result in substantive changes.
  9. Maintain an up-to-date file and transfer it to the incoming committee chair at the end of the term of office.
  10. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
- E. Duties of the Committee
1. Review the SCAHPERD Constitution/By-Laws and Operating Codes and make suggestions for needed changes.
  2. Review proposed Association amendments for consistency with the SCAHPERD Constitution/By-Laws.
  3. Respond promptly to information requested by the chair.

## V. Timeline

- A. Winter and Spring following conference
1. Review the SCAHPERD Constitution/By-Laws.
  2. Send notice to each Association reminding them to submit proposed amendments to their Constitution/By-Laws to the chair. The Association should send an electronic copy of proposed amendments to the Constitution Committee chair.
  3. Chair should submit these materials to the Committee for review.
  4. All Association amendments should be available for review at the last Spring SCAHPERD Board of Directors meeting.
  5. Prepare a statement for the Newsletter inviting members to suggest Constitution/By-Laws changes.
- B. Summer and Fall
1. Send proposed amendments to the SCAHPERD Constitution/By-Laws to the committee for review by the announced date.
  2. Submit proposed amendments to the SCAHPERD Constitution/By-Laws for approval no later than the first Fall SCAHPERD Board meeting.

3. Prepare amendment information for distribution to the membership at least three weeks prior to the annual business meeting.
  4. Submit any proposed amendments to the SCAHPERD Operating Codes to the Board of Directors no later than the pre-conference Board meeting.
- C. Annual Fall Conference
1. Present recommendations for any needed format or non-substantive changes in the SCAHPERD Operating Codes to the Board of Directors.
  2. Call a committee meeting at the annual Conference if needed.
  3. Submit proposed amendments to the SCAHPERD Constitution/By-Laws to the membership at the annual business meeting.

VI. Amendment of the Operating Code

The Constitution Committee shall determine recommendations for amendments to this operating code. Such recommendations shall become effective after being approved by the committee and upon approval by the Board of Directors.

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Executive Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Executive Committee.
- II. Purpose  
The purpose of this committee is:
  - A. To carry out the business of the Board of Directors in the absence of Board approval.
- III. Organization
  - A. This committee shall be a Standing Committee of SCAHPERD.
  - B. The Executive Committee shall consist of:
    1. SCAHPERD President.
    2. SCAHPERD President-Elect.
    3. SCAHPERD Past President.
    4. Executive Director is a non-voting member
    5. Finance Committee Chairperson is a non-voting member
    6. Parliamentarian is a non-voting member
  - C. All members of the Executive Committee shall assume office at the close of the State Conference.
  - D. The SCAHPERD President shall be the chair of the Executive Committee.
  - E. A quorum shall consist of two of the three voting members.
- IV. Conduct of Business
  - A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s) to carry out the business of the Board of Directors in the absence of Board approval.
  - B. The actions of the committee shall be brought forward at the next Board of Directors meeting for Board affirmation.
  - C. The Executive Committee will meet when necessary to assist in developing the Board of Directors' meeting agenda and to formulate recommendations to be presented to the Board.
  - D. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
- V. Timeline
  - A. Duties During Conference (when position is assumed)
  - B. Duties Immediately Following Conference (when position is assumed)
  - C. Duties During Spring and Summer
  - D. Duties During Fall and Winter
  - E. Duties During Conference



VI. Amendment of the Operating Code

The Chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

Revised November 7, 1995  
Revised January 23, 2004  
Revised November 10, 2011  
Investment Policy added November 14, 2019  
Revised May 21, 2020  
Revised September 10, 2020

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Finance Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Finance Committee.
- II. Purpose  
The purposes of this committee are:
  - A. The committee shall serve as an advisory committee to SCAHPERD in financial matters.
  - B. The committee shall prepare the annual balanced budget and submit it to the Board of Directors for approval.
- III. Organization
  - A. This committee shall be a Standing Committee of SCAHPERD.
  - B. The members on this Committee shall include the SCAHPERD President, President-Elect, Past-President and a representative from each Association as recommended and approved by the Association Board of Directors and approved by the SCAHPERD Board of Directors.
    1. It is suggested that this Association representative have some experience in dealing with the business affairs of the Association.
    2. It is further suggested that the Treasurer/Finance Committee Chair from each Association serve as that Association's representative member of the SCAHPERD Finance Committee.
    3. If an Association treasurer/finance committee chair is unable to serve on this committee, a replacement Association representative shall be appointed by the SCAHPERD President.
  - C. The Executive Director shall be a non-voting member.
  - D. Committee membership shall follow the policy of rotating 3-year memberships unless otherwise specified by an Association's By-Laws.
  - E. The Chair shall be appointed by the SCAHPERD President for a one year term and may be reappointed by the next president.
  - F. The chair of the committee is appointed as an at-large member of the committee. If a chair is appointed from the current committee membership, an association replacement will be appointed to complete that association term.
  - G. Members shall assume office at the conclusion of the annual conference.
  - H. Resignations from the Committee shall be presented to the SCAHPERD President in writing.
  - I. In the event of death, resignation, or removal of a committee member, the SCAHPERD President shall then appoint a successor to complete the unexpired term.

- J. In the event of inefficiency or other just cause, a committee member or officer may be removed by the SCAHPERD President upon recommendation of the SCAHPERD Board of Directors.

IV. Conduct of Business

- A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
- B. A quorum shall consist of a majority of the committee membership.
- C. The duties of the Chair are to:
  - 1. Attend all SCAHPERD Board of Directors meetings as a non-voting member.
  - 2. Serve as a non-voting member of the SCAHPERD Executive Committee.
  - 3. Use the attached SCAHPERD Finance Chair Checklist (Appendix B) throughout the year to confirm completion of the financial management responsibilities in addition to other responsibilities listed in this operating code. A copy of the checklist should be maintained with the finance chair's records.
  - 4. Submit to the Constitution Committee items in this operating code that need to be updated and which should also be included in the annual report.
  - 5. Make a written/oral report at the SCAHPERD Board meeting and at the annual conference.
  - 6. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
  - 7. Transfer the committee files to the incoming chair at the end of his/her term of office.
  - 8. Serve as the Finance Committee contact person for SCAHPERD.
- D. The duties of the Committee are to:
  - 1. Advise the SCAHPERD President and Board of Directors in financial matters of SCAHPERD.
  - 2. Make recommendations regarding the investment of surplus funds of SCAHPERD. (See SCAHPERD Investment Policy in APPENDIX A.)
  - 3. On request from the SCAHPERD President and/or Board of Directors, review and make recommendations concerning applications for the receipt and expenditure of funds.
  - 4. Make financial studies, investigations and recommendations as may be deemed appropriate for the welfare of SCAHPERD.
  - 5. With the assistance of the Executive Director, prepare a proposed annual balanced budget, and submit it to the SCAHPERD Board of Directors for approval. A "balanced budget" shall be a budget that requires that the revenues are at least equal to or exceed the expenses.
  - 6. Receive and review grant proposals impacting on the financial matters of SCAHPERD and make recommendations pertaining to these to the Board of Directors.
  - 7. Receive, review and make recommendations to the Board of Directors regarding requests that promote SCAHPERD and/or Association fund raising activities held during the annual conference.

V. Timeline

- A. Duties During Conference (when position is assumed)

1. Committee membership selection shall be completed prior to the conference, if possible, or immediately following the annual conference.
  2. Finance Chair should meet with or communicate with all committee members to assure that they have current copies of the committee operating code and the Constitution and By-Laws that relate to finances.
- B. Duties Immediately Following Conference (when position is assumed)
1. The Chair shall attend the SCAHPERD Leadership Conference.
  2. The Chair shall meet electronically with the committee to relate any needed information from the Leadership Conference.
  3. The Committee shall review any grants that might be given during the year
  4. The Committee shall determine the dates to receive grant proposals for the current year and disseminate the information no later than six weeks following the conclusion of the annual conference.
  5. The Committee should meet with the Past President after the completion of the Executive Director and the Administrative Assistant or other relevant evaluations to determine if the result might influence any budget considerations.
  6. The Committee, working with the Executive Director, will review the previous year's budget and compile a budget for the next fiscal year.
    - a. The budget presented to the Board should include the previous year's budget, revenues and expenditures to the presentation date, and explanations for significant changes from the previous year's budget.
    - b. The budget expenditures shall have the budget codes included in the prepared budget.
- C. Duties During Spring and Summer
1. The Committee will meet or confer on any SCAHPERD matters. The Committee meetings shall be scheduled in conjunction with or prior to the Board of Directors meetings. The meetings may be in person or via appropriate electronic technology.
  2. The Chair will provide reports for any Board of Directors meetings.
  3. The Chair will present the proposed budget to the Board at the spring Board of Directors meeting (usually May) so that it can be in place prior to the beginning of the fiscal year (July 1).
- D. Duties During Fall and Winter
1. The Committee will meet or confer on any SCAHPERD matters. The Committee meetings shall be scheduled in conjunction with or prior to the Board of Directors meetings. The meetings may be in person or via appropriate electronic technology.
  2. The Committee shall make recommendations regarding the investment of surplus funds of SCAHPERD.
  3. The Committee should monitor the budget expenditures to assure appropriate use of the Budget Codes.
  4. The Chair will provide reports for any Board of Directors meetings.
  5. The Chair will attend any Board of Directors meetings.
  6. The Committee will receive, review and make recommendations to the Board of Directors regarding requests that promote SCAHPERD and/or its Association fund raising activities held during the annual conference.
  7. The Chair should review the committee operating code and portions of

the Constitution and By-Laws to determine if any changes need to be made. Any recommended changes should be submitted to the Constitution Committee.

E. Duties During Conference

1. The Chair should attend the annual business meeting and prepare a report for that meeting.
2. The Chair should transfer the committee files to the incoming chair.
3. The Chair should submit a copy of any materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.

VI. Budget Codes for SCAHPERD line items:

The following shall designate the approval process for the SCAHPERD Budget:

**Code A**= cannot exceed budget without prior approval of the Board

**Code B**= can exceed budget by 15% without prior approval of the Board

**Code C**= can exceed budget when participation and/or expenses exceed expectations with approval of two-thirds of the SCAHPERD Executive Committee voting members.

VII. Amendment of the Operating Code

The Chair shall submit the committee's recommendations for amending the Operating Code to the Constitution Committee. All changes shall become effective after review by the Constitution Committee and upon approval by the Board of Directors.

## APPENDIX A

### South Carolina Alliance for Health Physical Education, Recreation and Dance

#### Investment Policy Statement Approved November 14, 2019

### Introduction

This statement of Investment Policy has been adopted by the Board of Directors of the South Carolina Alliance for Health, Physical Education, Recreation and Dance (SCAHPERD) to provide guidelines for the investment of funds held by the alliance.

For the purposes of investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be divided into three separate investment pools. The process for determining the dollar amount in each pool is set forth in the “Procedures” section of this document. The three investment pools shall be called “Operating Funds”, “Fixed Income Funds”, and “Equity Funds.”

### Procedures

1. The following procedures will be followed to ensure the investment policy statement is consistent with the current financial condition:
  - A. This investment policy shall be reviewed annually by the Finance Committee, which will recommend any necessary revisions to the Board of Directors.
  - B. The Board of Directors will have the final approval on any changes in the policy.
  
2. The following procedures will be used to determine the dollar amounts to be placed into Operating Funds, Fixed Income Funds, and Equity Funds. Dollars not specifically designated for the Fixed Income or Equity funds will be restricted to investments designated in the “Investment Guidelines” for Operating Funds.
  - A. The Executive Director will recommend to the Finance Committee the dollar amount to be placed in Operating Funds, Fixed Income Funds, and Equity Funds.
  - B. The Board of Directors will approve the dollar amounts to be placed into each fund.

### **Operating Funds Allocation**

A base of \$30,000 to \$70,000 will be kept in Operating Funds in the form of cash and money market funds. It is not included in the allocation model below.

### **Fixed Income Funds Allocation**

A target allocation of 40% is sought.

### **Equity Funds Allocation**

A target allocation of 60% is sought

## **Operating Funds**

### **Purpose**

The purpose of Operating Funds is to provide sufficient cash to meet the financial obligations of SCAHPERD in a timely manner.

### **Investment Objectives**

The investment objectives of Operating Funds are:

1. Preservation of capital
2. Liquidity
3. To optimize the investment return within the constraints of 1 and 2 above.

### **Investment Guidelines**

#### Allowable investments

Operating Fund may be invested as follows:

1. Federally insured Certificates of Deposit not to exceed \$100,000 per institution;
2. Money Market Funds;
3. Interest bearing checking accounts in federally insured banks and savings and loans not to exceed the federally insured amounts;
4. Direct obligations of the US Government, its agencies and instrumentalities.

### *Maturity*

The maturities on investments for the Operating Fund shall be limited to six months or less. The Executive Director shall be responsible for scheduling maturities.

### *Reporting*

The Executive Director shall prepare a report on a quarterly basis to be presented to the Finance and Executive Committees. The report will include interest income year to date and current yield. A similar report shall be submitted to the Board of Directors and Membership on an annual basis.

### *Fixed Income Funds*

#### **Purpose**

The purpose of Fixed Income Funds is to meet the expenses occurring as a result of unanticipated activities, improve the return on the funds held for expenditure over the next three to five years, and to manage investment risk.

#### **Investment Objectives**

The investment objectives of the Fixed Income Funds are:

1. The preservation of capital;
2. Optimize the investment return;
3. Emergency liquidity.

#### **Investment Guidelines**

The investment policies in this statement serve as a framework to achieve the investment objectives at a level of risk deemed acceptable. These policies are designed to minimize interfering with efforts to attain overall objectives, and to minimize excluding any appropriate investment opportunities. The policy allows substantial discretion in the asset allocation and diversification of the assets for the purpose of increasing investment returns or reducing risk exposure. The Executive Director, Executive Committee, and Finance Committee, in consultation with the Investment Advisor/Consultant, have a broad responsibility to shift the commitment of assets among asset classes and mutual funds.

#### Allowable Investments

The Executive Director, SCAHPERD Finance Chair, and the board approved Investment Advisor/Consultant shall be authorized to invest in Fixed Income Funds as follows:

1. Any investment allowed in Operating Funds
2. High yield Corporate bonds;
3. The weighted average maturity of the portfolio must be ten years or less;
4. Bond Mutual funds.



### *Prohibited Investments*

Fixed Income Funds will not be invested in equities or equity mutual funds.

### *Maturity*

Fixed Income funds shall be invested in securities appropriate for a three to five year investment horizon.

### *Reporting*

The Executive Director shall prepare a report on a quarterly basis to be presented to the Finance and Executive Committees. The report shall include a schedule of investments, interest income year to date and current yield. A similar report shall be submitted to the Board of Directors and Membership on an annual basis.

## **Equity Funds**

### **Purpose**

The purpose of Equity Funds is to provide financial stability, to ensure the real growth of capital to meet future needs of SCAHPERD and to enhance the purchasing power of funds held for future expenditure.

### **Investment Objectives**

The objectives of the account should be pursued as a Long-Term goal designed to maximize the return without exposure to undue risk. It is understood that fluctuating rates of return are characteristic of the securities market. The greatest concern should be Long-Term appreciation of the assets and the consistency of the total portfolio returns. Recognizing that Short-Term market fluctuations may cause variations in the account performance, the expectations of the account will be to achieve the following objectives over a three to five year period:

1. The total return should exceed the increase in the Consumer Price Index by 3% annually.
2. The total return should exceed the increase in the Treasury Bill Index by a minimum of 3%.
3. The portfolio should be invested to minimize the likelihood of low negative total returns, defined as one year worse than negative 5%.

## **Investment Guidelines**

The investment policies in this statement serve as a framework to achieve the investment objectives at a level of risk deemed acceptable. These policies are designed to minimize interfering with efforts to attain overall objectives, and to minimize excluding any appropriate investment opportunities. The policy allows substantial discretion in the asset allocation and diversification of the assets for the purpose of increasing investment returns or reducing risk exposure. The Executive Director, Executive Committee, and Finance Committee Chair, in consultation with the Investment Advisor/Consultant, have a broad responsibility to shift the commitment of assets among asset classes, industry sectors, and mutual funds to pursue opportunities presented by Equity Fund constraints of this Investment Policy.

### Equities

The part of the portfolio invested in stocks should be representative of the overall stock market. The objective of the stock portfolio is to outperform the appropriate Indices (net of expenses) over a five to ten -year period. Allowable investments include:

1. Large capitalization stocks (\$500 Million market capitalization);
2. Small capitalization stocks;
3. Stocks of foreign corporations;
4. Stocks of real estate investment trusts;
5. Mutual funds investing in instruments meeting the investment guidelines.

### *Prohibited Investments*

The following investments are prohibited:

1. Private placements;
2. Letter Stocks;
3. Options, except in mutual funds;
4. Commodity or futures trading, except in mutual funds where the trading objective is to preserve principal;
5. Short selling;
6. Margin transactions.

### Reporting

The Executive Director shall prepare a report on a quarterly basis to be presented to the Finance and Executive Committees. The report shall contain a schedule of holdings, asset class percentages, performance compared to the objectives and performance compared to the appropriate index. A similar report shall be presented to the Board of Directors and Membership on an annual basis.

**APPENDIX B**  
**SCAHPERD**  
**Finance Chair CHECKLIST**

Use this checklist throughout the year to double check the financial management responsibilities in addition to other responsibilities listed in the operating code. Note and date items as completed. A copy of the checklist should be maintained with the finance chair's records. Suggested timeframes included.

Transition meeting held with outgoing finance chair and ED (Dec/Jan) Date: \_\_\_\_\_

Remove outgoing finance chair from bank and other accounts;  
replace with incoming finance chair (Dec/Jan) Date: \_\_\_\_\_

Remove outgoing finance chair from expense approval process;  
replace with incoming finance chair (Dec/Jan) Date: \_\_\_\_\_

Review bank and investment account statements monthly; discuss  
any irregularities with ED and President (monthly) Dates: \_\_\_\_\_

**Budget Process:**

Meet with ED to prepare draft budget (March) Date: \_\_\_\_\_

Share draft budget with finance committee members (April) Date: \_\_\_\_\_

Budget shared with Board at least two weeks before May mtg Date: \_\_\_\_\_

Budget approved by Board Date: \_\_\_\_\_

Review Completed IRS Forms 990-N, 990-EZ or 990 and any  
appropriate schedules before 15th day of the 5th month of your fiscal  
year's end (June 30) Date: \_\_\_\_\_

Review quarterly reports (prepared by bookkeeper) for SCAHPERD,  
each association, and other organizational entities Dates: \_\_\_\_\_

Approved April 1998  
Revised December 9, 2002  
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## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Honors and Awards Committee**

I. Name

The name of this committee shall be the SCAHPERD Honors and Awards Committee.

II. Purpose

The purposes of this committee are:

- A. Solicit nominations for the awards and recognitions hereinafter stated.
- B. Verify the credentials and qualifications of each nominee based on the criteria of the award or recognition for which the candidate was nominated.
  1. Present to the membership and the public those persons or organizations who have received an award or recognition.
  2. Propose new awards and review proposals for new awards as may be necessary or desirable.

III. Organization

- A. The Honors and Awards Committee is a standing committee of SCAHPERD.
- B. The committee shall be composed of previous recipients, when possible, whose awards fall under the purview of this committee AND who are professional SCAHPERD members in good standing.
- C. The Committee shall be composed of members equal to the number of professional associations comprising SCAHPERD with the exception SCAFP.
  1. Each professional association shall be represented on the committee with the exception of SCAFP.
  2. Each professional association shall recommend to the SCAHPERD President nominees from its membership.
  3. In circumstances when a prior award recipient is not available from an association, the association shall recommend an individual who is ineligible for these awards or recognitions. (See VI. F.1).
  4. Vacancies on the committee shall be filled through the processes presented in "2" and "2.a" regardless of when they occur.
  5. Vacancies are filled for the term remaining.

- D. Committee membership shall be for a term of three (3) years.
  - 1. The initial terms shall be staggered. The determination of initial term lengths shall be made by the committee with approval of the SCAHPERD President.
  - 2. Each year the SCAHPERD President shall appoint a committee chair from among those committee members who have completed two years of service on the committee.
  - 3. Committee members may succeed themselves.
  - 4. The chair shall vote as a regular member.
- E. The SCAHPERD President shall serve as an ex-officio member of the committee.

IV. Conduct of Business

- A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
- B. The Chair shall initiate and be responsible for all operations of the Committee.
- C. The Chair shall:
  - 1. Publish a call for nominations in the Spring SCAHPERD newsletter, association newsletters, electronic mail, or by other means that reaches the SCAHPERD membership. The call for nominations shall include:
    - a. The title of each honor award or recognition;
    - b. The Eligibility Requirements and Evaluative Criteria for each honor award or recognition;
    - c. The process to be followed by the nominator, and;
    - d. The deadlines for the submission of nominations.
      - 1) The SCAHPERD Administrative Assistant shall post supporting materials on SCAHPERD website.
      - 2) See Appendix A for samples.
  - 2. Receive all nominations.
  - 3. Screen all nominations for completeness and correctness. Return incomplete nominations to the nominator for completion, or request the necessary information.
  - 4. Check the eligibility of the nominee:
    - a. Against the criteria for the award.
    - b. With the Executive Director to determine current membership status.
    - c. Notify the nominator of the reason(s) that his/her nominee was ineligible.
  - 5. Conduct the balloting process as is hereinafter described. (See IV: C.4.m).
  - 6. Notify the recipients and invite them to be present at honors ceremony at the annual conference.
  - 7. Notify the President, Executive Director, and Public Relations Chair of the names of the honor and recognition award recipients in accordance with the SCAHPERD schedule but not later than five (5) weeks prior to the annual conference of the SCAHPERD.

8. Prepare a written citation for the conference program to be delivered to the conference manager in accordance with the SCAHPERD schedule but not later than five (5) weeks prior to the conference.
  9. Notify nominator of each award winner that s/he will present the award, using an abbreviation of the citation, at the annual SCAHPERD conference.
  10. Ensure that at least one photograph is taken of the person receiving each award.
  11. In consultation with each recipient and the Executive Director, notify the chief executive officer or the recipient's agency of the recipient's award.
  12. Maintain written and/or electronic records of:
    - a. Correspondence;
    - b. All materials pertaining to nominees and recipients.
    - c. The Committee Operating Code.
  13. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
  14. The Chair shall be invited to participate in SCAHPERD Board meetings through discussions and presentation of motions from the committee.
    - a. A committee representative must attend to present the motion.
    - b. The participation in discussions does not include voting.
- D. The nomination process shall be:
1. Any SCAHPERD member in good standing may nominate someone for an honor or recognition. Nominations from a SCAPHERD association will also be accepted.
  2. The deadline for submitting nominations shall be that set by SCAHPERD but no later than June 1st.
  3. The chair shall send each Honor Award nominee an official Nominee Data Form. Only the official forms shall be used by the committee for evaluation for the nominees. Faithful electronic versions may be used when appropriate. (See specific awards and Appendix B).
  4. The nominator shall be responsible for supplying the necessary information to support the nomination for the Dr. Judith E. Rink Advocacy Award or a Distinguished Organization Award.
  5. All Nominee Data Forms have been developed by the Committee and are attached to this Operating Code. (See Appendix B)
  6. The deadline for the return of a completed Nominee Data Form shall be August 15th.
- E. The balloting process shall be:
1. The chair shall prepare a separate ballot for each honor and recognition award with the names of each eligible nominee placed in alphabetical order.
  2. Only an official ballot shall be used.
    - a. Each award's ballot shall contain the name of the award or recognition, its criteria, and directions for completion of the ballot including the appropriate scoring system. (See Appendix C).
    - b. The Ballot shall contain the chair's email address and the deadline for its return.
    - c. All ballots shall have the same deadline.

3. The chair shall send the official ballots and the nomination data forms to the Committee members no later than September 1st.
4. Committee members shall return completed ballots to the chair by September 15th.
5. Unless otherwise stated in the guidelines for the award, no candidate shall receive an award that does not receive an eighty percent (75%) rating by the Committee on the first ballot.
6. To break a tie, the chair may re-poll the Committee, using the Yes/No voting procedure, to arrive at a majority, or arrive at unanimity as required by the specific award's guidelines.
  - a. The ballot in a re-poll shall contain the names of the highest ranked nominees in a number equal to the number of permitted awards, plus one.
  - b. Each member shall have the number of "Yes" votes equal to the number of awards to be given and one (1) "No" vote. Each member must cast all votes.
  - c. Unless unanimity is specified in the award's guidelines, a "Yes" vote by seventy-five percent (75%) of the members is necessary for approval.
7. The deliberations of the committee, including the ballots shall forever be confidential. Only the names of nominees selected for the award shall be made public.
  - a. In any report issuing from this committee, neither the number of nominees nor any nominees or nominator's name shall be divulged.
8. The decisions of the committee are final and are not subject to review by the Board of Directors, its officers, nor the Executive Director, save in matters of basic eligibility as set forth in the award's criteria.

V. Award Guidelines

The general guidelines for the awards bestowed by SCAHPERD shall be:

- A. Each award shall have a separate set of guidelines and criteria specific to that award.
- B. Each award shall be mutually exclusive from the other awards given by this committee.
  1. No one may be a qualified nominee for more than one award in the same year.
- C. The number of annual award recipients shall be specified in that award's guidelines.
- D. Only members in good standing may make nominations.
- E. The committee shall not advertise or award any honor or recognition other than that those specified in this Operating Code.

VI. Honor Award

The Honor Award is the highest award given by SCAHPERD. Recipients represent the best role models for students, clients, and the professionals of SCAHPERD. (Established: 1959).

- A. The general guidelines for the Honor Award are:

1. There shall be not more than two (2) awards given in any one year.
  2. Given the nature of this award, it is expected that there will be no qualified nominees in some years. To maintain the esteem of this honor, no award should be given in those years.
- B. Nominees shall NOT be carried over from one year to the next.
- C. The award shall consist of a plaque, bowl, or other appropriate recognition.
- D. The award may be given posthumously.
- E. No one shall receive the award twice.
- F. The Criteria for the Honor Award are:
1. Eligibility: At nomination, the nominee shall:
    - a. Be at least forty (40) years of age.
    - b. Be a member of SCAHPERD.
    - c. Have been a member of an association of SCAHPERD for the most recent ten (10) years.
      - 1) Have been actively employed as a professional in at least one of the SCAHPERD association's areas for the most recent ten (10) years, or;
      - 2) Have recently retired with 10 years of professional employment in at least one of the SCAHPERD association's areas in the past twelve (12) years.
    - d. Be known for high professional and personal standards and performance.
    - e. Be a worthy role model.
  2. Evaluation Criteria: The recipients shall exemplify a SCAHPERD professional through prominent contributions in much of the following criteria:
    - a. Prominent contributions to SCAHPERD and its associations. For example:
      - 1) Service as an officer in SCAHPERD or its associations.
      - 2) Service on committees in SCAHPERD or its associations.
      - 3) Service as an officer or committee member of national, regional/district, or in other state associations.
    - b. Pioneer leadership in the profession.
    - c. Meritorious service to allied fields. For example:
      - 1) Service as an officer in allied association(s).
      - 2) Service on committees in allied association(s).
    - d. Public and professional presentations in support of the profession's mission through any medium.
    - e. Prominent community service.

VII. Dr. Judith E. Rink Advocacy Award

The Dr. Judith E. Rink Advocacy Award recognizes a person who has significantly promoted and/or advanced the mission of SCAHPERD in South Carolina.

- A. The general guidelines of the Dr. Judith E. Rink Advocacy Award are:
1. There shall be no more than one (1) award given in any one year.



2. Given the nature of this award, it is expected that there will be no qualified nominees in some years.
- B. Nominees shall NOT be carried over from year to year.
- C. The award shall consist of a plaque, bowl, or other appropriate recognition.
- D. The award may be given posthumously, but no later than the annual conference following the death, unless this occurs after the nomination process has closed. In this case, the award may be given at the subsequent annual conference.
- E. No one shall receive the award twice.
- F. The criteria for the Dr. Judith E. Rink Advocacy Award are:
  1. Eligibility: At nomination, the nominee shall:
    - a. Be a resident of South Carolina.
    - b. Not be in a profession or employment area in which the members are reasonably considered candidates for membership in SCAHPERD or its associations.
    - c. May not have been a member of SCAHPERD or its associations for the most recent five (5) years.
  2. Evaluation Criteria: The recipient shall have promoted/advanced the mission of SCAHPERD through sustained significant contributions in one or more of the following areas:
    - a. Education;
    - b. Legislation and/or regulation;
    - c. Community and/or statewide programs, and/or;
    - d. Personal leadership, with integrity, in non-traditional areas.

#### VIII. Distinguished Organization Award

The Distinguished Organization Award recognizes organizations that promote and/or advance the mission of SCAHPERD in South Carolina.

- A. The general guidelines for the Distinguished Organization Award are:
  1. There shall be only one (1) award given per year.
  2. Given the nature of this award, it is expected that there will be no qualified nominees in some years.
- B. Nominees shall NOT be carried over from year to year.
- C. The award shall consist of a plaque, bowl, or other appropriate recognition.
- D. No organization shall receive the award twice.
- E. The Criteria for the Distinguished Organization Award are:
  1. Eligibility: At nomination, the nominee shall:
    - a. Not be an association within SCAHPERD.
    - b. Be an organization chartered or incorporated in the State of South Carolina (or one of its political subdivisions for, at least, the five (5) years previous to the nomination).
  2. Evaluation Criteria: The recipient shall have promoted/advanced the mission of SCAHPERD through sustained significant contributions in one or more of the following areas:
    - a. Education;
    - b. Legislation and/or regulation, and/or;
    - c. Community and/or statewide programs.

IX. Timeline

- A. Duties During Conference (when position is assumed)
- B. Duties Immediately Following Conference (when position is assumed)
- C. Duties During Spring and Summer
- D. Duties During Fall and Winter
- E. Duties During Conference

X. Amendment of the Operating Code

The chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

SEE APPENDICES

A: Nomination Forms

B: Official Nominee Data Forms

C: Sample Ballot

## APPENDIX A

### Call for Nominations: HONOR AWARD

The HONOR AWARD is the highest award given by SCAHPERD. Recipients represent the role models for students, clients and professional of SCAHPERD.

**To be eligible the nominee must be:** At least 40 years of age; a current member of SCAHPERD; known for high professional and personal standards and performance. Additionally, the nominee must have been a member of SCAHPERD for the most recent ten (10) years and be a worthy role model.

**The evaluation criteria include:** Prominent service to SCAHPERD; pioneer leadership in the profession; meritorious service to allied fields; public and professional presentations; and prominent community service.

**Nominations are made to:** Chair, Honors and Awards Committee, (chair address – postal and electronic mail as appropriate).

**The deadline for nominations is:** June 1.

Nominee's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Call for Nominations: DR. JUDITH E. RINK ADVOCAY AWARD

The DR. JUDITH E. RINK ADVOCAY AWARD recognizes a person who has significantly promoted and/or advanced the mission of SCAHPERD in South Carolina.

**To be eligible the nominee must be:** A resident of South Carolina; not be in a profession or employment area in which the members are reasonably considered candidates for membership in SCAHPERD; and may not have been a member of SCAHPERD for the most recent five (5) years.

**The evaluation criteria include:** Promotion or advancement of SCAHPERD's mission through sustained significant contributions in one or more of these areas: Education; legislation/regulation; community and/or statewide programs; and/or personal leadership, with integrity, in non-traditional areas.

**Nominations are made to:** Chair, Honors and Awards Committee, (chair address – postal or electronic mail as appropriate).

**The deadline for nominations is:** June 1

Nominee's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Call for Nominations: DISTINGUISHED ORGANIZATION AWARD**

The DISTINGUISHED ORGANIZATION AWARD recognizes organizations that have promoted and/or advanced the mission of SCAHPERD in South Carolina.

To be eligible the organization must be chartered or incorporated in South Carolina for, at least, the five (5) years previous to the nomination. It cannot be an association within SCAHPERD.

**The evaluation criteria include:** Promotion or advancement of SCAHPERD's mission through sustained significant contributions in one or more of these areas: Education; legislation/ regulation; and/or community and/or statewide programs.

**Nominations are made to:** Chair, Honors and Awards Committee, (chair address – postal or electronic mail as appropriate).

**The deadline for nominations is:** June 1.

Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**APPENDIX B**

**Nominee Data form for the Honor Award**

Date: \_\_\_\_\_

**PERSONAL DATA**

Full Name: \_\_\_\_\_

Present Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone – Home: \_\_\_\_\_ Office: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**MEMBERSHIP STATUS IN SCAHPERD**

I have been a member of SCAHPERD, continuously, from \_\_\_\_\_ (year) to present.

NOTE: Provide all information below beginning the list with the MOST RECENT data.

**EDUCATION BACKGROUND**

Degree Institution Major Dates

**EMPLOYMENT HISTORY (Most recent first)**

Dates (years) Position

**PROFESSIONAL ORGANIZATION MEMBERSHIPS**

PROFESSIONAL LEADERSHIP AND SERVICE

State:

District:

National:

OTHER PROFESSIONAL CONTRIBUTIONS

PUBLICATIONS (Authors, Title, Publication Source, date – Most recent first)

PRESENTATIONS (Authors, Title, Place (meeting), Date – Most recent first)

PROFESSIONAL HONORS OR RECOGNITIONS

SIGNIFICANT COMMUNITY SERVICE OR SERVICE TO OTHER ORGANIZATIONS

## Nominee Data Form for the Dr. Judith E. Rink Advocacy Award

Date: \_\_\_\_\_

**This form is to be completed by the person making the nomination for this award.**

Nominator's Name: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

\_\_\_\_\_

Phone – Home: \_\_\_\_\_ Office: \_\_\_\_\_

### Nominee Personal Data

Full Name: \_\_\_\_\_

Present Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone – Home: \_\_\_\_\_ Office: \_\_\_\_\_

Occupations within the last 5 years: \_\_\_\_\_

Has the Nominee ever been a member of SCAHPERD? \_\_\_\_\_

Dates: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**The Evaluation Criteria include:** The recipient shall have promoted/advanced the mission of SCAHPERD through sustained significant contributions in one or more of the following areas:

Education; legislation and/or regulation; community and/or statewide programs; and/or personal leadership, with integrity, in on-traditional areas.

*Being specific, describe the sustained contributions this person has made to the mission of SCAHPERD in the areas listed above.*



**Nominee Data form for the Distinguished Organization Award**

Date: \_\_\_\_\_

This form is to be completed by the person making the nomination for this award.

Nominator's Name: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

\_\_\_\_\_

Phone – Home: \_\_\_\_\_ Office: \_\_\_\_\_

**NOMINEE DATA:**

Organization's Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Present Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone – Home: \_\_\_\_\_ Office: \_\_\_\_\_

Is this organization chartered or incorporated in South Carolina? \_\_\_\_\_

**The Evaluation Criteria include:** The recipient shall have promoted/advanced the mission of SCAHPERD through sustained significant contributions in one or more of the following areas:

Education; legislation and/or regulation; and/or Community and/or statewide programs.

*Being specific, describe the sustained contributions this person has made to the mission of SCAHPERD in the areas listed above.*

## APPENDIX C

### OFFICIAL BALLOT HONOR AWARD

The HONOR AWARD is the highest award given by SCAHPERD. Recipients represent the best role models for the students, clients and professional of SCAHPERD.

**To be eligible the nominee must be:** At least 40 years of age, a current member of SCAHPERD, and known for high professional and personal standards and performance. Additionally, the nominee must have been a member of SCAHPERD for the most recent ten (10) years and be a worthy role model.

**The evaluation criteria include:** Prominent service to the SCAHPERD; pioneer leadership in profession, meritorious service to allied fields, public and professional presentations, and prominent community service.

**Return this Ballot to:** Chair, Honors and Awards Committee, (chair address – postal or electronic mail as appropriate).

**The deadline for the return of this ballot is:** September 15.

**Directions:** Evaluate each nominee according to the criteria above. Assign a value of 1 (not qualified) to 5 (highly qualified) to each nominee. Values may be used more than once. (Rate; not rank).

#### SCALE:

- 5 Highly qualified
- 4
- 3 Qualified
- 2
- 1 Not qualified

#### Nominee's Name:

(Allen, Robert) \_\_\_\_\_

(Martin, Joan) \_\_\_\_\_

(Warren, Digby) \_\_\_\_\_

**OFFICIAL BALLOT**  
**DR. JUDITH E. RINK ADVOCACY AWARD**

The DR. JUDITH E. RINK ADVOCACY AWARD recognizes a person who has significantly promoted and/or advanced the mission of SCAHPERD in South Carolina.

To be eligible the nominee must be: A resident of South Carolina; Not be in a profession or employment area in which the members are reasonably considered candidates for membership in SCAHPERD. May not have been a member of SCAHPERD for the most recent five (5) years.

The evaluation criteria include: Promotion or advancement of SCAHPERD's mission through sustained significant contributions in one or more of these areas: Education; legislation/regulation; community and/or statewide programs; and/or personal leadership, with integrity, in non-traditional areas.

**Return this Ballot to:** Chair, Honors and Awards Committee, (chair address – postal or electronic mail as appropriate).

**The deadline for the return of this Ballots is:** September 15

**Directions:** Evaluate each nominee according to the criteria above. Assign a value of 1 (not qualified) to 5 (highly qualified) to each nominee. Values may be used more than once. (Rate; not rank).

**SCALE:**

- 5 Highly qualified
- 4
- 3 Qualified
- 2
- 1 Not qualified

**Nominee's Name:**

(Baker, Sarah) \_\_\_\_\_

(Norton, John) \_\_\_\_\_

(York, Stacy) \_\_\_\_\_

**OFFICIAL BALLOT  
DISTINGUISHED ORGANIZATION AWARD**

The DISTINGUISHED ORGANIZATION AWARD recognizes organizations that have promoted and/or advanced the mission of SCAHPERD in South Carolina.

To be eligible the organization must be chartered or incorporated in South Carolina for, at least, the five (5) years previous to the nomination. It cannot be an association of SCAHPERD.

The evaluation criteria include: Promotion and advancement of SCAHPERD's mission through sustained significant contributions in one or more of these areas: Education, legislation/ regulation; and/or community and/or statewide programs.

**Return this Ballot to:** (chair name) Chair, Honors and Awards Committee, (chair address – postal or electronic mail as appropriate).

**The deadline for the return of this ballot is:** September 15.

**Directions:** Evaluate each nominee according to the criteria above. Assign a value of 1 (not qualified) to 5 (highly qualified) to each nominee. Values may be used more than once. (Rate; not rank).

**SCALE:**

- 5 Highly qualified
- 4
- 3 Qualified
- 2
- 1 Not qualified

**Organization's Name:**

(American Association for Arrhythmias) \_\_\_\_\_

(Inkville Parents and Teachers Association) \_\_\_\_\_

(Welloff Development Company) \_\_\_\_\_

## OFFICIAL TIE BREAKER BALLOT

The purpose of this procedure is to reduce the number of nominees to a number that does not exceed the permissible number of annual recipients specified by each award's guidelines.

It may only be used when the initial BALLOT fails to present qualified nominees equal in number to or less than the number of awards specified in the award guidelines, or where unanimity is a requirement but was not achieved.

If this Ballot fails to resolve the tie, produce unanimity, or the required percentage of "Yes" votes, as appropriate to the award, then there is no award recipient for this year.

Because the Operating Code specifies the number of recipients, and because the Operating code is part of the By-Laws of SCAHPERD, it is not possible to make awards in numbers in excess of those specified in the guideline without going through the procedures for amending such codes.

**DIRECTIONS:** This is a straight "Yes / No" vote, not a ranking.

1. You have one "NO" vote that MUST be cast.
2. "Yes" votes may be cast in a number equal to the maximum number of recipients
3. Abstentions count as a "NO" vote.

Return this Ballot to: Chair, Honors and Awards Committee, (chair– postal or electronic mail address as appropriate).

The deadline is: September 30.

### HONOR AWARD (2 Awards per year)

(Allen, Robert) \_\_\_\_\_

(Martin, Joan) \_\_\_\_\_

(Warren, Digby) \_\_\_\_\_

**DR. JUDITH E. RINK ADVOCACY AWARD** (1 Award per year)

(Baker, Sarah) \_\_\_\_\_

(Norton, John) \_\_\_\_\_

**DISTINGUISHED ORGANIZATION AWARD** (1 Award per year) specified for the award.

(American Association of Arrhythmias) \_\_\_\_\_

(Inkville Parents and Teachers Association) \_\_\_\_\_

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Membership Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Membership Committee.
  
- II. Purpose  
The purposes of this committee are:
  - A. Promote membership by contacting persons who are professionally involved in HPERDFSAW in the state
  - B. Maintain the maximum number of members in SCAHPERD.
  - C. Provide the opportunity for students to become members of SCAHPERD.
  - D. Develop and improve materials and methods for recruiting and retaining new and current members for the professional organization.
  - E. Assist in any way possible to further the growth of SCAHPERD
  
- III. Organization
  - A. This committee shall be a standing committee of SCAHPERD.
  - B. There shall be seven members of the committee appointed by the President.
    1. Each association (including the future professional association) shall designate at least one member to serve on the committee.
    2. One member of the committee shall be designated by the President to serve as chairperson of the committee.
    3. The President shall appoint one new at-large member every year with terms of office expiring in successive years.
  - C. The term of office of association and appointed at-large members shall be three years.
  - D. The SCAHPERD President shall serve as an ex-officio member of the committee.
  - E. Members shall assume office at the conclusion of the annual conference.
  - F. Resignations from the committee shall be presented to the President in writing.
  - G. In the event of death, resignation or removal of a member or the chair, the President shall appoint a successor to complete the unexpired term.
  - H. In the event of inefficiency or other just cause, the chair or member may be removed by the President with approval of the Board of Directors.
  
- IV. Conduct of Business
  - A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
  - B. A quorum shall consist of a majority of the committee membership.

- C. The duties of the chair are to:
  - 1. Attend the SCAHPERD Board meetings as an invited non-voting member/guest. S/He may participate in discussions representing the committee and present motions from the committee.
    - a. The Chair or a committee representative must attend to present the motion.
    - b. The participation in discussions does not include voting.
  - 2. Make a written/oral report at the SCAHPERD Board meetings and at the annual conference.
  - 3. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
  - 4. Submit to the Constitution Committee items in this operating code that need to be updated and which should also be included in the annual report.
  - 5. Transfer the committee files to the incoming chair at the end of his/her term of office.
  
- D. Duties of the Committee are to:
  - 1. Obtain an up-to-date list of all members and potential members from the Executive Director of SCAHPERD.
  - 2. Send correspondence to committee members encouraging them to promote new and renewal membership in their school districts, city and county systems, and discipline.
  - 3. Coordinate with the Newsletter Editor to get notices in that publication.
  - 4. Send correspondence to potential members encouraging them to join SCAHPERD or renew their membership.
  - 5. Monthly reminders will be sent by \_\_\_\_\_ for two months following initial correspondence.
  - 6. Section membership representatives are expected to assist with member recruitment and retention.

V. Timeline

- A. Duties During Conference (when position is assumed)
- B. Duties Immediately Following Conference (when position is assumed)
- C. Duties During Spring and Summer
- D. Duties During Fall and Winter
- E. Duties During Conference

VI. Amendment of the Operating Code

The Chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.



## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Nominating Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Nominating Committee.
- II. Purpose  
The purposes of this committee are:
  - A. To screen nominations for the position of SCAHPERD President-Elect and to select two candidates to run for this office. Voting will take place at the SCAHPERD Annual Conference.
  - B. To be responsible for coordinating election procedures for SCAHPERD.
- III. Organization
  - A. The committee shall be organized as a standing committee of SCAHPERD.
  - B. The Past President shall chair the committee.
  - C. The committee shall consist of the SCAHPERD Past President and the current president of each SCAHPERD Association.
- IV. Conduct of Business
  - A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
  - B. The chair shall be responsible for submitting a call for nominations for the office of SCAHPERD President-Elect in the spring edition of the SCAHPERD Newsletter.
  - C. The chair may need to utilize several follow-up strategies to ensure that a slate of nominees is forthcoming, as the membership may be remiss in forwarding any names of candidates. This could result in the absence of any candidates for this important position. Strategies could include separate mail outs to the membership, and/or solicitation of names from the Board of Directors.
  - D. The chair will submit a nomination form to all candidates requesting that they submit a personal resume to the committee for consideration of their candidacy. Candidates will have the option to accept or turn down their nomination at this time. (Form is attached at the end of this operating code.)
  - E. Upon receipt of each nominee's personal resume, the resumes will be forwarded by email to the members of the committee. Committee members should then rank order the nominees in order of their preference. The top two candidates will then be selected by the chair of the committee. In the event that there are not two clear cut winners, a conference call will be arranged between the members of the committee to finalize the selection process.
  - F. The chair should notify the two candidates of their selection and advise them of the need to attend the Opening General Session where they will be introduced to the membership.

- G. The chair should then notify each of the remaining nominees of the committee's decision and thank them for having agreed to run for this office. They should be encouraged to run again should they be so nominated.
- H. The two candidates will be introduced to the membership during the SCAHPERD General Opening session during the fall conference.
- I. A polling booth should be in place immediately following the General Opening Session. The resume of both candidates should be on display beside the ballot box.
- J. The ballot box should be attended by a member of the Nominating Committee at all times.
- K. Once members have posted their ballot, they should have a hole punched in their official SCAHPERD name tag. Only registered members should be allowed to vote at any time, with only one vote per member allowed.
- L. The time the voting booth will be in place can be determined each year by the Nominating Committee. A member of the Nominating Committee or a Nominating Committee designated teller should be in attendance at all times.
- M. The announcement of the new President-Elect should be made during the SCAHPERD Annual Business Meeting on Sunday morning.
- N. In the event only one candidate is nominated, the one candidate can be elected by acclamation (voice vote).
- O. In the event that there are no eligible nominations submitted to the Nominating Committee by the call deadline, the current Board of Directors will oversee the filling of the vacancy.
- P. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.

V. Timeline

- A. Duties During Conference (when office is assumed)
  - 1. After the election process is completed, the Chair shall obtain materials from the outgoing Nominating Committee Chair (Past President).
- B. Duties Immediately Following Conference (when office is assumed)
  - 1. The Chair shall communicate with Committee members to be sure they have a copy of the Nominating Committee Operating Code and understand the responsibilities of the Committee.
  - 2. Review the nomination form for any needed corrections, additions, or deletions.
- C. Duties During Spring and Summer
  - 1. The chair shall be responsible for submitting a call for nominations for the office of SCAHPERD President-Elect in the spring edition of the SCAHPERD Newsletter.
  - 2. The chair shall submit a nomination form to all nominees requesting that they complete the form and return it with a personal resume.
  - 3. The chair shall provide a copy of the President-Elect, President, and Past President Operating Codes to each nominee.
  - 4. The chair may need to utilize several follow-up strategies to ensure that a slate of nominees is forthcoming.
    - a. Send a separate email to the membership requesting nominations.
    - b. Solicit nominations specifically from the associations through those boards.
    - c. Solicit nominations specifically from the SCAHPERD Board of Directors.
  - 5. Upon receipt of each nominee's personal resume, the chair shall forward the resumes by email to the members of the committee.

6. The chair shall direct each Committee member to rank order the nominees in order of his/her preference.
  7. The chair shall determine the top two nominees. In the event that there are not two clear cut winners, arrange a conference call between the members of the committee to finalize the selection process.
- D. Duties During Fall
1. The chair should notify the two candidates of their selection and advise them of the need to attend the Conference Opening General Session where they will be introduced to the membership.
  2. The chair should then notify each of the remaining nominees of the committee's decision and thank them for having agreed to run for this office.
  3. The remaining nominees should be encouraged to run again should they be so nominated.
  4. The chair shall provide the Board of Directors with a report detailing the solicitation of nominees, the of the number of nominees, the number of nominees agreeing to be considered for candidacy, and the candidate(s) to appear on the ballot.
  5. The chair shall work with the Committee to prepare the ballots and plan for the voting process at the conference.
- E. Duties During Conference
1. The chair shall assure that the nominees for President-Elect will be in attendance at the Opening General Session for introduction.
  2. At the Opening General Session the chair shall provide a report to the membership of the Committee's work and introduce the candidates for the office of President-Elect.
  3. The chair shall explain the voting process to the membership present at the conference.
  4. The chair and committee shall set up and conduct the voting process at the conference.
  5. The chair and committee shall tally the votes to determine the results.
  6. The chair shall provide the name of the next President-Elect only to the SCAHPERD President.
- F. At the Conclusion of the Conference.
1. The chair shall transfer all materials to the incoming Nominating Committee Chair (Past President).
  2. The chair shall submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.

VI. Amendment of the Operating Code

The Chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

# Nominee Form for President-Elect of SCAHPERD

Congratulations on being nominated for the SCAHPERD President-Elect for the \_\_\_\_ year. Please complete this nomination form and also send your professional resume to the SCAHPERD office. You must email your resume directly to SCAHPERD at [scahperd@columbiasc.edu](mailto:scahperd@columbiasc.edu) with the subject line "Resume for President-Elect" after completing this form.

Qualifications for SCAHPERD President-Elect:

- Membership in SCAHPERD for at least three years immediately preceding nomination for office.
- Hold professional membership in SCAHPERD during the year of nomination.
- Demonstrated interest in SCAHPERD as indicated by service to SCAHPERD or to one of its associations and/or membership on the Board of Directors during at least three years of membership. (SCAHPERD By-Laws, Article VII, Section 1.b)

Nominations close on September 1, 2020 and committee review continues until October 1, 2020. The Nominating Committee ensures the confidentiality of all nominations and application materials.

Candidates are expected to attend the General Session at the conference (November 14th) for the purposes of introduction and the SCAHPERD business meeting (November 15th) at the conclusion of the conference, if elected.

*\*Required*

1. First and Last Name \*

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2. Job Title \*

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3. Professional Address (street, city, state, zip code)

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4. Mailing Address (street, city, state, zip code) \*

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5. Work Phone \*

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6. Cell or Home Phone \*

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7. Work Email \*

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8. Personal Email \*

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9. I agree to be a candidate for the office of President-Elect of SCAHPERD. If elected to the office, I agree to devote time to the work of SCAHPERD during my terms as President-elect, President, and Past President. \*

Yes

10. I have received and reviewed a copy of the SCAHPERD Constitution and By-Laws. \*

Yes

11. I have received a copy of the SCAHPERD Operating Codes and reviewed the operating codes for President-Elect, President, and Past President. \*

Yes

12. I will email my resume to [scahperd@columbiasc.edu](mailto:scahperd@columbiasc.edu) to complete my application form. \*

Yes

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Public Relations Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Public Relations Committee.
  
- II. Purpose  
The purposes of this committee are:
  - A. To promote the goals and objectives of SCAHPERD and to inform the public of SCAHPERD activities in the state of South Carolina.
  - B. To arrange for Internet, press, radio, and television coverage of the annual conference and other activities in the state.
  
- III. Organization
  - A. This committee shall be a standing committee of SCAHPERD.
  - B. The committee shall consist of one representative from each association, preferably a Public Relations Committee person from their association.
    1. Committee members will be appointed by the SCAHPERD President in consultation with each association president
    2. It is preferable that each committee member is a member of his/her association Public Relations Committee.
    3. Committee members will be appointed for three years on a rotating basis, where appropriate, .
    4. The Chairperson shall be appointed from the committee membership by the President of SCAHPERD and serves for a term of one year.
    5. The SCAHPERD President shall serve as an ex-officio member of the committee.
    6. The SCAHPERD Executive Director or his/her office representative shall serve as a non-voting member of the committee.
  - C. Committee members shall assume office at the conclusion of the annual conference.
  - D. Resignations from the committee shall be presented to the President in writing.
  - E. In the event of death, resignation or removal of a member or the chair, the President shall appoint a successor to complete the unexpired term.
  - F. In the event of inefficiency or other just cause, the chair or member may be removed by the President with approval of the Board of Directors.
  
- IV. Conduct of Business
  - A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
  - B. A quorum shall consist of a majority of the voting committee membership.

- C. The duties of the chair are to:
1. Attend the SCAHPERD Board meetings as an invited non-voting member/guest. S/He may participate in discussions representing the committee and present motions from the committee.
    - a. The Chair or a committee representative must attend to present the motion.
    - b. The participation in discussions does not include voting.
  2. Make a written/oral report at the SCAHPERD Board meetings and at the annual conference.
  3. Send appropriate correspondence to the President, President-Elect, Past President, Executive Director, and committee members.
  4. Preside at committee meetings.
  5. Compile and keep records to include all publicity related to SCAHPERD and related activities in the state.
  6. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
  7. Submit a proposed budget for the committee to the Treasurer prior to the approval of the annual budget.
  8. Submit a list of expenditures with appropriate voucher and receipts, at the last SCAHPERD board meeting of each calendar year.
  9. Keep accurate financial files and turn them over to the new chairperson at the first meeting of the Board after the conference.
  10. Submit to the Constitution Committee items in this operating code that need to be updated and which should also be included in the annual report.
  11. Transfer the committee files to the incoming chair at the end of his/her term of office.
- E. Duties of the Committee are to:
1. Publicize meetings, conferences, and accomplishments of SCAHPERD and its membership.
  2. Review this operating code and present recommendations in writing pertaining to needed revisions to the last SCAHPERD Board of Directors Meeting.

V. Timeline

- A. Duties During Conference (when position is assumed)
- B. Duties Immediately Following Conference (when position is assumed)
- C. Duties During Spring and Summer
- D. Duties During Fall and Winter
- E. Duties During Conference

VI. Amendment of the Operating Code

The Chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

Revised December 2, 2002  
Revised November 10, 2011  
Revised October 2, 2017  
Revised September 20, 2018  
Revised August 24, 2019  
Revised November 14, 2019

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Scholar Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Scholar Committee.
- II. Purpose  
The purpose of this committee is:
  - A. To select the person to be the SCAHPERD Scholar.
- III. Organization
  - A. The Committee shall be a Standing Committee of SCAHPERD.
  - B. The Committee shall consist of three (3) members appointed by the President.
    1. Each appointment shall be for three (3) years.
    2. Committee members must be a member of SCAHPERD (dues paying or retired professional) while serving on the Committee.
    3. Only previous SCAHPERD Scholar Award recipients may serve on the Committee except that: (See #4)
    4. Should three previous Scholars not be available, the President shall appoint members alternating among the associations, when possible, or from the current past association presidents.
  - C. The President shall appoint a Chair from among the Committee members. The Chair's term shall be two (2) years. The Chair is a voting member of the Committee.
  - D. The SCAHPERD President shall serve as an ex-officio member of the Committee.
  - E. Resignations from the Committee shall be presented to the President in writing. The President shall appoint a qualified successor to complete the unexpired term.
  - F. Members of the Committee may succeed themselves. However, the Chair may not succeed in the position as Chair.
  - G. The President shall present a copy of this Operating Code to each Committee member prior to appointment.
- IV. Conduct of Business
  - A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
  - B. The Committee shall solicit nominations of qualified candidates (as specified under the section: Candidate Qualifications) through the SCAHPERD newsletter and other means as it deems appropriate.
  - C. This is a biennial award and will be presented when a candidate has been nominated and successfully completes the process. The deadline for nominations shall be the First of June (June 1) of the even numbered years.



If there are no nominations during an eligible year, the call for nominations will be reopened the following year. This process will continue until an eligible candidate is awarded the recognition. At that time, the biennial rotation will recommence.

- D. All nominations shall be sent to the Committee Chair, via the SCAHPERD Administrative Assistant, who requests application materials from the nominees.
- E. The Chair shall email the Nominee required Information. This includes:
  - 1. A list of the information required by the Committee for the evaluation of the nominee.
  - 2. A list of the Award recipient's responsibilities.
- F. By or before September 1, the Chair shall forward copies of the nominees' required information to the other Committee members.
- G. The Committee shall meet either electronically, by conference call, or in person. The committee chair will submit the recommendation to the President.
- H. The Committee shall report, in writing to the President, one of the following:
  - 1. The name of one (1) candidate.
  - 2. That there were no qualified candidates.
- I. To be successful, the nominee must have the unanimous vote of the three Committee members.
- J. The deliberations of this Committee shall be confidential. In particular this includes the names of nominees and how members voted.
- K. Committee members are expected to be frank, professional and discrete.
- L. The Chair shall send a copy of all correspondence to the SCAHPERD Executive Director, immediately.
- M. The Chair shall submit a written/oral report to the Board of Director's at the SCAHPERD Board fall meeting and at the annual conference.
- N. The Chair shall submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
- O. Attend the SCAHPERD Board meetings as an invited non-voting member/guest. S/He may participate in discussions representing the committee and present motions from the committee.
  - 1. The Chair or a committee representative must attend to present the motion.
  - 2. The participation in discussions does not include voting.

V. Candidate Qualifications

- A. The candidate must have been a SCAHPERD member in good standing for the three years immediately preceding nomination, and;
- B. The candidate must have made significant scholarly contributions to the profession. "Scholarly" shall be construed to include research, publications, and/or presentations that contribute to the knowledge that underlies the profession or "creative publication" which may include visual and/or recordings of public performances of creative endeavors.

VI. The Scholar Award

- A. The Executive Director of SCAHPERD shall be responsible for securing a suitable plaque to be presented to the SCHOLAR. The plaque shall read:

## South Carolina Alliance for Health, Physical Education, Recreation and Dance

### Scholar

(Recipient's name)

(Recipient's school)

(Date)

(SCAHPERD President's name)

- B. The plaque shall be presented to the SCHOLAR at the SCAHPERD annual conference honors ceremony by the committee chair or a committee member if the chair is not able to attend.
- C. The Chair shall prepare a written citation describing the SCHOLAR'S contributions. This citation shall be reviewed by the SCHOLAR prior to its publication.
- D. The Chair shall schedule the SCHOLAR's presentation at the following year conference through the normal program planning process, using SCAHPERD as the host. The Chair shall be the presider for this session.

#### VII. Timeline

- A. Nominations
  - 1. Nominations should be received the first of June (even year).
  - 2. Chair shall email the Nominees the required information by first of July.
  - 3. All Nominees' information must be returned by the first of August.
  - 4. Information must be distributed to the committee members by or before September 1.
  - 5. The Committee shall meet either electronically, by conference call, or in person.
- B. The committee chair will submit their written recommendation of the SCHOLAR to the President.
- C. The chair should request a funding item in the budget prior to the budget approval for the year in which the SCHOLAR might make presentations.

#### VIII. Amendment of the Operating Code

The Chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

# South Carolina Alliance for Health, Physical Education, Recreation, and Dance

## SCHOLAR NOMINEE

### Information form

#### Candidate Qualifications

- A. The candidate must have been a SCAHPERD member in good standing for the three years immediately preceding nomination, and;
- B. The candidate must have made significant scholarly contributions to the profession. "Scholarly" shall be construed to include research, publications, and/or presentations that *contribute to the knowledge that underlies the profession or "creative publication" which may include visual and/or recordings of public performances of creative endeavors.*

By August 1<sup>st</sup>, please submit to the Scholar Committee Chair, via the SCAHPERD Administrative Assistant, a resume which ONLY contains the following:

1. Your Name
2. Business Address
3. Business Telephone
4. Earned Degrees (school, degree & date, major, minor)
5. Position(s) held in South Carolina (a change in rank counts as a new position)

Additionally, with your resume, please submit your three (3) most scholarly works which includes, but not limited to

Scholarly research

Scholarly publications

Scholarly presentations (DVD or other visual formats are acceptable with approval)

#### **SUBMIT APPLICATION BY AUGUST 1,**

#### **TO:**

Chair of the Scholar Committee  
c/o Shannon Koch, SCAHPERD Administrative Assistant  
PO Box 445  
White Rock, SC 29177

## DUTIES OF THE SCAHPERD SCHOLAR

The recipient of the SCAHPERD Scholar will be presented to the SCAHPERD membership at the annual conference in the fall.

The SCAHPERD Scholar has three responsibilities:

1. The Scholar presents a paper at the Annual Conference following the conference at which the award is presented.
2. The Scholar is available to give presentations at up to three “schools” in South Carolina. Requests are made through the Executive Director. The Award carries an honorarium to assist with travel costs,
3. Serve on future SCAHPERD Scholar Committees when requested by the SCAHPERD President.

Approved November 10, 1994  
Updated January 3, 2002  
Revised November 14, 2012  
Revised March 24, 2014  
Updated March 2015

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Scholarship Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Scholarship Committee.  
The award shall be known as the *Robert E. Hampton Scholarship Award*.
  
- II. Purpose  
The purposes of this committee are:
  - A. To design, update, and disseminate to college/university students the appropriate forms for applying for educational funding.
  - B. To identify qualified applicants and make recommendations to the SCAHPERD Executive Committee.
  - C. As set forth by the SCAHPERD Executive Committee, to determine the distribution of available scholarship funds.
  
- III. Organization
  - A. This committee shall be a standing committee of SCAHPERD.
  - B. Each association shall be represented by one member.
    1. The chair shall be appointed by the SCAHPERD President.
    2. Recommendations for representatives shall be made by each association.
  - C. Each member will serve a three-year term.
  - D. The SCAHPERD President shall serve as an ex-officio member of the committee.
  - E. The chair shall be appointed yearly by the SCAHPERD President.
  - F. The chair shall preside at all committee meetings.
  
- IV. Conduct of Business:
  - A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
  - B. General guidelines include the following:
    1. The available scholarship funds and eligibility requirements will be announced by March 1<sup>st</sup>.
    2. Application deadlines shall be set by the committee and announced by March 1<sup>st</sup>.
    3. Each committee member will receive a copy of all complete applications and supporting materials.

4. The committee shall meet as needed. Meetings may be face-to-face or through available electronic technology.
  5. The SCAHPERD Board will be asked to vote electronically to approve the recommended recipient(s) by July 30<sup>th</sup>.
  6. The Executive Director will distribute the scholarship funds to the recipient(s) by August 15<sup>th</sup>.
- B. The duties of the chair are to:
1. Preside at all committee meetings.
  2. Oversee the distribution of complete applications to committee members.
  3. Serve as a liaison between the committee and the Board of Directors.
  4. Submit a written report to the SCAHPERD Board of Directors at the annual business meeting.
  5. Communicate the outcomes to all applicants, after Board action.
  6. Prepare a brief citation for the scholarship recipient, and submit it to the Chair of the Conference Program Planning Committee for inclusion in Conference program.
  7. Recognize scholarship recipient(s) at the annual Conference.
  8. Transfer committee files to a newly appointed incoming chair.
  9. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
  10. Attend the SCAHPERD Board meetings as an invited non-voting member/guest. S/He may participate in discussions representing the committee and present motions from the committee.
    - a. The Chair or a committee representative must attend to present the motion.
    - b. The participation in discussions does not include voting.
- C. The duties of the committee are to:
1. Design objective criteria for the selection of scholarship recipients.
  2. Review all complete applications.
  3. Rank recipients based upon established objective criteria.
  4. Complete the selection process by June 30<sup>th</sup>, and report results to the SCAHPERD President.
- D. Selection procedures:
1. Any undergraduate student who is a current member of SCAHPERD may apply for the scholarship.
  2. The application must be submitted in typewritten form following the format of the official application.
  3. The Scholarship Committee shall complete the selection process by June 30<sup>th</sup> and will report results to the SCAHPERD President.
  4. The Executive Director will distribute the scholarship funds to the recipients by August 15<sup>th</sup>.
- E. Eligibility requirements:  
In order to be eligible for the award, the student should:

1. Be enrolled as a full-time student at his/her university when the scholarship is awarded.
2. Be at least a second semester junior or have completed 75 credit hours (senior year candidate) with a cumulative GPA of 3.0 or higher.
3. Serve as a positive role model for the profession and for his/her peers.
4. Demonstrate a personal responsibility for his/her professional growth.
5. Provide evidence of professional commitment through membership and involvement in local, state and national organizations.
6. Provide evidence of a financial need for the scholarship.

V. Timeline

- A. Duties During Conference (when position is assumed)
- B. Duties Immediately Following Conference (when position is assumed)
- C. Duties During Spring and Summer
- D. Duties During Fall and Winter
- E. Duties During Conference

VI. Amendment of the Operating Code

The Chair shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

# **SOUTH CAROLINA ALLIANCE FOR HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE**

## **ROBERT HAMPTON SCHOLARSHIP AWARD**

**Award Amount \$1,000 - \$2,000**

**Obtain an application from your college advisor.**

Deadline to apply shall be set by the committee and announced by March 1st.

### **The qualifications for the applicant are as follows:**

1. Is enrolled as a full-time student at his/her university when the scholarship is awarded.
2. Must be at least a second semester junior or have completed 75 credit hours (senior year candidate) with a cumulative GPA of 3.0 or higher.
3. Serves as a positive role model for the profession and his/her peers.
4. Assumes responsibility for his/her professional growth.
5. Shows evidence of professional commitment through membership and involvement in local, state and national organizations.
6. Has a financial need for the scholarship as determined by the Scholarship Committee.

### **Selection procedures:**

1. Any student who is a current member of SCAHPERD may apply for the scholarship.
2. The application must be submitted in typewritten form following the format of the official application.
3. The Scholarship Committee shall complete the selection process by June 30<sup>th</sup> and will report results to the SCAHPERD President.
4. The Executive Director will distribute the scholarship funds to the recipient(s) by August 15<sup>th</sup>.
5. The SCAHPERD President or the Chair of the Scholarship committee shall recognize the scholarship recipient(s) at the SCAHPERD luncheon during the annual conference.



**SCAHPERD**  
**ROBERT HAMPTON SCHOLARSHIP AWARD**  
**OFFICIAL APPLICATION FORM**

**Deadline to apply shall be set by the committee and announced by March 1st.**

**Return to:**

Shannon Koch, SCAHPERD Administrative Assistant  
PO Box 445  
White Rock, SC 29177

APPLICATION MUST BE TYPED

**Personal Information**

Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

Present Address \_\_\_\_\_

(If Different From Above)

Phone Number \_\_\_\_\_ SSN \_\_\_\_\_

<b><u>Educational Record</u></b>	Name and Address of College(s)	Dates of Attendance
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	_____	_____
	_____	_____

Year in school: Junior \_\_\_\_\_ Senior \_\_\_\_\_

Total College Credit Hours Completed (not including those currently enrolled in) \_\_\_\_\_

Scholastic Proficiency: Cumulative Grade Point Average \_\_\_\_\_

**(Please attach a copy of your college transcript)**

Are you a member of SCAHPERD? Yes \_\_\_ No \_\_\_

Are you a member of SHAPE America? Yes \_\_\_ No \_\_\_

(if yes, please attach a photocopy proof of SHAPE America membership)

If yes, give the date that you joined: SCAHPERD \_\_\_\_\_

SHAPE America \_\_\_\_\_

Have you served or are you currently serving as an officer for the South Carolina Association for Future Professionals? Yes \_\_\_ No \_\_\_ If yes, give date(s) of service

\_\_\_\_\_

Describe your involvement with SCAFP or any other association under SCAHPERD.

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List any other organization memberships.

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Honors and Awards

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Leadership and Service

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**Statement of Financial Need** (Attach a copy of your **FAFSA Student Aid Report** – go to: [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) and follow Step 3 to print a copy of the report)

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**Personal Statement of Interests**

Use the space below or attach no more than one additional page to respond to the following:

What are your career goals? How did you become interested in this field of study? What skills do you possess that you feel will be helpful to your academic career? Please feel free to supply any other information which may be helpful in assessing your application.

**References** - Include at least two letters of reference with this application. One must be from a college instructor. The other may be from a friend or employer.

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

I hereby acknowledge that the information submitted herein is true and correct and I understand that I may be asked to produce evidence in the form of receipts for the expenditure of my scholarship funds.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submitted November 15, 1995  
Reviewed November 2003  
Revised March 21, 2012  
Revised November 8, 2012  
Revised September 10, 2020

## **South Carolina Alliance for Health, Physical Education, Recreation and Dance**

### **OPERATING CODE SCAHPERD Strategic Planning Committee**

- I. Name  
The name of this committee shall be the SCAHPERD Strategic Planning Committee.
  
- II. Purpose  
The purposes of this committee are:
  - A. To bring together ideas from the associations and the state membership and translate them in to a logical, sequential document to be used as a basis for action by the Board of Directors. The SCAHPERD Strategic Planning Goals will also be used in developing futuristic programs for the State.
  - B. To recommend short-and-long-range plans to the Board of Directors for consideration.
  
- III. Organization
  - A. The Committee shall be a standing committee of SCAHPERD.
  - B. The Committee shall consist of (5-8) five-to-eight members appointed by the SCAHPERD President. All members, except the chair, shall serve (3) three years on a staggered plan.
    1. There shall be one member from each of the associations appointed after consultation with the association presidents.
    2. There may be up to three (3) additional at-large members appointed by the SCAHPERD President.
    3. The term of office shall be three (3) years on a staggered plan. The Committee shall follow the policy of rotating two (2) memberships with no consecutive terms, and no more than three (3) members appointed in any given year.
  - C. The chair shall be appointed each year by the SCAHPERD President as an additional at-large member to serve a one-year term.
  - D. The SCAHPERD President shall serve as an ex-officio member of the committee.
  - E. The SCAHPERD President-Elect, Past President, Future Professionals Advisor, Parliamentarian, and Executive Director shall serve as non-voting members.
  - F. Members shall assume office at the conclusion of the annual conference.
  - G. Resignations from the Committee shall be presented in writing to the President.
  - H. In the event of death, resignation or removal of a member or the chair, the President shall appoint a successor to complete the unexpired term.
  - I. In the event of inefficiency or other just cause, the chair or member may be removed by the President with approval of the Board of Directors.

IV. Conduct of Business:

- A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
- B. A quorum shall consist of a majority of the committee membership.
- C. The duties of the Chair are to:
  - 1. Send appropriate correspondence to the Committee and preside at meetings.
  - 2. Send copies of appropriate correspondence to the President, President-Elect, Past-President and the Executive Director.
  - 3. Submit a written and/or oral report for all Board of Directors' meetings.
  - 4. Submit a written annual report to the Board of Directors.
  - 5. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
  - 6. Transfer the Committee files to the incoming Chair at the end of the term of office.
  - 7. Attend the SCAHPERD Board meetings as an invited non-voting member/guest. S/He may participate in discussions representing the committee and present motions from the committee.
    - a. The Chair or a committee representative must attend to present the motion.
    - b. The participation in discussions does not include voting.
- D. The duties of the Committee are to:
  - 1. Bring together ideas/concepts from associations and the Membership at large and prioritize recommendations within the Strategic Plan. An effort must be made to have each of the designated areas provide ideas and suggestions on a yearly basis.
  - 2. Assess developing trends and offer recommendations to the Board of Directors for consideration for implementation.
  - 3. Review and synthesize reports which address implications for the future and/or strategic planning; and on a priority basis, make recommendations to the Board.
  - 4. Formulate a program of strategic planning for SCAHPERD to include, but not be limited to, the following:
    - a) Providing services for persons in the profession.
    - b) Conducting conferences, workshops, clinics, etc.
    - c) Enhancing staff development programs.
    - d) Encouraging research and scholarly endeavors.
    - e) Recruiting, retaining and servicing members.
    - f) Educating the public about the profession.
    - g) Strengthening the organizational structure through recommendations on staffing, equipment, facilities, services and investment strategies for the state. (See SCAHPERD Investment Policy in the Finance Committee Operating Code.)

V. Timeline

- A. Duties During Conference (when position is assumed)
  - 1. The chair should get copies of files from the previous committee chair.
  - 2. Communicate with Strategic Planning Committee members for the coming year and provide them with a copy of the Strategic Planning Committee Operating Code and the current Strategic Plan if they are new appointees.

3. Communicate with each association's new officers and ask them to
  4. provide input on the current Strategic Plan based on the needs of their association.
  5. Communicate with the Strategic Planning Committee members and direct them to work with the new officers of the associations they represent to determine any needed changes to the SCAHPERD Strategic Plan.
- B. Duties Immediately Following Conference (when position is assumed)
1. Provide all members of the committee with the current Strategic Plan
  2. Direct the committee members to review the Strategic Plan and identify areas where changes may be needed
  3. Have a committee meeting to discuss and draft revisions for the Strategic Plan. This could be at or prior to a Leadership Conference.
- C. Duties During Spring and Summer
1. Prior to the first SCAHPERD Board of Directors meeting of the year, provide a draft of the revised SCAHPERD Strategic Plan to all SCAHPERD officers and committee chairs for input.
  2. Revise the draft based on solicited input.
  3. Present the draft of the SCAHPERD Strategic Plan at the first Board of Directors meeting for approval.
  4. Identify committee responsibilities for assisting associations and committees with implementation of the approved Strategic Plan.
  5. Develop a committee plan for monitoring the implementation of the Strategic Plan.
  6. Monitor the implementation of the plan. Review Board reports from committees and officers to determine if committee assistance is needed to better implement the Strategic Plan.
  7. Provide a report for any Board of Directors meeting.
- D. Duties During Fall and Winter
1. Continue to monitor the implementation of the Strategic Plan.
  2. Determine if revisions are needed and make recommendations to officers and committees concerning those revisions.
  3. Provide any needed revisions to the Strategic Planning Committee Operating Code to the Constitution Committee and Board of Directors to be presented at the Board of Directors fall meeting.
  4. Make suggestions to the current President-Elect about committee appointments and provide him/her with current operating codes to give to potential committee members.
  5. Provide a report for any Board of Directors meeting.
- E. Duties During Conference
1. Provide an annual report for the annual business meeting.
  2. Transfer all committee files to the incoming chair.

#### VI. Amendment of the Operating Code

The Chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.

The South Carolina Physical Education Assessment Program (SCPEAP) Policy Committee is a standing committee of SCAHPERD. It is responsible for developing policy for the administering of the statewide physical education assessment program for the South Carolina State Department of Education.

## **South Carolina Physical Education Assessment Program**

### **OPERATING CODE**

- I. Name  
The South Carolina Physical Education Assessment Program (SCPEAP)
- II. Purpose  
The purposes of this committee are:
  - A. To serve as the policy making board for the assurance of sound management of the statewide physical education assessment program.
  - B. To develop and recommend an operating budget to the SCAHPERD Board
  - C. To develop job descriptions for SCPEAP staff positions.
  - D. To approve all personnel policies and procedures regarding terms and conditions of employment.
  - E. To recommend qualified candidates for SCPEAP staff positions.
  - F. To ensure a sound planning process that enables goals and objectives to be reviewed and reported on annually.
  - G. To conduct annual evaluation of SCPEAP staff.
  - H. To facilitate dissemination of materials and review proposed policy changes
- III. Organization
  - A. The SCPEAP Policy Board shall be a standing committee of SCAHPERD (Note: It will be called SCPEAP Policy Board in the public domain).
  - B. The board shall consist of at least fourteen members appointed by the SCAHPERD President. At least seven of the positions will be at-large positions. All but two of the at-large positions must be SCAHPERD members. A public-school administrator shall represent one at-large position.
    1. The positions shall consist of the program director, program administrator, SCAHPERD president (or appointee), SCAPES president (or appointee), the six program level directors, SCAHPERD Executive Director (ex-officio), and South Carolina State Department of Education representative for physical education (ex-officio).
    2. Program Level Directors: There will be two program directors for each level. One position will be responsible for program level assessment and one position will be responsible for teacher development. The three program level positions are:
      - a. Elementary – one vote
      - b. Middle School – one vote
      - c. High School – one vote
    3. Each program level will have only one vote on the SCEAP Policy Board

4. The SCPEAP Policy Board, for the purpose of conducting committee business between scheduled meetings, will appoint an executive committee. The executive committee shall consist of the program director, program administrator, SCAHPERD Executive Director, and at least two program level directors from each level.
- C. The SCPEAP Board shall follow the policy of rotating three members every three years.
- D. The program director shall be the committee chair.
- E. Resignations from the SCPEAP Policy Board shall be presented to the President of SCAHPERD in writing. The President shall then appoint a successor to complete the unexpired term.

IV. Conduct of Business

- A. The committee shall conduct its business by mail, by use of any appropriate technology, by telephone, and/or by meeting(s).
- B. The executive committee shall conduct committee business when the chair determines that there is not enough time to convene the SCPEAP Board to address a critical issue.
- C. All recommendations made by the executive committee will be presented to the SCPEAP committee as soon as possible.
- D. Duties of the SCPEAP Committee Chair:
  1. To ensure that appropriate correspondence is sent to Policy Board members and preside at all meetings.
  2. To preside over all committee meetings.
  3. To ensure that all correspondence is sent to SCAHPERD President, President-elect, Past President, the Executive Director, and the SCAPES President.
  4. To ensure that an annual written report is submitted to the SCAHPERD Board of Directors.
  5. To transfer the committee files to the incoming Chair at the end of the term of office.
  6. Attend the SCAHPERD Board meetings as an invited non-voting member/guest. S/He may participate in discussions representing the committee and present motions from the committee.
    - a. The Chair or a committee representative must attend to present the motion.
    - b. The participation in discussions does not include voting.
  7. Submit one copy of materials that have a bearing on SCAHPERD history to the SCAHPERD Administrative Assistant.
- E. The Duties of the Board:
  1. To bring together ideas and concepts that will guide the development and implementation of SCPEAP.
  2. To assess the implementation and ongoing process of SCPEAP.
  3. To interview and recommend to the SCAHPERD Board, candidates for SCPEAP staff positions.

V. SCPEAP Staff Positions and Duties

- A. Duties of the Program Director/Committee Chair:
  1. Program director is a staff position.
  2. Chair the SCPEAP Committee.
  3. Chair the SCPEAP Executive Committee.



4. Initiate and propose policy and assist with the development of materials.
  5. Prepare annual report to the policy committee (SCPEAP Policy Board), SCAHPERD Board of Directors, and the South Carolina State Department of Education.
  6. Work with the program administrator on the day-to-day program business.
  7. Work with each of the program level directors.
  8. Oversee the development of an annual report that will be submitted to SDE.
- B. Responsibilities of the Program Administrator:
1. The program administrator is a staff position for thirty (30) hours per-week.
  2. Act as the liaison between the SCAHPERD, SCAHPERD Executive Director, and the State Department of Education.
  3. Maintain all records and materials of the committee and program.
  4. Maintain all SCPEAP financial records.
  5. Communicate with all SCPEAP related committee and program level directors.
  6. Attend committee meetings and training sessions.
  7. Assist with the development and dissemination of SCPEAP materials.
  8. Act as the liaison between SCPEAP and schools and school districts.
  9. Maintain the confidentiality of all assessment data.
  10. When necessary, meet with school and district personnel to interpret data/school reports.
  11. Recommend the hiring and provide supervision of the program secretary and graduate assistants.
  12. Set up the computer program for data analysis and data dissemination.
  13. Serve as chair in the absences of the Chair.
- C. Program Level Directors - Assessment
- There will be three program assessment directors, one each for elementary, middle, and high school. Their duties are:
1. Develop, revise, and disseminate performance indicators and assessment materials for performance indicators for the grade levels(s) for which they are responsible.
  2. Initiate policy proposals in regard to the collection, analysis and reporting of data.
  3. Advise the SCPEAP Program Director when to notify schools selected for assessment for any given year.
  4. Appoint and train monitoring committees to receive and review data from the schools.
  5. Supervise the conduct of the training/assessment work of the appropriate elementary, middle, or high school committee.
  6. Provide the SCPEAP Program Director with the data to analyze from each of the schools assessed.
  7. Develop an annual report in cooperation with program director that will be submitted to the SDE and the SCAHPERD.
- D. Program Level Director – Teacher Development
- There will be three teacher development directors, one each for elementary, middle, and high school. Their duties are:
1. Invite all schools to summer and fall training sessions on data collection.
  2. Initiate policy in regard to teacher development.
  3. Conduct two training sessions for data collection (summer and fall).
  4. Plan the in-service opportunities for teachers one year in advance.
  5. Invite representatives from all schools to be assessed to in-service opportunities in the spring prior to assessment data collection.

6. Conduct the in-service opportunities for public school teachers.
  7. Prepare a report for the program director on the status and conduct of the in-service opportunities at the end of each school year.
- E. SCPEAP Administrative Assistant
- The administrative assistant will be employed for thirty (30) hours per-week. The SCPEAP Program Administrator will be the direct supervisor. The duties are:
1. Take and maintain minutes of all SCPEAP Board meetings and executive committee meetings.
  2. Develop and maintain assessment data for each level as directed by the program administrator.
  3. Develop and maintain materials needed and or requested by director, administrator, and program level directors.
  4. Prepare reports as needed for distribution.
  5. Establish, run, and maintain an effective office that meets the needs of SCPEAP.
  6. Handle all related professional duties as deemed appropriate by program director/program administrator.
  7. Develop a filing system and archive system to maintain all official records, reports, and documents of the SCPEAP project.

VI. Amendment of the Operating Code

The Chair shall make recommendations for amendments to the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and upon approval by the Board of Directors.