

By-Laws

KENTUCKY ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

Article I. Membership

Section 1

Professional members shall consist of persons professionally engaged in any aspect of Health Education, Physical Education, Recreation and Dance, and other related a in the State of Kentucky.

Section 2

Life members shall consist of persons so designated by the Board of Directors upon the recommendation of the Awards Committee.

Section 3

Student members shall consist of students enrolled in any aspect of Health Education, Physical Education, Recreation, Dance and Athletics at institutions of higher education. Individuals employed in Health Education, Physical Education, Recreation, Dance and Athletics who are attending summer school or on leave from their positions shall be classified under Section 1 of the article.

Section 4

Associate Members shall consist of persons not professionally engaged in Health Education, Physical Education, Recreation, Dance, and Athletics, but are interested in the promotion of these programs.

Section 5

Sustaining members shall consist of persons, institutions, organizations, agencies, clubs or groups demonstrating an interest in the Association.

Section 6

Honorary members shall consist of persons outside the professions of Health Education, Physical Education, Recreation, Dance, and Athletics. Such Persons must be so designed by the Board of Directors on the basis unusual interests or meritorious services in these or closely related fields.

Section 7

Only Professional, Life and Associate Members shall have the right to hold office or vote as hereinbefore and hereinafter provided. These members shall be referred to as voting members of the Association.

Section 8

The annual dues for Professional Members shall be \$35.00; Life Members, none; Student Members, \$15.00; Retired Members, \$10.00; Associate Members, \$10.00; Sustaining Members, \$25.00; Honorary Members, none. The annual dues shall correspond with the annual convention, and run from November 1st through October 31st each year. All members shall receive the KAHPERD Journal and such other materials as the Association may distribute.

Section 9

Failure to pay dues for one year automatically drops a member from the rolls of the Association. Only members in good standing (dues paid) may vote or hold office in the Association.

Article II. Organization

Section 1

The Association shall consist of five Divisions: Health Education, Physical Education, Recreation, Dance and General.

Section 2

Each Division shall have officers consisting of a Vice-President and a Vice-President-Elect. These officers shall be nominated by the Division and elected by the General Assembly of the Association.

Section 3

New Divisions may be formed upon recommendation of the Board of Directors and a two-thirds majority of the votes cast by the General Assembly. Individuals wishing to form a new Division must submit a letter of intent to the Board of Directors. If approved a written application requesting Division status must be made to the Board of Directors. The application should provide the following information; (1) Statement of Purpose, (2) Evidence of Participation, attendance and interest of membership in those convention programs related to the proposed Division and projected membership; (3) Proposed Structure, operating code and anticipated substructures; (4) Tentative program for subsequent convention and (5) Proposed slate of officers.

Probationary Period

New Divisions shall serve a three year probationary period. At the completion of the probationary period, the Board of Directors may recommend permanent Division status to the General Assembly, extension of probationary period, deny Division status and/or request additional information and/or evidence.

A report of the Board of Directors actions and recommendation of proposed new Divisions must be made to the General Assembly for action.

Section 4

Sections representing interest groups may be developed and assigned to one of the five Divisions. Such Sections may function throughout the year and are expected to a program open to all members at the Fall convention of the Association.

Section 5

Section officers shall consist of a Chairperson and a Chairperson-Elect, elected by the Section membership in attendance at the business meeting of the Section at the Fall Convention of the Association. Each Section shall have the right to fix the qualifications of its members; however, each section member must be a member in good standing in the Association.

Section 6

To become designated as a Section, an interest group must petition the Board of Directors at least 30 days before the Fall Convention of the Association. The petition shall include the title, purpose, and names of ten members who are in good standing as members of the Association. The Board of Directors shall make recommendations concerning the petition to the General Assembly. A two-thirds vote of the General Assembly is required for accepting a Section.

Article III. Governing Bodies

Section 1

The governance of the Association shall be vested in the General Assembly, Board of Directors and officers in accordance with the provisions of the Constitution, By-Laws and Operating Code.

Article III. Governing Bodies

Section 2

The General Assembly shall consist of those voting members of the Association:

- who attend the annual business meeting held in conjunction with the fall convention of the Association.
- who participate visually via online verification and are given 15 days to review proposed changes by the Board of Directors and 15 days to vote on those proposed changes.

Section 3

The General Assembly shall adopt changes in the Constitution and By-Laws of the Association, determine procedures for electing the officers of the Association, approve Divisions and Sections, and give general direction to the Board of Directors and officers of the Association.

Section 4

The Board of Directors shall consist of the following officers; President, Immediate Past-President, President-Elect, Vice-Presidents of the Divisions and four Directors elected at large. The Executive Director is a non-voting member of the Board of Directors. Other appropriate ex-officio (non-voting) may be appointed by the Board of Directors as deemed appropriate, i.e. staff members in the Department of Education with responsibilities of Health and/or Physical Education, Association publication editors.

Section 5

The Board of Directors shall initiate and transact all business essential to the conduct of the Association except those items that come under the jurisdiction of the General Assembly.

Section 6 The Board of Directors shall select the Executive Director and shall determine duties of the office, salary and shall provide support services for the office.

Section 7 The Board of Directors shall determine its own meeting time and place with the exception that there should be a minimum of two annual meetings with two weeks notice given to the members of the Board of Directors.

Section 8

A quorum shall consist of a majority of the members of the Board of Directors. In the event that a Vice-President is not in attendance at the Board of Directors meeting the Vice-President-Elect shall be their proxy.

Section 9

An Executive Committee of the Board of Directors shall consist of the President, Past-President and the President-Elect. The Executive Director shall serve as a non-voting member of the Executive Committee.

Section 10

The Executive Committee shall serve as a decision making body on Association matters requiring action between Board of Directors meetings. This committee shall serve as the Site Selection Committee for the Fall Convention.

Article IV. Executive Director

Section 1

The Executive Director shall be employed by the Board of Directors for a three year term which may be extended for additional three year terms.

Section 2

The Executive Director shall be a non-voting member of the Board of Directors and the Executive Committee of the Association. This officer is not eligible to hold any elective office in the Association during the term of employment.

Section 3

The primary function of the Executive Director shall be to implement the policies of the governing bodies of the Association. This officer shall be directly responsible to the Board of Directors.

Section 4

The Executive Director shall serve as the treasurer of the Association; maintain membership rosters; record minutes for the General Assembly, Board of Directors and Executive Committee; and perform other duties as defined by the Board of Directors and/or the Operating Code.

Article V. Officers

Section 1

The Officers of the Association shall consist of the President, President-Elect, the Immediate Past-President, Division Vice-Presidents, and the At-Large Members of the Board of Directors.

Section 2

The President shall act as Chairperson of the Board of Directors and the General Assembly; appoint committees or committee members as provided in Article VII; Appoint the Journal Editor and Business Manager??, Newsletter Editor, Necrologist, Parliamentarian, Student Section Advisors; plan the general programs for the Fall Convention with assistance of the Division Vice-Presidents; and perform other duties as outlined in the Operating Code.

Section 3

The President-Elect shall act for the President in case of absence and in case the office of the President is vacated shall become President for the unexpired term. This officer shall be a member of the Board of Directors and shall perform other duties as outline in the operating code.

Section 4

The Immediate Past-President shall be a member of the Board of Directors. This officers shall serve as Chairperson of the Association Nomination Committee.

Section 5

The Vice-Presidents of the Divisions shall be members of the Board of Directors. They shall be responsible for planning their Division programs for the Fall Convention, carrying on constructive work within their Division throughout the year and performing other duties as described in the Operating Code.

Section 6 The Vice-Presidents-Elect of the Divisions shall not be voting members of the Board of Directors. In case the office of Vice-President of a Division is vacated the Vice-President-Elect shall become Vice-President of the Division for the unexpired term and shall serve on the Board of Directors.

Section 7 The At-Large members of the Board of Directors are voting Members of the Board of Directors and operate according to procedures designed in the Operating Code.

Article VI. Election of Officers and Board Members

Section 1

Selecting qualified individuals as nominees for the offices of President-Elect of the Association and At Large Members of the Board of Directors is the charge of the Nomination Committee. Eligibility for these offices is limited to those individuals who have held membership in the Association for three years or more. This Committee is chaired by the Immediate Past-President and its members are the President, President-Elect and three members appointed by the President.

Section 2

Aa for Vice-Presidents-Elect of the Divisions shall be chosen by the Division Nominating Committee composed of the Division Vice-President, Chairpersons of all Sections in the Division and two persons appointed by the Division Vice-President. Two nominees for the Office of Vice-President-Elect in each Division shall be submitted to the Nominating Committee Chairperson who will place these names on the office slate of nominees. These nominees shall be selected from those members indicating the Division as a primary area of professional interest.

Section 3

Nominations from the floor are open only for the office of President-Elect and At-Large-Members of the Board of Directors.

Section 4

At-Large Members of the Board of Directors are elected for two year terms. One member from each half of the slate shall be selected each year as provided in the Operating Code. At-Large members may be re-nominated and elected for additional two year terms.

Section 5

The Nomination Committees shall use the Journal and other means available to request nominees for the offices. The Committees through meeting or balloting by phone or mail, shall reduce the list of suggest nominees to two for each office. The Chairperson must secure the permission of these two nominees and verify their eligibility before placing their names upon the slate. The slate of nominees shall be presented to the General Assembly at the Fall Meeting by the Committee

Chairperson. After the reading of the nominees, the presiding officer shall call for nominations from the floor for the offices of President-Elect, and At-Large members of the Board. Persons nominated from the floor must give written permission to be placed in the nomination and their eligibility must be checked before their names become part of the slate. The General Assembly shall elect officers by secret ballot. Voters (Article I Section 7) will have the opportunity to vote during a designated period of time after the first General Session and prior to the second General Session of the Fall Convention.

Section 6

The newly elected persons shall automatically succeed to office at the conclusion of the Fall Convention of the Association. Officers-elect shall become officers at the completion of their one year elect term.

Section 7

The President, Immediate Past-President and President-Elect shall at the time of their balloting for the election of officers and board members be given two ballots and an envelope. They shall cast both ballots; placing one in the ballot box and placing the other in the envelope and shall seal said envelope. The sealed envelopes will be held by the Executive Director and given to the President at the time the Presidents or their designated representatives cloister to count the ballots. The sealed envelopes containing the President's second ballots shall be opened only in the event of a tie vote for office or board position. The President's "tiebreaking" ballots may be counted only for these positions for which a tie exists at the end of official balloting. The necessity to use the tie-breaking ballots shall be privileged information. The tie-breaking ballots, if not needed shall be destroyed without opening.

Article VII. Committees

Section 1

The Association may have Standing Committees, Permanent Committees, Continuing Committees and Ad-Hoc Committees.

Section 2

Standing Committee shall have three, six, or nine members with the senior member serving as Chairperson. Committee members shall be appointed by a three year term on rotating basis. A new member(s) shall be appointed each year by the President to replace a retiring senior member(s). Where vacancies occur the President shall appoint members for shorter terms to fill vacancies. Standing Committees are: Honor Awards, Special Awards, and Legislation, Resolutions and Standards.

Section 3

The Permanent Committees are: Archives Historical, Constitution and By-Laws, Journal Editorial Board, Past Presidents, Audit Committee, and Necrology

Section 4

Continuing Committees are composed of persons who serve as a result of offices held in the Association (consult Operating Code). The Nominating Committee and the Convention Site Committee are Continuing Committees.

Section 5

Ad-Hoc Committees are appointed by the President for a specific task and may consist of any number of members when the task is complete the committee is terminated.

Section 6

The function, organization and method of procedure for each committee is contained in the Operating Code.

Article VII. Meetings

Section 1

The Association shall conduct an annual Fall Meeting. The Association may elect at the discretion of the Board of Directors to conduct an annual Spring Meeting.

Section 2

Virtual Meetings of the Association may be called by the President with the consent of the majority of the Board of Directors. A virtual meeting shall allow for online voting provided any changes are posted on the website for 15 days and members are given 15 days to submit their vote to be counted. The Board of Directors shall notify members via email, social media and the association website of any and all proposed changes including details of timelines and deadlines for each 15 day window.

Article IX. Publications

Section 1

The official publication of the Association shall be known as the KAHPERD Journal. The Journal shall be published as directed by the Board of Directors.

Section 2

Divisions, Sections or other groups within the Association desiring to publish newsletters or other materials pertinent to the Association must have permission of the Board of Directors.

Article X. Parliamentary Procedure

Methods of procedure shall be in accordance with Robert's Rules of Order, Revised. In case of conflict between this Constitution and By-Law and Robert's Rules of Order, the former shall prevail.

Article XI. Amendments

These By-Laws may be amended at any official meeting of the General Assembly or via virtual meeting protocol in Article VII Section II. An Affirmative vote of two-thirds of the members present at the meeting shall be required for amendments or two-thirds of online votes with a virtual meeting. All amendments shall be published in the next issue of the Journal or Newsletter.