

KENTUCKY ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE

**Operating Code**

I. THE BOARD OF DIRECTORS

- A. Name: Board of Directors
- B. Organization: The Board of Directors shall consist of the following: President, Immediate Past-President, President-Elect, Division, Vice-Presidents and the Directors elected At-Large. The Executive Director is a non-voting member of the Board. Other non-voting members may be appointed by the Board of Directors as deemed appropriate. Any professional KAHPERD member may make and/or second motions at the Board of Directors meetings.
- C. Purpose: To determine plans and policies for the Association
- D. Function:
  - 1. To initiate and transact all business essential to the conduct of the Association except those items that come under the jurisdiction of the General Assembly.
  - 2. To select the Executive Director and to determine duties of the office, salary, and provide support services for the office.
  - 3. To authorize and/or approve all payments to be made by the Executive Director.
  - 4. To assist committee chairpersons in performing their special functions.

II. THE PRESIDENT.

- A. Name: President of KAHPERD
- B. Organization: This officer serves for one year and shall automatically succeed to the office of Immediate Past-President at the conclusion of the subsequent Fall Convention.
- C. Purpose: To chair the meetings of the Board of Directors and other meetings of the Association.
- D. Function:
  - 1. To provide the Board of Directors with a tentative agenda at least two weeks prior to the scheduled meeting.
  - 2. To consult with the Board of Directors concerning budget problems.
  - 3. To appoint all committees as provided for in the Constitution.
  - 4. To serve ex-officio on any and all committees.
  - 5. To formulate the duties of each newly created committee.

6. To keep a complete and accurate record of the expenditures and report the same to the Executive Director.
7. To prepare articles for the KAHPERD Journal and Newsletter.
8. To sanction all checks not already approved as regular budget items.
9. Appointments: Shall appoint all committees or committee members as provided in Article VII, publication editors, Journal business manager, Necrologist, Parliamentarian, and Student Section Advisor.
10. To make annual reports.
11. To clear the files of non-essential materials before passing the files to the Presidents-Elect.
12. To serve on the Executive Committee on the Board of Directors.
13. First Board Meeting following the fall election of officers specific Presidential Duties: (1) set up the agenda, (2) Name Standing Committee Chairpersons, obtain acceptance from each before announcement, (3) Announce Presidential appointments, and (5) Check with the Past-President on annual reports.

### III. THE PRESIDENT-ELECT

- A. Name: President-Elect
- B. Organization: The President-Elect shall be elected annually at the Fall Convention. The candidates shall alternate between men and women. The President-Elect shall automatically succeed to the office of President at the conclusion of the subsequent Fall Convention.
- C. Purpose:
  1. To learn the responsibilities of the office of President.
  2. To act in the absence of the President or for other causes. If the President-Elect serves for an unexpired term he/she will then continue in the regular term of the President
- D. Function:
  1. To be a member of the Executive Committee and Board of Directors.
  2. To attend all meetings of the Board of Directors.
  3. To be informed of the activities of all committees.
  4. To meet with the President to evaluate committee personnel.
  5. To propose a budget for the coming administration in consultation with the Executive Director.
  6. To be familiar with the Constitution, By-Laws and Operating Codes of the Association.

#### IV. THE IMMEDIATE PAST PRESIDENT

- A. Name: The name of this officer is the Past-President, known as the Immediate Past-President.
- B. Organization: This officer serves for one year in this capacity.
- C. Purpose:
  - 1. To serve as a consultant to the President and President-Elect.
  - 2. To serve as a member of the Board of Directors.
  - 3. To aid the current Administration.
- D. Function:
  - 1. To be a member of the Board of Directors and its Executive Committee.
  - 2. To attend all meetings of the Board of Directors and Executive Committee.
  - 3. To serve as Chairperson of the Association's Nomination Committee.
  - 4. To prepare a written summary of the annual convention for the official file with the copies to ADSHAPE AMERICA and SHAPE AMERICA.
  - 5. To submit a written summary of the annual convention for promotion to the Board of Directors.
  - 6. To serve as chair of the Past President's Scholarship Committee
  - 7. Plan and Coordinate Past President's Luncheon at annual convention.

#### V. VICE-PRESIDENTS

The functions of all Division Vice-Presidents shall be to:

- 1. Understand the practices and procedures of the office and become familiar with its responsibilities.
- 2. Serve as a member of the Board of Directors.
- 3. Serve to stimulate interest and activity in the area represented. Promote programs in the state.
- 4. Plan, arrange, and conduct Division and Section programs which come under the represented Division.
- 5. Contact all program participants and make all necessary arrangements for their appearance on the program.
- 6. Write thank-you notes to participants of the convention.
- 7. Submit a written report of Division activities for presentation at Board meetings.
- 8. Submit an itemized statement of all revenue and expenditures of funds.

A. Health Division Vice-President

1. Name: Vice-President for Health
2. Organization: This officer is a member of the Board of Directors and shall attend all of its meetings.
3. Purpose.
  - a. To assume primary responsibility for the activities conducted throughout the year by the Health Division.
  - b. To create interest in Health Education.
  - c. To assist and advise the Vice-President Elect for Health.
4. Function:
  - a. To plan programs for the Health Division at the annual convention.
  - b. To obtain accurate information regarding programs in health education in Kentucky. This should include all levels and information on teacher training.
  - c. To be responsible for news items concerning Health Education in the Journal and Newsletter.
  - d. To build closer relationships with health related professional associations such as Kentucky School Health Association and Kentucky Public Health Association.
  - e. To serve as chairperson of the Division Nominating Committee.

#### B. Physical Education Division Vice-President

1. Name: Vice-President for Physical Education
2. Organization: This officer is a member of the Board of Directors and shall attend all of its meetings.
3. Purpose:
  - a. To assume primary responsibility to the activities conducted throughout the year by the Physical Education Division.
  - b. To create interest in Physical Education.
  - c. To assist and advise the Vice-President Elect for Physical Education.
4. Function:
  - a. To obtain accurate information regarding programs in Physical Education in Kentucky. This should include all levels and information on teacher training.
  - b. To plan programs for the physical Education Division at the annual convention.
  - c. To be responsible for news items concerning Physical Education in the Journal and Newsletter.
  - d. To serve as Chairperson of the Division Nominating Committee

#### C. General Division Vice-President

1. Name: Vice President for the General Division.
2. Organization: This officer is a member of the Board of Directors and shall attend all of its meetings.
3. Purpose:
  - a. To assume primary responsibility for the activities conducted throughout the year by the General Division.
  - b. To develop interest in those sections which fall under the officer's jurisdiction.
4. Function:
  - a. To be the clearing house for convention Section(s) programs which are under the General Division.
  - b. To assist the section chairpersons in their duties.
  - c. To be responsible for news items in the Journal and Newsletter.
  - d. To foster a closer relationship with allied professional associations that deal with areas specific to the General Division areas.
  - e. To serve as chairperson of the Division Nominating Committee.

#### D. Dance Division Vice President

1. The name of this officer is Vice-President- Dance Division.
2. This officer will attend all meetings on the Board of Directors.
3. Purpose:
  - a. To assume primary responsibility for the activities conducted throughout the year by the Dance Division.
  - b. To create interest in Dance.
  - c. To assist and advise the Vice-President-Elect for Dance.
4. Function:
  - a. To obtain accurate information regarding programs in dance in Kentucky. This should include all levels and information on teacher training.
  - b. To plan programs for the Dance Division at the annual convention.
  - c. To be responsible for news items concerning Dance in the Journal and Newsletter.
  - d. To serve as Chairperson of the Division Nominating Committee.

#### E. Sport and Leisure Division Vice-President

1. Name: Vice-President for Sport and Leisure
2. Organization: This officer is a member of the Board of Directors and shall attend all of its meetings.
3. Purpose:
  - a. To assume primary responsibility to the activities conducted throughout the year by the Sport and Leisure Division.
  - b. To create interest in Sport and Leisure.
  - c. To assist and advise the Vice-President Elect for Sport and Leisure.
4. Function:
  - a. To obtain accurate information regarding programs in Sport and Leisure in Kentucky.
  - b. To plan programs for the Sport and Leisure Division at the annual convention.
  - c. To be responsible for news items concerning Sport and Leisure in the Journal and Newsletter.
  - d. To serve as Chairperson of the Division Nominating Committee

#### F. Vice-President Elects of All Divisions

- a. Assume responsibilities of Vice-President if necessary.
- b. Familiarize self with duties of office.

#### VI. Board Member At-Large

1. Name: The name of these officers shall be Board Members At-Large
2. Organization:
  - a. These officers shall be members of the Board of Directors and shall attend all Board meetings.
  - b. There shall be four Board Members At-Large, two elected from the eastern half (east of I-65) of the Commonwealth and two from the western half (west of I-65 and all of Louisville-Jefferson County) of the Commonwealth.
  - c. These officers will serve two year terms, staggered so that one member from each half of the state shall be elected each year.
3. Purpose: To represent a designated area of the state on the Board of Directors.
4. Function:
  - a. To represent the areas of the state from which they are elected.
  - b. To add continuity to the Board of Directors since Board Members At-Large are elected for two year terms.
  - c. To provide experience and guidance in the operation of the Association.

VII. Sections

Sections are specific professional areas of interest within Divisions. Sections are assigned under the Divisions as follows:

<u>Section</u>	<u>Division</u>
Adapted Physical Education.....	Physical Education
Elementary Physical Education.....	Physical Education
Secondary Physical Education.....	Physical Education
Coaching.....	General
Sports Management.....	General
Exercise Science.....	General
Research.....	General
Student.....	General
Recreation.....	General

A. Duties of Section Chairpersons

1. Adapted Physical Education- Physical Education Division
  - a. Name: The name of this officer is the Chair of the Adapted Physical Education section.
  - b. Organization: This officer will attend all meetings of the Board of Directors as non-voting member.
  - c. Purpose: This officer is to assist the Board in matters that pertain to adapted physical activity and/or adapted sports.
  - d. Function:
    - (1). To advise the president and the Board on National and State programs
    - (2). To be a consultant for the Association.
    - (3). To be a liaison with the State Department.
    - (4). To plan and conduct convention programs in consultation with the Division Vice-President and elect Section Chairpersons.
  
2. Elementary Physical Education- Physical Education Division
  - a. Name: Chair of the Section for Elementary Physical Education
  - b. Organization: This officer will attend all Board meetings as a non-voting member.
  - c. Purpose: This officer is to represent the Elementary Physical Education Section on the Board of Directors on all matters of interest to the Elementary Physical Education Section.

- d. Function:
  - (1). To advise the President and Board on programs in Elementary Physical Education.
  - (2). To be responsible for planning and conducting convention programs in consultation with the Division Vice-President.
  - (3). To assist in the election of Chairperson of the Section and to aid in the Chairperson's orientation.
  
- 3. Secondary Physical Education-Physical Education Division
  - a. Name: Chair of the Section for Secondary Physical Education.
  - b. Organization: This officer will attend all Board meetings as a non-voting member
  - c. Purpose: This officer is to represent the Secondary Physical Education Section on the Board of Directors on all matters of interest to the Secondary Physical Education section
  - d. Function:
    - (1). To advise the President and Board on programs in Secondary Physical Education.
    - (2). To be responsible for planning and conducting convention programs in consultation with the Division Vice-President.
    - (3). To assist in the election of Chairperson of the Section and to aid in the Chairperson's orientation.
  
- 4. Coaching- General Division
  - a. Name: Chair of the Coaching Section
  - b. Organization: This officer will attend all Board meetings as a non-voting member.
  - c. Purpose:
    - (1). To encourage the coaching profession among the members of KAHPERD.
    - (2). To be aware of the needs of coaches throughout the state of Kentucky.
    - (3). To represent the coaching section on the Board of Directors.
  - d. Function:
    - (1). To advise the President and Board on programs and issues that are of concern to the coaching section.
    - (2). To be responsible for the planning and conducting convention programs in consultation with the Division Vice-President.



(3). To assist in the election of the chairperson of the section and to aid the Chairperson's orientation.

5. Sports Management- General Division

a. Name: Chair of the Sports Management Section.

b. Organization: This officer will attend all Board meetings as a non-voting member.

c. Purpose:

(1). To encourage sports management among the members of the profession.

(2). To be aware of sports management projects presently under study in the state of Kentucky.

(3). To represent the sports management section on the Board of Directors.

d. Function:

(1). To advise the President and Board on programs and issues that are of concern to the sports management section.

(2) To be responsible for planning and conducting convention programs in consultation with the Division Vice-President.

(3) To assist in the election of the Chairperson of the section and to aid the Chairperson's orientation.

6. Exercise Science- General Division

a. Name: Chair of the Exercise Science Section.

b. Organization: This officer will attend all Board meetings as a non-voting member.

c. Purpose:

(1). To encourage exercise science among the members of the profession.

(2). To be aware of exercise science projects presently under study in the state of Kentucky.

(3). To represent the exercise science section on the Board of Directors.

d. Function:

(1). To advise the President and Board on programs and issues that are of concern to the exercise science section.

- (2). To be responsible for planning and conducting convention programs in consultation with the Division Vice-President.
- (3). To assist in the election of the Chairperson of the section and to aid the Chairperson's orientation.

7. Research- General Division

- a. Name: Chair of the Research Section.
- b. Organization: This officer will attend all Board meetings as a non-voting member.
- c. Purpose:
  - (1). To encourage research among the members of the profession.
  - (2). To be aware of research projects presently under study in the state of Kentucky.
  - (3). To represent the research section on the Board of Directors.
- d. Function:
  - (1). To advise the President and Board on programs and issues that are of concern to the research section.
  - (2). To be responsible for planning and conducting convention programs in consultation with the Division Vice-President.
  - (3) To assist in the election of the Chairperson of the section and to aid the Chairperson's orientation.

8. Recreation Section Chair- General Division

- a. Name: Chair of the Recreational Section
- b. Organization: This officer will attend all Board meetings as a non-voting member.
- c. Purpose:
  - (1). To encourage the recreation profession among the members of KAHPERD.
  - (2). To be aware of recreation projects presently understudy in the state of Kentucky.
  - (3). To represent the recreation section on the Board of Directors.
- d. Function:
  - (1). To advise the President and Board on programs and issues that are of concern to the recreation section.
  - (2). To be responsible for planning and conducting convention programs in consultation with the Division Vice-President.

- (3). To assist in the election of the Chairperson of the section and to aid the Chairperson's orientation.

9. Student Section- General Division

- a. Name: Chairperson of the Student Section.
- b. Organization: This officer will attend all Board meetings as a non-voting member.
- c. Purpose:
  - (1). To promote student membership.
  - (2). To represent student needs on the Board
- d. Function:
  - (1). To plan programs of the Student Section at the annual convention.
  - (2). To chair the Student Section and elect new officers and aid in their orientation.
  - (3). To assist in planning of the Superstar Challenge
  - (4). To provide input for the Student Leadership Development Conference.

VII: EXECUTIVE DIRECTOR

- A. Name: Executive Director
- B. Organization: This officer will attend all meetings of the Executive Committee and Board of Directors as a non-voting member.
- C. Purpose: The Executive Director shall serve as the chief administrative officer of the Association with the responsibility for implementation and coordination of all programs and activities approved by the Association.
- D. Function:
  1. To see that the Executive Committee, Board of Directors and Committees are kept fully informed on the conditions and operations of the Associations and on all important factors influencing them.  
The Executive Director attends all meetings of the Executive Committee and Board of Directors.
  2. Suggests and implements with the approval of the Executive Committee and Board of Directors basic policies and programs which will further the objectives of the Association.
  3. Executes all decisions of the Executive Committee and Board of Directors except when other assignment is specifically made by the Board.

4. Develops for purpose of day-to-day administration specific policies, procedures and programs to implement the general policies established by the Board of Directors
5. Establishes a sound organizational structure for the headquarters office.
6. Directs and coordinates all approved programs for which he/she is responsible: directs and coordinates projects and major activities of the headquarters staff.
7. Recruit, hire, indoctrinate, train, and motivate Association staff personnel.
8. Provides necessary liaison and staff support to Division Vice-Presidents, Section Chairpersons and Committees to enable them to properly perform their functions. Sees that committee decisions and recommendations are submitted to the Board of Directors for approval.
9. Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
10. Promotes interest and active participation in the Association's activities on the part of the membership and local groups, and reports activities of the Board of Directors and Executive Committee and the Association through the Journal and the Newsletter of the Association by mail.
11. Maintains effective relationships with other related organizations, both public and private and sees that the position of the Association and its members is enhanced in accordance with the policies and objectives of the Association.
12. With the Board of Directors, develops, recommends, and upon its approval operates within an annual budget. Insures that all funds, physical assets and other property of the Association are appropriately safeguarded and administered. Assure an annual audit of the Association's finances. All activities shall be conducted according to the Budget and Finance Committee Operating Code.
13. Plans, organizes, and directs membership promotion and retention program; evaluates results and recommends policies, procedures, and action to achieve membership goals.
14. Performs a secretarial function for the Association; maintaining official minutes of Executive Committee, Board of Directors, and General Assembly; provides security for all files, legal documents, membership, and mailing lists.

15. Coordinates all communications to the general membership which include newsletters, general mailings, news releases, etc.
16. Carries out such other general responsibilities as may be delegated by the officers.

In carrying out these responsibilities, the Executive Director is responsible to the Board of Directors for the administration of the headquarters office and for proper interpretation and fulfillment of all his/her functions and responsibilities and authority, and relationships; is a member of the Executive Committee and Board of Directors ex-officio, without the right to vote; serves as staff liaison to all committees and assists in providing liaison between Divisions, Sections, and the committees; visits members via state, local and national meetings when feasible and, maintains personal contacts with membership to the greatest degree possible; maintains such relationships with other associations, industry, government, public service organizations, and vendors as are desirable or necessary in the best interests of the Association and in conformity with the overall objectives and policy of the organization; and establishes such relationships as the Board of Directors may specify or as he/she may deem advisable in the best interests of the Association but in conformity with established policy.

#### IX. THE EDITOR AND THE EDITORIAL BOARD

- A. Name: The name of this committee is the Editorial Board.
- B. Organization:
  - a. This committee is a permanent committee.
  - b. This committee is composed of the KAHPERD Journal Editor and the Editorial Board (reviewers).
  - c. This editor is appointed by the President and the editor may choose the members of the editorial board. This should be done in consultation with the KAHPERD President and should represent a variety of schools, Universities, and professional agencies as appropriate.
- C. Purpose:
  1. To prepare and publish the KAHPERD Journal.
- D. Function:
  1. The incoming editor of the Journal publishes the first edition in the fall. It is imperative that the files be turned over to the incoming editor no later than 10 days following the publishing of the last spring edition in order that the files may be studied.

2. The number of editions published is determined by the editor, his/her staff, the President and the Executive Committee. Funds will be a major determining factor.
3. Lay-out, content, and division of duties are decided by the editor with approval from the KAHPERD executive committee within approximately 2-3 weeks from publication date..
4. The editor may ask anyone to assist him/her in any type of reporting.
5. The business affairs of the Journal will be managed by the KAHPERD Executive Director. The editor is expected to speak with the executive director at least 4 times per year regarding the business of the journal.
6. The editor will communicate with the KAHPERD executive director, attend board meetings, and complete board reports.

#### PAST-PRESIDENTS COMMITTEE

##### A. Name:

1. The name of this committee is the Past-Presidents Committee.

##### B. Organization:

1. This is a permanent committee.
2. The members of this committee include all Past-Presidents of KAHPERD.
3. The chairperson of the committee is the Immediate Past-President.

##### C. Purpose:

1. This committee will make a continuous study of the role and scopes of KAHPERD and will provide continuity to the actions of KAHPERD through service in an advisory capacity to the Board of Directors.

##### D. Function:

1. To be knowledgeable of national and local concerns and trends.
2. To continue active involvement of affairs of KAHPERD.
3. To underwrite special projects.
4. To be on call to any committee of KAHPERD
5. To serve on those committees where past experience is an asset, such as archives, constitution, convention, site selection and policy planning.
6. To keep a complete folder of actions of the committee

#### CONSTITUTION AND BY-LAWS COMMITTEE

##### A. Name:

1. The name of this committee is the Constitution and By-Laws Committee.

B. Organization:

1. This committee is a permanent committee.
2. The chairperson of the committee shall be a Past-President.
3. The number on the committee shall be a chairperson and three members.
4. A rotation plan shall be used and the three members serve 1, 2, and 3 years.

C. Purpose:

1. To study all proposed changes and amendments.

D. Function:

1. To make all such changes or amendments and present them to the board of directors for approval.
2. To carry such changes as approved by the Board of Directors for presentation to any official meetings. "An affirmative vote equivalent to three-fourths of the members present at an official meeting shall be required for passing an amendment."
3. To publish all amendments in the first or second issue of the KAHPERD Journal or Newsletter after such amendments are passed.
4. The Constitution and By-Laws and the Operating Code shall be available to all officers and Chairpersons.

## THE ARCHIVES-HISTORICAL COMMITTEE

A. Name:

1. The name of this committee is the Archives-Historical Committee.

B. Organization:

1. This is a permanent committee.
2. The Chairperson may choose or solicit members as needed.
3. Committee membership may vary in number.

C. Purpose:

1. To gather historical information: KAHPERD and its members.
2. To file this material for a permanent record.
3. To keep archives.

D. Function:

1. To keep permanent historical records and exhibits.
2. To compile an index to historical materials which have value in the history of health, physical education, recreation, and dance in Kentucky.

3. To prepare a history of physical education in the state and make this available to members, to school libraries and others. A fee may be charged.
4. To collect KAHPERD historical material from the different colleges.
5. To collect materials which have historical value for our association from counties, schools, persons, and KAHPERD divisions.
6. To inform our Southern District Historical Committee Chairperson of the name of the State Chairperson.
7. To inform SHAPE AMERICA regarding our permanent historical records and inquiries about their use of duplicate copies.
8. To present a report at the spring meeting and file one copy with the Executive Director and one in the committee folder.
9. To keep a complete folder of policy and procedure.

#### AWARDS COMMITTEE

- A. Name: The name of this committee is the Awards Committee
- B. Organization:
  - a. This is a standing committee
  - b. The chair of the committee, termed *The Awards Coordinator* will be appointed by the President for a 3 year term.
  - c. There will be 10 members with 4 members who serve a one year term and 6 members serving two year terms. The four one year members will be the Immediate Vice-Presidents (Health, Physical Education, Dance and General). The 6 members serving rotating two year terms shall consist of two persons from members-at-large, two Past-Presidents, and two previous award recipients.
  - d. The President will appoint three members to the committee each year to replace the three retiring senior members; they will be selected from the following groups: member-at-large, past president, and an award recipient.
- C. Purpose:
 

This committee will make possible the annual awards (Honor and Special awards) to be presented from the Association by collecting and evaluating data of nominees for the various awards.
- D. Function:
  - a. To receive names of nominees for awards from any member of KAHPERD, or the general public, i.e. Principals, Curriculum Supervisors, etc.
  - b. To announce the nature of awards of the Association and means for nominating individuals in the appropriate KAHPERD publication, Curriculum Supervisors mailing, KY school Principals Publications and others.
  - c. To obtain biographical materials from persons nominated for awards to be forwarded to Southern District by the Nov. 1 deadline. This



information should include the nominee's contributions to their particular area of expertise.

- d. To obtain biographical materials for persons nominated for awards. This information should include the nominee's contributions to the fields of HPERD, years in the profession, excellence in teaching, outstanding administrative achievement, contributions to research, publications, leadership, and community service.
- e. The committee Chairperson consolidates the information on all candidates according to preference. The Chairperson tabulates the results and, if desirable, returns information to the committee members for further evaluation. Nominations should be dated upon receipt and remain in the pool for a total of three years.
- f. The number of candidates chosen will vary: 0, 1, 2, or 3. At some special year or anniversary there may be a reason for another number.
- g. The award certificates and award nominations forms shall be kept in the office of the Executive Director of the Association.
- h. Awards may be presented by the Chairperson of the committee or a designated individual at the fall meeting.
- i. The committee Chairperson shall possess and keep a current list of recipients. This list shall be kept in the folder of the Special Awards committee chair and a copy shall be given to the Executive Director. This folder shall be passed along to the next Committee Chair at the end of year served. Nominations should be dated upon receipt and remain in the pool for a total of three years. The chairperson of the committee will be responsible for keeping this list updated and providing the Executive Director a copy of the updated list. The committee Chairperson shall be responsible for contacting all previous nominees for a yearly update.
- j. Ten (10) members are on the Awards Committee. Eight of the ten must vote on the awards. Awards recipients must have an average of 5 (based on a scale 1-10) from the minimum (7) (can be more than seven but not less than) members of the Award Committee before an award will be given. (NOTE! Any additional changes from the Awards Committee)

#### E. Awards:

1. The W. Walter H. Mustaine Award plaque is the highest award. The recipient should be someone long associated with the organization who has been active, or is active now in any phase of these areas: health, physical education, recreation and dance. The recipient should have contributed as a member of the education profession and should have

been recognized by the Association at some earlier date. It should be an award of great honor, and the person must be carefully chosen. It is possible that this award will not be given each year. Only in rare instances would there be more than one Mustaine Award in a given year.

2. The Life Member Award (a certificate). This is awarded to someone who has had a long period of service, at least ten years, or who may have retired. It is an award of honor. It recognizes distinguished service to the profession.\*

3. The Distinguished Service Award (a certificate). This is awarded to members of the Association in recognition of meritorious service over an extended number of years to the fields of health, physical education, recreation and dance in the state of Kentucky.

4. The Merit Award (a certificate). This is awarded to persons as members of the Association or to nonmembers of the Association. It may be presented to persons, schools, or institutions. It is to recognize merit in the fields of health, physical education, recreation, dance, and fields of allied interests. It is to recognize outstanding or meritorious standards of achievement or services.

5. The Past-President Award (a certificate). This is presented to the retiring President after he retires at the close of his office of Past-President. This is a certificate of appreciation and honor.

6. In order to be considered eligible for an award, persons who are nominated for these awards must have a one page vita submitted by the KAHPERD member who nominated them. This vita should be sent to the chair of the Awards Committee.

F. Other Special Awards to be presented by the Committee

- a. Health (P-12)
- b. Health (College and University)
- c. Physical Educator (P-6)
- d. Physical Educator (7-12)
- e. Physical Educator (College and University)
- f. Dance Educator
- g. Health Student\*
- h. Physical Education Student\*

\*Only one student can represent KAHPERD in the SDSHAPE AMERICA competition. This is not an additional award or presentation, but a form that must be submitted to Southern District.

\*\*It is possible that every category will not be awarded each year.

#### LEGISLATION, RESOLUTIONS, AND STANDARDS COMMITTEE

A. Name:

1. The name of this committee is the Legislation, Resolutions, and Standards Committee.

B. Organization:

1. This is a Standing Committee.
2. There shall be three committee members who serve rotating three year terms.
3. The senior member of the committee serves as Chairperson.
4. The President appoints one committee member each year to replace the retiring senior member.

C. Purpose:

1. This committee is charged with the study of proposed legislation which affects our field, and with providing details of the legislative proposals to the membership of the Association. The committee will draft resolutions pertinent to the interests of the Association and provide suggestions for implementation. Resolutions will be presented to the Board of Directors and General Assembly for approval. A continuous study of curriculum, programs, regulation, and standards in the Department of Education for health, physical education, and dance in the state is within the scope of this committee.

D. Function:

1. To be concerned with all state and federal legislation pertaining to our fields and allied fields.
2. To contact individuals and/or groups with proposals for or against the legislation being considered.
3. To give consideration to all suggestions and recommendations by Association members relative to legislation, resolutions, and standards.
4. To keep a complete folder of actions of the committee.
5. To present a written report of committee activities at each meeting of the Board of Directors.

#### NOMINATION COMMITTEE

A. Name:

1. The name of this committee is the Nominating Committee.

B. Organization:

1. This committee is a continuing committee.
2. The Chairperson of this committee is the Immediate Past-President.
3. Members of the committee are the President, the President-Elect, and three members appointed by the President.

C. Purpose:

1. The purpose of the committee is to select qualified individuals as nominees for the offices of President-Elect and At-Large members of the Board of Directors.

D. Function:

1. Abide by Article VI, Section 1 and 2 of the By-Laws.
2. Prepare ballots prior to KAHPERD convention.
3. Maintain voting booth at KAHPERD convention.
4. Tabulate votes at the close of the specified voting time.
5. In case of a tie, determine winner.
6. Give results to the President in time to announce the winners prior to adjournment of the convention.
7. Send results, in writing, to the Executive Director and the Editor of the Journal and Newsletter.

DIVISION NOMINATING COMMITTEE- For each division (4)

A. Name:

1. The name of these committees are the Division Nominating Committees.  
Each Division of the Association shall have a Division Nominating Committee.

B. Organization:

1. These committees are Continuing Committees.
2. The chairperson of each committee is the Division Vice-President.
3. Members of these committees are the Division Vice-President, Chairpersons of all sections in the Division, and two persons appointed by the Division Vice-President.

C. Purpose:

1. The purpose of the committee is to select qualified individuals from those members indicating that division as their primary interest for nominees to the officer of Vice-President-Elect of the Division.

D. Function:

1. Select two nominees as provided by Article VI, Section 2 of the By-Laws.
2. Submit nominees to the Nomination Committee Chairperson.

#### CONVENTION SITE COMMITTEE

A. Name:

1. The name of this committee is the Convention Site Committee.

B. Organization:

1. This is a continuing Committee.
2. The Chairperson of this committee is the President-Elect. Members of this committee are the Immediate Past-President and President. The Executive Director and the Convention Manager are ex-officio members.

C. Purpose:

1. This committee is to select a place and tentative date for the fall conference.

D. Function:

1. To have all available data relative to the site when you make a recommendation.
2. To keep a folder of information and literature on all available places for meeting space and recreation possibilities
3. To keep a complete folder of policy and procedure.

#### AD-HOC COMMITTEES

A. Name:

1. The name of these committees are Ad-Hoc Committees.

B. Organization:

1. Committees are appointed at the discretion of the President.
2. The President appoints the Chairperson and the members of the Committee.
3. The committee may consist of any number of members.
4. When the task is completed or the President leaves office the committee is terminated.
5. Succeeding Presidents may continue an Ad-Hoc Committee(s) retaining the same membership or by appointing a new member or members to serve.

C. Purpose:

1. Ad-Hoc Committees are to study and make recommendations concerning specific tasks as outlined by the President.

D. Function:

1. Be familiar with the specific charge(s) of the committee.
2. Collect and analyze data concerned with the charge(s) of the committee.
3. Report recommendations to the President.
4. Keep an accurate record of committee work and file the proceedings with the Executive Director at the termination committee.

#### AUDIT COMMITTEE

A. Name:

1. The name of this committee is the Audit Committee.

B. Organization:

1. This is an Ad-Hoc Committee.
2. Three persons shall be present in the audit.

C. Purpose:

1. To examine the Treasurer's books and verify the accounts.

D. Function:

1. To be responsible for auditing all books of the Association.
2. To prepare a report and present it to the Board of Directors and at the Business Meeting at the annual convention.
3. To keep a complete file of policy and procedure.

#### General Assembly

All persons who have complied with Article I of the By-Laws on membership shall constitute the General Assembly of the Kentucky Association for Health, Physical Education, Recreation and Dance. The General Assembly shall meet during the annual convention of the Association and conduct the business of the Association as well elect officers for the new year. All business and elections conducted by the Association shall comply with the Articles of the Constitution related to voting membership as well as Articles IX and X on the By-Laws and Amendment changes.