

# Operating Code Handbook

## IOWA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE (IAHPERD)

Restructured: November 2016

Chairperson: Deb Stephenson

Committee:

John Baker

Jan Grenko-Lehman

Rip Marston

Jennifer Schnell

**Table of Contents**

MISSION STATEMENT.....4

CONSTITUTION .....5

    Name .....5

    Purposes .....5

    Membership.....5

    District and Local Associations.....6

    At-Large.....6

    Business.....6

    Voting.....6

    Amendments.....6

    Honor Awards.....7

    Publications.....7

    Fiscal Year.....7

    Tax Exempt Restrictions.....7

    Conflict of Interest Policy.....8

    Whistleblower Policy.....13

    Dissolution.....13

BY-LAWS

    Membership.....14

    Structure.....14

    Governance.....15

    Leadership Council Members.....16

    Presidential Appointments.....16

    Committees.....16

    Amendments .....17

    Addendum.....17

HIERARCHIAL STRUCTURE.....18

OPERATING CODE

    Legislative Council:

        President.....19

        President-Elect.....21

        Immediate Past President.....23

        Executive Director.....25

        Secretary.....27

        Treasurer.....28

        Leadership Council.....29

Standing Committees:	
Advocacy.....	31
Awards and Recognition.....	33
Convention Planning.....	38
Finance.....	40
Future Professionals.....	42
Grant.....	44
Higher Education.....	46
Joints Projects.....	48
Membership.....	50
National Initiatives.....	52
Nominating.....	54
Publications.....	56
Retirees.....	58
Social Media.....	60
Structure and Function.....	62
Website.....	64
ADDENDUM – STANDING RULES.....	66

## **MISSION STATEMENT**

The Iowa Association of Health, Physical Education, Recreation and Dance shall provide professional leadership and support for the enhancement of healthy active lifestyles.

CONSTITUTION OF THE IOWA ASSOCIATION  
FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

ARTICLE I

Name

The organization shall be called the Iowa Association for Health, Physical Education, Recreation and Dance (IAHPERD).

ARTICLE II

Purposes

The aims of the Iowa Association for Health, Physical Education, Recreation and Dance shall be the same as those for the SHAPE America with the exception of part (G), which has been modified as needed for the Iowa Association.

- (a) To provide for sound and adequate programs based upon the needs, interests and inherent capacities of the individual for his/her optimum development.
- (b) To contribute to the individual's understanding of his/her role as a democratic citizen in America and in the world at large.
- (c) To provide the leadership essential to the continued development and improvement of sound and adequate programs in the four related fields.
- (d) To awaken and stimulate an intelligent and comprehensive interest in health education, physical education, recreation and dance.
- (e) To assist in research and experimentation, and to disseminate accurate information.
- (f) To promote sound community relationships leading to adequate support for these programs.
- (g) To assist in coordinating the activities of district and local associations within the state, and to coordinate the activities of the state with those of the SHAPE America.
- (h) To affiliate and cooperate with other associations in improving the profession.
- (i) To raise the professional standards of the associations through the utilization of appropriate opportunities.
- (j) To promote pertinent legislative action.

ARTICLE III

Membership

The Iowa Association for Health, Physical Education, Recreation and Dance shall consist of members as hereinafter provided. (See By-Laws Article I.)

## ARTICLE IV

### District and Local Associations

There may be district and local associations. The districts shall be identical with those of the Area Education Agency. Local associations may be made up of members from one city, county, or from any other geographical grouping smaller than a district.

## ARTICLE V

### At-Large

All members of this association represent At-Large interests with focuses on health, physical education, recreation and dance, but are not recognized as a division.

## ARTICLE VI

### Business

The business of the Iowa Association for Health, Physical Education, Recreation and Dance shall be conducted by the Executive Committee and Leadership Council constituted as hereinafter provided.

## ARTICLE VII

### Voting

Anyone who is a member and in good standing of the IAHPERD is eligible to vote.

## ARTICLE VIII

### Amendments

Section 1. This constitution may be amended at an annual membership meeting of the IAHPERD. Proposed amendments or changes must appear in an IAHPERD publication one month prior to the time of the annual meeting. Proposed amendments to the constitution must be approved by the Leadership Council prior to publication.

Section 2. An affirmative vote equivalent to two-thirds of the membership voting at the annual meeting shall be necessary for amendment.

Section 3. Members unable to attend the annual membership meeting may request an absentee ballot.

Section 4. In the event a state convention is not held, a membership meeting will be held in conjunction with the winter Leadership Council meeting to vote on proposed changes.

ARTICLE IX

Honor Awards

Honor awards, Distinguished Service Awards, and Honorary Life Memberships may be given for meritorious service as provided in the operating code.

ARTICLE X

Publications

Section 1. The official publication shall be the *IOWA PUBLICATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE*.

Section 2. The distribution and publication of other materials may be authorized by the Executive Committee and Leadership Council.

ARTICLE XI

Fiscal Year

The fiscal year shall extend from June 1 to May 31.

ARTICLE XII

Tax Exempt Restrictions

No part of the net earnings of the Association shall inure to the benefits of any member, sponsor, donor, creator, director, officer, employee, or with limitation, any other individual or to the benefit of any corporation, organization, any part of the net earnings of which insure to the benefit of any private individual: provided, this shall not prevent payment of reasonable compensation for services actually rendered to the Association and affecting its purposes.

The Association shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer, or employee: by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered: by making any purchase of security or other property for more than adequate consideration for money or money's work; or by engaging in any other transaction which either, directly or indirectly, results in such diversion of its income or corpus. The Association shall not make any accumulation of its income, unreasonable in amount or duration, or use any income for purpose other than the objectives here in before set forth or invest any income in any manner as to jeopardize the fulfillment or carrying out of its objectives. The Association shall not devote a substantial portion of its activities to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Association engage in any legislative activities other than those in direct furtherance of the Association's stated objectives. The Association shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Association shall not act in any way or engage in any activity which might affect its right to full tax exemption or the right of donors to the Association to full tax deduction for their contribu-

tions to the Association, and IAHPERD shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may from time to time be granted to charitable, scientific, or educational associations or foundations.

## ARTICLE XIII

### Conflict of Interest Policy

#### Article I - Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (IAHPERD'S) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This conflict of interest policy is designed to help directors, officers, members, and employees of the IAHPERD identify situations that present potential conflicts of interest and to provide the IAHPERD with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### Article II - Definitions

1. Agreement or Transaction: Any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship by IAHPERD. The making of a gift to IAHPERD is not an Agreement or Transaction within the meaning of this document.
2. Conflict of interest: For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
  - a. Outside Interests: An Agreement or Transaction between IAHPERD and an Interested Person or Family Member.
  - b. An Agreement or Transaction between IAHPERD and an entity in which an Interested Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
  - c. Outside Activities: An Interested Person competing with IAHPERD in the rendering of services or in any other Agreement or Transaction with a third party.
  - d. An Interested Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with IAHPERD in the provision of services or in any other Agreement or Transaction with a third party.

- e. Gifts, Gratuities and Entertainment. An Interested Person accepting gifts, entertainment, or other favors from any individual or entity that: does or is seeking to do business with, or is a competitor of IAHPERD; or has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from IAHPERD under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Interested Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of IAHPERD.
3. Disqualified person: Any individual or organization that is:
- a. A substantial contributor to you (see substantial contributor).
  - b. An officer, director, trustee, or any other individual who has similar powers or responsibilities.
  - c. An individual who owns more than 20% of the total combined voting power of a corporation that is a substantial contributor to you.
  - d. An individual who owns more than 20% of the profits interest of a partnership that is a substantial contributor to you.
  - e. An individual who owns more than 20% of the beneficial interest of a trust or estate that is a substantial contributor to you.
  - f. A member of the family of any individual described in a, b, c, d, or e above;
  - g. A corporation in which any individuals described in a, b, c, d, e, or f above hold more than 35% of the total combined voting power;
  - h. A trust or estate in which any individuals described in a, b, c, d, e, or f above hold more than 35% of the beneficial interests; and
  - i. A partnership in which any individuals described a, b, c, d, e, or f above hold more than 35% of the profits interest.
4. Family Member: A spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
5. Financial Interest: A Financial Interest in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a "material financial interest.") A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
  - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

6. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### Article III - Procedures

1. Duty to Disclose: In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
  - a. Interested Persons who are not members of the board of directors of IAHPERD, or who have a Conflict of Interest with respect to an Agreement or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Interested Person has with respect to an Agreement or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect IAHPERD's participation in such Agreement or Transaction.
  - b. Each Interested Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Interest Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to IAHPERD. Each Interested Person should also disclose to the board of directors any potential Conflict of Interest that may arise during the course of the year between the submission of annual disclosure forms. Any such information regarding business interests of an Interest Person or a Family member shall be treated as confidential and shall generally be made available only the Chair, the Executive Director, and any committee appointed to address conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
2. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Confidentiality: Each Interest Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of IAHPERD. Furthermore, an Interested person shall not dis-

close or use information relating to the business of IAHPERD for the personal profit or advantage of the Interest Person or a Family Member or the Interest Person's company.

#### 4. Procedures for Addressing the conflict of Interest:

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting and shall not participate in or be permitted to hear the board's or committee's discussion of, or the vote on, the transaction or arrangement involving the possible conflict of interest. Such person shall not attempt to exert his or her personal influences with respect to the matter, either at or outside the meeting. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be related in the minutes of the meeting.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### 5. Violations of the Conflicts of Interest Policy:

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### Article IV – Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternative to the proposed transaction or

arrangement, and a record of any notes taken in connection with the proceedings.

3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### Article VI – Review of Policy

1. Initial Review: Each newly elected or appointed Interested Person shall be required to review a copy of this Policy and to acknowledge in writing that:
  - a. Has received a copy of the conflicts of interest policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Annual Review: Each Interested Person shall annually sign a statement which affirms such person:
  - a. Has received a copy of the conflicts of interest policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### Article VII – Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The period reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organization conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in the Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

#### ARTICLE IX

## Whistleblower Policy

The Iowa Association for Health, Physical Education, Recreation and Dance will protect whistleblowers against retaliation. It cannot guarantee confidentiality, however, and there is no such thing as an "unofficial" or "off the record" report. The association will use its best efforts to keep the whistleblowers identity confidential, unless:

1. The person agrees to be identified.
2. Identification is necessary to allow the IAHPERD or law enforcement officials to investigate or respond effectively to the report.
3. Identification is required by law.
4. The person accused is entitled to the information as a matter of legal right in disciplinary proceedings.

IAHPERD officers and/or members may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or condition of service (including but not limited to, threats of physical harm, loss of position, punitive work assignments, or impact on compensation).

## ARTICLE X

### Dissolution

Should the IAHPERD be dissolved, all of the assets of the Association shall be turned over to such non-profit organizations qualifying as exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto as the then Board of Governors shall select.

## BY-LAWS

### ARTICLE I

#### Membership

Section 1. Anyone interested in the promotion of health, physical education, recreation, dance, or other movement-related areas may become a member upon payment of yearly dues.

Section 2. Regular professional members shall consist of persons professionally engaged in one or more of the areas represented by the IAHPERD. The annual dues for regular professional membership shall be \$35.00.

Section 3. Student members (undergraduate and graduate) shall be those persons who are actively engaged on a full-time basis during the school year in the pursuit of a degree in health education, physical education, exercise science, recreation, dance, or equivalent major. The annual dues for student members shall be \$15.00.

Section 4. Professional members having retired from full-time employment and having been a regular professional member in good standing for a minimum of 10 years shall be eligible, upon written application, for retiree membership with no annual cost.

Section 5. The annual dues of the Association will begin upon payment and will expire one year after dues are paid.

Section 6. Any person may be restored to membership upon payment of dues for the current year and be eligible to vote.

Section 7. Members coordinating Jump Rope for Heart or Hoops for Heart raising \$1000.00 a year will have membership dues of \$20.00.

Section 8. First year members will be free.

Section 9. A three-year membership will be offered at \$84.00.

Section 10. A lifetime membership will be offered at \$420.00.

### ARTICLE II

#### Structure

Section 1. The organization of the IAHPERD shall consist of the following units duly constituted according to these By-Laws: Executive Committee, Leadership Council and Standing Committees.

Section 2. The term 'Executive Committee' refers to the major organizational units within the IAHPERD, namely the President, Immediate Past President, President-Elect, and Executive Director(s). The Executive Director(s) are ex-officio.

Section 3. The term 'Leadership Council' refers to an At-Large elected council. The council consists of six professional members and one student member as an observer. These members are accountable to

and represent the full membership of the IAHPERD. They are responsible for the programs, activities and governance of the IAHPERD.

Section 4. The term 'Standing Committee' refers to a group of members appointed by the President with the approval of the Leadership Council to perform a designated service for IAHPERD. The committees of the IAHPERD shall be either Standing Committees, identified by name in the By-Laws and governed by an operating code, or Ad Hoc Committees, created to complete a specific function and dissolved upon completion of the assigned charge.

### ARTICLE III

#### Governance

Section 1. The governing organization of the IAHPERD shall include the Executive Committee and the Leadership Council duly constituted as provided in these By-Laws.

Section 2. The Executive Committee shall consist of 3 voting members, including the President, President-Elect, Immediate Past-President. The Executive Director(s) will serve as a non-voting, ex-officio member.

Section 3. The Leadership Council shall consist of 11 (12 members if co-ED's) members having equal rights represented by the following delegates:

- a. Members of the Executive Committee (4-5 if there are co- ED's) – President, President-Elect, Immediate Past-President and Executive Director(s) (ex-officio).
- b. Members of the Leadership Council (8) – Secretary, Treasurer and elected At-Large Leadership Council members.
- c. Student member (ex-officio).

Section 4. The Leadership Council shall, on behalf of the membership, initiate and transact all business necessary for the administration of the IAHPERD. The Leadership Council shall review and formulate policies concerning the IAHPERD, sanction programs and activities, and approve the operating budget of the IAHPERD.

Section 5. Eight or more voting members of the Leadership Council present in person shall constitute a quorum for the transaction of business. Proxy votes are given for those that are absent.

Section 6. There shall be a minimum of three 'in person' meetings of the Executive Committee each year to conduct the business of the association. One meeting will be held at the time of the annual state convention and the other meetings scheduled by the President periodically throughout the year, normally in early winter and again in the spring. Additional meetings may be called by the President at the request of a majority of the Leadership Council.

Section 7. The Leadership Council shall effect changes to the Constitution and By-Laws of the IAHPERD, initiate such business as it deems advisable. All aspects of the administration and business of the IAHPERD shall be monitored by the Leadership Council to assure compliance with the Constitution and/or By-Laws of the Association.

## ARTICLE IV

### Leadership Council Members

Section 1. The Leadership Council members of the Association shall consist of 11 voting members. All council members shall be current IAHPERD members. Council members must be either residents of Iowa or have their professional responsibilities within the state of Iowa.

Section 2. The Leadership Council members of the Association shall be elected by a vote of current members of the Association. The Nominations Committee shall prepare a slate of two candidates to vote on through on-site voting held at the annual convention. Student, retiree, and professional members are eligible to vote. Provisions shall be made for absentee voting for those members desiring to vote, but unable to attend the convention. Should no one candidate receive a majority of votes cast, the Leadership Council will vote to break the tie.

Section 3. If the Executive Director(s) assume the duties of the treasurer, a designated proxy from the Leadership Council will be selected by the Executive Director(s).

Section 4. In the event a council position is vacated, a special election will be held to fill the position.

Section 5. A full description of the duties and responsibilities of the various standing committees are set forth in the operating code.

## ARTICLE V

### Presidential Appointments

Section 1. The Presidential appointees within the IAHPERD shall consist of the Standing Committee chairs with the exception of the Structure and Function, Nominations and Future Professionals Committees.

Section 2. Presidential appointee must have Leadership Council approval.

Section 3. Duration of appointments are for three years, unless reappointed by the President with Leadership Council approval.

Section 4. The duties and functions of the various appointees are set forth in their respective operating codes.

## ARTICLE VI

### Committees

Section 1. Standing committees within the IAHPERD shall consist of the following: Advocacy, Awards and Recognition, Convention, Finance, Future Professionals, Grants, Higher Education, Joint Projects, Membership, National Initiatives, Nominations, Publications, Retirees, Social Media, Structure and Function and Website.

Section 2. The President shall appoint a chair for each of the standing committees, with the exception Structure and Function, Nominations, and Future Professionals.

Section 3. Duration of chair appointments shall be three years, unless reappointed by the President with Leadership Council approval.

Section 4. Committee members are appointed by the chair for a duration of three years and must be a member of IAHPERD.

Section 5. The membership, functions, organization and duties of the various standing committees are set forth in their respective operating codes.

Section 6. Special Ad-hoc committees representing particular interests of the Association may be appointed by the President as needed with Leadership Council approval.

## ARTICLE VII

### Amendments

Section 1. Proposed amendments to the By-Laws must be approved by the membership provided that the proposed amendments have previously appeared in the Iowa Journal or IAHPERD Newsletter, or have been mailed to the entire membership one month prior to the membership vote.

Section 2. Amendments must be approved by at least two-thirds of the membership votes cast.

## ARTICLE VIII

### Addendum

The policies and procedure that have been adopted by the membership shall be included in the Constitution, By-Laws, and Operating Code, as appropriate.

## **IAHPERD Hierarchical Structure**

### **EXECUTIVE COMMITTEE**

- 1) President
- 2) President-Elect
- 3) Past President
- 4) Executive Director(s)

### **LEADERSHIP COUNCIL**

- 1) Secretary
- 2) Treasurer
- 3) Professional Member (office ending odd year)
- 4) Professional Member (office ending odd year)
- 5) Professional Member (office ending odd year)
- 6) Professional Member (office ending even year)
- 7) Professional Member (office ending even year)
- 8) Professional Member (office ending even year)
- 9) Student Observer

### **COMMITTEES**

- 1) Advocacy
- 2) Awards and Recognition
- 3) Convention Planning
- 4) Finance
- 5) Future Professionals
- 6) Grant
- 7) Higher Education
- 8) Joints Projects
- 9) Membership
- 10) National Initiatives
- 11) Nominating
- 12) Publications
- 13) Retirees
- 14) Social Media
- 15) Structure and Function
- 16) Website

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

PRESIDENT

- I. NAME: The name of this office shall be President of the Iowa Association for Health, Physical Education, Recreation and Dance.
- II. ORGANIZATION : The President is responsible to IAHPERD and accountable to the Leadership Council for all activities.
- III. OFFICER:
  - A. Eligibility: Must meet the continuous eligibility requirements of SHAPE America (delegates must hold a full SHAPE America membership at a minimum starting January 1<sup>st</sup> of their elected year to serve as a voting delegate), a member of the IAHPERD and must either be a resident of the state of Iowa or have their professional responsibilities within the State of Iowa.
  - B. How Selected: The President-Elect shall become the President.
  - C. Term of Office: Term of office begins on November 1<sup>st</sup>. The President serves one year as President-Elect prior to taking over the office of President of IAHPERD.
  - D. Vacancy: Should the office of the President be vacated, the President-Elect shall fill out the term for the President and then shall serve his/her term as President.
- IV. GENERAL DUTIES:
  - A. Call and preside at all meetings of the Executive Committee and the Leadership Council.
  - B. President only votes as a tiebreaker per Robert's Rules.
  - C. If during a Presidency, a committee chair's term expires, it is the President's duty to select a chair with Leadership Council approval.
  - D. Provide each committee chair with the appropriate operating code.
  - E. Serve as an ex-officio member of all standing and ad hoc committees.
  - F. Be responsible for working with the Executive Director(s), council and committee members.
  - G. Send President's message to the Publication's Chair for each journal.
  - H. The President may assume the duty of writing the newsletter with editing and distribution responsibilities forwarded to the Publications Committee.
  - I. Work with the Leadership Council in developing actions in meeting the goals within the Strategic Plan.
  - J. Provide direction to the committee chairs with assistance of Leadership Council.
  - K. Consult with the President-Elect to assure that all committees are in place as the President-Elect assumes the presidency.
  - L. Assume the duties of the Executive Director along with the other two Presidents, without compensation, should that office become temporarily vacated.
- V. DUTIES RELATED TO DISTRICT AND NATIONAL SHAPE AMERICA:
  - A. Submit the state of Iowa update to SHAPE America Central District upon request.
  - B. Serve as a member of the State Advisory Council of SHAPE America Central District. The President shall appoint a representative to the State Advisory Council should they not be able to attend. Representatives should include the President, President-Elect, and Immediate Past Presi-

dent. Other representative and proxies, who meet the continuous eligibility requirements of IAHPERD and SHAPE America to serve should be chosen from the Executive Committee of IAHPERD.

- C. Serve as a member of the Delegate Assembly of SHAPE America. The President of IAHPERD shall appoint a representative to the SHAPE America Delegate Assembly should they be unable to attend. These appointees should include the President, President-Elect, or the Immediate Past President of IAHPERD.
- D. The President of IAHPERD shall recommend persons to serve on SHAPE America Central District Committees. The persons recommended should be associated with the appropriate state committee.
- E. The President of IAHPERD shall prepare the State of Iowa report. An electronic copy will be sent to the IAHPERD Executive Director(s), and the designee from SHAPE America Central District.

VI. DUTIES RELATED TO THE IOWA ASSOCIATION:

- A. Prior to any meetings of the Leadership Council that require a vote arrange for clearance of proxies.
- B. Before the mid-year and year-end council meeting the President shall write to each officer and chair of a committee 30 days prior to meeting and remind them to submit an electronic report on their work since the previous council meeting. This report is to be turned into the secretary 21 days prior the council meeting with copies of all reports being sent electronically to council members 14 days prior to the meeting. Review the content of this annual report with the incoming person and share rationale concerning any recommendations.
- C. At completion of travel on behalf of IAHPERD, a written report shall be submitted to the Leadership Council prior to the next meeting.
- D. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.

VII. DUTIES RELATED TO THE IAHPERD CONVENTION:

- A. Collaborate with the President's on the selection of all major convention speakers. All expenditures must have prior approval from the Convention Committee.
- B. At the close of convention, the President will appoint an auditing committee, which shall audit the convention financial report. Submit the findings to the Leadership Council.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

## PRESIDENT-ELECT

- I. NAME: The name of this office shall be President-Elect of the Iowa Association for Health, Physical Education, Recreation and Dance.
- II. ORGANIZATION : The President-Elect is responsible to IAHPERD and accountable to the Leadership Council for all activities.
- III. OFFICER:
  - A. Eligibility: Must meet the continuous eligibility requirements of SHAPE America (delegates must hold a full SHAPE America membership at a minimum starting January 1<sup>st</sup> of their elected year to serve as a voting delegate), a member of the IAHPERD and must either be a resident of the state of Iowa or have their professional responsibilities within the State of Iowa.
  - B. Prior service in a council or committee position.
  - C. How Selected: Shall be elected by vote of the IAHPERD members.
  - D. Term of Office: Term of office begins on November 1<sup>st</sup>. The President-Elect will serve one year prior to taking over the office of President of IAHPERD.
  - E. Vacancy: Should the office of the President-Elect be vacated; the Nominating Committee shall prepare a slate of two candidates. A membership vote shall be conducted by the Nominating Committee utilizing an electronic ballot with the final results submitted to the Executive Director(s).
- IV. GENERAL DUTIES:
  - A. Attend, participate in, and vote at all regular meetings of the Executive Committee, Leadership Council and any special meetings.
  - B. Become familiar with the duties and responsibilities of the President.
  - C. Send President-Elect's message to the Publication's chair for each journal.
  - D. Work with the Leadership Council in developing actions in meeting the goals within the Strategic Plan
  - E. Work with Executive Director(s) and Treasurer in setting the budget for the upcoming year.
  - F. Meet with the new President-Elect to acquaint the successor with the responsibilities of the office as well as operating procedures, and to pass along the official records.
- V. DUTIES RELATED TO DISTRICT AND NATIONAL SHAPE AMERICA:
  - A. Attend the meeting of the state President-Elects at the SHAPE America Central District Convention.
  - B. Attend the Scherrer Leadership Summit of the SHAPE America Central District.
  - C. Attend the Leadership Development conference of SHAPE America.
  - D. Attend SHAPE America SPEAK OUT Day.
  - E. Serve as a member of the State Advisory Council of SHAPE America Central District if needed.
  - F. Serve as a member of the Representative Assembly of SHAPE America if needed.
- VI. DUTIES RELATED TO THE IOWA ASSOCIATION:
  - A. If the President's position is vacated in the last six months of their term, the President-Elect fulfills the remainder of the term with the approval of Leadership Council, while still fulfilling their

President-Elect duties during that term. The following year they will serve their term of their Presidential term.

- B. At completion of travel on behalf of IAHPERD, a written report shall be submitted to the Leadership Council prior to the next meeting.
- C. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.

VII. DUTIES RELATED TO THE IAHPERD CONVENTION:

- A. The President-Elect shall assist the President in convention program planning.
  - 1. Gifts may be purchased on behalf of IAHPERD for the Iowa President and Immediate Past President.
  - 2. Coordinate, notify and be host/hostess to guests, and make seating arrangements for the opening session, luncheon and banquet in cooperation with Convention Manager.
  - 3. Assist the President with the selection of and invitations to major convention speakers.
  - 4. Work directly with the convention manager, the leadership council members, committee chairs and appointments.
- B. Plan and coordinate the President's reception with the program committee and convention manager.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

IMMEDIATE PAST PRESIDENT

- I. NAME: The name of this office shall be Immediate Past President of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION : The Immediate Past President is responsible to IAHPERD and accountable to the Leadership Council for all activities.
- III. OFFICER:
- A. Eligibility: Must be a member of SHAPE America and IAHPERD and must either be a resident of Iowa or have professional responsibilities within the state of Iowa.
  - B. How Selected: After serving as President, succeeds to the office of Immediate Past President.
  - C. Term of Office: Term of office begins on November 1<sup>st</sup> and will end on October 31<sup>st</sup> of the following year.
  - D. Vacancy: Should the office of the office of immediate past president be vacated, the President shall appoint a Past President to fulfill the term of office.
- IV. DUTIES:
- A. Attend, participate in, and vote at all regular meetings of the Executive Committee, Leadership Council and any special meetings.
  - B. Serve as Parliamentarian. Be familiar with the structure of the Constitution, By-Laws and Operating Code of IAHPERD in an effort to follow proper procedures at meetings and suggest changes in the best interest of IAHPERD's goals.
  - C. Serve as chair of the Structure and Function committee.
  - D. Serve as chair of the Nominating committee.
  - E. Follow up on delegates appointed to the Representative Assembly of SHAPE America, maintain contact with delegates; inform them of procedures to follow in the event they are unable to attend SHAPE America Convention and/or Representative Assembly. In the absence of the president, clear any proxies that must be substituted for delegates. Communicate with SHAPE America. Consult with the President on problems relative to the delegates.
  - F. Send Immediate Past President's message to the Publication's chair for each journal.
  - G. Assume such other responsibilities as the President may assign.
- V. DUTIES RELATED TO DISTRICT AND NATIONAL SHAPE AMERICA:
- A. Serve as a member of the State Advisory Council of SHAPE America Central District if needed.
  - B. Serve as a member of the Representative Assembly of SHAPE America if needed.
- VI. DUTIES RELATED TO THE IOWA ASSOCIATION:
- A. No later than January, the Immediate Past President will select a Nominating Committee that consist of any four members plus the Immediate Past President who shall serve as chair.
  - B. The Immediate Past President will select a Structure and Function Committee that consist of three Past Presidents with the Immediate Past President serving as chair. The committee will recommend changes to the Leadership Council.
  - C. If the President's position is vacated in the first six months of their term, the Immediate Past President fulfills the remainder of the term with the approval of Leadership Council, while still fulfilling their Immediate Past President duties during that term.
  - D. At completion of travel on behalf of IAHPERD, a written report shall be submitted to the Leadership Council prior to the next meeting.
  - E. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.

VII. DUTIES RELATED TO THE IAHPERD CONVENTION:

- A. Coordinate with the President and President-Elect on the selection of major speakers.
- B. Make arrangements for gifts to be presented to the national or district presidents and/or other major out-of-state presenters in cooperation of the Convention Manager.
- C. Submit all session proposals to the Convention Committee for program mapping.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

EXECUTIVE DIRECTOR

- I. NAME: The name of this office shall be Executive Director of the Iowa Association for Health, Physical Education, Recreation and Dance.

II. ORGANIZATION: The Executive Director reports to the President of the IAHPERD and is accountable to the Leadership Council.

III. OFFICER:

- A. Position: The Executive Director(s) serves as an independent contractor to the IAHPERD to provide managerial support and leadership for association business and to assure continuity of activities from year to year.
- B. Eligibility: Any qualified individual who is a member of IAHPERD and holds a full SHAPE America membership. Preference will be given to individuals who: (a) have a minimum of a baccalaureate degree in health, physical education, recreation and dance, (b) have administrative or association management experience, and (c) have served as a member of the Leadership Council of IAHPERD.
- C. How Selected: Through an application form submitted to an ad hoc search committee of IAHPERD.
- D. Term of Office: The term of office is unlimited, but the Executive Director(s) is contracted on a two-year basis subject to agreement of both the Executive Director(s) and Leadership Council of IAHPERD. The Executive Director(s) is to be evaluated annually by the Leadership Council. The contract may be terminated at any time when performance is deemed unsatisfactory. The Executive Director(s) has the right to terminate the agreement with the Association, with or without cause, upon giving the Association president not less than thirty (30) days' notice of such intention.
- E. Vacancy: Should the office of the Executive Director be vacated; the Executive Committee shall assume the duties without compensation.
- F. Compensation : For the services rendered, the Association shall pay the Executive Director(s) a sum determined annually by the Leadership Council. Such compensation shall be paid in 12 monthly installments. In addition, the Executive Director(s) shall be given an annual operating budget to cover incidental expenses and travel associated with assigned duties and responsibilities.

IV. GENERAL DUTIES:

- A. Serve as an ex-officio member, without vote, of the Executive Committee and the Leadership Council of IAHPERD and to attend all meetings of each group.
- B. Provide administrative assistance to the Executive Committee and Leadership Council
- C. Serve as a resource person and advisor to all council members and committees regarding the business and functions of the IAHPERD.
- D. Serve as a liaison between the IAHPERD and other agencies and organizations as directed by the Leadership Council.
- E. Work closely with the President-Elect and other newly elected council members.
- F. Work closely with the President to prepare an agenda for the Executive Committee and Leadership Council meetings.
- G. Carry out all other duties related to this office as directed by the Leadership Council.
- H. The Executive Director(s) will be responsible for overseeing the following IAHPERD committees: Publications, Webmaster, Social Media and Membership. All publication submissions must be approved by the Executive Director(s).

V. DUTIES RELATED TO DISTRICT AND NATIONAL SHAPE AMERICA:

- A. Attend the Scherrer Leadership Summit of the SHAPE America Central District.

- B. Attend the Leadership Development conference of SHAPE America.
- C. Attend SHAPE America National Convention for business meetings i.e. Executive Directors Meetings, Treasurer Meeting
- D. Serve as a member of the State Advisory Council of SHAPE America Central District if needed.
- E. Serve as a member of the Delegate Assembly of SHAPE America if needed.
- F. Maintain a membership and working relationship with the district and national SHAPE America and the Society for Association Managers (SAM).
- G. Submit to SHAPE America appropriate reports with approval of Leadership Council as directed.
- H. Prepare any correspondence necessary for the conduct of this office.

I. DUTIES RELATED TO THE IOWA ASSOCIATION:

- A. Ensure distribution of at least two publications during the President’s term of office. Coordinate publications date with the Publication Chair.
- A. Execute all legal documents on behalf of the Association and secure legal counsel as directed.
- B. Maintain a current listing of all members of the Association.
- C. Maintain the Association bulk mail permit and account.
- D. Serve as a distribution center for any mailings sent to Association members of HPERD professionals in Iowa.
- E. Obtain mailing labels of administrators and teachers in Iowa schools from the Department of Education as requested.
- F. Seek and secure appropriate outside contracts for services and supplies as needed. (i.e. stationary, membership brochures, etc.)
- G. Recommends individuals that will fulfill the duties of archivist and neurologist.
- H. Maintain the inventory, warranties, service contracts and location of all IAHPERD owned equipment.
- I. Maintain a hard and an electronic copy of the Operating Code Book for updating.
- J. Assist the Treasurer and President-Elect in the preparation of the annual budget to be presented for approval by the Leadership Council.
- K. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.

B. DUTIES RELATED TO THE IAHPERD CONVENTION:

- A. Assist the Convention Manager in establishing a budget and delegating convention duties.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

SECRETARY

- I. NAME: The name of this office shall be Secretary of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Secretary is responsible for keeping the minutes of the organization.
- III. OFFICER:
  - A. Eligibility: Must be an IAHPERD member and a resident of Iowa or have professional responsibilities within the state of Iowa.
  - B. How Selected: Shall be elected by a vote of IAHPERD members.
  - C. Term of Office: Term of office begins on November 1<sup>st</sup>. The Secretary shall be elected for a two-year term but may be re-elected.
  - D. Vacancy: Should the office of the Secretary be vacated; the President shall appoint a person with Leadership Council approval to fulfill the unexpired term.
- IV. DUTIES:
  - A. Attend, participate in, and vote at all regular meetings of the Leadership Council and any special meetings.
  - B. Keep a record of the proceedings of the Association, Executive Committee and of the Leadership Council.
  - C. In case of an absence, a secretary pro-tem will be appointed by the President from within the Leadership Council.
  - D. Transmit a copy of the proceedings within 30 days following each meeting of the Executive Committee and Leadership Council.
  - E. Keep an electronic copy of all minutes in an archive folder.
  - F. Maintain a file of officers' reports, standing committee reports, ad hoc committee reports, convention programs and evaluations, membership lists and other records of Association business.
  - G. When leaving office, promptly pass the records and files to the incoming secretary.
  - H. Tabulate and incorporate all proceedings of the Leadership Council in the historical report and maintain in the archive folder.
  - I. Collect the mid and year-end reports and place in an archive file.
  - J. Document and record any Leadership Council decisions that require a vote including any electronic voting. If it is an electronic vote, votes need to be recorded by name.
  - K. Perform other duties as the Leadership Council may direct.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

TREASURER

- I. NAME: The name of this office shall be Treasurer of the Iowa Association for Health, Physical Education, Recreation and Dance.

II. ORGANIZATION: The Treasurer will be responsible for overseeing the functioning of the Finance Committee.

III. OFFICER:

- A. Eligibility: Must be a member of SHAPE America and IAHPERD and must either be a resident of Iowa or have professional responsibilities within the state of Iowa.
- B. How Selected: Shall be elected by a vote of IAHPERD members.
- C. Term of Office: Term of office begins on November 1<sup>st</sup>. The Treasurer shall be elected for two years, if the Executive Director is unable to fulfill the Treasurer duties.
- D. Vacancy: Should the office of the Treasurer be vacated; the President shall appoint a person with Leadership Council approval to fulfill the unexpired term.

IV. DUTIES:

- A. Attend, participate in, and vote at all regular meetings of the Leadership Council and any special meetings. If this position is filled by the Executive Director, the Executive Director is given proxy rights to a Leadership Council member of their choice.
- B. Receive dues and other such assessments as shall be levied.
- C. Deposit Association funds in a checking and/or savings account convenient to the treasurer. All funds shall be kept within the State of Iowa.
- D. Keep an accurate record of the finances of IAHPERD.
- E. Pay all bills as authorized by the Leadership Council.
- F. Submit a written financial report to each member of the Leadership Council at council meetings.
- G. File government tax forms.
- H. Prepare the annual financial report to SHAPE America by August 15<sup>th</sup>.
- I. Prepare the books for review or audit, as directed, at designated times:
  - a. At the completion of the fiscal year
  - b. At the end of the term before passing the books to the next Treasurer.
  - c. If requested by the Leadership Council.
- J. Serve as a member of the Finance Committee.
- K. Review the books and budget with the incoming Treasurer.
- L. Perform such other duties as the Leadership Council may direct.
- M. Assist the Executive Director(s) and President-Elect in the preparation of the annual budget to be presented for approval by the Leadership Council.
- N. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

LEADERSHIP COUNCIL

- I. NAME: The name of this office shall be Leadership Council of the Iowa Association for Health, Physical Education, Recreation and Dance.

II. ORGANIZATION: Leadership Council members will be responsible for governance of the Iowa Association of Health, Physical Education, Recreation and Dance. In addition, they will be responsible for overseeing the work of selective Standing and Ad-Hoc Committees of IAHPERD.

III. OFFICER:

- A. Eligibility: Must be a member of the IAHPERD and must either be a resident of Iowa or have professional responsibilities within the state of Iowa. The Future Professional must be a full-time student in good academic standing at a two or four year Iowa college or university. The student must also have one or more remaining years until graduation.
- B. How Selected: Shall be elected by a vote of IAHPERD members. A total of six sitting members with three members elected in even years, three elected in odd years, and one Future Professional selected as an observer each year. Council members shall be elected to serve in an At-Large position not defined by specific disciplines.
- C. Term of Office: Term of office begins on November 1<sup>st</sup>. The Leadership Council position will be a two-year term with the Future Professional serving one year.
- D. Vacancy: Should a position become vacant before the end of a term, the vacancy will be appointed by the President with approval of the Leadership Council to complete the remaining time of the position.

IV. GENERAL DUTIES:

- A. Attend, participate in and vote at all regular meeting of the Leadership Council and any special meetings.
- B. Serve as a liaison to committees as appointed by the IAHPERD President and approved by the Leadership Council.
- C. Connect with your selected committees at a minimum of once a month.
- D. Be responsible for writing or obtaining at least one article for the IAHPERD publication.
- E. If requested by the President, assist in the conduct of business or any special assignments.
- F. Implement and oversee all core initiatives and services.
- G. Before the Leadership Council meetings, submit a mid-year and end of the year electronic report on their work since the last meeting.

V. DUTIES RELATED TO DISTRICT AND NATIONAL SHAPE AMERICA:

- A. Serve as a member of the State Advisory Council SHAPE America Central District if needed.
- B. Serve as a member of the Delegate Assembly of SHAPE America if needed.

VI. DUTIES RELATED TO THE IOWA ASSOCIATION:

- A. If unable to attend a Leadership Council meeting, members will arrange for the clearance of a proxy to another Leadership Council member.
- B. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.

VII. DUTIES RELATED TO THE IAHPERD CONVENTION:

- A. Be responsible for soliciting sessions for the convention program in cooperation with the Convention Committee.

**STANDING COMMITTEES**

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

ADVOCACY COMMITTEE

- I. **NAME:** The name of this committee shall be the Advocacy Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.
- II. **ORGANIZATION:** The Advocacy Committee is a standing committee. The committee will be responsible to the Leadership Council and report to a designated liaison of the council.
- III. **COMMITTEE MEMBERS:**
  - A. **Eligibility:** Must be a member of the IAHPERD with the chair also holding a current SHAPE America membership.
  - B. **How Selected:** The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. Committee members shall be selected by the Advocacy chair. The committee shall consist of a minimum of three additional members.
  - C. **Term of Office:** The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. The Executive Director will serve as an ex-officio member. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. **GENERAL PURPOSE:** The purpose of the committee shall be to serve as a liaison function between the IAHPERD and State Legislature, the State Department of Education, American Heart Association, AEA and SHAPE America. As a liaison this committee shall promote necessary legislative action and advocate to promote and further the strategic plan and actions of the IAHPERD and the professions it represents.
- V. **GENERAL DUTIES:**
  - A. **Chair:**
    1. Direct and be responsible for work of the committee.
    2. Preside at committee meetings via video conferencing.
    3. Work closely with the IAHPERD Executive Director(s), and the Department of Education representative, Joint Projects Chair, Legislature and the IAHPERD Lobbyist (if employed).
    4. Supply interested persons with the proper procedures for submitting proposals for special projects.
    5. Present for action, committee decisions to the Leadership Council.
    6. Report committee activities and business to the Leadership Council.
    7. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
    8. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
  - B. **Committee members:**
    1. Attend committee meetings via video conferencing.
    2. Perform such duties as directed by the chair.
    3. Become thoroughly acquainted with current and proposed measures of the State Department of Education that are significant to health education, physical education, physical activity and athletics in the public schools.

4. Propose to the State Department of Education measures that will improve and enhance health education, physical education, physical activity and athletics in the public schools.
5. Upon request by the State Department of Education, advise the Department on matters that pertain to health education, physical education, physical activity and athletics in the public schools.
6. Become thoroughly acquainted with current and proposed measures by the State Legislature that are significant to health education, physical education, physical activity and athletics in the public schools.
7. Organize the members of IAHPERD in the support of legislation favorable to physical education or health education and in proposition to unfavorable legislation.
8. Endeavor, through appropriate means, to bring about the introduction of legislation that will improve and enhance health education, physical education, physical activity and athletics in the public schools
9. Submit documents to the publications chair that will inform the IAHPERD members of current initiatives.
10. Stay current on national legislative issues that would concern our profession and SHAPE America initiatives.
11. Develop and promote advocacy plans within the state.
12. The committee will send their recommendation for two representatives to attend SPEAK Out day with the approval of the Leadership council.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

AWARDS AND RECOGNITION COMMITTEE

- I. NAME: The name of this committee shall be the Awards and Recognition Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Awards and Recognition Committee is a standing committee. The committee will be responsible to the President of IAHPERD.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Any member of the IAHPERD is eligible to serve as the chair or as a committee member. The chair must hold a current SHAPE America membership.
  - B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. All committee members are selected by the chair. The committee shall consist of four additional members: one current Leadership Council member, one previous Honor Award recipient, one former "Teacher of the Year", and one additional chosen IAHPERD member. It is recommended that at least one member of this committee be re-appointed to insure continuity.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President with approval of the Leadership Council. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to assist in soliciting nominees for various IAHPERD awards and honors. This requires developing a timeline to ensure that the awards and honors are completed properly and on time. The committee may want to designate members to oversee specific awards and honors to help monitor their progress and completion.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. Procedure for soliciting the IAHPERD names of candidates:
      - a. A notice shall be placed into the Journal, a minimum of once a year.
      - b. Nominations may be received from the IAHPERD members, administrators, and parents and other interested professionals.
      - c. All nominations shall be in the hands of the chair at least four months prior to the IAHPERD convention.
    - 4. Procedures after Teacher of the Year nominations are selected:
      - a. Send a congratulations letter to nominated IAHPERD members. Send the appropriate SHAPE America nomination packet.
      - b. All packets are due back to Awards and Recognition Chair at least 3 months prior to IAHPERD convention.
      - c. Chairperson sends a copy of each nominee's packet to committee members two weeks after packet deadline.
      - d. A ballot is given to all committee members. Committee members read, evaluate nominees and vote. If there is a tie – A conference call will be necessary among committee members.
      - e. Selected Teachers of the Year will be notified by the Awards and Recognition Chair at least one month prior to IAHPERD Convention and instructed on time and place when they will be honored at the convention.

- f. Submit Teachers of the Year recipients to SHAPE America Central District.
  - g. Nominees not selected for the Teacher of the Year awards will be notified at least one month prior to the IAHPERD Convention. Nominee's applications will be carried over to the next year.
5. Procedures after Honor Award, Distinguished Service, and Honorary Life Membership nominations are selected:
    - a. Chair sends a copy of the completed nomination form(s) to committee members at least two months prior to the IAHPERD Convention.
    - b. A ballot is given to all committee members. Committee members read, evaluate nominees and vote.
    - c. Recipients will be notified by the Awards and Recognition Chair at least one month prior to the IAHPERD Convention and instructed on time and place when they will be honored at the convention.
  6. Inform the President of Presidential Citations Award.
  7. Communicate with the Steve France Award committee for their recipient.
  8. Procedures for presenting awards:
    - a. Prepare the printed citations to be read at the Honor Awards presentation(s).
    - b. Have the TOY's certificate printed and framed, and the Distinguished Service and Honorary Life Membership Award certificate(s) printed and framed. Have the permanent Honorary Life Membership card(s) made. Obtain plaque(s) for the Immediate Past President, honor awards and Steve France Award.
    - c. The awards shall be presented during the IAHPERD convention. The Recognition Chair shall read the Honor Award, Distinguished Service Award, Honorary membership, and Teacher of the Year Awards and the President of the IAHPERD will make the Presentation of awards.
    - d. Presidential Citations will be read and presented by the President of the IAHPERD.
    - e. Steve France Award will be read and presented by a past recipient.
  9. Confer with all recipients regarding completion of District and National nominations forms (fine tune any applications before they are sent on for further awards)
  10. Serve on Central District SHAPE America Recognition Committee.
  11. Mail the IAHPERD TOY's award winners to the SHAPE America Central District Honor Awards Chair.
  12. The Recognition Chair will be responsible for sending news releases to award winners' local newspapers, school district and the Iowa Department of Education in conjunction with the Social Media Chair to promote our award winners.
  13. Deposit with the secretary the citations read by the Recognition Chair and any supporting material.
  14. Notify the IAHPERD President and Convention Manager of the names and addresses of all award recipients so their names are included in the convention materials (if possible or wanted) and that congratulatory letters may be sent.
  15. Recommend annually, qualified persons to SHAPE America Central District and SHAPE America Awards (including the Central District Scholar Awards).
  16. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
  17. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.

B. Committee members:

1. Attend committee meetings via video conferencing.
2. Perform such duties as directed by the chair.
3. Read the Honor Award, Distinguished Service, Honorary Life Membership and Teacher of the Year application packets.
4. Vote on the selection of the award recipients.

**Honor Award**

Description: This award is to be given to members who have made outstanding contributions to the field of health, physical education, recreation or dance in the state of Iowa. The award shall be an engraved walnut plaque shaped like the state of Iowa.

Qualifications:

1. Eligibility: Candidate must be a member of the IAHPERD.
2. Experience: At least 10 years of experience as a teacher, supervisor, or administrator, or a combination of same, in the field of health, physical education, recreation, or dance.

3. Professional Contributions: At least 10 years of contributions to the IAHPERD through distinctive leadership and meritorious service.

### **Distinguished Service Award**

Description: This award shall be given to members who have made significant contributions to the IAHPERD. This award shall be a framed certificate.

Qualifications:

1. Eligibility: Candidate must have held an IAHPERD membership a minimum of five years.
2. Experience: At least five years as a teacher, supervisor, administrator or combination of the same in the field of health, physical education, recreation, or dance.
3. Service: Outstanding professional contributions to the IAHPERD.

### **Honorary Life Membership**

Description: This award is given to members who have given dedicated leadership and service throughout their career. This award shall be a permanent life membership card and a framed certificate.

Qualifications:

1. The candidate must have received the IAHPERD Honor Award.
2. The candidate must have retired from the profession.
3. The candidate must have maintained interest in and performed extended serve to the IAHPERD.

### **Teacher of the Year**

Description: This award recognizes members for outstanding teaching in adapted physical education, health education, dance education, and physical education at the elementary, middle and high school levels.

### **Presidential Citation**

Description: This award is an opportunity for the president to recognize member or non-member individuals that have made a contribution to his or her professional growth. President should use any of the following criteria to determine their selection(s):

1. Meaningful contribution during your term as president
2. Professional Mentor
3. Promote the profession and/or organization

The awards shall be given in a form of a plaque.

### **Steve France Award**

Description: The recipients of this award must exemplify the characteristics of its namesake and have not only lived a healthy lifestyle but spent their professional career in service to IAHPERD and the professions we represent.

#### Qualifications:

1. The candidate must be a current member 10 years or longer.
2. Holding an office(s) on the IAHPERD board.
3. Presented multiple sessions at state convention.
4. Participated and/or chair an IAHPERD committee.
5. Lifetime nominees should be an exemplary teacher.
6. Mentor to other new and future professionals.
7. Willingness to support and promote the mission and goals of the IAHPERD.
8. Live a healthy active lifestyle themselves.

Committee members consist of past Steve France Award recipients. This committee reads the nominations, selects the recipient and notifies the Recognition Chair of their selection. This award shall be an engraved 5x7 plaque.

### IAHPERD OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

#### CONVENTION PLANNING COMMITTEE

- I. NAME: The name of this committee shall be the Convention Planning Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Convention Planning Committee is a standing committee. The committee will be responsible to the Leadership Council and report to a designated liaison of the council.
  
- III. CONVENTION MANAGER/COMMITTEE MEMBERS:
  - A. Eligibility: Must be a member of the IAHPERD.
  - B. How Selected: The Convention Manager shall be appointed by the President with approval of Leadership Council. Prior experience with convention planning is recommended. The committee shall consist of a minimum of three additional members appointed by the Convention Manager.
  - C. Term of Office: The term for the Convention Manager shall be for one year but may be extended if reappointed by the President with approval of Leadership Council. The term for committee members shall be for one year but may be extended if reappointed by the Convention Manager. It is recommended that the Convention Manager should first serve as a committee member for at least one year.
  
- IV. GENERAL PURPOSE: The purpose of the committee shall be to organize the events necessary to host a state convention. This requires developing a specific action plan with direction from Leadership Council.
  
- V. GENERAL DUTIES:
  - A. Convention Manager:
    - 1. Propose three locations of possible convention sites with estimated rental costs.
    - 2. Contact exhibitors and secure them.
    - 3. The convention manager shall work with the President of IAHPERD and Leadership Council.
    - 4. The convention manager, together with the Executive Director(s) and the President shall see that a budget outlining estimated expenses and income is proposed and administered.
    - 5. The convention manager shall attend a meeting of the Executive Committee if requested to do so.
    - 6. Within three months following the convention, the chair of the committee will send an electronic final convention summary report to the Executive Director(s). The Executive Director(s) will send the report electronically to council members 7 days prior to the next meeting.
  
  - B. Committee Members:
    - 1. Attend committee meetings via video conferencing.
    - 2. Perform such duties as directed by the Convention Manager.
  
- IV. ANNUAL CONVENTION:
  - A. Make contacts with all site-related locations.
  - B. Contact Convention Bureau or Chamber of Commerce.
  - C. Contact and make arrangements at chosen hotel/motel.
  - D. Publicize location, date, and theme of the convention to:
    - 1. IAHPERD members
    - 2. Colleges and University personnel
    - 3. IAHPERD newsletter
    - 4. IAHPERD journal
    - 5. School districts in Iowa

- E. Appoint necessary committees (registration, exhibitors, banquet, program, hospitality, transportation, etc.) and develop a time schedule and suggestions for follow through.
- F. Determine location and time for all convention programs.
- G. Notify President and President-elect, and Immediate Past President of an optional hospitality room for the President's all-convention social (this event is at the discretion of the Presidents and is excluded from convention expenses).
- H. Establish pre-registration procedures and collect needed materials and forms.
- I. Contact exhibitors, establish prices, location, and make confirmations.
- J. Establish hospitality guidelines and provide needs (name tags, student helpers, refreshments, room, etc....) to meet these guidelines.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

FINANCE COMMITTEE

- I. NAME: The name of this committee shall be the Finance Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Finance Committee is a standing committee. The committee will be responsible to the Leadership Council and report to a designated liaison of the council.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a member of the IAHPERD and have served at least one term on the Leadership Council (and hence knowledgeable about the IAHPERD affairs and procedures) is eligible to serve as chair. Must be a member of the IAHPERD to be a committee member.
  - B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. Committee members shall be selected by the Finance chair. The committee shall consist of a minimum of three additional members. The Treasurer shall serve as a member of this committee.
  - C. Term of Office: The term of office for the chair shall be for three years, beginning on an odd year; for the treasurer, two years, and beginning on an even year. Other committee members shall serve a two-year term, but may be extended if reappointed by the chair with approval of the Leadership Council. It is recommended that the chair first serve as a member of the committee. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to evaluate the funding for all special projects in excess of \$200.00 and to assist in the financial management of the IAHPERD.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. Work to maintain an IAHPERD contingency fund equal to the current year's operating budget.
    - 4. Advise the Treasurer in maintaining necessary cash flow and investments.
    - 5. Study means of raising funds to meet the budgetary needs of the IAHPERD.
    - 6. Supply interested persons with the proper procedures for submitting proposals for special projects.
    - 7. Receive requests for such proposals, give committee recommendations to the liaison for Leadership Council for action of approval or denial of the request.
    - 8. Report committee activities and business to the Leadership Council.
    - 9. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
    - 10. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
  - B. Committee members:
    - 1. Attend committee meetings via video conferencing.
    - 2. Perform such duties as directed by the chair.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

FUTURE PROFESSIONALS COMMITTEE

- I. NAME: The name of this committee shall be the Future Professionals Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Future Professionals Committee is a standing committee. The committee will be responsible to the Leadership Council and report to a designated liaison of the council. The Leadership Council Student Representative will serve as the designated liaison and the chair to this committee. The Future Professionals Advisor will serve in an advisory position.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a member of the IAHPERD.
  - B. How Selected: The chair is selected by an application process administered by the Leadership Council. The Future Professional advisor(s) shall be appointed by the President of the IAHPERD with Leadership Council approval. The committee shall consist of a minimum of three additional members appointed by the Leadership Council Student Representative with the assistance of the Advisor to help provide diversity. Possible candidates include student scholarship honorees and professional representatives of all colleges and universities in the state of Iowa which have professional preparation programs. The individual must have declared a major or minor in one of the IAHPERD disciplines.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President with Leadership Council approval. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to disseminate information to future professionals.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. Report committee activities and business to the Leadership Council.
    - 4. Appoint and coordinate the work of the Future Professional Committee in cooperation with the Future Professional Advisor.
    - 5. Plan convention programs for students in cooperation with the Future Professional Advisor.
    - 6. Contact the Convention Manager and specify the space, equipment, platforms, tables, chairs, public address systems, etc. that will be needed for the committee's session(s).
    - 7. Arrange for speakers and conduct Future Professional convention programs.
    - 8. Preside at the program, if necessary.
    - 9. Write "thank you" notes to presenters in the section programs following the convention.
    - 10. Plan with the Future Professional a special social activity for the students at the convention.
    - 11. Collaborate with the National Initiatives Committee Chair in the promotion of the initiatives.
    - 12. Submit an article(s) to the Publications chair for each journal and newsletter.
    - 13. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
    - 14. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
  - B. Committee members:
    - 1. Attend committee meetings via video conferencing.
    - 2. Perform duties to fulfill committee decisions and responsibilities.

3. Assisting the arrangements for the operation of convention session(s).

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

GRANT COMMITTEE

- I. NAME: The name of this committee shall be the Grants Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Grants Committee is a standing committee. The committee will be responsible to the Leadership Council and report to a designated liaison of the council.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a member of the IAHPERD.
  - B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. Committee members shall be selected by the Grants chair. The committee shall consist of an additional four members. It is recommended that the committee consist of an elementary and secondary teacher, previous grant recipient and one additional chosen IAHPERD member.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to read and score grant applications.
- V. GENERAL DUTIES: Chair:
- 1. Direct and be responsible for work of the committee.
  - 2. Preside at committee meetings via video conferencing.
  - 3. Distribute all applications to committee members with a scoring rubric.
  - 4. Tabulate results of each application.
  - 5. Send application results with scores to all committee members, Leadership Council liaison and treasurer.
  - 6. Notify all applicants of their result by snail mail by the designated date on the grant application.
  - 7. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
  - 8. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
- a. Committee members:
- 1. Attend committee meetings via video conferencing.
  - 2. Perform such duties as directed by the chair.
- VI. EXCLUSIONS:
- A. Leadership Council members are ineligible to receive a grant during their term.
  - B. Past applicant winners must have a grace period of 2 years before reapplying.
  - C. Board members have a grace period of 5 years after service before applying.
  - D. Grants may not be used to sustain previously awarded projects.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

HIGHER EDUCATION COMMITTEE

- I. NAME: The name of this committee shall be the Higher Education Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

II. ORGANIZATION: The Higher Education Committee is a standing committee. The committee will be responsible to the Leadership Council and report to a designated liaison of the council.

III. COMMITTEE MEMBERS:

- A. Eligibility: Must be a member of the IAHPERD with the chair.
- B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. Committee members shall be selected by the Higher Education chair. The committee shall consist of a minimum of three additional members.
- C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.

IV. GENERAL PURPOSE: The purpose of the committee shall be to disseminate information on higher education through convention programs, activities, and articles in IAHPERD publications.

V. GENERAL DUTIES:

A. Chair:

1. Direct and be responsible for work of the committee.
2. Preside at committee meetings via video conferencing.
3. Plan the convention programs for this committee in cooperation with the Convention Committee.
4. Submit requests for special funds for section programs for convention are to be submitted to the Leadership Council for approval.
5. Contact program presenters for convention and make necessary arrangements for their appearance on the program.
6. Contact the convention manager and specify the space, equipment, speaker platforms, tables, chairs, public address systems, etc., which will be needed for the committee programs.
7. Write "thank you" notes to presenters in the section programs following the convention.
8. Report committee activities and business to the Leadership Council.
9. Supply interested persons with the proper procedures for submitting proposals for special projects.
10. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
11. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.

B. Committee members:

1. Attend committee meetings via video conferencing.
2. Perform such duties as directed by the chair.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

JOINTS PROJECTS COMMITTEE

- I. NAME: The name of this committee shall be the Joints Projects Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Joints Projects Committee is a standing committee. The committee will be responsible to the Leadership Council and report to a designated liaison of the council.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a member of the IAHPERD with the chair also holding a current SHAPE America membership.
  - B. How Selected: The Joint Project Chair shall be appointed by the President with approval of Leadership Council. The committee shall consist of a minimum of three additional members appointed by the chair.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year and have been involved in the event of Jump Rope for Heart or Hoops for Heart. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to complete activities that will have a direct and positive influence on the Jump Rope for Heart and Hoops for Heart programs. This requires developing a specific action plan with direction from the Leadership Council liaison to ensure that activities are completed properly and on time. The committee may want to designate members to oversee specific projects to help monitor their progress and completion.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Prepare a budget and submit it to their liaison to be shared with the Executive Committee and approved by the Leadership Council.
    - 3. Preside at committee meetings via video conferencing.
    - 4. Recommend and recruit other Jump Rope for Heart and Hoops for Heart members on the affiliate and local levels.
    - 5. Contact Jump Rope for Heart and/or Hoops for Heart demonstration team(s) and make all necessary arrangements for their appearance at the IAHPERD convention.
    - 6. Contact the Convention Manager and specify the space, equipment, platforms, tables, chairs, public address systems, etc. that will be needed for the committee's session(s).
    - 7. Preside at the program, if necessary.
    - 8. Write "thank you" notes to presenters in the section programs following the convention.
    - 9. Be prepared to serve at the Central District and National level, attending the National and Central District Conventions each year.
    - 10. Support the philosophy and direction of Jump Rope for Heart and Hoops for Heart.
    - 11. Ensure the ongoing communication between the IAHPERD Executive Director(s) and the AHA affiliate. Ensure that the specifics of the Memorandum of Agreement are followed.
    - 12. Notify Awards & Recognition Chair of state awards winners, as well as contact the state award winners.
    - 13. Submit an article(s) to the Publications chair for each journal and newsletter.
    - 14. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Execu-

- tive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
15. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.

B. Committee members:

1. Attend committee meetings via video conferencing.
2. Perform such duties as directed by the chair.
3. Assisting the arrangements for the operation of convention session(s).
4. Prepare materials for IAHPERD publications.
5. Identify recruitment contacts throughout the state.
6. Recruit physical educators to be an event coordinator for their school.
7. Encourage IAHPERD membership and participation in Jump Rope for Heart and Hoops for Heart.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

MEMBERSHIP COMMITTEE

- I. NAME: The name of this committee shall be the Membership Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Membership Committee is a standing committee. The committee will be responsible to the Leadership Council and report to the Executive Director(s) of IAHPERD.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a member of the IAHPERD.
  - B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. Committee members shall be selected by the Membership chair. The committee shall consist of a minimum of three additional members.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to promote and manage memberships for new and renewing members.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. Maintain an up-to-date file of members and their addresses on an electronic version. Keep student and professional members on separate lists. Furnish an electronic version of all active members to each executive committee member as soon after the annual convention as possible. Two copies are to be forwarded regularly to the Secretary and Executive Director.
    - 4. Contact members for renewal one month prior to expiration. Membership expiring at convention time should be followed up immediately after the annual meeting.
    - 5. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
    - 6. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
  - B. Committee members:
    - 1. Attend committee meetings via video conferencing.
    - 2. Perform such duties as directed by the chair.
    - 3. Take memberships at the annual convention. Assistance should be provided by IAHPERD members appointed by the convention manager.
    - 4. Request and utilize promotional materials which are provided free of charge by the national office for distribution at the state and local meetings and inclusion in state mailings.
    - 5. Keep informed of SHAPE America procedures relative to the Association's membership program and cooperate with the requests regarding membership activities.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

NATIONAL INITIATIVES COMMITTEE

- I. NAME: The name of this committee shall be the National Initiatives Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The National Initiatives Committee is a standing committee. The committee will be responsible to the Leadership Council and report to the Executive Director(s) of IAHPERD.
- III. COMMITTEE MEMBERS:
- A. Eligibility: The chair must be a member of IAHPERD and SHAPE America. Committee members must have an IAHPERD membership and strongly encourage a SHAPE membership.
  - B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. Committee members shall be selected by the Publications chair. The committee shall consist of a minimum of three additional members.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to complete activities that have a direct and positive influence on and further the initiatives of SHAPE America. This requires developing a specific action plan to ensure that activities are completed properly and on time. The committee may want to designate members to oversee specific projects to help monitor their progress and completion.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. The chair is responsible for filling the subcommittee chair from the committee members using recommendation from the Leadership Council.
    - 4. Establish and continue communications with SHAPE America Central District and SHAPE America representatives to ensure cohesive planning of the on-going National Initiatives.
    - 5. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
    - 6. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
  - B. Committee members:
    - 1. Attend committee meetings via video conferencing.
    - 2. Perform such duties as directed by the chair.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

NOMINATING COMMITTEE

- I. NAME: The name of this committee shall be the Nominating Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The nominating committee is a standing committee. The committee will be responsible to the Immediate Past President of the IAHPERD.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Any member of the IAHPERD for five years are eligible to serve as a committee member.
  - B. How Selected: The Immediate Past-President of the IAHPERD shall serve as chair of this committee. Committee members shall consist of four additional members appointed by the Immediate Past-President with Leadership Council approval, excluding current Leadership Council members. Other personnel may be appointed to this committee at the discretion of the Immediate Past-President.
  - C. Term of Office: The term of office for the chair and all committee members shall be one year.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to solicit nominations for the elected positions on the Leadership Council and to conduct the official elections for the IAHPERD.
- V. GENERAL DUTIES:
- A. Chair:
    1. Direct and be responsible for work of the committee.
    2. Preside at committee meetings via video conferencing.
    3. Provide a list of names of current standing and ad hoc committee members to the nominating committee. The nominating committee will recommend candidates from this pool of names or other qualified individuals.
    4. Ask each member to submit a list of at least two, and preferably four, candidates for each vacant leadership Council position. All candidates must be members of IAHPERD, President-Elect must also maintain full membership of SHAPE America. Ask Leadership council members to submit recommendations to the committee.
    5. Assemble the names of the candidates suggested into a composite list. Send this list to the members of the committee and ask them to state their order of preference for each candidate.
    6. Notify each candidate selected for each vacant position and ask him/her to accept in writing the nomination.
    7. In case a candidate is unable to accept, contact the next person in order of preference for that particular office.
    8. The committee will examine all cover letters and resumes along with written approval from their administrator/supervisor.
    9. The committee prepares a ballot with a maximum of 10 candidates for the open Leadership council positions.
    10. The committee prepares a ballot with a maximum of three candidates for the President-Elect position.
    11. Prepare the ballot and the vita for each candidate and send to the President.
    12. Tally the ballots from the membership present at convention and report the results during the convention.
    13. Any Past President in attendance with a minimum of two will count the ballots and inform the Executive Director(s).
    14. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Execu-

- tive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
15. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.

B. Committee members:

1. Attend committee meetings via video conferencing.
2. Perform such duties as directed by the chair.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

PUBLICATIONS COMMITTEE

- I. NAME: The name of this committee shall be the Publications Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Publications Committee is a standing committee. The committee will be responsible to the Leadership Council and report to the Executive Director(s) of IAHPERD.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a member of IAHPERD.
  - B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. Committee members shall be selected by the Publications chair. The committee shall consist of a minimum of three additional members.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to serve as a channel for communication between the leadership and the members of the IAHPERD. This information includes but is not exclusive to upcoming events, leadership council actions, national initiatives and state and national legislative actions.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. Establish an editorial committee to assist in the production and distribution of a minimum of two IAHPERD publications. (Select and edit articles, art work, layout, mailing, etc.)
    - 4. The President may assume the duty of writing the newsletter with editing and distribution responsibilities forwarded to the Publications Committee.
    - 5. Solicit and edit material from members of the leadership council, college and university correspondents, district representatives, standing committee chairs, selected public school personnel, and SHAPE America releases.
    - 6. Acknowledge all contributions and manuscripts for publications.
    - 7. Arrange for electronic or the printing and mailing of a “soft-cover” publications as needed. i.e. publications given that promote the organization to the Director of DOE, select members of the Iowa House and Senate, prospective members of IAHPERD.
    - 8. Publish and distribute a minimum of two publications: one in the fall, preferably two months prior to the fall Leadership Council meeting; and one in the spring, preferably two months prior to the spring Leadership Council meeting. Publications should carry a President’s message, list of officers and committee chairs at least once annually, calendar of events, committee reports, feature articles, programs, news items pertaining to the public school, college, state and national level, information on recent publication and other material of interest and value to the membership. Provisions should be made for a message by the President-Elect and by the Past- President.
    - 9. An electronic copy of publications should be submitted to the Secretary for electronic archives.
    - 10. Maintain a file of all members of IAHPERD for electronic distribution.

11. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
12. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.

B. Committee members:

1. Attend committee meetings via video conferencing.
2. Perform such duties as directed by the chair.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

RETIRES COMMITTEE

- I. NAME: The name of this committee shall be the Retirees Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Retirees Committee is a standing committee. The committee will be responsible to the Leadership Council and report to a designated liaison of the council.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a member of the IAHPERD.
  - B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. The committee shall consist of a minimum of three members selected by the chair.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to assist in meeting the current objectives of the SHAPE America committee on aging and retirement by working at the state level. The committee will carry on such additional activities deemed by the chair as best serving the interests of IAHPERD in the area of aging and retirement.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. Work shall include advancing national initiatives and directing those efforts that are unique to meeting the needs of IAHPERD in the area of aging and retirement. These efforts include but are not exclusive to promoting one or more convention programs and soliciting these programs from the retire members and submit articles for publication in the area of aging.
    - 4. Contact the convention manager regarding program participants and specify the equipment space, speaker platforms, tables, chairs, public address system, etc..., that will be needed for the program.
    - 5. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
    - 6. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
  - B. Committee members:
    - 1. Attend committee meetings via video conferencing.
    - 2. Perform such duties as directed by the chair.
    - 3. Solicit and edit material from members of the Leadership Council, college and university correspondents, District Representatives, Standing Committee chairs, selected public school personnel, and SHAPE America releases.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

SOCIAL MEDIA COMMITTEE

- I. NAME: The name of this committee shall be the Social Media Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Social Media Committee is a standing committee. The committee will be responsible to the Leadership Council and report to the Executive Director(s) of IAHPERD.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a member of IAHPERD.
  - B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. Committee members shall be selected by the Social Media Chair. The committee shall consist of a minimum of three additional members.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall provide and maintain guidelines and act as protector of social media posted on behalf of IAHPERD.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. Promote IAHPERD activities in cooperation with all standing committees.
    - 4. Works with Awards and Recognition Chair to promote award winners through Facebook and Twitter.
    - 5. Insure the posting of current information on Facebook, Twitter and in all member communications that are sent. Post submitted items from the President and Executive Director within acceptable time frames (2 days).
    - 6. Insure that all posting and chats (i.e. Voxer) are professional in nature and relevant to the business of IAHPERD.
    - 7. Consult with the Executive Director and President for updates.
    - 8. Notify the Leadership Council of unprofessional use of social media on behalf of IAHPERD. Any unprofessional use by an individual will result in a contact from Leadership Council.
    - 9. Maintain a complete file of materials pertinent to the procedures and operation of this position and shared with the Executive Director(s). Such items should include passwords, logins and instructions necessary for the work of the association to continue.
    - 10. Before each mid-year and year-end council meetings the chair of the committee and will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
    - 11. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
  - B. Committee members:
    - 1. Attend committee meetings via video conferencing.
    - 2. Perform such duties as directed by the chair.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

STRUCTURE AND FUNCTION COMMITTEE

- I. NAME: The name of this committee shall be the Structure and Function Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Structure and Function committee is a standing committee. The committee will be responsible to the Leadership Council and report to a designated liaison of the council.
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a Past President of the IAHPERD and a member of the IAHPERD.
  - B. How Selected: Committee members shall consist of the three Past Presidents with the Immediate Past President serving as chair. All committee members are selected by the chair.
  - C. Term of Office: The term of office for the chair shall be for one. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to oversee the compliance and maintenance of the IAHPERD Constitution and By-Laws.
- V. GENERAL DUTIES:
- A. Chair:
    - 1. Direct and be responsible for work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. Submit in written form all recommended changes in the Constitution or By-Laws to the Leadership Council.
      - a. Need approval from Leadership council and membership for constitutional changes.
      - b. Need approval from Leadership Council for By-Law changes.
      - c. Need approval from Leadership Council for Operating Code duty changes.
      - d. All proposed changes must be published for the membership one month prior to final vote.
      - e. Once Constitution, By-Laws and Operating Code changes have been approved, they must be published for the membership.
    - 4. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
    - 5. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
  - B. Committee members:
    - 1. Attend committee meetings via video conferencing.
    - 2. Perform such duties as directed by the chair.
    - 3. Offer guidance to the Executive Committee and/or Leadership Council when requested.
    - 4. Be constantly on the alert for new ideas to improve the structure and function of the association.
    - 5. Preview changes in the Constitution and By-Laws and submit recommendations in writing to the structure and function chair for committee action.
    - 6. Review the Operating Code duties annually and send recommended changes to the chair.

IAHPERD  
OPERATING CODE

(In addition to duties outlined below, refer to stipulations outlined in the Constitution)

WEBSITE COMMITTEE

- I. NAME: The name of this committee shall be the Website Committee of the Iowa Association for Health, Physical Education, Recreation and Dance.

- II. ORGANIZATION: The Website Committee is a standing committee. The committee will be responsible to the Executive Director(s).
- III. COMMITTEE MEMBERS:
- A. Eligibility: Must be a member of the IAHPERD.
  - B. How Selected: The chair shall be appointed by the President of the IAHPERD with approval of the Leadership Council. Committee members shall be selected by the Website chair. The committee shall consist of a minimum of three members selected by the chair.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if reappointed by the President. The term of office for the committee members shall be for one year but may be extended if reappointed by the chair. It is recommended that the chair first serve as a committee member for at least one year. If a committee chair is unable to fulfill their general duties, the incoming President may ask them to vacate the position. The incoming President will select a new chair.
- IV. GENERAL PURPOSE: The purpose of the committee shall be to prepare, publish and maintain the IAHPERD website.
- V. GENERAL DUTIES:
- A. Chair:
    1. Direct and be responsible for work of the committee.
    2. Preside at committee meetings via video conferencing.
    3. All publications requests are approved by the Executive Director(s) before being published.
    4. Notify responsible party and update website as material becomes outdated.
    5. Before each mid-year and year-end council meetings the chair of the committee will submit an electronic final convention summary report. This report is to be turned into the Executive Director(s) 14 days prior to the council meeting with copies of all reports being sent electronically to council members 7 days prior to the meeting.
    6. At the conclusion of the chair's term of office relinquish all electronic and paper document to the incoming chair.
  - B. Committee members:
    1. Attend committee meetings via video conferencing.
    2. Perform such duties as directed by the chair.
    3. Solicit and edit material from members of the Leadership Council, college and university correspondents, District Representatives, Standing Committee chairs, selected public school personnel, and SHAPE America releases.

#### **ADDENDUM - STANDING RULES**

- 2017 Accepted an updated Operating Code book for IAHPERD to reflect the restructuring of the organization.



