

## **WAHPERD OPERATING CODE**

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

### **PRESIDENT**

- I. **NAME:** The name of this office shall be President of the Wyoming Association for Health, Physical Education, Recreation and Dance.
- II. **ORGANIZATION** The President is responsible to WAHPERD 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), must be a member of the WAHPERD, a resident of Wyoming or have professional responsibilities within the state of Wyoming .
  - B. How Selected: The President-Elect shall become the President.
  - C. Term of Office: The term of office begins at the close of the WAHPERD convention in the year they are elected. The President serves one year as President-Elect prior to taking over the office of President of WAHPERD.
  - D. Vacancy: Should the President's position be vacated in the first six months of the term, the Past President fulfills the remainder of the term with the approval of the Leadership Council. If the President's position is vacated in the last six months of the term, the President-Elect fulfills the remainder of the term with the approval of the Leadership Council.
- IV. **GENERAL DUTIES:**
  - A. Call and preside at all meetings of the Executive Committee and the Leadership Council.
  - B. The 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 recommend a chair with Leadership Council approval.
  - D. Provide each Leadership council member and 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 the President's message to the Media Chair for each newsletter.
  - H. Work with the Leadership Council in developing actions in meeting the goals within the Strategic Plan.
  - I. Provide direction to the committee chairs with assistance from the Leadership Council.

- J. Consult with the President-Elect and Past President to assure that all committees are in place as the President-Elect assumes the presidency.
- K. Assume the duties of the Executive Director along with the President-Elect and immediate Past-President without compensation, should that office become temporarily vacated.

**V. DUTIES RELATED TO DISTRICT AND NATIONAL SHAPE AMERICA:**

- A. 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 President and Executive Director. Other representative and proxies, who meet the continuous eligibility requirements of WAHPERD and SHAPE America may also serve should the afore-mentioned be unavailable or ineligible
- B. Serve as a member of the Delegate Assembly of SHAPE America. The President of WAHPERD shall appoint a representative to the SHAPE America Delegate Assembly should they be unable to attend. These appointees could include the President-Elect, the Immediate Past President or the Executive Director of WAHPERD.
- C. The President of WAHPERD shall recommend persons to serve on SHAPE America Central District Committees. The persons recommended should be associated with the appropriate state committee.
- D. The President of WAHPERD shall prepare and submit the State of Wyoming report. An electronic copy will be sent to the WAHPERD Executive Director(s), and the designee from SHAPE America Central District.

**VI. DUTIES RELATED TO THE WYOMING 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 14 days prior to meeting and remind them to complete a google form report 7 days prior to the Leadership Council meeting. All reports will be shared with all Leadership Council members.
- C. At completion of travel on behalf of WAHPERD, a written report shall be submitted to the Leadership Council prior to the next meeting.
- D. Before the mid-year and year-end council meeting the President shall complete a google form report detailing Presidential actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.
- E. Review proposed WAHPERD budget with the President Elect and the Past-President to make recommendations to the Leadership Council for approval before the budget becomes effective. All expenditures must meet the line item budget or have Leadership Council approval on any expenditure that will exceed the line item amount by \$100.00 or more. As a part of the total budget, the convention budget will be approved through this same procedure.

**VII. DUTIES RELATED TO THE WAHPERD CONVENTION:**

- A. Collaborate with the President-Elect and Past-President on the selection of all major convention speakers.
- B. Make arrangements for gifts to be presented to major out-of-state presenters staying within budgeted amount
- C. Submit all session proposals to the Convention Committee for program mapping.
- D. At the close of convention, the Finance Committee and the President prepare and audit the convention financial report.-Findings will be submitted to the Leadership Council in an electronic report 7 days prior to the first Leadership Council meeting following the convention
- E. Propose two locations of possible convention sites with estimated rental costs.

## **WAHPERD OPERATING CODE**

(In addition to the 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 Wyoming Association for Health, Physical Education, Recreation and Dance.

II. **ORGANIZATION :** The President-Elect is responsible to WAHPERD 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), must be a member of the WAHPERD as either a resident of Wyoming or have professional responsibilities within the state of Wyoming.
- B. Prior service in a council or committee position..
- C. How Selected: Shall be elected by vote of the WAHPERD members.
- D. Term of Office: The term of office begins at the close of the WAHPERD convention in the year they are elected. The President-Elect will serve one year prior to taking over the office of President of WAHPERD.
- A. Vacancy: If the President-Elect cannot fulfill the term, the position shall be filled by recommendation of the President and approved by the Leadership Council.

#### **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 Media chair for each newsletter.
- 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 WAHPERD budget to include the convention for your presidential 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.
- G. Assume the duties of the Executive Director along with the President-Elect and immediate Past-President without compensation, should that office become temporarily vacated.

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

**VI. DUTIES RELATED TO THE WAHPERD 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 the 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 WAHPERD, a written report shall be submitted to the Leadership Council prior to the next meeting.
- C. Review proposed WAHPERD budget with the President and the Past-President to make recommendations to the Leadership Council for approval before the budget becomes effective. All expenditures must meet the line item budget or have Leadership Council approval on any expenditure that will exceed the line item amount by \$100.00 or more. As a part of the total budget, the convention budget will be approved through this same procedure.
- D. Before the mid-year and year-end council meeting the President-Elect shall complete a google form report detailing President-Elect actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.

**VII. DUTIES RELATED TO THE WAHPERD CONVENTION:**

- A. Collaborate with the President and Past-President on the selection of all major convention speakers.
- B. The President-Elect shall assist the President in convention program planning.
  - 1. Coordinate, notify and be host/hostess to guests, and make seating arrangements for the opening session, luncheon and banquet in cooperation with the Convention Manager.
  - 2. Assist the President with the selection of and invitations to major convention speakers.
  - 3. Work directly with the convention manager, the leadership council members, committee chairs and appointments.

## **WAHPERD OPERATING CODE**

(In addition to the 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 WAHPERD Association for Health, Physical Education, Recreation and Dance.
- II. **ORGANIZATION :** The Immediate Past President is responsible to WAHPERD and accountable to the Leadership Council for all activities.
- III. **OFFICER:**
  - A. Eligibility: Recommended to maintain SHAPE America and WAHPERD memberships and must either be a resident of Wyoming or have professional responsibilities within the state of Wyoming.
  - B. How Selected: After serving as President, succeeds to the office of Immediate Past President.
  - C. Term of Office: The term of office begins at the close of the WAHPERD convention in the year they are elected. Past-President serves in this position following one year as President-Elect and one year as President.
  - D. Vacancy: If the Past-President cannot fulfill the term, the position shall be filled by recommendation of the President and approved by the Leadership Council.
- IV. **GENERAL 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 WAHPERD in an effort to follow proper procedures at meetings and suggest changes in the best interest of WAHPERD'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 Delegate 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 Delegate 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. Assume the duties of the Executive Director along with the President and President-Elect without compensation, should that office become temporarily vacated.
  - G. Send Immediate Past President's message to the media chair for each newsletter.

H. 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 Delegate Assembly of SHAPE America if needed.

**VI. DUTIES RELATED TO THE WYOMING ASSOCIATION:**

- A. No later than January, the Immediate Past President will select a Nominating Committee that consists 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 consists 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 the Leadership Council, while still fulfilling their Immediate Past President duties during that term.
- D. Review proposed WAHPERD budget with the President and the President-Elect to make recommendations to the Leadership Council for approval before the budget becomes effective. All expenditures must meet the line item budget or have Leadership Council approval on any expenditure that will exceed the line item amount by \$100.00 or more. As a part of the total budget, the convention budget will be approved through this same procedure.
- E. At completion of travel on behalf of WAHPERD, a written report shall be submitted to the Leadership Council prior to the next meeting.
- F. Before the mid-year and year-end council meeting the Past-President shall complete a google form report detailing Past-President actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.

**VII. DUTIES RELATED TO THE WAHPERD CONVENTION:**

- A. Coordinate with the President and President-Elect on the selection of all major speakers.
- B. The Past-President shall assist the President in convention program planning
  - a. Assist the President and President-Elect with convention duties as needed.
  - b. With the President-Elect serve as host/hostess for out of town guests, speakers, or dignitaries.

## WAHPERD OPERATING CODE

(In addition to the 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 Wyoming Association for Health, Physical Education, Recreation and Dance.
- II. **ORGANIZATION:** The Executive Director reports to the President of the WAHPERD and is accountable to the Leadership Council.
- III. **OFFICER:**
  - A. Position: The Executive Director(s) serves WAHPERD 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 WAHPERD 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 WAHPERD. must either be a resident of Wyoming or have professional responsibilities within the state of Wyoming.
  - C. How Selected: Through an application form submitted to an ad hoc search committee of WAHPERD.
  - D. Term of Office: The term of office is unlimited, but the Executive Director(s) is contracted on a three-year basis subject to agreement of both the Executive Director(s) and Leadership Council. 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 President, President-Elect and Immediate Past-President shall assume the duties of the Executive Director without compensation.
  - F. Compensation : The Executive Director serves in a volunteer capacity but will be given an annual operating budget to cover incidental expenses and travel associated with assigned duties and responsibilities.
- III. **GENERAL DUTIES:**
  - A. Serve as an ex-officio member (without vote), of the Executive Committee and the Leadership Council of WAHPERD and to attend all meetings of each group. Provide administrative assistance to the Executive Committee and Leadership



Council

- B. Serve as a resource person and advisor to all council members and committees regarding the business and functions of the WAHPERD.
- C. Serve as a liaison between the WAHPERD and other agencies and organizations as directed by the Leadership Council.
- D. Work closely with the President-Elect and other newly elected council members.
- E. Work closely with the President to prepare an agenda for the Executive Committee and Leadership Council meetings.
- F. Carry out all other duties related to this office as directed by the Leadership Council.
- G. Assists the President in coordinating strategies to implement and evaluate the WAHPERD Strategic Plan.

**IV. DUTIES RELATED TO DISTRICT AND NATIONAL SHAPE AMERICA:**

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

**V. DUTIES RELATED TO THE WYOMING ASSOCIATION:**

- A. Ensure distribution of at least three publications during the President's term of office.
- B. Coordinate publications date with the Publication Chair, (The Communicator).
- C. Execute all legal documents on behalf of the Association and secure legal counsel as directed.
- D. Serve as a distribution center for any mailings sent to Association members of HPERD professionals in Wyoming.
- E. Obtain mailing labels of administrators and teachers in Wyoming 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.) as directed by the Leadership Council
- G. Maintain the inventory, warranties, service contracts, University of Wyoming horse and rider licensing agreement and location of all WAHPERD owned equipment.
- H. Maintain electronic copy of the Operating Code Book for updating.

- I. Complete necessary paperwork to become a co-signer on all accounts.
- J. Assist the Treasurer and President-Elect in the preparation of the WAHPERD budget to include the convention for the President-Elect's presidential year. The proposed budget will be presented to the Executive Committee for recommendations to the Leadership Council for approval before the budget becomes effective. All expenditures must meet the line item budget or have Leadership Council approval on any expenditure that will exceed the line item amount by \$100.00 or more. As a part of the total budget, the convention budget will be approved through this same procedure
- K. Before the mid-year and year-end council meeting the Executive Director shall complete a google form report detailing Executive Director actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.

**VI. DUTIES RELATED TO THE WAHPERD CONVENTION:**

- A. Assist the Convention Manager and President in delegating convention duties.
- B. Assist the Convention Manager in obtaining PTSB and University of Wyoming credit

## WAHPERD OPERATING CODE

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

### SECRETARY

- I. **NAME:** The name of this office shall be Secretary of the Wyoming 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 a WAHPERD member must either be a resident of Wyoming or have professional responsibilities within the state of Wyoming.
  - B. How Selected: Shall be appointed by the President upon approval of the Leadership Council.
  - C. Term of Office: The term of office is unlimited, but the Secretary is contracted on a three-year basis subject to agreement of both the Secretary and Leadership Council of WAHPERD. The Secretary is to be evaluated every three years by the Leadership Council. The contract may be terminated at any time when performance is deemed unsatisfactory.
  - 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. Serves as an ex-officio member of the Leadership Council. Attend and participate in all regular meetings of the Leadership Council and any special meetings.
  - B. Keep a record of the proceedings of the Association.
  - C. In case of an absence, a secretary pro-tem will be appointed by the President from within the Leadership Council.
  - D. Transmit to the President a copy of the proceedings within 7 days following each meeting of the Association.
  - 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.
    - A. When leaving office, promptly pass the records and files to the incoming secretary.
    - B. Tabulate and incorporate all proceedings of the Leadership Council in the historical report and maintain in the archive folder.
    - C. Collect the mid and year-end reports and place them in an archive file.
    - D. 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.

E. Perform other duties as the Leadership Council may direct.

## WAHPERD OPERATING CODE

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

### TREASURER

- I. **NAME:** The name of this office shall be Treasurer of the Wyoming 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 WAHPERD member must either be a resident of Wyoming or have professional responsibilities within the state of Wyoming.
  - B. How Selected: Through an application form submitted to an ad hoc search committee of WAHPERD and approved by the Leadership Council.
  - C. Term of Office: The term of office is unlimited. The Treasurer is to be evaluated every three years by the Leadership Council. The agreement may be terminated at any time when performance is deemed unsatisfactory.
  - 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. Serves as an ex-officio member of the Leadership Council. The treasurer shall attend and participate in all regular meetings of the Leadership Council and any special meetings.
  - 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 Wyoming.
  - D. Keep an accurate record of the finances of WAHPERD.
  - E. Pay all bills as authorized by the Leadership Council.
  - F. Submit a written financial report to each member of the Leadership Council at monthly council meetings.
  - G. Files government tax forms.
  - H. Prepare the annual financial report to SHAPE America by designated due date.
  - I. Prepare the books for review or audit, as directed by the Leadership Council, 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 and President-Elect in the preparation of the WAHPERD budget to include the convention for the President-Elect's presidential year. The proposed budget will be presented to the Executive Committee for recommendations to the Leadership Council for approval before the budget becomes effective. All expenditures must meet the line item budget or have Leadership Council approval on any expenditure that will exceed the line item amount by \$100.00 or more. As a part of the total budget, the convention budget will be approved through this same procedure.

N. Before the mid-year and year-end council meeting the Treasurer shall complete a google form report detailing Treasurer actions and activities. This report must be completed 7 days prior to mid-year and year-end Leadership Council meetings. This report is to be separate from the WAHPERD Financial report.

## **WAHPERD OPERATING CODE**

(In addition to the 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 Wyoming Association for Health, Physical Education, Recreation and Dance.
  
- II. **ORGANIZATION:** Leadership Council members will be responsible for the governance of the Wyoming 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 WAHPERD.
  
- III. **OFFICER:**
  - A. Eligibility: Must be a member of the WAHPERD and either be a resident of Wyoming or have professional responsibilities within the state of Wyoming.
  - B. The Future Professional must be a full-time student in good academic standing at the University of Wyoming. The student must also have one or more remaining years until graduation.
  - C. How Selected: Shall be elected by a vote of WAHPERD members at the annual WAHPERD convention. A total of six sitting members with three members elected in the even years, three elected in odd years, and one Future Professional appointed as an observer each year. Council members shall be elected to serve in an At-Large position not defined by specific disciplines.
  - D. Term of Office: The term of office begins at the close of the WAHPERD convention in the year they are elected. Each member will serve two years on the Leadership Council.
  - E. Vacancy: The unexpired term of an officer other than the President, who resigns, becomes incapacitated or cannot fulfill the term, shall be filled by recommendation of the President and approved by the Leadership Council.

### **IV. GENERAL DUTIES:**

- A. Attend, participate in and vote at all regular meetings of the Leadership Council and any special meetings.
- B. Serve as a liaison to no more than two WAHPERD committees as appointed by the WAHPERD 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 WAHPERD newsletter.
- 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.
  - a. Review proposed WAHPERD budget for approval.

- b. Review committee recommendations and take appropriate actions.
- c. Support WAHPERD special projects and initiatives.

G. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council 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. Eligibility for this position is dependent upon membership in SHAPE America.
- B. Serve as a member of the Delegate Assembly of SHAPE America if needed. Eligibility for this position is dependent upon membership in SHAPE America

**VI. DUTIES RELATED TO THE WYOMING ASSOCIATION:**

- A. If unable to attend a Leadership Council meeting, members will arrange for the clearance of a proxy to another Leadership Council member.

**VII. DUTIES RELATED TO THE WAHPERD CONVENTION:**

- A. Be responsible for soliciting sessions for the convention program in cooperation with the Convention Committee.
- B. Support and assist the President in facilitating the annual WAHPERD convention



**WAHPERD  
OPERATING CODE**

**STANDING COMMITTEES**

**General Committee Operating Procedures:**

1. Committees will be assigned a designated focus for each respective Presidents term.
2. The President and Leadership Council may request a specific task(s) for each committee.
3. Committees will devise a plan to achieve the tasks they have been delegated.
4. Leadership Council liaisons will report back to the Leadership Council on the progress of each committee's work.
5. The Leadership Council will review proposals for acceptance, denial or revisions, after which committees may proceed with approved/ revised requests.
6. All financial requests must be approved by the Leadership Council before they may be carried out.

## **WAHPERD OPERATING CODE**

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### **ADVOCACY COMMITTEE**

- I. **NAME:** The name of this committee shall be the Advocacy Committee of the Wyoming 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 WAHPERD
  - B. How Selected: The chair shall be appointed by the President of the WAHPERD 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 two years but may be extended if re-appointed by the President. The term of office for the committee members shall be for one year but may be extended if re-appointed 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, or reappoint a chair.
- IV. **GENERAL PURPOSE:** The purpose of the committee shall be to serve as points of contact between the WAHPERD and State Legislature, State Departments of Education and Health, SHAPE America and other agencies with like missions and purposes. In addition they will work to introduce and complete activities that have a direct and positive influence on and further the initiatives of SHAPE America. This committee shall promote necessary legislative action and advocate to promote and further the strategic plan and actions of the WAHPERD and the professions it represents. The committee will develop an 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 the work of the committee.
    2. Preside at committee meetings via video conferencing.
    3. Work closely with the WAHPERD Executive Director(s), and the Departments

of Education and Health and the Legislature

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 the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.
8. At the conclusion of the chair's term of office relinquish all electronic and paper documentation to the incoming chair.

B. Committee members:

1. 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.
2. Upon request by the State Department of Education, advise the Department on matters that pertain to health education, physical education and physical activity in the public schools.
3. Become thoroughly acquainted with current and proposed measures by the State Legislature that are significant to health education, physical education and physical activity in the public schools.
4. Organize the members of WAHPERD in support of legislation favorable to physical education or health education and in proposition to unfavorable legislation.
5. Establish and continue communications with SHAPE America Central District and SHAPE America representatives to ensure cohesive planning of the ongoing National Initiatives.
6. Endeavor, through appropriate means, to bring about the introduction of legislation that will improve and enhance health education, physical education and physical activity in public schools
7. Submit documents to the publications chair that will inform the WAHPERD members of current initiatives.
8. Stay current on national legislative issues that would concern our profession and SHAPE America initiatives.
9. Develop and promote advocacy plans within the state.
10. The committee will send their recommendation for a representative to attend SPEAK Out Day with the approval of the Leadership council.
11. Attend committee meetings via video conferencing.
12. Perform such duties as directed by the chair.
13. 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.

## WAHPERD OPERATING CODE

(In addition to the 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 Wyoming 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 WAHPERD.
  
- I. **COMMITTEE MEMBERS:**
  - A. Eligibility: Any member of the WAHPERD is eligible to serve as the chair or as a committee member. The chair or another committee member must hold a current SHAPE America membership.
  - B. How Selected: The chair shall be appointed by the President of the WAHPERD with approval of the Leadership Council. All committee members are selected by the chair. The committee shall consist of four additional members.
  - C. Term of Office: The term of office for the chair shall be for three years but may be extended if re-appointed by the President upon approval of the Leadership Council. The term of office for the committee members shall be for one year but may be extended if re-appointed 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 WAHPERD 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. Awards include but are not exclusive off the following:
  - A. Pax Ricketts Award
  - B. Hall of Fame Awards
  - C. Honor Awards
  - D. Marburger - Gates Young Professional Award (up to three)
  - E. Teachers of the Year
  - F. Service Awards
  - G. Presidential Citations
  - H. Student Awards ( Selected by the University of Wyoming)

## II. GENERAL DUTIES:

### A. Chair:

1. Direct and be responsible for the work of the committee.
2. Preside at committee meetings via video conferencing.
3. Procedure for soliciting the WAHPERD names of candidates:
  - a. A notice shall be placed into the newsletter, a minimum of once a year.
  - b. Nominations may be received from the WAHPERD members, administrators, and parents and other interested professionals.
  - c. All nominations shall be in the hands of the chair with a suggested timeline of four months prior to the WAHPERD convention.
4. Procedures after Teacher of the Year nominations are selected:
  - a. Send a congratulations letter and appropriate nomination packet to nominated WAHPERD members.
  - b. All packets are due back to Awards and Recognition Chair with a suggested timeline of 3 months prior to the WAHPERD convention.
  - c. Chairperson sends a copy of each nominee's packet to committee members within two weeks of the packet deadline.
  - d. A ballot is given to all award committee members. Committee members read, evaluate nominees and vote. If there is a tie – A conference call will be necessary among committee members to make the final selection.
  - e. Selected Teachers of the Year will be notified by the Awards and Recognition Chair at least one month prior to WAHPERD 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 WAHPERD Convention. Nominee's applications will be carried over to the next year.
6. Procedures after Honor Award, Hall of Fame, and Pax Ricketts nominations are submitted.
  - a. Chair sends a copy of the completed nomination form(s) to committee-members at least two months prior to the WAHPERD 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 WAHPERD 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 Hall of Fame committee for their recipient.
8. Ensure that appropriate awards are ordered and ready for presentation
  - a. TOYS - Jackets
  - b. Honor Awards - Plaques
  - c. Hall of Fame - Trophy
  - d. Presidential Citations - Certificates

- e. Marburger-Gates Young Professional Award - Plaque
- f. Immediate Past President - Gavel
- g. Pax Ricketts - Cowboy Hat
- h. The awards shall be presented during the WAHPERD convention. The Recognition Chair or their representative shall read the Honor Award, Marburger-Gates Young Professional Award, Pax Ricketts, Hall of Fame and Teacher of the Year Awards and service awards. The President of the WAHPERD and the awards and recognition chair will make the presentations.
- i. Presidential Citations will be read and presented by the President of the WAHPERD.
- j. Young Professional Award(s) will be read and presented by Dr. Marburger and Dr. Gates or their representative.
- 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. Chair or a representative serves on Central District SHAPE America Recognition Committee.
- 11. Mail the WAHPERD TOY's award winners to the SHAPE America Central District Awards Chair.
- 12. The Recognition Chair will be responsible for sending news releases to award winners' local newspapers, school district and the Wyoming 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 WAHPERD President and Convention Manager of the names and addresses of all award recipients so their names are included in the convention materials 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). Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.
- 16. At the conclusion of the chair's term of office relinquish all electronic and paper documentation 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, Marburger-Gates Young Professional Award, Pax Ricketts and Teacher of the Year application packets.
- 4. Read and complete TOY nomination forms for selection of the award recipients.

5. Assist committee chair in writing and sending congratulatory letters to award winners
6. Assist committee chair in sending letters to nominees not selected for Teacher of the Year.

## **WAHPERD OPERATING CODE**

(In addition to the 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 Wyoming 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 WAHPERD.
- B. How Selected: The Convention Manager shall be appointed by the President with approval of the 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.
- A. Term of Office: The term for the Convention Manager shall be for one year but may be extended if re-appointed by the President with approval of the Leadership Council. The term for committee members shall be for one year but may be extended if re-appointed 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 the Leadership Council.

#### **V. GENERAL DUTIES:**

- A. Convention Manager:
  - 1. Propose local venues for convention activities and estimated related costs
  - 2. Contact exhibitors and secure them.
  - 3. The convention manager shall attend a meeting of the Executive Committee if requested to do so.
  - 4. 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.



## **VI. ANNUAL CONVENTION:**

Make contacts with all site-related locations.

- A. Contact the Convention Bureau or Chamber of Commerce.
- B. Contact and make arrangements at the chosen hotel/motel.
- C. Publicize location, date and theme of the convention to:
  - 1. WAHPERD members
  - 2. University of Wyoming personnel
  - 3. WAHPERD newsletter
  - 4. School districts in Wyoming
  - 5. Department of Education
  - 6. Department of Health
  - 7. Social Media
- D. Appoint necessary committees (registration, exhibitors, banquet, program, hospitality, transportation, etc.) and develop a time schedule and suggestions for follow through.
- E. Determine location and time for all convention programs.
- F. 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).
- G. Establish pre-registration procedures and collect needed materials and forms.
- H. Contact exhibitors, establish prices, location, and make confirmations.
- I. Establish hospitality guidelines and provide needs (name tags, student helpers, refreshments, room, etc....) to meet these guidelines.

## **WAHPERD OPERATING CODE**

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

### **FINANCE/GRANTS COMMITTEE**

- I. **NAME:** The name of this committee shall be the Finance/Grants Committee of the Wyoming Association for Health, Physical Education, Recreation and Dance.
  
- II. **ORGANIZATION:** The Finance/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 WAHPERD and have served at least one term on the Leadership Council (and hence knowledgeable about the WAHPERD affairs and procedures) is eligible to serve as chair. Must be a member of the WAHPERD to be a committee member.
  - B. How Selected: The chair shall be appointed by the President of the WAHPERD 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 consulting/advisory 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; Other committee members shall serve a two-year term, but may be extended if re-appointed by the chair upon 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, or reappoint, the chair.
  
- IV. **GENERAL PURPOSE:** The purpose of the committee shall be to evaluate the funding for all special projects and to assist in the financial management of the WAHPERD. An additional sub-committee purpose shall be to search for and submit applications for Leadership Council approved grants and potential fundraisers to provide supplemental funding for the benefit of the Association.
  
- V. **GENERAL DUTIES:**
  - A. Chair:
    1. Direct and be responsible for the work of the committee.
    2. Preside at committee meetings via video conferencing.
    3. Work to maintain an WAHPERD 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 WAHPERD.
6. Search “like” agencies or corporate groups for grants to assist WAHPERD conferences or additional grants and sponsors to provide supplemental funding for special projects and convention events.
7. Supply interested persons with the proper procedures for submitting proposals for special projects.
8. Receive requests for such proposals, give committee recommendations to the liaison for Leadership Council for action of approval or denial of the request.
9. Report committee activities and business to the Leadership Council.
11. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council 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.

## WAHPERD OPERATING CODE

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

### COMMUNITY IMPACT PROJECTS COMMITTEE

- I. **NAME:** The name of this committee shall be the **COMMUNITY IMPACT PROJECTS COMMITTEE** of the Wyoming Association for Health, Physical Education, Recreation and Dance.
  
- II. **ORGANIZATION: COMMUNITY IMPACT 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 WAHPERD with the chair also holding a current SHAPE America membership.
  - B. How Selected: **COMMUNITY IMPACT PROJECTS CHAIR** shall be appointed by the President with approval of the 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 re-appointed by the President. The term of office for the committee members shall be for one year but may be extended if re-appointed 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, or reappoint the chair.
  
- IV. **GENERAL PURPOSE:** The purpose of the committee shall be to complete activities that will have a direct and positive community impact. Programming should include but not be exclusive to supporting SHAPE America initiatives. This requires developing a specific action plan with direction from the Leadership Council to ensure that activities are completed successfully 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 the 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 WAHPERD members for participation in Community

Impact projects.

5. If presenting, complete presentation proposal forms for the annual WAHPERD convention.
6. Write “thank you” notes to individuals presenting on any WAHPERD Community Impact Project.
7. Submit an article(s) to the Publications chair for each newsletter.
8. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.
9. At the conclusion of the chair’s term of office relinquish all electronic and paper documents 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 WAHPERD publications.
5. Identify recruitment contacts throughout the state.
6. Recruit physical educators to host community impact events i.e. Health Moves Minds.
7. Encourage WAHPERD membership and participation in any and all Impactful endeavors.

## **WAHPERD OPERATING CODE**

(In addition to the 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 Wyoming 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 WAHPERD.
  
- III. **COMMITTEE MEMBERS:**
  - A. Eligibility: Any member of the WAHPERD for three years are eligible to serve as a committee member.
  - B. How Selected: The Immediate Past-President of the WAHPERD 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 WAHPERD.
  
- V. **GENERAL DUTIES:**
  - A. Chair:
    1. Direct and be responsible for the 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 WAHPERD, 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.
    6. Notify each candidate selected for each vacant position
    7. Each candidate will submit a statement describing the qualities they will bring to the office and why they want to be a member of the WAHPERD Leadership

Council.

8. If the candidate is elected but is unable to serve, the committee shall contact the next person in order of preference for that particular office.
9. The committee prepares an electronic ballot for the open Leadership council positions.
10. The committee prepares an electronic ballot for the President-Elect position.
  1. Ballot tally will be calculated through electronic voting and results will be reported during the annual convention.
  2. The Nominations chair and committee members will present electronic ballot results to the Executive Director(s).
12. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.
13. At the conclusion of the chair's term of office relinquish all electronic and paper documents to the incoming chair.

B. Committee members:

1. Attend committee meetings via video conferencing.
2. Committee members should submit a list of at least two, and preferably four, candidates for each vacant leadership Council position.
3. Review electronic ballots with Nominations chair. Present results to the Executive Director(s).
4. Perform such duties as directed by the chair.

## **WAHPERD OPERATING CODE**

(In addition to the 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 Wyoming 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 a designated liaison of the council.
  
- III. **COMMITTEE MEMBERS:**
  - A. Eligibility: Must be a member of the WAHPERD.
  - B. How Selected: The chair shall be appointed by the President of the WAHPERD 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 re-appointed by the President. The term of office for the committee members shall be for one year but may be extended if re-appointed 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, or reappoint the chair.
  
- IV. **GENERAL PURPOSE:** The purpose of the committee shall be to promote, recruit and manage memberships for new and renewing members.
  
- V. **GENERAL DUTIES:**
  - A. Chair:
    1. Direct and be responsible for the work of the committee.
    2. Preside at committee meetings via video conferencing.
    3. Promote and recruit membership through campaign activities
    4. 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, Treasurer and Executive Director
    5. Utilize promotional materials provided by the national office.
    6. Keep informed of SHAPE America procedures relative to the Association's membership program and cooperate with the requests regarding membership



activities.

7. Deliver membership cards as members renew
8. Contact members for renewal one month prior to expiration. Membership expiring at convention time should be followed up immediately after the annual meeting.
9. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.
10. At the conclusion of the chair's term of office relinquish all electronic and paper documents to the incoming chair.

B. Committee members:

1. Attend committee meetings via video conferencing.
2. Perform such duties as directed by the chair.
3. In cooperation with the committee chair develop and carry out promotional and recruitment campaign activities
4. Take memberships at the annual convention. Assistance should be provided by WAHPERD members appointed by the convention manager.
5. Utilize promotional materials provided by the national office.
6. Keep informed of SHAPE America procedures relative to the Association's membership program and cooperate with the requests regarding membership activities.

## **WAHPERD OPERATING CODE**

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

### **Media (Publications, Social Media and Website)**

- I. **NAME:** The name of this committee shall be the Media Committee of the Wyoming Association for Health, Physical Education, Recreation and Dance.
- II. **ORGANIZATION:** The Media 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 WAHPERD.
  - B. How Selected: The chair shall be appointed by the President of the WAHPERD with approval of the Leadership Council. Committee members shall be selected by the 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 re-appointed by the President. The term of office for the committee members shall be for two year but may be extended if re-appointed 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, or reappoint the 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 WAHPERD. This information includes but is not exclusive to upcoming events, leadership council actions, national initiatives and state and national legislative actions. There will be ~~three~~ sub-committees of this committee which may include: Publications, Social Media and Website.
- V. **GENERAL DUTIES:**
- A. Chair:
    - 1. Direct and be responsible for the work of the committee.
    - 2. Preside at committee meetings via video conferencing.
    - 3. Maintain a file of all members of WAHPERD for electronic distribution.
    - 4. At the conclusion of the chair's term of office relinquish all electronic and paper documents to the incoming chair.
    - 5. The committee will prepare, publish and maintain the WAHPERD website, Facebook page and Twitter account.

6. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.

### **Publications Division:**

7. The editor of the Communicator assumes the duty of writing the newsletter and distribution.
8. Editing is not the responsibility of the chair, persons submitting articles must edit themselves.
9. Solicit, edit and post material from members and relevant contributors for the promotion of WAHPERD interests.
10. Acknowledge all contributions and manuscripts for publications.
11. Publish and distribute a minimum of three publications: one in the fall, preferably two months prior to the WAHPERD Conference and fall Leadership Council meeting; post conference, and a spring publication preferably one month 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 publications and other material of interest and value to the membership. Provisions should be made for a message by the President, President-Elect, Past- President and the Executive Director.
12. Consult with appropriate entities to include, but not exclusive of, the Executive Director and President for updates.
13. Notify the Leadership Council of unprofessional use of social media on behalf of WAHPERD. Any unprofessional use by an individual will result in a contact from the Leadership Council.
14. At the conclusion of the chair's term of office relinquish all electronic and paper documents, to include passwords, to the incoming chair.

### **Social Media Division:**

1. Post material from members and relevant contributors for the promotion of WAHPERD interests.
2. Notify the Leadership Council of unprofessional use of social media on behalf of WAHPERD. Any unprofessional use by an individual will result in a contact from the Leadership Council.
3. Post materials to promote and advocate for WAHPERD and the disciplines of Health, Physical Education, Recreation and Dance.
4. Ensure 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).

5. Ensure that all posting and chats (i.e.Voxer) are professional in nature and relevant to the business of WAHPERD.
6. 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.
7. At the conclusion of the chair's term of office relinquish all electronic and paper documents, to include passwords, to the incoming chair.

**Website Division:**

1. Post material from members and relevant contributors for the promotion of WAHPERD interests.
2. Website should be updated monthly.
3. Publish and distribute a minimum of three publications: one in the fall, preferably two months prior to the WAHPERD Conference and fall Leadership Council meeting; post conference, and a spring publication preferably one month 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 publications and other material of interest and value to the membership. Provisions should be made for a message by the President, President-Elect, Past- President and the Executive Director.
4. 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.
5. At the conclusion of the chair's term of office relinquish all electronic and paper documents, to include passwords, to the incoming chair.

## **WAHPERD OPERATING CODE**

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

### **RETIREE COMMITTEE**

- I. **NAME:** The name of this committee shall be the Retirees Committee of the Wyoming Association for Health, Physical Education, Recreation and Dance.
- II. **ORGANIZATION:** The Retiree 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 WAHPERD.
  - B. How Selected: The chair shall be appointed by the President of the WAHPERD 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 re-appointed by the President. The term of office for the committee members shall be for one year but may be extended if re-appointed 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, or reappoint a 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 WAHPERD in the area of retiree involvement. This committee will be inclusive of Archives and Necrology as well.
- V. **GENERAL DUTIES:**
  - A. Chair:
    1. Direct and be responsible for the 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 WAHPERD in the area of retiree involvement.. These efforts include but are not exclusive to promoting one or more convention programs and soliciting these programs from the retired members and submit articles for publication in the area of retiree involvement.
    4. If presenting, complete presentation proposal forms for the annual WAHPERD convention.

5. In the area of Necrology inform the Executive Director as you become aware of the death of members current or past.
6. At convention each year, read the obituary for each of these people.
7. In the area of Archives, keep a copy of convention programs and other important documents that contribute to the history of WAHPERD.
8. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.
9. 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.

## **WAHPERD OPERATING CODE**

(In addition to the 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 Wyoming 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 WAHPERD and a member of the WAHPERD.
  - 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 re-appointed by the chair.
  
- IV. **GENERAL PURPOSE:** The purpose of the committee shall be to oversee the compliance and maintenance of the WAHPERD Constitution and By-Laws.
  
- V. **GENERAL DUTIES:**
  - A. Chair:
    - Direct and be responsible for the work of the committee.
    - Preside at committee meetings via video conferencing.
    - Submit in written form all recommended changes in the Constitution or By-Laws to the Leadership Council.
      - a. Need approval from the Leadership council and membership for constitutional changes.
      - a. Need approval from Leadership Council for By-Law changes.
      - b. Need approval from Leadership Council for Operating Code duty changes.
      - c. All proposed changes must be published for the membership one month prior to the final vote.
      - d. Once Constitution, Bylaws and Operating Code changes have been approved, they must be published for the membership.
  4. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD

actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.

5. At the conclusion of the chair's term of office relinquish all electronic and paper documents 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.
7. All publication requests are approved by the Executive Director(s) before being published.
8. Notify the responsible party and update the website as material becomes outdated.
9. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.
10. At the conclusion of the chair's term of office relinquish all electronic and paper documents 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.



## **WAHPERD OPERATING CODE**

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

### **AD HOC COMMITTEE**

**NAME:** The name of this committee shall be determined by the need described by the Executive Committee and the Leadership Council of the Wyoming Association for Health, Physical Education, Recreation and Dance.

**II. ORGANIZATION:** The ad hoc committee will be responsible to the Leadership Council and report to the President that appointed them.

#### **III. COMMITTEE MEMBERS:**

- A. Eligibility: must be a WAHPERD member or have a vested interest in the project for which this specific ad hoc committee was created.
- B. How Selected: This committee is appointed by the President
- C. Term of Office: The term of office for any ad hoc committee will be until the project is completed or the Executive Committee or Leadership Council deems the committee is no longer necessary

**IV. GENERAL PURPOSE:** The purpose of the committee shall be determined by the President to reflect the tasks for which this committee was established.

#### **V. GENERAL DUTIES**

##### **A. Chair:**

- 1. Direct and be responsible for the work of the committee.
- 2. Preside at committee meetings via video conferencing.
- 3. In cooperation with the President the chair will determine the duties of the ad hoc committee
- 4. Delegate duties to committee members
- 5. Before the mid-year and year-end council meeting each Leadership Council member shall complete a google form report detailing their WAHPERD actions and activities. This report must be completed 7 days prior to the Leadership Council meeting.

##### **B. Committee Members**

- 1. Attend committee meetings via video conferencing.
- 2. Perform such duties as directed by the chair to meet the specific needs of the committee as established by the President.

## **ADDENDUM - STANDING RULES**

- 2017 Accepted an updated Operating Code book for WAHPERD to reflect the restructuring of the organization.
- 2019 Structure and Function committee cleaned up sentence structure, typing errors and clarifying structure explanations