

# **OAHPERD**

## **Manual of**

### **Key References**

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***OAHPERD***

*OKLAHOMA  
ASSOCIATION FOR  
HEALTH,  
PHYSICAL EDUCATION  
RECREATION & DANCE*



**Revised/Printed 011/10**

**OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE**

**MANUAL OF KEY REFERENCES TABLE OF CONTENTS**

**Section I** .....

- p 2 - Terms for Committee and Position Appointments**
- p 3 - Organizational Chart**
- pg 4-5 - Time Lines**

**Section II** .....

- p 6-12 Constitution and By-Laws**
- p 13-15 Policies and Procedures**
- p 16-18 Investment Policy**
- p 19-20 General Principles of Parliamentary Procedure**
- p 21 Table of Motions**

**Section III** .....

- p 22 Operating Codes Table of Contents**
  - Executive Committee Codes**
  - Board of Directors' Codes**
  - Advisory Council Codes**

**Section IV** .....

- Standing and Special Committee Codes**

**Section V** .....

- p 51 Awards Criteria and Application**
- p 52-58 Scholarships**
- p 59-60 Adapted**
- p 61-66 TOYs**

**Section VI**.....

- p 67 Appendix**
  - p 68-71 Executive Director Evaluation and Form**
  - p 72 Motion and Amendment Form**
  - p 73 Board Report Forms**
  - p 74-75 Statement of Candidacy Form and Personal Data Sheet**
  - p 76 Voucher Reimbursement Forms**

**OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE**

**Terms for Committee and Position Appointments**

***Position Appointments***

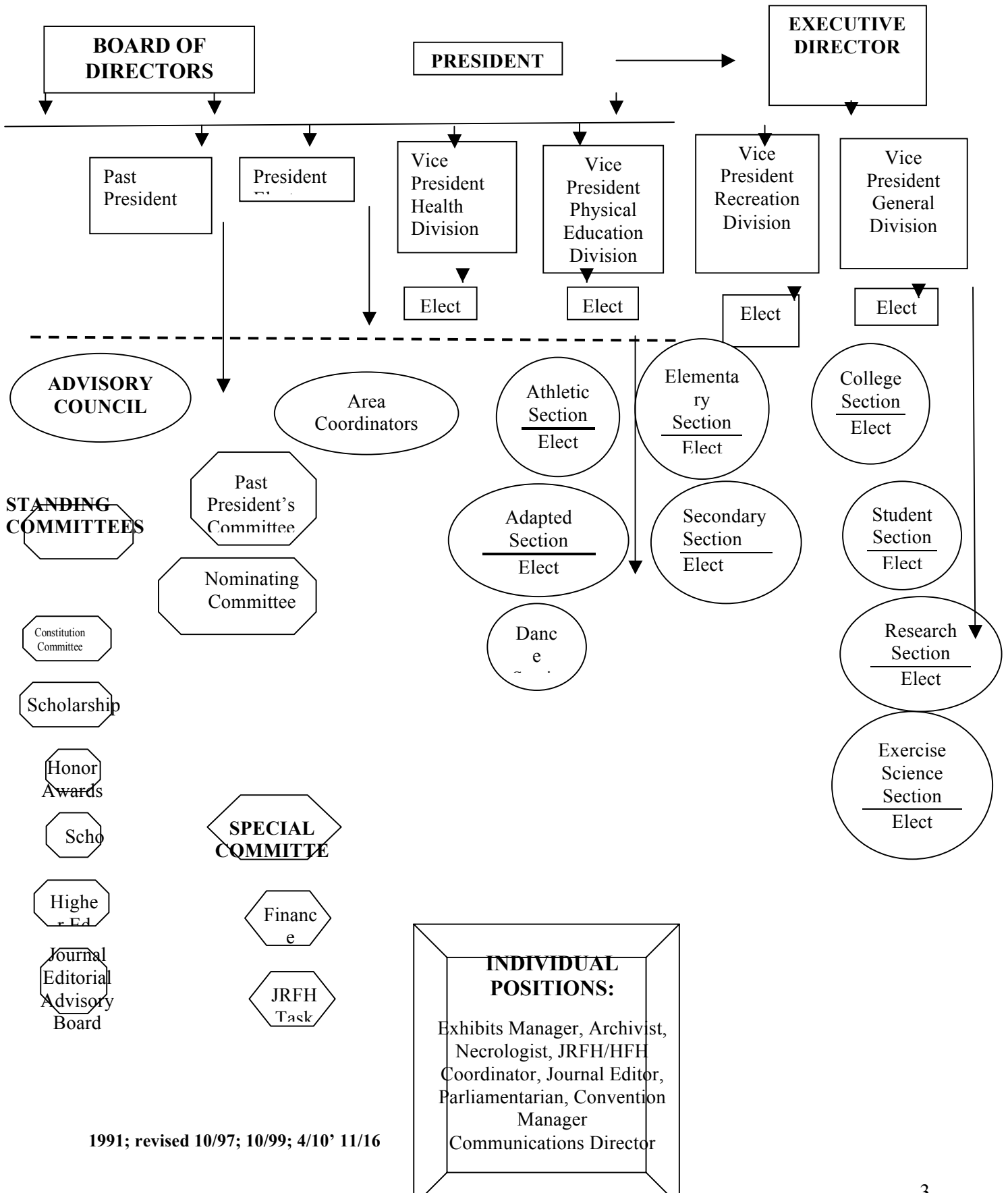
Archivist	annually at the convention, continuing appointment
Area Coordinators	annually at the convention, may be reappointed
Exhibits Manager	annually
Convention Manager	3 years
Journal Editor	3 years
Jump Rope/Hoops for Heart Chair	3 years
Necrologist	3 years
Parliamentarian	annually to be Past President (not immediate)

***Committee Appointments***

Constitution Standing Committee	3 members; Chairman- 3 yr. term- must be Past President; members term 3 yrs with one rotating off each year
Finance Advisory Special Committee	Executive Committee (President, President-Elect, Past President), 2 Past Presidents and 1 member at large (2 yr. terms)
Honor Awards Standing Committee	5 members – 3 year terms; new appointment each year, may serve consecutively; past recipients of the Honor Award.
Journal Editorial Advisory Board Standing Committee	5 members; Journal Editor – Chairman, 3 yr term; members appointed by Editor for 1 yr, may be continuing.
JRFH Task Force Special Committee	5 members representing each area of the state; Coordinator- 3 yr term; members 1 year appointment (Area Coordinators)
Nominating Standing Committee	7 members; Chairman – Past-President (Immediate) 3 Past Presidents and 3 members at-large; 1 yr appointment no later than December 1.
Past Presidents Standing Committee	Chairman – immediate Past-President, active Past Presidents
Betty Abercrombie Scholar Award Standing Committee	5 members; 3 yr terms; recipients will Chair on year following scholar address; 1 other past recipient, 3 at-large; 1 member at-large and 1 past recipient rotate annually.
Virginia Peters Higher Education Award Standing Committee	5 members; VP General, Chairman; VP-Elect General, College Section Chair & Elect, most recent award recipient
Scholarship Standing Committee	5 members; Chairman- 3 yr term; members- 2 yr appointment, with 2 rotating off each year; no consecutive terms; members from universities recommended

Revised 10/97; 10/99; 1/2001; 11/10

# OASPERD ORGANIZATIONAL CHART



1991; revised 10/97; 10/99; 4/10' 11/16

## TIME LINES

October	<p>Convention Manager...annual convention; final convention statement to Executive Director;          Convention summary to Journal Editor</p> <p>President...preside at convention; annual report to Board; submit financial report to          Journal; appoint at-large members to ASP committee</p> <p>Executive Director...coordinate convention registration</p> <p>Past President...chair Past Presidents' meeting at convention</p> <p>Vice-Presidents...chair Division meetings at convention; announce award recipients</p> <p>Section Officers...preside at section meetings at convention</p> <p>Section Chair and chair-elect...written report to Board</p> <p>Scholarship Committee...return ballots (1<sup>st</sup> Friday); announce recipients at convention</p> <p>Constitution Committee...chair of committee reports to membership at business meeting</p> <p>Honor Awards Committee...submit resumes to Journal; announce recipients</p>
November	<p>President notifies <del>NASPE</del> &amp; SDAASPERD of award recipients</p> <p>President...appoint Nominating committee; all other appointments</p> <p>President...prepare President's Message for Journal</p> <p>President-Elect...report activities to the Journal</p> <p>Executive Director...committee audited account of receipts and disbursements;          Prepare membership directory; prepare annual budget</p> <p>Vice-Presidents...report of Division activities for publication in the Journal</p> <p>Section Officers...written report to Journal</p> <p>Area Coordinators...written report to Journal</p> <p>Scholar Award Committee...nomination form to Journal.</p>
December	<p><del>Executive Director...Newsletter</del></p> <p>Journal Editor... Journal published and distributed</p>
January	<p>President &amp; Convention Manager...convention planning – prepare and submit to Executive          Board - Information relative to convention format</p> <p>Vice-Presidents...reports; plan convention programs</p> <p>Committee Reports</p>
February	<p><del>Executive Director... Newsletter</del></p>
March	<p><b>Journal Deadline</b></p> <p>President... Message to Journal; Honor Award – to journal: solicit nominations,          qualifications for award, list of previous recipients, name and address of chair &amp; other          members of committee; Betty Abercrombie Scholar Award – to journal: announcement and          criteria</p> <p>President-Elect... Journal report</p> <p>Vice-Presidents...report of Division activities to Journal</p> <p>Section Officers &amp; Area Coordinators... written report to Journal</p>
April	<p>1...Nominations for Scholar Award (committee chair)</p> <p>Journal Editor... Journal published and distributed</p> <p>Vice-Presidents...secure convention programs</p> <p>Section Officers &amp; Area Coordinators...secure convention programs</p> <p>Nominating Committee...solicit nominations from membership prior to June 1          30...deadline for TOY nominations</p>

May 1...Scholar Award nominees send vitae to chair  
5...Scholar Award applications to committee  
15...Committee return Scholar Award rankings  
Section Officers...secure nominees (2) for Section officers  
Constitution Committee...proposed amendments (90 days)  
Executive Director... **Newsletter**  
30...deadline for nominees to return TOY applications

June President-Elect's Conference  
1...Scholar Award...President notified of award recipient  
1...Honor Award...Nominations to Chair  
1...Nominating Committee seeks nominees – Past-President, chair  
Vice-Presidents...Award recipients selected (TOY, Recreation, and Health)

July **Newsletter**  
Area Coordinators...annual report to President-Elect (prior to Aug.1)  
Nominating Committee...submit list of nominees to committee

August Convention Manager & President...Convention Program finalized  
15...Convention Manager...Convention Program finalized to Journal Editor  
Final report Nominating Committee (60 days prior to convention)

September 1...Scholarship Chair Scholarship Applications to Department Chairs  
1...Nominating Committee presents candidates  
3<sup>rd</sup> Friday...Applications returned to Scholarship Chair  
15...Honor Awards Chair notifies Executive Director of recipients  
15...Candidates to Membership  
Constitution Committee submits amendments to President-Elect for Board meeting  
Executive Director...Plan, organize and direct membership promotion  
Journal Editor...**Fall Journal (Pre-convention publication)**

**Constitution and By-Laws**  
**Oklahoma Association for Health, Physical Education, Recreation and Dance**  
(Revised 2010)

**The Constitution**  
**Preamble**

The Oklahoma Association for Health, Physical Education, Recreation, and Dance is dedicated to promoting the organization of school, community and state programs of health, physical education, recreation and dance which will embody maximum opportunities and will ensure the inclusion of excellent programs within the best philosophical and social context of American life.

**Article I**  
**Name**

The name of the organization is the Oklahoma Association for Health, Physical Education, Recreation and Dance.

**Article II**  
**Aims**

The aims of the Association are:

- (a) to promote an intelligent interest in health, physical education, recreation, dance and athletics
- (b) to acquire and disseminate accurate information
- (c) to aid in the development and promotion of quality programs for all levels of the participants' needs
- (d) to advance the standards of teaching and coaching in Oklahoma
- (e) to coordinate the professional interests and efforts in health, physical education, recreation, dance, and athletics and related areas as specified by the Association.

**Article III**  
**Organization**

The Association will be organized as follows: Four divisions - The Division of Health, the Division of Physical Education, the Division of Recreation, and the General Division, and various sections as provided for in the by-laws.

**Article IV**  
**Memberships**

Paragraph 1.

The Association shall promote and urge its members to join and actively participate in SHAPE America.

Paragraph 2.

The Association will consist of members as hereinafter provided.

**Article V**  
**Government**

- (1) The business of the Association will be conducted by the Board of Directors and the General Assembly, each constituted as hereinafter provided and with voting privileges as hereinafter provided.
- (2) Operating codes shall govern the conduct of the officers and the standing committees of the Association.
- (3) Operating codes shall identify the purposes, organization, duties and responsibilities of each of the officers and standing committees of the Association and will not be in conflict with the Constitution and By-Laws of the Association.

**Article VI**  
**Meetings**

The Association shall conduct an annual convention and special meetings as hereinafter provided.

**Article VII  
Awards and Citations**

Honor Awards and Citations may be given for meritorious service.

**Article VIII  
Publications**

The official publications of the Association are the Oklahoma Association for Health, Physical Education, Recreation, and Dance Journal and the OAHPERD Newsletter.

**Article IX  
Amendments**

The Constitution may be amended by a two-thirds vote of the members present at the regular annual Convention, provided the proposed amendment has been submitted to the Board of Directors at least sixty days previous to said Convention and to the membership at least thirty days prior to the Convention. Amendments are to be published after adoption.

The Constitution may be amended by mail vote. Proposed amendments must be submitted in writing to the Board of Directors. The Board of Directors shall publish proposed amendments to the professional membership thirty days prior to the vote on said amendments. A mail vote will be taken. Acceptable votes must be postmarked before or on the deadline date. Decision will be determined by a simple majority of votes cast. **(approved 10/97)**

**BY-LAWS**

**Article I  
Membership**

**Section 1.**

Memberships in the Association will be designated as professional, student, emeritus, retired or associate.

**Section 2.**

Professional members will consist of all persons engaged in one or more of the following: health, physical education, recreation, dance or athletics.

**Section 3.**

Student members, undergraduate or graduate, must be attending institutions of higher learning and preparing for work in the areas of the Association. In addition, a graduate student member must meet the following qualifications:

- (a) be enrolled during the academic year as a full time graduate student as defined by the institution, and
- (b) be approved by the department chairman or major graduate advisor.

**Section 4.**

Emeritus memberships are granted, upon written application, to a person who has met the following qualifications:

- (a) has been a professional member in good standing for 25 years;
- (b) has been retired from full time professional employment; or
- (c) has been a professional member for 10 years, and has had to retire because of disability.

Emeritus members are eligible, without dues, to participate in Association matters with the exception of holding state elective office.

**Section 5.**

Retired memberships are granted, upon written application, to a person who has met the following qualifications:

- (a) has been a professional member in good standing for a minimum of 10 years, and;
- (b) has retired from full time professional employment.



**Section 6.**

Associate memberships are granted to persons not professionally engaged in health, physical education, recreation, or athletics but interested in the support of these programs.

**Section 7.**

The Board of Directors, at its discretion, shall set and make changes as deemed necessary, the amount of annual dues of OAHPERD. **(approved 10/92)**

**Article II  
Officers**

**Section 1.**

The officers of the Association shall consist of the Past President, President, President-Elect, four Vice-Presidents, and four Vice-Presidents-Elect, representing respectively; Physical Education, Health, Recreation, and the General Divisions.

**Section 2.**

The President will chair the meetings of the Assembly and the Board of Directors. The President will appoint members of committees and be an ex-officio member of all committees. The President will fill vacancies of unexpired terms by appointment except those hereinafter provided.

**Section 3.**

The president - elect will automatically succeed to the office of the president at the conclusion of the next regular convention. The president-elect will act for the president, and, in case of the president's death, resignation or departure from the state, will succeed the president for the unexpired term, and then shall serve the term for which he/she was elected.

**Section 4.**

The office of president-elect, which was vacated by the procedure in Article II Section 3, shall then be filled by presidential appointment with board approval. The term of the appointment is for one year or the remainder of the unexpired term.

**Section 5.**

In the event a vacancy occurs in the office of the immediate past president, the president shall request, in sequence of recency, a past president to carry out the duties of the office.

**Section 6.**

Vice-Presidents will represent the interests of their respective Divisions on the Board of Directors. The Vice-Presidents in the order named in Article II, Section 1, will act as temporary chair for the President and President-Elect in their absence.

**Section 7.**

The Vice-Presidents-Elect act for their respective Vice-Presidents in their absences, and in case of vacancies in office will succeed them for the unexpired term or terms. They shall automatically succeed to their respective offices of Vice-President at the conclusion of the next regular Convention.

**Section 8.**

If a vacancy occurs in the office of vice president-elect, the president shall appoint with board approval a member of the Association who has previously served in an elected capacity as a board or council member to fill the unexpired term. The term of the appointment is for one year or for the remainder of the unexpired term.

**Section 9.**

The Executive Director of the Oklahoma Association for Health, Physical Education, Recreation, and Dance is an administrative officer of the Association. The Executive Director's function shall be to provide leadership, continuity, and stability for the Association in all of its operations. The Executive Director shall be appointed for three years by the Board of Directors of the OAHPERD and be responsible to the Board of Directors. Duties and responsibilities shall be assigned to the Executive Director by the Board of Directors. The executive director is a nonvoting member of the Board of Directors.

**Section 10.**

**Election of Officers:**

The nominating committee shall name the full slate of officer candidates for consideration of the membership. Names will be solicited by the nominating committee from the officers of the Health, Physical Education, Recreation and General Divisions. The committee shall prepare a slate which will include one name per office for each of the offices of President-Elect, Vice President-Elect of all divisions, and Section Chairs Elect. In the event the respective divisions fail to submit candidates to the nominating committee, the nominating committee shall have the privilege of naming the full slate for consideration of the membership. Election shall be by mail ballot of all professional members. Each professional shall be provided with a ballot with the candidates listed for each office and a biographical sketch of each candidate. Ballots and biographical sketches, prepared by the nominating committee, must be distributed to the members at least thirty days prior to the annual Convention. Ballots are to be returned to the Chairperson of the nominating committee prior to the assembly business meeting at the annual Convention with the results being announced at an assembly meeting of the Convention.

**Article III  
Board of Directors**

**Section 1.**

The Board of Directors shall consist of the President, the President-Elect, the four Vice-Presidents, the four Vice-Presidents-Elect, the Executive Director and the immediate Past-President.

**Section 2.**

It will be the duty of the Board of Directors to initiate and transact all business necessary for the conduct of the Association except as provided in Article IV, Section 2.

**Section 3.**

The Executive Committee shall consist of the President, President-Elect, immediate Past-President and the Executive Director. The Executive Committee will perform such duties between meetings of the Board of Directors as the Board may authorize and provided that none of the actions shall exceed the authority granted by the Board.

**Section 4.**

The Advisory Council shall consist of the Archivist, Necrologist, Journal Editor, Convention Manager, Exhibits Manager, State Liaison of National Committees, the Chair of each Standing Committee, the Chair and Chair-Elect of each Section of the Oklahoma Association for Health, Physical Education, Recreation and Dance, the Area Coordinators, and representatives of allied agencies upon approval of the Board of Directors.

**Section 5.**

The Advisory Council shall meet with the Board of Directors at the invitation of the President and shall submit recommendations pertinent to the groups which they represent.

**Article IV  
Assembly**

**Section 1.**

The Assembly shall consist of the professional members of the Association.

**Section 2.**

It shall be the duty of the Assembly to effect all changes in the Constitution and By-Laws; to elect the officers; to initiate such business as it deems necessary and to conduct other business as hereinafter provided.

**Section 3.**

The business meeting of the Assembly shall be held at the annual Convention.

**Section 4.**

At the annual business meeting those members present shall constitute a quorum.

## **Article V Divisions and Sections**

### **Section 1.**

The term "Division" refers to general professional areas of interest. The term "Section" refers to specific professional areas of interest within a Division.

### **Section 2.**

Sections include Adapted Physical Education, Athletics, College, Dance, Elementary Physical Education, Exercise Science (approved 10/06), Research, Secondary Physical Education, and Student.

### **Section 3.**

New Sections may be formed, Sections may be re-formed, or Sections may be discontinued upon recommendation of the Board of Directors and a majority vote of the General Assembly at the annual Convention. Individuals or groups wishing to form new Sections or change existing Sections must make written application to the Board of Directors and provide the Section with written notice of such intended action thirty (30) days or more before the meeting at which such action is contemplated.

### **Section 4.**

Sections shall be allocated to a Division of the Association by vote of the Board of Directors. Each Section shall have the right to fix the qualifications of its members, providing such action does not violate this Constitution and By-Laws or the best interests of this Association.

### **Section 5.**

Each section shall present or co-sponsor yearly a program in connection with the annual Convention of this Association. Meetings of each Section may be attended by any member of the Association.

### **Section 6.**

The Section Chair-Elects for Adapted Physical Education, Athletics, College, Dance, Elementary Physical Education, Exercise Science (approved 10/06), Research and Secondary Physical Education will be elected in accordance with the By-Laws, Article II, Section 10. Election shall be by mail ballot of all professional members. Each professional shall be provided with a ballot with the candidates listed for each office and a biographical sketch of each candidate. Ballots and biographical sketches, prepared by the nominating committee, must be distributed to the members at least thirty days prior to the annual Convention. Ballots are to be returned to the Chairperson of the nominating committee prior to the assembly business meeting at the annual Convention with the results being announced at an assembly meeting of the Convention. The Student Section Chair-Elect shall be a student selected from the College/University of the Chair-Elect of the College Section. **(approved 2005)**

### **Section 7.**

If for any reason the Chair is unable to serve, the Chair-Elect shall serve the unexpired term and shall also succeed to the regular term of office.

### **Section 8.**

In the event that a vacancy occurs in a Section office other than that of the Chair, the President shall appoint someone to serve until the next official meeting.

### **Section 9.**

Organization and methods of procedure for Divisions and Sections shall be set forth in writing in their respective Operating Codes.

### **Section 10.**

The State will be divided into five areas using I-35 to divide the state east and west and I-40 to divide the state north and south. The following areas will be constructed: northeast, southeast, southwest, northwest, and metro (includes Canadian, Cleveland, and Oklahoma Counties). Each area will have an area coordinator appointed by the President of OAHPERD. The term of office shall be one year and shall run concurrently with the President making the appointment

**Article VI**  
**Representative in Representative Assembly at National Conventions**

**Section 1.**

The President shall be the Association's representative to the Representative Assembly of the National and District Alliances.

**Section 2.**

The Executive Director shall be the first additional Representative to the Representative Assembly of the National and District Alliances. The President-Elect shall be the second additional Representative to the Representative Assembly of the National and District Alliances.

**Section 3.**

When the State membership in the National and District Alliances allows additional representatives in the Representative Assembly, they shall be appointed by the President.

**Article VII**  
**Committees**

**Section 1.** Standing Committees of the Association will be:

- |                           |   |
|---------------------------|---|
| 1. Constitution           | 5. Past Presidents                              |
| 2. Honor Award            | 6. Betty Abercrombie Scholar Award              |
| 3. Journal Advisory Board | 7. Scholarship (10/99)                          |
| 4. Nominating             | 8. Virginia Peters Higher Education Award ('08) |

**Section 2.**

Special Committees of the Association may be appointed by the President.

**Section 3.**

Each Committee must make a written annual report and present it to the Board of Directors. Membership of committee shall be listed on the report.

**Article VIII**  
**Rules of Order**

Questions of procedure not covered by this Constitution and By-Laws shall be decided in accordance to Roberts' Rules of Order.

**Article IX**  
**Amendments**

The By-Laws may be amended by a two-thirds vote of the members present at the regular annual Convention, provided the proposed amendment has been submitted to the Board of Directors at least sixty days previous to said Convention and to the membership at least thirty days prior to the Convention. Amendments are to be published after adoption.

The By-Laws may be amended by mail vote. Proposed amendments must be submitted in writing to the Board of Directors. The Board of Directors shall publish proposed amendments to the professional membership thirty days prior to the vote on said amendments. A mail vote will be taken. Acceptable votes must be postmarked before or on the deadline date. Decision will be determined by a simple majority of votes cast. **(approved 10/97)**

**Article X**  
**Special Meetings**

Special meetings of the Association may be called at the discretion of the President and the Board of Directors.

## Article XI

### 1. Fiscal Year

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

### 2. Disposal of Assets

Upon dissolution, all of the assets of the Association shall be turned over to such nonprofit 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.

### 3. Restriction on Activities

No part of the net earnings of the Association shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or without limitation, any other private 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 worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; 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 purposes other than the objectives hereinbefore 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 state 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 deduction for their contributions to the Association, and the Alliance 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.

No part of the net earnings of the Association shall be used for the benefit of, or to the advantage of any member, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other private individual. No part of the net earnings shall be used for the benefit of any corporation or organization in which any private individual might benefit, or in which a substantial part of the activities of such corporation or organization is the carrying on of propaganda or otherwise attempting to influence legislation, provided that this restriction shall not prevent payment of reasonable compensation for services actually rendered to or for the Association in effecting its purpose.

## POLICIES AND PROCEDURES

(revised 2010)

### I. BOARD/COUNCIL MEETINGS

- A. Liaisons from various cooperative agencies and groups (i.e State Department of Education; OEA) to the OAHPERD Board/Council may be invited at Presidential discretion to attend Board and/or Council meetings. (Board 4/90)
- B. Attendance policy for elected officers of the Association... **pending.**

### II. CONVENTION

- A. OAHPERD members wishing to exhibit programs, products or services at the Convention must make application to the Board and upon approval will be granted the reduced fee of set-up cost plus \$20. (Board 4/90)
- B. Co-professional groups wishing to exhibit programs, products or services at the OAHPERD convention may do so for the set-up fee cost plus \$20. (Unless a written reciprocal agreement exists. (Board 9/89)
- C. The Executive Director is responsible for the purchase of all OAHPERD Awards. Officers and committee chairs are to notify the Executive Director immediately following the selection process. (Board 1/90)
- D. State Association members from other states are extended the privilege of payment of the registration fee only. (Board 9/89)
- E. Non-members having limited or no membership potential may be invited to participate in the annual convention and not required to become a member or register for the convention. (4/90)
- F. Convention registration fees are waived for all retired professionals. (1/91)

### III. CONVENTION PROGRAM

- A. Oklahoma residents accepted as a convention speaker, panelist, or participant in the convention program and who are involved in the discipline must be an active member of OAHPERD. Members of the Association must register for the convention. (4/90)
- B. Individuals (except for keynote speakers) are limited to two presentations at the convention. An individual may, in addition, be part of a discussion group or panel, which is coordinated by another person. (4/90)

### IV. DELEGATES

- A. SD SHAPE America Leadership Conference delegates, when possible, should include those persons serving the Association in an elect capacity. Exceptions might be when specific programs are planned requiring certain officers to attend. (4/90)
- B. The Oklahoma student major representative to SD SHAPE America will be selected by the Scholarship Committee from the pool of OAHPERD scholarship candidates. (5/92)

### V. ELECTIONS

- A. Election of Board and Council members shall be by a **mail** ballot of all professional members. For details refer to the Constitution and By-Laws, Article II, Section 10. (approved 10/03) Election of Officers and Article V Section 6. Divisions and Sections. (The latter approved 10/97)
- B. In addition to submitting a biographical sketch specified in the Operating Code, the candidate for President-Elect shall submit a message to the membership expressing their goals and intentions if elected. This message will be printed in the pre convention Journal or Newsletter or in the ballot material. (4/90)

- C. A term of office on the OAHPERD Board/Council must be completely fulfilled prior to assuming a new office in the Board/Council. (4/90)
- D. In addition to those criteria listed in the Operating Code of the Nominating Committee, candidates for President-Elect shall have served the Association in the capacity of Vice-President of a Division prior to being considered as a possible nominee. (4/90)
- E. Current membership in SHAPE America is required of candidates for Board positions and recommended of candidates for Advisory Council positions. (1/91)

## VI. MEMBERSHIP

- A. The Association shall not give away free, active membership to anyone except emeritus members. (4/90)

## VII. OFFICERS

- A. Members shall not hold more than one committee assignment unless otherwise stipulated in the Operating Code for that committee. (4/90)
- B. Board of Directors and Advisory Council members shall not serve the Association as a member of a standing committee (unless stipulated in the Operating Code) while currently serving the Association in an elected or appointed position. (4/90)
- C. Executive Director... (revised 4/98)

### Appointment/Reappointment

1. The Executive Director shall be appointed by and responsible to the Board of Directors of OAHPERD for a minimum period of three years and may succeed himself/herself any number of times if approved by the Board of Directors. (Operating Code, 1988)
2. The Executive Director prior to appointment/reappointment shall prepare documentation for the Board of Directors.
3. The Board of Directors prior to reappointment of the Executive Director shall have conducted a formal evaluation.
4. In the event the Executive Director wishes to terminate the appointment, the Board of Directors shall conduct a formal search to fill the vacancy.

### Evaluation Process

1. The evaluation of the Executive Director will take place annually as stated in the policies/procedures.
2. The first year of the three-year term will begin on November 15th (fiscal year)
3. The Board of Directors will complete the evaluation instrument only the 2nd and 3rd year of the three-year term.
4. The written report by the Executive Director will occur each year and be submitted to the Board of Directors three weeks prior to the September Board Meeting. The report will specifically address the role and/or accomplishments related to the items under each of the headings in the evaluation instrument i.e. communication, fiscal accounting, record keeping etc. Also the report will address short range and long-range goals, objectives, and direction of the Association.
5. The first year of the three-year term evaluation will include the Executive Director's written report only. The written report will be mailed to the Board of Directors prior to the September meeting. The Board will discuss the written report and make a decision regarding the evaluation. The Executive director

will be available to answer any questions if necessary. The Board will then meet with the Executive Director to notify him/her of a decision. (Note: at least 2/3 of the Board of Directors must be present before a decision is made regarding the Executive Director's evaluation.)

6. The second year of the three-year term the evaluation process will include the Executive Director's **written report and the evaluation instrument** completed by the Board of Directors. The Board will be mailed the written report and the instrument to complete prior to the September meeting. At the September meeting, the Board (at least 2/3 of the Board must be present before a decision is made) will meet to discuss and make a decision regarding the evaluation. The Executive Director will be available to answer any questions if necessary. After a decision has been made the Board will then meet with the Executive Director to notify him/her of a decision.

7. The evaluation process will be the same each year of the three-year term even for the person succeeding herself/himself.

**(revised April, 1998)**

X. SELECTION OF TEACHERS OF THE YEAR, RECREATION PROFESSIONAL OF THE YEAR, HEALTH EDUCATOR OF THE YEAR, AND ADAPTED PHYSICAL EDUCATION TEACHER OF THE YEAR

A. The Vice-President and Vice-President Elect of the Physical Education Division shall serve as the chair of the OAHPERD Teacher of the Year Selection Committees.

1. The Vice-President of Physical Education shall chair the Elementary TOY committee. The committee shall include the chair and chair-elect of the Elementary section and the two most recent recipients of the Award.

2. The Vice-President-Elect of the Physical Education shall chair the Middle and Secondary TOY Committee. The committee shall include the chair and chair-elect of the Middle and Secondary section and the two most recent recipients of the Award.

B. The Vice-President of Recreation shall chair the Recreation Professional of the Year committee. The committee shall include the Vice-President Elect of Recreation and the two most recent recipients of the award.

C. The Vice-President of Health shall chair the Health Education Professional of the Year committee. The committee shall include the Vice-President Elect of Health and the two most recent recipients of the award. (11/90)

D. The Adapted Section Chair shall chair the Adapted Physical Education Teacher of the Year committee. The committee shall include the Adapted Chair Elect, the Vice-President of Physical Education, and the two most recent recipients of the award. (12/05)



# Oklahoma Association for Health, Physical Education, Recreation and Dance

## Investment Policy Statement

### I. General

#### Introduction

The purpose of this Investment Policy Statement is to provide guidelines for the investment of funds held by the Oklahoma Association for Health, Physical Education, Recreation and Dance (OAHPERD). It serves as a framework within which to achieve the desired investment results at an acceptable level of risk. The Investment Policy Statement allows substantial discretion in asset allocation and diversification for the purposes of increasing investment returns or reducing risk exposure.

The funds of OAHPERD shall be held in two separate investment pools: (1) the Operating Fund and (2) the Long Term Investment Fund. The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of OAHPERD in a timely manner. The purpose of the Long Term Investment Fund is to provide funding for long-term projects and to meet emergencies.

The Association shall have in place a special committee of the association called the Finance Advisory Committee. The committee will be composed of the Executive Committee (Executive Director is ex-officio) and two Past Presidents. The term of office for each Past President shall be two years. The Past Presidents will be selected by the President and endorsed by the Board of Directors.

#### Responsibilities

**Selection of Investments** – The Executive Director, in consultation with a financial advisor and the Finance Advisory Committee, has discretion to select investments, mutual funds and money managers as needed. The Executive Director may temporarily invest outside of the asset allocation percentages outlined herein, providing prior approval is obtained from the Finance Advisory Committee Chair or President.

**Reporting** – The Executive Director shall prepare semiannual reports to the Executive Committee, the Finance Advisory Committee, and the Board of Directors. The Operating Fund Report will include a schedule of investment, interest income year-to-date, and current yield. The Long Term Investment Fund Report shall contain a schedule of holdings, asset class percentages, performance compared to objectives and performance compared to the appropriate index.

**Disbursement of Funds** – The Executive Director has discretion over withdrawals from the Operating Fund. The approval of the Finance Advisory Committee is required for disbursements from the Long Term Investment Fund.

**Changes to Investment Policy Statement** – The Executive Director and the Finance Advisory Committee shall review the Investment Policy Statement annually and recommend changes as necessary. The Board of Directors will have final approval on any changes to the policy.

#### Funding

**Long Term Investment Fund** – The target size of the Long Term Investment Fund is the equivalent of the operating budget for one year. To accomplish this goal, a line item on OAHPERD's annual budget should provide that from 1 to 5 percent of the budget be placed in this fund. This amount can be comprised of both investment income and additional savings. The actual percentage used will be established by the Finance Advisory Committee/Budget Subcommittee and approved by the Board of Directors during the annual budget approval process.

**Operating Fund** – Dollars not specifically designated for the Long Term Investment Fund will be placed in the Operating Fund.

## **II. Operating Fund**

### **Investment Objectives**

The investment objectives of the Operating Fund, in order of importance, are as follows:

1. Preservation of capital
2. Liquidity
3. Optimization of return

### **Allowable Investments**

In keeping with its investment objectives, the investments for the Operating Fund should be short-term in nature, liquid, and low risk. The following investments may be used:

- Federally insured Certificates of Deposits (not to exceed \$100,000 per institution)
- Bankers Acceptances from any US Bank rated B or better by Thompson Bank Watch Service
- Direct obligations of the US Government, its agencies, and instrumentalities
- Federal agency discount notes
- Repurchase agreements
- Commercial paper rated A1/P1
- Interest bearing checking accounts in federally insured banks and savings and loans not to exceed federally insured amounts
- Money market funds

No more than 3 months operating expenses shall be kept in interest bearing checking accounts and money market funds, in total.

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

## **III. Long Term Investment Fund**

### **Investment Objectives**

The concern of the Long Term Investment Fund is primarily one of long-term appreciation of assets. However, recognizing that short-term market fluctuations will cause variations in account performance, the expectations of the account will be to achieve the following objectives over a 3 to 5 year period.

1. The total return of the portfolio should exceed the increase in the Consumer Price Index by an average of 3 percent annually.
2. The portfolio should be invested to minimize the likelihood of low negative total returns, defined as any one-year return worse than negative 5 percent.

### **Allocation of Assets**

Recognizing that diversification is fundamental to the management of risk, regardless of the level of safety an individual investment offers, the Executive Director and the Finance Advisory Committee will insure that the assets of the Long Term Investment Fund fall within the following allocations:

CASH EQUIVALENTS	5 to 25 percent
EQUITIES	0 to 50 percent
US large capitalization	0 to 50 percent
US small capitalization	0 to 15 percent
International (excluding emerging markets)	0 to 15 percent
FIXED INCOME	10 to 100 percent
US government notes and bonds	15 to 45 percent
US corporate notes and bonds (investment grade)	15 to 45 percent
International bonds and notes	0 to 15 percent

### **Allowable Investments**

**Cash Equivalents** – The cash equivalent portion of the portfolio may be invested in any or all of the investments allowed for the Operating Fund.

**Equities** – The portion of the portfolio invested in equities should be representative of the overall stock market and is expected to outperform the S & P 500 index (net of fees) over a 5-year period. To ensure diversification, mutual funds will be the predominant investment vehicle for equities. Permissible equity investments are as follows:

- U.S. large capitalization stocks or mutual funds (over \$1 billion)
- U.S. small capitalization stocks or mutual funds
- Stocks of foreign corporations

**Fixed Income** – The weighted average maturity of the fixed income portfolio must be 7 years or less. Individual securities and mutual funds may be used. Permissible fixed income investments are:

- Any investment allowed in the Operating Fund
- Foreign government and foreign corporate notes and bonds
- U.S. corporate notes and bonds

### **Prohibited Investments**

The following investments are prohibited:

- Private placements
- Initial public offerings
- Letter Stock, except where OAHPERD already owns common or preferred stock in a company which subsequently distributes letter stock to its stockholders
- Options, commodities, currencies and futures except where incidental to the primary positioning of a portfolio or to preserve principal
- Short selling
- Trading on margin
- Individual stocks centered in products counter to healthy living

## GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE

Every member should be familiar with the following simple rules and customs.

- A. All members have equal rights, privileges and obligations.
- B. Full and free discussion of all motions, reports, and other items of business is a right of all members.
- C. Only one question can be considered at a time.
- D. Members may not make a motion or speak in debate until they have risen and been recognized by the chair and thus obtained the floor.
- E. No one may speak more than twice on the same question without permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to speak.
- F. Customarily, all remarks are addressed to the chair.
- G. In voting, members have the right to know what motion is before the assembly and what affirmative and negative votes mean.

**Main Motion** – is a motion that brings business before a meeting. Because a meeting can consider only one subject at a time, a main motion can be made only when no other motion is pending. A main motion ranks lowest in order of precedence.

When a main motion has been stated, by one member, seconded by another and repeated for the meeting by the chair, the meeting cannot consider any other business until the motion has been disposed of or until another motion of higher precedence has been proposed, seconded and accepted by the chair.

**Motions made by a committee of the Board shall be accepted without the formality of a second (Committee recommendations imply this).** Motions presented by committees other than Board committees, do require a second.

**Motions to receive reports shall not be made.** The presentation of a report is, in effect, the receipt of the report and the Executive Director will so note its receipt in the minutes.

Announcing the Vote.... In announcing the vote on a motion, the chair should: 1) report on the vote, state which side has prevailed, 2) declare that the motion is adopted or lost and 3) state the effect of the vote.

### Transacting Business At A Meeting

- A. Quorum
- B. Obtaining the Floor... be recognized by the chair
- C. Introducing Business (Making Motions)
  - 1. Be introduced by an individual member or by a committee.
  - 2. Is always introduced in the form of a motion.
- D. Seconding a Motion
  - 1. Implies that the seconder agrees that the motion should come before the assembly.
  - 2. Committee motion requires no second.
- E. Placing a Motion Before the Assembly
  - 1. Chair repeats the motion.
  - 2. A motion may be modified or withdrawn if the maker of the motion so states before the chair has restated the motion. Once the chair restates the motion, it is officially before the assembly.

#### F. Debate

1. Every member may discuss.
2. Discussion must be confined to the immediate pending question.
3. While being debated, amendments or other secondary motions can be introduced and disposed of accordingly.
4. No one may speak more than twice on the same question without permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to speak. Unless the rules are suspended.
5. The maker of a motion, although allowed to vote against it, cannot speak against it.

#### G. Amendments

1. A motion may be amended by striking words, inserting words, phrases or sentences.
2. Only two amendments may be pending on a motion at a time.
3. Discussion of the amendments must relate to the amendment unless the whole motion is involved by substitution.

#### H. Voting

1. A majority decides.
2. Vote is by voice vote.
3. Any member may request a division of the assembly.

### ***Type of Motions***

**Privileged Motions...** Motions do not relate to the pending question but have to do with matter that without debate are allowed to interrupt the consideration of anything else. Adjourn; Recess; Raise a Question of Privilege; Call for Orders of the Day

**Subsidiary Motions...** Motions that assist in treating or disposing of a main motion. Postpone Indefinitely (kill motion); Amend; Commit or Refer (to committee); Postpone to a Certain Time (on the agenda or next meeting); Limit/Extend Debate; Previous Question (close debate and vote); Lay on Table (set aside until recalled).

### ***Totally Wrong Phrases***

“SO MOVED!” ..... One must state the actual motion so as to avoid confusion

“I MOVE TO TABLE” .....Should be “**Move to Lay on the Table**” in effect is a temporary interruption of the agenda not meant to kill a motion (“Move to Postpone Indefinitely”)

“CALL FOR THE QUESTION”... A motion to end discussion should be “**I Call For or I Move the Main Question**”

## Table of Motions

(In order of precedence)

PRIVILEGED MOTIONS	Second?	Amendable?	Debatable?	Required vote
1. Set time for next meeting	Optional	Yes	Yes	Majority
2. Adjourn	Optional	No	No	Majority
3. Recess	Optional	Yes	No	Majority
*4. Question of privilege	No	No	No	Chair
<b>SUBSIDIARY MOTIONS</b>				
1. Lay on the table	Optional	No	No	Majority
2. Vote immediately	Optional	No	No <sup>1</sup>	Majority <sup>2</sup>
3. Limit or extend limits on debate	Optional	Yes	No	Majority <sup>2</sup>
4. Postpone to a certain time	Optional	Yes	Yes	Majority
5. Refer to committee	Optional	Yes	Yes	Majority
6. Amend	Optional	Yes <sup>3</sup>	Yes	Majority
7. Postpone indefinitely	Optional	No	Yes	Majority
<b>RESTATORY MOTIONS</b> (No order of precedence)				
1. Take from the table	Optional	No	No	Majority
*2. Reconsider	Optional	No	Yes	Majority
3. Rescind	Optional	No	Yes	Majority or 2/3 <sup>4</sup>
<b>INCIDENTAL MOTIONS</b> (No order of precedence)				
*1. Point of Order	No	No	No	Chair
*2. Appeal decision of the chair	No	No	Yes	Majority or tie sustains chair
*3. Object to consideration	No	No	No	Majority
*4. Suspend the rules	Optional	No	No	Majority or 2/3
*5. Request information	No	No	No	Chair
*6. Withdraw a motion	No	No	No	Majority

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\*In order when another has the floor.

<sup>1</sup>When either vote immediately or table has been moved, the chair should, out of courtesy, permit the mover of the main motion to speak briefly.

<sup>2</sup>Almost all texts say “2/3.” We urge **majority**.

<sup>3</sup>To avoid confusion, we suggest prohibiting second-rank amendments.

<sup>4</sup>On rescinding or suspending rules, require 2/3 without advance notice.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

**OPERATING CODES TABLE OF CONTENTS**

President – p 23 .....	approved	1/88; revised 2/95; 11/10
President-Elect – p 24 .....	approved	1/88; revised 6/90; 1/91; 4/99; 10/03; 11/10
Past President – p 25 .....	approved	1/88; revised 6/90; 1/91; 2/95; 4/97; 10/97; 4/99; 10/03; 10/05; 11/10
Executive Director – pg 26-27 .....	approved	1/88; revised '89; 2/95; 9/95; 11/10
Vice-President – p 28 .....	approved	1/88; revised 11/90; 10/03; 07/06
Section Officers – p 29 .....	approved	6/88; revised 11/90; 10/97; 07/06
Student Section Officers – p 30 .....	approved	9/88; revised 9/91; 2/95

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Archivist – p 31 .....	approved	1/88; revised 2/95
Area Coordinator – p 32 .....	approved	11/88
Exhibits Manager – p 33 .....	approved	4/88; revised 2/95
Journal Editor – pg 34-35 .....	approved	9/88; revised 11/89; 2/95; 4/96
Necrologist – p 36 .....	approved	1/88
Convention Manager – p 37 .....	approved	2009; revised 11/10

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Constitution Committee – p 39 .....	approved	9/88; revised 2/97
Honor Awards Committee – p 40-41 .....	approved	1/88; revised 4/94; 2/95; 4/03
Journal Editorial Advisory Committee .....	approved	see OP Code Journal Editor
Nominating Committee – pg 42-43 .....	approved	11/88; revised 1/90; 1/91; 4/99; 10/03; 07/06
Past President’s Committee – p 44 .....	approved	6/95; revised 4/98; 10/05
Betty Abercrombie Scholar Award Committee – p 45	approved	1/88; revised 2/97; 9/00; 2002
Virginia Peters Higher Ed. Award Committee – p 46	approved	2008
Scholarship Committee – p 47 .....	approved	4/89; revised 2/95; 11/97; 4/98; 1/03
Finance Advisory Committee – p 49 .....	approved	1/2000
(Special Committee)		
JRFH Task Force – p 50 .....	approved	6/88
(Special Committee)		
Communications Director .....	approved	2/2016

**Revised 11/98; 10/99; 1/2001; 4/03; 07/06; 11/10; 2/2016**

# OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

## OPERATING CODE FOR THE OFFICE OF PRESIDENT

### Name

The following responsibilities and directions shall be known as the operating code for the office of President of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

### Purpose

1. The code should serve as a guide and a reminder of certain responsibilities and action which should be taken by the President in the interests of the Association.
2. The code should help to standardize practices and to acquaint the membership with the responsibilities of the President.
3. The code indicates specific responsibilities of the President.

### Organization

1. The President shall operate between the official annual meetings of the Association through the Board of Directors composed of members as provided for in Article III of the Constitution.
2. The President-Elect shall automatically succeed to the office of the President one year after his/her election as President-Elect. This would normally take place at the time of the annual meeting.

### Duties and Responsibilities

1. Serve as chairman and preside at the meetings of the Association.
2. Call meetings of the Board of Directors and/or the Advisory Council as needed.
3. Prepare and disperse to members the agenda for all Board of Directors and/or Advisory Council meetings.
4. Appoint members of all committees. Committee appointments shall be made in accordance with each Operating Code and are subject to approval of the Board of Directors.
5. Appoint the Area Coordinators, Jump Rope/Hoops for Heart Coordinator (at end of 3-yr. term), and Exhibits Manager according to the respective Operating Codes.
6. Serve as an ex-officio member of all committees.
7. Become familiar with the Constitution of the OAHPERD and with the operating codes of all officers and committees.
8. Initiate projects for activities during the year.
9. Keep the President-Elect fully informed of the operation of the Association.
10. Meet with the President-Elect to:
  - a: evaluate committee personnel
  - b: submit Association files immediately upon termination of office
11. Appoint individuals to serve on the Representative Assembly of SHAPE America
12. Appoint individuals to serve on the State Advisory Council of the Southern District of SHAPE America except in those years when Southern District convenes with National. Forms for these appointments will be provided by Southern District.
13. Keep SHAPE America informed of OAHPERD activities as requested.
14. Keep Southern District informed of OAHPERD activities.
15. Assume the responsibility for delegating and/or personally follow-up on all recommendations made by the Board of Directors and/or the Advisory Council.
16. Keep the membership fully informed of Association business, committee assignments, and other pertinent facts.
17. Prepare a "President's Message" to be published in each issue of the OAHPERD JOURNAL during the President's term in office.
18. Conduct all other necessary affairs of the Association and strive to improve the status of Health, Physical Education, Recreation and Dance in the state of Oklahoma.
19. Submit an annual report (in writing) of the Association activities during the year to the Board of Directors and the membership of the Association.
20. Preside over Honors banquet and present Presidential Citations as deemed appropriate by the President.
21. Conduct a business meeting at the annual OAHPERD Convention.
22. Submit materials to OAHPERD archivist before completion of Past-President's term of office.



OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE OFFICE OF PRESIDENT-ELECT

Name

The following responsibilities and directions shall be known as the operating code for the office of President-Elect of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

1. The code should serve as a guide and a reminder of certain responsibilities and actions which should be taken by the President-Elect in the best interests of the Association.
2. The code should help to standardize practices and to acquaint the membership with the responsibilities for President-Elect.
3. The code indicates specific responsibilities of President-Elect.

Organization

1. The President-Elect shall be elected by mail ballot prior to the annual Convention of the OAHPERD and shall hold this office from the time of election until the next annual Convention.
2. The President-Elect automatically succeeds to the office of President at the end of his/her term.
3. The President-Elect will act for the President in his/her absence and, in case of death, resignation, or departure from the state will succeed him/her for the unexpired term and then shall serve the term for which he/she was elected. (Article II, Section 3)
4. The office of President-Elect, which was vacated by the procedure in Article II, Section 3, shall then be filled by Presidential appointment with Board approval. The term of the appointment is for one year or the remainder of the unexpired term. (Article II, Section 4)
5. The Vice President for Physical Education shall act (temporary) for the President should both the President and the President-Elect be absent.

Duties and Responsibilities

1. Act for the President during his/her absence
2. Serve as President during the unexpired term if the office of President is vacated. In such event, he/she shall then also serve a full term as elected.
3. Serve as a member of the OAHPERD Executive Board and Advisory Council.
4. Attend the Society of Association Management's Leadership Development Conference during the summer following his/her election. (The conference is usually during the second week of June)
5. Assume responsibility as delegated by the Past-President for the annual convention.
6. From the time the office is assumed, the President-Elect should attempt in as many ways as possible to publicize the Association and the convention and encourage teachers to join the OAHPERD and SHAPE America.
7. Become familiar with the Constitution and By-Laws of OAHPERD and with the operating codes of all officers and committees.
8. During the term of office as President-Elect, work extremely close with the President and the Board of Directors in carrying out the responsibilities of the office.
9. During the term of office as President-Elect, cooperate with the President as much as is possible in planning and administering of the affairs of the Association. Such cooperation should benefit the Association and make the transition from President-Elect to President an easier and more meaningful procedure.
10. At the end of the term of office as President-Elect, have a conference with the in-coming President-Elect to discuss problems and to submit the files for the office.
11. During the term of office as President-Elect work with the Area Coordinators in carrying out the responsibilities of the appointed position.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE OFFICE OF PAST-PRESIDENT

Name

The following responsibilities and directions shall be known as the operating code for the office of Past-President of the Oklahoma Association for Health, Physical Education, Recreation, and Dance.

Purpose

1. The code should serve as a guide and a reminder of certain responsibilities and actions which should be taken by the Past-President in the best interest of the Association.
2. The code should help standardize practices and to acquaint the membership with the responsibilities of the Past-President.
3. The code indicates specific responsibilities for the Past-President.

Organization

1. The outgoing President at the time of the annual meeting shall be designated as the immediate Past-President. In the event a vacancy occurs in the office of the immediate Past-President, the President shall request, in recency, a Past-President to carry out the duties of the office. (Article II, Section 5; Approved 10/03).
2. The immediate Past-President shall be a member of the Board of Directors.
3. The immediate Past-President shall act as chairman of the Past-Presidents' Committee.
4. The immediate Past-President shall serve as chairman of the Nominating Committee.

Duties and Responsibilities

1. Attend all meetings of the Board of Directors.
2. Serve as an advisor to the President.
3. Assume the responsibility for calling and presiding at meetings of the Past-Presidents' Committee
4. Serve in other capacities designated by the President and/or the Board of Directors.
5. Serve as chair of the Nominating Committee.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE EXECUTIVE DIRECTOR

Name

The following responsibilities and directions shall be known as the operating code for the position of Executive Director of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

1. The Executive Director of OAHPERD is an administrative officer of the Association and an ex-officio member of the Board of Directors. The function of the Executive Director shall be to provide leadership, continuity and stability for the Association in all its operations.
2. The Executive Director shall be appointed by and responsible to the Board of Directors of OAHPERD for a minimum period of three years and may succeed himself/herself any number of times if approved by the Board of Directors.
3. A formal evaluation of the Executive Director shall be completed by members of the Board of Directors prior to any action regarding continuation/termination of the Executive Director. (see Policies and Procedures and Appendix- Evaluation Form)

Duties and Responsibilities

Duties and responsibilities shall be assigned by the Board of Directors in accordance with the attached list of responsibilities:

**1. Communications**

- a. Prepare and send communications concerning the operation of the Association to the Board of Directors, Advisory Council, committees and the membership.
- b. Maintain effective relationship and communication with local, state, district and national segments of SHAPE America.
- c. Maintain effective relationship and communication with related organizations on the state, district and national levels.
- d. Communicate with state and national legislators, education officers, and the state, regional and national boards and committees as directed by the Board.
- e. Represent the Association as directed by the Board of Directors.
- f. Coordinate the public relations thrust within the Association.
- g. Prepare all bulk mailings for deposit with postal service.
- h. Represent OAHPERD at the Executive Director's meeting at SD SHAPE America and SHAPE America.

**2. Fiscal Accounting**

- a. Prepare annual budget for approval by the Board of Directors.
- b. Disburse funds of the Association only in accordance with the adopted budget or as authorized by the President with the approval of the Board. Disbursements shall be made by check bearing the single signature of the Executive Director.
- c. Secure bonding comparable to budget total – to be paid by the Association.
- d. Prepare a committee audited account of receipts and disbursements at the end of the fiscal year.
- e. Submit appropriate IRS reports, to SHAPE America as directed and scheduled by SHAPE America
- f. Request an authorization from the President before making any expenditure not covered by the budget.
- g. Invest Board approved funds of the Association.
- h. Initiate and receive contributions, gifts, grants, and miscellaneous income.
- i. Receive and deposit monies of the Association.

**3. Record Keeping and Reporting**

- a. Record minutes of each meeting of the Board of Directors and Advisory Council and mail/email them to all appropriate officers and members.
- b. Maintain financial records of the Association and report to the Board and the Association.
- c. Maintain current files of the Constitution, By-Laws and Operating Codes.
- d. Maintain file copies of all correspondence, reports, policies, minutes and other pertinent materials.
- e. Process report forms related to the Association.
- f. Maintain a current roster of officers, and committees of the Association with an indication of the length of term of each officer and/or committee.
- g. Maintain copies of forms, i.e., membership blanks, evaluation forms, nomination blanks, ballots, etc., and supply them to the appropriate persons.

h. Forward to the Archivist periodically, and at the end of the year, the Association records which should be retained.

**4. Membership**

- a. Plan, organize and direct membership promotion and retention programs.
- b. Evaluate promotion and retention programs results and report findings to the President and the Board.
- c. Receive and process applications and payments of dues for memberships.
- d. Prepare membership directory.

**5. Convention**

- a. Coordinate convention registration.
- b. Assist the Journal Editor and Convention Manager in the preparation of the convention program.

**6. Publications**

- a. Coordinate the publication of the OAHPERD Journal.
- b. Serve as Editor of the OAHPERD Newsletter.

**7. Jump Rope For Heart/Hoops for Heart**

Assist JRFH/HFH Coordinator with essential function of JRFH/HFH.

# OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

## OPERATING CODE FOR THE OFFICE OF VICE-PRESIDENT

### Name

The following responsibilities and directions shall be known as the operating code for the office of Vice-President of the Oklahoma Association for Health, Physical Education, Recreation and Dance. The Vice Presidents are:

1. Vice-President of Health
2. Vice-President of Physical Education
3. Vice-President of Recreation
4. Vice-President of General

### Purpose

1. The operating code should serve as a guide and a reminder of certain responsibilities and actions, which should be taken by the Vice Presidents in the best interest of the Association.
2. The operating code should help to standardize practices and to acquaint the membership with responsibilities of the Vice Presidents.

### Organization

1. The Vice Presidents shall operate between the official annual Conventions of the Association through the Board of Directors composed of members as provided for in Article III of the Constitution.
2. The Vice Presidents-Elect shall automatically succeed to the office of the Vice-President one year after his/her election as Vice President Elect. This would normally take place at the close of the annual convention. (Article II Officers, Sections 6, 7, 8)

### Duties and Responsibilities

1. Attend all meetings of the Board of Directors and of the Association.
  2. Act for the President in the absence of the President and the President-Elect as provided for in Article II, Section 6 in the By-Laws of the Constitution.
  3. Represent the respective areas of the Association in planning for the annual Convention and for all other endeavors of the Association.
  4. Work with the Executive Director in promoting recruitment of membership in special interest areas.
  5. Advise the President and the Board of Directors concerning needs, programs and accomplishments of the respective Division.
  6. Provide leadership for Division activities; appoint such committees as are deemed advisable for promoting the work of the Division.
  7. Act as chairman of the Division meetings at the time of the annual Convention.
  8. Direct the activities of the respective section chairs in planning for the activities of the Division.
  9. Initiate projects considered to be within the proper scope of the office, after first clearing such projects with the President and Board of Directors.
  10. Help coordinate the efforts of the areas which are under the direction of the Vice-President of Health, Vice-President of Physical Education, Vice-President of Recreation, and Vice President of General Divisions so as to insure clear lines of communication within the Association.
  11. Conduct the Awards process for the Division as outlined in the specific Awards Guidelines.
    - a. The Vice-President of Physical Education shall chair the Elementary Teacher of the Year Committee.
    - b. The Vice President Elect of Physical Education shall chair the Middle and Secondary Teacher of the Year Committees, and will serve on the Adapted Teacher of the Year Committee.
    - c. The Vice-President of Recreation shall chair the Recreation Professional of the Year Committee.
    - d. The Vice-Presidents for Health shall chair the Health Education Professional of the Year Committee.
- \*\* For committee make up see Policies and Procedures Item X.**
12. Assist in securing qualified members for the slate of officers for the respective Division.
  13. Prepare a Vice-President's Report to be published in the OAHPERD Journal or Newsletter during the Vice-President's term in office.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR SECTION OFFICERS

Name

The following responsibilities and directions shall be known as the operating code for the office of section chair and section chair-elect of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The purpose of the Sections shall be to promote constructive development and improvements of programs, materials and methods; and to provide leadership for the activities and matters pertaining to the respective sections.

Organizations

1. The section officers shall be the section chairman and section chairman-elect.
2. A section chairman-elect shall be elected by mail ballot of all professional members and serve as chairman-elect between the official annual convents of the Association. (Article V, Section 6)
3. The chairman-elect will automatically succeed to the office of section chairman one year after his/her election to chairman-elect. This would normally take place at the close of the annual convention.
4. If for any reason the chairman is unable to serve, the chairman-elect shall serve the unexpired term and shall also succeed to the regular term of office. (Article V, Section 7)
5. If a vacancy occurs in the chairman-elect office, the President shall appoint someone to serve until the next convention. (Article V, Section 8)

Duties and Responsibilities

Chairman

1. Preside over section meetings at the annual Convention.
2. Work with the respective Vice Presidents in planning programs for the annual convention.
3. Secure qualified members for a slate of officers for the section.
4. Urge people attending the section to become active and to join SHAPE America.
5. Promote programs, research, workshops, and publicity for the section throughout the year by appointing working committees and committee chairmen.
6. Assist the section chairman-elect in becoming familiar with the function and responsibilities for the section.
7. Attendance at all scheduled council meetings and the annual convention.
8. The Elementary and Secondary Physical Education chairman and chairman-elect shall serve as members of the Teacher of the Year Selection Committee.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR STUDENT SECTION OFFICERS

Name

The following responsibilities and directions shall be known as the operating code for the Student Section Officers of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The purpose of this section and the responsibilities of the officers include: increased communication among college and university major/minor clubs; plan and conduct programs of interest to students; provide opportunities for leadership experiences; and promote student membership in OAHPERD.

Organization

1. The chair of the student section shall be an undergraduate student from the University represented by the College Section Chair.
2. The chair-elect of the student section shall be an undergraduate student from the university represented by the College Section Chair-Elect.
3. Membership of the student section will consist of both undergraduate and graduate students.

Duties and Responsibilities

**Chairman and Chairman-Elect**

1. Coordinate activities of the section through College Section Chairman and Chairman-Elect and the Vice President and Vice President Elect of the General Division.
2. Attend on a regular basis meetings of the Advisory Council.
3. Participate in planning of student activities for the Convention.
4. Conduct student section session at the annual Convention.
5. Communicate needs and interests of students to the Board.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE ARCHIVIST

Name

The following responsibilities and directions shall be known as the operating code for the Archivist of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The purpose of this position shall be to compile historical materials of Health, Physical Education, Recreation and Dance in Oklahoma to be available to be used in writing a permanent history of the Association.

Organization

1. The Archivist shall be appointed at the annual convention and will operate between the official annual convents of the Association through the immediate Past-President.
2. This position shall be organized as a continuing appointment of the Association by the President.
3. Resignation of the Archivist shall be presented to the President of the Association who shall appoint a successor.

Duties and Responsibilities

1. Compile current materials relative to Health, Physical Education, Recreation and Dance in Oklahoma.
2. Work with the state President of OAHPERD keeping advised of the various activities and projects going on in the State.
3. A list of all the Presidents shall be kept. Request a picture of the new President to be placed in the Historical Record Book.
4. File copies of the OAHPERD publications.
5. Request a copy of the President's yearly report for the file.
6. Keep a record of the Honor Award recipients.
7. Keep a record of the Necrology report.
8. Keep a record of the contributors to Roots to Wings.
9. File the materials and data collected during the current year in the Archivist's files.



OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR AREA COORDINATORS

Name

The following responsibilities and directions shall be known as the operating code for the position of Area Coordinator of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

1. The operating code should serve as a guide and a reminder of certain responsibilities and action which should be taken by the Area Coordinators in the best interest of the Association.
2. The operating code should help to standardize practices and to acquaint the membership with the responsibilities of the Area Coordinators.

Organization

1. The Area Coordinator shall be appointed at the annual convention and will operate between the official annual conventions of the Association through the President-Elect.
2. The appointment will be made for a term of one year. The incoming President may re-appoint the Area Coordinator for an additional year.
3. The State will be divided into five areas with an Area Coordinator representing each of the following areas: Northeast, Southeast, Northwest, Southwest and Metro (includes Canadian, Cleveland and Oklahoma counties). Resignations from the Area Coordinators shall be presented to the President of the Association who shall appoint a successor.

Duties and Responsibilities

1. Establish contact persons in each county in designated area.
2. Disseminate information regarding professional activities (i.e. newsletters, area workshops, state convention, sharing seminar...).
3. Survey needs of professionals in designated areas.
4. Urge persons attending area workshops to become active and to join OAHPERD and SHAPE America.
5. Cooperate with the State Department of Education personnel in the promotion of programs and other activities.
6. Maintain communication with the President-Elect with respect to planned programs.
7. Attend meetings of the Board/Council on a regular basis.
8. Prepare and submit the annual report of area activities to the President-Elect prior to August 1.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE EXHIBITS MANAGER

Name

The following responsibilities and directions shall be known as the operating code for the Exhibits Manager of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The purpose of this code is to identify the duties and responsibilities of the Exhibits Manager for the OAHPERD annual convention and any Association sponsored meetings, clinics and/or workshops.

Duties and Responsibilities

1. The Exhibits Manager shall be appointed by the President and shall serve through the annual convention.
2. The Exhibits Manager shall serve as a national and state wide coordinator of sales for exhibits.
3. The Exhibits Manager shall make initial contact with potential and yearly exhibitors and then pass the information on to the Convention Manager.
4. The Exhibits Manager shall solicit potential national and statewide exhibitors and pass the information on to the Convention Manager.

## OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

### OPERATING CODE FOR JOURNAL EDITOR

#### Name

The following responsibilities and directions shall be known as the operating code for the Journal Editor of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

#### Purpose

The purpose of this code is to identify the duties and responsibilities of the editor of the OAHPERD Journal.

The purpose of the Journal is to provide a current and constant avenue of communication among members of the Association on all professional topics, Association business and news of the statewide interest. It should provide a medium for publication of articles and brief news items. It is a vehicle of public relations and can be used to promote membership.

#### Organization

1. A Journal Editor shall be appointed by the President with Board approval for a term of three (3) years.
2. The Editor with Board approval shall establish an Editorial Advisory Board to act on policy matters and review articles. The Editorial Advisory Board shall consist of four members appointed by the Editor. Terms of the members shall be for one year and may be consecutive.
3. The Journal Editor and Editorial Advisory Board shall be listed as a Standing Committee of the Association.

#### Duties and Responsibilities

1. The Editor shall keep the Board of Directors of the Association informed so that material in the Journal will be endorsed by the officers.
2. A pattern shall be established for news gathering.
3. Contributors should be sent an outline to follow and notification of deadlines.
4. Decide on Journal format (offset printing).
5. Establish a price rate for advertising.
6. Serve as the state reporter for the OAHPERD Journal.
7. Serve as an ex-officio member of the Board.
8. The Editor and Editorial Advisory Board have the right to edit the news articles in order to give the best possible presentation for wide readership.

#### Journal

1. The official publication of the Association shall be called the OAHPERD Journal. The Journal shall be published three times annually (fall, winter and spring) and be sent without charge to the membership. The **fall issue of the Journal** will include convention materials and shall be distributed to the membership at least 30 days prior to the annual convention. The **winter issue of the Journal** shall be distributed mid-December. The **spring issue of the Journal** shall be distributed mid-April. (Board action 4/96)
2. The Journal shall contain no liquor or tobacco ads.
3. News releases and materials sent from the National office should appear in the publication.
4. Articles may be solicited, unsolicited, or reprinted.
5. The practice of sending free copies to potential members and to personnel mentioned in the Journal depends on the budget.
6. Articles for publication on controversial material for distribution pertaining to the projects of OAHPERD shall first be submitted to the Board of Directors for approval.
7. The cost of the OAHPERD Journal shall be kept within the budget as set by the Board of Directors.
8. "Masthead" is the most important in the Journal and includes:
  - a. State Name
  - b. Editor's name and address
  - c. Officers
  - d. Number of times the Journal is published yearly.

9. Materials to be included in the Journal should include:
  - a. Official business of the State Association
  - b. News
  - c. Short articles
  - d. Convention programs and announcements
  - e. Personalities within the State
  - f. Student column
  - g. Membership blank
  - h. President's message
  - i. News and information on all district and state workshops, clinics, conferences, etc.
  - j. Special items such as awards to members, retirement, legislation
  - k. Curriculum developments
  - l. Column for the Physical Education and Health Coordinators for the State Department of Education.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE NECROLOGIST

Name

The following responsibilities and directions shall be known as the operating code for the Necrologist of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The purpose of the Necrologist is to report on deceased members of the professions of Health, Physical Education, Recreation and Dance to OAHPERD, SD of SHAPE America and SHAPE America.

Organization

1. The Necrologist shall be appointed by the President for a term of three (3) years.
2. The President may re-appoint the Necrologist for an additional term.

Duties and Responsibilities

1. Call for the membership to report deceased members to the Necrologist.
2. To present a brief oral necrology report to the membership at the annual convention of the Association.
3. To request the President of OAHPERD to write a letter of condolence to the immediate family of each of the deceased members.
4. To make periodic reports to SD of SHAPE America and SHAPE America to keep district and national members currently informed of the deceased.
5. The report submitted for each deceased member should be:
  - a. No more than one page in length
  - b. Typed and double spaced
  - c. Submitted narratively including the following information:
    - 1) Full name of deceased and title
    - 2) Date born; date died
    - 3) Positions at the time of death
    - 4) Brief biographical sketch
    - 5) Professional background:
      - a) training
      - b) experiences
    - 6) Honors, publications, awards
    - 7) Other, e.g., community activities

# OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

## OPERATING CODE FOR THE CONVENTION MANAGER

### Name

The following responsibilities and directions shall be known as the operating code for the Exhibits Manager of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

### Purpose

The purpose of this code is to identify the duties and responsibilities of the Convention Manager for the OAHPERD annual convention.

### Organization

The Convention Manager shall be responsible for coordinating the annual Convention. The Convention Manager shall be appointed by the President with Board approval for a term of three (3) years.

### Duties and Responsibilities

1. Assume responsibility for coordinating the annual OAHPERD convention
  - a. Serve as program chairman for the annual convention
  - b. Coordinate contract negotiations for convention arrangements with assistance from the President
  - c. Contact each Vice-President and Section chairman to check on their program for the Convention. They should indicate the room capacity, the physical set-up needed and any special equipment needed.
  - d Find out from the President what the topics or titles of the addresses will be for the general sessions.
  - e. Write/email each speaker for a copy of his/her presentation and for a picture
  - f. Make certain that all guest speakers have living accommodations as needed and host or hostess available to greet them upon arrival.
  - g. By August 1 the entire program should be finalized and typed. Copies of this program should be sent to the OAHPERD Journal Editor by August 15. Accompanying the program should be the following:
    - 1) a picture of the guest speaker(s)
    - 2) description of each speaker
    - 3) exhibitor information
  - g. On the day of the Convention, arrive at the Convention site early enough to present the printed programs to the Executive Director before registration begins.
  - h. On the day of the Convention, have Presider Packets ready with appropriate materials, including evaluation forms.
  - i. Send a statement of the Convention expenses to the Executive Director as soon as possible.
  - j. Prepare a written summary of the Convention for inclusion in the Association's files.
  - k. Submit a written report to the Board of Directors following the Convention.
2. The Convention Manager, with the approval of the Board of Directors, shall have the discretionary power of rate adjustments for exhibits.
3. The Convention Manager shall follow up with exhibitors contacted by the Exhibits Manager.
4. Attend all Board and Council meetings.

Oklahoma Association for Health, Physical Education, Recreation, & Dance

OPERATING CODE FOR COMMUNICATIONS DIRECTOR

Name

The following responsibilities and directions shall be known as the operating code for the position of Communications Director for the Oklahoma Association for Health, Physical Education, Recreation, and Dance.

PURPOSE

The purpose of this code is to identify the duties and responsibilities of the Communications Director.

ORGANIZATION

1. The Communications Director shall be a member in good standing of the Oklahoma Association for Health, Physical Education, Recreation and Dance.
2. The Communications Director shall be appointed by the President and approved by the Board of Directors for a three year term.
3. The Communications Director is subject to annual evaluations by the Board of Directors.
4. The Communications Director may serve multiple terms.
5. The Communications Director **is not** considered a member of the Executive Board.
6. The Communications Director shall report directly to the President and Executive Director.
7. The Communications Director shall be paid an annual stipend.

DUTIES AND RESPONSIBILITIES

1. Attend meetings of the Executive Board *upon request*.
2. Be responsible for maintaining and updating the OAHPERD website, Facebook, Twitter and Listserv.
3. Be responsible for maintaining current membership email addresses for Listserv communications to the members of the Association.
4. Insure the posting of current information on the website, Facebook, and Twitter and in all member communications that are sent via Listserv prior to deadline dates.
5. Consult with the Executive Director and President for updates.
6. Provide a board report for each meeting of the Executive Committee. The report should include information regarding the most current communications released and any other pertinent issues or updates.
7. Insure that all Convention information is released in a timely fashion (prior to Convention).
8. Work with Convention Manager to create and disseminate electronic Convention program.
9. Work with Convention Manager to create signage and marketing for Convention.
10. Maintain a complete file of materials pertinent to the procedures and operation of this position and submit to the President upon expiration/termination of office. Such items should include passwords, logins and instructions necessary for continuance of the Association.
11. Post submitted items from the President and Executive Director within acceptable time frames (5 business days).
12. Submit voucher forms quarterly to secure payment for the work completed.

An annual stipend of \$4,000.00 will be paid quarterly to the Communications Director.

06/2016

# Standing Committees Operating Codes



OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE CONSTITUTION COMMITTEE

Name

The name of this committee shall be the Constitution Committee of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

This code shall identify the organization, responsibilities and duties of the Constitution Committee.

The committee shall be responsible for:

1. The conduct of an annual review of the Constitution and By-Laws of the Association.
2. The receipt and study of proposed changes that are presented in written form by the membership.
3. Submitting, in writing, the proposed amendments to the President-Elect for presentation at the meeting of the Board of Directors at least 60 days prior to the annual Convention and to the membership at least 30 days prior to the annual convention.
4. Presentation of the report of the committee to the membership at the annual Convention.

Organization

1. The Constitution Committee shall be a Standing Committee of the Association.
2. The committee shall be composed of three members. The Chairman, appointed by the President, shall be a Past-President of the Association and serve a term of three years. Members shall be appointed by the President to serve three-year terms of office. The terms shall be staggered so that one appointment to the committee must be made each year.
3. Business must be conducted through one of the following methods:
  - a. meeting convened by the chairman
  - b. members polled by mail/email following correspondence with the chair

Duties and Responsibilities

Responsibilities of the Chairman

1. Keep the Constitution Committee files up to date and in proper order.
2. Receive all suggested changes for the Constitution and By-Laws and initiate committee action.
3. Prepare an annual report to be presented to the President-Elect and the membership at the annual Convention.
4. Record all amendments to the Constitution and By-Laws that are approved by the Association.

Responsibilities of the Committee Members

1. Study the Constitution and By-Laws and make recommendations for amendments.
2. Work with the chair to provide official interpretation of the Constitution and By-Laws.
3. Receive suggested changes to the Constitution and By-Laws in writing and pass these on to the chair for committee action.
4. Attend all committee meetings and promptly return votes polled by mail.

Revision of the Constitution

1. Proposed amendments shall be submitted in writing to the committee 120 days (minimum) preceding the annual Convention.
2. Proposed amendments presented to the committee, in writing, will be considered and voted upon by the committee.
3. Any member of the Association may propose an amendment.

**Approved 9/88; Revised 2/97**

## OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

### OPERATING CODE FOR THE HONOR AWARDS COMMITTEE

#### Name

The following responsibilities and directions shall be known as the operating code for the Honor Awards Committee of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

#### Purpose

The purpose of this committee shall be to select and present to the President and the Association a person or persons whose professional service merits the Honor Award.

#### Organization

1. This shall be a Standing Committee of the Association.
2. This committee shall be composed of five (5) voting members appointed by the President. Members of the committee shall be past recipients of the Award. Various interests of the profession, as well as, various levels of education, when feasible, shall be a consideration in the appointment.
3. Each appointment shall be for three years. New members shall be appointed each year for those whose term has expired. Consecutive terms shall be permitted.
4. The President shall appoint as chairman one of the members having served on the committee the previous year. Resignations from the committee shall be made to the President who will appoint a person to fill the unexpired term.

#### Duties and Responsibilities

1. The work of this committee shall be conducted by correspondence or phone as the needs may indicate.
2. The chairman of the committee shall keep a file of all nominees, including resumes for a period of three years.
3. The chairman shall forward a copy of the presentation of the Honor Award recipient(s) to the Archivist.
4. Candidates must:
  - a. Have a minimum of ten (10) years professional experience in the field.
  - b. Be a member of SHAPE America in their special field of interest.
  - c. Be a member of OAHPERD for five (5) years preceding the Award.
  - d. Demonstrate ethical professional practices.
  - e. Show prominence in some of the following:
    - 1) excellence in teaching
    - 2) outstanding administrative achievement
    - 3) contribution to research and professional publications
    - 4) leadership in state, district and national professional associations
    - 5) meritorious service within the profession
5. Method of soliciting and submitting names of candidates:
  - a. Any OAHPERD member may submit names for consideration for an Honor Award. All nominations must be submitted by JUNE 1 to the chairman of the Committee. A resume supporting the nomination must be included.
  - b. The spring issue of the **Journal** or **Newsletter** shall carry:
    - 1) a solicitation for nominations giving the qualifications for the Honor Award candidate.
    - 2) a list of previous Honor Award recipients.
    - 3) the name and address of the chairman and other members of the Honor Awards Committee.
6. Procedure to be followed in selecting the Honor Award Candidates:
  - a. Preliminary preparation:
    - 1) The chairman shall supply the committee members with a copy of the Operating Code; a list of the individuals who have received the Honor Award; and those who were considered the previous year but did not receive the award. The material should be sent to each member of the committee by June 1.
    - 2) All committee correspondence and/or phone conversations are to be regarded as strictly confidential and should be frank and without prejudice.

- b. Committee review and ranking:
- 1) On the first and second review all candidates must be given a ranking, classifying them in one of the five groups (A ranking must be given to every candidate.)

<u>Group</u>	<u>Numerical Weight</u>
A. Outstanding qualifications	8
B. Excellent qualifications	6
C. Good qualifications	4
D. Postpone consideration	2
E. Drop from list	0

- 2) On the first ranking, all candidates receiving 20 or more points will be given a second rating by the committee.
  - 3) On the second rating, the candidates receiving 30 or more points will be submitted to the committee for final voting of “yes” or “no”.
  - 4) Four affirmative votes are necessary for committee approval of the candidate.
- c. The action of the Honor Awards Committee shall be considered final, and **not** subject to the approval of the OAHPERD Board of Directors.
- d. Unsuccessful candidates may be recommended in ensuing years but without priority claim for special consideration. Their names will automatically be carried on the continuing list for consideration for three (3) years, before being dropped.
- e. Citation and certificate preparation:
- 1) Citations:
    - a) The chairman and/or committee member shall prepare the citations.
    - b) Copies of the citations are prepared for the Archivist’s file and for publications.
  - 2) Certificates:
    - a) The chairman will notify the Executive Director so that certificates may be prepared for the presentation. Notify no later than September 15.
- f. Procedure for presenting Awards:
- At the annual meeting of the Association, the chairman of the Honor Awards Committee, or a member of the committee to be designated by the chairman shall read the citation designating the services and contributions for which the award is granted, and shall present the recipient to the President, who shall officially bestow the Certificate of Honor.
- 1) The recipients of the Honor Award shall be contacted as soon as possible after the committee decision and the press shall be notified as soon as each recipient has been contacted.  
(Approved 4/03)
7. Publication of data:
- a. Before being released for publication, the resumes shall be submitted to the newly elected recipients by the chairman of the Honor Awards Committee. This check will guarantee the accuracy of the material for citations and publication.
  - b. The **OAHPERD Journal** shall be furnished with appropriate materials concerning the Oklahoma Honor Award recipients.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE NOMINATING COMMITTEE

Name

The following responsibilities and directions shall be known as the operating code of the Nominating Committee of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The purposes of this Committee are:

1. To seek qualified candidates for the offices of President-Elect and Vice-Presidents-Elect for the Divisions of Health, Physical Education, Recreation and General in accordance with the Constitution and By-Laws of the Association.
2. To consider carefully the qualifications of each nominee.
3. To present to the OAHPERD Board a slate of candidates for each elective office by the last meeting prior to summer break.
4. To prepare a ballot for the election of officers which will include a brief professional biography of each nominee to indicate: education; professional experience; and position of leadership at local, state, district and national levels
5. To present the prepared slate to the professional membership at least thirty days prior to the annual convention.

Organization

1. The Nominating Committee shall be listed as a Standing Committee of the Association.
2. The Committee will consist of:
  - a. the Immediate Past President who will serve as chairman.
  - b. six members-three of the six members shall be active Past-Presidents.
3. Appointment by the President shall be made no later than December 1, following the fall convention.
4. The committee shall serve until the names of the candidates are presented to the general assembly when the ballots and biographical sketches of each nominee are mailed to all voting members.

Duties and Responsibilities of the Chairman

1. The business of the committee shall be conducted in the manner prescribed in the By-Laws, Article II, Section 10, Election of Officers and Article V, Section 6 of the Constitution and By-Laws of the Oklahoma Association for Health, Physical Education, Recreation and Dance.
2. The chairman of the Nominating Committee shall write/email the committee members, informing them of their duties and the minimum criteria to be met by each nominee.
3. The chairman of the committee shall seek recommendations for possible nominees from the entire membership prior to June 1.
4. **The chair shall notify potential candidates of their nomination and seek the following:**
  - a. **permission to place their name on the ballot**
  - b. **a brief biographical sketch**
  - c. **information with regard to desired position**

Each nominee must be informed that he/she may accept nomination for only one elective office in OAHPERD.

5. At least **ninety** days before the annual convention, the chair shall submit to each member of the committee a complete list of **those potential candidates who have given permission to have their name placed in nomination for an office.**
6. **The committee, after preparing the slate of candidates, directs the chairman** to communicate with each of the nominees to obtain the following information:
  - a. a biographical sketch giving the following information:
    - 1) full name and current position
    - 2) educational background
    - 3) professional experience
    - 4) memberships in and offices held in professional organizations
    - 5) positions of leadership at local, state, district and national levels
    - 6) honors and publications
  - b. nominees for the office of President-Elect shall submit for publication a brief message indicating their goals and intentions for OAHPERD, if elected.

**Ballots and biographical sketches must be distributed to the members at least thirty days prior to the annual convention. (Constitution)**

7. Following presentation of the slate of nominees to the President of the Association, the chair of the Nominating Committee shall forward the names to the Executive Director.

Ballots shall be returned to the chair of the Nominating Committee prior to the first assembly meeting of the annual convention with the results being announced at that meeting. A blank ballot with the total votes tallied, along with all official ballots received, shall be sent to the President of the Association.

#### Duties and Responsibilities of the Members

1. The business of the committee shall be conducted in the manner prescribed in the By-Laws, Article II, Section 10, Election of Officers and Article V, Section 6, of the Constitution and By-Laws of the Oklahoma Association for Health, Physical Education, Recreation and Dance.
2. The committee members shall remind members in their area that they have the privilege of suggesting nominations. The names of these persons recommended for nomination should be sent to the chair of the committee.
3. **The committee entertains names and prepares a slate of candidates for each office from those nominated. In the event two or more nominees seek the same position on Board or Council, the committee will then provide a rank-order evaluation of candidates and select one for the ballot.** (Approved 2007)
4. The qualifications of each candidate should be carefully considered, and the following criteria should be met by each person:
  - a. **current membership in SHAPE America is required of candidates for Board positions** and recommended of candidates for Advisory Council positions.
  - b. **membership in OAHPERD (or in other state AHPERD associations) for at least three years for Vice-President positions and 1 year for Section positions.**
  - c. background and experience in the respective areas of Health, Physical Education, Recreation and Dance.
  - d. primary or major interest in the respective area of Health, Physical Education or Recreation.

*Records must be checked to determine that each nominee is a current member (and has been for the specified length of time) of the appropriate organizations, as described above.*

5. When the slate of nominees has been prepared, **the committee then directs the chair to present the slate of officer candidates to the Board of Directors for final approval at the last meeting of the Board prior to the deadline for publication.**
6. Five committee members present in person or by proxy at the committee meeting shall constitute a quorum for the transaction of business.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE PAST PRESIDENTS' COMMITTEE

Name

The name of this committee shall be the Past-Presidents' Committee of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

This code shall identify the organization, responsibilities and duties of the Past-Presidents' Committee.

The committee shall:

1. serve in an advisory capacity to the Board of Directors and Advisory Council.
2. provide leadership on a continuing basis to the Association by serving on various committees.

Organization

1. The Past-Presidents' Committee shall be a Standing Committee of the Association.
2. The committee shall be composed of active Past Presidents of the Association.
3. The immediate Past-President shall chair the committee.

Duties and Responsibilities

1. The committee shall conduct a business meeting during the annual convention. In addition, other meetings may be conducted through one of the following methods; meeting convened by the chairman or members polled following correspondence with the chairman.
2. Members of the Past-Presidents' Committee shall serve as members of committees when appointed by the Board of Directors or as specified in Operating Codes (i.e. Nominating Committee)
3. Assume an active role in the promotion of the Association.
4. Participate during the annual Convention at the OAHPERD exhibits area.
5. A member of the committee shall function as Parliamentarian during Board and Council meetings. The appointment shall be made by the President. The Parliamentarian shall serve for one year.

**Approved 6/95; Revised 4/98; 10/05; 11/10**

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE  
OPERATING CODE FOR THE BETTY ABERCROMBIE SCHOLAR AWARD COMMITTEE

Name

The following responsibilities and directions shall be known as the operating code for the Betty Abercrombie Scholar Award Committee of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The Betty Abercrombie Scholar Award is designed to (1) promote and stimulate scholarly productivity among professionals representing health, physical education, recreation, leisure, dance and sport, and (2) recognize scholars who have made and continue to make noteworthy contributions to the scholarly enterprise.

Duties and Responsibilities

1. The work of the committee shall be conducted by meetings and/or correspondence as the needs may indicate.
2. The committee will be composed of five members. Two members shall be past recipients of the award when possible. Three members at large shall be appointed by the President and approved by the Board. Recipients of the award will be announced at the annual convention and present a scholar's address at the next year's annual convention. After presenting the scholar's address that person will chair the scholar award committee the following year.
3. Members shall serve a term of three years. Terms shall be staggered so that one member at large and one past recipient of the award shall rotate off annually.
4. The following criteria will be considered in selecting a candidate:
  - a. **The individual selected must be a member of SHAPE America and OAHPERD.**
  - b. The individual selected should have achieved a commendable record evidenced by creative productivity to enhance the profession of physical education, health, recreation and dance.
  - c. The individual shall be currently involved in the scholarship of promoting the fields of health, physical education, recreation and dance through various meaningful contributions such as:
    - Articles in refereed journals
    - Scholarly contributions to books
    - Scholarly presentations to professional meetings
    - Acquisition of grants
    - Officer of professional organization
    - Major projects
    - Professional development
    - Development of curricular and instructional activities
    - Professional contributions to the profession including research
  - d. The individual selected must be willing to assume responsibilities so designated for a period of one year.
5. The recipient of the award is eligible for future nominations.
6. The award will be given at the annual OAHPERD Convention.
7. The following year the individual receiving the award will make a presentation at the annual OAHPERD Convention.
8. Any member of OAHPERD may submit names of candidates. An announcement of the award and the criteria will appear in the spring journal. Nominations should be submitted to the chairman of the committee by **April 1**.
9. Each nominee must submit a professional vitae and picture to the chairman of the committee by **May 1**.
10. The chairman will mail copies of the applications to members of the committee by **May 5**.
11. The committee members will rank the nominees by first, second and third and send their results to the chairman by **May 15**.
12. The chairman will notify the President as to the recipient of the Award by **June 1**.

Approved 1/88; Revised 9/96; 2/97; 9/00; 2001

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE  
OPERATING CODE FOR THE VIRGINIA PETERS HIGHER EDUCATION AWARD COMMITTEE

Name

The following responsibilities and directions shall be known as the operating code for the Virginia Peters Higher Education Award Committee of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The Virginia Peters Higher Education Award is designed to recognize and honor educators who prepare, direct, supervise, oversee, and/or advise Oklahoma student teachers.

Duties and Responsibilities

1. The work of the committee shall be conducted by meetings and/or correspondence as the needs may indicate.
2. The committee will be composed of five members. The Vice-President General shall serve as the chair.  
Additional members shall include the following: VP General Elect, College Section Chair, College Section Chair Elect, and the most recent recipient of the award.
3. Criteria – The applicant/nominee must be an educator who:
  - a. Prepares Oklahoma public and private physical education teachers.
  - b. Oversees, directs, and/or advises student teachers in the field of physical education.
  - c. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, and sensitivity to the physical and emotional needs of all students.
  - d. Utilizes various teaching methodologies and plans innovative learning experiences.
  - e. Is a current OAHPERD member, regularly attends and/or presents at state conventions/workshops.
  - f. Is a current member of SHAPE America and has attended and/or presented at Southern District and/or National Conventions.
4. The award will be given at the annual OAHPERD Convention.
5. Any member of OAHPERD may submit names of candidates. An announcement of the award and the criteria will appear in the spring journal. Nominations should be submitted to the chairman of the committee by **April 1**.
6. Each nominee must submit documentation for each of the criteria, a letter of recommendation from a department chair or dean, and a picture to the chairman of the committee by **May 1**.
7. The chairman will notify the President as to the recipient of the Award by **June 1**.

**Approved 2008**



OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE SCHOLARSHIP COMMITTEE

Name

The following responsibilities and directions shall be known as the operating code for the Scholarship Committee of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The purpose of this committee is to select four college/university students annually to receive scholarships in the name of the Oklahoma Association for Health, Physical Education, Recreation and Dance. There will be three undergraduate scholarship recipients and one graduate scholarship recipient. The undergraduate scholarships are awarded in honor of Emma W. Plunkett, Helen Corrubia and Karen J. Dowd. The graduate scholarship is awarded in honor of Valerie Colvin to a student pursuing the Master's degree.

Organization

1. This committee shall be a Standing Committee of the Association.
2. The chairman of the committee shall be appointed by the President for a term of three years.
3. In addition to the chairman, a committee of four (4) members shall be appointed to review candidate nominations and select the scholarship recipients. Two (2) members will rotate off the committee each year. The President will appoint two (2) new members each year.
4. It is recommended that members of the committee be from institutions of Higher Education and representative of various areas of the state. **Members of the committee may not have succeeding terms.**

Duties and Responsibilities

1. The chair shall send applications to department chairmen of the 4-year colleges/universities in the state. The applications, along with a cover letter and a copy of the Operating Code, should be mailed by August 15.
2. Completed applications should be returned to the committee chair by the second Friday of September.
3. Copies of applications and a voting ballot shall be mailed to committee members. Voting ballots shall be returned to the chairman by the last Friday of September.
4. The chairman will forward results of the balloting to the President and committee members within one week following the decision.
5. The chairman will notify the college/university advisor within one week following the selection of the recipient.
6. Official announcement of the scholarship recipients will be made during the Convention by the chairman or a designated committee member.
7. The recipients of the scholarships are expected to be in attendance at the Convention to receive the award.

Approved 4/89; Revised 2/95; 11/97; 4/98; 1/03

# Special Committees Operating Codes

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE FINANCE ADVISORY COMMITTEE

Name

The following responsibilities and directions shall be known as the operating code for the Finance Advisory Committee of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Responsibilities

The Association shall have in place a special committee of the association called the Finance Advisory Committee. The committee will be composed of the Executive Committee (Executive Director is ex-officio) and two Past Presidents. The term of office for each Past President shall be two years. The Past Presidents will be selected by the President and endorsed by the Board of Directors.

The Executive Director, in consultation with a financial advisor and the Finance Advisory Committee, has discretion to select investments, mutual funds and money managers as needed. The Executive Director may temporarily invest outside of the asset allocation percentages outlined herein, providing prior approval is obtained from the Finance Advisory Committee Chair or President.

The Executive Director shall prepare semiannual reports to the Executive Committee, the Finance Advisory Committee, and the Board of Directors. The Operating Fund Report will include a schedule of investment, interest income year-to-date, and current yield. The Long Term Investment Fund Report shall contain a schedule of holdings, asset class percentages, performance compared to objectives and performance compared to the appropriate index.

The Executive Director has discretion over withdrawals from the Operating Fund. The approval of the Finance Advisory Committee is required for disbursements from the Long Term Investment Fund.

The Executive Director and the Finance Advisory Committee shall review the Investment Policy Statement annually and recommend changes as necessary. The Board of Directors will have final approval on any changes to the policy.

For more details see Investment Policy.

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

OPERATING CODE FOR THE JUMP ROPE FOR HEART TASK FORCE

Name

The following responsibilities and directions shall be known as the operating code for the Jump Rope For Heart (JRFH) Task Force of the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Purpose

The purpose of this operating code shall be to promote constructive development and improvement of Jump Rope for Health programs, material and methods; and to provide leadership for the activities and matters pertaining to Jump Rope for Heart.

Organization

1. A JRFH coordinator will be appointed by the President every three years and will operate between the official annual conventions of the Association. The appointment will be made for a term of three years and the JRFH coordinator may succeed himself/herself any number of times if approved by the Board of Directors.
2. The State will be divided into five areas with a joint Task Force member representing each of the following areas: Northeast, Southeast, Northwest, Southwest and Metro (Area Coordinators). Each member will be appointed by the President for a one-year term. A Task Force member may be reappointed any number of times.
3. If the JRFH coordinator or a Task Force member should resign, the President shall appoint a successor for the remainder of the term.

Duties and Responsibilities

1. The JRFH coordinator and the area Task Force members will recruit other event coordinators.
2. The JRFH Task Force shall establish a goal for increased JRFH participation among physical educators. A strategy should be developed to involve OAHPERD members in recruiting physical educators to conduct JRFH events.
3. The JRFH Task Force should contact key state leadership (governor, governor's council, superintendents, PTA, etc.) for endorsement of the programs.
4. The JRFH Task Force shall staff complimentary JRFH display booth in a prominent location at the state conventions.
5. The JRFH Task Force should work with the OAHPERD Board to provide presentation time for JRFH at state and district conventions. This should include time on the program for a presentation to total audience as well as specific skills workshop.
6. The JRFH Task Force should encourage the use of regional, state and school district in-service (or other) workshops for promotion of JRFH.
7. JRFH stories, photos and information should consistently be submitted to American Alliance publications, the state HPERD journal and state educational and school district publications.
8. The JRFH Task Force shall provide mailing lists of state HPERD members and workshop participants to AHA for use in promotion of JRFH.
9. The JRFH Task Force will work in cooperation with the AHA-Oklahoma affiliate to:
  - a. Develop and implement marketing and implementation plan for JRFH.
  - b. Select prizes, incentives and vendors.
  - c. Identify state JRFH needs for demonstration teams and develop an adequate number of teams.
  - d. Assist with the end-of-year evaluation to be submitted to the OAHPERD Board.

**Approved 6/88**

# Awards Criteria and Applications

## CRITERIA FOR SCHOLARSHIPS

### Criteria for Selection of Emma Plunkett & Helen Corrubia Undergraduate Scholarship Recipients

The following criteria should be considered in selecting a candidate.

- a. The candidate should be distinguished academically with an overall grade point of 3.0 (based on a maximum of 4.0) or its equivalent.
- b. The records of the candidates shall be judged only after four semesters of college work (or 6 quarters) and the candidate must be a junior or a senior who plans to graduate in May.
- c. The candidate should have achieved distinction as an HPERD major student and as a university or college scholar.
- d. The candidate shall have signified a desire to become a professional in the field of HPERD or plan to continue in graduate study in one of these areas.
- e. The candidate shall have conducted him/herself in a manner which has brought credit to him/herself and his/her institution.
- f. **The candidate must be a current member of OAHPERD (April 15).**
- g. The candidate must be a resident of Oklahoma.
- h. After satisfying the above requirements, consideration will be given to participation in other campus activities in which he/she has had the opportunity to demonstrate his/her qualities of leadership and serve as an example to fellow students.
- i. The recipient of the scholarship may apply for renewal for one additional year.

### Criteria for the Karen J. Dowd Scholarship:

1. The candidate should have achieved distinction as OAHPERD student and demonstrate strong leadership qualities and abilities within the profession.
2. The candidate exhibits high ethical standards which have brought credit to him/herself and the profession.
3. **The candidate must be a current member of OAHPERD (by April 15) and SHAPE America. If the recipient is not an SHAPE America member, OAHPERD will purchase said membership from the original amount of the scholarship. The remainder of the Karen J. Dowd Scholarship will then be paid to the recipient.**  
(Approved 1/03)
4. The candidate must have completed a minimum of sixty hours of college credit.
5. **Each candidate will submit a paper (minimum of 500 words) which reflects his/her personal and professional philosophy.**
6. After satisfying the above requirements, consideration will be given to participation in other activities in which he or she has had the opportunity to demonstrate qualities of leadership, and serve as an example to fellow students. (Approved 11/97)

### Criteria for Selection of Valerie Colvin Graduate Scholarship Recipient

The following criteria should be considered in selecting a candidate.

- a. The candidates must be pursuing a course of study at the Master's degree level.
- b. Candidate shall have completed a minimum of 15 hours of graduate study with a minimum overall grade point of 3.5 in an Oklahoma institution.
- c. The candidate shall have achieved distinction as an HPERD major student and as a university or college scholar.
- d. The candidate shall have signified a desire to become a professional in the field of HPERD or plan to continue in graduate study in one of these areas.
- e. The candidate shall have conducted him/herself in a manner which has brought credit to him/her and the institution.
- f. After satisfying the above requirements, candidates will be given to participation in other campus activities in which he/she has had the opportunity to demonstrate qualities of leadership and serve as an example to fellow students.
- g. **The candidate must be a current member of OAHPERD (April 15).**
- h. The recipient of the scholarship may apply for renewal for one additional year.

## CRITERIA FOR SCHOLARSHIPS (cont.)

### Applications

1. Each institution may submit no more than three (3) nominations for undergraduate scholarship and two (2) nominations for graduate scholarship.
2. The application form is to be completed by the student and signed by both the student and faculty advisor or department chairman.
3. Each application is to be accompanied by the following:
  - a. Official transcript.
  - b. Present vitae or resume.
  - c. The department chair is considered to be the responsible institutional official to forward application forms directly to the OAHPERD committee chair. The deadline dates for filing nominations shall be the second Friday of September of the current year.

### Criteria for Ranking Candidates

1. Committee members should give careful consideration to each of the specified criteria.
2. After considering the credentials of each candidate, members of the committee will then rank each application.
3. The rating scale is as follows:
  - a. first choice..... 5 pts.
  - b. second choice..... 4 pts.
  - c. third choice..... 3 pts.
  - d. fourth choice..... 2 pts.
4. The chairman will tally the ballots and award the undergraduate scholarships to the two candidates receiving the greatest number of points. The graduate scholarship will be awarded to the Master's degree candidate receiving the greatest number of points.
5. The chairman will vote in the event of a tie.





**Karen J. Dowd**  
**Undergraduate Scholarship Application**

***Eligibility Check List***

**Candidate Must:**

- \_\_\_\_\_ 1. Have completed a minimum of 60 hours of college credit.
- \_\_\_\_\_ 2. Be a current member of OAHPERD.

***Application Checklist***

- \_\_\_\_\_ 1. All required information is included.
- \_\_\_\_\_ 2. Application is signed by a faculty advisor or department head.
- \_\_\_\_\_ 3. Application is accompanied by the following:

Official transcript

Present vitae or resume

Paper (minimum of 500 words) reflecting the applicant's personal and professional philosophy.

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED***

Applications must be received by the 3<sup>rd</sup> Friday in September



VALERIE COLVIN  
GRADUATE SCHOLARSHIP APPLICANTS

\*Eligibility Check List\*

Candidate must:

1. Be a Master's degree candidate
2. Have completed a minimum of 15 hours
3. Have a minimum GPA of 3.5 in an Oklahoma institution (based on 4.0 maximum)
4. Be a current member of OAHPERD

\*Application Check List\*

1. Form is completed in ink or typed and signed by:
  - a. Student
  - b. Faculty advisor or dept. chair
2. Form is completed and accompanied by:
  - a. Official transcript with university seal and all grades with GPA shown (Must include undergraduate work, also)
  - b. Current vitae or resume
3. Meet deadline filing date of Sept. (Third Friday in Sept.)
4. Description of Future Plans and Goals (150 words or less)

\*NOT ALL INCLUSIVE- see "Criteria" for full instructions and requirements.

**APPLICATIONS WILL NOT BE CONSIDERED IF INCOMPLETE**



## **OAHPERD Adapted Physical Education Teacher of the Year**

The Oklahoma Association for Health, Physical Education, Recreation, and Dance is seeking nominees for the annual adapted physical education teacher of the year award.

### **Criteria**

The applicant must be a teacher who:

1. Conducts an appropriate physical education program as reflected in the students' IEPs and generally accepted standards of practice for APE.
2. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students;
3. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, and sensitivity to the physical and emotional needs of all students;
4. Participates in professional development opportunities;
5. Current OAHPERD member.

If you know of an individual who meets these criteria please send his/her name to the chairman of the Adapted Physical Education Section of OAHPERD.

\*\*The Oklahoma Association for Health, Physical Education, Recreation and Dance is Oklahoma's state professional organization. We are affiliated with regional and national associations- Southern District of SHAPE America . We invite students and professionals involved in all aspects of Health, Physical Education, Recreation and Dance to join our organization. Our membership includes those who are affiliated with public and private elementary and secondary schools, colleges and universities and recreation and dance centers. We serve people of all ages and abilities from early childhood to senior citizen. For more information log on to [www.oahperd.org](http://www.oahperd.org)

**OAHPERD Adapted Physical Education Teacher of the Year  
Official Application Form**

By receiving this form, you have been nominated to apply for the Adapted Physical Education Teacher of the Year Award. Please complete this form and return it to the OAHPERD Adapted Chair by this date:

Name:

Address:

Work #:

Home#:

E-mail Address:

Fax #:

Current OAHPERD member    yes \_\_\_\_\_    no \_\_\_\_\_

Are you registered as a CAPE    yes \_\_\_\_\_    no \_\_\_\_\_

Educational Background:

Present position, place and location of employment, and years of service:

Name, title, and address of immediate supervisor:

Please submit a document on each of the following topics. Each topic is limited to one page.

1. Describe your teaching methodologies and how you teach to meet the needs of all your students.
2. Describe your participation in staff development or other activities related to adapted physical education
3. Describe a curriculum or activity adaptation you have used with a student(s).

Return this completed nomination packet to -

OAHPERD Adapted Chair:

Address:

Phone #:

E-mail:



## **OAHPERD TEACHER OF THE YEAR PHYSICAL EDUCATION AWARD CRITERIA**

**Elementary School Physical Education Teacher of the Year (Grades K-5)**  
**Middle School Physical Education Teacher of the Year (Grades 6-8)**  
**Secondary School Physical Education Teacher of the Year (Grades 9-12)**

For the purpose of this award, a Physical Educator is defined as a person who has a major responsibility for teaching physical education in grades designated for each award.

The candidate must be someone who:

1. Has taught a minimum of five years at the school level designated by the award.
2. Serves as a positive role model epitomizing the personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of his/her students.
3. Utilizes various teaching methodologies and plans innovative learning experiences.
4. Conducts a balanced and sequential curriculum.
5. Evidences professional commitment through membership and involvement in local, state, and national physical education organizations.
6. Is a current member of **SHAPE America**.

### **Application Directions:**

Complete **OAHPERD Application for Teacher of the Year** including **3 Criteria Discussions**. Attach copies of **3 Letters of Recommendation**; one letter from current principal, the other two may be from colleagues, current or former students, parents of current or former students, school district officials, etc.

Send above materials to designated OAHPERD chairpersons as outlined below by June 1<sup>st</sup>.  
(may send by email)

**Elementary T.O.Y.** to:  
to:

OAHPERD VP Physical Education

**Middle School T.O.Y.** and **Secondary T.O.Y.**

OAHPERD VP-Elect Physical Education

As soon as notified have won OAHPERD T.O.Y., complete and send *Publicity Form* to same address.

**OAHPERD *APPLICATION* for  
PHYSICAL EDUCATION  
TEACHER OF THE YEAR**

**Applicant's Level:** Elementary (K-5)  
Middle School (6-8)  
Secondary (9-12)

**Applicant's Name:** Present Position/Title

Home Address: Personal Email:

City, State, Zip: Home Phone:

School Name: School Fax:

School Address: School Email:

City, State, Zip: School Phone:

Supervising Administrator's Name and Title:

**Educational Information:**

College/University                      Major                      Minor

Bachelor's Degree:

Master's Degree:

Doctoral Degree:

Other:

**Career Information:**

Position                                      Location                                      Length of Service



**OAHPERD Application page 2**  
**Teacher of the Year Physical Education**

**Professional Affiliations/Activities:**

**AAHPERD** Membership #                      Expiration Date:              Years of Membership:  
AAHPERD/NASPE Activities: (offices, committees, articles, etc.)

**District AAHPERD:** (District Name, Offices/Division or Project activities)

**OAHPERD** Membership:                      Expiration Date:                      Years of Membership:  
OAHPERD Offices/Division and Project Activities including year dates:

Other Professional Affiliations/Activities:

Significant Achievements in the Field of Physical Education:

Community Service (Type and dates)

Additional Information

**Criteria Response**

Discuss your qualifications relevant to the following three statements. Use separate sheet for each response. Each response may not exceed one page single-spaced, 12 point font.

- 1) Conducts a balanced and sequential curriculum.
- 2) Serves as a positive role model epitomizing the personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of his/her students.
- 3) Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students.



**OAHPERD TEACHER OF THE YEAR  
PHYSICAL EDUCATION  
*Publicity Form***

**Your Name** (as you would like it to appear in press releases):

**School District Information:**

School District Name:

Administrative Offices Address:

City/State/Zip

**Superintendent:**

Name:

Email:

Mailing Address:

Phone:

City/State/Zip

**Principal:**

Name:

Email:

Mailing Address:

Phone:

City/State/Zip

**Newspaper Information**

**Newspaper #1:**

Name of Newspaper:

Name of Editor:

Mailing Address:

Editor's Email:

City/State/Zip

Phone:

**Newspaper #2:**

Name of Newspaper:

Name of Editor:

Mailing Address:

Editor's Email:

City/State/Zip

Phone:

**Broadcast Media**

**Local Radio Station:**

Station Name:

Contact Person:

Mailing Address:

Email:

City/State/Zip

Phone:

**Local Television Station #1:**

Station Name:

Contact Person:

Mailing Address:

Email:

City/State/Zip

Phone:

**Local Television Station #2:**

Station Name:

Contact Person:

Mailing Address:

Email:

City/State/Zip

Phone:

**Government Officials**

**Oklahoma State House Representative:**

Name:

District:

Mailing Address:

Email:

City/State/Zip

Phone:

Fax:

**Oklahoma State Senator:**

Name:

District:

Mailing Address:

Email:

City/State/Zip

Phone:

Fax:



# Appendix

## Executive Director Evaluation

### Forms

- ✓ Motion & Amendment Form
- ✓ Board Report Form
- ✓ Statement of Candidacy & Personal Data Forms
- ✓ Voucher for Expenses/Reimbursement Form

OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

Evaluation of Executive Director

According to the OAHPERD policies and procedures, a formal evaluation of the Executive Director shall be completed by members of the Board of Directors prior to any action regarding continuation/termination of the Executive Director.

Prior to the formal evaluation process, the Executive Director will be responsible for submitting to the OAHPERD Board of Directors a written report citing his/her goals, objectives and significant accomplishments. He/she will also project future goals, objectives and directions for the next three years.

The following statements represent all duties included in the operating code for the Executive Director position of the Oklahoma Association for Health, Physical Education, Recreation and Dance. Please read each stated duty and mark the appropriate numerical rating to indicate your perception of the manner in which this duty is performed. It is important to have as much information as possible to make an accurate evaluation. If you believe that you do not have sufficient information to evaluate a particular item, please use 0 to designate your response, being certain to evaluate those that you can, even if it is only a few items or one category. It is important in this process to receive as much feedback as possible.

Please use the scale provided below and rate each executive duty. Be sure to give some comments or examples which will provide adequate information to guide suggestions for improvement for all ratings, especially for ratings of 2 or below. All written comments will only be available to the Board of Directors and the Executive Director.

- 5 – Excellent
- 4 – Above Average
- 3 – Average
- 2 – Needs improvement
- 1 – Unsatisfactory
- 0 – Not applicable or insufficient information for evaluation

Evaluation of OAHPERD Executive Director

I. Communications:

- \_\_\_ A. Prepares and sends communications concerning the operation of the Association to the Board of Directors, Advisory Council, committees and the membership. e.g. (verification of qualifications of nominees, arrangements for travel and meetings, and requests for information by committees).  
Comments \_\_\_\_\_
- \_\_\_ B. Maintains effective relationship and communication with local, state, district and national segments of SHAPE America.  
Comments \_\_\_\_\_
- \_\_\_ C. Maintains effective relationship and communication with related organizations on the state, district and national levels. e.g. (governor’s council, SD of SHAPE America, and SHAPE America).  
Comments \_\_\_\_\_
- \_\_\_ D. Communicates with state and national legislators, education officers, and the state, regional and national boards and committees as directed by the Board.  
Comments \_\_\_\_\_
- \_\_\_ E. Represents the Association as directed by the Board of Directors.  
Comments \_\_\_\_\_
- \_\_\_ F. Coordinates the public relations thrust within the Association.  
Comments \_\_\_\_\_
- \_\_\_ G. Prepares all bulk mailings for deposit with postal service. e.g. (OAHPERD Journal, OAHPERD Newsletter, Jump Rope for Heart, Directory).  
Comments \_\_\_\_\_
- \_\_\_ H. Represents OAHPERD at the Executive Director’s meeting at SDAAPERD and AAHPERD.  
Comments \_\_\_\_\_

II. Fiscal Accounting

- \_\_\_ A. Prepares annual budget for approval by the Board of Directors.  
Comments \_\_\_\_\_
- \_\_\_ B. Disburses funds of the Association only in accordance with the adopted budget or as authorized by the President with Board approval. Disbursements are made by check bearing the single signature of the Executive Director.  
Comments \_\_\_\_\_
- \_\_\_ C. Secures bonding comparable to budget total; the annual premiums to be paid by the Association.  
Comments \_\_\_\_\_
- \_\_\_ D. Prepares an accurate accounting of receipts and disbursements at the end of the fiscal year.  
Comments \_\_\_\_\_
- \_\_\_ E. Submits appropriate IRS reports to SHAPE America as directed and scheduled.  
Comments \_\_\_\_\_

- \_\_\_ F. Requests an authorization from the President before making expenditure not covered by the budget.  
Comments \_\_\_\_\_
- \_\_\_ G. Invests Board approved funds of the Association.  
Comments \_\_\_\_\_
- \_\_\_ H. Initiates and receives contributions, gifts, grants and miscellaneous income.  
Comments \_\_\_\_\_
- \_\_\_ I. Receives and deposits monies of the Association.  
Comments \_\_\_\_\_

### III. Record Keeping/Reporting

- \_\_\_ A. Records minutes of each meeting of the Board of Directors and Advisory Council and mails them to all appropriate officers and members.  
Comments \_\_\_\_\_
- \_\_\_ B. Maintains financial records of the Association and reports to the Board of the Association.  
Comments \_\_\_\_\_
- \_\_\_ C. Maintains current files of the Constitution, By-Laws and Operating Codes.  
Comments \_\_\_\_\_
- \_\_\_ D. Maintains file copies of all correspondence, reports, policies, minutes and other pertinent materials.  
Comments \_\_\_\_\_
- \_\_\_ E. Processes report forms related to the Association.  
Comments \_\_\_\_\_
- \_\_\_ F. Maintains current membership list.  
Comments \_\_\_\_\_
- \_\_\_ G. Maintains a current roster of officers, and committees of the Association with an indication of the length of term of each officer and/or committee.  
Comments \_\_\_\_\_
- \_\_\_ H. Maintains copies of forms, i.e. membership blanks, evaluation forms, nomination blanks, ballots, etc., and supplies them to the appropriate persons.  
Comments \_\_\_\_\_
- \_\_\_ I. Forwards to the Archivist periodically, and at the end of the year, the Association records which should be retained.  
Comments \_\_\_\_\_

### IV. Membership

- \_\_\_ A. Plans, organizes and directs membership promotion and retention programs.  
Comments \_\_\_\_\_
- \_\_\_ B. Evaluates promotion and retention program results and reports findings to the President and the Board.  
Comments \_\_\_\_\_
- \_\_\_ C. Receives and processes applications and payments of dues for memberships.  
Comments \_\_\_\_\_



\_\_\_\_ D. Prepares membership directory.  
Comments \_\_\_\_\_

V. Convention

\_\_\_\_ A. Coordinates convention registration.  
Comments \_\_\_\_\_

\_\_\_\_ B. Assists the Journal Editor and Past President in the preparation of the convention program.  
Comments \_\_\_\_\_

\_\_\_\_ C. Coordinates contract negotiations for convention arrangements with assistance from President.  
Comments \_\_\_\_\_

\_\_\_\_ D. Secures and prepares all Association awards. e.g. (lettering, certificates, framing, plaques, engraving).  
Comments \_\_\_\_\_

VI. Publications

\_\_\_\_ A. Coordinates the publication of the OAHPERD Journal.  
Comments \_\_\_\_\_

\_\_\_\_ B. Serves as Editor of the OAHPERD Newsletter.  
Comments \_\_\_\_\_

VII. Jump Rope for Heart

\_\_\_\_ A. Assists JRFH Coordinator with essential function of JRFH.  
Comments \_\_\_\_\_



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## **Oklahoma Association HPERD Board Report Form**

**Name of Committee:**

**Person Submitting Report:**

**Date Submitted:**

**Progress Report:**

**Anticipated Plans:**

**Action Required By Board:**

**Statement of Candidacy  
For Office in the Oklahoma Association of HPERD**

- |  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 1. I am willing to be a candidate for the Oklahoma Association office<br>_____   | _____      | _____     |
| 2. I am a current OAHPERD member and have been for at least 3 years.   | _____      | _____     |
| 3. My present schedule will permit the carrying out of the responsibilities for the office as stated in the operating code.  | _____      | _____     |
| 4. I will attend all scheduled meetings of the board & council. If I am unable to attend, I will contact the President prior to the meeting and submit a report form of activities to be distributed at the meeting. | _____      | _____     |
| 5. I agree to provide the <u>one page attached</u> "Personal Data Sheet" by the designated deadline to the Journal Editor. _____   | _____      | _____     |
| 6. I agree to provide a photo (wallet or 3"x5") on or before the designated deadline to the Journal Editor.  | _____      | _____     |
| 7. I understand, according to the Constitution of OAHPERD, I may not hold more than one elected office in OAHPERD simultaneously.<br>Current officers must complete term.  | _____      | _____     |
| a. Individuals may not be nominees for more than one office at a given time.   |            |           |
| b. Nominees for President-elect and Division Vice Presidents must be members of <b>SHAPE America</b> .   |            |           |
| 8. I understand that nominees for office are expected to be present at the OAHPERD Convention meeting where ballots are cast.  | _____      | _____     |
| 9. I will attend the post convention board meeting, if elected.  | _____      | _____     |

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Please complete this form and return by August 1<sup>st</sup> to:**

## OAHPERD Personal Data Sheet

Candidate for the Office of: \_\_\_\_\_

Name:

Present Position (employment):

Education:

Professional Affiliations:

Service/Honors in HPERD and Other Recognitions:

State:

District:

National:

Other:

Related Professional Activities:

Publications:

SHAPE America Membership Number \_\_\_\_\_ Expires: \_\_\_\_\_

AAHPERD Associations (NASPE, AAPAR, e.g.):

**Personal Data Sheet must be limited to 1 page in this format and attach photo.**

**President-elect nominees must also include for publication a brief statement indicating their goals and intentions for OAHPERD, if elected.**

**Please complete this form and return by August 1<sup>st</sup> to:  
OAHPERD Journal Editor**

**OKLAHOMA ASSOCIATION FOR HEALTH, PHYSICAL  
EDUCATION, RECREATION, AND DANCE**

**VOUCHER  
EXPENSES/REIMBURSEMENT**

REQUEST FOR PAYMENT IN THE AMOUNT OF: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY)

(STATE)

(ZIP)

PHONE: \_\_\_\_\_

PAYMENT IS FOR: \_\_\_\_\_

BUDGET CATEGORY: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

**PLEASE ATTACH RECEIPTS**

**ACCOUNTING DISTRIBUTION  
(FOR OFFICE USE ONLY)**

BUDGET CATEGORY	BUDGET CODE	EXPENSE PURPOSE	PAYMENT AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL AMOUNT PAID: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

**MAIL TO: OAHPERD  
1722 Kings Road  
Edmond, OK 73013**