

Oregon Alliance for Health, Physical Education, Recreation, and Dance

OPERATING CODES

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OPERATING CODE FOR THE PRESIDENT

- I. **Name:** The name of this office shall be OAHPERD President
- II. **Purpose:** The President shall serve the Alliance as its chief presiding officer. In general, the duties of the President are to plan and direct the activities of the Alliance to promote Health, Physical Education, Recreation and Dance.
- III. **Organization:** The office of President is assumed by the OAHPERD President-Elect at the conclusion of the annual conference of the Alliance.
- IV. **Responsibilities and Procedures:**
- A. **Board of Directors Meetings**
- call and preside at all meetings of the Board of Directors (there shall be at least three meetings of the Board of Directors annually)
 - call for reports from all board members and committee chairs at least two weeks prior to scheduled meetings
 - Winter Board Meeting (prior to March),
 - Spring Board Meeting (in May to approve the budget for the start of the fiscal year and, to visit the Fall Conference site),
 - Fall Board Meeting (the pre-conference meeting),
 - Others as determined by President and Board
- * The Post Conference get-together is not counted as one of the three required meetings. It is a time to establish the years meeting dates, to introduce newly elected members and celebrate the successes of the Conference.
- mail a written agenda to the Board of Directors, Executive Director, Publications Editor, and Committee Chairs at least one week prior to scheduled meetings,
 - invite Committee Chairs as necessary, to attend meetings of the Board of Directors,
 - submit a written report for each meeting of the Board of Directors regarding the work of your office,
 - in addition, at the final Board meeting, submit a copy of your annual report*,
- *your annual report will have, previously, been submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
- B. **Committee responsibilities**
- examine and be familiar with committee operating codes to discern responsibilities for appointing chairs and filling committee member vacancies.
 - appoint Alliance Committee Chairs and committee members as needed, subject to Board of Directors approval,
 - serve as an ex officio member of all Alliance Committees,
 - work with the Treasurer and the Finance Committee to prepare a proposed budget for approval by the Board of Directors prior to June 1st, the start of the fiscal year. (Detail information found in Finance Committee Op Code),
 - chair the Executive Committee, when need arises, to conduct business of the Board of Directors. Executive Committee will bring their actions forward to the next board meeting for board affirmation. (Detailed information found in Executive Committee Op Code),
- C. **Responsibilities to National and District AAHPERD**
- carry out appropriate correspondence with National and District AAHPERD,
 - represent OAHPERD at National and District meetings and events requesting representation from state Alliance Presidents (i.e. The AAHPERD National Convention including Alliance Assembly).
- D. **Responsibilities for the annual OAHPERD Conference**
- prior to the conference, with assistance of the Secretary, send out call for annual reports from officers and committee chairs (approx. Sept. 1st),
 - prior to the conference, submit your own annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report.

- oversee the preparation of the OAHPERD Annual Report to the membership.
- convene/officiate at the OAHPERD Annual Meeting. This meeting of the entire membership takes place as part of the OAHPERD Conference,
- assist and advise the transition of the incoming President, Board of Directors, and Committee Chairs
- pass on files for the position to the incoming President,
- facilitate distribution of the constitution and operating codes to incoming elects and new committee chairs.

E. Other responsibilities

- monthly review of Alliance Executive Director and finance report,
- provide a President's Message for the OAHPERD Journal or News Letter (three publications),
- provide a short article for District AAHPERD Newsletter (three publications),
- assign a responsible OAHPERD Board Member to serve as primary mentor to the Student Representative and Student Representative-Elect.
- maintain communications among OAHPERD Board of Directors and Association Boards,
- supervise the work of all contracted services and facilitate performance review procedures,
- enforce rules and regulations relating to the administration of the Alliance,
- oversee filling vacancies of any elected Alliance position with the input and confirmation of the Board of Directors
- be apprised of OAHPERD's strategic planning carrying out the duties of the president,
- review the operating code for necessary revisions.
- provide suitable recognition for the Past President at the annual meeting.

V. Reports: It shall be the responsibility of the President to make reports as outlined under responsibilities and procedures of this code and as may be requested by the Board of Directors.

VI. Finances: Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. Amendment to the operating code: The President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Adopted:	Unknown	
Revised:	Unknown	
Revised:	March 1983	
Revised:	May 5, 1990	RM/OSU
Reviewed:	October 13, 1992	JAB/SOSC
Revised:	October 1997	AHH
Revised:	October 2003	CP

OPERATING CODE FOR THE PRESIDENT-ELECT

- I. **Name:** The name of this office shall be the OAHPERD President-Elect
- II. **Purpose:** The President-Elect shall serve as a voting member while being oriented with the purposes and procedures of the Alliance. In addition the primary responsibility of this office is to plan and coordinate the program for the OAHPERD annual conference.
- III. **Organization:** The President-Elect shall be elected by the membership at the annual conference of the Alliance and shall serve in this capacity for one year prior to assuming the office of President.
- IV. **Responsibilities and Procedures:**
- A. **Board of Directors Meetings**
- serve as a voting member of the Board of Directors and attend all meetings (there shall be at least three meetings annually of the Board of Directors),
 - submit a written report for each meeting of the Board of Directors regarding the work of your office,
 - in addition, at the final Board meeting, submit a copy of your annual report*,
- *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
- B. **Committee responsibilities**
- serve as chair of the Conference Program Planning Committee (detail information found in Op Code for Conference Program Planning Committee),
 - serve on the Finance Committee (detail information found in Op Code for Finance Committee),
 - serve as a member of the Executive Committee, when need arises, (detail information found in Op Code for Executive Committee),
 - observe and participate in any committee meeting that the President may deem advisable.
- C. **Responsibilities to National and District AAHPERD**
- attend the President-Elects Conference of the American Alliance for Health, Physical Education, Recreation and Dance,
 - be apprised of the relationship of OAHPERD to the N.W. District AAHPERD and respond supportively as requests/needs arise.
- D. **Responsibilities for the annual OAHPERD Conference**
- prior to the conference, work with the Conference Program Planning Committee to insure a quality event (confer with President and Past-Presidents for resources* to help in the process).
- * A timetable and examples of flyers, program, Journal, etc. are available as a resources.
- work with Treasurer/Executive Director to ensure accurate records for exhibits, membership, conference registration and conference expenses.
 - prior to the conference by request of the President (approx. Sept. 1st) submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report,
 - at the pre-conference board meeting, report to the Board of Directors regarding the accomplishments of the Conference Program Planning Committee.
 - at the conference, be available to assist where needed to carry out the work of the Conference Program Planning Committee.
- E. **Other responsibilities**
- represent the President and Alliance upon request,
 - maintain an up-to-date file of procedures for records and historical purposes,
 - pass on files for the position to the incoming President- Elect,
 - review the operating code for necessary revisions.
- V. **Reports:** It shall be the responsibility of the President-Elect to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The President-Elect shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: May 1961

Revised: September 1973
Revised: March 1983
Revised: May 5, 1990 RM/OSU
Reviewed: October 13, 1992 JAB/SOSC
Revised: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR THE PAST PRESIDENT

- I. Name: The name of this office shall be the OAHPERD Past President.
- II. Purpose: The Past President shall serve as a voting member of the Board of Directors. In addition, the Past President shall assist the President in implementing the recommendations made by the previous year's Association Presidents and Alliance Committee Chairs which were accepted by the membership at the annual conference. The Past President shall preside in the absence of the President.
- III. Organization: The Past President shall assume the office at the conclusion of the annual conference of the Alliance. In the event that the office of Past President becomes vacant, the President shall appoint a former Past President of the Alliance to fill the unexpired term. Such appointment shall become effective upon the approval of the Alliance Board of Directors.
- IV. Responsibilities and Procedures
 - A. Board of Directors Meetings
 - serve as a voting member of the Board of Directors and attend all meetings (there shall be at least three meetings annually of the Board of Directors),
 - in the absence of the President, preside at meetings of the Board of Directors,
 - submit a written report for each meeting of the Board of Directors regarding the work of your office,
 - in addition, at the final Board meeting, submit a copy of your annual report*,

*your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
 - B. Committee responsibilities
 - serve as chair of the Nominating Committee (detail information found in Op Code for Nominating Committee),
 - serve as chair of the Constitution Committee (detail information found in Op Code for Constitution Committee),
 - serve on the Finance Committee (detail information found in Op Code for Finance Committee).
 - C. Responsibilities to National and District AAHPERD
 - maintain a supportive role when requested/needed
 - D. Responsibilities for the annual OAHPERD Conference
 - prior to the conference by request of the President (approx. Sept.1st) submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report,
 - conduct the OAHPERD elections (detail information found in Op Code for Nominating Committee),
 - pass on files for the position to the incoming Past President.
 - E. Other responsibilities
 - serve as advisor to the President
 - maintain an up-to-date file of procedures for records and historical purposes,
 - review the operating code for necessary revisions,
 - assist and advise the incoming Past President of responsibilities.
 - assist Publications Editor in securing articles for publication and website.
- V. Reports: It shall be the responsibility of the Past President to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.
- VI. Finances: Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to

the Treasurer by April 1st.

VII. Amendment of the operating code: The Past President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved:	May 1974	
Revised:	September 1973	
Revised:	March 1983	
Revised:	May 5, 1990	RM/OSU
Reviewed:	October 13, 1992	JAB/SOSC
Revised:	October 1997	AHH
Revised:	October 2003	CP

OPERATING CODE FOR THE SECRETARY

- I. **Name:** The name of this office shall be the OAHPERD Secretary.
- II. **Purpose:** The Secretary shall serve as a voting member of the Board of Directors. The Secretary's primary responsibilities are to record and distribute the proceedings of the Alliance as outlined in this code.
- III. **Organization:** The Secretary shall assume office at the conclusion of the annual conference after having served as Secretary -Elect for one year. The office of Secretary is a two-year term. During the first year of the term, the Secretary will be solely responsible for carrying out the duties described in this code. During the second year of the term, the Secretary will, in addition, serve as a trainer of the Secretary-Elect. (A Secretary-Elect is to be elected in even numbered years.)
- IV. **Responsibilities and Procedures:**
- A. **Board of Directors Meetings**
- attend all meetings of the Board of Directors and record the proceedings of each meeting (there shall be at least three meetings annually of the Board of Directors).
 - distribute minutes of the Board of Directors meetings to
 - the members of the Board of Directors
 - OAHPERD Executive Director
 - Publications Editor
 - Alliance Committee Chairs
 - The President of the Northwest District AAHPERD
 - Ex-officio members (i.e. Oregon Department of Education representative and N.W. District Board of Governors representative)
 - Others as requested
 - submit a written report for each meeting of the Board of Directors regarding the work of your office,
 - in addition, at the final Board meeting, submit a copy of your annual report*,
- *all annual reports will have, previously been requested by the President and submitted to you as a resource for preparing the OAHPERD Annual Report to the membership.
- answer OAHPERD correspondence brought to your attention.
- B. **Responsibilities for and at the annual OAHPERD Conference**
- prior to the conference, in a timely manner (approx. Sept. 1st), the Secretary will assist the President in sending out a call to each officer, each OAHPERD committee chair, the executive director, the publications editor and the historian to submit their annual reports,
 - prior to the conference by the date requested, submit your own annual report for use as a resource in compiling the OAHPERD Annual Report,
 - assist the President in summarizing the annual reports from members of the boards and committees to form the OAHPERD Annual Report. The OAHPERD Annual Report should include OAHPERD functions, accomplishments and recommendations. This report may be compiled from a variety of sources. Sources include annual reports received from those persons mentioned above, minutes of the Board of Directors meetings held during the year, minutes of the previous annual business meeting of the Alliance and the current constitution and by-laws of the Alliance.
 - distribute the OAHPERD Annual Report to the membership at the OAHPERD Annual Meeting. This meeting of the entire membership takes place as part of the OAHPERD Conference.
 - attend the annual business meeting of the Alliance and record its proceedings.
- C. **Other responsibilities**
- keep the OAHPERD files up-to-date and in good order with assistance from the Executive Director. Files to be maintained/accessible include:
 - minutes of Board of Directors and Alliance meetings (3 most current years)
 - written reports submitted at Board of Directors meetings
 - OAHPERD Publications (Journal and Newsletters)
 - OAHPERD Annual Reports (3 most current years)
 - current constitution and by-laws
 - current operating codes
 - After the OAHPERD annual conference, submit a notice that copies of the Annual Report are

available upon request from the OAHPERD Secretary. (Consult with the editor for publication deadline).

- review the operating code for necessary revisions
- during the second year of this office, the Secretary will be responsible, in addition to other duties, for the training of the Secretary-Elect. The office of OAHPERD Secretary-Elect is elected at the annual conference in even numbered years (detail information found in Op Code for Secretary-Elect).

V. Reports: It shall be the responsibility of the Secretary to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.

VI. Finances: Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. Amendment to the operating code: The Secretary shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved:	September 1967	
Revised:	October 1972	
Revised:	May 1973	
Revised:	October 1973	
Revised:	January 1983	
Revised:	May 5, 1990	RM/OSU
Reviewed:	October 13, 1992	JAB/SOSC
Revised:	October 1997	AHH
Revised:	October 2003	CP

OPERATING CODE FOR THE SECRETARY-ELECT

- I. **Name:** The name of this office shall be the OAHPERD Secretary-Elect
- II. **Purpose:** The Secretary-Elect shall serve as a voting member of the Board of Directors while being oriented with the responsibilities and procedures of the office of OAHPERD Secretary.
- III. **Organization:** The Secretary-Elect shall be elected by the membership at the annual conference of even numbered years and serve in this capacity for one year prior to assuming the office of Secretary.
- IV. **Responsibilities and Procedures:**
- A. **Board of Directors Meetings**
- serve as a voting member of the Board of Directors and attend all meetings (there shall be at least three meetings annually of the Board of Directors).
 - assist as requested with reports and other duties of the office of Secretary,
 - at the final Board of Directors meeting, submit an annual report* which summarizes the work you have done as Secretary-Elect and plans you have for assuming the office of Secretary, *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
 - serve as Secretary in the absence of the Secretary
- B. **Responsibilities for and at the annual OAHPERD Conference**
- prior to the conference by request of the President (approx. Sept. 1st) submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report,
 - assist the President and Secretary in compiling the OAHPERD Annual Report for distribution at the OAHPERD Annual Meeting. This meeting of the entire membership takes place as part of the OAHPERD Conference.
- C. **Other responsibilities**
- become familiar with the responsibilities and procedures of the Secretary (detail information found in Op Code for Secretary),
 - review the operating code for necessary revisions
- V. **Reports:** It shall be the responsibility of the Secretary-Elect to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The Secretary-Elect shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR THE TREASURER

- I. **Name:** The name of this office shall be the OAHPERD Treasurer
- II. **Purpose:** The Treasurer shall serve as a voting member of the Board of Directors. The Treasurer's primary responsibilities are to keep accurate records of OAHPERD financial transactions as outlined in this code.
- III. **Organization:** The Treasurer shall assume office at the conclusion of the annual conference after having served as Treasurer-Elect for one year. The office of Treasurer is a two-year term. During the first year of the term, the Treasurer will be solely responsible for carrying out the duties described in this code. During the second year of the term, the Treasurer will, in addition, serve as a trainer of the Treasurer-Elect. (A Treasurer-Elect is to be elected in odd numbered years.)
- IV. **Responsibilities and Procedures:**
- A. **Board of Directors Meetings**
- attend all meetings of the Board of Directors and report the current financial status of the Alliance (there shall be at least three meetings annually of the Board of Directors).
 - submit a written report for each meeting of the Board of Directors regarding the work of the Finance Committee,
 - submit a written report for each meeting of the Board of Directors regarding the work of your office,- in addition, at the final Board meeting, submit a copy of your annual report*,
- *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership. It should include an itemized financial record of OAHPERD's annual income and expenses as required by the constitution to be available to the membership at the OAHPERD Annual Meeting.
- B. **Committee responsibilities**
- serve as chair of the Finance Committee, which shall concern itself with all financial decisions of the Alliance. A primary function of this committee is to compile a proposed budget, for BOD approval prior to the start of the fiscal year (June 1st).
 - make certain the Treasurer-Elect attends Board of Directors' meeting that cannot be attended by the Treasure,
 - review monthly account statements and reconciliation of checks with Executive Director
 - review Alliance Income Tax report to AAHPERD,
 - be available as a cosigner of checks in the absence of Executive Director
 - review distribution of scholarship funds to ensure distribution is in accordance with the procedures spelled out in the operating code for the scholarship committee.
 - review Alliance account activities (vouchers and checks written) prior to all BOD meetings
- C. **Responsibilities for the annual OAHPERD Conference**
- assist Executive Director and local conference manager in preparation of conference budget proposal and final financial report
 - prior to the conference, submit to the Publications Editor the approved annual budget to be published in the OAHPERD Publication immediately prior to the OAHPERD Conference. (Consult with the editor for publication deadline). The Treasurer shall inform the membership of the approved annual budget through the OAHPERD Publication preceding the annual conference (detail information found in Op Code for Finance Committee).
 - oversee the preparation and duplication of a complete itemized financial record of all income and expenses to be made available for the membership at the annual fall business meeting of the Alliance, a summary of the financial record is to be published annually in the OAHPERD Journal,
 - prior to the conference by request of the President (approx. Sept 1st), submit your annual report to the Secretary. Your report shall include a complete itemized financial record of OAHPERD's annual income and expenses to be made available for the membership at the OAHPERD Annual Meeting. This meeting of the entire membership takes place as part of the OAHPERD Conference.
- D. **Regarding other responsibilities**
- secure and maintain a current surety bond covering offices of Treasurer, Treasurer-Elect (elected odd years), Executive Director, President-Elect, conference site manager, and Association President and Treasurer,

- ensure the Executive Director issues payments in a timely manner, for moneys payable by the Alliance and enters such records in the proper books,
- provide status of account notices for those accounts, which show a lot of activity and/or approach their budget limit.
- oversee the receipt of all dues and moneys payable to the Alliance and the entry of such records in the proper books. - submit all noncurrent books and records of the Treasurer to the OAHPERD Historian,
- see that all presented bills are within approved budget limits or follow the guidelines for payment of expenditures over budget (i.e. must be approved by the Board of Directors).
- oversee distribution of the base allotment (November) and membership allotment funds (May) in accordance with the procedures spelled out in the constitution by-laws (see Constitution Article VIII Dues and Finances, Section 5).
- ensure timely payment of tax liabilities with State of Oregon and Federal Government.
- review the operating code for necessary revisions,
- during the second year of this office, the Treasurer will be responsible, in addition to other duties, for the training of the Treasurer-Elect. The office of OAHPERD Treasurer-Elect is elected at the annual conference in odd numbered years (detailed information found in OP Code for Treasurer-Elect),
- at the end of the Treasurer's term of service, the Treasurer shall be responsible for contracting an assessment of the books by an independent certified public accountant to facilitate the transfer of the books to the incoming Treasurer.

V. Reports: It shall be the responsibility of the Treasurer to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.

VI. Finances: Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. Amendment to the operating code: The Treasurer shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved:	1967	
Revised:	September 1973	
Revised:	October 1973	
Revised:	May 1983	
Revised:	March 1985	
Revised:	May 5, 1990	RM/OSU
Revised:	October 1997	AHH
Revised:	October 2002	RM
Revised:	October 2003	CP

OPERATING CODE FOR THE TREASURER-ELECT

- I. **Name:** The name of this office shall be the OAHPERD Treasurer-Elect.
- II. **Purpose:** The Treasurer-Elect shall serve as a voting member of the Board of Directors while being oriented with the responsibilities and procedures of the office of OAHPERD Treasurer.
- III. **Organization:** The Treasurer-Elect shall be elected by the membership at the annual conference of odd numbered years and serve in this capacity for one year prior to assuming the office of Treasurer.
- IV. **Responsibilities and Procedures**
- A. **Board of Directors Meetings**
- serve as a voting member of the Board of Directors and attend all meetings (there shall be at least three meetings annually of the Board of Directors).
 - assist as requested with reports and other duties of the office of Treasurer,
 - at the final Board of Directors meeting, submit an annual report* which summarizes the work you have done as Treasurer-Elect and plans you have for assuming the office of Secretary, *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
 - serve as Treasurer when the Treasurer is absent.
- B. **Committee responsibilities**
- serve as a committee member of the Finance Committee (detail information found in OP Code for Finance Committee).
- C. **Responsibilities for the annual OAHPERD Conference**
- assist the Treasurer in preparing the proposed annual budget,
 - assist the Treasurer in preparing the itemized financial record of OAHPERD's annual income and expenses to be made available for the membership at the annual business meeting of the Alliance (this meeting happens at the annual OAHPERD Conference),
 - prior to the conference by the date requested, submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report.
- D. **Other responsibilities**
- work with the Treasurer to obtain a current surety bond.
 - become familiar with the responsibilities and procedures of the Treasurer (detail information found in OP Code for Treasurer),
 - review the operating code for necessary revisions.
- V. **Reports:** It shall be the responsibility of the Treasurer-Elect to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The Treasurer-Elect shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: October 1997 AHH
Revised: October 2002 RM
Revised: October 2003 CP

THE OPERATING CODE FOR THE ASSOCIATION PRESIDENTS

I. **Name:** The name of these offices shall be the OAHPERD Association Presidents. Associations recognized by the OAHPERD constitution include:

- Oregon Association for Athletics and Sports (OAAS)
- Oregon Dance Association (ODA)
- Oregon Association for Health Education (OAHE)
- Oregon Association for Physical Education (OAPE)

II. **Purpose:** The Association President shall serve the Alliance as a liaison between the association and the larger membership of OAHPERD represented by the OAHPERD Board of Directors.

III. **Organization:** The Association President assumes office at the conclusion of the annual conference after having served as Association President-Elect for one year.

IV. **Responsibilities and Procedures**

A. **Board of Directors Meetings**

- serve as a voting member of the Board of Directors and attend all meetings (there shall be at least three meetings annually of the Board of Directors).
 - submit a written report for each meeting of the Board of Directors regarding the work of your office,
 - in addition, at the final Board meeting, submit a copy of your annual report*,
- *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.

B. **Committee responsibilities**

- provide guidance and input to Association President-Elect, who will be working with the Conference Program Planning Committee,
- serve on the OAHPERD nominating committee (detail information found in Op Code for Nominating Committee),
- serve on the Awards Coordination Committee (detail information found in the Op Code for Awards Coordination Committee).

C. **Responsibilities for the annual OAHPERD Conference**

- prior to the conference by request of the President (approx. Sept. 1st) submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual report,
- conduct the Association Business Meeting (this meeting usually follows immediately after the Alliance annual meeting)

D. **Other responsibilities**

- review the OAHPERD Constitution and Operating Codes to discern impact upon Association.
- submit a copy of the Association's year end financial report to OAHPERD Board of Directors.
- submit a copy of the Association's Constitution and By-Law changes to the OAHPERD Constitution Committee to ensure their alignment with OAHPERD Constitution and By-Laws.
- review the operating code for necessary revisions
- assist and advise the Association President-Elect concerning the responsibilities and procedures of this office.

V. **Reports:** It shall be the responsibility of the Association President to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.

VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. **Amendment to the operating code:** The Association President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: October 1997 AHH

Revised: October 2003 CP

THE OPERATING CODE FOR THE ASSOCIATION PRESIDENT-ELECTS

- I. **Name:** The name of these offices shall be the OAHPERD Association President-Elects. Associations recognized by the OAHPERD constitution include:
- Oregon Association for Athletics and Sports (OAAS)
 - Oregon Dance Association (ODA)
 - Oregon Association for Health Education (OAHE)
 - Oregon Association for Physical Education (OAPE)
- II. **Purpose:** The Association President-Elect shall serve the Alliance as a liaison between the association and the larger membership of OAHPERD represented by the OAHPERD Board of Directors. A primary purpose of each association President-Elect is to promote the association's area of interest in planning and promoting the annual conference of the Alliance.
- III. **Organization:** Each Association President-Elect shall be elected by the membership of their respective association and serve in this capacity for one year prior to assuming the office of Association President. Respective association elections usually occur at the annual OAHPERD conference during the time allotted for Association Meetings.
- IV. **Responsibilities and Procedures**
- A. **Board of Directors meetings**
- serve as a voting member of the Board of Directors and attend all meetings (there shall be at least three meetings annually of the Board of Directors).
 - submit a written report for each meeting of the Board of Directors regarding the work of your office,
 - in addition, at the final Board meeting, submit a copy of your annual report*,
- *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
- B. **Regarding committee responsibilities**
- serve on the Conference Program Planning Committee (detailed information found in Op Code for Conference Program Planning Committee).
- C. **regarding responsibilities for the annual OAHPERD Conference**
- prior to the conference by request of the President (approx. Sept.1st) submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report.
- D. **Regarding other responsibilities**
- review the operating code for necessary revisions
- V. **Reports:** It shall be the responsibility of the Association President-Elect to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The Association President-Elect shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board for approval.

Approved: October 1997 AHH
Revised: October 2003 CP

THE OPERATING CODE FOR THE STUDENT REPRESENTATIVES

- I. Name: The name of this office shall be the OAHPERD Student Representative.
- II. Purpose: The two Student Representative shall serve as a voting member of the Board of Directors. The Student Representatives' primary responsibility is to represent student interests in all matters of the Alliance. This office also affords opportunity to establish mentorship relationships with other OAHPERD leaders.
- III. The Student Representative shall assume office at the conclusion of the annual conference after having served as Student Representative-Elect for one year.
- IV. Responsibilities and Procedures:
- A. Board of Directors Meetings
- serve as a voting member of the Board of Directors and attend all meetings (there shall be at least three meetings annually of the Board of Directors),
 - submit a written report for each meeting of the Board of Directors regarding the work of your office,
 - in addition, at the final Board meeting, submit a copy of your annual report*,
- *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
- B. Committee responsibilities
- prior to the conference work with the Conference Program Planning Committee (detail information found in Op Code for Conference Program Planning).
 - volunteer or recommend a responsible student to serve on the Membership Committee (detail information found in Op Code for Membership Committee).
- C. Responsibilities for and at the annual OAHPERD Conference
- prior to the conference, work with the Conference Program Planning Committee to insure a quality event for student members,
 - prior to the conference by request of the President (approx. Sept. 1st), submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report,
 - at the conference, be available to assist where needed to carry out the work of the Conference Program Planning Committee.
- D. Other responsibilities
- review the operating code for necessary revisions
 - assist and advise the Student Representative-Elect concerning the responsibilities and procedures of this office.
- V. Reports: It shall be the responsibility of the Student Representative to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.
- VI. Finances: Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. Amendment to the operating code: The Student Representative shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: October 1997 AHH

Revised: October 2003 CP

OPERATING CODE FOR THE OREGON REPRESENTATIVE TO
NORTHWEST DISTRICT

- I. Name: The name of this office shall be the Oregon Representative to Northwest District.
- II. Purpose: The Oregon Representative to Northwest District shall serve the Alliance as a liaison between OAHPERD and the District AAHPERD helping to support and facilitate the needs of both memberships.
- III. Organization: The Oregon Representative to the Northwest District shall be appointed from the OAHPERD Board of Directors.
- IV. Responsibilities and Procedures
- A. OAHPERD Board of Directors Meetings
- serve as a liaison between OAHPERD and Northwest District, sharing relevant information between both groups,
 - include in your written report for each meeting of the Board of Directors information regarding the work of your NWD office,
 - in addition, at the final Board meeting, submit a copy of your annual report*,
- *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
- B. Responsibilities to the Northwest District AAHPERD
- carry out appropriate correspondence with N.W. District AAHPERD,
 - represent OAHPERD at District AAHPERD meetings/events that request representation from state representatives (i.e. the N.W. District Convention, Board of Directors Meetings [2-3] and the AAHPERD National Convention).
 - become familiar with the Northwest District Op Code for this position and recommend changes accordingly.
- C. Responsibilities for the annual OAHPERD Conference
- prior to the conference by the date requested, submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report.
 - at the conference, serve as a host in making any N.W. District and/or National AAHPERD guests feel welcome and included at the conference.
- D. Regarding other responsibilities
- review the OAHPERD operating code for necessary revisions,
 - at the end of this term of office, assist in the transition of the newly elected representative.
- V. Reports: It shall be the responsibility of the Oregon Representative to the Northwest District to make reports as outlined under responsibilities and procedures of this code and as may be requested by the OAHPERD President and/or the Board of Directors.
- VI. Finances: Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. Amendment to the operating code: The Oregon Representative to Northwest District shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR THE EXECUTIVE DIRECTOR

- I. Name:** The name of this position shall be the OAHPERD Executive Director
- II. Purpose:** The Executive Director shall provide continuity and assistance to the overall, day to day, operation of the Alliance. The Executive Director works most closely with and takes direction from primarily the Executive Committee.
- III. Organization:** The Executive Director is a contracted employee of the OAHPERD Board of Directors. Evaluation of the Executive Director occurs annually and renewal of the contract is subject to Board of Director approval. Evaluation shall be the responsibility of the President after soliciting appropriate input from the Board (detailed contract - Appendix A, and evaluation form - Appendix B).
- IV. Responsibilities and Procedures**
- A. Board of Directors Meetings**
- attend all meetings of the Board of Directors (there shall be at least three meetings annually of the Board of Directors). The Executive Director is a non-voting participant on the Board.
 - submit a written report for each meeting of the Board of Directors regarding the work of your position,
 - in addition, at the final Board meeting, submit a copy of your annual report*,
- *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
- B. Committee responsibilities**
- work closely with the President-Elect and the Conference Program Planning Committee (detail information found in Op Code for Conference Program Planning Committee and Executive Director Contract).
 - work closely with the Membership Committee (detail information found in Op Code for Membership Committee and Executive Director Contract).
 - consult with the OAHPERD Publication Advisory Committee regarding advertisement price structure,
- C. Responsibilities to National and District AAHPERD**
- provide a stable mailing address for the OAHPERD Alliance and facilitate a responsible routing system for correspondence received from National and District AAHPERD to appropriate board members and committees.
 - attend selected meetings, conferences or seminars as directed by the Board of Directors,
- D. Responsibilities for the annual OAHPERD Conference**
- prior to the conference by request of the President (Approx. Sept. 1st), submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report.
 - support the work of the Conference Program Planning Committee, which includes marketing the conference, facilitating on-site tasks such as registration and exhibitor arrangements, and transferring conference monies collected to the OAHPERD Account (detail information found in the Op Code for Conference Program Planning Committee and Executive Director Contract).
 - assist orientation of newly elected officers.
- E. Website responsibilities**
- maintain the Alliance website as directed by the Board of Director,
 - monitor the Alliance website as to numbered hits received and report to the Board of Directors on effectiveness of the website,
 - report to the Board of Director on all website related information,
- F. Other responsibilities**
- perform duties as directed by the Board of Director,
 - demonstrate computer skills required to fulfill Alliance duties,
 - maintain the OAHPERD non-profit bulk-mailing privilege,
 - assist Treasurer with filing taxes,
 - explore corporate and foundation sponsorships,
 - consistently meet the expectations of the job as described in the Executive Director's Contract,
 - meet with OAHPERD President at the end of each calendar year to review contract and Executive Director's performance prior to contract renewal,
 - review the operating code for necessary revisions.

V. **Reports:** It shall be the responsibility of the Executive Director to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.

VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. **Amendment to the operating code:** The Executive Director shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for referral.

Approved: October 1997 AHH

Revised: October 2003 CP

OPERATING CODE FOR THE PUBLICATIONS EDITOR

- I. Name: The name of this position shall be the OAHPERD Publications Editor.
- II. Purpose: The Publications Editor shall be responsible for publishing materials for distribution to the OAHPERD Membership through OAHPERD's major publication formats which include the Oregon Journal and Oregon News.
- III. Organization: The Publications Editor is a contracted employee of the OAHPERD Board of Directors. The Contract is for three years with annual review.
- IV. Responsibilities and Procedures
- A. Board of Directors Meetings
- attend all meetings of the Board of Directors (there shall be at least three meetings annually of the Board of Directors). The Publications Editor is a non-voting participant on the Board.
 - submit a written report for each meeting of the Board of Directors regarding the work of your office,
 - in addition, at the final Board meeting, submit a copy of your annual report*,
- *your annual report will have, previously, been requested by the President and submitted to the Secretary as a resource for publication of the OAHPERD Annual Report to the membership.
- B. Committee responsibilities
- serve as chair of the Publications Review Panel* (detail information found in Op Code for Publications Review Panel).
- *The publications Review panel has in the past been referred to as The Editorial Board.
- serve on the Publications Advisory Committee (detail information found in Op Code for Publications Advisory Committee).
- C. Responsibilities to National and District AAHPERD
- support National and District AAHPERD when occasions arise (i.e. publication of significant event dates, application information, press releases etc.),
- D. Responsibilities for and at the annual OAHPERD Conference
- prior to the conference by request of the President (approx. Sept. 1st) submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report,
 - consider the conference as an opportunity for obtaining materials to be used in OAHPERD Publications and make appropriate arrangements (i.e. arrange for pictures, interviews, surveys etc.)
- E. Editor responsibilities
- solicit and receive materials for possible use in OAHPERD's Oregon Journal and Oregon News,
 - check to make sure that materials from National Associations are screened by the appropriate state Association President before publication.
 - apprise board members, committee chairs, and appropriate others of publication deadlines.
 - anticipate the following items for the pre-conference publication:
 - Conference tentative program
 - candidates for office
 - financial report for previous fiscal year
 - Constitution revisions
 - Board of Director approved OAHPERD budget
 - anticipate the following items for the post-conference publication:
 - Secretary's notice of the available summary of the OAHPERD Annual Report
 - Article from chair of the Honorary Life Membership Committee recognizing award recipients,
 - Article from chair of Scholarship Committee recognizing scholarship recipients,
 - Article(s) from the Awards Coordination Committee recognizing OAHPERD professionals receiving a variety of awards at the conference,
 - review and prepare materials for OAHPERD's Oregon Journal and Oregon News,
 - coordinate solicitation of and placement of advertisements for publications with Executive Director,
 - solicit bids for printing and mailing services,
 - coordinate the printing and mailing process for OAHPERD's Oregon Journal and Oregon News.

F. Regarding other responsibilities

- review the operating code for necessary revisions,

V. **Reports:** It shall be the responsibility of the Publications Editor to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.

VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. **Amendment to the operating code:** The Publications Editor shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved:	May 5, 1990	RM/OSU
Reviewed:	October 13, 1992	JAB/SOSC
Revised:	October 1997	AHH
Revised:	October 2003	CP

OPERATING CODE FOR THE ASSISTANT TO THE EDITOR

- I. **Name:** The name of this position shall be the OAHPERD Assistant to the Editor.
- II. **Purpose:** The Assistant to the Editor shall be responsible for assisting the Editor in publishing materials for distribution to the OAHPERD Membership through OAHPERD's major publication formats which include the Oregon Journal and Oregon News.
- III. **Organization:** The Assistant to the Editor is a contracted employee of the OAHPERD Board of Directors. The filling of this position will be at the request of the Publications Editor and with the approval of the Board of Directors.
- IV. **Responsibilities and Procedures**
- A. **Board of Directors Meetings**
- in the absence of the Publications Editor, attend meetings of the Board of Directors as a non-voting participant,
 - in the absence of the Publications Editor, act as a liaison (i.e. submitting written reports to the Board and communicating Board proceedings to the Editor),
- B. **Committee responsibilities**
- assist the Publications Editor as directed.
 - serve as a member of the Publications Review Panel
- C. **Responsibilities to National and District AAHPERD**
- assist the Publications Editor as directed.
- D. **Responsibilities for the annual OAHPERD Conference**
- assist the Publications Editor as directed,
 - prior to the conference by request of the President (approx. Sept. 1st) submit your annual report to the Secretary for use as a resource in compiling the OAHPERD Annual Report,
- E. **Assistant to the Editor responsibilities**
- assist in soliciting, reviewing and preparing materials for Alliance publications and other duties as directed.
- F. **Other responsibilities**
- review the operating code for necessary revisions
- V. **Reports:** It shall be the responsibility of the Assistant to the Editor to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The Assistant to the Editor shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Revised: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR THE ADVOCACY COMMITTEE

- I. **Name:** The name of this standing committee shall be the OAHPERD Advocacy Committee.
- II. **Purpose:** The purpose of this committee shall be to identify and provide advocacy for issues relating to the broad interests of this Alliance and its constituent community.
- III. **Organization:** Representatives from each Association are encouraged each year to serve on this committee*. The committee chair shall be called The Oregon Alliance Advocacy Representative and be appointed by the OAHPERD President for a two-year term*.
*Persons wishing to serve longer terms should advise the OAHPERD President.
- IV. **Responsibilities and Procedures**
 - A. The chair shall:
 - call and preside at all meetings of the committee,
 - distribute the committee operating code to each committee member,
 - upon request, attend Board of Directors meeting(s),
 - work with the Advocacy Committee to discern ways to impact the variables in Oregon that affect the positive vision of the Alliance to promote the value of Health, Physical Education, Recreation, and Dance,
 - receive and respond to requests for advocacy support from OAHPERD membership and others in a timely manner,
 - establish a quick response network to recruit advocacy support from members in a timely fashion (i.e. create and maintain an E-mail advocacy network and/or web page),
 - work to create/ maintains a positive dialogue and supportive network with the Oregon Dept of Ed,
 - work to establish positive relationships with public officials and decision makers,
 - work with other organizations/agencies in efforts to promote issues of parallel concern to the Alliance,
 - keep advocacy issues/concerns before the membership by contributing relevant articles to the Publications Editor,
 - present ideas for advocacy projects/strategies to the Board of Directors for approval,
 - submit a written committee report to summarize the work of this committee
 - to the OAHPERD Secretary, prior to the conference by the date requested, to be used as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the Alliance annual meeting (which happens at the OAHPERD Conference) and
 - to the Board of Directors for their final meeting scheduled at the beginning of the annual OAHPERD Conference,
 - upon completing term as chair, assist in transition of new chair to include helping with arrangements to support board approved advocacy projects/strategies in process,
 - review the operating code for necessary revisions.
 - B. The committee shall:
 - assist in discerning ways to impact the variables in Oregon that affect the positive vision of the Alliance to promote the value of Health, Physical Education, Recreation and Dance,
 - assist in responding to requests for advocacy support from OAHPERD membership and others in a timely manner,
 - assist and advise the chair in the work necessary to
 - establish a quick response advocacy network
 - create/ maintain a positive dialogue and supportive network with the Oregon Department of Education,
 - establish positive relationships with state legislators,
 - collaborate with other organizations/agencies in efforts to promote issues of parallel concern to the Alliance,
 - keep advocacy issues/concerns before the membership by contributing relevant articles to the Publications Editor,
 - review the operating code of this committee for necessary revisions.
- V. **Reports:** It shall be the responsibility of the Advocacy Committee Chair to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. Amendment to the operating code: The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: October 1997 AHH

Revised: October 2003 CP

OPERATING CODE FOR THE CONFERENCE PROGRAM PLANNING COMMITTEE

I. Name: The name of this standing committee shall be the OAHPERD Conference Planning Committee.

II. Purpose: The Conference Program Planning Committee shall plan the annual OAHPERD Conference (traditionally held in the Fall and coinciding with Oregon's statewide in service day).

III. Organization: The committee shall consist of the OAHPERD President-Elect, who serves as chair, the Association President-Elects, and the Student Representative. The Executive Director and Conference Site Manager shall serve as ex-officio members and as key resources to this committee.

IV. Responsibilities and Procedures

A. The chair shall:

- call and preside at all committee meetings,
 - distribute the Program Planning Committee operating code and a membership list of the committee to each committee member,
 - consult with the OAHPERD President and OAHPERD Past Presidents to discern the strategies* and intricacies of putting on a quality conference,
 - work with the OAHPERD President and Executive Director/Treasurer to develop a conference budget and fee schedule,
- * A timetable and examples of flyers, program, Journal, etc is available as resources.
- include a written summary of the proceedings of the Program Planning Committee in the President-Elect's reports to the Board of Directors meetings, and in the President-Elect's annual report to the Secretary
 - encourage Association President-Elects to recruit presenters in their interest area in a timely fashion to allow for early and accurate marketing of the conference. Associations shall be allowed expenditures of up to \$500 each out of the conference budget to support presentations. (Marketing strategies have included sending program sampler flyers to a wide audience of Oregon physical education and health education teachers and placing notice in the Oregon Department of Education listings of in service day opportunities.)
 - provide leadership to the committee regarding planning and coordinating the annual conference (i.e. provide forms to gather presenter information, organize master schedule establishing session times and spaces),
 - work closely with the Conference Site Manager to ensure site use contract is understood and equipment needs are met efficiently,
 - work with the Executive Director regarding procedures for exhibitors, marketing, and registration,
 - collaborate with OAHPERD President regarding arrangements for the OAHPERD Annual business meeting for the total Alliance membership,
 - arrange for lunch format and menu,
 - oversee selection of a universally appealing keynote speaker with up to \$600 allocation from conference budget,
 - submit materials for publicity to the Publications Editor for inclusion in the OAHPERD Publication preceding the conference,
 - recruit assistance for miscellaneous conference duties (i.e. child care, set up and clean up, bookstore if available, OAHPERD Booth , audio/visual equipment, session evaluations, etc.).
 - design and prepare conference programs to be handed out at conference,
 - work with the Executive Director/Treasurer to responsibly manage the conference accounting by keeping an accurate record of all debits and credits,
 - review the operating code for necessary revisions.
 - invite appropriate District or National leaders to attend conference and provide a stipend.

B. The committee shall:

- assist the President-Elect in selecting a conference theme and conference site,
- be familiar with the responsibilities of the chair and provide support as requested,
- recruit presenters for respective area of interest,
- recruit presiders for conference sessions if appropriate,
- help facilitate the plans of the Conference Program on the day of the conference.

V. Reports: It shall be the responsibility of the OAHPERD President-Elect to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.

VI. Finances: Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. Amendment to the Operating Code: The OAHPERD President-Elect shall submit recommendations for amending the operating code to the Constitution Committee. All changes shall become effective after review by the Constitution Committee and referred to the Board of Directors for approval.

Approved:	September 1971	
Revised:	October 1971	
Revised:	September 1973	
Revised:	March 1983	
Revised:	May 5, 1990	RM/OSU
Reviewed:	October 13, 1992	JAB/SOSC
Revised:	October 1997	AHH
Revised:	October 2003	CP

OPERATING CODE FOR THE CONSTITUTION COMMITTEE

- I. **Name:** The name of this standing committee shall be the OAHPERD Constitution Committee.
- II. **Purpose:** The purpose of the Constitution Committee is to study the OAHPERD Constitution and By-Laws to propose such amendments as seem desirable. In addition, the committee is responsible for regularly reviewing and editing all Operating Codes and presenting changes to the Board of Directors for approval. The committee shall also review proposed amendments to the Constitution and By-laws of each Association to insure that the proposed changes are in agreement with the Alliance Constitution and By-laws.
- III. **Organization:** The committee shall be composed of the immediate Past President, who serves as chair, and representatives of each association.
- IV. **Responsibilities and Procedures:**
- A. **The chair:**
- call and preside at all meetings of the committee,
 - provide copies of the OAHPERD Constitution and By-Laws and all operating codes to the committee members for their review,
 - include a written summary of the proceedings of the Constitution Committee, in the Past President's reports to the Board of Directors meetings, and in the Past President's annual report to the Secretary,
 - request officers and committee chairs of the Alliance to review and/or submit revisions of their operating codes to the Constitution Committee,
 - direct the committee's effort in editing and amending operating codes,
 - examine the OAHPERD Constitution and By-Laws to discern need for changes,
 - consider and study any proposed changes, as well as generate changes to the documents. (Changes can be submitted to the committee by any member of the Alliance),
 - report the committee's recommendations for revisions of the Constitution, By-laws and Operating Codes to the Board of Directors for approval,
 - in summary form, submit committee recommended/Board of Director approved changes in the Constitution and By-Laws to the Editor for publication in the OAHPERD Publication prior to the annual Conference,
 - present for a vote the proposed Constitution and By -Law changes to the membership at the annual business meeting of the Alliance (which is held at the OAHPERD conference),
 - be available to review proposed amendments to the Constitution and By-laws of each Association to ensure that the proposed changes are in agreement with the Alliance Constitution and By-laws.
- B. **The committee:**
- examine the OAHPERD Constitution and By-Laws and/or operating codes to discern need for changes,
 - consider and study any proposed changes, as well as generate changes to the documents. (changes can be submitted to the committee by any member of the Alliance),
 - review proposed amendments to the Constitution and By-laws of each Association to ensure that the proposed changes are in agreement with the Alliance Constitution and By-laws.
 - assist the chair in helping to make recommendations for change for any of the above documents.
- V. **Reports:** It shall be the responsibility of the OAHPERD Past President to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: October 1971
Revised: September 1973
Revised: April 1981
Revised: May 1983

Revised:	May 5, 1990	RM/OSU
Reviewed:	October 13, 1992	JAB/SOSC
Revised:	October 1997	AHH
Revised:	October 2003	CP

OPERATING CODE FOR THE EXECUTIVE COMMITTEE

- I. **Name:** The name of this standing committee shall be the OAHPERD Executive Committee.
- II. **Purpose:** The Executive Committee shall be charged to carry out business of the Board of Directors in the event that the business needs to happen in a timely manner that precludes obtaining full Board of Director Approval. Executive Committee actions shall be brought forward at the next scheduled board meeting for board affirmation.
- III. **Organization:** The Executive Committee shall consist of the OAHPERD President, who serves as chair, OAHPERD President-Elect, OAHPERD immediate Past President, Treasurer, and one other board member whose duties will not be impacted by the pending action.
- IV. **Responsibilities and Procedures**
 - the OAHPERD President will contact each member of the Executive Committee and apprise him or her of the nature of the immediate business.
 - the President will go forward with the Executive Committee's recommendation regarding the matter.
 - the President, or designee, will give direction to the Executive Director for needed action on most Executive Committee decisions,
 - depending on the nature of the matter, the President, or designee, may need to contact other board members prior to the next scheduled board meeting; if not, the Executive Committee actions will be reported at the next board meeting where board affirmation will be requested.
- V. **Reports:** It shall be the responsibility of the OAHPERD President to report the actions of this committee to the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Revised: October 1997 AHH

Revised: October 2003 CP

OPERATING CODE FOR THE FINANCE COMMITTEE

- I. **Name:** The name of this standing committee shall be the OAHPERD Finance Committee.

- II. **Purpose:** The Finance Committee shall prepare the Annual Alliance budget and review all fiscal matters pertaining to the Alliance and its substructures.

- III. **Organization:** The committee shall consist of the OAHPERD Treasurer, who serves as chair, the OAHPERD Treasurer-Elect (elected in odd years), the OAHPERD President, the OAHPERD President-Elect, the OAHPERD immediate Past President and two Association or Alliance Past-Presidents who have had experience in dealing with the business affairs of the Alliance. In order for business to be conducted, a quorum of a number greater than one-half of the committee membership must be present or contacted for input.

- IV. **Responsibilities and Procedures**
 - A. **The chair shall:**
 - call and preside at all meetings of the committee
 - distribute the Finance Committee operating code and a membership list of the committee to each committee member,
 - include a written summary of the proceedings of the Finance Committee meeting(s) in the Treasurer's reports to the Board of Directors meetings, and in the Treasurer's annual report to the Secretary,
 - prior to April 1st, solicit individual budget needs from OAHPERD officers and committee chairs to be used in preparing a proposed budget,
 - schedule a Finance Committee meeting prior to May 1st to review the submitted budget needs and prepare the yearly Alliance budget,
 - present the proposed budget for Board of Directors approval at the May board meeting.
 - publish a financial report of the Alliance finances at the end of the fiscal year.

 - B. **The committee shall:**
 - attend the meeting(s) of the committee,
 - review fiscal matters pertaining to the Alliance and its substructures,
 - prepare the yearly OAHPERD budget and obtain Board approval, prior to June 1st. In the preparation of the proposed budget consider the budget needs submitted by OAHPERD officers and committee chairs.
 - arrange for publication of the approved budget in the OAHPERD Publication that precedes the OAHPERD Conference.
 - allocate no monies that will jeopardize the solvency of the Alliance.

- V. **Reports:** It shall be the responsibility of the OAHPERD Treasurer to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.

- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

- VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Adopted:	Unknown	
Revised:	May 1983	
Revised:	March 1985	
Revised:	May 5, 1990	RM/OSU
Reviewed:	October 13, 1992	JAB/SOSC
Revised:	October 1997	AHH
Revised:	October 2003	CP

THE OPERATING CODE FOR THE HONORARY LIFE MEMBERSHIP COMMITTEE

- I. **Name:** The name of this standing committee is the Robert Ritson OAHPERD Honorary Life Membership Committee.
- II. **Purpose:** This committee shall evaluate the work of people in the state of Oregon who have made outstanding contributions to the professional interests of the Alliance fields. At the annual OAHPERD Conference, this committee shall present The Honorary Life Membership Award to the recipient(s) who merit this honor.
- III. **Organization:** This committee shall be composed of four Honorary Life Members appointed by the OAHPERD President. In addition, the OAHPERD Past President shall serve as a non-voting member. The committee will select its chair. Each committee appointment shall be for a term of three years and appointments shall be made on a rotational basis. Any Vacancy in the committee membership shall be filled by OAHPERD Presidential appointment.
- IV. **Responsibilities and Procedures**
- A. **The chair shall:**
- call and preside at meetings of the committee,
 - distribute the committee operating code to each committee member,
 - upon request, attend Board of Directors meeting(s),
 - place in the OAHPERD Winter Publication a request for Honorary Life nominations (consult Editor for deadlines).
 - work with the Honorary Life Membership Committee using the criteria/procedures outlined in sections C and D of this code for selection and recognition of the recipient(s),
 - submit a written committee report to summarize the work of this committee
 - to the OAHPERD Secretary, prior to the conference by the date requested, to be used as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the Alliance annual meeting (which happens at the OAHPERD Conference) and
 - to the Board of Directors for their final meeting scheduled at the beginning of the annual OAHPERD Conference,
 - submit photo and citation for Honorary Life awardee for publication in the OAHPERD Publication following the conference (consult Editor for deadline),
 - upon completing term as chair, assist in transition of new chair.
- B. **The committee shall:**
- submit nominees to be considered for the Honorary Life Membership Award,
 - follow the criteria/procedures in section C and D of this code for the selection of recipient(s),
 - review operating code for necessary revisions,
 - recommend possible committee members.
- C. **Honorary Life Membership Criteria for Selection:**
The nominee shall
- be a member of OAHPERD (exceptions may be made for former members who have retired),
 - hold at least a master's degree or equivalent,
 - have at least twenty (20) years of experience in the field, ten (10) of which must be in the State of Oregon,
 - have rendered service
 - primarily through the Oregon Alliance OR
 - through distinctive leadership of a pioneer type in athletics, health, physical education, recreation or dance OR
 - meritorious service to our professions through an allied field of art, science or education,
 - as evidence of leadership, the nominee must have met at least five conditions out of the following areas of service
 - officer in the Alliance
 - chair of a committee of the Alliance
 - conference manager,
 - chair of a committee or office holder in an organization with objectives similar to those of the Alliance,

- significant presentations before education groups, conventions, assemblies, luncheon meetings, media presentations, demonstrations or concerts and other occasions held in promotion of athletics, health, physical education, recreation or dance,
- writing and publication of a professional nature (i.e. OAHPERD Publication Editor, articles in periodicals and or newspapers, textbooks, manuals, workbooks, etc.),

*exceptions can be made to these criteria when it seems desirable, providing there is unanimous approval of the Honorary Life Membership Committee.

D. Procedures for Selecting and Awarding Honorary Life Membership

1. The chair shall supply the committee with a list of professionals who have received the award and those who have been considered in previous years but have not received the award.
2. Nominees are obtained by having committee members submit to the chair the names of individuals who they think are worthy of consideration and by soliciting nominees from the membership. To be considered for the current year, nominations must be received by the chair by June 10th.
3. The chair shall advise nominees that they have been recommended for consideration and that they need to complete (or update) a biographical information form. (A biographical information form (Appendix C) has been designed and has proven to be appropriate for obtaining comparable data on each nominee.)
4. Each committee member will evaluate nominees on the criteria in section V. and rank the professionals accordingly. If a nominee fails to satisfactorily meet the criteria he/she cannot be considered. Ranking of qualified nominees is done by giving points.
 - One point = first choice
 - Two points = second choice
 - Three points = third choice (etc.)
5. When all committee members have submitted candidate rankings to the chair, the chair will add up the points for each nominee to determine the award recipient. The Honorary Life Membership Award will be given to that one professional who received the lowest number of total points.
 - In case of a tie between two nominees, two Honorary Life Membership Awards will be given.
 - In case of a tie between three nominees, the committee chair will request the committee to revote. (The maximum number of Honorary Life Membership awards to be given in one year shall be two. Departure from this number must be approved by the OAHPERD Board of Directors.)

* all committee correspondence shall be regarded as confidential and should be frank without prejudice. Unsuccessful nominees may be recommended in ensuing years but without any priority claim for consideration.

6. The chair shall notify the OAHPERD President in writing of the committee's selection(s) and the President may announce the award recipient to the board at their pre-conference meeting.
7. The chair shall notify the recipient(s) and extend congratulations on behalf of the Alliance prior to the Annual Conference.
8. The chair will organize an appropriate citation and will read, or designate a member of the committee to read, the citation and officially bestow the award at the OAHPERD Conference. (In addition to the award citation, it has become tradition to recognize the accomplishments of the awardee with a short speech before presenting the award citation).
9. The citation of the recipient(s), including photo, shall be published in the OAHPERD publication following the conference.

V. Reports: It shall be the responsibility of the chair of the Honorary Life Membership Committee to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.

VI. Finances: Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. Amendment to the operating code: The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved:	May 1970	
Revised:	1972	
Revised:	May 1973	
Revised:	January 1983	
Revised:	May 5, 1990	RM/OSU
Reviewed:	October 13, 1992	JAB/SOSC
Revised:	October 1997	AHH
Revised:	October 2003	CP

OPERATING CODE FOR THE MEMBERSHIP COMMITTEE

- I. **Name:** The name of this standing committee shall be the OAHPERD Membership Committee.
- II. **Purpose:** The purpose of this committee shall be to promote membership by contacting persons who are professionally involved in the interests of the Alliance. It shall assist in any possible way to further the growth of the Alliance.
- III. **Organization:** The committee shall be composed of representatives of each association and a student representative. The OAHPERD President shall appoint members of the committee and its chair. Committee membership is for one year*. The OAHPERD Executive Director works closely with this committee as a resource regarding OAHPERD membership information and in a supportive facilitator role for committee recruitment projects/strategies.
*Persons wishing to serve longer than one year should advise the OAHPERD President.
- IV. **Responsibilities and Procedures**
- A. The chair shall:
- call and preside at all meetings of the committee,
 - distribute the operating code for the committee to each committee member,
 - upon request, attend Board of Directors meeting(s),
 - work with Membership Committee members and the Executive Director to discern ways to facilitate the growth of the Alliance,
 - present ideas for projects/strategies to the Board of Directors for approval,
 - submit a written committee report to summarize the work of this committee
 - to the OAHPERD Secretary, prior to the conference by the date requested, to be used as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the Alliance annual meeting (which happens at the OAHPERD Conference) and
 - to the Board of Directors for their final meeting scheduled at the beginning of the annual OAHPERD Conference,
 - upon completing term as chair, assist in transition of new chair to include helping with arrangements to support board approved membership committee projects/strategies currently in process,
- B. The committee shall:
- study the membership status of the Alliance to discern needs for recruitment,
 - explore ideas for projects/strategies to further growth,
 - assist in facilitating projects/strategies approved by the Board of Directors,
 - coordinate the efforts of this committee with membership efforts of the Associations
 - review the operating code for necessary revisions.
- V. **Reports:** It shall be the responsibility of the Membership Committee Chair to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: May 1970
Revised: November 1972
Revised: October 1973
Revised: May 1983
Revised: May 5, 1990 RM/OSU
Reviewed: October 13, 1992 JAB/SOSC
Revised: October 1997 AHH

OPERATING CODE FOR THE NOMINATING COMMITTEE

- I. **Name:** The name of this standing committee shall be the OAHPERD Nominating Committee.
- II. **Purpose:** The Nominating Committee shall be responsible for securing candidates for the OAHPERD Board of Directors and for coordinating the election procedures.
- III. **Organization:** The committee shall consist of the OAHPERD immediate Past President, who serves as chair and the Association Presidents. In the event that the position of chair becomes vacant, the OAHPERD President shall appoint a proxy to fill the unexpired term. (Preferably, the proxy should be an OAHPERD Past President or Association Past President; but, if unavailable, any responsible OAHPERD Board Member could be appointed).
- IV. **Responsibilities and Procedures**
 - A. **The chair shall:**
 - call and preside at all meetings of the committee,
 - distribute the Operating Code for the committee to each committee member,
 - include a written summary of the proceedings of the Nominating Committee, in the Past President's reports to the Board of Directors meetings, and in the Past President's annual report to the Secretary.
 - recruit candidates with assistance from the Association Presidents for the following positions:
 - OAHPERD President-Elect to be elected annually
 - OAHPERD Secretary-Elect to be elected in even years
 - OAHPERD Treasurer-Elect to be elected in odd years
 - OAHPERD Student Representatives (two) to be elected annually
 - present the slate of candidates to the Board of Directors having ensured that the nominees satisfy the qualifications for office,
 - secure consent of each candidate before placing the candidate's name on the ballot (recommended deadline June 15),
 - submit biographical data and photos of the candidates to the Publications Editor for placing in the OAHPERD Publication preceding the conference (consult with Editor for publication deadlines),
 - prepare the ballots and ballot box for voting at the annual conference,
 - with the assistance of at least two members of the Nominating Committee count the ballots and report the results to the President,
 - inform the candidates of the election results,
 - post the election results for the membership at the conference,
 - submit election results to Publications Editor,
 - review the operating code for necessary revisions.
 - B. **The committee shall:**
 - assist in the selection of candidates for the open OAHPERD positions,
 - assist in preparing a bulletin board of information about each candidate to put on display at the fall conference,
 - assist with election procedures at the conference
 - review the operating code for revisions.
 - C. **Candidate criteria:**
 1. **OAHPERD President-Elect**
 - hold membership in the Alliance for at least three years immediately preceding nomination for office,
 - hold professional membership in the Alliance during the year of nomination for office,
 - demonstrate interest in the Alliance as indicated by service to the Alliance or to one of its Associations and/or membership on the Board of Directors during at least three years of membership,
 - be an AAHPERD member during his/her year as President.
 2. **OAHPERD Secretary-Elect and Treasurer-Elect**
 - hold membership in the Alliance for at least three years preceding nomination for office,

- hold professional membership in the Alliance during the year of nomination for office,
- demonstrate interest in the Alliance as indicated by service to the Alliance or to one of its Associations and/or membership on the Board of Directors for two years.

3. OAHPERD Student Representatives

- hold student membership in the Alliance,
- remain in student role while holding office.

D. Election Procedures:

- the Nominating Committee shall be responsible for coordinating election procedures including the receiving of additional nominations at the conference.
- candidates will be formally introduced to the membership at the annual Alliance business meeting which takes place at the OAHPERD Conference,
- nominations from the floor can be received at the annual business meeting of the Alliance (to be elected, any candidate must meet "candidate criteria"),
- elections shall be held during the annual OAHPERD conference by secret ballot. Balloting begins at the conclusion of the annual Alliance meeting until 3 P.M. (assuming a one-day conference format). A members vote is validated by marking or hole punching their conference nametag and signing a voter log.
- to be elected requires a majority of votes cast,
- in case of tie, the tie shall be decided by a majority vote of the Board of Directors,
- election results will be posted before the end of the annual OAHPERD Conference (unless a tie vote has not yet been resolved),
- election results will be reported in the post conference OAHPERD Publication .

V. **Reports:** It shall be the responsibility of the OAHPERD Past President to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.

VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Revised: October 1997 AHH

Revised: October 2003 CP

OPERATING CODE FOR THE PUBLICATIONS REVIEW PANEL

- I. **Name:** The name of this standing committee shall be the OAHPERD Publications Review Panel. (In the past this committee has been referred to as the Editorial Board)
- II. **Purpose:** The Publications Review Panel members shall, on request of the Publications Editor, examine selected materials submitted for publication in the Oregon Journal. The panel members, from their professional perspective, will give feedback to the Editor regarding the quality and appropriateness of the material for publication. This procedure allows the OAHPERD major publications of the Oregon Journal to qualify as a refereed publication.
- III. **Organization:** Members of the Publications Review Panel include the Publications Editor who serves as the chair, the Assistant Editor (when position is filled), a representative from each of the Associations of the Alliance, and up to three at large members. Members of this panel, other than the Editor and Assistant Editor, shall serve terms of three years on a rotating basis. Vacancies shall be filled by the OAHPERD President with recommendation of the Publications Editor. (It is a general standard that the membership is restricted to individuals who have published in peer-reviewed publications or who have a history of scholarly writing.)
- IV. **Responsibilities and Procedures**
- A. The chair shall:
- submit blind copies of materials needing review to at least three members of the Publications Review Panel. Not all materials submitted to the Editor need to go through the review process.
 - maintain a record of the terms of the panel members and alert association presidents as to who is serving on the panel and when their term is expired.
 - make recommendations to the OAHPERD President as to individuals who may wish to serve on the panel when vacancies arise,
 - assume responsibility for recognizing and/or rewarding individuals who serve as panel members (i.e. certificates suitable for hanging),
 - report the work of this panel to the OAHPERD President and the Board of Directors through regular publications Editor reports at meetings of the Board of Directors,
- B. The panel members shall:
- be responsible for reviewing materials in a professional manner. Basing acceptance/rejection upon appropriateness, accuracy and quality for publication,
 - provide feedback to the Editor in a timely manner to facilitate OAHPERD publication deadlines.
- V. **Reports:** It shall be the responsibility of the Publications Editor to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Approved: April 1971
Revised: October 1971
Revised: September 1973
Revised: October 1973
Revised: January 1983
Revised: May 5, 1990 RM/OSU
Reviewed: October 13, 1992 JAB/SOSC
Revised: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR THE SCHOLARSHIP COMMITTEE

- I. **Name:** The name of this standing committee shall be the OAHPERD Scholarship Committee.
- II. **Purpose:** The purpose of this committee shall be to review applicants for the Alliance Scholarships and submit recommendations on the basis of merit and need to the Board of Directors for approval.
- III. **Organization:** The chair of this committee shall be appointed by the OAHPERD President with approval from the Board of Directors for a three year term and may be reappointed. The committee shall consist of a representative from each association. Potential representatives are solicited by the chair. Terms of service on this committee vary with interest, productivity and at the pleasure of the President.
- IV. **Responsibilities and Procedures**
 - A. **The chair shall:**
 - call and preside at all meetings of the committee,
 - distribute the committee operating code to each committee member,
 - upon request, attend Board of Directors meeting(s),
 - prepare and send criteria, scholarship requirements, and applications to all four year colleges and universities with Health, Physical Education, Recreation and Dance programs, and to the OAHPERD Publication Editor to inform and encourage worthy students to apply.
 - revise application forms as necessary,
 - answer correspondence regarding scholarship applications,
 - notify recipients of awards and alternates,
 - arrange for student recipients and alternates to attend the OAHPERD Conference,
 - arrange for an appropriate announcement of the scholarship winners and alternates at the Alliance meeting which takes place at the OAHPERD Conference.
 - submit photos and a brief informational article about the recipients to the OAHPERD Publications Editor for the post-conference publication.
 - establish/maintain contacts with all scholarship winners by securing information regarding schools attending, registration periods and campus addresses, verify academic progress and notify Treasurer to issue check (the OAHPERD Treasurer will issue checks once enrollment and grade verification is received),
 - submit a written committee report to summarize the work of this committee
 - to the OAHPERD Secretary, prior to the conference by the date requested, to be used as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the Alliance annual meeting (which happens at the OAHPERD Conference) and
 - to the Board of Directors for their final meeting scheduled at the beginning of the annual OAHPERD Conference,
 - upon completing term as chair, assist in transition of new chair to include passing on up-to-date files,
 - review operating code of this committee for necessary revisions.
 - B. **The committee shall:**
 - screen scholarship applications,
 - assist the chair in determining winner and alternates,
 - recommend revisions of application forms if needed,
 - recommend to the OAHPERD President potential association representatives to fill committee vacancies,
 - review operating code of this committee for necessary revisions.
 - C. **Procedures affecting selection of scholarship recipients**
 1. **Number of awards:**
 - a. One award will be made to an undergraduate student in a teacher preparation program for Health Education, Physical Education, or Dance Education major attending an Oregon college or university with junior or senior standing as of Fall Term the academic year following the application.
 - b. One awards will be made to a graduate student in a teacher preparation program for Health Education, Physical Education, or Dance Education major attending an Oregon college or university with graduate standing as of Fall Term the academic year following the application.

- c. Changes in the number of awards must be approved by the OAHPERD Board of Directors.
 - 2. Amount of awards:
 - a. The dollar amount of each award shall be \$900.00.
 - b. All awards shall be paid in equal installments each term or semester.
 - c. Changes in the amount of the awards must be approved by the OAHPERD Board of Directors.
 - 3. Procedure for making application:
 - a. Applicants must submit:
 - 1) Official copies of all college transcripts.
 - 2) A personal typewritten statement incorporating career aspirations and an evaluation of their ability to achieve these goals.
 - 3) Three letters of recommendation from persons who are in positions to comment on the academic and professional potential of the applicant.
 - 4) Completed application form (Appendix D).
 - b. Applications and accompanying materials must be postmarked by April 20th.
 - 4. Criteria for Awards:
 - a. Be enrolled in a teacher preparation program as a health education, physical education, or dance education major with sophomore, junior, senior or graduate student status at an institution of higher education in the State of Oregon.
 - b. Have a GPA of 3.3 for all college work.
 - c. Must be enrolled as a full-time student the entire year of the award.
 - d. Recipient is required to be an OAHPERD student member at the time of application.
 - e. Demonstrated aptitude and potential in the chosen profession.
 - f. Evidence of financial need.
 - g. Desirable personal qualities.
 - 5. Maintenance of Awards:
 - a. A recipient is required to maintain a 3.0 GPA throughout the year of the award in order to maintain the scholarship.
 - b. A recipient must be registered as a major in a teacher preparation program in health education, physical education or dance education.
 - c. A recipient is required to be an OAHPERD student member throughout the year of the award in order to maintain the scholarship.
 - d. Recipient is to submit a brief article outlining their College, Major, area of interest within teacher education, and career aspirations for publication in the Winter Journal.
 - 6. Awards to Alternates:
 - a. In the event a scholarship recipient fails to meet the requirements for maintenance of the award or drops out of school, the balance of the unused funds from the scholarship shall be awarded to the individual selected as "first alternate."
- D. Calendar of Responsibilities
- 1. October (after the OAHPERD Conference)
 - a. solicit committee replacements and submit names to new OAHPERD President.
 - b. have new committee appointments approved by the Board of Directors.
 - 2. November
 - a. submit scholarship notice to Publications Editor (consult with Editor for deadlines).
 - b. remind recipients of their submitting a brief article outlining their College, Major, area of interest within teacher education, and career aspirations for publication in the Winter Journal.
 - c. revise forms as necessary.
 - 3. January
 - a. prepare and mail information to colleges and universities with January 15 as target date for mailing.
 - 4. March
 - a. set date for screening meeting with members of the committee.
 - 5. April
 - a. set up files for applicants as information is received. * April 20, or a date determined by the committee chair is deadline for postmark of applications and supporting materials.

- b. screen for missing information as submitted.
 - c. select scholarship recipients and alternates.
 - d. make recommendations for changes in the application form as needed.
 - e. submit proposed budget to OAHPERD Treasurer, due May 1st.
6. May
- a. submit names of recipients and alternates to OAHPERD President.
 - b. notify scholarship recipients.
7. September
- a. prepare a written summary of committee proceedings for the OAHPERD Secretary to be used as a resource in preparing the OAHPERD Annual Report for the membership.
 - b. confirm scholarship recipients' attendance at their indicated school.
 - c. remind recipients to register for OAHPERD membership and the OAHPERD Conference.
8. October
- a. arrange for recipients to attend the OAHPERD conference.
 - b. introduce scholarship recipients at the annual Alliance meeting, which occurs during the OAHPERD Conference (traditionally held early in October).

V. Reports: It shall be the responsibility of the Scholarship Committee Chair to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.

VI. Finances: Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. Amendment to the operating code: The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Revised: October 9, 1985
 Revised: March 9 1986
 Revised: May 5, 1990 RM/OSU
 Reviewed: October 13, 1992 JAB/SOSC
 Revised: October 1997 AHH
 Revised: October 2003 CP

OPERATING CODE FOR THE HISTORIAN

- I. **Name:** The name of this office shall be OAHPERD Historian.
- II. **Purpose:** The purpose of the Historian shall be to solicit materials, evaluate materials for retention and maintain the archives of the Alliance for use by OAHPERD members and others as requested.
- III. **Organization:** The Historian shall be appointed by the OAHPERD President with approval from the Board of Directors for a three-year term and may be reappointed.
- IV. **Responsibilities and Procedures**
- receive and maintain materials for inclusion in archives,
 - maintain an appropriate repository for the historical records and memorabilia of the Alliance,
 - respond to requests for information contained in archives,
 - prior to the OAHPERD conference each year, by request of the President, submit a report to the Secretary regarding the work of your office for use as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the OAHPERD Annual Meeting.
 - review the operating code for necessary revisions,
 - display selected archive material at the annual conference
- V. **Reports:** It shall be the responsibility of the Historian to make reports as outlined under responsibilities and procedures of this code and as may be requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

Approved: May 1983

Revised: May 5, 1990 RM/OSU
Reviewed: October 13, 1992 JAB/SOSC
Revised: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR THE HOOPS FOR HEART CHAIR

- I. **Name:** The name of this position shall be the OAHPERD Hoops For Heart Chair.
- II. **Purpose:** The purpose of this position shall be to provide a liaison between the AAHPERD Hoops For Heart Program and the Oregon Alliance. The OAHPERD Hoops For Heart Chair shall be responsible for monitoring and coordinating Hoops For Heart activities within Oregon.
- III. **Organization:** The position of OAHPERD Hoops For Heart Chair is to be filled by a member recognized by AAHPERD and the Oregon Affiliate of The National Heart Association as the Oregon state representative. The appointment of the OAHPERD Hoops For Heart Chair should be affirmed by the OAHPERD President and the Board of Directors.
- IV. **Responsibilities and Procedures**
- upon request, attend Board of Directors meetings,
 - submit written reports apprising OAHPERD of The Hoops For Heart program updates and the activities of Hoops For Heart coordinators in Oregon
 - to the OAHPERD Secretary, prior to the conference by request of the President (approx. Sept. 1st), to be used as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the Alliance annual meeting (which happens at the OAHPERD Conference) and
 - to the Board of Directors for their final meeting scheduled at the beginning of the annual OAHPERD Conference,
 - submit articles to the OAHPERD Publications Editor regarding Hoops For Heart program updates and activities,
 - serve on the AHA Hoops for Heart Task Force, if in existence.
 - review this operating code for necessary revisions
- V. **Reports:** It shall be the responsibility of the Hoops For Heart Chair to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Revised: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR THE JUMP ROPE FOR HEART CHAIR

- I. **Name:** The name of this position shall be the OAHPERD Jump Rope For Heart Chair.
- II. **Purpose:** The purpose of this position shall be to provide a liaison between the AAHPERD Jump Rope For Heart Program and the Oregon Alliance. The OAHPERD Jump Rope For Heart Chair shall be responsible for monitoring and coordinating Jump Rope For Heart activities within Oregon.
- III. **Organization:** The position of OAHPERD Jump Rope For Heart Chair is to be filled by a member recognized by AAHPERD and the Oregon Affiliate of The National Heart Association as the Oregon state representative. The appointment of the OAHPERD Jump Rope For Heart Chair should be affirmed by the OAHPERD President and the Board of Directors.
- IV. **Responsibilities and Procedures**
- upon request, attend Board of Directors meetings,
 - when applicable, submit written reports apprising OAHPERD of The Jump Rope For Heart program updates and the activities of Jump Rope For Heart coordinators in Oregon
 - to the OAHPERD Secretary, prior to the conference by request of the President (approx. Sept. 1st), to be used as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the Alliance annual meeting (which happens at the OAHPERD Conference) and
 - to the Board of Directors for their final meeting scheduled at the beginning of the annual OAHPERD Conference,
 - submit articles to the OAHPERD Publications Editor regarding Jump Rope For Heart program updates and activities,
 - serve on the AHA Jump Rope for Heart Task Force, if in existence.
 - review this operating code for necessary revisions
- V. **Reports:** It shall be the responsibility of the Jump Rope For Heart Chair to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Revised: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR THE PHYSICAL BEST CHAIR

- I. **Name:** The name of this position shall be the OAHPERD Physical Best Chair.
- II. **Purpose:** The purpose of this position shall be to provide a liaison between the AAHPERD Physical Best Program and the Oregon Alliance. The OAHPERD Physical Best Chair shall be responsible for monitoring and coordinating Physical Best activities within Oregon.
- III. **Organization:** The position of OAHPERD Physical Best Chair is to be filled by a member recognized by AAHPERD as an Alliance State Fitness Coordinator. The appointment of the OAHPERD Physical Best Chair should be affirmed by the OAHPERD President and the Board of Directors.
- IV. **Responsibilities and Procedures**
- upon request, attend Board of Directors meetings
 - submit written reports apprising OAHPERD of Physical Best program updates and the fitness education work of Oregon Alliance State Fitness Coordinators.
 - to the OAHPERD Secretary, prior to the conference by request of the President (approx. Sept. 1st), to be used as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the Alliance annual meeting (which happens at the OAHPERD Conference) and
 - to the Board of Directors for their final meeting scheduled at the beginning of the annual OAHPERD Conference,
 - submit articles to the OAHPERD Publications Editor regarding Physical Best program updates and the fitness education work of Oregon Alliance State Fitness Coordinators,
 - respond to requests from OAHPERD membership, for physical fitness educational resources
 - arrange for workshops and requested in-service programs in cooperation with the Alliance Physical Best Program Administrator,
 - review this operating code for necessary revisions.
- V. **Reports:** It shall be the responsibility of the Physical Best Chair to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Revised: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR THE AWARDS COORDINATION COMMITTEE

- I. **Name:** The name of this standing committee shall be the OAHPERD Awards Coordination Committee.
- II. **Purpose:** The purpose of this committee shall be to serve as a clearinghouse for information regarding awards that are relevant to the professionals of the Alliance. *The work of this committee is not to be confused with the work of the OAHPERD Honorary Life Membership Committee or the OAHPERD Scholarship Committee. (Consult and Collaboration with these other committees may be at times appropriate).
- III. **Organization:** This committee shall consist of the Presidents of each association, and a committee appointed by the OAHPERD President with approval from the Board of Directors for a three year term and may be reappointed. This committee works closely with the Executive Director who serves as a courier of information received by the Oregon Alliance from AAHPERD and a variety of other sources pertaining to awards, recognitions, and commendations relevant to the professionals of the Alliance.
- IV. **Responsibilities and Procedures**
- A. The chair shall:
- call meetings or conduct committee business by phone, E-mail, Fax and/or regular mail,
 - distribute the committee operating code to each committee member,
 - upon request, attend Board of Directors meeting(s)
 - receive information regarding awards, recognitions, and commendations relevant to Alliance professionals.
 - study the information to determine the appropriate action to be taken or the appropriate person(s) to whom the materials should be routed,
 - become familiar with the timeliness of those awards that are annually offered by AAHPERD and N.W. District such as:
 - NASPE teacher of the year awards,
 - NAGWS Pathfinder Award,
 - AAALF/APAC Adapted Physical Education Teacher of the Year,
 - AAHE/Tambrands Health Educator of the Year,
 - NASPE and AAHE Student Awards,
 - N.W. District Honor Award,
 - and many others,
 - encourage committee members to ensure appropriate actions are initiated and carried through in a timely manner in their respective associations,
 - submit award information to OAHPERD Publications. Include award awareness information, award nomination forms/ applications, and recognition announcements for Oregon professionals who have received awards.
 - submit a written committee report to summarize the work of this committee
 - to the OAHPERD Secretary, prior to the conference by the date requested, to be used as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the Alliance annual meeting (which happens at the OAHPERD Conference) and
 - to the Board of Directors for their final meeting scheduled at the beginning of the annual OAHPERD Conference,
- B. The committee shall:
- assist the chair in studying materials received and discerning appropriate actions to be taken,
 - route relevant materials to appropriate person(s) on their respective Association Boards,
 - assist associations to interpret the materials and respond to timeliness/ deadlines in an appropriate manner,
 - assist the chair in submitting timely awards information to the Publications Editor when this action is appropriate,
 - review the operating code of this committee for necessary revisions.
- V. **Reports:** It shall be the responsibility of the Awards Coordination Committee Chair to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.

VII. Amendment to the operating code: The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Revised: October 1997 AHH

Revised: October 2003 CP

OPERATING CODE FOR THE PUBLICATIONS ADVISORY COMMITTEE

- I. **Name:** The name of this standing committee shall be the OAHPERD Publications Advisory Committee.
- II. **Purpose:** The Publications Advisory Committee shall provide advice and assistance on the implementation of policies of the Board of Directors regarding Alliance publications.
- III. **Organization:** The committee shall be composed of the OAHPERD Publications Editor, Assistant to the Editor (when position is filled), and representatives from each of the Associations of the Alliance on rotation as appointed by the OAHPERD President. The Alliance representatives will be appointed by the OAHPERD President and will serve for as long as needed to attend to the work at hand. (The work of this committee may not require them to meet physically but may be done by conferring either electronically, by phone, or in writing.) The OAHPERD President shall appoint the chair of this committee.
- IV. **Responsibilities and Procedures**
- A. The chair shall:
- call and preside at all meetings of the committee,
 - distribute the committee operating code to each committee member,
 - upon request, attend Board of Directors meeting(s),
 - when policy issues arise concerning the major OAHPERD Publications of the Oregon Journal and Oregon News, work with this committee to resolve problems and explore policy solutions,
 - present policy suggestions to Board of Directors for approval,
 - submit a written committee report to summarize the work of this committee
 - to the OAHPERD Secretary, prior to the conference by the date requested, to be used as a resource in compiling the OAHPERD Annual Report which is distributed to the membership at the Alliance annual meeting (which happens at the OAHPERD Conference) and
 - to the Board of Directors for their final meeting scheduled at the beginning of the annual OAHPERD Conference,
 - review the operating code of this committee for necessary revisions.
- B. The committee shall:
- study the concerns brought forward to this committee regarding the major OAHPERD Publications,
 - assist in making recommendations to the Board of Directors regarding OAHPERD Publications policy.
 - review the operating code of this committee for necessary revisions.
- V. **Reports:** It shall be the responsibility of the OAHPERD Publications Advisory Committee Chair to make reports as outlined under Responsibilities and Procedures in this code and as requested by the President and/or the Board of Directors.
- VI. **Finances:** Necessary financial support for this office shall be paid from OAHPERD funds. Expenditures in excess of the budget must be approved by the Board of Directors. Submit a proposed budget for this office to the Treasurer by April 1st.
- VII. **Amendment to the operating code:** The OAHPERD President shall make recommendations for amending the operating code to the Constitution Committee. Such recommendations shall become effective after being reviewed by the Constitution Committee and referred to the Board of Directors for approval.

Revised: October 1997 AHH
Revised: October 2003 CP

OPERATING CODE FOR AD HOC AND SPECIAL COMMITTEES

- I. **Name:** The name of those committees created to complete a specific task shall be called an Ad Hoc or Special Committee.
- II. **Purpose:** The purpose of Ad Hoc and Special Committees shall be to complete a specific task assigned by the President and/or the Board of Directors.
- III. **Organization:** The committee shall be appointed by the OAHPERD President and shall cease to function as soon as the specific task for which it was created is accomplished or abandoned.
- IV. **Responsibilities and Procedures:**
 - to be determined upon formation of the committee.
- V. **Reports:** as requested by the OAHPERD President and/or the Board of Directors.
- VI. **Finances:** to be determined upon formation of the committee.
- VII. **Amendment of the operating code:** not applicable

Revised: October 1997 AHH

Revised: October 2003 CP

The Oregon Alliance for Health, Physical Education, Recreation and Dance Executive Director Contract

The Executive Director will carry out the following duties for the Alliance under the direction of the OAHPERD Board of Directors.

Correspondence Duties:

1. Provide a stable mailing address for the Alliance.
2. Maintain the bulk-mailing permit and assist with Alliance mailings.
3. File reports and fill out forms necessary for the operations of the Alliance.

Conference Duties:

Pre-Conference:

4. Work closely with the Conference Committee in preparation of conference marketing tasks.
5. Secure exhibitors.
6. Receive and deposit conference monies collected and provide accounting of such to the President-Elect/Conference Manager and Treasurer.
7. Work with the Alliance board in maintaining policies for conference exhibits.

Conference:

8. Coordinate on-site tasks such as badges for participants, ribbons for presenters and special visitors and on-site registration.
9. Set and coordinate the exhibit area.

Post Conference:

10. Assist Conference Planning Committee and board in post-conference evaluation.
11. Assist Conference Planning Committee in dismantling the exhibit area.
12. Receive and deposit conference monies collected and provide accounting of such to the President-Elect/Conference Manager and Treasurer.

Finance Duties:

13. Work closely with OAHPERD treasurer concerning tracking of income, expenses, and investments.
14. Deposit membership fees, and any other incoming monies in a timely manner (Conference exhibitors, journal advertising, and AHA)
15. Write checks to cover expense vouchers.
16. Advise the conference planning committee on the status of conference registration and fees.
17. Work closely with the Journal Editor and OAHPERD Publication Advisory Committee to review advertisement price structure and corporate or foundation sponsorship.
18. Solicit advertising for OAHPERD Journal.
19. Itemize and obtain receipts for all expenditures.
20. Obligate the Alliance to financial responsibility only with prior approval of the board.
21. Assist Finance Committee to develop Alliance budget.

Membership Duties:

22. Maintain and update Alliance and Association membership lists.
23. Supply membership list to Association(s) and address labels as requested.
24. Process new/renewal memberships in a timely manner.
25. Assist Membership Recruitment Committee in renewal of former memberships and projects.
26. Track membership expiration dates and send members renewal notices one month prior to expiration (except for memberships expiring at time of annual conference).

General Administrative Duties:

27. Demonstrate computer skills required to fulfill Alliance duties.
28. Assist in orientation of newly elected alliance and association officers and committee chairs.
29. Submit a performance report speaking to the major headings of this contract, including designated membership (check numbers), to the OAHPERD board at each board meeting and an annual review at the pre-conference board meeting.
30. Assist President in providing materials for the update and maintenance of the OAHPERD web site with the Alliance Web Master.
31. Act as a clearinghouse for AAHPERD information and Update.
32. Submit a membership and Alliance report for Journal.
33. Attend Leadership Development - SAM Conference to assist President-elect.

Executive Director Contract Continued

- 34. Act as a point of contact for legislative information and distribute materials to Advocacy Committee.
- 35. Perform duties as directed by the board.
- 36. Maintain a commitment to all disciplines represented by our Alliance.
- 37. Attend at least one board meeting for each association (if notified) each year.

Website Duties:

- 38. Act as a point of contact for OAHPERD Website information.
- 39. Serve as Web Master

Publications Duties:

- 40. Serve as Publications editor for Journal, Newsletter, and E-Journal.

Stipend:

The Executive Director will receive a stipend of \$550.00 per month (less federal and state tax) [unless BOD or Executive Committee authorize an increase to accomplish a specific project] for duties herein stated. To receive stipend payment, the Executive Director must submit a monthly statement of duties performed and hours worked to Alliance President and Treasurer. This stipend will continue for period of contract, at which time it will be reviewed. The Executive Director position includes the following commission possibilities:

- a. 30% commission for all conference exhibitor income.
- b. 30% commission for Journal ads secured.
- c. 20% commission for grants, or donations secured.

Budget:

The Executive Director shall receive a yearly budget for expenses incurred. These expenses shall include the costs of travel, postage, phone, e- mail and other operations supplies. Reimbursement for these expenses shall be submitted on an OAHPERD voucher to the treasurer and shall not exceed the amount of the established line item. Funding for attendance at the annual Leadership Development - SAM Conference shall be at the discretion of the Executive Committee.

Duration of contract:

The term of this employment contract is for February 1, 2003 to January 31, 2004. An annual evaluation of the Executive Director's performance will be completed by OAHPERD Board members and immediate past presidents of each Association. The OAHPERD President will conduct the evaluation after the annual Fall OAHPERD Conference. Recommendations for contract renewal or modification will be based on these evaluations.

This contract is entered into the 1 st day of February, 2003 by and between the Oregon Alliance for Health Physical Education, Recreation and Dance herein referred to as the Alliance and the OAHPERD Executive Director. The parties agree to the terms and conditions outlined in this document.

In witness there of, the parties have executed this contract this th day of , 2003.

OAHPERD President

Executive Director

THE OREGON ALLIANCE OF HEALTH, PHYSICAL EDUCATION AND DANCE

**EXECUTIVE DIRECTOR
PERFORMANCE REVIEW**

Rate job performance of the Executive Director in each key area in accordance with the following guidelines. Add comments as needed, especially for areas scored either Strongly Agree or Strongly Disagree. If you are unable to judge performance in specific area, indicate by NA.

Circle the number that best reflects your evaluation

4--**STRONGLY AGREE (SA)**: The Executive Director meets and consistently exceeds the expectations of the job.

3--**AGREE (A)**: The Executive Director meets and may exceed some of the expectations of the job.

2--**DISAGREE (D)**: The Executive Director does not exceed expectations of the job.

1--**STRONGLY DISAGREE (SD)**: The Executive Director frequently fails to meet the expectations of the job.

NA: Not Applicable (unable to evaluate).

CORRESPONDENCE DUTIES:

	<u>SA</u>	<u>SD</u>			
1. Provide mailing addresses for the alliance.	4	3	2	1	NA
2. Maintain the bulk mailing permit and assist as needed with Alliance mailings	4	3	2	1	NA
3. File reports and fill out forms necessary for the operations of the alliance.	4	3	2	1	NA

Comments:

CONFERENCE DUTIES:

	<u>SA</u>	<u>SD</u>			
<u>Pre-Conference:</u>					
4. Work closely with the Conference Committee in preparation of conference marketing tasks.	4	3	2	1	NA
5. Secure exhibitors.	4	3	2	1	NA
6. Receive, provide accounting of, and transfer conference monies collected to the President-elect/Conference Manager.	4	3	2	1	NA
7. Work with the Alliance board to maintain policies for conference exhibits.	4	3	2	1	NA

CONFERENCES:

	<u>SA</u>	<u>SD</u>			
8. Work closely with Conference Committee to coordinate on-site tasks such as badges for participants, ribbons for presenters and special visitors, on-site registration and packets.	4	3	2	1	NA
9. Set and coordinate the exhibit area	4	3	2	1	NA

POST CONFERENCE:

	<u>SA</u>	<u>SD</u>			
10. Assist conference planning committee and board in post-conference evaluation.	4	3	2	1	NA
11. Assist conference planning committee in dismantling the exhibit area.	4	3	2	1	NA

Comments:

FINANCE DUTIES:

		<u>SA</u>	<u>SD</u>		
12.	Work closely with OAHPERD treasurer to deposit membership fees and any other incoming monies in a timely manner.	4	3	2	1 NA
13.	Advise the conference planning committee on the status of conference registration and fees.	4	3	2	1 NA
14.	Work closely with Journal Editor and OAHPERD Publication Advisory Committee to review advertisement price structure and corporate or foundation sponsorship.	4	3	2	1 NA
15.	Solicit advertising for OAHPERD Journal and collects fees	4	3	2	1 NA
16.	Itemize and obtain receipts for all expenditures.	4	3	2	1 NA
17.	Obligate the alliance to financial responsibility only with prior approval of the board.	4	3	2	1 NA

Comments:

MEMBERSHIP DUTIES:

		<u>SA</u>	<u>SD</u>		
18.	Maintain and update Alliance and Association membership lists.	4	3	2	1 NA
19.	Supply membership lists and address labels as requested.	4	3	2	1 NA
20.	Process new members in a timely manner.	4	3	2	1 NA
21.	Conduct membership recruitment projects (assisted by membership committee).	4	3	2	1 NA
22.	Track membership expiration dates and send members renewal notices one month prior to expiration.	4	3	2	1 NA
23.	Maintain archival lists of past members.	4	3	2	1 NA

Comments:

GENERAL ADMINISTRATIVE DUTIES:

		<u>SA</u>	<u>SD</u>		
24.	Demonstrate computer skills required to fulfill Alliance duties.	4	3	2	1 NA
25.	Assist in orientation of newly elected alliance and association officers.	4	3	2	1 NA
26.	Submit a performance report, including designated membership, to the OAHPERD board at each board meeting and an annual review at the pre-conference board meeting.	4	3	2	1 NA
27.	Act as a point of contact for legislative information.	4	3	2	1 NA
28.	Perform duties as directed by the Board.	4	3	2	1 NA
29.	Maintain a commitment to all disciplines represented by our Alliance.	4	3	2	1 NA

Comments:

WEB SITE DUTIES:

		<u>SA</u>	<u>SD</u>		
30.	Work closely with Web Master to maintain web site on a timely basis	4	3	2	1 NA
31.	Monitor the web site as to numbered hits received and to report to board on effectiveness of the web site.	4	3	2	1 NA
32.	Report to the board on all web site related information.	4	3	2	1 NA

Comments:

Honorary Life Membership Nominee's Professional VITA

Name: _____

Present Professional Position: _____
organization name dates of employment

Previous Professional Position(s): _____

The nominee shall have at least twenty (20) years of experience in the field, ten (10) of which must be in the State of Oregon

Years of Professional Experience: Oregon: _____ Total: _____

The nominee shall hold at least a master's degree or equivalent

Education:

Bachelor's Degree: _____
college name dates

Master's Degree: _____

Other Degree(s): _____

Summary of Leadership or meritorious contribution - (please detail service where appropriate - not all categories are required)

Nominee must have rendered service:

- primarily through the Oregon Alliance and be in the nature of plus service, OR
- through distinctive leadership of a pioneer type in athletics, health, physical education, recreation or dance, OR
- meritorious service to our professions through an allied field of art, science or education.

Offices - Leadership - To indicate leadership or meritorious contributions, the professional candidates shall present evidence of successful experience in any five or more categories of service from the following:

a. Officer in the Alliance: _____
office held dates of service

b. Committee Work

Committee work over a period of three years or more with local, state, district, or national organization either in the American Alliance or with an organization promoting the same general objectives as the Alliance or an organization affiliated with it.

AAHPERD: _____
committee dates of service

AAHPERD District: _____

State Alliance for HPERD: _____

c. Committee Work Other Allied Professional Organization

Oregon Alliance for Health, Physical Education, Recreation and Dance UPPERDIVISION UNDERGRADUATE and GRADUATE SCHOLARSHIPS

The Oregon Alliance for Health, Physical Education, Recreation and Dance annually provides up to Two \$900 scholarships. One graduate and one upper division undergraduate Scholarship will be offered each year for students enrolled in a teacher preparation program in Health Education, Physical Education, or Dance Education in an Oregon Institution of Higher Education. The value of the scholarship is to be distributed in equal amounts per term or semester. Continuation of the award during the year is dependent upon satisfactory progress in the upper division program.

Qualifications:

- A 3.3 GPA (on a 4.0 scale) for all college work
- By Fall term 2004 must have attained Junior, Senior, or Graduate status
- Be enrolled at an Oregon college or university
- Consideration is given for scholarly competence, aptitude, potential in the chosen HPERD profession and financial need.
- applications **must** be postmarked by **April 15, 2004** and received by **May 1, 2004**

Procedures for Application:

Persons interested in applying for a scholarship should submit:

- Official transcripts of all previous college work;
- Three letters of recommendation from persons who are in a position to comment on the academic and professional potential of the applicant;
- A personal statement incorporating career aspirations and an evaluation of your ability to achieve these goals. This statement must be word processed;
- OAHPERD Scholarship Application form that includes a financial statement.

All OAHPERD scholarship recipients are expected to:

- Become student members of OAHPERD;
- Attend the Annual Fall OAHPERD Conference;
- Write a 500 word discussion on some phase of their college experience for the Winter OAHPERD Newsletter.
- Maintain satisfactory progress in the upper division (undergraduate scholarship) or graduate (graduate scholarship) program during the scholarship year.
- Submit a brief article outlining their College, Major, area of interest within teacher education, and career aspirations for publication in the Winter Journal.

For application materials contact:

OAHPERD Scholarship Chair

name

email

W phone

name

mail address

**Oregon Alliance for Health, Physical Education, Recreation and Dance
UPPERDIVISION UNDERGRADUATE and GRADUATE SCHLORSHIPS
APPLICATION FORM**

Name _____ Major: _____

Current Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Current Phone #: _____ - - Permanent Phone #: _____ - -

Email address (for confirmation of receipt of application) _____

Class Status by Fall 2003: _____ Anticipated Graduation Date: _____

Accumulated GPA, all college classes: _____ As of (date) _____

Present Higher Education Institution: _____

Dates Attended: _____ Transcript Copy Included with Application: _____

Previous Higher Education Institutions Attended (if any):

1. School Name: _____

Dates Attended: _____ Transcript Copy Included with Application: _____

2. School Name: _____

Dates Attended: _____ Transcript Copy Included with Application: _____

3. School Name: _____

Dates Attended: _____ Transcript Copy Included with Application: _____

Estimated School Expenses:

2002-2003 Expenses	Anticipated 2003-2004 Expenses	Anticipated Resources
_____ Tuition	_____	Parents _____
_____ Books	_____	Spouse _____
_____ Room & Board	_____	Savings _____
_____ Incidentals	_____	School Year Job _____
_____ Total Expenses	_____	Summer Job _____
		Educational Loan _____
		Welfare/ ADV _____
		Veterans/GI Bill _____
		Voc/Rehabilitation _____
		Total Resources \$ _____

Any significant decreases in funding or increases in expenditures from 02-03 to 03-04 should be explained on a separate attachment.

Have you:

1. Ordered transcripts of all previous college work? _____ Yes _____ No

2. Requested THREE letters of recommendation from persons who are in a position to comment on your academic and professional potential? _____ Yes _____ No

Letters of Recommendation have been requested from:

Name #1 _____
Name Position Address

Name #2 _____
Name Position Address

Name #3 _____
Name Position Address

3. Submitted a word processed personal statement incorporating career aspirations and an evaluation of your ability to achieve these goals? _____ Yes _____ No
4. Completely filled out this application form? _____ Yes _____ No

** All applications **must** be postmarked by **April 15, 2003** and received by **May 1, 2003** **

To the best of my knowledge all information contained in this application form is accurate.

Signed _____ Date: _____

Mail all application materials to:

OAHPERD Scholarship Chair

name

email

W phone

name

mail address