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DIVISIONS OF THE EXECUTIVE BOARD

Executive Division

I. NAME
   A. The name shall be the Executive Division of NJAHPERD.

II. PURPOSE
   A. Serve as the chief executive office of the association.
   B. To execute the aims of the association according to the official Constitution and Bylaws.
   C. To promote the purpose of the association according to the Constitution and Bylaws.

III. ORGANIZATION
   A. The Executive Division officers shall be:
      1. President (Elevated-Appendix B)
      2. President-Elect (Elected-Appendix A)
      3. Immediate Past President (Elevated-Appendix B)
      4. Member-at-Large (Elevated-Appendix B)
      5. Member-at-Large Elect (Elected-Appendix A)
      6. Member-at-Large Past (Elevated-Appendix B)
      7. Executive Director (Appointed-Appendix C1)
      8. Treasurer/Accountant/Office Manager (Appointed-Appendix C2)
   B. Eligibility:
      1. President: The immediate past President Elect of NJAHPERD.
      2. President-Elect: Candidates for this position must have had continuous membership for two years prior to election to this office. In addition, they must have previous experience as a NJAHPERD executive board member.
      3. Immediate Past President: The immediate past President of NJAHPERD.
      4. Member-at-Large: The immediate past Member at Large of NJAHPERD.
      5. Member-at-Large Elect: Candidates for this position must have been members of NJAHPERD for at least one year prior to election to this office.
      6. Member-at-Large Past: The immediate past Member at Large
      7. Executive Director: An advanced degree in one of the disciplines related to the mission of the organization is preferred. A minimum of 5 years experience in one of the disciplines related to the mission of the organization is required.
      8. Treasurer/Accountant/Office Manager: Knowledge of QuickBooks, and Cvent, and proficient in Excel, accounting degree or 4+ years of related experience.
   C. Term of Office:
      1. President: The President will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
      2. President-Elect: The President Elect is a three year commitment: one year as President Elect, one year as President and one year as Past President. Each term begins with the close of the annual convention.
      3. Immediate Past-President: The Past President will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
      4. Member-at-Large: The Member at Large will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
      5. Member-at-Large Elect: The Member at Large Elect is a two year commitment: one year as Member at Large Elect and one year as Member at Large. Each term begins with the close of the annual convention.
      6. Member-at-Large Past: The Past Member at Large will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
      7. Executive Director: Shall be appointed for a negotiated term with the approval of the Executive Board
8. **Treasurer/Accountant/Office Manager**: The Treasurer shall be appointed for a negotiated term with the approval of the Executive Board.

D. **Vacancy**:

   1. **President**: In the case of an inability to serve, the President-elect shall succeed the officer for the unexpired term.
   
   2. **President-Elect**: In the event of a vacancy in the office of President-elect, the nominating committee shall immediately nominate, in accordance with the By-laws, candidates to be elected by an electronic vote of the membership.
   
   3. **Immediate Past President**: In the event of a vacancy in the office of Past President, the position can be filled through a Presidential appointment of a former Past President starting with the immediate Past President and working down successive years.
   
   4. **Member-at-Large**: In the event of a vacancy, the position of Member at Large can be filled through a presidential appointment of an experienced person or movement of the Member at Large Elect into the Member at Large position (would still serve the term for which he/she was elected). Resolution of the vacancy will be based on the time remaining in the expired term and the experience of the Member at Large Elect.
   
   5. **Member-at-Large Elect**: A vacancy in the position of Member at Large Elect will be filled through a presidential appointment.
   
   6. **Member-at-Large Past**: A vacancy in the position of Member at Large Past will be filled through a presidential appointment by a member who has past Executive Board experience.
   
   7. **Executive Director**: President shall appoint an Ad Hoc Search Committee to recommended candidate(s) for approval by the Executive Board.
   
   8. **Treasurer/Accountant/Office Manager**: President shall appoint an Ad Hoc Search Committee to recommended candidate(s) for approval by the Executive Board.

IV. **RESPONSIBILITIES AND DUTIES**:

A. **President**

   1. Conduct business of the association according to its Constitution, By-laws and Operating Codes.
   
   2. Set agenda and schedule meetings of the Executive Board as needed.
   
   3. Act as presiding officer at all general meetings of the association.
   
   4. Solicit items and prepare the agenda for all Executive Board meetings.
   
   5. Serve as chairperson for the Finance and Personnel Committee.
   
   6. Appoint chairpersons of standing committees with the recommendation of the Member at Large and the approval of the Executive Board.
   
   7. Charge each ad-hoc committee with duties as needs arise.
   
   8. Oversee and provide guidance to Divisions in the development of Division Action Plans (DAPs).
   
   9. Provide orientation to all newly elected Division Officers in the month of March.
   
   10. Appoint Representatives to assemblies of SHAPE America and SHAPE Eastern District.
   
   11. Oversee the work of the Past President and convention manager for the annual convention.
   
   12. Submits President's Message to Publications Committee Chair when necessary.
   
   13. Create and present Presidential Report to the Executive Board.
   
   14. Keep SHAPE America and Eastern District informed of NJAHPERD activities.
   
   15. Present a written report for SHAPE America during the term of office.
   
   16. Supervise the work of the Executive Director.
   
   17. Communicate messages of appreciation, congratulations and condolences on the part of the association.
   
   18. Delegate responsibility to executive director or members to officially represent NJAHPERD at functions and events as needed.
   
   19. To promote and advocate the mission of NJAHPERD through social media.
   

B. **President-Elect**

   1. In the event of the President's absence the President-Elect shall act for the President.
   
   2. Assist the President in conducting the business of the association.
   
   3. Assist the President in overseeing the work and development of the Division Action Plans (DAPs).
4. Serve as voting member of the NJAHPERD Executive Board and attend scheduled meetings.
5. Develop the logo and theme for year of presidency and convention.
6. Provide orientation to all Committee Chairpersons in the month of March.
7. Serve on the Finance and Personnel Committee, and additional committees as delegated by the President.
8. Create and present Presidential-Elect Report to the Executive Board.
9. To promote and advocate the mission of NJAHPERD through social media.

C. Immediate Past President
1. Mentor to the President in the overseeing of Divisions.
2. Serve as voting member of the NJAHPERD Executive Board and attend scheduled meetings.
3. Create and present Past Presidential Report to the Executive Board.
4. Chair the Mini Grant Committee of Past Presidents in evaluating applications resulting in recommendations to the Executive Board. Notify all applicants of their standing.
5. Advisor to the Convention Manager and coordinates the Vice Presidents in securing programs.
6. Serves as the Chair of the Nominating Committee to develop the slate of Executive Board members for the following year.
7. Oversee review process for professional development grants.
8. To promote and advocate the mission of NJAHPERD through social media.
9. Serve on the Finance and Personnel Committee, and additional committees as delegated by the President.

D. Member-at-Large
1. Assist the President in organizational strategies and initiatives.
2. Member-at-Large represents the interests of the entire NJAHPERD membership.
3. Provide guidance to Standing Committee Chairs in the development of Committee Action Plans (CAPs)
4. Acts as Recording Secretary at Executive Board meetings.
5. Serve as voting member of the NJAHPERD Executive Board and attend scheduled meetings.
6. Serves as member of the Finance and Personnel Committee.
7. Assist the President in the supervision of Divisions and Division Action Plan formation and implementation.
8. Assist the President in providing an orientation to all newly elected Division Vice President-Elects in the month of March.
9. Assist in the planning and implementation of the Annual Convention.
10. Serves as member of ad-hoc committees formed by the President.
11. Assists the President in the creation of the annual report.
12. Expected to attend multiple NJAHPERD events, observing and interacting with the membership.
13. To promote and advocate the mission of NJAHPERD through social media.

E. Member-at-Large Elect
1. In the event of the Member-at-Large absence the Member-at-Large Elect shall act for the Member-at Large.
2. Assist the President Elect in organizational strategies and initiatives.
3. Members-at-Large Elect represent the interests of the entire NJAHPERD membership.
4. Serve as voting member of the NJAHPERD Executive Board and attend scheduled meetings.
5. Assist the Member-at-Large in the supervision of Committees and Committee Action Plan (CAPs) formation.
6. Assist in providing an orientation to all Committee Chairpersons in the month of March.
7. Expected to attend multiple NJAHPERD events, observing and interacting with the membership.
8. Assists the Member-at-Large in recording the minutes of Executive Board meetings.

F. Member-at-Large Past
1. Serve as a guide to the Member-at-Large in the overseeing of Standing Committees.
2. Serve as voting member of the NJAHPERD Executive Board and attend scheduled meetings.
3. Assist in the development of the Past Presidential Report for the Executive Board.
4. Serve on the Nominations Committee.
5. Assist in the planning and implementation of the Annual Convention.
6. Assists the Member-at-Large in recording the minutes of Executive Board meetings.
7. To promote and advocate the mission of NJAHPERD through social media.

G. Executive Director
   1. Operations Management
      (a) Organization Operations
         (1) Strengthen operations through systematic planning and evaluation at all levels.
         (2) Maintain organized records and filing systems related to NJAHPERD.
         (3) Manage project-based initiatives related to NJAHPERD.
         (4) Hire and train staff as needed with the approval of the Executive Board.
         (5) To promote and advocate the mission of NJAHPERD through correspondence, communications, presentations, and social media.
         (6) Submit a written annual report on the Forum.
      (b) Membership
         (1) Maintain organization membership records and send correspondence as needed.
         (2) Cultivate an environment that ensures high level of recruitment, retention, participation and diversity of members.
      (c) Finance
         (1) Maintain organizational finance records, including but not limited to budget, purchase orders, invoices, etc.
         (2) Grow and diversify revenue through multiple strategies and revenue streams.
         (3) Report any expenses or income to Finance and Personnel Committee.
         (4) Review and approve all financial transactions by the treasurer.
   2. Collaborations
      a. Partner Organizations: Maintains active and productive relationships with SHAPE America, SHAPE Eastern District, Society of Association Management (SAM), and other health-related organizations.
      b. Community Partners: Recruits and maintains productive relationships with community-based organizations that enhance the mission of NJAHPERD.
      c. Advocacy: Engage in outreach to stakeholders to promote quality health education, physical education and physical activity.
   3. Events Coordinator
      a. Organization Meetings: Assist in the planning and execution of NJAHPERD related meetings.
      b. Professional Development: Assist Divisions, Committees & Partners in devising and implementing multiple professional development opportunities for NJAHPERD members.
      c. Annual Convention: Assists the President and Past President in devising and implementing of Annual Convention.

H. Treasurer/Accountant/Office Manager:

V. AMENDMENTS
   A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name shall be the Health Division of NJAHPERD.

II. PURPOSE
   A. To support the purposes of NJAHPERD and its commitment to the advocacy of healthy, active lifestyles for all.
   B. To promote quality health programs and practices.
   C. To stimulate professional growth by keeping abreast of new trends and innovations in health, and informing the membership through the organization's publications, conventions and workshops.
   D. To increase public understanding and promote effective public relations through dissemination of information that is developmentally appropriate, educationally sound, and reflects the current trends and issues in health.

III. ORGANIZATION
   A. The health division of officers shall be:
      1. Vice President for Health (Elevated-Appendix B)
      2. Vice President-Elect for Health (Elected-Appendix A)
      3. Vice President-Past for Health (Elevated - Appendix B)
   B. The health division shall consists of the following sections:
      1. Health Education
      2. Driver and Safety Education
   C. Eligibility:
      1. Vice President: The immediate past Vice President Elect of the Health Division.
      2. Vice President-Elect: Candidates for this position must have been members of NJAHPERD for at least one year prior to election to this office. Candidates must have related health education experience for a minimum of 2 years.
      3. Vice President-Past: The immediate past Vice President of the Health Division.
   D. Term of Office:
      1. Vice President: The Vice President is a two year commitment: one as Vice President and one year as Vice President Past. Each term begins with the close of the annual convention.
      2. Vice President-Elect: The Vice President-Elect is a three year commitment: one year as Vice President-Elect, one year as Vice President, and one year as Vice President-Past.
      3. Vice President-Past: The Vice President Past will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
   E. Vacancy
      1. Vice President: In the event of a vacancy, the position of Vice President can be filled through a presidential appointment of an experienced person or movement of the Vice President-Elect into the Vice President position (would still serve the term for which he/she was elected). Resolution of the vacancy will be based on the time remaining in the expired term and the experience of the Vice President-Elect.
      2. Vice President-Elect: A vacancy in the position of Vice President-Elect will be filled through a presidential appointment.

IV. RESPONSIBILITIES AND DUTIES:
   A. Vice President
      1. Oversee the Health Division and the work of the vice president elect.
      2. Devise and implement a Division Action Plan (DAP) that aligns with NJAHPERD strategic plan. Each plan should consist of the following:
         a) Objectives for the year as it relates to the Division discipline
         b) Initiatives
            (1) Professional Development
            (2) Advocacy
            (3) Vetting or Creating Resources for Membership
            (4) Other strategies that increase awareness of the Division
3. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
4. Serve as spokesperson for all business related to their Division.
5. Solicit presenters for the NJAHPERD annual convention, NJEA convention and select workshops.
6. Oversee the planning and implementation of the annual Mary Jo Young Hands on Health Conference (the deadline for preliminary information of the event is June 1st).
7. Assist the Chairperson of the Awards Committee in generating nominations for the association awards.
8. To promote and advocate the mission of NJAHPERD through social media.
9. Submit a Division budget request to the NJAHPERD Executive Director.
10. Be current with member interests and recent trends within their Division.

B. Vice President-Elect
   1. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
   2. Assist the Division Vice President in preparing the DAPs and PARs.
   3. Assist the Vice President in all business, planning and programming for the division.

C. Vice President Past
   1. Assist as a non-voting consultant to the Vice President and Vice President-Elect in all business, planning and programming for the division.

V. AMENDMENTS
   A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. **NAME**
   A. The name shall be the Physical Education Division of NJAHPERD.

II. **PURPOSE**
   A. To support the purposes of NJAHPERD and its commitment to the advocacy of healthy, active lifestyles for all.
   B. To promote quality physical education programs and practices.
   C. To stimulate professional growth by keeping abreast of new trends and innovations in physical education, and informing the membership through the organization’s publications, conventions and workshops.
   D. To increase public understanding and promote effective public relations through dissemination of information that is developmentally appropriate, educationally sound, and reflects the current trends and issues in physical education.

III. **ORGANIZATION**
   A. The Physical Education Division of officers shall be:
      1. Vice President for Physical Education (Elevated - Appendix B)
      2. Vice President-Elect for Physical Education (Elected - Appendix A)
      3. Vice President-Past for Physical Education (Elevated - Appendix B)
   B. The Physical Education Division shall consists of the following sections:
      1. Physical Education
      2. Adapted Physical Education
      3. LAKE Conference Representative
      4. Related Fields in Kinesiology
   C. **Eligibility:**
      1. **Vice President:** The immediate past Vice President Elect of the Physical Education Division.
      2. **Vice President-Elect:** Candidates for this position must have been members of NJAHPERD for at least one year prior to election to this office. Candidates must have related physical education experience for a minimum of 2 years.
      3. **Vice President-Past:** The immediate past Vice President of the Physical Education Division.
   D. **Term of Office:**
      1. **Vice President:** The Vice President is a two year commitment: one as Vice President and one year as Vice President-Past. Each term begins with the close of the annual convention.
      2. **Vice President-Elect:** The Vice President-Elect is a three year commitment: one year as Vice President Elect, one year as Vice President, and one year as Vice President Past.
      3. **Vice President-Past:** The Vice President-Past will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
   E. **Vacancy**
      1. **Vice President:** In the event of a vacancy, the position of Vice President can be filled through a presidential appointment of an experienced person or movement of the Vice President Elect into the Vice President position (would still serve the term for which he/she was elected). Resolution of the vacancy will be based on the time remaining in the expired term and the experience of the Vice President Elect.
      2. **Vice President-Elect:** A vacancy in the position of Vice President-Elect will be filled through a presidential appointment.

IV. **RESPONSIBILITIES AND DUTIES:**
   F. **Vice President**
      1. Oversee the Physical Education Division and the work of the Vice President-Elect
      2. Devise and implement a Division Action Plan (DAP) that aligns with NJAHPERD strategic plan. Each plan should consist of the following:
a) Objectives for the year as it relates to the Division discipline
b) Initiatives
   (1) Professional Development
   (2) Advocacy
   (3) Vetting or Creating Resources for Membership
   (4) Other strategies that increase awareness of the Division
c) Timeline for implementation of Initiatives
d) Progress Action Report (PAR) for Executive Board at select meetings/Forum/Annual Report.

3. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
4. Serve as spokesperson for all business related to their Division.
5. Solicit presenters for the NJAHPERD annual convention, NJEA convention and select workshops.
6. Oversee the planning and implementation of the Annual Adapted Health & Physical Education Conference (the deadline for preliminary information of the event is June 1st).
7. Assist the Chairperson of the Awards Committee in generating nominations for the association awards.
8. To promote and advocate the mission of NJAHPERD through social media.
9. Submit a Division budget request to the NJAHPERD Executive Director.
10. Be current with member interests and recent trends within their Division.

G. **Vice President-Elect**
   1. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
   2. Assist the Division Vice President in preparing the DAPs and PARs.
   3. Assist the Vice President in all business, planning and programming for the division.

C. **Vice President Past**
   1. Assist as a non-voting consultant to the Vice President and Vice President-Elect in all business, planning and programming for the division.

IV. **AMENDMENTS**

A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name shall be the Physical Activity Division of NJAHPERD.

II. PURPOSE
   A. To support the purposes of NJAHPERD and its commitment to the advocacy of healthy, active lifestyles for all.
   B. To promote quality physical activity programs and practices.
   C. To stimulate professional growth by keeping abreast of new trends and innovations in physical activity, and informing the membership through the organization’s publications, conventions and workshops.
   D. To increase public understanding and promote effective public relations through dissemination of information that is developmentally appropriate, educationally sound, and reflects the current trends and issues in physical activity.

III. ORGANIZATION
   A. The Physical Activity Division of officers shall be:
      1. Vice President for Physical Activity (Elevated-Appendix B)
      2. Vice President-Elect for Physical Activity (Elected-Appendix A)
      3. Vice President-Past for Physical Activity (Elevated - Appendix B)
      4. Let’s Move Active Schools Coordinator (Appointed- Appendix C1)
   B. The Physical Activity Division shall consists of the following sections:
      1. Let’s Move Active Schools
      2. Community fitness
      3. Youth sport
      4. Senior fitness
   C. Eligibility:
      1. Vice President: The Immediate Past Vice President-Elect of the Physical Activity Division.
      2. Vice President-Elect: Candidates for this position must have been members of NJAHPERD for at least one year prior to election to this office. Candidates must have related physical activity experience for a minimum of 2 years.
      3. Vice President-Past: The Immediate Past Vice President of the Physical Activity Division.
      4. Let’s Move Active Schools Coordinator: Prior experience in Let’s Move Active Schools organization.
   D. Term of Office:
      1. Vice President: The Vice President is a two year commitment: one as Vice President and one year as Vice President Past. Each term begins with the close of the annual convention.
      2. Vice President-Elect: The Vice President-Elect is a three year commitment: one year as Vice President Elect, one year as Vice President, and one year as Vice President Past.
      3. Vice President-Past: The Vice President Past will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
      4. Let’s Move Active Schools Coordinator: The LMAS Coordinator will serve a term of three years.
   E. Vacancy
      1. Vice President: In the event of a vacancy, the position of Vice President can be filled through a presidential appointment of an experienced person or movement of the Vice President-Elect into the Vice President position (would still serve the term for which he/she was elected). Resolution of the vacancy will be based on the time remaining in the expired term and the experience of the Vice President-Elect.
      2. Vice President-Elect: A vacancy in the position of Vice President-Elect will be filled through a presidential appointment.
      3. Let’s Move Active Schools Coordinator: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.

IV. RESPONSIBILITIES AND DUTIES:
   A. Vice President
      1. Oversee the Physical Education Division and the work of the vice president elect.
2. Devise and implement a Division Action Plan (DAP) that aligns with NJAHPERD strategic plan. Each plan should consist of the following:
   a) Objectives for the year as it relates to the Division discipline
   b) Initiatives
      (1) Professional Development
      (2) Advocacy
      (3) Vetting or Creating Resources for Membership
      (4) Other strategies that increase awareness of the Division
   c) Timeline for implementation of Initiatives
   d) Progress Action Report (PAR) for Executive Board at select meetings/Forum/Annual Report.

3. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
4. Serve as spokesperson for all business related to their Division.
5. Solicit presenters for the NJAHPERD annual convention, NJEA convention and select workshops.
6. Assist the Physical Education Division with the planning and implementation of the Annual Adapted Health & Physical Education Conference (the deadline for preliminary information of the event is June 1st).
7. Assist the Chairperson of the Awards Committee in generating nominations for the association awards.
8. Assist the Let’s Move! Active Schools Coordinator with all endeavors in LMAS.
9. To promote and advocate the mission of NJAHPERD through social media.
10. Submit a Division budget request to the NJAHPERD Executive Director.
11. Be current with member interests and recent trends within their Division.

B. Vice President-Elect
   1. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
   2. Assist the Division Vice President in preparing the DAPs and PARs.
   3. Assist the Vice President in all business, planning and programming for the division.

C. Vice President Past
   1. Assist as a consultant to the Vice President and Vice President Elect in all business, planning and programming for the division.

D. Let’s Move! Active Schools Coordinator
   1. Project manager for all efforts related to Let’s Move! Active Schools.
   2. Plan the annual Let’s Move! Active Schools Conference.
   3. Promote and recruit additional members of Let’s Move! Active Schools.

V. AMENDMENTS
   A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name shall be the Dance Division of NJAHPERD.

II. PURPOSE:
   A. To support the purposes of NJAHPERD and its commitment to the advocacy of healthy, active lifestyles for all.
   B. To promote quality dance programs and practices.
   C. To stimulate professional growth by keeping abreast of new trends and innovations in dance, and informing the membership through the organization’s publications, conventions and workshops.
   D. To increase public understanding and promote effective public relations through dissemination of information that is developmentally appropriate, educationally sound, and reflects the current trends and issues in dance.

III. ORGANIZATION:
   A. The Dance Division of officers shall be:
      1. Vice President for Dance (Elevated - Appendix B)
      2. Vice President-Elect for Dance (Elected - Appendix A)
      3. Vice President Past for Dance (Elevated - Appendix B)
   B. The dance division may also consist of the following sections:
      1. Dance Education for Dance Professionals
      2. Dance Education for Physical Educators
   C. Eligibility:
      1. Vice President: The immediate past Vice President Elect of the Dance Division.
      2. Vice President-Elect: Candidates for this position must have been members of NJAHPERD for at least one year prior to election to this office. Candidates must have related dance education experience for a minimum of 2 years.
      3. Vice President Past: The immediate past Vice President of the Dance Division.
   D. Term of Office:
      1. Vice President: The Vice President is a two year commitment: one as Vice President and one year as Vice President Past. Each term begins with the close of the annual convention.
      2. Vice President-Elect: The Vice President Elect is a three year commitment: one year as Vice President Elect, one year as Vice President, and one year as Vice President Past.
      3. Vice President Past: The Vice President Past will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
   E. Vacancy
      1. Vice President: In the event of a vacancy, the position of Vice President can be filled through a presidential appointment of an experienced person or movement of the Vice President-Elect into the Vice President position (would still serve the term for which he/she was elected). Resolution of the vacancy will be based on the time remaining in the expired term and the experience of the Vice President-Elect.
      2. Vice President-Elect: A vacancy in the position of Vice President-Elect will be filled through a presidential appointment.

IV. RESPONSIBILITIES AND DUTIES:
   A. Vice President
      1. Oversee the Dance Division and the work of the Vice President-elect.
      2. Devise and implement a Division Action Plan (DAP) that aligns with NJAHPERD strategic plan. Each plan should consist of the following:
         a) Objectives for the year as it relates to the Division discipline
         b) Initiatives
            (1) Professional Development
            (2) Advocacy
            (3) Vetting or Creating Resources for Membership
            (4) Other strategies that increase awareness of the Division
c) Timeline for implementation of Initiatives

d) Progress Action Report (PAR) for Executive Board at select meetings/Forum/Annual Report.

3. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
4. Serve as spokesperson for all business related to their Division.
5. Solicit presenters for the NJAHPERD annual convention, NJEAN convention and select workshops.
6. Oversee the planning and implementation of the annual Dance Education Conference (the deadline for preliminary information of the event is June 1st).
7. Assist the Chairperson of the Awards Committee in generating nominations for the association awards.
8. To promote and advocate the mission of NJAHPERD through social media.
9. Submit a Division budget request to the NJAHPERD Executive Director.
10. Be current with member interests and recent trends within their Division.

B. **Vice President-Elect**

1. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
2. Assist the Division Vice President in preparing the DAPs and PARs.
3. Assist the Vice President in all business, planning and programming for the division.

C. **Vice President Past**

1. Assist as a consultant to the Vice President and Vice President-Elect in all business, planning and programming for the division.

V. **AMENDMENTS:**

A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name shall be the Future Professionals’ Division of NJAHPERD.

II. PURPOSE
   A. To support the purposes of NJAHPERD and its commitment to the advocacy of healthy, active lifestyles for all.
   B. To provide leadership and serve as spokespersons for the student membership of the Association and to serve as elected representatives of the Future Professionals’.

III. ORGANIZATION:
   A. The Future Professionals’ Division of officers shall be:
      1. President for the Future Professionals’ Division (Rotating - Appendix C3)
      2. Vice President for the Future Professionals’ Division (Rotating - Appendix C3)
      3. Advisor(s) to Future Professionals (Appointed- Appendix C1)
      4. College/University Representative(s) (Appointed -C3)

   B. Eligibility:
      1. President: Candidates for this position must be a matriculated undergraduate student from a college/university in New Jersey. The student must be a member of NJAHPERD prior to appointment. The student must be a school representative chosen by their advisor. In addition, the student must be at a junior level or below in earned credits.
      2. Vice President: Candidates for this position must be a matriculated undergraduate student from a college/university in New Jersey. The student must be a member of NJAHPERD prior to appointment. The student must be a school representative recommended by their undergraduate advisor. In addition, the student must be at a junior level or below in earned credits.
      3. Advisor(s) to the Future Professionals': Advisor(s) to the Future Professionals' Division must be a member of NJAHPERD and have a minimum of five years teaching experience. In addition, it is preferable that the person(s) appointed have adult supervision experience at a college/university.
      4. School Representative: Candidates for this position must be a matriculated undergraduate student from a college/university in New Jersey. The student must be a member of NJAHPERD prior to appointment. The student must be a school representative recommended by their undergraduate advisor. In addition, the student must be at a junior level or below in earned credits.

   C. Term of Office
      1. President: The President will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
      2. President Elect: The Vice President will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.
      3. Advisor(s) to Future Professionals: The advisor to the Future Professional Division will serve a term of three years.
      4. School Representative: The School Representative will serve for one year beginning at the close of the annual convention and concluding at the close of the annual convention.

   D. Vacancy
      1. President: In the event of a vacancy, the position of President will be filled through the movement of the Vice President into the President position.
      2. Vice President: A vacancy in the position of Vice President will be filled through rotation protocol outlined in appendix D.
      3. Advisor(s) to Future Professionals: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.
      4. School Representatives: In the event of a vacancy, the position will be replaced by an appointee of the College/University that is being represented.
IV. RESPONSIBILITIES AND DUTIES:

A. President
   1. Oversee the work of the Future Professionals' Division
   2. Devise and implement a Division Action Plan (DAP) that aligns with NJAHPERD strategic plan. Each plan should consist of the following:
      • Objectives for the year as it relates to the Division discipline
      • Initiatives
         o Professional Development
         o Advocacy
         o Vetting or Creating Resources for Membership
         o Other strategies that increase awareness of the Division
      • Timeline for implementation of Initiatives
      • Progress Action Report (PAR) for Executive Board
   2. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
      a) if not present the next Future Professional in the rotating schedule shall have the vote
   3. Serve as spokesperson for all business related to their Division.
   4. Work with two designated representatives to schedule, coordinate and implement relevant workshops for Future Professionals.
   5. Plan and implement a Future Professional Gathering at the Annual Convention.
   6. Schedule and preside over meetings of the Future Professionals’ Division
   7. Submit updates for publication regarding Future Professionals in the FYI newsletter and NJAHPERD website.
   8. Work with the Future Professionals’ Advisor(s) to submit a budget request for the Division.
   9. To promote and advocate the mission of NJAHPERD through social media.

B. Vice President
   1. Assist the President in preparing a Division Action Plan (DAP) for the Executive Board.
   2. Assist the President in all business, planning and programming for the Division.
   3. Work with two designated representatives to schedule, coordinate and implement relevant workshops for Future Professionals’.
   4. Attend meetings of the Future Professionals’ Division.
   5. In the event of the President’s absence the Vice President shall act for the President.
   6. To promote and advocate the mission of NJAHPERD through social media.

C. Advisor(s) to the Future Professionals’ Division
   1. Serve as the advisor to the Future Professionals' Division, providing guidance and overseeing activities of the student officers and school representatives.
   2. Oversee the development and implementation of the Division Action Plan (DAP) that is created by the Future Professionals’ Officers.
   3. Provide direction and assistance with planning and implementation of division programming (the deadline for preliminary information of the event is June 1st).
   4. Attend meetings of the Future Professionals’ Division.
   5. Communicate with appropriate personnel at State College/University HPERD departments to promote student involvement in NJAHPERD.
   6. Act as the contact person for student-related activities within the State, District, and National levels of SHAPE America.
   7. Ensure that the Future Professionals’ Division is in accordance with the reimbursement procedures for student attendance of NJAHPERD, SHAPE America Eastern District and SHAPE America-related functions as stipulated in the Future Professionals’ Division line item expense travel budget and NJAHPERD financial policy.

D. College/University Representatives
   1. Attend meetings of the Future Professionals’ Division.
   2. Learn the needs and interests of students from their respective Colleges/Universities field of study.
3. Assist the President and Vice President in the planning and implementation of professional development activities.

4. Serve on the program committee of the NJAHPERD and provide programs (workshops and gatherings) for Future Professionals' at the annual convention.

V. AMENDMENTS

A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
STANDING COMMITTEES OF THE EXECUTIVE BOARD

Advocacy Committee

*Article II, Section 1a; Article IV, Section 20, Article V, Section 1g*

I. NAME
   A. The name of this committee shall be the Advocacy Committee.

II. PURPOSE
   A. To provide direction to NJAHPERD in the development and implementation of an advocacy plan as per our mission statement, advocating for issues pertinent to the association and its members.
   B. To disseminate information to the members of the Association, affiliated agencies and the general public regarding issues identified in the advocacy plan.
   C. To advance legislation supporting health, physical education, and physical activity.

III. ORGANIZATION:
   A. The Advocacy Committee Members shall be:
      1. Advocacy Chairperson
      2. Members
         a. Legislative consultant
         b. Other Appointed Members as needed.
   B. Eligibility:
      1. Advocacy Chairperson: Candidates for this position must have been members of NJAHPERD for at least one year prior to appointment to this office. Candidates must have related experience in advocacy.
      2. Legislative Consultant: Candidates for this position must be professionally active in a legislative capacity.
      3. Members: Candidates for this position must be current members of NJAHPERD.
   C. Appointment & Term of Office:
      1. Advocacy Chairperson: The chairperson shall be appointed by the President of the Association for a three (3) year term with approval of the Executive Board.
      2. Legislative Consultant: The consultant shall be appointed by the President of the Association following an interview process with the Advocacy Committee and recommendation to the Executive Board. After Executive Board approval the consultant is awarded a 1-year paid contract.
      3. Members: Members on this committee are recommended annually by the Committee Chairperson and appointed by the President of the Association with approval by the Executive Board.
   D. Vacancy:
      1. Advocacy Chairperson: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.
      2. Legislative Consultant: In the event of a vacancy, will revert back to the appointment process.
      3. Members: In the event of a vacancy, the position will be replaced by an appointee recommended by the Chairperson and appointed by the President of the Association with approval of the Executive Board.
   E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES:
   A. Advocacy Chairperson:
      1. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
      2. In collaboration with the Legislative Consultant and Senior Manager of Advocacy at SHAPE America, identify local, state, and national issues that impact the Association.
      3. Devise and implement Committee Action Plan that aligns with NJAHPERD Applied Strategic Plan. Each plan should consist of the following:
         a) Objectives for the year as it relates to the Committee.
         b) Outline a schedule based on the objectives of the Committee. The schedule should include benchmarks and measurements for success.
c) Track progress of objectives and report the outcomes to Executive Board at select meetings/Forum/Annual Report.

4. Report advocacy issues to the Executive Board.
5. Compile advocacy documents for dissemination at NJAHPERD conventions/workshops, NJAHPERD publications, and posting on the NJAHPERD web page.
6. Develop and maintain an advocacy speaker’s directory comprised of NJAHPERD members.
7. To promote and advocate the mission of NJAHPERD through social media.

B. Legislative Consultant:
   1. Represent NJAHPERD before New Jersey legislative and regulatory bodies; advocate for the Association’s priorities as outlined in its mission statement and strategic plan; monitor priority and related bills impacting health and physical education in New Jersey.
   2. Develop strategic advocacy plan including calendar of action for NJAHPERD and its members.
   3. Assist in developing written materials as appropriate to support advocacy work of NJAHPERD.
   4. Train NJAHPERD members on advocacy and how to advocate in NJ through in-person trainings, webinars and/or conference calls.
   5. Work on media activities when appropriate, including op-eds and letters to the editor to support NJAHPERD advocacy priorities.
   6. Communicate on a regular basis to keep the Advocacy Committee informed of bills that may affect members.
   7. Collaborate with other organizations, alliances, coalitions and stakeholders to promote NJAHPERD’s Mission.

C. Advocacy Committee Members:
   1. Members of this Committee assist the chairperson with all business related to devising and implementing the Committee Action Plan.
   2. Members of this Committee should attend committee meetings and events.

V. AMENDMENTS:
   A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
The name of this committee shall be the Jump Rope/Hoops for Heart Committee.

II. PURPOSE
To provide direction to NJAHPERD in the implementation of the SHAPE America Memorandum of Agreement.
To disseminate information to the members of the association affiliated agencies and the general public as per the SHAPE America Memorandum of Agreement.

III. ORGANIZATION:
   A. The JRFH/HFH Committee Members shall be:
      1. JRFH/HFH State Coordinator
      2. American Heart Association Liaison
   B. Eligibility:
      1. JRFH/HFH State Coordinator: Candidates for this position must be current members of NJAHPERD and SHAPE America and should have previous experience as a JRFH and/or HFH coordinator.
      2. The current NJ AHA Youth Marketing Director.
   C. Appointment & Term of Office:
      1. JRFH/HFH State Coordinator shall be appointed by the President of the Association for a three (3) year term with approval of the Executive Board.
      2. The current NJ AHA Youth Marketing Director.
   D. Vacancy:
      JRFH/HFH State Coordinator: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.
   E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES:
   A. JRFH/HFH State Coordinator:
      1. Serve as voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
      2. To build and organize NJAHPERD’s participation and support of Jump Rope for Heart and Hoops for Heart programs in NJ schools and eligible institutions as per the current SHAPE America Memorandum of Agreement.
      3. Devise and implement Committee Action Plan that aligns with NJAHPERD Applied Strategic Plan. Each plan should consist of the following:
         a) Objectives for the year as it relates to the Committee.
         b) Outline a schedule based on the objectives of the Committee. The schedule should include benchmarks and measurements for success.
         c) Track progress of objectives and report the outcomes to Executive Board at select meetings/Annual Report).
      4. To promote and advocate the mission of NJAHPERD through social media.
   B. American Heart Liaison:
      1. Relay current pertinent American Heart Association initiatives/information to JRFH/HFH Coordinator and Executive Board.

V. AMENDMENTS:
   A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name of this committee shall be the Applied Strategic Planning Committee.

II. PURPOSE
   A. To develop a strategic plan that is in alignment with the mission and goals of NJAHPERD.
   B. To annually review and assess the Association’s progress towards its plan and include recommendations for new initiatives.

III. ORGANIZATION:
   A. The Applied Strategic Planning Committee Members shall be:
      1. Applied Strategic Planning Committee Chairperson
      2. Members (a minimum of three members)
   B. Eligibility:
      1. Applied Strategic Planning Chairperson: Candidates for this position must have been members of NJAHPERD for at least one year prior to appointment to this office. Candidates must have related experience in strategic planning and/or experience on the NJAHPERD Executive Board.
      2. Members: Candidates for this position must be current members of NJAHPERD.
   C. Appointment & Term of Office:
      1. Applied Strategic Planning Chairperson: The chairperson shall be appointed by the President of the Association for a three (3) year term with approval of the Executive Board.
      2. Members: Members in this Committee are recommended annually by the Committee Chairperson to the President for approval by the Executive Board.
   D. Vacancy:
      1. Applied Strategic Planning Chairperson: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.
      2. Members: In the event of a vacancy, the position will be replaced by an appointee recommended by the Chairperson and appointed by the President of the Association with approval of the Executive Board.
   E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES:
   A. Applied Strategic Planning Chairperson:
      1. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
      2. Identify initiatives that address the Association’s approved goals and mission based on input from the Executive Board and the membership.
      3. Develop an annual action plan for the Association that is aligned with the mission and goals.
      4. Annually assess the progress toward each goal and develop a report of completed, ongoing and incomplete initiatives. The report is to be completed in June of each year and distributed to the Board for review and recommendations.
      5. Review the minutes of each meeting to note initiatives that are addressed and add new initiatives when appropriate.
      6. Complete a review of the goals, mission and all initiatives every three years or as deemed necessary. Make appropriate revisions that include plans for the next three year time frame.
      7. Submit an annual report and revised plan to the Executive Director to be placed on the NJAHPERD website.
      8. To promote and advocate the mission of NJAHPERD through social media.
   B. Applied Strategic Planning Committee Members:
      1. Members of this committee assist the chairperson with all business related to devising and implementing the Committee Action Plan.
      2. Members of this committee should attend committee meetings.

V. AMENDMENTS:
A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
Awards Committee

Article II, Section 1a; Article IV, Section 15; Article V, Section 1c; Article XIII

I. NAME
The name shall be Awards Committee of the New Jersey Association for Health, Physical Education, Recreation and Dance.

II. PURPOSE
A. To generate nominees and select qualified people to receive the recognition awards.
B. To encourage award recipients to apply for appropriate district awards.
C. To coordinate with Convention Manager in planning the awards banquet and ceremony.
D. Periodically review and develop new awards.

III. ORGANIZATION:
A. The Awards Committee Members shall be:
   1. Awards Committee Chairperson
   2. Members (a minimum of seven members)
B. Eligibility
   1. Awards Committee Chairperson: Candidates for this position must be members of NJAHPERD for at least one year prior to appointment to this office. Prior service as a member to the Awards Committee is preferred.
   2. Awards Committee Members: Candidates for this position must be current members of NJAHPERD. One or more of the members should be prior recipients of a NJAHPERD award.
C. Appointment & Term of Office
   1. Awards Committee Chairperson shall be appointed by the President of the Association for a three (3) year term with approval of the Executive Board.
   2. Members of this committee are recommended annually by the Committee Chairperson to the President and approved by the Executive Board.
D. Vacancy
   1. Awards Committee Chairperson: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.
   2. Members: In the event of a vacancy, the position will be replaced by an appointee recommended by the Chairperson and appointed by the President of the Association with approval of the Executive Board.

E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES:
A. Awards Committee Chairperson
   1. The Awards Committee Chair serves as a voting member of the NJAHPERD Executive Board.
   2. Publishes award nomination deadlines and award descriptions in appropriate NJAHPERD social media.
   3. Solicit nominations and oversee the selection of deserving recipients for association awards.
   4. Be responsible for the annual awards banquet including introduction of award recipients, seating arrangements, ordering of awards/plaques and flowers, and awards program and booklet.
   5. When applicable, arranges onsite visitation to validate portfolios submitted for awards.
   6. Encourage, assist and mentor NJAHPERD award recipients to pursue SHAPE America Eastern District awards.
   7. Distribute appropriate information (bio, photo, mission statement, award description) in a timely manner as a press release to local and state publications and district administration.
   8. To promote and advocate the mission of NJAHPERD through social media.

B. Awards Committee Members
   1. Play an active role in generating nominations and selecting deserving recipients for association awards utilizing a proper vetting and selection process.
2. Support the Awards Committee Chairperson in carrying out the Committee's responsibilities and duties.

C. See available NJAHPERD Awards in Appendices

V. AMENDMENTS:
   A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name of this committee shall be the Finance and Personnel Committee.

II. PURPOSE
   A. Formulate financial and personnel procedures.
   B. Review the annual budget of NJAHPERD as prepared by the Executive Director and Treasurer.
   C. Conduct the formal evaluation of the Executive Director and other personnel.

III. ORGANIZATION:
   A. The Finance and Personnel Committee Members shall be:
      1. Finance and Personnel Chairperson
      2. Treasurer
      3. Members
   B. Eligibility:
      1. Finance and Personnel Chairperson: The current President of NJAHPERD acts as the Finance and Personnel Committee Chair.
      2. Treasurer: must have finance background and be bonded (non-voting member)
      3. Members:
         a) Executive Director (non-voting member)
         b) President Elect
         c) Immediate Past President
         d) Member at Large
         e) Other Appointed Members as needed
   C. Appointment & Term of Office:
      1. Finance and Personnel Chairperson: The chairperson is the current President of NJAHPERD. The term of office is one year.
      2. Treasurer: The treasurer shall be appointed by the President of the Association following an interview process with the Finance and Personnel Committee and recommendation to the Executive Board. After Executive Board approval the treasurer is awarded a 1-year appointment with hourly compensation.
      3. Members: Members of this committee are automatically placed via the Bylaws. They serve as a member for one year.
   D. Vacancy:
      1. Finance and Personnel Chairperson: Refer to the vacancy section under the operating code for the President.
      2. Treasurer: In the event of a vacancy, the position will be replaced through the interview process described above.
      3. Members: Refer to the vacancy section for the respective position.
   E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES:
   A. Finance and Personnel Chairperson:
      1. Formulate decisions concerning personnel hired or stamped by this organization and present these to the Executive Board for approval.
      2. Make decisions affecting the financial status of NJAHPERD, including contracts, investments and other matters, which may affect the financial status of the organization. Such decisions must be presented to the Executive Board for approval.
      3. Under the direction of the Treasurer and the Executive Director, prepare a budget to be presented to the Executive Board well in advance of the end of the fiscal year.
      4. Conduct the evaluation of the Executive Director and any other personnel who may be evaluated.
         a) Protocols for Review of Executive Director:
1) The Executive Director’s performance will be reviewed and evaluated annually by the Finance/Personnel committee, using a mutually agreed upon instrument, which has been approved by the Executive Board.

2) Recommendation to continue or terminate employment shall be presented to the Executive Board for its decision.

3) Salary: Shall be recommended by the Finance and Personnel Committee and voted upon by the Executive Board.

4. Review the organization's investments and suggest changes as needed.

5. Reviews financial reports and audits provided by the accountant.

B. Treasurer:

1. Shall be a non-voting member of the Finance/Personnel Committee and the Executive Board.

2. Keep a current electronic record of all deposits, receipts, and withdrawals in a bank approved by the NJAHPERD Executive Board.

3. Be responsible for maintaining an official account of the association's finances and making monthly reports to the Executive Board. Monthly reports shall be organized by category to facilitate easy understanding by Executive Board Members.

4. Present an annual financial report to the Executive Board. Have the books and accounts of the Association reviewed every third year, and whenever there is a change in Treasurer and/or Executive Director. Present the audit to the Executive Board.

5. Provide an annual report to the Executive Board to be submitted to SHAPE America by the Executive Director.

6. Prepare all necessary tax documents for the accountant.

7. Pay bills and issue refunds as approved by the Executive Director (provided the bill has been budgeted for in the annual budget or if this has not been done, been presented to the Executive Board for approval) in an expeditious manner.

C. Other Members:

1. Members of this committee assist the Chairperson with all business related to devising and implementing of budgetary, personnel, and financial decisions.

2. Members of this committee should attend committee meetings, association events, and participate in conference calls.

V. AMENDMENTS:

A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment confers with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name of this position shall be the New Jersey Education Association (NJEA) liaison.

II. PURPOSE
   A. To be a liaison for NJAHPERD to the NJEA.
   B. To coordinate the planning and implementation of the NJAHPERD Program for the annual NJEA Convention.

III. ORGANIZATION:
   A. Eligibility for the NJEA Liaison: Candidates for this position must be current members of NJAHPERD, as well as NJEA/NJ Retired Education Association.
   B. Appointment & Term of Office: The liaison shall be appointed by the President of the Association for a three (3) year term with approval of the Executive Board.
   C. Vacancy: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.

III. RESPONSIBILITIES AND DUTIES:
   A. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
   B. Attend NJEA affiliate meetings.
   C. Work closely with the NJEA, integrating information from the affiliates meetings regarding convention programming.
   D. Disseminate NJEA program proposal forms to NJAHPERD members and potential presenters.
   E. Serve as a resource and assist potential presenters in completing the program application when necessary.
   F. Coordinate the solicitation of quality programming representing the disciplines of HPERD for the NJEA Convention with assistance from the Vice Presidents.
   G. Communicate with presenters to confirm arrangements at the NJEA Convention.
   H. Submit NJAHPERD sessions to the Publications Chairperson and NJAHPERD website for publication prior to the NJEA Convention.
   I. To promote and advocate the mission of NJAHPERD through social media.
   J. Submit a written annual report on the Forum.
   K. Provide NJEA with updated conference/convention information for publication.

V. AMENDMENTS:
   A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment confers with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
Coordinator of the Retirees Network

I. NAME
   A. The name of the position is Coordinator of the Retirees Network.

II. PURPOSE
   A. The Retiree Network seeks to encourage, promote, and support active, healthy, productive retirees by providing NJAHPERD retired members with opportunities to continue participating in professional, social, and recreational activities.

III. ORGANIZATION:
   A. This position consists of the Coordinator of the Retirees Network
   B. Eligibility:
      1. Candidates for this position must be a current retired member of NJAHPERD.
   C. Appointment & Term of Office: The Coordinator of the Retirees Network shall be appointed by the President, with approval of the Executive Board, for a three year term.
   D. Vacancy: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.

IV. RESPONSIBILITIES AND DUTIES
   A. The Retired Network Coordinator will serve as a voting member of the Executive Board.
   B. Serve as a liaison between retirees and the Executive Board, maintaining a flow of information regarding issues pertinent to NJAHPERD retirees through updated reports on the FORUM and/or attending Executive Board meetings.
   C. Develop and maintain an active communication network among HPERD retirees and disseminate information and ideas regarding programs, workshops, and activities that include and encourage unique contributions and participation of retirees.
   D. Submit an annual report on the Forum.
   E. Provide program sessions designed for retirees at NJAHPERD Annual Convention.

V. AMENDMENTS:
   A. Amendments to this operating code shall be by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment agrees with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
Technology Committee

Article II, Section 1a; Article IV, Section 19; Article V, Section 1f

I. NAME
   A. The name of this committee shall be the Technology Committee.

II. PURPOSE
   A. To better communicate and disseminate information concerning professional programs, legislation, curriculum developments, conventions, workshops and clinics by way of technology and social media.
   B. To develop and enhance the utilization of technology.

III. ORGANIZATION:
   A. The Technology Committee members shall be:
      1. Technology Committee Chairperson
      2. Members
   B. Eligibility:
      1. Technology Chairperson: Candidates for this position must be current members of NJAHPERD with a working knowledge of technology-based applications.
      2. Members: Candidates for this position must be current members of NJAHPERD.
   C. Appointment & Term of Office:
      1. Technology Committee Chairperson: The chairperson shall be appointed by the President of the Association for a three (3) year term with approval of the Executive Board.
      2. Members: Members in this committee are appointed annually by the Committee Chairperson and approved by the Executive Board.
   D. Vacancy:
      1. Technology Committee Chairperson: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.
      2. Members: In the event of a vacancy, the position will be replaced by an appointee of the Chairperson with approval of the Executive Board.
   E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES:
   A. Technology Committee Chairperson:
      1. Serve as a voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
      2. Devise and implement Committee Action Plan that aligns with NJAHPERD Applied Strategic Plan. Each plan should consist of the following:
         a) Objectives for the year as it relates to the committee.
         b) Outline a schedule based on the objectives of the committee. The schedule should include benchmarks and measurements for success.
         c) Provide current content for social media.
      3. To develop and enhance utilization of technology for leadership and members.
      4. To promote and advocate the mission of NJAHPERD through social media.
      5. To develop and review a social media policy with approval of Executive Board.
   B. Members:
      1. Members of this committee assist the chairperson with all business related to devising and implementing the Committee Action Plan.
      2. Members of this committee should attend committee meetings.

V. AMENDMENTS:
   A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name of this position shall be the Convention Manager.

II. PURPOSE
   A. To coordinate and manage the NJAHPERD annual convention under the supervision of the Executive Director and the Immediate Past President.

III. ORGANIZATION:
   A. Eligibility:
      1. Candidates must have interpersonal communication skills, organizational experience, and competency in event planning.
   B. Appointment & Term of Office:
      1. The Convention Manager will be selected by the Finance and Personnel Committee, with recommendation to the Executive Board for approval.
      2. The term shall be one year with the opportunity to be reappointed by the President with approval of the Executive Board.
   C. Evaluation:
      1. The Convention Manager will be evaluated on a yearly basis following the Annual Convention by the Executive Director and Immediate Past President (for that Annual Convention). The evaluation will be reviewed by the Finance and Personnel Committee and forwarded to the Executive Board for approval.
   D. Vacancy:
      1. In the event of unsatisfactory performance of the Convention Manager, the Executive Board must give 30 days’ notice prior to termination. If the Convention Manager plans to resign he or she must give the Executive Board 30 days’ notice prior to the date of the Annual Convention. This vacancy would then be filled by the Finance and Personnel Committee with approval from the Executive Board.
   E. Stipend:
      1. This position comes with a stipend for services rendered with payment schedule determined by the Finance and Personnel Committee.
   F. Reporting Structure:
      1. This position will report to the Executive Director and the Immediate Past President.

IV. RESPONSIBILITIES AND DUTIES:
   A. Coordinate and organize the annual convention.
   B. Solicit presentations for the convention in collaboration with the Convention Planning Committee Program selection will be completed by the appropriate Vice Presidents with support provided by the Convention Manager and Convention Planning Committee.
   C. Assist the President, Immediate Past President and Executive Director in arrangements and correspondence with keynoters, TOYs, featured speakers and guests.
   D. Secure revenue through a variety of strategies (i.e. advertisements in the program, silent auctions / fun run / raffles, exhibits) in consultation with the Executive Director and Exhibits Manager.
   E. Supervise and provide support for the Exhibits Manager in the distribution of exhibitor applications, development of floor plan, and communication with exhibitors.
   F. In conjunction with the Executive Director and Convention Registration Chair, determine the registration process, including onsite location.
   G. Oversee arrangements for audio-visual and audio system needs.
   H. Coordinate all convention materials and mailings.
   I. Develop, maintain, and update speaker information.
J. Develop convention program.
K. Attend convention planning committee meetings.
L. Manage all business with the host hotel in consultation with Executive Director and Treasurer.
M. Update and maintain the online NJAHPERD convention manual with input from committee chairs.
N. Submit budget recommendations to the Executive Director and Past President before June 1st or at a designated date when the general operating budget will be considered by the Board.
O. Submit a written annual convention report to the Executive Director.

V. AMENDMENTS:

A. Amendments to this operating code shall be by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment agrees with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name of this position shall be the Parliamentarian.

II. PURPOSE
   A. To execute the aims and purposes of NJAHPERD according to the organization’s Constitution and Bylaws.
   B. To provide guidance to the association during business meetings in accordance with Robert’s Rules of Order.

III. ORGANIZATION:
   A. Eligibility:
      1. Candidates for this position must be current members of NJAHPERD.
   B. Appointment & Term of Office:
      1. The Parliamentarian is appointed by the President to serve during the President’s term of office with approval of the Executive Board.
   C. Vacancy:
      1. In case of vacancy in this office, the President, with the approval of the Executive Board, will appoint a new Parliamentarian.

IV. RESPONSIBILITIES AND DUTIES:
   A. Serve as a non-voting member of the Executive Board and attend meetings of the Executive Board to see that the business of the Association is conducted according to Robert’s Rules of Order.
   B. Maintain the internal consistency of the Association’s Constitution and By-laws, and the Operating Codes

V. AMENDMENTS:
   A. Amendments to this operating code shall be by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment agrees with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name of this position shall be the New Jersey Department of Education Liaison.

II. PURPOSE
   A. To serve as a liaison to NJAHPERD regarding NJDOE services and activities.

III. ORGANIZATION:
   A. Eligibility:
      1. The NJDOE Coordinator for Comprehensive Health and Physical Education.
   B. Term of Office:
      1. Term of Office is based on employment at NJDOE.

IV. RESPONSIBILITIES AND DUTIES:
   A. Act as a liaison to NJAHPERD for the New Jersey Department of Education.
   B. Advise the Executive Board on upcoming events and programs that are being sponsored by the NJDOE.
   C. Collaborate with NJAHPERD on health and physical education events across the state.

V. AMENDMENTS:
   A. Amendments to this operating code shall be by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment agrees with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME
   A. The name of this position shall be the Publications Manager.

II. PURPOSE
   A. To organize, supervise, and direct the publications of NJAHPERD.

III. ORGANIZATION:
   A. Eligibility:
      1. Candidates for this position must be current members of NJAHPERD with a working knowledge of technology-based applications including editing, designing, and publishing.
   B. Appointment & Term of Office:
      1. The Publications Manager will be selected by the Finance and Personnel Committee, with recommendation to the Executive Board for approval.
      2. The term shall be one year with the opportunity to be reappointed by the President with approval of the Executive Board.
   C. Stipend:
      1. This position comes with a stipend for services rendered with payment schedule determined by the Finance and Personnel Committee.
   D. Vacancy:
      1. In the event of unsatisfactory performance of the Publications Manager, the Executive Board must give 30 days notice prior to termination. If the Publication Manager plans to resign he or she must give the Executive Board 30 days notice. This vacancy would then be filled by the Finance and Personnel Committee with approval from the Executive Board.
   E. Evaluation:
      1. The Publications Manager will be evaluated on a yearly basis. The evaluation will be reviewed by the Finance and Personnel Committee and forwarded to the Executive Board for approval.

IV. RESPONSIBILITIES AND DUTIES:
   1. Serve as a non-voting member of the Executive Board of the NJAHPERD and attend scheduled meetings.
   2. Solicit articles for publications.
   3. Set and publish deadline dates for submission.

V. AMENDMENTS:
   A. Amendments to this operating code shall be by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment agrees with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
I. NAME:
   A. The name of this Commission shall be the State Advisory Commission Representatives to SHAPE America Eastern District.

II. PURPOSE:
   A. To communicate with and provide direction to the District Leadership Council regarding initiatives, projects and workshops.
   B. To collaboratively implement plans and projects that are consistent with the Mission of SHAPE America.

III. ORGANIZATION:
   A. Each state within Eastern District shall select two representatives from their state to serve on the Eastern District State Advisory Commission.
   B. Eligibility:
      1. Candidates for this position must be current members of NJAHPERD and SHAPE America and had previous experience on NJAHPERD Executive Board.
   C. Appointment and Term of Office:
      1. State Representatives shall be appointed by the President of the Association for a two year term with the approval of the Executive Board.
      2. State Representatives may serve more than one term at the discretion of the President
      3. Names of the State Representatives will be submitted to the Eastern District Executive Director by January 10th of each year.
      4. The State Advisory Commission shall meet annually either in person or electronically with the District Leadership Council.
      5. The State Advisory Commission may conduct business electronically as needed.
      6. A member of the Eastern District Executive Committee will preside over State Advisory Commission meetings.
   D. Vacancy:
      1. In the event of a vacancy, the position will be replaced by an appointee of the President the approval of the Executive Board.

IV. RESPONSIBILITIES and DUTIES:
   A. The State Advisory Commission Representatives to SHAPE America Eastern District will serve as non-voting members of the NJAHPERD Executive Board and attend scheduled meetings.
   B. Communicate with the Eastern District Leadership Council to provide direction regarding issues and trends relative to the profession from the State perspective.
   C. Develop plans which involve both the State and the District to promote major initiatives of SHAPE America and initiatives of interest as designated by the State Advisory Commission with the approval of the District Leadership Council.
   D. Utilize the resources of SHAPE America in the implementation of initiatives as appropriate.
   E. Share proposed Eastern District initiatives and business at NJAHPERD Executive Board meetings.
   F. Submit a written annual report on the Forum.
   G. To promote and advocate the mission of NJAHPERD through social media.

V. AMENDMENTS:
   A. Amendments to this operating code shall be by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment agrees with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.
SHAPE America National Annual Convention Delegate Assembly
State Members at Large
Pending Approval

I. NAME:
   A. The name of the positions shall be Delegate and Alternate Delegate to the SHAPE America National Annual Convention Delegate Assembly.

II. PURPOSE:
   A. Delegates to the Assembly serve at large and represent the whole Association membership.

III. ORGANIZATION:
   A. Eligibility:
      1. Candidates for this position must be a current member of NJAHPERD and a member of SHAPE America for at least one year prior to being a delegate.
   B. Appointment and Term of Position:
      1. The SHAPE America State Delegate member at large and the alternate are appointed by the President with the approval of the Executive Board to serve at the yearly annual National Convention.
      2. Delegates begin their one year term at the conclusion of the National Convention and serve through the convention the following year. Delegates may be reappointed.
   C. Vacancy:
      1. Delegates to the Assembly may resign, but may only be removed by the body that elected or appointed them.
      2. Alternate delegates must have the same qualifications as delegates and would replace the delegate that resigned.

IV. RESPONSIBILITIES and DUTIES:
   A. Serve as a voting member at-large delegate at the SHAPE America annual National Convention and have held one year of continuous membership immediately prior to election or appointment to the Delegate Assembly.
   B. Attend all meetings scheduled for Delegate members at large to the National Convention and be prepared to discuss all items on the Annual Agenda and motions made at the meeting.
   C. Approve amendments to the By-laws, recommend policy positions to the Board of Directors and upon request of the Board, provide a sense of the members’ views on a particular subject.
   D. Submit a written report on NJAHPERD's Forum to the Executive Board after the Annual SHAPE America Convention.

V. AMENDMENTS:
   A. Amendments to this operating code shall be by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment agrees with the NJAHPERD Constitution and By-laws it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and By-laws, the changes to the By-laws must be brought to the Executive Board for initial discussion at the board meeting and voted on at a subsequent board meeting.
Appendix A: Elected Positions

**Elected Position:** This position must be elected into office through a vote by membership. Once elected, Executive Board members are expected to communicate through the NJAHPERD Forum.

Appendix B: Elevated Positions

**Elevated Position:** This position must be filled via elevation. This succession occurs yearly at the completion of the annual convention where the “elects” move up to the next position. Once elevated, the ‘elects’ are expected to communicate through the NJAHPERD Forum.

Appendix C1: Appointed Positions (Board Members)

**Appointed Positions (Board Members):** The positions must be filled by presidential appointment with the approval of the Executive Board. Once appointed, the board members are expected to communicate through the NJAHPERD Forum.

Appendix C2: Appointed Positions (Committee Members)

**Appointed Positions (Committee Members):** This position must be filled by a committee chairperson appointment with the approval of the executive board vote. Once appointed, the committee members are expected to communicate with the committee chairperson.

Appendix C3: Rotating Appointed Position (Division of Future Professionals’)

**Representative Appointment:** This position must be filled by an appointment from the University/College advisor.

**Rotating Officers:** The President and Vice President of this division will be selected through the rotation of colleges. The University/College whose turn will be up the next year will serve as Vice President. The rotation schedule is as follows:

1. Kean University, 2015-2016
2. William Paterson University, 2016-2017
3. Rowan University, 2017-2018
4. The College of New Jersey, 2018-2019
5. Monmouth University, 2019-2020
6. Montclair State University, 2020-2021

Appendix D1: Requirements of all Executive Board Positions

All NJAHPERD Executive Board Members and Committee Chairs must:

- Attend scheduled Executive Board meetings
- Adhere to Operating Code responsibilities and duties
- Copy the Executive Director on correspondence that pertains to
Appendix D2: Executive Board Dismissal Policy

All Executive Board Members will adhere to the Operating Codes regarding their duties and responsibilities and attend scheduled Executive Board meetings. Failure to adhere will result in dismissal from their position by the President.

Appendix D3: Ad Hoc and Special Committees (Educational and Working Template)
(See attached Document - The instructional elements are in Blue)

Appendix D4: Ad Hoc and Special Committees-
(See attached Document - The instructional elements are in Blue)