

**PENNSYLVANIA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE, INC
(PSAHPERD)**

12/2003

PSAHPERD CONSTITUTION AND BYLAWS

CONSTITUTION

Article I: NAME

Section 1: The name of this association shall be the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD)

Section 2: The Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc (PSAHPERD) actively promotes the respect for and value of human diversity within its membership and through the professional services and activities provided by or for its members. In recognition of this basic tenet, PSAHPERD prohibits discrimination on the basis of race, color, religion, creed, gender, age, marital status, sexual orientation, national origin, disability, and veteran status in the treatment of, participation in, access to, or content of its programs and activities. The PSAHPERD does not make, condone or tolerate remarks or inferences which reflect disrespect for individuals based upon physical or cultural bias.

Article II: MISSION AND GOALS

Section 1: Mission

The Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD) is committed to:

- A. the continual professional growth and development of its members
- B. the expansion and application of the knowledge base and methodologies
- C. the support of the professions that encourage active healthful lifestyles by all people in the Commonwealth of Pennsylvania

Section 2: Goals

The goals of the PSAHPERD as related to the domains of dance, health, physical education, recreation and sport are to:

- A. Improve and expand communication and services to the membership
- B. Prepare more members for leadership roles
- C. Identify and promote standards for quality programs, professional competence and ethics in dance, health education, physical education, recreation and sport in their appropriate context
- D. Improve and expand public relations
- E. Expand interactions with discipline related and community groups
- F. Encourage active member participation in Association activities
- G. Identify, encourage and assist creative and scholarly endeavor, both theoretical and practical, essential to progress within the fields of dance, health education, physical education , recreation and sport
- H. Serve as a political advocate
- I. Maintain a fiscally sounds and viable state professional association

Article III: MEMBERSHIP

Section 1: The Association shall be a corporation without stockholders but it shall have members as hereinafter provided.

Section 2: In the event of the dissolution of the PSAHPERD, Inc., whether voluntary or involuntary, any unencumbered assets shall be turned over to such nonprofit organizations qualifying as exempt from federal tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto as the then officers shall select.

Article IV: OFFICERS

Section 1: Officers of the Association shall be members in good standing with the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc.

Section 2: The officers shall consist of President, President-elect, Immediate Past President, Vice President of Health, Vice President-elect of Health, Vice President of Physical Education, Vice President-elect of Physical Education, Vice President of Recreation, Vice President-elect of Recreation, Vice President of the Division of Girls and Women's Sports, Vice President-elect of the Division of Girls and Women's Sports, Vice President of Division of Men's Athletics, Vice President-elect of Men's Athletics, Vice President of Dance, Vice President-elect of Dance, President, Vice President and President-elect of the Student Section. All elected as hereinafter provided. In addition to the elected officers, a paid Executive Director shall be appointed by the Executive Committee.

Article V: GOVERNMENT

Section 1: The business of the Association shall be conducted by the Representative Assembly and the Executive Committee, each constituted as hereinafter provided.

Article VI: AMENDMENTS

Section 1: All proposed amendments to the Constitution and/or Bylaws shall be first presented to the Executive Committee, advertised through a membership mailing, after which they shall be presented at the next annual meeting of the Representative Assembly. In the event of an emergency, the Executive Committee may resort to a mail vote of the Representative Assembly.

Section 2: A two-thirds majority of certified delegates attending the Representative Assembly shall be necessary for adoption.

The original constitution of the PSAHPERD was studied and revision planned during 1951 and 1952. The new constitution was adopted by the Representative Assembly on December 11, 1952, at Reading. From the recommendations of the Structure and Function Committee after a three-years study, the constitution was revised and adopted by the Representative Assembly at the Annual State Convention at Philadelphia December 9, 1967. From recommendations of the Constitution and Bylaws Committee and after 1995 the Structure and Function Committee, the constitution was amended by the Representative Assembly at the Annual State Conventions in 1968, 1969, 1971, 1972, 1973, 1976, 1980, 1981, 1982, 1985, 1987, and 1990, 1995, 1996, 1997, 1998 and 2003.

BYLAWS

Article I: ORGANIZATION

Section 1: National Affiliation Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. shall be organized as the officially affiliated Pennsylvania Association of the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD).

Section 2: Local Associations

A. Local Associations of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance are those in which all members hold membership in the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc, and in which there are regularly elected officers functioning under a constitution and conducting regularly scheduled meetings. Local associations affiliated with the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. shall be represented in the Representative Assembly as hereinafter provided.

B. District Associations consist of two or more counties in which all members hold membership in the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. and in which there are regularly elected officers functioning under a constitution and conducting regularly scheduled meetings. District Associations for Health, Physical Education, Recreation and Dance shall be represented by the Representative Assembly as hereinafter provided.

C. Organizing a Local Association

I. Submit the following information to the PSAHPERD Executive Committee

- a. Letter of intent
- b. Proposed constitution for the Association
- c. Officers elected/appointed
- d. Proposed budget
- e. Proposed Association meeting schedule

II. Executive Committee votes for approval

III. Official recognition granted in the next fiscal year if approved

D. Procedures to Reorganize a Local Association:

I. Submit the following information to the PSAHPERD Executive Committee

- a. Letter of intent
- b. Revised constitution of the Association to reflect the change

II. Executive Committee votes for approval

III. Immediate recognition granted upon Executive Committee approval

Section 3: AAHPERD and EDA Representation The Association shall be represented in the Representative Assembly of the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) and the Representative Assembly of the Eastern District Association (EDA) of the AAHPERD by the President of the Association and by other members as may be appointed by the President with the approval of the Executive Committee according to the number allotted to the state on the basis of national membership.

Section 4: PSAHPERD Divisions

The Association shall contain seven divisions as follows: (a) Health, (b) Physical Education (c) Recreation, (d) Dance, (e) Girls and Women's Sports (f) Men's Athletics, and (g) General. Each division is organized to serve the professional interests of closely related subordinate groups. Each division shall be headed by a Vice President, except the General Division headed by the President-elect.

Article II: MEMBERSHIP

Section 1: Membership in the Association shall be limited to the following classes:

- A. Professional
- B. Professional 3-year
- C. Professional-Life
- D. Professional-Transition
- E. Associate
- F. Associate-Life
- G. Student
- H. Honorary
- I. Affiliated Organizations
 - I. Non-profit
 - II. Profit
- J. Retired Membership

Section 2: Membership Definitions:

- A. Professional Membership - shall be open to all persons engaged professionally in Health, Physical Education, Recreation, or Dance upon the payment of the annual dues. Professional members shall have the right to vote and to hold office.
- B. Professional 3-year Membership - shall be open to all persons engaged professionally in Health, Physical Education, Recreation and Dance upon payment of the required dues. Professional 3-year members have the right to vote and hold office.
- C. Professional-Life Membership -shall be open to all persons engaging professional in Health, Physical Education, Recreation or Dance. Life members shall have the right to vote and hold office.
- D. Professional-Transition Membership -shall be open to all persons engaged professionally in Health, Physical Education, Recreation or Dance during their first year of professional membership immediately following graduation and having been a previous student member in a State HPER professional association upon payment of the required dues. Professional - Transition members have the right to vote and hold office.
- E. Associate Membership - shall be open to all persons not engaged professionally in Health, Physical Education, Recreation or Dance, upon the payment of the annual dues. Associate Members shall have all the privileges of professional members except the right to vote or hold office.
- F. Associate Life Membership - shall be open to all persons not engaged professionally in Health, Physical Education, Recreation, or Dance. Associate Life members shall have all the privileges of professional members except the right to vote or hold office.
- G. Student Membership - shall be open to all students enrolled in professional preparation programs in Health, Physical Education, Recreation and/or Dance upon the payment of the annual dues. Student members shall have the right to vote and hold office as President, President-elect and Vice President of the Student Section on the Executive Committee.
- H. Honorary Membership - shall be conferred by the Association to persons whose contributions to the Health, Physical Education, Recreation and/or Dance programs of the state are deemed worthy. Honorary Membership shall be recommended by the Executive Committee to the Representative Assembly for approval.
- I. Affiliated Organization Membership - is extended to those groups having an affinity to the aims of the Association. The Executive Committee shall grant such affiliation as they deem appropriate.
 - I. Non-profit - affiliated organization designation of groups which have received non-profit IRS status (501 C3).
 - II. Profit - affiliated organization designation of groups which do not have non-profit IRS status (501 C3).
- J. Retired Membership - shall be open to all persons upon retirement from professional engagement in Health, Physical Education, Recreation, or Dance. Retired members shall have the right to vote and hold office.

- Section 3: Annual dues for membership shall be determined by the Finance Committee and recommended to the Executive Committee. If approved by the Executive Committee the recommendation would be placed on the agenda to be acted upon at the Representative Assembly. All membership classification dues shall be based on the Professional Membership dues.
- A. Professional Membership...As per Executive Committee Action.
 - B. Professional 3-year Membership.....Two and one-half times the professional dues. (Single Payment)
 - C. Professional-Life Membership... Twenty times Professional Dues.(single payment)
 - D. Professional-Transition membership....Three quarters the professional dues.
 - E. Associate Membership...Same as Professional.
 - F. Associate-Life Membership...Twenty times Professional Dues. (single payment)
 - G. Student Membership...One-fourth Professional Dues.
 - H. Honorary Membership....FREE
 - I. Affiliated Organization
 - I. Non-profit - annual dues to be established by the Finance Committee and approved by the Executive Committee.
 - II. Profit - annual dues to be established by the Finance Committee and approved by the Executive Committee.
 - J. Retired Membership...One-Half Professional Dues.

- Section 4: Disposition of Dues:
- A. All annual dues collected from the Professional Membership shall be divided as follows:
 - I. Organized local associations from which the dues were collected...Twenty-Five Percent of dues, collected from Professional fees.
 - II. All money from other membership classification dues and the remaining from the professional membership dues and student membership dues shall be retained by the Association.

Section 5: The Fiscal year of the Association shall be January 1 to December 31.

Section 6: All memberships shall be in effect for one full calendar year. Two anniversary dates will be used for all membership renewals. June 1 will be used for membership applications received between January 1 and June 30. December 1 will be used for all membership applications received between July 1 and December 31.

Article III: DUTIES OF OFFICERS

- Section 1: The President shall:
- A. Preside at the meetings of the Executive Committee, the Representative Assembly and the Annual State Convention.
 - B. Appoint all committee members and chairs to Association committees with the concurrence of the Executive Committee.
 - C. Perform such other duties as called for in the Constitution and Bylaws of the Association, and Operating Code and such other duties as are customarily executed by the office.
 - D. The President shall be the official representative and spokesperson of the Association and an ex-officio member of all Association committees.
 - E. Be responsible for the Opening General Session Speaker and preside over the session.

- Section 2: The President-elect shall:
- A. Succeed to the office of President at the close of the annual meeting of the Representative Assembly.
 - B. Perform such duties designated in the Operating Code or assigned by the President.
 - C. Act for the President in case of absence or incapacitation of that officer.
 - D. Assume the unexpired term of office in the event of death or resignation of the President.
 - E. Coordinate the sections of the General Division and render such reports to the Executive Committee and the Representative Assembly as deemed necessary.

- F. Serve on the Executive Committee.
- G. Perform such tasks as the President may assign.

Section 3:

The Immediate Past President shall:

- A. Perform such duties as designated in the Operating Code or assigned by the President.
- B. Serve on the Executive Committee.
- C. Chair the Violet Baumgardner Scholarship Award Committee, E B Cottrell Award Committee and the Outstanding Senior Award Committee.
- D. Chair the Personnel Evaluation Committee

Section 4:

The Vice President of the Health Division shall:

- A. Perform such duties designated in the Operating Code or assigned by the President.
- B. Coordinate the work of all committees dealing with Health and render such report to the Representative Assembly and the Executive Committee as deemed necessary.
- C. Represent the Association at all conferences dealing with health in which the Association has been invited to participate.
- D. Be responsible for the organization of all programs pertaining to health at the annual convention and shall serve as a member of the convention program committee.
- E. Serve as a member of the Executive Committee.
- F. Be responsible for submitting one or two qualified candidates for the Division Vice President-elect office to the Nominating Chair prior to the fall Executive Committee meeting.

Section 5:

The Vice President-elect of the Health Division shall:

- A. Perform such other duties as may be delegated by the Vice President of Health.
- B. Be responsible for the election of the Section officers within the Health Division.
- C. Succeed to the office of Vice President of Health at the conclusion of the annual meeting of the Representative Assembly. In case of death or resignation of the Vice President, succeed to that office for the unexpired term.
- D. Be responsible for evaluating all convention programs pertaining to health and submitting this information to the records chair immediately after each program.
- E. Serve as a member of the Executive Committee.

Section 6:

The Vice President of the Physical Education Division shall:

- A. Perform such duties designated in the Operating Code or assigned by the President.
- B. Coordinate the work of all committees dealing with physical education and render such reports to the Representative Assembly and the Executive Committee as deemed necessary.
- C. Represent the Association at all conferences dealing with physical education in which the Association had been invited to participate.
- D. Be responsible for the organization of all programs pertaining to physical education at the annual convention and shall serve as a member of the convention program committee.
- E. Serve as a member of the Executive Committee.
- F. Be responsible for submitting one or two qualified candidates for the Division Vice President-elect office to the Nominating Chair prior to the fall Executive Committee meeting.

Section 7:

The Vice President-elect of the Physical Education Division shall:

- A. Perform such other duties as may be delegated by the Vice President of Physical Education.
- B. Be responsible for the election of the Section officers within the Physical Education Division.
- C. Succeed to the office of Vice President of Physical Education at the conclusion of the annual meeting of the Representative Assembly. In case of death or resignation of the Vice President succeed to that office for the unexpired term.
- D. Be responsible for evaluating all convention programs pertaining to physical education and submitting this information to the records chair immediately after each program.
- E. Serve as a member of the Executive Committee.

- Section 8: The Vice President of the Recreation Division shall:
- A. Perform such duties designated in the Operating Code or assigned by the President.
 - B. Coordinate the work of all committees dealing with recreation and render such reports to the Representative Assembly and the Executive Committee as deemed necessary.
 - C. Represent the Association at all conferences dealing with recreation in which the Association has been invited to participate.
 - D. Be responsible for the organization of all programs dealing with recreation at the annual convention and shall serve as a member of the convention program committee.
 - E. Serve as a member of the Executive Committee.
 - F. Be responsible for submitting one or two qualified candidate for the Division Vice President-elect office to the nominating chair prior to the fall Executive Committee meeting.
- Section 9: The Vice President-elect of the Recreation Division shall:
- A. Perform such duties as may be delegated by the Vice President of Recreation.
 - B. Be responsible for the election of the section officers within the Recreation Division.
 - C. Succeed to the office of Vice President of Recreation at the conclusion of the annual meeting of the Representative Assembly. In the case of death or resignation of the Vice President, succeed to that office for the unexpired term.
 - D. Be responsible for evaluating all convention programs pertaining to recreation and submitting this information to the records chair immediately after each program.
 - E. Serve as a member of the Executive Committee.
- Section 10: The Vice President of the Division of Girls' and Women's Sport shall:
- A. Perform such duties designated in the Operating Code or assigned by the President.
 - B. Coordinate the work of all committees dealing with girls' and women's sports and render such reports to the Representative Assembly and the Executive Committee as deemed necessary.
 - C. Represent the Association at all conferences dealing with girls' and women's sports in which the Association has been invited to participate.
 - D. Be responsible for the organization of all programs dealing with girls' and women's sports at the annual convention and shall serve as a member of the convention program committee.
 - E. Serve as a member of the Executive Committee.
 - F. Be responsible for submitting one or two qualified candidates for the Division Vice President-elect office to the Nominating Committee chair prior to the fall Executive Meeting.
- Section 11: The Vice President-elect of the Division of Girls' and Women's Sports shall:
- A. Perform such other duties as may be delegated by the Vice President of the Division of Girls' and Women's Sports.
 - B. Be responsible for the election of the section officers within the Girls' and Women's Sports Division.
 - C. Succeed to the office of Vice President of the Division of Girls' and Women's Sports at the conclusion of the annual meeting of the Representative Assembly. In case of death or resignation of the Vice President, succeed to that office for the unexpired term.
 - D. Be responsible for evaluating all convention programs pertaining to girls' and women's sports and submitting this information to the records chair immediately after each program.
 - E. Serve as a member of the Executive Committee.
- Section 12: The Vice President of the Division of Men's Athletics shall:
- A. Perform such duties as may be designated in the Operating Code or assigned by the President.
 - B. Coordinate the work of all committees dealing with men's athletics and render such reports to the Representative Assembly and the Executive Committee as deemed necessary.
 - C. Represent the Association at all conferences dealing with men's athletics in which the Association has been invited to participate.
 - D. Be responsible for the organization of all programs dealing with men's athletics at the annual convention and shall serve as a member of the convention program committee.
 - E. Serve as a member of the Executive Committee.

F. Be responsible for submitting one or two qualified candidates for the Division Vice President-elect office to the Nominating Committee Chair prior to the fall Executive Committee meeting.

- Section 13: The Vice President-elect of the Division of Men's Athletics shall:
- A. Perform such duties as may be delegated by the Vice President of the Division of Men's Athletics.
 - B. Be responsible for the election of the section officers within the Men's Athletics Division.
 - C. Succeed to the office of Vice President of Division of Men's Athletics at the conclusion of the annual meeting of the Representative Assembly . In case of death or resignation of the Vice President, succeed to that office for the unexpired term.
 - D. Be responsible for evaluating all convention programs pertaining to men's athletics and submitting this information to the records chair immediately after each program.
 - E. Serve as a member of the Executive Committee.
- Section 14: The Vice President of the Division of Dance shall:
- A. Perform such duties as may be designated in the Operating Code or assigned by the President.
 - B. Coordinate the work of all committees dealing with dance and render such reports to the Representative Assembly and the Executive Committee as deemed necessary.
 - C. Represent the Association at all conferences dealing with dance in which the Association has been invited to participate.
 - D. Be responsible for the organization of all programs dealing with dance at the annual convention and shall serve as a member of the convention program committee.
 - E. Serve as member of the Executive Committee.
 - F. Be responsible for submitting one or two qualified candidates for the Division Vice President-elect office to the Nominating Committee chair prior to the fall Executive Committee meeting.
- Section 15: The Vice President-elect of the Division of Dance shall:
- A. Perform such duties as may be delegated by the Vice President of Dance.
 - B. Be responsible for the election of the section officers within the Dance Division.
 - C. Succeed to the office of Vice President of Dance at the conclusion of the annual meeting of the Representative Assembly. In case of death or resignation of the Vice President, succeed to that office for the unexpired term.
 - D. Be responsible for evaluating all convention programs pertaining to dance and submitting this information to the records chair immediately after each program.
 - E. Serve as a member of the Executive Committee.
- Section 16: Student Section President shall:
- A. Perform such duties as designated in the Operating Code and delegated by the State Association President.
 - B. Serve as a member of the Executive Committee.
 - C. Coordinate the work of the Student Section and render such reports to the Representative Assembly and the Executive Committee as deemed necessary.
- Section 17: Student Section President-elect shall:
- A. Perform such duties as designated in the Operating Code and delegated by the Student Section President.
 - B. Serve as a member of the Executive Committee.
 - C. Succeed to the Office of Student Section President at the conclusion of the Representative Assembly.
 - D. Be responsible for evaluating all student section convention programs and submitting this information to the Records Chair immediately after each program.

- Section 18: Student Section Vice President shall:
- A. Perform such duties as designated in the Operating Code and delegated by the Student Section President.
 - B. Serve as a member of the Executive Committee.
 - C. Succeed to the Student Section President-elect at the conclusion of the Representative Assembly.
- Section 19: Executive Director appointed by the Executive Committee shall:
- A. Be paid a yearly salary for services.
 - B. Serve as General Manager of the Association subject to the authority, control and direction of the Representative Assembly, the Executive Committee and the President.
 - C. Meet with the Executive Committee.
 - D. Serve on the Executive Committee and as an advisor for all officers and Association Committees.
 - E. Represent the Association as directed by the Representative Assembly, the Executive Committee and/or the President.
 - F. Be responsible for the usual services of a secretary; take the minutes for the meetings of the Executive Committee and the Association; conduct necessary correspondence, keep records, etc.
 - G. Perform the usual services of a treasurer; receive, deposit and disburse all funds as instructed by the President and the Executive Committee; keep financial records, submit them for audit, and make financial reports as required by the Association.
 - H. Promote, receive, process and report membership.
 - I. Follow the job description as approved by the Executive Committee
- Section 20: Each officer shall serve for a one-year period beginning immediately after the close of the annual meeting of the Representative Assembly. No officer may be elected to succeed himself/herself in office.
- A. The officers shall be elected by secret ballot at the annual meeting of the Representative Assembly.
 - B. The nominating committee, appointed by the President and consisting of the President and at least five members from at least five counties or districts, shall present a slate of at least two names for each elective office. In selecting the names for each office, the nominating committee shall accept from any bona fide Professional or Professional-Life member, suggestions for each office.
 - C. A simple majority of the votes shall be indicated for one person for each office; otherwise, the two persons with the highest number of votes shall again be voted upon.
 - D. Floor nominations - written permission must be submitted for all floor nominees prior to the Representative Assembly.
- Section 21: Failure to properly perform the duties of the office or failure to attend all Executive Committee meetings, may be cause for removal from office. Removal from office requires a two-thirds vote of the Executive Committee.

ARTICLE IV: EXECUTIVE COMMITTEE

- Section 1: The administrative control of the Association shall be vested in the Executive Committee which shall consist of: the President, President-elect, Immediate Past President, Executive Director, Vice President of Health, Vice President-elect of Health, Vice President of Physical Education, Vice President-elect of Physical Education, Vice President of Recreation, Vice President-elect of Recreation, Vice President of the Division of Girls' and Women's Sports, Vice President-elect of the Division of Girls' and Women's Sports, Vice President of the Division of Men's Athletics, Vice President-elect of the Division of Men's Athletics, Vice President of Dance, Vice President-elect of Dance, Student Section President, Student Section President-elect, Student Section Vice President and all Association Committee Chairs.

- Section 2: The annual meeting of the Executive Committee and the Representative Assembly shall be held at the same time as the annual convention of the State Association.
- Section 3: When deemed necessary, the President may call a special meeting of the Executive Committee. Upon a two-thirds vote of the Executive Committee, the President shall convene the Executive Committee.
- Section 4: One-half of the Executive Committee membership shall constitute a quorum.

ARTICLE V: REPRESENTATIVE ASSEMBLY

- Section 1: The legislative body of the Association shall consist of a Representative Assembly.
A. The members of the Assembly shall be the Executive Committee, Local Association Representatives, and representatives of affiliated organizations as hereinafter provided.
B. Each Executive Committee member which includes elected officers and committee chairs, have one vote in the Representative Assembly with no person having more than one vote if two positions are held.
- Section 2: Unorganized counties, regardless of the number of memberships in the Association, shall be entitled to one delegate in the Representative Assembly. Each organized county and/or district (Local Associations) shall be entitled to one delegate for each twenty-five members or fraction thereof. In Local Associations having student members, if the delegate strength is five or more delegates, at least 20% of the delegates are to be students. Appointments of delegates from each county and/or district shall be based upon the membership at the close of July 1 of the current year.
- Section 3: Each affiliated organization shall have the privilege of one delegate on the Representative Assembly.
- Section 4: Each member serving as a delegate or proxy delegate to the Representative Assembly shall be limited to one vote.
- Section 5: The Representative Assembly shall hold its annual meeting at the annual convention.
- Section 6: Members of the Representative Assembly may vote by proxy, providing that the proxy is a Student Member, Retired Member, Professional Member, Professional 3-year Member, Professional Transition Member, or Professional-Life Member of the Association. Authorization for representation by a proxy must be submitted in writing to the Chair of the Credentials Committee before the meeting convenes. No written proxy is transferrable. Each authorized delegate must name the specific person or persons authorized to cast the votes for him/her and such a statement must be signed by the authorized official delegate. Each authorized delegate shall designate his/her own proxy and not more than two alternates, listing them in the order of preference. If a proxy is issued to more than one person, it is automatically canceled.

ARTICLE VI: COMMITTEES

- Section 1: The Association recognizes two types of committees: Standing and Special Committees.
- Section 2: All Committee members must be members in good standing in the PSAHPERD.
- Section 3: Standing Committees shall be constituted to perform continuing functions and shall be governed by their Operating Codes. Chairs of the Standing Committees shall be appointed by the President, subject to Executive Committee approval. Membership of Standing Committees shall be for rotating terms as set forth in their Operating Codes. Each Chair shall have one Executive Committee vote.

- Section 4: Special Committees shall be appointed as need arises and assigned specific task(s). At the completion of the specific task(s) assigned to such committees, a final report shall be given and the committee shall cease to exist. Chairs shall be appointed by the President subject to Executive Committee approval. Each chair shall have an Executive Committee vote.
- Section 5: Each committee will prepare and/or update an Operating Code setting forth
- A. Heading: Code #, Name of Office or Committee and Date last revised
 - B. Structure of Code:
 - I. Name of Office of Committee
 - II. Type of Office or Committee
 - III. Purpose
 - IV. Membership (requirements)
 - V. Organization
 - VI. Term of Office or Committee Chair Term
 - VII. Policies and Procedures
 - VIII. Addendum to Code

ARTICLE VII: DIVISIONS

- Section 1: The Association shall contain seven divisions as follows, Health , Physical Education, Recreation, Dance, General, Division of Girls' and Women's Sports, Division of Men's Athletics.
- Section 2: Each of the divisions will be organized in sections. The chair of each section will serve on a committee of the division, whose functions will include the general long-range planning for the total development of the program within the State and the Association.
- Section 3: The Health Division will consist of the following sections: Elementary, Secondary, College/University, Community Health, and Safety.
- Section 4: The Physical Education Division will consist of the following sections: Elementary, Middle/Junior, Secondary, and College/University.
- Section 5: The Recreation Division will consist of the following sections: Community/School Based Recreation, Therapeutic/Geriatric Recreation, and Outdoor Related Recreation.
- Section 6: The General Division will consist of the following sections: Research, Professional Preparation and Certification, Supervisors and Coordinators and the Student Section.
- Section 7: The Division of Girls' and Women's Sports will consist of the following sections: History and HERitage Award, Coaching, and Leadership.
- Section 8: The Division of Men's Athletics will consist of the following sections: Men's Athletics.
- Section 9: The Division of Dance will consist of the following sections: Dance Education, Dance Science/Somatics, Performance Dimensions, and Technology.
- Section 10: New sections may be added to any division by petition to the Executive Committee and with the approval of a majority of the Representative Assembly.
- Section 11: Student Section Governance
- A. Each section with the exception of the Student Section shall elect its own chair, chair-elect, secretary, and secretary-elect. It will be the responsibility of the chair, under the direction of the Vice President of that Division to arrange the program for the annual convention. He/She will conclude his/her term of office with the close of the convention for which he/she planned the program. The section secretary will report the officers elected to the Vice President of that Division.

B. The Student Section will be governed by the Student Action Council. The officers of the Student Section will be elected by the Student Action Council to include : President, President-elect and Vice President.

Section 12: Student members of the Association may serve as chair and secretaries of Division sections.

ARTICLE VIII: MEETINGS

Section 1: The place of the annual State convention shall be approved by the Executive Committee on the recommendation of the Executive Board and the Convention Sites Committee. The Convention is to be held between the first weekend of November and the second weekend of December.

Section 2: Whenever a convention of the American Alliance for Health, Physical Education, Recreation, and Dance, or the Eastern District Association is held in Pennsylvania, the decision for holding the annual state convention as stated in Section 1, or at another time, shall be held to the discretion of the Executive Committee of the State Association.

Section 3: The annual State convention shall be conducted under the general supervision of a Convention Manager and a Convention Program Chair, each of whom shall be empowered to appoint all assistants necessary, with the approval of the Executive Committee.

Section 4: For continuation as an affiliated organization to the State Association, the organization must, at the request of the Executive Committee, sponsor a meeting at the annual State Convention.

ARTICLE IX: PUBLICATIONS

Section 1: The Association shall publish the Pennsylvania Journal of Health, Physical Education, Recreation and Dance.

Section 2: The Association shall publish the "Keystone" newsletter.

Section 3: The Publications Committee shall publish such other materials as may be directed by the Executive Committee.

ARTICLE X: VACANCIES

Section 1: Any officer or committee chair who needs to resign may do so in writing to the President of the Association . Said resignation will become effective upon the President receiving the resignation and verifying its authenticity with the respective member. In the case of a Presidential resignation, that correspondence will be directed to the Past President and become effective after receipt, verification and consultation with the remaining board members.

Section 2: In the event of death or resignation of the President-elect, the Executive Committee shall nominate at least two persons for the office; and submit the ballot by mail to the members of the Representative Assembly. All ballots must be returned within fifteen days to be eligible for counting by the Executive Director. The Executive Director will tally the votes and present the results at a special meeting of the Executive Committee for certification of the new President-elect.

Section 3: In the event of death or resignation of any Vice President, the Vice President-elect of that division shall succeed to that office for the unexpired term with the approval of the Executive Committee.

Section 4: In the event of death, resignation, or moving up to Vice President of any Vice President-elect, the President shall appoint with approval of the Executive Committee a new Vice President-elect.

ARTICLE XI: AMENDMENTS

Section 1: All proposed amendments to the Constitution or Bylaws, shall first be presented to the Executive Committee, after which they shall published for member perusal and, for final adoption, presented at the next annual meeting of the Representative Assembly. In the event of an emergency, the Executive Committee may resort to a mail vote of the members of the Representative Assembly.

ARTICLE XII: PROCEDURES

Section 1: All meetings shall be conducted in accordance with Robert's Rules of Order. In such cases where there may be a conflict between the procedures established by the Bylaws and Robert's Rules of Order, the Bylaws shall have precedence.