

**Pennsylvania State Association for Health,  
Physical Education, Recreation and Dance, Inc.**

**Code: 110**

**9/09**

**OPERATING CODE FOR THE STRUCTURE AND FUNCTION COMMITTEE**

**I. Name of Committee**

The name of this committee shall be Structure and Function Committee of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).

**II. Type of Committee**

The Structure and Function (S&F) Committee is a Standing Committee

**III. Purpose**

The purpose of the Structure and Function Committee shall be to provide ongoing review of the organizational structure, the Constitution and Bylaws, the Operating Codes and the Applied Strategic Plan (ASP) and to make appropriate suggestions for effective and efficient functioning of the PSAHPERD.

**IV. Structure (membership/terms of service)**

The Chair of the Structure and Function Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of an a Chair, an ASP Subcommittee, and five (5) to eight (8) members as hereinafter provided.

**A. Qualifications**

**1. Committee Chair**

- a. Present member of the PSAHPERD
- b. Previous service on S&F Committee
- c. Three year continuous Professional membership
- d. Interest in the PSAHPERD's governing framework

**2. S&F Committee Members**

- a. Present member of the PSAHPERD
- b. Service on the PSAHPERD Executive Board (minimum 3 years)
- c. Interest in the PSAHPERD's governing framework
- d. Office and/or position as listed below

**3. ASP Subcommittee Members**

- a. Present member of the PSAHPERD
- b. Service on the PSAHPERD Executive Board
- c. Interest in the PSAHPERD Future Directions

**B. Term**

1. The Chair of the Structure and Function Committee is appointed for a three- year term and is eligible for reappointment.
2. The Structure and Function Committee members shall be appointed for a three- year term on a rotating basis and are eligible for reappointment.

### C. Membership

1. Membership on this committee shall include the following:
  - a. The Structure and Function Committee Chair
  - b. At least half of the Committee members shall be Past Presidents
  - c. Other members may be appointed by the President
  - d. The Chair is empowered to enlarge the committee at his/her discretion after receiving approval of the President.
2. The Chair serves on the PSAHPERD Executive Board and the Representative Assembly

## V. Responsibilities and Procedures

### A. Organization

1. Upon assuming the position, the Chair shall perform the duties designated in the Operating Code and as assigned by the PSAHPERD President
2. The Chair shall attend and participate in all PSAHPERD Executive Board Meetings
  - a. Convention upon assuming office (Sunday AM)
  - b. Spring
  - c. Fall
  - d. Beginning of Annual Convention (Thursday PM)
3. The Chair shall regularly communicate with the PSAHPERD President and Executive Director
4. The Chair shall call and preside over meetings of the Committee as needed.

### B. Policies and Procedures

1. General Responsibilities During Term of Office
  - a. Shall serve as the spokesperson for the Committee
  - b. Shall become familiar with the PSAHPERD Constitution and Bylaws, the Operating Code, Applied Strategic Plan (ASP) and budgets (PSAHPERD General Budget and Convention Budget)
  - c. Attend and participate in the PSAHPERD Executive Board meetings and the Representative Assembly
  - d.. Prepare and submit reports in the proper format
  - e. Update the PSAHPERD Constitution and Bylaws, and all PSAHPERD Operating Codes as directed by the Executive Board
  - f. In the case of edits and changes to the PSAHPERD Constitution and/or Bylaws, the membership needs to be informed at least 21 days prior to the Representative Assembly where the vote will be taken
  - g. Be a resource regarding the interpretation of the Constitution and/or Bylaws as it applies to the operation of the PSAHPERD
  - h. Responsible for periodic review and updating as necessary of the PSAHPERD Operating Codes and Constitution and/or Bylaws
  - i. Review and update the ASP according the to time lines referenced in the Future Directions Guidelines
  - j. Monitor the ASP and advise the Executive Board and appropriate structures for the status of compliance
  - k. Regular communications with Committee members
  - l. Attend and participate in the Annual Convention
  - m. Review and suggest revisions to the Operating Code as necessary

- n. Copy all official correspondence to the Executive Committee
- o. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
- p. Submit expense vouchers in a timely manner for payment throughout the year with all vouchers due by December 15 to the appropriate person (Executive Director for General Budget or Convention Treasurer for the Convention Budget)

2. Specific Duties Immediately Upon Taking Office

- a. Attend the “new” PSAHPERD Executive Board meeting following convention
- b. Update the directory with contact information as will be printed on the Website and in the Winter Journal
- c. Read the “Conflict of Interest Policy” and sign the provided form in compliance
- d. Review the “Fraudulent or Dishonest Conduct and Whistleblower Policy Statement”
- e. Review Journal responsibilities – see Addendum
- f. Confirm all Committee members and contact information to be printed on the Website and in the Winter Journal.

3. Specific Duties Prior to Spring Executive Board Meeting

- a. Communicate with Committee members and review their responsibilities
- b. Prepare the Committee oral or written report for the Spring Meeting
- c. Prepare to attend the Executive Board Meetings

4. Specific Duties Prior to the Fall Executive Board Meeting

- a. Communicate with Committee members in preparation for the Fall Executive Board Meeting
- b. Provide written updates for publication in all PSAHPERD publications (Spring/Summer Journal, Fall Journal and Website) as required by the Constitution and Bylaws
- c. Prepare the Committee oral or written report for the Fall Meeting
- d. Prepare to attend the Executive Board Meeting

5. Specific Duties Prior to Annual Convention

- a. Inform all PSAHPERD members of any pending Constitution and/or Bylaws action items to be addressed at the upcoming Representative Assembly
- b. Prepare materials for first Convention Executive Board Meeting, Opening General Session and Representative Assembly when RA Action items are pending
- c. Prepare a cumulative end-of-year report

6. Specific Duties During the Convention

- a. Attend the Executive Board Meeting and the Representative Assembly

- b. Attend the following sessions/functions but not limited to
  - Awards Luncheon
  - Opening General Session
  - Exhibitor Reception
  - Appreciation Awards
  - President's Reception
  - E B Cottrell Banquet

VI. Addendums

- A. PSAHPERD Constitution and Bylaws
- B. PSAHPERD Applied Strategic Plan  
Future Directions Guidelines
- C. Financial
  - 1. Payables: Voucher Procedures and Form
  - 2. Reimbursement Policy
  - 3. Budget
    - Development Procedures
    - Budget Sample
  - 4. Internal Audit Procedures
  - 5. General Ledger Sample
  - 6. Convention Profit Distribution
  - 7. Investments
    - Philosophy
    - Purpose and Focus
    - Contact Information
  - 8. Treasurer's Report Sample
  - 9. Sponsor/Partner Guidelines
- D. Journal Responsibilities and Deadlines
- CC. Chronologies
- DD. Electronic Letterhead