

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

**Code: 410**

**9/2008**

**OPERATING CODE FOR THE PARLIAMENTARIAN**

**I. Name of Position**

The name of this position shall be the Parliamentarian of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).

**II. Type of Position**

The Parliamentarian is an Ex-Officio position.

**III. Purpose**

The purpose of the Parliamentarian shall be to maintain decorum and facilitate the business of the PSAHPERD guided by Roberts Rules of Order and/or the Bylaws.

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

The Parliamentarian is selected by the President subject to the Executive Board approval.

**A. Qualifications**

1. Member of PSAHPERD
2. Knowledge of Roberts Rules of Order and PSAHPERD Bylaws.
3. Previous experience on the PSAHPERD Executive Board

**B. Term**

The Parliamentarian is appointed for a one-year term and is eligible for reappointment.

**C. Membership**

1. The Parliamentarian is the position
2. The Parliamentarian serves on the PSAHPERD Executive Board and the Representative Assembly

**V. Responsibilities and Procedures**

**A. Organization**

1. Upon assuming the position, the Parliamentarian shall perform the duties designated in the Operating Code and as assigned by the PSAHPERD President
2. The Parliamentarian 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 Parliamentarian shall regularly communicate with the PSAHPERD

## President and Executive Director

### B. Policies and Procedures

#### 1. General Responsibilities During Term of Office

- a. Shall become familiar with the PSAHPERD Constitution and Bylaws, the Operating Code, Applied Strategic Plan (ASP), and budgets (PSAHPERD General Budget and Convention Budget)
- b. Attend and participate in the PSAHPERD Executive Board meetings and the Representative Assembly
- c. Prepare and submit reports in the proper format
- d. Regular communications with PSAHPERD Executive Committee
- e. Attend and participate in the Annual Convention
- f. Review and suggest revisions to the Operating Code as necessary
- g. Copy all official correspondence to the Executive Committee
- h. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
- i. 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

#### 3. Specific Duties Prior to Spring Executive Board Meeting

- a. Prepare the Committee oral or written report for the Spring Meeting
- b. Prepare to attend the Executive Board Meeting

#### 4. Specific Duties Prior to the Fall Executive Board Meeting

- a. Prepare the Committee oral or written report for the Fall Meeting
- b. Prepare to attend the Executive Board Meeting

#### 5. Specific Duties Prior to Annual Convention

- a. Prepare a cumulative end-of-year report

#### 6. Specific Duties During the Convention

- a. Attend the Executive Board Meetings 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
- W. Meeting Rules of Order
  - 1. Constitution and Bylaws
  - 2. Parliamentary Procedures for meetings
  - 3. Motion Flow Chart
  - 4. Robert's Rules of Order
- CC. Chronologies
- DD. Electronic Letterhead
- GG. Disclaimer Policy