

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

5/2007  
Draft

**BYLAWS**

**Article I ORGANIZATION**

Section 1 National Affiliation

- A. The Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD) shall be organized as the officially affiliated Pennsylvania association of the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD).
  
- B. The PSAHPERD shall be represented in the Alliance Assembly of the AAHPERD and the Representative Assembly of the Eastern District of the AAHPERD (EDA) by a delegation of members in common lead by the President of the PSAHPERD. This delegation shall be appointed by the President with the approval of the Executive Board according to the number allotted to PSAHPERD on the basis of AAHPERD membership.

Section 2 PSAHPERD Divisions

- A. The PSAHPERD shall contain six divisions as follows:
  - 1. Dance
  - 2. Future Professionals
  - 3. Health
  - 4. Physical Education
  - 5. Recreation
  - 6. Sport and Athletics
  
- B. Each group is organized to serve the respective professional interests of the PSAHPERD members. Each division shall be lead by a Vice President, except for Future Professionals which shall be lead by a President.
  
- C. Each Division (except the Future Professionals Division) shall include the following sections/committees:
  - 1. Awards
  - 2. Nominations
  - 3. Programs, Products and Services
  
- D. The Future Professionals Division shall include the following structure:
  - 1. The three elected officers (President, President-elect and Vice President) will be called the Executive Committee of the Future Professionals Division
  - 2. The Future Professionals Action Council (FPAC) will be comprised of two representatives from each College/University with HPERD related major programs in PA.
  - 3. The function of these two bodies will be specified in the Operating Codes for each structure.

### Section 3 Local Associations

A. Local Associations of the PSAHPERD are those in which all members hold membership in the PSAHPERD 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. Organizing or Restructuring a Local Association

1. Submit the following information to the PSAHPERD Executive Board
  - a. Letter of intent
  - b. Proposed constitution
  - c. Officers elected/appointed
  - d. Proposed budget
  - e. Proposed meeting schedule
2. Executive Committee votes for approval
3. Upon approval, official recognition is granted in the next fiscal year

#### C. Reasons for Dissolving a Local Association

1. Failure to maintain active status for three (3) consecutive years
2. Actions inconsistent with the Mission and Goals of the PSAHPERD

#### D. Procedures to Dissolve a Local Association

1. Submit a letter of intent to the Executive Board
2. Upon approval, return financial holdings and all official records to the PSAHPERD

## **Article II MEMBERSHIP**

Section 1 The PSAHPERD provides various classifications of membership to meet the diverse needs of its constituents. Annual dues for membership shall be determined by the Finance Committee and recommended to the Executive Board. Upon approval, the recommendation would be placed on the agenda to be acted upon at the Representative Assembly. All dues shall be based on the Professional Membership amount. Membership categories and dues structures are as follows:

- 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 (maximum two equal payments within one year)
- D. Professional Transition membership: Three quarters the professional dues.
- E. Associate Membership: Same as Professional
- F. Associate Life Membership: Twenty times Professional Dues (maximum two equal payments within one year)

G. Student Membership: One-fourth Professional Dues.

H. Honorary Membership: free

I. Affiliated Organization

1. Non-profit: annual dues to be established by the Finance Committee and approved by the Executive Board.
2. Profit - annual dues to be established by the Finance Committee and approved by the Executive Board.

J. Retired Membership: One-Half Professional Dues.

## Section 2 Membership Definitions:

- A. Professional Membership is available to all persons engaged professionally in health, physical education, recreation, dance and/or sport upon the payment of annual dues. Professional members shall receive all membership benefits as specified by the Executive Board and will have the right to vote and to hold office.
- B. Professional 3 year Membership is available to all persons engaged professionally in health, physical education, recreation, dance and/or sport upon payment of the required dues. Professional 3 year members shall receive all membership benefits as specified by the Executive Board and will have the right to vote and to hold office.
- C. Professional Life Membership is available to all persons engaged professionally in health, physical education, recreation, dance and/or sport upon payment of the required dues. Life members shall receive all membership benefits as specified by the Executive Board and will have the right to vote and to hold office.
- D. Professional Transition Membership is available to all persons engaged professionally in health, physical education, recreation, dance and/or sport during their first year of professional membership immediately following graduation and having been a previous student member in a State HPERD professional association upon payment of the required dues. Professional Transition members shall receive all membership benefits as specified by the Executive Board and will have the right to vote and to hold office.
- E. Associate Membership is available to all those interested though not professionally engaged in health, physical education, recreation, dance and/or sport upon the payment of annual dues. Associate members shall receive all membership benefits as specified by the Executive Board except the right to vote and to hold office.
- F. Associate Life Membership is available to all those interested though not professionally engaged in health, physical education, recreation, dance and/or sport upon payment of required dues. Associate Life members shall receive all membership benefits as specified by the Executive Board except the right to vote and to hold office.
- G. Student Membership is available to all students enrolled in professional preparation programs in health, physical education, recreation, dance and/or sport upon payment of annual dues. Student members shall receive all membership benefits as specified by the

Executive Board and will have the right to vote. They have the right to hold office in the Future Professional Division.

- H. Honorary Membership is a complimentary Life Membership conferred by the PSAHPERD to persons whose contributions to the disciplines of health, physical education, recreation, dance and/or sport are deemed worthy. Honorary Memberships shall be recommended by the Executive Board to the Representative Assembly for approval. Honorary members shall receive all membership benefits as specified by the Executive Board and will have the right to vote and to hold office.
- I. Affiliated Organization Membership is available to those groups having an affinity to the mission and goals of PSAHPERD. The Executive Board shall grant such affiliation as they deem appropriate. Affiliated Organization members shall receive all membership benefits as specified by the Executive Board except the right to vote and hold office.
  - 1. Non-profit organizations which have IRS 501 (C) (3) status
  - 2. Profit based organizations which do not have IRS 501 (C) (3) status
- J. Retired Membership is available to all persons upon retirement from professional engagement in health, physical education, recreation, dance, sport and/or allied fields upon payment of annual dues. Retired members shall receive all membership benefits as specified by the Executive Board and will have the right to vote and to hold office.

### Section 3 Disposition of Dues

- A. Local associations shall receive 25% of all professional dues collected from their members within the fiscal year upon submission of the required reports.
- B. All remaining dues shall be retained by PSAHPERD.
- C. All Life Membership dues shall be deposited into a separate Life Member account.

Section 4 The fiscal year of the PSAHPERD shall be January 1 to December 31.

Section 5 June 1 and December 1 shall be the two anniversary dates for membership.

## **Article III EXECUTIVE COMMITTEE**

Section 1 Members of the Executive Committee shall be the President, President-elect, Immediate Past President and the Executive Director. Each member shall have one vote.

### Section 2 Elections

- A. The President-elect shall:
  - 1. be elected by secret ballot from the slate of nominees presented by the Nominations Committee as well as any floor nominations during the Representative Assembly at the annual PSAHPERD convention.
  - 2. serve a one-year term of office commencing at the conclusion of the annual PSAHPERD convention.
  - 3. not be elected to succeed themselves
  - 4. Candidate receiving the highest number of votes shall be elected to office.

Section 3 The Executive Committee shall plan, facilitate and assess the administrative operations of the PSAHPERD.

Section 4 Duties of Executive Committee Members

A. The PSAHPERD President shall:

1. preside at the meetings of the PSAHPERD Executive Committee, Executive Board, Representative Assembly and the annual state convention.
2. appoint all the PSAHPERD committee chairs with the concurrence of the Executive Board.
3. perform duties designated in the President's Operating Code and others customarily executed.
4. be the official representative and spokesperson of the PSAHPERD and an ex-officio member of all the PSAHPERD committees.
5. conduct the PSAHPERD business according to the constitution and bylaws.
6. succeed to the office of the Immediate Past President at the conclusion of the annual PSAHPERD convention.

B. The President-elect shall:

1. perform duties designated in the President-elect's Operating Code or assigned by the President.
2. assume the duties of the President in the event of his or her incapacitation.
3. assume the unexpired term of the President in the event of his or her resignation or death.
4. serve as a member of the PSAHPERD Executive Committee, Executive Board and Representative Assembly
5. succeed to the office of President at the close of the annual PSAHPERD convention..

C. The Immediate Past President shall:

1. perform duties as designated in the Immediate Past President's Operating Code or assigned by the President.
2. assume the duties of the President in the event of the incapacitation of the President and the President-elect.
3. assume the unexpired term of the President in the event of the resignation and/or death of both the President and the President-elect.
4. serve as a member of the PSAHPERD Executive Committee, Executive Board and Representative Assembly.

D. The Executive Director shall:

- 1 provide continuity in and coordination of all the PSAHPERD business.
2. serve as the Secretary and Treasurer of the PSAHPERD.
3. maintain a central location for the PSAHPERD communications and correspondence.
4. manage the files, materials and archival records of the PSAHPERD.
5. provide a contact for District and Alliance matters.
6. represent the PSAHPERD as directed by the Representative Assembly, the Executive Board, the Executive Committee and /or the President.
7. perform duties designated by the Executive Director's Operating Code, job description and/or assigned by the President.
8. serve as a member of the PSAHPERD Executive Committee, Executive Board, and Representative Assembly.

9. compile, distribute and file the Annual Corporate Report of the PSAHPERD.

Section 5 Removal from Executive Committee Membership

- A. Elected officers may be removed for:
  - 1. failure to properly perform the duties of the office
  - 2. failure to attend PSAHPERD Executive Board meetings.
  - 3. actions and/or behaviors detrimental to the mission and goals of PSAHPERD.
  
- B. Removal from office requires a two-thirds vote of the Executive Board..

**ARTICLE IV DIVISION LEADERSHIP**

Section 1 Division Officers

- A. Dance: Vice President, Vice President-elect and Past Vice President
  
- B. Future Professional: President, President-elect and Vice President
  
- C. Health: Vice President, Vice President-elect and Past Vice President
  
- D. Physical Education: Vice President, Vice President-elect and Past Vice President
  
- E. Recreation: Vice President, Vice President-elect and Past Vice President
  
- F. Sport and Athletics: Vice President, Vice President-elect and Past Vice President

Section 2 Elections

- A. Officers of the Divisions of Dance, Health, Physical Education, Recreation, and Sport and Athletics shall:
  - 1. be elected by secret ballot from the slate of nominees presented by the Nominations Committee as well as any floor nominations during the Representative Assembly at the annual PSAHPERD convention.
  - 2. serve a one-year term of office commencing at the conclusion of the annual PSAHPERD convention.
  - 3. not be elected to succeed themselves.
  
- B. Officers of the Division of Future Professionals shall:
  - 1. be elected by secret ballot from the slate of nominees prepared by the Division leadership as well as any floor nominations during the Future Professionals' business meeting at the annual PSAHPERD Convention.
  - 2. serve a one-year term of office commencing at the conclusion of the annual PSAHPERD convention.
  - 3. not be elected to succeed themselves.
  
- C. Candidates receiving the highest number of votes shall be elected to office.

Section 3 Division officers shall plan, facilitate and assess the administrative operations of their respective divisions.

Section 4 Duties of Division Officers

- A. Vice Presidents of Dance, Health, Physical Education, Recreation and Sport and Athletics shall:
1. perform duties designated in their respective Operating Codes and as assigned by the PSAHPERD President.
  2. serve as members of the PSAHPERD Executive Board and the Representative Assembly as the official representatives of their respective divisions.
  3. serve as lead advocates and resources for their respective divisions.
  4. preside at their respective Division meeting.
  5. be an ex-officio member of their respective Divisions' substructures.
  6. succeed to the office of Past Vice President of their respective Divisions at the conclusion of the annual PSAHPERD Convention.
- B. Vice President-elects of Dance, Health, Physical Education, Recreation, and Sport and Athletics shall:
1. perform duties as designated in their respective Operating Codes or as assigned by the respective Division's Vice President, PSAHPERD President, and/or President-elect.
  2. serve as members of the PSAHPERD Executive Board and Representative Assembly.
  3. serve as advocates and resources for their respective divisions.
  4. assume the unexpired term of the respective Division's Vice President.
  5. succeed to the office of Vice President of their respective Divisions at the conclusion of the annual PSAHPERD convention.
- C. Past Vice Presidents of Dance, Health, Physical Education, Recreation, and Sport and Athletics shall:
1. perform duties as designated in the Operating Codes or as assigned by the respective Division's Vice President and/or the PSAHPERD President.
  2. serve as a members of the PSAHPERD Executive Board and Representative Assembly.
  3. serve as advocates and resources for their respective divisions.
- D. President of Future Professionals shall:
1. perform duties as designated in the Operating Code and as assigned by the PSAHPERD President and/or the Future Professionals' Advisor.
  2. serve as a member of the PSAHPERD Executive Board and the Representative Assembly as the official representative of the Division.
  3. coordinate the work of the Division of Future Professionals and preside at the Division meetings with the guidance of the Future Professionals' Advisor.
- E. President-elect of Future Professionals shall:
1. perform duties as designated in the Operating Code and as assigned by the Future Professionals President, the Future Professionals Advisor, the PSAHPERD President-elect, and the PSAHPERD President.
  2. serve as a member of the PSAHPERD Executive Board and the Representative Assembly.
  3. assume the unexpired term of the Future Professionals President.
  4. succeed to the office of the Future Professionals President at the conclusion of the annual PSAHPERD convention.
- F. Vice President of the Future Professionals shall:
1. perform duties as designated in the Operating Code and as assigned by the Future Professionals President and/or the Future Professionals Advisor.

2. serve as a member of the PSAHPERD Executive Board and the Representative Assembly.
3. assume the unexpired term of the Future Professionals President-elect.
4. succeed to the office of the Future Professionals President-elect at the conclusion of the annual PSAHPERD convention.

#### Section 5 Duties of Future Professionals Advisor

- A. Future Professionals Advisor shall:
  1. perform duties as designated in the Operating Code and as assigned by the PSAHPERD President.
  2. serve as a member of the PSAHPERD Executive Board and the Representative Assembly.
  3. serve as a spokesperson, liaison and conduit between the Future Professionals Division and other PSAHPERD structures.

#### Section 6 Removal from Office

- A. Elected officers may be removed for:
  1. failure to properly perform the duties of the office
  2. failure to attend PSAHPERD Executive Board meetings.
  3. actions and/or behaviors detrimental to the mission and goals of PSAHPERD.
- B. Removal from office requires a two-thirds vote of the Executive Board..

### **ARTICLE V EXECUTIVE BOARD**

#### Section 1 Composition

- A. Administrative control of the PSAHPERD shall be vested in the Executive Board which shall consist of the following positions: President, President-elect, Immediate Past President, Executive Director, Vice President of Dance, Vice President-elect of Dance, Past Vice President of Dance, President of Future Professionals, President-elect of Future Professionals, Vice President of Future Professionals, Future Professionals Advisor, Vice President of Health, Vice President-elect of Health, Past Vice President of Health, Vice President of Physical Education, Vice President-elect of Physical Education, Past Vice President of Physical Education, Vice President of Recreation, Vice President-elect of Recreation, Past Vice President of Recreation, Vice President of Sport and Athletics, Vice President-elect of Sport and Athletics, Past Vice President of Sport and Athletics, and all PSAHPERD Committee Chairs.
- B. Ex-officio positions on the Executive Board include but are not limited to the Parliamentarian and the PA Department of Education advisors. Ex-officio members will have voting privileges and shall be counted in the quorum.

Section 2 The Executive Board shall meet four times a year: Spring, Fall and at the beginning and the conclusion of the annual PSAHPERD Convention.

Section 3 When deemed necessary, and in consultation with the PSAHPERD Executive Committee, the President may call a special meeting of the PSAHPERD Executive Board.

Section 4 A majority of the voting Executive Board membership shall constitute a quorum.



Section 5 All voting members of the PSAHPERD Executive Board shall be permitted one vote on each motion.

## **ARTICLE VI. REPRESENTATIVE ASSEMBLY**

Section 1 The legislative body of the PSAHPERD is the Representative Assembly which consists of the Executive Board, Local Association delegates, and delegates-at-large as hereinafter provided.

Section 2 Members of the Representative Assembly shall serve until replaced.

Section 3 Each voting member of the Executive Board, Local Association delegates, and delegates-at-large shall have one vote per motion and one ballot per elected office at the Representative Assembly regardless of the number of positions held.

Section 4 Local Associations shall be entitled to one delegate for every twenty-five members or fraction thereof. In the Local Associations having student members, if the delegate strength is five or more, at least 20% of the delegates are to be students if possible. The number of delegates from each Local Association is based upon the professional membership count as of July 1 of the current year.

Section 5 Each county not represented by a Local Association may be represented by one delegate-at-large.

Section 6 Proxy Voting

A. Voting members of and delegates to the Representative Assembly can vote by proxy, provided that the proxy is a voting member of the PSAHPERD.

B. Authorization for representation by a proxy must be submitted in writing to the Chair of the Credentials Subcommittee prior to the meeting of the Representative Assembly indicating the name of the designated proxy.

C. No written proxy is transferrable.

D. A proxy should serve only for the duration of the Representative Assembly.

Section 7 The Representative Assembly shall hold its meeting during the annual PSAHPERD convention.

Section 8 All members of the PSAHPERD may attend the Representative Assembly without a vote and may request to address the assembly if recognized by the presiding officer.

Section 9 A majority of the voting members of and delegates to the Representative Assembly shall constitute a quorum.

## **ARTICLE VII COMMITTEES**

Section 1 The PSAHPERD recognizes two types of committees: Standing and Special Committees.

- A. 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 Board approval. Membership of Standing Committees shall be for rotating terms as set forth in their Operating Codes. Each Chair shall be a voting member of the Executive Board and the Representative Assembly.
- B. Special Committees shall be appointed as need arises and assigned specific task(s) with established timelines. Upon 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 Board approval. Each chair shall be a voting member of the Executive Board and the Representative Assembly.

Section 2 All Committee members shall be PSAHPERD members in good standing.

Section 3 All Standing Committees are to review their respective Operating Codes on a regular basis, revise and update as necessary. Recommended revisions to Operating Codes must be submitted to the Structure and Function Committee for recommendations and proper formatting and then presented to the PSAHPERD Executive Board for final approval.

Section 4 Procedures for establishing a Standing Committee are as follows:

- A. Serve as a Special Committee for a minimum of one year.
- B. Demonstrated need for the Committee must be evident.
- C. Be an integral part of Management and Operations, Professional Development and Programming, and/or Member Services.
- D. Present a written proposal to include the name, the purpose and the justification and rationale for the Committee.
- E. Submit the written proposal to the PSAHPERD Executive Board for approval.
- F. Upon approval, an Operating Code shall be developed in consultation with the Structure and Function Committee.
- G. Upon completion and approval of the Operating Code by the PSAHPERD Executive Board, a Chair will be appointed and the Committee shall commence operations.

Section 5 Dissolution of a Standing Committee will be at the discretion of the PSAHPERD Executive Board.

## **ARTICLE VIII OPERATING CODES**

Section 1 Every Office, Committee and other positions serving PSAHPERD will have an Operating Code from which to function.

Section 2 All approved Operating Codes will become a part of the PSAHPERD Manual from

which to function.

Section 3 Each Operating Code will have the same format:

A. Structure of Codes

1. Heading to include Code #, Committee/Office/Position Name, and date of last approved revisions.
2. Sections of each code will include:
  - a. "I. Name of Office/Committee/Position"
  - b. "II. Type of Office/Committee/Position"
  - c. "III. Purpose"
  - d. "IV. Organization (membership/terms of service)"
  - e. "V. Policies and Procedures"
  - f. "VI. Addendums to Code"

## **ARTICLE IX ANNUAL PSAHPERD CONVENTION**

Section 1 The site of the annual PSAHPERD convention shall be approved by the PSAHPERD Executive Board upon recommendation by the Convention Sites subcommittee.

Section 2 The annual PSAHPERD Convention shall be held between the first weekend in November and the second weekend in December. Exceptions to this time frame will be subject to approval of the PSAHPERD Executive Board.

Section 3 The annual PSAHPERD convention shall be conducted under the general supervision of a Convention Manager and a Convention Program Manager, both of whom are approved by the PSAHPERD Executive Board and are empowered to appoint all local convention committee chairs.

## **ARTICLE X PUBLICATIONS**

Section 1 The PSAHPERD shall publish on a regular basis, in hard copy and/or electronically, the Keystone Newsletter and the Pennsylvania Journal of Health, Physical Education, Recreation and Dance

Section 2 The PSAHPERD shall operate and maintain its website at [www.pсахperd.org](http://www.pсахperd.org).

Section 3 The PSAHPERD shall publish other documents and materials as directed by the Executive Board.

## **ARTICLE XI RESIGNATIONS/VACANCIES**

Section 1 Officers and/or committee chairs shall submit in writing a letter of resignation to the PSAHPERD President. Said resignation will become effective upon receipt of the letter, verification of its authenticity with the respective member by the President and following approval by the Executive Board.

Section 2 In the case of a Presidential resignation, a letter of resignation shall be sent to the Past President and become effective after receipt of the letter, verification of authenticity by the Past President, and following approval by the Executive Board.

Section 3 Replacements to vacancies will be made according to prior language in the Bylaws and/or as specified in each Operating Code.

## **ARTICLE XII AMENDMENTS**

Section 1 Proposed amendments to the PSAHPERD Constitution or Bylaws shall first be presented to the Executive Board for consideration and/or approval.

Section 2 Proposed amendments to the PSAHPERD Constitution or Bylaws shall be published (made available to the members - placed on the web page, in a newsletter ...) in a timely manner for members perusal and consideration prior to a vote to approve.

Section 3 Proposed amendments to the PSAHPERD shall be presented as motions at the Representative Assembly during the Annual PSAHPERD Convention and voted upon by that body.

Section 4 Emergency votes can be taken either by a mail vote or an electronic vote by the members of the Representative Assembly.

Section 5 Approved amendments to the PSAHPERD Constitution and/or Bylaws shall take effect in the next fiscal year.

## **ARTICLE XIII RULES OF ORDER**

Section 1 All official meetings of the PSAHPERD shall be conducted in accordance with Robert's Rules of Order.

Section 2 In cases where there is conflict between procedures articulated in the PSAHPERD Bylaws and Robert's Rules of Order, the PSAHPERD bylaws shall have precedence.