

NEW YORK STATE COUNCIL

Administrators of Health, Physical Education,
Recreation and Dance

CHARTERED BY THE
NEW YORK STATE BOARD OF REGENTS 1964

Section of the New York State Association for
Health Physical Education, Recreation and Dance

Constitution and By-Laws

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**NEW YORK STATE COUNCIL OF ADMINISTRATORS
OF HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE**

Constitution

ARTICLE I - NAME

The name of the association shall be the New York State Council of Administrators for Health, Physical Education, Recreation and Dance.

ARTICLE II - PURPOSE

The objective of the Council is to upgrade health, physical education, recreation, and dance through:

- A) The improvement of the competence of its membership.
- B) The promotion of high standards of administrative leadership, supervision, and coordination in the area of health, physical education, recreation, and dance.
- C) Cooperation with the State Education Department in its effort to structure and implement programs and projects designed to meet the needs of children, youth and adults in the state.
- D) Working in harmony with state and national organizations, for health, physical education, recreation, and dance in an effort to advance appropriate professional endeavors.
- E) Serving as a media for clarification of professional administrative practices in health, physical education, recreation, and dance.
- F) The provision of consultant services for its membership.
- G) The identification of accountability standards to guide individuals and agencies responsible for health, physical education, recreation, and dance.

ARTICLE III - MEMBERSHIP

The Council shall consist of members, as herein-after provided.

ARTICLE IV - OFFICERS

The officers of the Council shall be the President, Past-President, President- Elect, Secretary, Treasurer, elected as hereinafter provided.

ARTICLE V - GOVERNMENT

The business of the Council shall be conducted by the officers, the Trustees, the Executive Committee, and the members hereinafter provided.

ARTICLE VI - AMENDMENTS

This constitution may be amended by an affirmative majority of the "active" Council members provided:

- A) The Executive Committee and Trustees have approved the proposed amendment, and
- B) The proposed amendment has been submitted to the members in writing, 30 days prior to the vote, and
- C) The vote is taken either at the annual meeting or by mail.

NEW YORK STATE COUNCIL OF ADMINISTRATORS OF HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

By-Laws

ARTICLE I - DEFINITION

The New York State Council of Administrators of Health, Physical Education, Recreation, and Dance was formally organized and an official Constitution and By-Laws adopted in 1953. In 1961, the Council became a member of the New York State Teachers' Association Council of Affiliates Organizations. The Council was incorporated in 1964, receiving an absolute charter from the Board of Regents of the University of the State of New York.

In 1976 through the action of the Board of Trustees and Executive Committee of New York State CAHPER, in concert with the New York State AHPER&D Executive Board, became a section with full privileges in New York State AHPER&D.

ARTICLE II - MEMBERSHIP

SECTION 1. ELIGIBILITY FOR MEMBERSHIP

Membership in the Council shall be granted upon payment of dues to:

- A) All persons in New York State who have an officially appointed, direct administrative responsibility for physical education and/or health and/or recreation and/or dance:
1. Public, private or parochial schools;
 2. Local, county or state government;
 3. Colleges and universities;
 4. Affiliated organizations whose services deal primarily with the school physical education and/or health and/or recreation and/or dance programs.

SECTION 2. KINDS OF MEMBERSHIP

Membership in the Council shall be designated as Active, Associate, and Honorary.

SECTION 3. ACTIVE MEMBERSHIP

Active membership in the Council may be extended to any professional educator who meets the requirements set forth by the New York State Education Department for Administrative Service certification in H.P.E.R.&D.

Active, Associate, and Honorary membership must be preceded by membership in New York State AHPER&D.

SECTION 4. ASSOCIATE MEMBERSHIP

Associate membership in the Council may be extended to:

- A) Professional people actively engaged in the administration of physical education and/or health and/or recreation and/or dance.
- B) Officially designated State Education Department registered educational units providing instruction in health education, physical education, recreation and dance education in the state.
- C) Service units registered by the Council whose major efforts are directed towards providing instructional equipment and other similar services as a means of enhancing quality health, physical education, recreation and dance education.

SECTION 5. HONORARY MEMBERSHIP

Honorary membership in the Council may be extended to persons deemed worthy of this distinction upon recommendation of the executive committee and confirmed by a majority vote of the Boards of Representatives and Trustees.

SECTION 6. MEMBERSHIP YEAR

The membership year of the Council shall be the same as New York State AHPER&D.

ARTICLE III - DUES

SECTION 1.

The Council shall have the right to assess dues.

SECTION 2.

Membership in the Council may be obtained by payment and selection upon payment of dues for membership in New York State AHPER&D, and the council.

SECTION 3.

Retired membership may be obtained by payment and selection with membership in the New York State AHPER&D.

ARTICLE IV - OFFICERS AND THEIR RESPONSIBILITIES

SECTION 1. ELECTION

The officers of the Council shall be elected as described in Article V.

SECTION 2. PRESIDENT

The president shall preside at all meetings of the Council and Executive Committee and carry out all other functions appropriate to the position. The President shall represent the Council at meetings of the New York State Association for Health, Physical Education, Recreation and Dance. The term of office is two years.

SECTION 3. PAST-PRESIDENT

This officer shall carry out all functions appropriate to the position including the chairmanship of the awards and nominations committees. The term of office is two years.

SECTION 4. PRESIDENT-ELECT

The president-elect shall be responsible for the organization and administration of the Annual Statewide Meeting. The president-elect will succeed the president in office after serving as President-Elect for two years. 31

SECTION 5. SECRETARY

The secretary shall keep an accurate record of the minutes of all meetings of the Council and Executive Committee and shall coordinate all general written correspondence with the membership.

SECTION 6. TREASURER

The treasurer shall be bonded to the amount of \$1,000 and the Council shall pay the annual premium. The treasurer shall receive and disburse all Council funds, and keep records of such transactions. The treasurer shall be responsible for preparing periodic and annual written reports of all business transactions for the membership.

ARTICLE V - ELECTION OF OFFICERS

SECTION 1.

There shall be a Nominating Committee as defined in Article VI (Sec. 5). The Committee shall submit to the Executive Committee a slate of at least one and no more than two names with space for write-in for each of the offices of President- Elect, Secretary and Treasurer (when these offices are vacant).

SECTION 2.

The Chairperson of the Nominating Committee shall write to each member of the Executive Committee on or prior March 30, every other year inviting suggestions for nominees.

SECTION 3. Once a slate of candidates is determined, the Past-President shall appoint an Election Committee to review the ballot, to approve the ballot and to receive and tally the ballot. The Chairperson of the Election Committee shall report the results to the President.

SECTION 4. The candidate receiving a majority of the general membership votes cast shall be elected. In case of a tie vote, the Executive Committee shall determine the person to serve.

ARTICLE VI - GOVERNMENT

SECTION 1. OFFICERS

The officers shall be the President, Past-President, President-Elect, Secretary and Treasurer, elected as hereinafter provided.

The business of the Council shall be conducted by the Trustees, Officers, the Executive Committee, and the members as hereinafter provided.

SECTION 2. THE BOARD OF TRUSTEES

A) Administrative Responsibility. Subject to the Charter of the Council and the Laws of State of New York. The Board of Trustees is accountable to the Board of Regents for the management of the Council. The Board of Trustees shall oversee actions of the Council and every unit thereof.

B) Structure and Function.

1. How Chosen:

The Board is a self-perpetuating Board and its membership shall be chosen by the vote of two-thirds of the active membership of the Board. The Past-President of the Council, the President of the Council, and the President-Elect of the Council shall be members ex officio during their terms of office. All nominations shall be reviewed by the Committee on Nominations before being presented for consideration.

2. Election of Officers:

There shall be a Nominating Committee of three active members of the Council, appointed by the Chairman. The Committee shall submit a slate of nominees for the offices of Chairman-Elect, Vice-Chairman, Secretary, and Treasurer at the Annual Meeting of the Council.

Additional nominations for Council offices may be made at the Annual Meeting. A majority affirmative vote of the membership in attendance at the Annual Meeting shall elect.

In the event the office of Treasurer, Secretary, or Vice-Chairman becomes vacant, the acting chairman, with the approval of the Executive Committee, will appoint an active member to fill the unexpired term.

3. Number of Members:

The Board may not have fewer than five members nor more than twenty-five, but it shall be the policy of the Board to maintain its membership at approximately twelve. Elections for regular terms shall take place at any meeting at the Board of Trustees. Election of members to fill unexpired terms may be held at any regular meeting.

Specific qualifications for membership include:

- a. Personal interest in the Council and proposed appointment on the Board of Trustees.
- b. Possession of certain qualifications needed to strengthen the service of the Board.
- c. Sound character and strong intellectual ability.
- d. Willingness to devote adequate time and effort to the office.
- e. Tact and natural aptitude to work with others.
- f. An aggressive spirit founded of determination to work for the promotion of the Council.

4. Term of Office:

The regular term of office shall be five years. Terms of office shall expire on the last day of the month preceding the Annual Conference, and the membership shall be so arranged that approximately an equal number of terms shall expire each year.

5. Quorum:

A majority of the total number of Board members including ex-officio members attending shall constitute a quorum for the transaction of all regular business. A two-thirds affirmative vote (of the membership present) shall be necessary for the election of members of the Board. Four-fifths of the membership shall constitute a quorum for the consideration of the dismissal of any of the major administrative officers of the Council. A vote of majority of the Board shall be necessary for the dismissal of any such officers.

6. Meetings:

There shall be one regular meeting of the Board of Trustees each year. It shall be held in the fall, in conjunction with the Annual Conference. The Executive Committee may, for reasons considered adequate, change the dates and places of the meetings. Notice of dates, time and place of meetings shall be cited by the President of the Council at least ten days in advance of the date fixed upon. Special meetings of the Board may be called by the Chairman, by the Executive Committee on the request of two trustees.

7. Officers:

The executive officers of the Board of Trustees shall be the Chairman, a Vice-Chairman and Secretary. The Chairman and the Vice-Chairman shall be elected for a term of one year. The Chairman shall exercise the ordinary functions of a presiding officer. The Vice-Chairman shall exercise functions in the absence or disability of the Chairman.

8. Standing Committees:

The Standing Committees of the Board shall be:

- a. An Executive Committee
- b. A Nominating Committee
- c. A Financial Advisory Committee
- d. A Policy Committee

The Board may from time to time create additional Standing Committees. Special committees may be chosen by the Board or appointed by the Chairman to serve the Board or its membership at any time when such committees may be considered desirable or useful.

9. Ex-Officio Members of the Committees:

The Chairman of the Board and the President of the Council shall be ex-officio members of all Standing Committees.

10. Executive Committee:

The Executive Committee of the Board of Trustees shall consist of the Chairman of the Board, "the Past President of the Council (ex-officio), the President of the Council (ex-officio)," and at least three Trustees of the Council to be appointed by the Chairman at the Annual Meeting. This Committee will meet on call of the Chairman of the Committee. The majority of the total members present of the Committee shall constitute a quorum. It shall be the duty of the Secretary to keep a record of the proceedings of the Committee for a report to the Board of Trustees of the Council. The Executive Committee shall have general charge and control of all functions involving or relating to administrative matters identified as Board of Trustees responsibilities.

11. Finance Committee:

The Finance Committee shall be chosen in the same manner as the Executive Committee and it shall have the responsibility of reporting to the Board on all matters pertaining to the financial management of the Council. Specifically it shall approve the annual budget, confer with the President on the expenditures of the Council funds, shall have full power and authority to administer all funds of the Council. It shall perform such other duties as may from time to time be assigned to it by the Board of Trustees, or by the Executive Committee.

SECTION 3. EXECUTIVE COMMITTEE

A) Membership.

Administration of the Council shall be vested in the Executive Committee which shall consist of President, Past-President, President-Elect, Secretary and Treasurer, and members of the Board of Representatives; and ex-officio, a representative of the Division of H&PE of the State Education Department (non-voting); the President of New York State AHPER&D (non-voting).

B) Meetings.

The Executive Committee shall meet annually at the time of the Annual Conference and at any additional time and place the President may decide.

C) Duties.

It shall be the duty of the Executive Committee to:

1. Conduct official business of the Council under the advisement of the Board of Trustees.
2. Act for the Council on any emergency not covered by these By-Laws.

D) Quorum.

A quorum of the Executive Committee shall consist of at least three of its voting members and two non-voting members either present in person or by written proxy, in accordance with the provisions hereinafter stated.

Written notice of Executive Committee meetings shall be sent each member at least two weeks previous to the date of the meeting.

SECTION 4. BOARD OF REPRESENTATIVES

The Board of Representatives shall consist of official duly elected representatives of officially organized zone councils. They shall be active members of New York State CAHPRE&D. They shall be voting members of the Executive Committee of the New York State CAHPER&D. They shall be elected for a three-year term of office. The function of the Board of Representatives shall be to interpret the purposes and programs of the New York State CAHPER&D at the zone level.

SECTION 5. OTHER COMMITTEES

Standing Committees shall be appointed by the President subject to the approval of the Executive Committee. The President shall name one of the approved committeemen as Chairman for one year. These Committees shall be appointed on a non-voting membership basis. No member shall serve in excess of three years. One-third of the membership shall be appointed or re-appointed each year.

Standing Committees include: nomination, awards, budget conference program, Constitution. President's Committees - The President may appoint such committees as he deems necessary to carry out the business and program of the Council and such committees shall terminate with the President's term in office.

SECTION 6. RULES OF ORDER

Roberts' Rules of Order, 75th Edition, 1951 Revision, shall govern all meetings of the Council and Executive Committee.

SECTION 7. VOTING PRIVILEGES

Only active members will have voting privileges.

ARTICLE VII - SECTION AND AFFILIATES

SECTION 1. SECTIONS

An organization desiring to become a Section of the Council shall request recognition as provided in Article X of the Constitution of the New York State Association for Health, Physical Education, Recreation and Dance.

- A) The Section is an organized interest group with its own officers and a single voice in the Executive Council. Each Section shall have a vote in the Council. Each Section shall have a vote in the Council of its choice and may send non-voting representatives to other councils.
- B) An organized group may request recognition as a Section of the Council, maintain its name and organization and include "a Section of the New York State Council of Administrators of Health, Physical Education, Recreation & Dance" as a subtitle.
- C) To become a Section of the Council the representatives designated by the interest group shall petition the Executive Committee through the Secretary. The petition shall include the title, purpose, the officers of the proposed Section, a copy of the minutes of its last regular meeting, and the name of the section representative proposed for the Executive Council. A list of members in good standing, interested in forming a Section who are also New York State CAHPER&D members shall accompany the petition.
- D) The Executive Committee may accept or reject any petition of a proposed Section at an authorized meeting of the Council by a majority vote of its members. In the event that no regular meeting is scheduled within a six-week period after the petition is received, the petition shall be submitted to the Executive Council for a mail vote.

SECTION 2. AFFILIATES

An organization desiring to become an Affiliate of the Council shall request recognition as provided in Article X of the Constitution of the New York State Association for Health, Physical Education, Recreation and Dance.

ARTICLE VIII - PUBLICATIONS

SECTION 1. The official publications of the New York State CAHPER&D shall be the New York State Journal of Health, Physical Education, Recreation, and Dance, AND the Newsletter.

Other publications may be prepared as they are appropriate.

ARTICLE IX - AMENDMENT OF BY-LAWS

These By-Laws may be amended by a majority affirmative vote of the members in attendance at the annual meeting, providing that proposed amendments have been approved by the Board of Trustees and the Executive Committee and have been submitted to the membership in writing thirty days prior to the vote.

ARTICLE X - QUORUM

A majority of the members of the Council present in person or by written proxy shall constitute a quorum.

ARTICLE XI - PROXY

A proxy shall be any ACTIVE member of the Council. The secretary of the Council shall be notified in writing at least one week before the date of any meeting by any member who wishes to vote by proxy. Proxy blanks should be mailed to the membership by the Secretary at least one month in advance of a meeting date.