Amended:
NYS AHPERD Equity, Diversity and Inclusion Policy

The New York State Association for Health, Physical Education, Recreation, and Dance values diversity within our membership and broader society, understanding that it enriches and strengthens the structure of our profession and our organization.

NYS AHPERD embraces the uniqueness of all individuals, recognizing that each member contributes an anthology of views, experiences, cultural heritage/traditions, skills/abilities, values and preferences.

NYS AHPERD values differences and similarities in people. These differences and similarities include: age, economic status, educational background, ethnicity, gender, geographic location, language and culture, marital status, mental ability, national origin, organizational position and tenure, parental status, physical ability, political philosophy, race, religion, self-identification, sexual orientation, and work experience.

NYS AHPERD believes:

- When our professional organization genuinely represents our constituents, we will gain strength and effectiveness.
- When differences are respected, and shared commonalities are acknowledged, our professional organization can unite and develop meaningful priorities for our Association.
- Meaningful priorities are based upon a collective knowledge, determined by the voluntary will of those who genuinely represent their profession.

NYS AHPERD is committed to:

- Openly assess beliefs and practices of its members to assure inclusiveness and guard against discrimination;
- Make every effort to create an Executive Council and Board of Directors that is inclusive and reflective of our membership.
- Foster programs and practices that minimize bias, prejudice and misunderstanding in our organization.
- Educate its leaders and members to the needs, cultural beliefs, traditions and family structures of the population they serve; and
- Propose and enact change wherever discriminatory practices are perceived.
BYLAWS
OF THE NEW YORK STATE ASSOCIATION FOR HEALTH, PHYSICAL
EDUCATION, RECREATION AND DANCE, INC.

ARTICLE I
Name

The name of this Association shall be the New York State Association for Health, Physical Education, Recreation and Dance, Inc. This shall be a non-profit and incorporated organization.

ARTICLE II
Purpose

The purpose of the Association shall be:
A. To support, encourage and provide guidance for members throughout the State in developing and conducting programs in health, physical education, recreation, and dance.
B. To encourage and facilitate research which will enrich the depth and scope of each of the related fields and to disseminate the findings throughout the profession.
C. To facilitate cooperation among the disciplines of health, physical education, recreation, and dance for their ultimate and mutual prosperity.
D. To provide such means of promotion as will secure adequate programs in these fields throughout the State.
E. To cooperate with SHAPE America; the Eastern District Association for Health, Physical Education, Recreation and Dance and professional groups with similar interests.

ARTICLE III
Organization

Section 1 The Association
The Association shall consist of:
A. Zones: Defined by geographical boundaries as approved by the Executive Council.
B. Sections: Organized on the basis of professional interests as approved by the Executive Council.
C. Standing Committees and Ad Hoc Committees, as approved by the Executive Council.
Section 2 Bylaws and Operating Codes
The Association shall function in accordance with established Bylaws and Operating Codes. Copies of said Bylaws and Operating codes shall be made available on the NYS AHPERD web site. Copies shall also be kept on file in the Central Office. The Bylaws and Operating Codes Committee, working in conjunction with the Association leadership and Executive Director, is responsible for the development and maintenance of Association Operating Codes and Bylaws.

ARTICLE IV
Members

Section 1 Designation
Membership in the Association shall be granted upon payment of annual dues and shall be designated as Professional, Associate, Life, Future Professional, or Retired.

A. Professional Membership: Any professionally educated person meeting the requirements to teach health, physical education, recreation/adventure education, dance or related fields and/or is primarily engaged in the teaching, coaching or administration of health, physical education, recreation/adventure education and/or dance.

B. Retired Membership: Any person having met the criteria for professional membership and is now retired as defined by the New York State Retirement System or its equivalent.

C. Future Professional Membership: Any undergraduate or full time graduate student enrolled in a professional school of health, physical education, recreation/adventure education, dance and/or related fields.

D. Associate Membership: Any person not meeting the qualifications for professional membership, but who supports these programs.

E. Life Membership: When deemed appropriate.

F. Affiliate Membership: When deemed appropriate.

Section 2 Membership Privileges

A. Professional, Retired, and Life members shall have the right to vote in the Association General Election.

B. Professional, Retired, and Life members shall have the right to hold office in the Association.

C. Membership shall be effective when annual dues are received and shall terminate one year later.
ARTICLE V
Dues

Section 1 Association Dues
The Board of Directors shall establish Association dues.

Section 2 Section Dues
The Council of Administrators Section (COA) shall determine the amount of their dues. COA dues shall be indicated separately on the membership application.

Section 3 Section Membership Rebates
COA and Future Professional Section rebates shall be remitted quarterly. Rebates for the following Sections will be remitted to the Section Fund Account:
- Adapted Physical Education & Sport
- Aquatics Education
- Coaches
- Dance Education
- Elementary/Middle School Physical Education
- Exercise Science/Sports Medicine
- Health Education
- Higher Ed/Professional Preparation
- Recreation/Adventure Education
- Retirees
- Secondary Physical Education

Section 4 Zone Rebates
Zone rebates shall be remitted quarterly.

ARTICLE VI
Officers

Section 1 Officers
The Officers of the Association shall be:
A. President
B. President-elect
C. Past President
D. Secretary

Section 2 Nomination of Candidates for President-elect
The President-elect position shall be determined annually.

Section 3 Terms of Office
A. The President-elect shall serve one year as President-elect, one year as President and one year as Past President.
B. The Secretary shall serve a two-year term and may be re-elected.
C. The Officers shall take office at the Association's Annual Conference.

**Section 4 Term Limits**
A. Upon completion of the three year Presidential cycle, the Past President is restricted from running for the office of President-elect for one Presidential three-year cycle.

**Section 5 President**
The President shall:
A. Preside at all meetings of the Executive Council.
B. In collaboration with the Executive Director, plan the Annual Conference.
C. Make Appointments as provided in Article XII, Committees and Appointments.

**Section 6 President-elect**
The President-elect shall:
A. Act on behalf of the President in the Presidents’ absence.
B. Be responsible for the oversight and guidance of either the Zone or Section Presidents.
C. Assist the President when requested

**Section 7 Past President**
The Past President shall:
A. Be responsible for the oversight and guidance of either the Zone or Section Presidents.
B. Assist the President and President-elect when requested.

**Section 8 Resignation or death**
A. In the case of resignation or death of the President, the President-elect shall succeed the President for the unexpired term in addition to the term of office for which the President-elect was elected.
B. In the case of resignation or death of the President-elect, a special election shall be held. The procedures outlined in Article VIII shall be followed.
C. In the case of the resignation or death of the Secretary, the President shall appoint a replacement for the remainder of that Presidential year. The permanent replacement for the vacancy shall be elected following the procedures of Article VIII.

**Section 9 Operating Codes**
For a more detailed description of responsibilities, see the Operating Codes for the President, President-elect, Past President and Secretary in the Operating Code Section of this Handbook.
ARTICLE VII
Government

The business of the Association shall be conducted by the Officers, Board of Directors, Executive Council, and Committees constituted as hereinafter provided.

Section 1 Board of Directors
A. Responsibilities
   a. The Board of Directors shall be responsible for the financial and legal matters of the Association.

B. The Board of Directors shall consist of the following:
   a. Voting Members
      i. President
      ii. President-elect
      iii. Past President
      iv. Six Members-at-Large
   b. Non-Voting member
      Executive Director
      Treasurer

C. Term of Office
   a. Members-at-Large shall serve a three-year term, with two members being elected annually.
   b. Members-at-Large shall take office at the Association’s Annual Conference.
   c. In the case of the removal, resignation or death of a Member-at-Large, the Board of Directors shall elect a person, to fill the vacancy; the term of office shall conclude at the end of that Presidential year. The permanent replacement for the vacancy shall be elected following the procedures of Article VIII.
   d. A voting member of the Board of Directors shall not be the President of a Zone or Section.
   e. A voting member of the Board of Directors shall not receive a stipend from the Association during his/her term of office.

D. Term Limits
   a. Members at Large are limited to two consecutive three-year Terms of Office.
   b. Upon completion of two consecutive three year Terms of Office, the Member at Large is restricted from running for a Member at Large position for a period of one year.
   c. If a Presidential Cycle is involved, said individual is limited to nine consecutive years of service on the Board of Directors and then is restricted from running for a Member at Large position for a period of one year.

E.
Meetings
a. There shall be a minimum of five meetings per year. The Chair of the Board of Directors may call special meetings.
b. The incoming Board of Directors shall meet at the Annual Conference to elect a Chairperson and a Secretary. A member of the Presidential team shall not serve as Chair of the Board of Directors.
c. Six voting members shall constitute a quorum. In the event of the absence of the President-elect, President, or Past President due to death, resignation or unusual circumstances, five voting members shall constitute a quorum.
d. A majority vote of the quorum shall be required to pass a motion.
e. Members-at-large shall serve as non-voting members of the Executive Council.
f. A member of the Board of Directors may not serve as a proxy for an Executive Council member.

F. Minutes
a. Meetings shall be recorded and the Secretary shall keep an official book of approved minutes. The Secretary shall submit the minutes to the Central Office for distribution to the Board of Directors and the Executive Council.
b. The official minutes shall be open for review by members of the Association.
c. Pertinent motions passed by the Board of Directors shall be published in the next publication of the Association.

F. Operating Code
a. For a more detailed description of responsibilities, see the Operating Code for the Board of Directors, in the Operating Code Section of this Handbook.

Section 2 Executive Council
A. Responsibilities
The Executive Council shall:
a. Determine policies, other than legal and financial, which pertain to the Annual Conference, membership, activities of the Zones and Sections, publications and such other matters as may affect the Association.
b. Approve policy necessary to conduct the business of the Association, including amendments and revisions to the, By-Laws and Operating Codes.
c. Receive reports and act on recommendations from the Officers, Zone and Section Presidents, the Board of Directors and Committees.

B.
The Executive Council shall consist of the following:

a. Voting Members
   The officers of the Association
   1. President
   2. President-elect
   3. Past President
   4. Secretary
   5. Section Presidents
   6. Zone Presidents

b. Non-Voting Members (Ex Officio)
   1. Board of Directors member
   2. Treasurer
   3. Executive Director

C. Term of Office
   Terms of office are designated as follows:
   a. President-Elect, President and Past President (one year each)
   b. Secretary (two years)
   c. Zone and Section Presidents (two years)
   d. The Future Professionals Section President will serve a one year term
   e. Terms begin at the Association’s Annual Conference

D. Meetings
   a. The Executive Council shall meet five times per year. The President may call special meetings.
   b. The President of the Association shall preside at all Executive Council meetings.
   c. The Secretary of the Association shall record the official minutes.
   d. A majority (one more than one-half) of the voting members of the Executive Council shall constitute a quorum.
   e. Each member of the Executive Council shall be entitled to one vote with the exception of the Future Professional Section President and the Future Professionals Section Advisor who shall share one vote.
   f. A voting member may name a proxy by so indicating in writing, to the Association Secretary prior to the convening of the meeting. In an emergency the Association President may sign a proxy form on behalf of a Zone/Section President.
   g. A proxy shall be a member in good standing and hold membership in the appropriate Section or Zone; in the case of the Future Professionals Section advisor role, a professional member may serve as proxy.
   h. Neither a member of the Board of Directors nor a NYS AHPERD employee may serve as a proxy to the Executive Council.

E. Operating Code
   a. For a more detailed description of responsibilities, see the Operating Code for the Executive Council in the Operating Code Section of this Handbook.
ARTICLE VIII
Elections

Section 1 Nominations
The Chairperson of the Nominating Committee shall invite the names of nominees by contacting members of the Board of Directors and the Executive Council as well as placing an advertisement on the Association web site and in the most appropriate Association publication.

Section 2 Nomination Committee
The Nominating Committee shall submit a slate to the Executive Council for approval. The slate shall consist of two names for each position of President-elect, Secretary and vacancies on the Board of Directors.

Section 3 Incomplete Slate
A. If the Nominating Committee is unable to select two candidates for any position, with the approval of the Executive Council, one candidate and a line for a write-in candidate shall be placed on the ballot.

*Section 4 Introduction of Candidates for President-elect
Under Revision based on Executive Council meeting on July 27, 2015 to be reviewed in one year.

Section 5 Election Committee
Once the slate of candidates is approved, a ballot shall be prepared by and disseminated from the Central Office. Included with the ballot shall be biographical information and a photograph of each candidate. The Election Committee shall certify the ballots. The Chairperson of the Election Committee shall report the results to the President, the Chair of the Board of Directors, Chair of the Nominations Committee and the Executive Director.

Section 6 Voting
Ballots shall be disseminated to all current Professional, Retired and Life members, as well as, the President and President-elect of the Future Professional Section. Voting results shall be retained for one year.

Section 7 Voting Results
The candidate receiving a majority of the votes cast shall be elected. In case of a tie vote, the Executive Council shall elect the Officer or member of the Board of Directors from the tied candidates.

Section 8 Notification
The President shall notify those candidates elected to office as well as the nominees who were not elected.

Section 9 Operating Codes
For a more detailed description of their responsibilities, see the Operating Code for the Election Committee and Nominating Committee, in the Operating Code Section of this Handbook.
ARTICLE IX
Sections

Section 1 Designation
A Section shall be defined as an organized interest group approved by the Executive Council. The Sections shall include:
- Adapted Physical Education and Sport
- Aquatics
- Coaches
- Council of Administrators
- Dance
- Elementary/Middle School Physical Education
- Exercise Science/Sports Medicine
- Future Professionals
- Health Education
- Higher Education/Professional Preparation
- Recreation/Adventure Education
- Retirees
- Secondary Physical Education

Section 2 Active Sections
Active Sections shall be defined as those meeting all of the criteria listed below:
- A. President serves as Section Program Planner.
- B. Holds a membership meeting at the Annual Conference.
- C. Elects a President every two years; in the case of the Future Professionals Section, the Presidential rotation occurs annually.
- D. Contributes to the Section Newsletter published bi-annually.
- E. Contributes one article annually to the state-wide Newsletter.
- F. Submits all other pertinent information as requested by the President or Central Office.

Section 3 Inactive Section
A. An inactive Section is one that does not meet the criteria listed in Section 2 above.
B. Resolution of Inactive Status.
   a. The Leadership of NYS AHPERD is responsible to assist the Section in rehabilitation from the Inactive status.
   b. During rehabilitation from the Inactive status, if needed, funds held in the Section Fund Account may be used to support the rehabilitation.

Section 4 Membership
A. A Section shall have the right to establish qualifications for membership provided such qualifications do not violate the Association's Bylaws.
B. The Council of Administrators Section (COA) may levy dues in addition to the regular Association dues as prescribed in Bylaws Article V, Dues.
Section 5 Establishment of a new Section
The establishment of a new Section occurs through Executive Council approval.

Section 6 Meeting of the Section Presidents
Section Presidents shall meet during the regularly scheduled meetings of the Executive Council to conduct their business, exchange ideas and formulate recommendations or resolutions to be brought to the Executive Council for action. A member of the Presidential team shall chair these meetings and summarize the recommendations for the Executive Council.

Section 7 Funding
   A. Section Dues:
      Section dues shall be remitted quarterly into the Section Fund Account. (NOTE Article V, Section 3, re. COA and Future Professionals Sections.)
   B. Conference Funding:
      Section conference funding requests may be submitted to the Section Presidents (Program Planners).

Section 8 Section Leadership Structure
When possible, Section Boards shall minimally consist of a President-elect, President, Past President, Secretary, and Treasurer.

Section 9 Term of Office
   A. Section Presidents shall serve a two-year term of office.
   B. The incoming Section President and Section Officers shall assume official duties at the Annual Conference.

Section 10 Minutes and Newsletters
The official minutes from the annual Section business meeting shall be emailed to the Central Office staff member responsible for Section oversight.

Section 11 Section Formation and Elimination
The Executive Council reserves the option to form or eliminate a Section if deemed appropriate.

Section 12 Operating Code
For a more detailed description of the responsibilities of Section Presidents, see the Operating Code Section of this Handbook.
ARTICLE X
Zones

Section 1 Designation
The Zones of the Association shall be defined by geographical boundaries approved by the Executive Council and shall include:
- Capital (O)
- Catskill (E)
- Central North (E)
- Central South (E)
- Central Western (O)
- Nassau (E)
- New York City (E)
- Northern (O)
- South Eastern (O)
- Suffolk (E)
- Western (O)
* see Section 6 below

Section 2 Active Zones
Active Zones shall be defined as those meeting all of the criteria listed below in order to receive rebates:
A. Holds a minimum of four membership meetings per year.
B. Publishes a minimum of two Zone Newsletters annually during the school year.
C. Conducts a Zone Conference or Workshop annually.
D. Elects a President every two years (See Section 6 below).
E. Submits all other pertinent information as requested by the President or Central Office.

Section 3 Inactive Zone
A. An inactive Zone is one that does not meet the criteria listed in Section 2 above.
B. Resolution of Inactive Status
   a. The Leadership of NYS AHPERD is responsible to assist the Zone in rehabilitation from the Inactive status.
   b. During rehabilitation from the Inactive status, if needed, funds held in Zone Accounts may be used to support the rehabilitation.

Section 4 Zone Selection
A. Members shall identify one Zone, either where they live or work, with which they wish to affiliate.
B. Members may affiliate with an active Zone if their Zone of choice is inactive.

Section 5 Zone Leadership Structure
Local Zone Boards shall minimally consist of; a President-elect, President, Past President, Secretary, Treasurer and, when possible, members representing Sections as delineated within the Executive Council structure.
Section 6 Terms of Office
A. Zone Presidents shall serve a two-year term, with five Zone Presidents taking office in the (O) odd years and the other six in the (E) even years. Presidents of the Zones marked with an (O) in Section 1 above shall take office in the odd years.
B. Incoming Zone Presidents and Zone Officers shall assume official duties at the Association’s Annual Conference.

Section 7 Minutes
Official minutes from Zone business meetings shall be emailed to the Central Office for distribution to members.

Section 8 Meeting of Zone Presidents
Zone Presidents shall meet during the regularly scheduled meeting of the Executive Council to conduct business, exchange ideas and formulate recommendations or resolutions to be brought to the Executive Council for action. A member of the Presidential Team shall chair the meetings and present recommendations to the Executive Council.

Section 9 Zone Expansion or Consolidation
The Executive Council reserves the option to expand or consolidate Zones if deemed appropriate.

Section 10 Operating Code
For a more detailed description of the responsibilities of Zone Presidents, see the Operating Code Section of this Handbook.

ARTICLE XI
Affiliated Organizations

Section 1 Membership
Organizations having professional interests similar to the Association may be granted affiliate status.

ARTICLE XII
Committees and Appointments

Section 1 Designation
A. Committees shall be designated as:
   a. Standing Committees
   b. Ad Hoc Committees
B. The President of the Association may form committees and make appointments as deemed necessary to conduct the business of the Association
   a. Committee members and appointees shall be members of NYS AHPERD.
b. All committees and appointees shall report to the President and make reports to the Executive Council.

Section 2 Standing Committees
A. Standing Committees shall:
   a. Be appointed by the President, with the exception of the Conference Site Selection Committee, Jump Rope For Heart/Hoops For Heart Committee and the Distinguished Service Award/Professional of the Year Award/ NYS AHPERD Lifetime Service Award Committee.
   b. Be approved by the Executive Council.
   c. Represent working groups whose assignment extends beyond the President's term of office.
B. Standing Committees shall include:
   a. Awards Committees
      i. Distinguished Service Award/Professional of the Year Award/NYS AHPERD Lifetime Service Award Committee
      ii. Health Education Awards Committee
      iii. Teacher of The Year Committee (TOY)
      iv. Jay B. Nash Outstanding Major Award Committee
      v. Bernard E. Hughes Recognition Award Committee
      vi. Joy of Effort Award Committee
   b. Conference Committees
      i. Conference Site Selection Committee
   c. Association Operations Committees
      i. Bylaws and Operating Code Committee
      ii. Jump Rope For Heart/Hoops For Heart Committee
      iii. Necrology Chair
   d. Association Elections Committees
      i. Nominating Committee
      ii. Election Committee

Section 3 Membership
With the exception of the Distinguished Service Award/Professional of the Year Award/ NYS AHPERD Lifetime Service Award, Conference Site Selection, and the Jump Rope for Heart Committees, the following procedures for membership apply:
   A. The committee shall consist of six members.
   B. Each member shall be appointed for a period not to exceed three years.
   C. One-third of the membership shall be appointed each year.
   D. The Chairperson shall be appointed by the President for one year and may be re-appointed.
Section 4 Distinguished Service Award /Professional of the Year Award / NYS AHPERD Lifetime Service Award Committee.
A. The Distinguished Service Award /Professional of the Year Award/ NYS AHPERD Lifetime Service Award Committee shall be comprised of the five immediate Past Presidents, each serving a five year term.
B. The Chairperson shall be the Past President serving the fifth year on the Committee.

Section 5 Conference Site Selection Committee
A. The Conference Site Committee shall report directly to the Board of Directors.
B. The Executive Director and the Conference Director shall comprise the Committee with the Executive Director serving as Chairperson.

Section 6 Jump Rope For Heart/Hoops for Heart Committee
A. The Jump Rope For Heart/Hoops for Heart Committee shall be comprised of a representative from each Zone, appointed by the Zone President.
B. The Chairperson shall be appointed by the Association President.

Section 7 Ad Hoc Committees and Appointments
A. Ad Hoc Committees shall be established and Presidential Appointments shall be made by the President of the Association and shall terminate at the conclusion of the President's term of office.
B. Members of Ad Hoc Committees and Presidential Appointments shall be Association members in good standing.

Section 8 Operating Codes
For a more detailed description of responsibilities for the Association's Committees and Appointments, see the Operating Code Section of this Handbook.

ARTICLE XIII
Awards, Citations and Scholarships
Awards, citations, and scholarships may be given for meritorious service as provided in the Association Operating Codes.

ARTICLE XIV
Publications

Section 1 Official Publications
The official publications of the Association shall be determined by the Board of Directors and approved by the Executive Council.
Section 2 Zone and Section Publications
Zones shall prepare a minimum of two publications each school year. Sections shall contribute
two articles annually to the State-Wide Section Newsletter in addition to one article annually to
the statewide Newsletter.

ARTICLE XV
Rules of Order

The most recent edition of Robert's Rules of Order, shall govern all meetings of the Board of
Directors and the Executive Council.

ARTICLE XVI
Amendments

Section 1 Procedure
Amendments to these Bylaws shall be reviewed by the Bylaws and Operating Code Committee
and the Board of Directors prior to being presented to the Executive Council for a vote.

Section 2 Voting
A. After thirty days written notice, motions to amend shall be presented for a vote at an
official meeting of the Executive Council. In case of an urgent situation, electronic
mail may be used between official meetings.
B. At an official meeting, two thirds of votes cast shall be required for the approval.
C. When electronic voting is used, two-thirds of the entire Executive Council is required
for approval.

Section 3 Publication of Amendments
All adopted amendments shall be published in the next NYS AHPERD publication.