

**ARKANSAS ASSOCIATION FOR  
HEALTH, PHYSICAL  
EDUCATION,  
RECREATION AND DANCE  
CONSTITUTION**

(Revised November 2009)

**Table of Contents**

Article I. Name . . . . . 4

Article II. Purpose . . . . . 4

Article III. Membership . . . . . 4

Article IV. Government . . . . . 4

Article V. Publications . . . . . 4

Article VI. Organization . . . . . 4

Article VII. Amendments . . . . . 4

By-Laws . . . . . 5

    Article I. Membership . . . . . 5

    Article II. Board of Directors . . . . . 6

    Article III. Officers . . . . . 6

        President . . . . . 6

        President-elect . . . . . 7

        Program Coordinator. . . . . 7

        Secretary . . . . . 7

        Executive Director . . . . . 7

        Health Division VP . . . . . 8

        Physical Education Division VP . . . . . 8

        Elementary PE Section Chair. . . . . 8

        Secondary PE Section Chair . . . . . 8

        Recreation Division VP . . . . . 9

        Dance Division VP . . . . . 9

        Athletic/Sport Division VP . . . . . 9

        General Division VP . . . . . 9

        Athletic Training Section Chair. . . . . 10

        Exercise Science Section Chair . . . . . 10

        Higher Education Section Chair . . . . . 10

        Research Section Chair . . . . . 10

        Student Section Co-Chairs . . . . . 11

    Article IV. Election of Officers. . . . . 11

    Article V. Meetings . . . . . 12

    Article VI. Divisions and Sections . . . . . 12

    Article VII. Committees . . . . . 13

    Article VIII. Rules of Order . . . . . 13

    Article IX. Amendments . . . . . 13

Operating Code for President . . . . . 13

Operating Code for President-elect . . . . . 16

Operating Code for Program Coordinator . . . . . 17

Operating Code for Secretary . . . . . 17

Operating Code for Executive Director . . . . . 19

Operating Code for Student Section . . . . . 20

Standing Committees . . . . .	25
Constitution . . . . .	25
Convention . . . . .	26
District Organization . . . . .	26
Higher Educator of the Year Award . . . . .	26
Honor Award . . . . .	26
Legislative . . . . .	26
Student Scholarship . . . . .	26
Membership . . . . .	27
Necrology . . . . .	27
Publications . . . . .	27
Student Research Award . . . . .	27
Teacher of the Year Awards . . . . .	27
Appendix A . . . . .	28
Appendix B . . . . .	29
Appendix C . . . . .	30
Appendix D . . . . .	31
Appendix E . . . . .	32
Appendix F . . . . .	33
Appendix G . . . . .	35
Appendix H . . . . .	36
Appendix I . . . . .	37
Appendix J . . . . .	38

**Article I.** Name: The Arkansas Association for Health, Physical Education, Recreation, and Dance.

**Article II.** Purpose: The major purposes of the association are to:

- A.** Promote an intelligent interest in HPERD.
- B.** Promote and support quality programs of HPERD in Arkansas.
- C.** Promote high standards of teaching and leadership.
- D.** Disseminate significant information to teachers, leaders, and the general public.
- E.** Encourage research and experimentation in all areas promoted by the association.
- F.** Cooperate with other professional organizations and associations interested in the development and well-being of children, youth and adults.

**Article III.** Membership: The association shall consist of members as provided in the by-laws (p. 5).

**Article IV.** Government: Business shall be conducted by the Board of Directors (BOD) and, when appropriate, by the general membership.

**Article V.** Publications: The official publications of the association shall be the (a) *Arkansas Journal for Health, Physical Education, Recreation, and Dance* and (b) *Arkansas AHPERD Newsletter*. Other publications may be distributed as provided in the by-laws/operating codes of the divisions/sections.

**Article VI.** Organization: The association shall consist of a BOD, divisions, sections, district organizations, and a committee structure as provided in the by-laws (page 5).

**Article VII.** Amendments: The constitution may be amended at general membership meetings. An affirmative vote equal to two-thirds of the voting membership shall be necessary for approval. Amendments shall be published in the next issue of the *Arkansas Journal for Health, Physical Education, Recreation, and Dance*, after being passed. Proposed amendments must be submitted in writing to the Executive Director at least thirty days prior to a general membership meeting.

## **BY-LAWS**

### **Article I.** Membership:

**Section I.** Membership is available to all who show interest in HPERD.

**Section II.** Membership shall be professional, student, associate, life, honorary life and emeritus.

**Section III.** Annual dues will be determined by the BOD with approval of the voting membership.

**Section IV.** Honorary life and emeritus members shall pay no membership/convention fees.

**Section V.** Only professional members of the association and the co-chairs of the student section may vote on association business or hold office in the association.

**Section VI.** Professional membership shall include those in programs of HPERD and/or athletics.

**Section VII.** Student membership shall be available to undergraduate and graduate students preparing for careers in the general fields of HPERD and/or athletics.

**Section VIII.** Associate membership shall be extended to persons, organizations, and institutions not immediately engaged in HPERD and/or athletics, but are interested in and support one or more of these programs. Associate membership dues are 50% of the professional membership dues.

**Section IX.** Dues may be waived by action of the BOD.

**Section X.** Honorary life membership may be awarded to persons (a) with years of meritorious service to the profession and (b) who have made outstanding contributions to the association and to the profession in general. This distinction must be approved by the BOD.

**Section XI.** Emeritus membership is extended to members who have retired and have been granted emeritus status by the American Alliance for Health, Physical Education, Recreation, and Dance (AAHPERD). It is also extended to retirees who have been members of the association for a minimum of five years prior to retirement. Emeritus members must apply to the executive director to be approved for emeritus status.

**Section XII.** Life membership is available to professional members for a fee of fifteen times the annual professional membership. Life membership may be paid with three equal payments within a calendar year.

**Article II.** Board of Directors (BOD):

**Section I.** The BOD shall consist of the president, president-elect, past-president, program coordinator, division vice-presidents, division vice presidents-elect, section chairs, section chairs-elect, standing committee chairs, and student section co-chairs. Ex-officio members without voting power shall include the executive director, and representatives from the (a) Arkansas State Department of Health and (b) Arkansas State Department of Education.

**Section II.** It shall be the duty of the BOD to conduct all business of the association and when appropriate, by the general membership.

**Section III.** At least thirty days prior to a general membership meeting, the BOD will review any proposed changes in the constitution, by-laws or operating codes. Such proposals must be presented at the general membership meeting with BOD recommendations.

**Section IV.** The BOD shall (a) approve the association's budget in consultation with the Executive Director, (b) approve the appointments and salaries of all persons employed by the association, and (c) decide the place and date of the annual convention as hereinafter provided.

**Section V.** There shall be a BOD meeting within forty-eight hours following the election of officers.

**Section VI.** A simple majority of the BOD, in person or by proxy, shall constitute a quorum for transacting the business of the association (proxy is - as verified by letter).

**Section VII.** Conflict of Interest Policy: NO board member will engage in ANY action that constitutes a conflict of interest. If any action becomes evident by any individual, either them self or by fellow association member, said action, whether actual or implied, shall be submitted in written form within thirty(30) days to the current Executive Director and the current association President. Upon receipt of this written document action, and issue thereupon, shall be taken to the subsequent BOD meeting and a ruling made based upon existence of conflict of interest. If conflict of interest exists action will be taken by the BOD's. Conflict of interest will be addressed at each BOD meeting.

**Section VIII.** Whistleblower Policy: Any key employee or BOD member shall have the right and responsibility of reporting ANY action of ANY member, including themselves, without fear of recompense. Reporting individual may freely report ANY action they deem inappropriate to legal authorities for review and/or investigation.

**Section IX.** Document Retention and Destruction Policy: All documents are to be retained as long as they are (1) necessary to the conduct of the associations business, (2) required to be kept by government regulation, or (3) relevant to any existing or foreseeable investigation or legal actions.

**Article III.** Officers:

**Section I.** The officers of the association shall include the president, president-elect, past president, division vice presidents, division vice presidents-elect, section chairs, section chairs-elect, and the executive director. Responsibilities include:

**A.** President shall:

1. Coordinate/guide all activities of the association for the benefit of the membership.
2. Initiate new activities for the association.
3. Promote/stimulate interest in all areas of the association.
4. Promote public interest/understanding in all areas of the association.
5. Be the professional representative of the association.
6. Preside at all BOD and general membership meetings.
7. Standardize practices in dealing with routine affairs.
8. Guide the development/implementation of all policies.
9. Appoint committee chairs and selected committee members.
10. Appoint a secretary.
11. Appoint delegates to the SD and AAHPERD RA's.

**B. President-elect shall:**

1. Provide an opportunity for in-service training before assuming the position of president.
2. Act for the president in his/her absence.
3. Succeed the president in case of resignation, removal from office, or death and continue in office for the elected term.

**C. Past-President shall:**

1. Serve on the Executive Committee.
2. Act in an advisory capacity to the president and executive committee.
3. Serve as Chair of the convention planning committee.
4. Serve on the exhibit committee.
5. Serve on the constitution/by-laws committee.
6. Serve as liaison between retirees and ArkAHPERD/promote retiree membership.
7. Serve on the membership committee.

**D. Program coordinator shall:**

1. Serve as consultant to the president and president-elect.
2. Assist the Executive Director with the annual convention.

**E. Secretary shall:**

1. Assist the president with all communications.
2. Record all minutes of the BOD and general membership meetings.

**F. Executive director shall:**

1. Serve as the headquarters for the association.
2. Receive all monies for the association.
3. Pay all encumbrances with BOD approval.



4. Keep all records.
5. See that officers are informed of their responsibilities.
6. Serve as a member of the membership committee.
7. Serve as reporter for the Southern District and the AAHPERD.

**G.** Health division vice president shall:

1. Promote interest/understanding in health in schools, community and clinical settings.
2. Promote/stimulate program development/improvement in health.
3. Encourage research and experimentation in health.
4. Cooperate with other divisions, sections and affiliated organizations of the association.
5. Plan a section program in cooperation with the AEA fall meeting for elementary and secondary school programs in health education.

**H.** Physical education division vice president shall:

1. Promote interest/understanding in physical education.
2. Cooperate with other divisions, sections, and affiliation organizations of the association.
3. Promote/stimulate program development/improvement in physical education.

**I.** Elementary physical education section chair shall:

1. Promote elementary physical education programs in Arkansas.
2. Enhance instruction in elementary physical education.

**J.** Secondary physical education section chair shall:

1. Promote secondary physical education in Arkansas.
2. Enhance instruction in secondary physical education.
3. Enhance instruction in upper middle school physical education.

**K.** Recreation division vice president shall:

1. Promote public interest/understanding in the field of recreation.
2. Cooperate with other divisions, sections, and affiliated organizations in the association.
3. Promote/stimulate program development/improvement in recreation.

**L.** Dance division vice president shall:

1. Promote public interest/understanding in dance.
2. Cooperate with other sections, divisions, and affiliated organizations in the association.
3. Promote/stimulate program development/improvement in dance.

**M.** Athletic/sport division vice president shall:

1. Promote public interest/understanding in the field of athletics/sport.
2. Cooperate with other divisions, sections, and affiliated organizations of the association.
3. Promote/stimulate program development/improvement in the field of athletics/sports.

**N.** General division vice president shall:

1. Promote public interest/understanding in higher education, research, and student sections.
2. Cooperate with other divisions, sections, and affiliated organizations in the association.
3. Promote/stimulate program development/improvement in the general division.

**O.** Athletic training section chair shall:

1. Promote public interest/understanding in athletic training.
2. Cooperate with other divisions/sections/affiliated organizations of the association.

3. Promote & stimulate program development/improvement in athletic training.

**P.** Exercise science section chair shall:

1. Promote an interest in exercise science for the allied disciplines of HPERD.
2. Cooperate with other divisions/sections/affiliated organizations of the association.

**Q.** Higher education section chair shall:

1. Promote interest in HPERD.
2. Acquire/disseminate current information in higher education in HPERD.
3. Promote/insure the development of programs which are in line with the objectives of higher education in HPERD.
4. Promote the standards of teaching and leadership in higher education HPERD.
5. Cooperate with state/national education departments to accomplish the objectives of HPERD.
6. Cooperate with the American Alliance; the SDAAHPERD, and other state/national professional organizations interested in growth, development, and wellness of children, youth, and adults.
7. Cultivate greater social and professional cooperation among state HPERD leaders.

**R.** Research section chair shall:

1. Promote an interest in research for the allied disciplines of HPERD.
2. Provide a forum for the presentation of research findings relevant to HPERD.
3. Encourage members of the association to engage in research and other scholarly activities.
4. Disseminate relevant research findings to HPERD professionals and the general public.

5. Work cooperatively with various divisions and with state, district, and national organizations in the development of convention programs, research projects and scholarly activities.

**S.** All division vice presidents-elect shall:

1. Act for the respective vice president in their absence.
2. Succeed the respective vice president at the conclusion of their terms of office.

**T.** All section chairs-elect shall:

1. Act for the respective chairs in their absence.
2. Succeed respective chairs at the conclusion of their terms of office.

**U.** Future Professional section co-chairs shall:

1. Promote public interest/understanding in HPERD.
2. Design and oversee SuperStars program a State Convention.
3. Promote/stimulate program development/improvement in HPERD.
4. Encourage close relations among HPERD students of Arkansas institutions of higher education through the exchange of experiences and ideas.
5. Provide opportunities for educational experiences in addition to those in the classroom.
6. Disseminate information related to HPERD.

**Article IV.** Election of Officers:

**Section I.** The president shall submit two nominees for president-elect, alternating between male and female, each year. Additional candidates may be nominated from the floor at the state convention. The president shall submit the slate to the executive director at least thirty days prior to the annual state convention.

**Section II.** Each division vice presidents shall submit two nominations for vice president-elect to the executive director at least thirty days prior to the annual state convention (see Appendices I & J).

**Section III.** Each section chair shall submit two nominations for chair-elect to the executive director at least thirty days prior to the annual state convention (see Appendices I & J).

**Section IV.** Election of officers shall be held at the annual state convention. To be eligible for any office in the association, the candidate must be a current member in good standing.

**Section V.** In case of death, resignation, or removal from office of president-elect, the president shall submit a slate of two nominations to the executive director who will conduct an election by mail. All other vacancies shall be filled by the president with the approval of the BOD.

**Section VI.** Additional candidates may be nominated from the floor.

#### **Article V. Meetings**

**Section I.** The association shall hold a minimum of one general membership meeting at the annual state convention. The meeting shall be scheduled by the president with the approval of the BOD. Additional meetings may be called at the discretion of BOD.

**Section II.** Division vice presidents and section chairs shall be responsible for 2-3 programs at the annual state convention.

**Section III.** Two or more divisions/sections may combine their programs when this arrangement will better serve the purpose of both.

**Section IV.** Divisions and sections may use the association's funds only with BOD approval.

#### **Article VI. Divisions and Sections**

**Section I.** The divisions shall include: General; Health; Physical Education; Recreation; Dance; and Athletic/Sports.

**Section II.** The General Division shall consist of five sections: Athletic Training, Exercise Science, Higher Education, Research, and Student. The Physical Education Division shall consist of two sections: Elementary Physical Education and Secondary Physical Education. The Athletic/Sports Division shall consist of two sections: Girls'/Women's Sports and Boys'/Men's Sports.

**Section III.** A proposal for a new division/section must be submitted in writing to the BOD, with a copy of a proposed code of operation. If approved by the BOD, the proposal will be submitted to the general

membership for its approval. A proposal denied by the BOD may be submitted to the general membership by petition of twenty-five members.

**Article VII.** Committees

**Section I.** Committees shall include standing, continuing, and president.

**Section II.** Standing committees are permanent and can be added/ deleted only through the regular procedures for changing the constitution. Approximately one-third of the members will rotate off each year. The purposes and functions of these committees are outlined in their respective operating codes. The standing committees include: Executive Committee; Constitution; Convention; District Organization; Higher Educator of the Year Award; Honor Award; Legislative; Student Scholarship; Membership; Necrology; Publications; Student Research Awards; and Teacher of the Year Awards.

**Section III.** Continuing committees are appointed for a specific purpose. Those committees may require time beyond a president's term of office, but usually not more than two to five years.

**Section IV.** President committees are appointed for purposes/functions which may occur during a president's term of office.

**Article VIII.** Rules of Order: Unless stated otherwise, Robert's Rules of Order shall govern all association meetings.

**Article IX.** Amendments: By-laws may be amended at any general membership meeting of the association by two-thirds vote of those present, provided the proposed amendment has been submitted in writing to the BOD thirty days prior to the meeting.

**Article X.** Finances

**Section I.** Fiscal Year: The fiscal year shall run from June 1 to May 31.

**Section II.** Disposal of Assets: Upon dissolution, all of the assets of the Association shall be turned over to such nonprofit organizations qualifying as exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto as the then ArkAHPERD Board of Directors shall select.

**Section III.** Restriction on Activities: No part of the net earnings of the Association shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or without limitation, any other private individual or to the benefit of any corporation, organization, any part of the net earnings

of which insure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered to or for the Association and affecting its purposes.

The Association shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money or money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which either, directly or indirectly, results in such diversion of its income or corpus. The Association shall not make any accumulation of its income, unreasonable in amount or duration, or use any income for purposes other than the objectives hereinbefore set forth or invest any income in any manner as to jeopardize the fulfillment or carrying out of its objectives. The Association shall not devote a substantial portion of its activities to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Association engage in any legislative activities other than those in direct furtherance of the Association's stated objectives. The Association shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Association shall not act in any way or engage in any activity which might affect its right to full tax exemption or the right of donors to the Association to full tax deduction for their contributions to the Association, and the Alliance shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may from time to time be granted to charitable, scientific, or educational associations or foundations.

No part of the net earnings of the Association shall be used for the benefit of, or to the advantage of any member, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other private individual. No part of the net earnings shall be used for the benefit of any corporation or organization in which any private individual might benefit, or in which a substantial part of the activities of such corporation or organization is the carrying on of propaganda or otherwise attempting to influence legislation, provided that this restriction shall not prevent payment of reasonable compensation for services actually rendered to or for the Association in effecting its purpose.

**Section III.** Compensation: All CEO's, Executive Director's or top management officials, officer's, and key employees of the association who receive compensation are reviewed annually. The last review took place during the tax year of this return.

**Article XI.** Purpose [Taken from Article II of ArkAHPERD Constitution]:

**Article II.** Purpose: The major purposes of the association are to:

- A.** Promote an intelligent interest in HPERD.
- B.** Promote and support quality programs of HPERD in Arkansas.
- C.** Promote high standards of teaching and leadership.
- D.** Disseminate significant information to teachers, leaders, and the general public.
- E.** Encourage research and experimentation in all areas promoted by the association.
- F.** Cooperate with other professional organizations and associations interested in the development and well-being of children, youth and adults.

**OPERATING CODE FOR PRESIDENT OF THE  
ARKANSAS ASSOCIATION FOR HEALTH,  
PHYSICAL EDUCATION, RECREATION, AND DANCE**

**I. NAME:** The name of this office shall be president of the Arkansas Association for Health, Physical Education, Recreation, and Dance.

**II. PURPOSES:** (see page 6)

**III. ORGANIZATION:**

**A.** The president is elected by members for a one-year as provided for by the constitution/by-laws.

**B.** The term begins immediately following the annual state convention and ends immediately after the succeeding annual state convention at which time president shall take on the role and responsibilities of the past-president.

**C.** The president is assisted by the BOD.



#### **IV. CONDUCT OF BUSINESS:**

##### **A. Constitutionally assigned responsibilities:**

1. Preside as chair at all BOD meetings.
2. Send notices of BOD meetings to all members at least thirty days prior to the meeting with the exception of emergency meetings.
3. Call a BOD meeting within 48 hours following the election of officers.
4. Review amendments to the constitution/by-laws and present same with recommendations to the association at the next business meeting through the chair of the constitution committee.
5. Review new amendments/revisions to operating codes for divisions/sections, officers, and committees and present same with recommendations.

##### **B. Association meeting responsibilities:**

1. Preside at all BOD and general membership meetings
2. Carry on business of the association in the interim between scheduled meetings.
3. Call a meeting of the BOD at the annual state convention. Call other meetings as required.

##### a. Order of business shall be:

Call to order  
 Executive director's report  
 Presentation of the budget  
 Division reports by each vice president  
 Section reports by each chair  
 Standing committee reports  
 National officer reports  
 President's committee reports  
 Continuing committee reports  
 Liaison officer reports  
 Old business  
 New business  
 Adjournment

b. Prepare an agenda for the BOD meetings to be sent with each notification of the meeting.

c. Present an annual financial report to the BOD.

#### 4. General membership meetings

a. Request a report from division vice presidents, section chairs, and committee chairs.

b. Present a progress report at the business meeting during the annual state convention.

c. Order of business meeting at the annual state convention.

Call to order  
 Executive director's report  
 Election of officers  
 President's report  
 Old business  
 New business  
 Adjournment

#### 5. Other responsibilities

a. Serve as an ex-officio member of all committees.

b. Secure a speaker for the general membership meeting at the state convention.

c. When possible, serve as a representative to the Delegate Assembly of the AAHPERD and the Southern District Association and appoint other representatives with the approval of the BOD.

d. Prepare an annual report for all officers and projects of the association within a month of the time after leaving office.

e. Write a president's message for the *Arkansas Journal for Health, Physical Education, Recreation, and Dance*.

f. Keep dated copies of all material.

- g. Present records and files of the office to successor at the BOD meeting following the election of officers. These should include:

Association correspondence  
 Dated copies of minutes  
 Dated copies of constitution, by-laws, and operating codes  
 Materials collected and received relating to the office

- h. See that officers/committees carry out their responsibilities.

- V. EXPENDITURES AND FINANCES:** The budget approved by the association includes expenses for attendance at the Alliance and Southern District Conventions. Additional expenditures must have approval of the BOD.

**OPERATING CODE FOR PRESIDENT-ELECT OF  
 ARKANSAS ASSOCIATION FOR HEALTH,  
 PHYSICAL EDUCATION, RECREATION, AND DANCE**

- I. NAME:** The name of this office shall be president-elect of the Arkansas Association for Health, Physical Education, Recreation, and Dance.

- II. PURPOSES:** (page 7)

**III. ORGANIZATION:**

**A.** The president-elect is elected by members for one year as provided by the constitution/by-laws.

**B.** The term begins immediately following the annual state convention and ends immediately after the succeeding state convention.

**C.** The president-elect assumes the presidency at the end of his/her term as president-elect.

**D.** In the case of death, resignation, or removal from office of the president, the president-elect succeeds to the office of president.

**IV. CONDUCT OF BUSINESS:**

**A.** The president-elect is responsible for attending all BOD and association meetings.

**B.** The president-elect is responsible for becoming familiar with all association matters.

**V. DUTIES AND RESPONSIBILITIES:**

- A.** Attend the AAHPERD president-elect's conference.
- B.** Be a member of the projects' committee.
- C.** Act for the president in his/her absence.

**VI. EXPENDITURES AND FINANCES:** The budget approved by the association includes expenses for attendance at the Alliance president-elects' conference and national convention. Additional expenditures must have approval of the BOD.

**OPERATING CODE FOR PROGRAM COORDINATOR OF  
ARKANSAS ASSOCIATION FOR HEALTH,  
PHYSICAL EDUCATION, RECREATION, AND DANCE**

**I. NAME:** The name of this office shall be program coordinator of the Arkansas Association for Health, Physical Education, Recreation, and Dance.

**II. PURPOSES:** (page 7)

**III. ORGANIZATION:** The term will be determined by the BOD.

**IV. DUTIES AND RESPONSIBILITIES:**

- A.** Attend the fall and convention BOD meetings.
- B.** Prepare the program for the annual state convention.
- C.** Perform various duties as directed by the executive director.

**V. EXPENDITURES AND FINANCES:** A budget will be determined by the BOD.

**OPERATING CODE FOR SECRETARY OF THE  
ARKANSAS ASSOCIATION FOR HEALTH,  
PHYSICAL EDUCATION, RECREATION, AND DANCE**

**I. NAME:** The name of this office shall be secretary of the Arkansas Association for Health, Physical Education, Recreation, and Dance.

**II. PURPOSE:** To assist the president with all communications and reports.

**III. ORGANIZATION:**

- A. The secretary is appointed by the president of the association.
- B. The term is one year and duties are assumed upon the assumption of office of the president.
- C. In case of vacancy, the president will appoint a new secretary.

**IV. CONDUCT OF BUSINESS:** It shall be the responsibility of this office to keep accurate records of the association.

**V. DUTIES AND RESPONSIBILITIES:**

- A. Be familiar with the constitution and by-laws of the association and the operating code of the respective office.
- B. Attend all meetings of the association and of the BOD.
- C. Record the minutes and submit for the president's approval.
- D. Send a copy of the minutes to the members of the BOD within ten days after each meeting.
- E. Give a report of BOD minutes at meetings.
- F. Notify BOD of all meetings at least thirty days prior to the meeting except for meetings ruled as emergency by the president.
- G. Assist the president in compiling roster of BOD and committee members.
- H. Record all amendments/revisions in the constitution/by-laws, operating codes, and any other record of a permanent nature.
- I. Perform any other duties as directed by the president.
- J. Keep copies of all official correspondence, reports, policies, procedures, operating codes, etc.
- K. Advise/assist the incoming secretary of responsibilities.

**VI. EXPENDITURES AND FINANCES:** There is no budget for this office. Funds may be requested from the BOD.

**OPERATING CODE FOR EXECUTIVE DIRECTOR OF THE  
ARKANSAS ASSOCIATION FOR HEALTH,  
PHYSICAL EDUCATION, RECREATION, AND DANCE**

- I. NAME:** The name of this office shall be executive director of the Arkansas Association for Health, Physical Education, Recreation, and Dance.
- II. PURPOSE:** This office will serve as the headquarters for the association.
- III. ORGANIZATION:** The executive director shall be appointed by the BOD for a term of office as voted by the BOD.
- IV. DUTIES AND RESPONSIBILITIES:**
  - A.** Serve as liaison between the association and the (a) state legislators, (b) public/private schools, (c) State Department of Education and (d) various boards that govern state education.
  - B.** Receive dues/other monies, pay all encumbrances with the approval of the BOD, keep a record of all transactions, and prepare a financial report for each BOD meeting.
  - C.** Keep permanent records of the association, inform officers of their duties, keep the constitution and policies of the association and advise the BOD as to those policies.
  - D.** Serve as a member of the membership committee and keep a continuing record of membership.
  - E.** Prepare/update annual list of members.
  - F.** Prepare ballots/resumes of candidates for elections.
  - G.** Serve as state reporter to the AAHPERD and the SD associations.
  - H.** Prepare financial report for the fiscal year to the president.
  - I.** Assist the convention committee/BOD in selecting the convention site and making arrangements with hotel/officials at the convention location.

- V. EXPENDITURES AND FINANCES:** The budget approved by the association includes expenses for attendance at the Alliance president-elects' conference and the Alliance and Southern District conventions. Additional expenditures must be approved by the BOD.

**OPERATING CODE FOR THE STUDENT SECTION OF THE ARKANSAS ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE**

- I. NAME:** The name of this section shall be the student section of the general division of the Arkansas Association for Health, Physical Education, Recreation, and Dance.
- II. PURPOSES:** (page 11)
- III. ORGANIZATION:**
- A.** Membership shall be open to any HPERD major and/or minor in any Arkansas institution of higher education upon payment of dues.
- B.** Officers and sponsors for the section shall be co-chairs and a faculty sponsor (all non-voting).
- C.** Officers shall be rotated from school to school each year according to the following order:
- University of Arkansas at Fayetteville  
 University of Central Arkansas, Conway  
 University of Arkansas at Monticello  
 Arkansas Tech University, Russellville  
 Arkansas State University, Jonesboro  
 Henderson State University, Arkadelphia  
 Southern Arkansas University, Magnolia  
 University of Arkansas at Pine Bluff
- D.** Procedures for selection of co-chairs:
1. The co-chairs shall be the president of the majors club or a student designated by the school.
  2. The school which is to hold office during the following year shall be designated at the time of election of other ArkAHPERD officers. Any school may decline if it wishes, in which case the next school in order shall be designated.

**V. DUTIES OF THE OFFICERS:**

**A.** It shall be the duty of the co-chairs to:

1. Preside at all meetings of the section.
2. Carry on the business of the section.
3. Appoint student committees as deemed necessary.
4. Attend BOD meetings and represent section as a voting member.
5. Assume responsibility for section programs presented at the state convention.
6. Present an annual report of section's activities to the BOD.
7. Keep record of the following for succeeding co-chairs:
  - a. Constitution/by-laws of the association.
  - b. Operating code for the section.
  - c. Section correspondence
  - d. Projects and committee work, including personnel involved.
8. Publicize events and dispense information to the section members.
9. Provide information for the *Arkansas AHPERD Newsletter*.
10. Attend the SD or Student Leadership Development Conference.

**B.** It shall be the duty of the faculty sponsor to:

1. Serve as advisor to the co-chair in fulfilling his/her responsibilities.
2. Urge students to send articles/related materials to selected agencies throughout the state.
3. Represent the student section at BOD meetings.
4. Assume program responsibilities with the co-chairs for the annual state convention.



5. Be responsible for co-chairs serving as Arkansas delegates to the Alliance and Southern District conventions and performing all duties therein required.

**VI. EXPENDITURES AND FINANCES:** There is no budget for this office. Funds may be requested from the BOD.

**Note:** The operating codes for the president, president-elect, past-president, program coordinator, secretary, executive director, and student section may be amended or revised by following the procedures if such amendments or revisions do not contravene the constitution and by-laws:

- A.** The proposed amendments/revisions then be approved by the constitution committee of the association.
- B.** The proposed amendments/revisions then be approved by the BOD thirty days prior to the state convention.

## **STANDING COMMITTEES**

The standing committees shall include the following:

(2) Constitution	(3) Honor Award	(1) Executive Committee
(5) Legislative	(6) Publications	(4) Necrology
(8) Student Scholarship	(9) Student Research Awards	(7) District Organization
(11) Membership	(12) Teacher of the Year Awards	(10) Higher Educator of the Year

## **GENERIC OPERATING CODE FOR ALL STANDING COMMITTEES**

### **I. ORGANIZATION**

- A.** These are standing committees so committee members shall be association members.
- B.** The president shall appoint the chair and committee members unless otherwise noted. The chair and committee members may be reappointed when the current term expires.

### **II. CONDUCT OF BUSINESS**

- A.** A committee shall meet as deemed by the chair or do business by letter or telephone.
- B.** The chair shall make an annual report of committee work to the BOD.
- C.** It shall be the responsibility of each committee to promote worthwhile projects for the purpose of furthering and enhancing the work of the association.

### III. DUTIES AND RESPONSIBILITIES

- A. It shall be the duty of the chair to (a) preside at all committee meetings and report the results to the president and the BOD and (b) keep a record of all committee activities that can be conveyed to new committee members as they are appointed.
- B. It shall be the duty of committee members to study the operating codes and by-laws of the association and the committee and perform other duties as delegated by the president.

### IV. EXPENDITURES AND FINANCE

Committees have no budget but requests can be made to the BOD through the president.

### V. AMENDMENTS AND REVISIONS

- A. The operating code may be amended or revised, if such amendments or revisions do not contravene the constitution and by-laws of the association.
- B. Proposed amendments/revisions must be approved by the Constitution Committee and then by the BOD at least thirty days prior to the state convention.

### SPECIFIC OPERATING CODES FOR EACH STANDING COMMITTEE

#### A. Executive Committee (4 members as specified below)

- |                             |                                 |
|-----------------------------|---------------------------------|
| (1) Standing President      | (2) Standing President-elect,   |
| (2) Standing Past-president | (3) Standing Executive Director |

The purpose shall be to act as representatives for ArkAHPERD in establishing and maintaining appropriate promotion of health, physical education, recreation and dance throughout the state of Arkansas. It shall be the duty of each member to (a) abide by the ArkAHPERD constitution, (b) address and make decisions regarding budgetary and finance concerns, (c) make recommendations for consideration by the BOD, (d) evaluate salaried positions and make appropriate recommendations to the BOD each year and (e) submit slate of items to be voted upon by the BOD at least thirty (30) days prior to board meetings. The committee shall access and make recommendations to the BOD on any item of concern brought forward by an association member.

#### B. CONSTITUTION (3 members appointed by president)

The purpose shall be to annually review the constitution. It shall be the duty of each member to (a) study the constitution to make recommendations and (b) review recommendations by members for consideration by the BOD. The committee shall screen recommendations whole.

#### C. CONVENTION (3 members)

The purpose is to coordinate all convention activities which shall include: program development, program printing, site coordination, hospitality, registration, communications, and recruitment of convention exhibitors. The executive director shall be responsible for (a) delegating and coordinating areas of concern and (b) maintaining all records. Members include the past-

president, program coordinator, & executive director. With assistance from the Journal and Newsletter editors, the executive director shall yearly update the price structure for exhibition and advertising in conjunction with the convention, with approval of the BOD.

**D. DISTRICT ORGANIZATION** (12 members appointed by president)

This committee shall serve as a networking structure for dissemination of information for the association, whose purpose shall be to coordinate the activities of the districts. The chair shall maintain records, names, and addresses of the district coordinators in the six districts.

Two coordinator for each of the six districts (see **Appendix C**) one in higher education and one public school person shall act as liaisons between the association and the district organization. The sponsoring institution of higher education shall be designated by the BOD and the appropriate administrator of the sponsoring institution shall be asked for an endorsement of the district coordinator. Each district shall hold one meeting/workshop annually for area public school personnel.

**E. HIGHER EDUCATOR OF THE YEAR AWARD** (4 members)

The purpose shall be to annually select the outstanding higher educator of the year. The committee shall consist of the four members: past chair of the higher education section (who shall chair the committee), chair and chair-elect of the higher education section, and the president. The qualifications for nominees and committee procedures are in **Appendix A**.

**F. HONOR AWARD** (5 members appointed by president)

The purpose shall be to conduct the honor awards program of the association. The committee shall consist of the chair and four other former Honor Award recipients, all appointed by the president. The qualification for nominees and committee procedures are in **Appendix B**.

**G. LEGISLATIVE** (7 members appointed by president)

The purpose is to discover the intent/meaning of legislation pertaining to education and the association; to inform members of legislation advantageous to the profession, and to organize campaigns to combat adverse legislation and develop support for good legislation. Members shall consist of a chair and member from each of the 6 association districts (see **Appendix C**).

Duties shall be to determine a list of lay persons/legislators throughout the state who are friends of the HPERD; to discover names of association members who are acquainted with legislators; to organize a committee in each district to keep the membership informed of legislative developments; to discover outstanding people (educators, business personnel, etc.) willing to testify before legislative committees on behalf of the HPERD; to develop working relationship with the State Department, State Board, and Board of Higher Education; to inaugurate campaigns for or against legislation through personal visits, telephone calls, and letters; and to enlist the aid of other organizations whenever possible (NEA, PTA, AMA, etc.).

**H. STUDENT SCHOLARSHIP** (4 members appointed by president)

The purpose is to award the (a) Newman McGee, Jr. Scholarship of \$500; (b) Jeff Farris, Jr. Scholarship of \$200; (c) Past-Presidents' Scholarship of \$200 & (d) John Hosinski Scholarship of \$200. Qualifications for nominees and committee procedures are in **Appendix D**.

**I. MEMBERSHIP** (Executive Director & 4 members appointed by president)

The purposes are to plan, promote, encourage, and execute, through special projects, an increase in membership. It is the duty of each committee member to study the possibilities for the profession, particularly as they concern Arkansas, and to promote projects for consideration and approval by the membership committee; to request suggestions for increasing the membership; and to screen membership incentives, drives, and projects. Projects initiated within the committee or outside the committee and approved by the BOD may be carried out by the committee or by a special committee appointed by the president. The Executive Director shall provide current membership lists to the committee chair; propose projects in the fields of HPERD subject to BOD approval and, further, to analyze the financial status of the association and make budget recommendations for consideration and approval by the BOD. Projects may be initiated by the committee or members by submitting the proposal to the BOD for approval.

**J. NECROLOGY** (4 members appointed by president)

The Necrology Committee shall keep a register of deaths of all association members in memory of what they have contributed to the fields of HPERD. Anyone who has retired or transferred to another field of endeavor may be included in this record, providing he/she was active in the association. Members include the chair and a member from each of the seven districts. Deaths of members shall be reported by committee members with a brief biographical sketch containing dates of birth and death, training, accomplishments, and memoirs left by the deceased. The chair (a) keeps a register of deaths and reports to the president and to the editors of the Arkansas Journal and Newsletter, Southern Links, Journal of PERD and Update; and (b) presents a report to the general membership at the state convention. Files are passed on to subsequent chairs for the historic record.

**K. PUBLICATIONS** (2 members)

The purpose is to promote/publicize the activities and research of the members of the association in the Arkansas Journal, the Arkansas AHPERD Newsletter, Southern Links, and other various publications. The committee includes the editors of the journal and newsletter. Other members and sub-committees shall be appointed as needed. The committee will solicit and review appropriate materials for possible publication; collect and disseminate news from all areas of the state and all divisions and sections within the association; prepare features required by the members of Arkansas AHPERD; and coordinate appropriate displays of publications of the American Alliance at the state convention.

**L. STUDENT RESEARCH AWARDS** (3 members)

The purpose is to honor outstanding student research within Arkansas. Additionally, the award shall serve to encourage students to engage in research and submit their work for presentation. The committee shall consist of the Chair, Chair-elect, and Past-chair of the research section. Qualifications for nominees and committee procedures are in **Appendix F**.

**M. TEACHER OF THE YEAR AWARDS** (5 members appointed by president)

The purpose is to select the outstanding teachers of the year in health education, elementary physical education, secondary physical education, and dance in higher education. The qualifications for nominees and committee procedures are listed in the **Appendix G**.

**APPENDIX A  
HIGHER EDUCATOR OF THE YEAR AWARD**

**I.** Each candidates must:

- A. Be employed by an institution of higher education in Arkansas.
- B. Be a member of the association.
- C. Have served the profession of HPERD for a period of at least 3 years prior to nomination.
- D. Be a person of high moral character and personal integrity who has made outstanding and noteworthy contributions to the advancement of teaching, research, and/or service to Arkansas.

**II.** Application Procedures

- A. Any association member who resides in the state may nominate a candidate by sending a copy of the candidate's qualifications to the committee chair by September 15.
- B. A nomination invitation shall be mailed to each HPER Department Chair in Arkansas institutions of higher education, along with rules for nominating, criteria for selection, and a cover letter about the award.

**III.** Committee Procedures: The chair shall present each committee member with a complete list of candidates to be considered for the current year. This shall include qualifications/biographical sketch of each candidate.

**IV.** Recognition and Presentation

- A. The chair shall (a) submit a copy of the award recipient's qualifications to the president and executive director by October 1; (b) insure that the award recipient is in attendance at the Awards' Luncheon for the presentation; and (c) present the award.
- B. The executive director shall be responsible for making arrangements for the actual award. The chair shall submit an itemized account of the expenses incurred for the preparation of the award.

**V.** Amendments and Revisions (See Generic Code)

## **APPENDIX B HONOR AWARD**

### **I. Each candidate must:**

- A. Be at least 30 years of age and possess a Master's Degree or its equivalence/or higher. Either of these qualifications may be waived by a unanimous vote of the committee.
- B. Have served the profession of HPERD for a period of at least 5 years prior to the nomination.
- C. Be a current member of the association. Former members who have retired from professional work may be exempt from this requirement.
- D. Be a person of high moral character and personal integrity who has made outstanding and noteworthy contributions to the advancement of HPERD in Arkansas.

### **II. Application Procedures for Nominations**

- A. Any association member may submit nominations for the honor award by sending 6 copies of the candidate's qualifications to the committee chair by September 15.
- B. An invitation to submit names of candidates for the honor award shall appear annually in the newsletter or the Arkansas Journal.
- C. If possible, candidates shall not be advised they are nominated for the honor award.

### **III. Committee Procedures:**

- A. All committee correspondence is to be regarded as confidential, and therefore, should not be shared with anyone other than committee members.
- B. Nominations with the required information shall be submitted to the committee chair no later than September 15. As soon as nominations are received the chair shall screen all nominees according to the eligibility requirements. The chair shall then supply the committee with(a) a copy of the operating code and (b) the complete information concerning current nominees.
- C. The number of honor awards to be presented in one year shall not be more than four. However, the committee may elect not to present any awards. The committee shall endeavor not to concentrate the honor award in any one area or educational level.

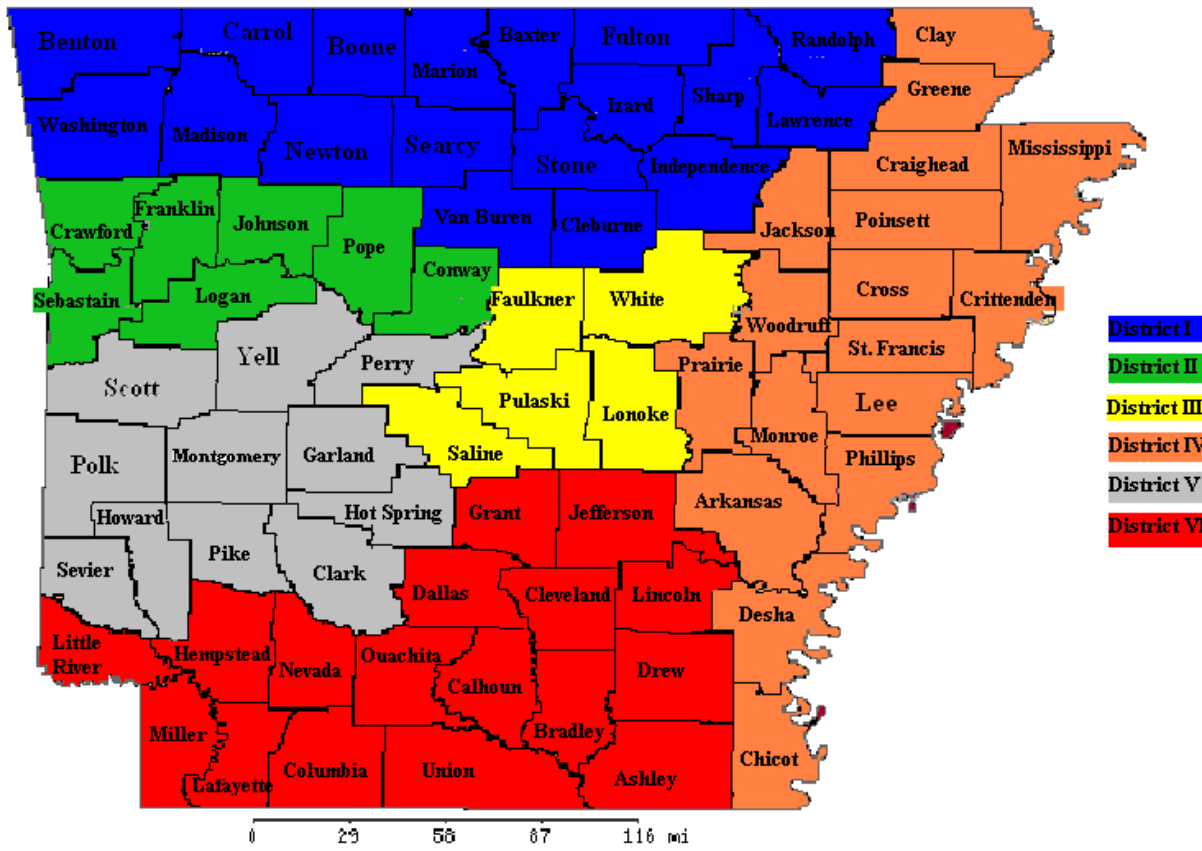
### **IV. Recognition and Presentation**

- A. The executive director shall prepare an awards' program for distribution. The chair shall conduct the presentation of the honor award at the annual convention of the association.
- B. The chair shall submit an itemized account of expenses incurred for the certificates and program preparation to the executive director and receive remuneration from the association.
- C. Complete information shall be added by the committee chair to the ongoing committee file. This ongoing file will be passed on to the subsequent chair for historic preservation.

### **V. Amendments and Revisions (see Generic Code)**

### APPENDIX C ArkAHPERD DISTRICTS BY COUNTY

#### ArkAHPERD District Map



## **APPENDIX D**

### **STUDENT SCHOLARSHIP**

#### **I. Each candidate must:**

- A. Be an undergraduate student with a declared major in the field of HPERD in an Arkansas college/university of his/her choice.
- B. Have a minimum overall grade point average of 2.5 on a 4.0 scale and have completed a minimum of 60 credit hours.
- C. Submit all information required on the application form (see **Appendix E**).

#### D. Be a member of ArkAHPERD

#### **II. Application Procedures**

- A. Any qualified student may apply.
- B. Any association member may submit a nomination of a qualified (see above) student by sending 4 copies of the candidate's application papers to the committee chair by October 15.

#### **III. Committee Procedures:** Applications shall be reviewed by each committee member who will rank

order the applicants, with "1" being the first choice, "2" being the second choice, etc. Committee members will submit their rank order of candidates to the chair. The chair will total the rankings. The candidate with the lowest total will receive the McGee scholarship; the candidate with the second lowest total will receive the Farris scholarship; and the candidate with the third lowest will receive the Past-Presidents' scholarship. A tie will be broken by the chair. The scholarship recipients will be announced at the awards' luncheon at the state convention.

#### **IV. Recognition and Presentation**

- A. The chair shall notify the scholarship recipients, the executive director, and president of the recipients. The chair shall (a) invite the recipients to attend the state convention as guests of the association and (b) present the scholarship awards at the designated meal.
- B. The chair shall submit an itemized account of expenses incurred for reimbursement from the association. The chair is responsible for all press releases and publicity.

#### **V. Amendments and Revisions (see Generic Code)**



**APPENDIX E**  
**SCHOLARSHIP APPLICATION**

Date \_\_\_\_\_

Candidate: \_\_\_\_\_

College/University: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Age: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade Point Average: \_\_\_\_\_ Hours completed as of October 15: \_\_\_\_\_

Background in HPERD (activity involvement)

Other activities and accomplishments (use reverse side if needed):

Submit a brief paper entitled, "Why I Have Chosen the Health, Physical Education, Recreation, and/or Dance Profession for a Career."

Include a recent photograph.

Include an up-to-date college/university transcript.

Include 3 letters of recommendation to support candidacy.

**APPENDIX F**  
**STUDENT RESEARCH AWARD APPLICATION**

The purpose of the award is to honor outstanding student research within Arkansas. Additionally, the award will serve to encourage students to engage in research and submit their work for presentation.

Each candidate must:

- A. Be an undergraduate/graduate student member of the association
- B. Present data-based research, yet historical, philosophical, or case-study research may be considered.
- C. Submit a manuscript with a cover letter with an address and telephone number
- D. Prepare the manuscript using RQES guidelines, that is, the manuscript should:
  1. Be typed, double-spaced, on 8.5 x 11 inch paper.
  2. Not exceed 28 pages including references and tables.
  3. Conform to Pub. Manual of the American Psychological Association (including figures and tables).
  4. Include an abstract with key words at the end
  5. The manuscript should contain (in the following order) a(an):
    - a. Title page
    - b. Blind title page
    - c. Abstract
    - d. Text with statement of the problem, literature review, procedures, description of the subjects, data analyses, and discussion/conclusions/recommendations.
    - e. References
    - f. Footnotes
    - g. Tables
    - h. Figure with captions
    - i. Acknowledgments
- D. The manuscript with cover letter must be submitted to the Research Section Chair by September 15.

- E. A maximum of three papers will warrant an award.
- F. Papers selected by the committee for consideration of an award MUST be presented, in an oral or poster format, by the student at the state convention.

#### Committee Procedures

- A. Papers shall be evaluated according to research procedures appropriate to the allied disciplines of HPERD and must be received by the designated deadline, September 15.
- B. Papers will be rank ordered by each member of the committee from 1 to however many are submitted. One will be the highest rank, 2 second highest, etc.
- C. The paper with the lowest total score will be the 1st place paper, 2nd lowest total score will be the 2nd place paper, and the 3rd lowest total score will be the 3rd place paper. In the event of duplicate scores, each paper will warrant an award for the student researcher.
- D. In the event that fewer than three papers are received. Monetary awards shall be: first place, \$100.00; second place, \$50.00; and third place, \$25.00.

#### III. Recognition and Presentation

- A. The chair of the committee will (a) be responsible for preparing appropriate publicity for announcing the award recipient(s) and notifying all applicants of the committee's decision; and (b) present the award(s) and make the presentation(s) at the Awards' Luncheon. The executive director will be responsible for the checks to be awarded.

## **APPENDIX G**

### **TEACHER OF THE YEAR (TOY) AWARDS**

#### **I. Each candidate must:**

- A. Have served the profession of health, dance, elementary physical education, or secondary physical education for a period of at least 3 years prior to the nomination.
- B. Be a member of the association.
- C. Be a person of high moral character and personal integrity who by their leadership and industry have made outstanding and noteworthy contributions to the advancement of teaching health, dance, or physical education in the state.
- D. Be employed by a public school or higher education system in the state or other public health agency (health award).

#### **II. Application Procedures (see **Appendix H**)**

- A. Any association member who resides in the state may submit names of candidates by sending the completed TOY Nomination Form to the Committee Chair by **May 15**.
- B. An invitation to submit names of candidates for the TOY awards shall appear in the Arkansas Journal.

#### **III. Committee Procedures**

- A. At the fall BOD meeting, the chair shall supply the committee members with (a) a copy of the operating code, (b) a list of candidates who have received the TOY award in the past, (c) a list of candidates considered the previous year, but who did not receive an award, and (d) a complete list of candidates with supporting forms, to be considered for the current year. The committee shall choose 4 TOY award recipients one each for health education, dance, elementary physical education, and secondary physical education.

#### **IV. Recognition and Presentation**

- A. The chair shall submit a copy of all award recipients' qualifications and nominations for the TOY awards to the president and executive director. The chair is responsible for press releases and publicity.
- B. The chair will notify the award recipients and request that they attend the state convention for recognition and presentation.
- C. The executive director shall (a) be responsible for the awards and (b) prepare an awards' program for distribution at the Award's Luncheon. The chair shall make the presentations at the Awards' Luncheon.

**APPENDIX H**  
**TEACHER OF THE YEAR NOMINATION FORM**

Categories (check one):

- Elementary Physical Education Nominee
- Secondary Physical Education Nominee
- Middle School Physical Education Nominee
- Health Education Nominee
- Dance in Higher Education Nominee

---

College/University \_\_\_\_\_

Home Address \_\_\_\_\_

---

Home Phone \_\_\_\_\_

Education:

Professional Experience:

Related Activities:

Include 3 letters of support, speaking to the candidates qualifications.

**APPENDIX I**  
**ARKANSAS AHPERD OFFICER NOMINATION CONSENT FORM**

Date \_\_\_\_\_

To \_\_\_\_\_

From \_\_\_\_\_  
Division/Section Chair

You have been selected as a prospective candidate for the office of \_\_\_\_\_  
of the Arkansas Association for Health, Physical Education, Recreation, and Dance for the year \_\_\_\_\_.

All candidates must be members of ArkAHPERD.

Your written consent and a vita (sent to me) is required before your name can be placed on the ballot.  
Please check the appropriate space below and return this form to me by \_\_\_\_\_.

\_\_\_\_\_ I cannot accept this nomination.

\_\_\_\_\_ I will accept the nomination and assume the following responsibilities of the office if elected:

1. Attend the 3 meetings of the board of directors.
2. Assist the division vice-president or section chair.
3. Follow the operating code of this office.
4. Assume the office for the year \_\_\_\_\_.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX J**  
**ArkAHPERD OFFICER APPLICATION**

**Office** \_\_\_\_\_

**VITA**

**A. Biographical**

Name \_\_\_\_\_

Please furnish a photo

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Present Position \_\_\_\_\_

**B. Education:**

<u>Degrees</u>	<u>Institution</u>	<u>Year</u>	<u>Major</u>
----------------	--------------------	-------------	--------------

**C. Professional Experience:**

<u>Position</u>	<u>Employing Institution</u>	<u>Dates</u>
-----------------	------------------------------	--------------

**D. Service to Arkansas AHPERD**

**E. Service to American Alliance for HPERD**

**F. Publications/Presentations** (may attach on separate page)

**APPENDIX K**  
**ArkAHPERD CONVENTION PROGRAM PROPOSAL**

DIVISION/SECTION \_\_\_\_\_

CHAIR \_\_\_\_\_

SPEAKER \_\_\_\_\_

TITLE OF RESENTATION \_\_\_\_\_

\_\_\_\_\_

BRIEF  
DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROGRAM DAY/TIME REQUESTED (check one)

Thursday PM       Friday AM       Friday PM

---

TYPE OF PROGRAM:

Lecture     Participation     Other (specify) \_\_\_\_\_

TYPE OF ROOM SEATING:

Theater     Round Table     Perimeter

Describe if necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

EQUIPMENT NEEDED:

Podium/microphone

Tables

Other--describe \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_