

Operating Code for Board of Directors

1. Name

The name of this governing body shall be the Board of Directors of the Texas Association for Health, Physical Education, Recreation, and Dance, an affiliate of the American Alliance for Health, Physical Education, Recreation, and Dance.

2. Purpose

The Board of Directors shall initiate and transact all business of the association except those functions specifically assigned to the Representative Assembly or delegated by the *Bylaws* to Divisions, Sections, Committees, or other groups.

3. Organization

- 3.1. The Board of Directors shall consist of the President, President-elect, immediate Past President, Vice Presidents, Vice Presidents-Elect, immediate Past Vice Presidents, and Chair and Chair-elect of the Student Section. The TAHPERD Executive Director is an ex officio, non-voting member.
- 3.2. Consultants to the Board of Directors are, but not limited to, the agents from the Texas Education Agency, the Governor's Commission on Physical Fitness, the Jump Rope and Hoops for Heart Task Force, and the Parliamentarian. Consultants do not initiate action or vote.
- 3.3. A Board member missing two called meetings without sufficient excuse will be automatically eliminated from the Board. Decisions concerning "sufficient cause" will be made by the Executive Committee.
- 3.4. The Officers of the Board of Directors shall consist of the President, President-elect, immediate Past President, Vice Presidents, Vice Presidents-Elect, and immediate Past Vice Presidents, and Executive Director. The TAHPERD Executive Director is an ex officio, non-voting member.
- 3.5. The Executive Committee of the Board of Directors shall consist of the President, President-elect, immediate Past President, and the Executive Director.

4. Conduct of Business

- 4.1. The Board of Directors shall hold an annual meeting at the site of and immediately preceding the annual state convention. A second annual meeting shall be scheduled in conjunction with the convention planning meeting (usually held in the Spring). Other meetings may be called by the President or by the written requests of a majority of the Board of Directors.
- 4.2. Fifty (50%) percent plus one or more members of the Board of Directors shall constitute a quorum for the transaction of business. A majority or 2/3 vote, depending on the business being transacted, will be determined by those voting.
- 4.3. The following are specific duties to be performed by the Board of Directors:
 - 4.3.1. Receive and review reports and take definitive action on reports from the President, President-elect, immediate Past President, Divisions, Sections, Committees, and Regions.
 - 4.3.2. Adopt and manage the annual budget, approve contractual agreements, and establish policies governing the investment of funds.
 - 4.3.3. Select the individual to serve in the position of Executive Director.
 - 4.3.4. Confirm recommendations of the President of persons to serve on Standing Committees.
 - 4.3.5. Determine the dates and approve the host city for the annual state convention.
 - 4.3.6. Establish policies and guidelines for the program and other activities of the annual state convention.
 - 4.3.7. Approve recommendations for additional state meetings or regional workshops sponsored by the Association.
 - 4.3.8. Establish registration fees for the annual state convention, other state meetings, and regional workshops.
 - 4.3.9. Adopt operating codes for the Board of Directors, the Officers of the Board, the Executive Committee of the Board, Divisions, Sections, Committees, and other structures of the Association except for the Representative Assembly.
5. The Officers of the Board of Directors shall hold a convention planning meeting (usually in the Spring immediately in advance of the Board of Directors meeting) at the site of the annual state convention. A quorum shall consist of six officers present at a meeting. The following are specific duties to be performed by the Officers of the Board:
 - 5.1. Approve plans for the annual state convention, including:
 - 5.1.1. Schedule for the program of the annual state convention.
 - 5.1.2. Recommendations for programs as submitted in the Preliminary Reports for Convention Programs.
 - 5.1.3. Recommendations of the Executive Committee for general session speakers and programs.
 - 5.1.4. Recommendations from the Executive Director and Director for Convention and Meetings for the location and operation of registration, exhibits, convention headquarters, and information and hospitality booths.
 - 5.2. Discuss and submit recommendations to the Board of Directors and the Representative Assembly on matters for which the bodies are responsible.
 - 5.3. Evaluate the structure and operation of the association and initiate such action as deemed necessary and desirable.
6. The Executive Committee of the Board of Directors shall meet at a place and time as determined by the President in consultation with other members of the committee. The purpose of the committee is to ensure the coordination of the activities of the different structures within the association and the continuity of the programs from year to year. The following are

included in the specific duties of the committee:

- 6.1. Supervise the Divisions, Sections, Committees, and other structures.
- 6.2. Determine matters that should be placed on the agendas for meetings of the Officers, the Board of Directors, and the Representative Assembly.
- 6.3. Determine when matters should be referred to these bodies by a mail ballot.
- 6.4. Determine the disposition of requests from AAHPERD and other organizations and agencies.
- 6.5. Advise the President of the formation, purpose, and personnel for President's Committees.
- 6.6. Select the speakers for general sessions in the annual convention and summer conference.
7. All elected officers and/or appointed committee chairs are expected to attend the annual TAHPERD Leadership Conference as well as the annual state convention.

Adopted by the Board of Directors December 1974

Amended:

<i>December</i>	<i>1985</i>
<i>April</i>	<i>1986</i>
<i>December</i>	<i>1995</i>
<i>December</i>	<i>1996</i>
<i>November</i>	<i>2000</i>
<i>November</i>	<i>2001</i>
<i>April</i>	<i>2003</i>
<i>May</i>	<i>2004</i>