

Texas Association for Health, Physical Education, Recreation, and Dance

OPERATING CODE FOR FINANCE COMMITTEE

1. Name

- 1.1. The name of this committee shall be the Finance Committee of the Texas Association for Health, Physical Education, Recreation, and Dance.

2. Purpose

- 2.1. The purposes of the Finance Committee are as follows:
 - 2.1.1. To prepare an annual budget for the operation of the Association, including the state convention. Such a budget shall include an estimation of income and authorized expenditures and shall be submitted to the Board of Directors for approval.
 - 2.1.2. Be responsible for an annual audit (internal or external) of the association's financial records to ensure compliance with the annual budget.
 - 2.1.3. To establish procedures for accountability in expenditures, i.e., establish a travel policy, develop forms and procedures to be used in reimbursing expenses and paying bills, and ensure maintenance of other appropriate financial records.
 - 2.1.4. All elected officers and/or appointed committee chairs are expected to attend the annual Leadership Conference as well as the annual state convention.

3. Organization

- 3.1. The committee shall be organized as a Standing Committee of the association.
- 3.2. The committee shall consist of eleven (11) voting members, including the President-elect (*ex officio*) as Chair, President (*ex officio*), Past President (*ex officio*), Chair of the Trustees (*ex officio*), immediate past Convention Manager (*ex officio*), and four (4) appointed members including one (1) representative from the current Board of Directors. The TAHPERD Executive Director is an *ex officio*, non-voting member.
- 3.3. Individuals appointed by the President shall serve a five-year (5) term with exception of the representatives from the Board who shall serve until their tenure on the Board shall end.
- 3.4. Appointed members who have served a full five-year term may not be immediately reappointed.
- 3.5. The terms of appointed members shall be rotated with one person being appointed each year. (Board representative appointment is an exception.)
- 3.6. Appointments shall be made to ensure that at least two of the eleven members of the committee are men and at least two are women, and that at least two members are from the elementary and secondary schools and two are from the colleges or universities.

4. Operation

- 4.1. The committee shall meet at least two (2) times annually as follows: a meeting at the TAHPERD office prior to the Spring Board of Directors meeting, and a second meeting at the site of the annual convention (time and place to be designated by the Chair).
- 4.2. Requests for expenditures shall be submitted to the Committee Chair by February 15 proceeding the fiscal year for the budget being planned.
- 4.3. The budget shall cover the period from June 1 to May 31, the fiscal year approved by the Internal Revenue Service.
- 4.4. The budget shall include the estimated income and authorized expenditures and shall be in sufficient detail to ensure sound financial practice.
- 4.5. The budget shall be prepared in adequate time for it to be submitted to the Board of Directors at its Spring meeting.
- 4.6. When an external audit is done an internal audit is not required. The report of an external audit will be mailed to all Finance Committee members upon completion. The external auditor upon request of the Finance Committee will personally present the report to the Finance Committee at the annual convention.

Adopted by the Board of Directors December 1968

Amended:

November	1984
April	1986
September	1986
February	1993
December	1993
December	1994
May	1996
April	1998
May	2004