

- 4.5. The committee shall annually review the documents that govern or affect the TAHPERD office staff. These include but may not be limited to the following:
 - 4.5.1. Contract of the Executive Director
 - 4.5.2. Policy and Procedures for TAHPERD Employees
 - 4.5.3. TAHPERD Travel Policy
 - 4.5.4. Employee Benefits received in addition to salary
 - 4.5.5. Job descriptions
 - 4.5.6. Past President process for ED surveys
- 4.6. The committee shall provide written reports of its activities of each meeting to the Board of Directors. Each report should also include any recommendations that require approval of the Board of Directors or Representative Assembly. Each report is to be emailed to the Executive Director so that distribution can be made to the Board of Directors 21 days prior to their spring and fall meetings. A report of the annual evaluation of the Executive Director shall be presented to the Board at its spring meeting.

Adopted by the Board of Directors: December 1993

Amended:

<i>December</i>	<i>1994</i>	<i>April</i>	<i>2002</i>	<i>April</i>	<i>2009</i>
<i>April</i>	<i>1998</i>	<i>April</i>	<i>2003</i>		
<i>April</i>	<i>2000</i>	<i>May</i>	<i>2004</i>		

Operating Code for Physical Education Committee

1. Name

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

2. Purpose

- 2.1. The purpose of the Committee shall be to initiate and conduct projects designed to improve programs in physical education in public and private elementary and secondary schools, in the colleges and universities, in non-school groups and agencies, and in the community.
- 2.2. All elected officers and/or appointed committee Chairs are expected to attend the annual TAHPERD Leadership Conference as well as the annual state convention.
- 2.3. The Committee shall be responsible for the selection of the Professional / Educator of the Year Awards for physical education in: elementary school, middle school, and high school categories.

3. Organization

- 3.1. The committee shall be organized as a Standing Committee of the association.
- 3.2. The committee shall consist of nine (9) members, including the Chair.
- 3.3. Three (3) of the nine (9) members shall be the Vice President, Vice President-elect, and the immediate Past Vice President of the Physical Education Division. The remaining six (6) members and the Chair shall be the immediate Past Vice President of the Physical Education Division and approved by the Board of Directors.
- 3.4. Committee members shall serve for three-year (3) terms with two (2) persons being appointed each year and one (1) person becoming a member by being elected Vice President-elect for Physical Education.
- 3.5. Appointments shall be made to ensure that at least three (3) of the members are from the elementary and/or secondary schools, that at least three (3) are from colleges and universities, and that at least three (3) are men and at least three (3) are women.
- 3.6. Individuals appointed from colleges and universities must be designated physical educators in teacher preparation programs approved by the Texas Education Agency. Those appointed from the elementary and/or secondary schools must hold a teaching certificate in physical education (or possess the equivalent in training and experience) and must have the major portion of their teaching assignment in physical education (pedagogy).
- 3.7. Individuals who have served a full three-year (3) term may not immediately succeed themselves as committee members.

4. Operation

- 4.1. The following are examples of matters to which the committee should direct attention in order to carry out the purpose as stated in Section 2, above:
 - 4.1.1. Selection of physical education Professional / Educators of the Year Awards.
 - 4.1.2. Scope and sequence of activities in the physical education program.
 - 4.1.3. Resource materials and curriculum guides for physical education.

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- 4.1.4. Standards for teacher preparation programs.
- 4.1.5. Recruitment, selection, and retention of majors in physical education.
- 4.1.6. Standards in physical education for accreditation of the public schools.
- 4.1.7. Standards for physical education in colleges and universities.
- 4.2. Major projects such as scheduling and conducting conferences, making extensive surveys, and those involving considerable interaction with individuals and groups outside the Association must be approved by the Board of Directors before they are conducted.
- 4.3. Recommendations and materials developed by the Committee are to be prepared for approval by the Board of Directors and/or Representative Assembly as appropriate. Upon approval these items would then be forwarded by the President to the designated individuals or groups as the official recommendation of the Association.
- 4.4. The Committee shall make an annual report to the Board of Directors outlining the activities conducted during the year and containing any recommendations that require approval by the Board of Directors and/or Representative Assembly. The annual report is due to the TAHPERD Office thirty (30) days prior to the Board of Directors' meeting so that distribution can be made to Board members prior to their Spring and Fall meetings.
- 4.5. The provisions of 4.1.4 do not preclude the committee from submitting recommendations at other times during the year and for such recommendations to be submitted to the Board of Directors or Representative Assembly for approval by mail or electronic ballot. The Executive Committee of the Board of Directors has the responsibility of determining when matters shall be referred to these bodies for mail or electronic ballot.

5. Awards

- 5.1. The names of the awards governed by this Committee are: Elementary Physical Educator of the Year, Middle School Physical Educator of the Year, and High School Physical Educator of the Year.
- 5.2. The purpose of these awards is to:
 - 5.2.1. Encourage and recognize outstanding teaching and professional involvement by educators/professionals in the various areas of physical education.
 - 5.2.2. Serve as TAHPERD's nomination of these individuals, where appropriate, as candidates for the District and National awards given through the American Alliance for Health, Physical Education, Recreation, and Dance (SHAPE America).
- 5.3. Criteria – candidates must:
 - 5.3.1. be professionals in physical education.
 - 5.3.2. have major responsibility for teaching, programming, or administering physical education.
 - 5.3.3. serve as positive role models epitomizing the values and desired outcomes of physical education.
 - 5.3.4. demonstrate enthusiasm for the profession and her/his role in it.
 - 5.3.5. show interest in, and sensitivity to, the needs of students, clients, and fellow professionals.
 - 5.3.6. utilize various methodologies and implement creative, innovative, safe, and effective courses/programs in physical education.
 - 5.3.7. assume responsibility for her/his professional growth and evidence professional commitment through membership and involvement in local, state, and national HPERD organizations.

6. Nomination/Application

- 6.1. Requests for nominations are to be published in the Spring issue of the *TAHPERD Journal* and/or newsletter and through online nomination forms at the TAHPERD website.
- 6.2. At the time of nomination, nominees must have been members of TAHPERD for three (3) years.
- 6.3. Any educator/professional who meets the criteria outlined may apply personally for the awards or be nominated by a colleague.
- 6.4. Nominations may be submitted on the form distributed at the Convention or online on the TAHPERD website.
- 6.5. Additional data must be submitted upon request to the Physical Education Committee Chair.
- 6.6. Current TAHPERD Division Vice Presidents, past award recipients, and members of the Physical Education Committee are not eligible as candidates.
- 6.7. See the Operating Code for the Awards Committee for a timeline for nominations, balloting, and notification of award recipients.
- 6.8. Brief biographies will be prepared by the Physical Education Committee Chair for inclusion in the Awards Program and the *TAHPERD Journal*.
- 6.9. These awards will be presented at the annual convention with proper recognition and certificate or plaque.
- 6.10. TAHPERD award recipients are encouraged to attend the annual convention and Awards Dinner for recognition by their colleagues.
- 6.11. Descriptions of the award recipients are to be published in the Fall issue of the *TAHPERD Journal*.
- 6.12. All materials pertaining to TAHPERD award recipients will be submitted, by the appropriate deadline, by the TAHPERD Office to the appropriate committee chair in the Southern District SHAPE America to be considered for the District award. District recipients are encouraged to attend the Southern District SHAPE America Convention. Materials concerning District recipients will then be submitted for consideration at the national level (SHAPE America).

6.13. To be eligible for District or National awards, recipients must be members of SHAPE America.

Adopted by Board of Directors: December 1975

<i>Amended:</i>	<i>April</i>	<i>1986</i>
	<i>November</i>	<i>2001</i>
	<i>December</i>	<i>2008</i>
	<i>April</i>	<i>2011</i>

Operating Code for Recreation Committee

1. Name

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

2. Purpose

- 2.1. The purpose of the committee shall be to initiate and conduct projects designed to improve programs in recreation in public and private elementary and secondary schools, in the colleges and universities, in non-school groups and agencies, and in the community.
- 2.2. All elected officers and/or appointed committee chairs are expected to attend the annual TAHPERD Leadership Conference as well as the annual state convention.
- 2.3. The Committee shall be responsible for the selection of the Recreation Professional of the Year Award.

3. Organization

- 3.1. The committee shall be organized as a Standing Committee of the Association.
- 3.2. The committee shall consist of nine (9) members, including the Chair.
- 3.3. Three (3) of the nine (9) members shall be the Vice President, Vice President-elect, and the immediate Past Vice President of the Recreation Division. The remaining six (6) members, and the Chair shall be the immediate Past Vice President of the Recreation Committee and approved by the Board of Directors.
- 3.4. Committee members shall serve three-year (3) terms with two (2) persons being appointed each year and one (1) person becoming a member by being elected Vice President-elect for Recreation.
- 3.5. Appointments shall be made to ensure that at least two (2) of the members are from the elementary and/or secondary schools, that at least two (2) are from colleges and universities, and that at least three (3) are men and at least three (3) are women.
- 3.6. Individuals appointed to this committee must be actively engaged in recreation, Intramurals, or recreation education.
- 3.7. Individuals who have served a full three-year (3) term may not immediately succeed themselves as committee members.

4. Operation

- 4.1. The following are examples of matters to which the committee should direct attention in order to carry out the purpose as stated in Section II, above:
 - 4.1.1. Selection of Recreation Professional of the Year
 - 4.1.2. Plan annual division workshop
 - 4.1.3. Organizational structures and procedural guides for recreation programs.
 - 4.1.4. Resource materials and curriculum guides for recreation programs.
 - 4.1.5. Standards for professional preparation programs for recreation leaders.
 - 4.1.6. Recruitment, selection, and retention of majors in recreation
 - 4.1.7. Standards for recreation in colleges and universities.
 - 4.1.8. Standards for school and community recreation.
- 4.2. Major projects such as scheduling and conducting conferences, making extensive surveys, and those involving considerable interaction with individuals and groups outside the association must be approved by the Board of Directors before they are conducted.
- 4.3. Recommendations and materials developed by the committee are to be prepared for approval by the Board of Directors and/or Representative Assembly as appropriate. Upon approval, the President would then forward these items to the designated individuals or groups as the official recommendation of the Association.
- 4.4. The committee shall make an annual report to the Board of Directors outlining the activities conducted during the year and containing any recommendations that require approval by the Board of Directors and/or Representative Assembly. The annual report is due to the TAHPERD Office thirty (30) days prior to the Board of Directors Spring and Fall meetings so that distribution can be made to Board members prior to their meeting.