

**MONTANA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE**

BY-LAWS

ARTICLE I – NAME

Section 1. This association shall be called the Montana Association for Health, Physical Education, Recreation and Dance (hereinafter referred to as the Association).

ARTICLE II – RELATIONSHIP TO AAHPERD AND NWDA

Section 1. The Montana Association of Health, Physical Education, Recreation, and Dance shall be represented in the Alliance Assembly of the American Alliance for Health, Physical Education, Recreation and Dance and the Board of Directors of the Northwest District Association of AAHPERD.

Section 2. The President of the association and other members of the Association, as appointed by the President with the approval of the Board of Directors, will present the *MTAHPERD* at the Alliance Assembly. The number of individuals representing *MTAHPERD* is allocated on the basis of national membership.

Section 3. The President of the Association, the Executive Director, or the Montana Representative to *NWD* according to the *NWD* Bylaws, will represent the *MTAHPERD* on the *NWD* Board of Directors.

ARTICLE III – ORGANIZATION

Section 1. The Association shall contain five divisions as follows: (a) Health, (b) Elementary Physical Education, (c) Secondary Physical Education, (d) Recreation, and (e) Dance. Each division is organized to serve the professional interests of closely related subordinate groups. Each division shall be headed by a Vice-President.

ARTICLE IV – MEMBERSHIP

Section 1. Professional membership shall be open to all persons engaged professionally in Health, Physical Education, Recreation, or Dance upon payment of annual dues. Professional members shall have the right to vote and hold office.

Section 2. Student membership shall be open to all students enrolled in professional preparation programs in Health, Physical Education, Recreation and/or Dance upon the payment of annual dues. Student members shall have the

right to vote and hold office as Student Representative on the Board of Directors.

Section 3. The membership years in from *August 1 – July 13*.

Section 4. The fiscal year is from *June 1 – May 31*.

ARTICLE V – EXECUTIVE BOARD/BOARD OF DIRECTORS

Section 1. The *MTAHPERD* Executive Board shall consist of 4 voting members: President; President-Elect; Past-President; Treasurer; and 2 non-voting members: secretary, Executive Director(s).

Section 2. The *MTAHPERD* Board of Directors shall consist of 10 voting members: President; President-Elect; Past-President; Treasurer; Vice-President for Health; Vice-President for Elementary Physical Education; Vice-President for Secondary Physical Education; Vice-President for Recreation; Vice-President for Dance; and Student Representative, and 10 non-voting members: Executive Director(s); State Supervisor of Health Enhancement; Montana Representative to *NWD*; Secretary; Student Representative Advisor; Jump Rope for Heart/Hoop Coordinator; Newsletter Editor; Membership Coordinator; Public Relations Coordinator; Archivist/Historian; and the Convention Manager.

Section 3. It shall be the duty of the Board of Directors to take the initiative in formulating policies of the *MTAHPERD*. The Board of Directors shall keep a record of its proceedings and make reports thereof to the membership at the annual convention. The Board of Directors shall adopt all Operating Codes and approve any revisions deemed necessary. Between regular meetings of the *MTAHPERD*, the Board of Directors shall act as the legislative administrative body of the Association. Board of Directors legislation is subject to review at the regular Business Meetings of the *MTAHPERD*.

Section 4. The Executive Board shall have the discretion to replace any non-functioning member of the Board of Directors.

ARTICLE VI – OFFICERS

Section 1. President

It shall be the duty of the President to:

- A. preside at all meetings and to enforce all rules and regulations relating to the administration of the *MTAHPERD*;

- B. call meetings of the *MTAHPERD* Board of Directors and/or Executive Board when deemed necessary, or when requested to do so by the Board of Directors;
- C. appoint the members of all *MTAHPERD* committees. The President may appoint ad hoc committees as he/she or the Executive Board deems necessary. The President shall be an ex-officio member of all committees.
- D. demonstrate leadership through the coordination of the duties and responsibilities of respective Board members;
- E. initiate and respond to correspondence in a timely manner with copies of appropriate correspondence to members of the Board of Directors;
- F. appoint a Secretary to keep written records of the proceeding of the *MTAHPERD*, the Board of Directors, and the Executive Board;
- G. submit written twice annual reports for the Board of Directors.

Section 2. President-Elect

It shall be the duty of the President-Elect to:

- A. serve as the presiding officer in the absence of the President;
- B. attend the AAHPERD Leadership Development Conference in Washington, D.C.;
- C. attend all meetings of the Board of Directors and the Executive Board;
- D. prepare tri-annual written reports to the Board of Directors.

Section 3. Past-President

It shall be the duty of the Past-President to:

- A. serve as Chair of the Nomination Committee and be an ex-officio member of the Constitution Committee;
- B. serve as advisor to the President;
- C. mentor new board members into knowledgeable transition of duties;
- D. prepare tri-annual reports to the Board of Directors.

Section 4. Chair Pro Tempore

In the event of the absence of the *MTAHPERD*, President and the President-

Elect from any meeting of the *MTAHPERD* or Board of Directors, the Immediate Past-President or Treasurer, in that order, shall preside.

Section 5. Treasurer

It shall be the duty of the treasurer to:

- A. receive all dues and money payable to the *MTAHPERD* and enter such records in the appropriate books. All moneys payable by the *MTAHPERD* shall be paid by checks signed by the Treasurer and recorded in the proper books;
- B. prepare and have duplicated a complete itemized record of all income and expenses. This written itemized financial record is to be distributed to the membership at the annual meeting of the *MTAHPERD*;
- C. keep the Treasurer's books up-to-date and balanced with bank statements and have an annual review preformed;
- D. become bonded;
- E. submit annual tax report to the AAHPERD;
- F. prepare tri-annual reports for the Board of Directors.

Section 6. Vice-President for Health, Elementary Physical Education, Secondary Physical Education, Recreation and Dance

It shall be the duty of the Vice-Presidents to:

- A. promote their areas of interest and serve as the liaison to the corresponding NW District and National organization;
- B. serve on the Convention Program Planning Committee to plan sessions and promote their disciplines at the annual convention of the *MTAHPERD*;
- C. attend all board meetings;
- D. perform such duties as designated in the Operating Codes or as assigned by the President;
- E. submit tri-annual report to the Board of Directors.

Section 7. Student Representative

It shall be the duty of the Student Representative to:

- A. serve as Chairperson for the student sessions at the annual Convention;
- B. attend all Board meetings;

C. perform such duties as designated in the Operating Codes or as assigned by the President;

D. submit tri-annual reports to the Board of Directors.

ARTICLE VII – NOMINATION AND ELECTION OF OFFICERS

Section 1. Nominations

A. The nominating committee, appointed by the President and consisting of the Past-President, shall present a slate of candidates for offices at the annual convention meeting.

B. There shall be an opportunity to nominate candidates from the floor prior to election of officers.

Section 2. Qualifications for Office

A. Each candidate shall be a member in good standing with the Montana Association for Health, Physical Education, Recreation and Dance.

Section 3. Elections

A. Schedule of Elections:

1) President-Elect to be elected annually.

2) Vice-President for Health, Elementary Physical Education, Secondary Physical Education, Recreation, and Dance to be elected every two years.

a. Vice-President for Health, Dance and Secondary Physical Education to be elected in odd number years.

b. Vice-President for Recreation, Elementary Physical Education and Student Representative to be elected in even numbered years.

3) Treasurer to be elected every three years. 2006-2009, 2009-2012, -etc.

B. Election Procedures:

1) Elections shall be decided in a secret ballot at the time of the annual convention meeting, by a simple majority vote of the active membership present and voting; otherwise, the two persons with the highest number of votes shall again be voted upon.

- 2) Officers shall be elected by a majority of votes cast at the annual convention meeting.
- 3) The Nominating Committee shall be responsible for coordinating the election procedures.
- 4) The results of the elections shall be announced by the President at the annual convention.
- 5) Failure to properly perform the duties of the office or failure to attend all Executive Board meetings, may be cause for removal from office. Removal from office may be initiated by any active/paid member with a two-thirds vote of the Board of Directors.

Section 4. Term of Office:

- A. All newly elected officers shall take office at the conclusion of the annual convention immediately after the election.
- B. The President shall serve a three-term; one year as the President-elect followed by one year as President and one year as Immediate Past-President.
- C. The Vice-Presidents for Health, Elementary Physical Education, Secondary Physical Education, Recreation, Dance, and the Student Representative shall serve two-year terms.
- D. The Treasurer shall serve for three years.

Section 5. Vacancies

- A. In the event of the President's death or resignation, the President-Elect shall finish the remainder of the President's unexpired term. In the event of the death or resignation of both the President and the President-Elect, the Past President shall call a meeting of the Board of Directors who shall then elect among themselves a President who will finish the unexpired term.
- B. In the event of the death or resignation of the President-Elect, the Board of Directors shall nominate at Least two persons for the office; and submit the ballot by mail to the members of the *MTAHPERD*. All ballots must be returned within fifteen days to be eligible for counting by the Executive Director(s) or appropriate designee (appointed by the President). The Executive Director(s) or designee will tally the votes and present the results at a special meeting of the Board of Directors for certification of the New President-Elect,

C. Vacancies occurring on the Board of Directors, with the exception of the Stat Supervisor of Health Enhancement and those mentioned in above sections, shall be filled by the President, with the Board of Directors approval.

ARTICLE VIII – STATE SUPERVISOR OF HEALTH ENHANCEMENT

Section 1. It is the duty of the State Supervisor of Health Enhancement to serve in an advisory capacity and as a liaison between the *MTAHPERD*, state agencies, and other organizations.

Section 2. This individual shall serve as a non-voting member of the Board of Directors.

ARTICLE IX – APPOINTED POSTIONS

Section 1. Executive Director(s)

The Executive Director(s) will be appointed by the Executive Board after the Nominating Committee submits a recommendation. This appointment is made for a three-year term, contingent upon acceptable annual performance appraisals by the Board of Directors.

Section 2. Montana Representative to NWDA Board of Directors

The President with the approval of the Board of Directors for a two-year term will appoint the State Representative. This individual will assist the President in representing the *MTAHPERD*'s interests at the NWDA Board of Directors meetings.

Section 3. Jump Rope/Hoops for Heart Coordinator

The Jump Rope/Hoops for Heart Coordinator will be appointed by the President with the approval of the Board of Directors. This individual must be an AAHPERD member. The Coordinator will direct the *MTAHPERD*'s involvement in Jump Rope/Hoops for Heart and serve as the primary liaison with the American Heart Association affiliate.

Section 4. Newsletter Editor

The Newsletter Editor shall be appointed, when appropriate, by the President with the approval of the Board of Directors. This individual will be responsible to prepare and publish the *MTAHPERD* newsletter.

Section 5. Membership Coordinator

The Membership Coordinator shall be appointed, when appropriate, by the President with the approval of the Board of Directors. This individual will be responsible to keep a complete file of all state memberships and solicit new members for the Association.

Section 6. Public Relations Coordinator

The Public Relations Coordinator shall be appointed, when appropriate, by the President with the approval of the Board of Directors. This individual will be responsible to promote interest in the Association.

Section 7. Student Representative Advisor

The Student Representative Advisor shall be appointed, when appropriate, by the President with the approval of the Board of Directors. This individual must be a faculty member from the Student's Representative's college or university and will act as a liaison between the students and the professional membership.

Section 8. Secretary

The Secretary shall be appointed by the President and serve a one-year term. This individual will prepare minutes of all board and business meetings of the *MTAHPERD* and send copies to the appropriate members.

Section 9. Convention Manager

The Convention Manager will be appointed by the President with the approval of the Board of Directors. This individual will be responsible for the annual convention.

Section 10. Archivist and Historian

The Archivist and Historian shall be appointed, when appropriate by the President with the approval of the Board of Directors.

ARTICLE X – COMMITTEES

Section 1. Standing Committees

There shall be the following Standing Committees of the *MTAHPERD* whose members shall be appointed by the President with the approval of the Executive Board, unless designated by title of office. All committee member must be members in good standing in the *MTAHPERD*.

- a. **Nominations Committee.** This committee will consist of the Immediate Past- President, who shall serve as Chair, and two members appointed by the President. The committee shall be responsible for selecting the slate of candidates and for coordinating the election procedures.
- b. **Membership Committee.** This committee shall be composed of a Chairperson and other members, and the number to be determined by the need. The members will be appointed by the President with the approval of the Executive Board. Committee members will assist the Chair in obtaining memberships and in promoting interest in

MTAHPERD in given areas of the state.

- c. **Convention Program Planning Committee.** The membership of the Convention Program Planning Committee shall be the Vice-President Elects of the disciplines, the Student Representative, the Convention Manager and the *MTAHPERD* President-Elect serving as Chair.

Section 2. Ad Hoc Committees

Ad Hoc Committees shall be appointed by the President whenever deemed necessary. Such committees are subject to the approval of the Board of Directors and shall cease to function as soon as the specific tasks for which they have been completed. Examples of such committees are Constitution, By-Laws, Operating Codes Committees, and the Futures Committee.

ARTICLE XI – OPERATING CODES

Section 1. Each member of the Board of Directors, whether elected or appointed, shall have an operating code. Appointed positions which do not serve on the Board of Directors and Standing Committees shall have Operating Codes.

Section 2. All Operating Codes shall be approved by the Board of Directors. These Operating Codes shall be kept up-to-date and maintained in the *MTAHPERD* Documents Booklet.

ARTICLE XII – MEETING OF THE *MTAHPERD*

Section 1. Annual Business Meeting

- A. There shall be at least one business meeting of the *MTAHPERD* each year to be held in conjunction with the annual convention.
- B. The Convention Program Planning Committee, in consultation with the President, shall choose the specific time and place of the annual business meeting.
- C. Special meetings of the *MTAHPERD* may be called at any time by the President with the approval of the Board of Directors. The membership shall be notified one month in advance.
- D. The President is responsible for preparing the agenda for the annual business meeting.
- E. All members of the *MTAHPERD* shall be allowed both voting and speaking privileges.
- F. The Student Section business/election meeting shall occur during the annual

convention.

Section 2. Executive Board/Board of Directors

- A. There shall be five meetings annual of the Executive Board and the Board of Directors. There shall be a fall meeting, a pre-convention meeting, a post-convention meeting a winter meeting, and a spring meeting.
- B. Notification for the site and time of all Executive Board and the Board of Directors meeting must be sent one month in advance by the President.
- C. An agenda shall be sent at the time of the call to meeting.
- D. All candidates for office shall be sent an agenda for the Post-Convention Board of Directors Meeting.
- E. A quorum of the Board of Directors shall be half of the voting members, plus one.
- F. The President shall vote only to break a tie or cause a tie.
- G. When deemed necessary, the President may call a special meeting of the Executive Board. Upon two-thirds vote of the Executive Board, the President shall convene the Board of Directors.

Section 3. Manner of Acting.

A majority of the votes entitled to be cast on a matter, whether by the membership of the Board of Directors, shall be necessary for adoption unless a greater proportion is required by the Constitution or the Bylaws, which require a two-thirds vote approval for change.

Section 4. Voting by Mail

Any action, which may be taken at a meeting of members, may be taken without a meeting by mail vote conducted in such a manner, as the Board of Director shall determine. Voting by mail shall only be employed as an emergency procedure. At least four weeks must be allowed to distribute and collect votes. Those members voting on an officially conducted mail vote of the *MTAHPERD* Membership shall constitute a quorum.

ARTICLE XIII – ANNUAL CONVENTION

Section 1. A Convention shall be conducted annually.

Section 2. The Board of Directors on consultation with the President shall approve the site of the annual Convention.

Section 3. The annual Convention shall be conducted under the general supervision of the Convention Manager. The program and schedule shall be coordinated by

the Conference Program Planning Committee.

Section 4. Convention publicity will be received by the membership at least one month prior to the Convention through the *MTAHPERD* Newsletters and/or flyers from the President. The publicity will include program topics, speaker, schedules, costs, and housing.

ARTICLE XIV – NEWSLETTER AND WEB PAGE

Section 1. The Association shall publish the Montana Newsletter of Health, Physical Education, Recreation and Dance.

Section 2. The Newsletter Editor shall publish such other materials as may be directed by the Board of Directors.

Section 3. The President along with the Executive Director(s) will maintain and direct the Webmaster to post updates to the *MTAHPERD* web site.

ARTICLE XV – ASSOCIATION AWARDS

Section 1. The Association may honor individuals for meritorious service in the profession of health, physical education, recreation, and dance or in allied fields of science and education by such awards as may be approved by the Board of Directors.

ARTICLE XVI – FINANCES

Section 1. The fiscal year of the *MTAHPERD* shall be from *June 1 through May 31*.

Section 2. The proposed annual operating budget for the upcoming fiscal year shall be prepared by the Treasurer and submitted to the Executive Board and Board of Directors for review and action at the Pre-Convention Executive Board meeting.

Section 3. The current fiscal year operating budget shall be prepared by the Treasurer and submitted at the spring board meeting for review and action.

Section 4. Members of the Board of Directors and individuals in appointed positions shall carry out their assigned responsibilities in accordance with the General Financial Guidelines and approved budget allocations.

Section 5. All authorized expenses of the *MTAHPERD* will be paid by the Treasurer in accordance with the General Financial Guidelines and approved budget allocations. Expenses above approved budget amounts must be authorized

by the Board of Directors before they may be expended and paid by the Treasurer.

ARTICLE XVII – RULES OF ORDER

Section 1. Questions of procedure shall be decided according to *Robert's Rules of Order*, newly revised, unless provided in the Constitution and Bylaws.

ARTICLE XVIII – AMENDMENTS

Section 1. Proposed amendments to the Constitution and/or Bylaws must be submitted in writing to the President for review. The President shall submit all proposed amendments to the members of the Board of Directors for approval.

Section 2. Upon approval by the Board of Directors, all proposed amendments to be acted upon at the Annual Business meeting shall be distributed to the membership in the *MTAHPERD* Newsletter prior to the Annual Business meeting.

Section 3. An affirmative vote equivalent to two-thirds of the members attending the Annual Business meeting shall be required for approval of proposed amendments.

Revised: 1975, 1979, 1985, 1988, 1990, 1992, 1993, 1994, 2001, 2004, 2008

***MT AHPERD* GENERAL FINANCIAL GUIDELINES**

Budget Preparation

1. The annual operating budget shall be prepared by the Treasurer and submitted to the Board of Directors for review and action at the Pre-Convention Board meeting.
2. Budget preparation shall be based on income and expenditure records of the previous two years and anticipated income and expenses. The proposed budget should show actual income and expenditures for the two previous years as well as proposed budget.
3. The fiscal year is from *June 1* through *May 31*. All allocated funds not encumbered by *May 31* will revert back to the general fund.
4. The Treasurer's books will be audited at the end of each fiscal year. The President will appoint three *MT AHPERD* members who have an understanding of financial matters to audit the books and report the audit findings to be Board at the spring meeting.

Disbursement of Funds

1. All authorized expenses of the *MT AHPERD* will be paid by the Treasurer when accompanied by an expense voucher and necessary receipts.
2. Expenses above approved budget amounts must be authorized by the Executive Board before they may be expended and/or before the Treasurer may pay them.

Authorized Expenditures

Official *MT AHPERD* expenses will be paid in accordance with the following policies as authorized by the Board of Directors.

1. *Officers:* Funds to meet expenses in carrying out the duties of their office, not to exceed the yearly allocation.
2. *Discipline Vice-Presidents:* Funds to meet the expenses incurred in carrying out the duties of their office.
3. *Standing Committees:* Funds to meet the expenses to carry out their duties.
4. *Board Members:* As listed in Budget Categories Authorized Allocations.
5. Allocations authorized by special action of the Board of Directors at an official Board meetings.

Budget Categories and Allocations

1. Board of Directors Meetings;

Board members expenses are paid for travel, meals, substitute teacher, and lodging for Board Meetings as listed in the "Travel and Per Diem Policy".

2. Those non-voting board members invited by the President will also receive expenses.

3. Officers:

Necessary fund to meet expenses incurred in carrying out the duties of the office.

Budgeted amount are:

President:	1,500.00
President Elect:	3,500.00
Past President:	500.00

4. Convention Manager:

Sufficient funds to initiate the Convention. This allocation is an advance of the budgeted convention monies and must be identified in all Convention financial reports.

500.00

5. Committees:

Necessary funds incurred in carrying out duties:

Awards, Scholarship, Membership

1,500.00

6. Contingency:

Necessary funds to meet unbudgeted expenses and to meet special identified needs. Recommended a minimum of

1,000.00