



CONSTITUTION

Revised and Approved 2/20/23.

ARTICLE I - NAME

This Organization shall be known as the **NEW JERSEY ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE.**

ARTICLE II - PURPOSE

MISSION STATEMENT

The New Jersey Association for Health, Physical Education, Recreation, and Dance (NJAHPERD) is a nonprofit professional organization dedicated to advancing quality health education, physical education, recreation, dance education and athletics through professional development, programming, advocacy, and collegial exchange. The Association promotes the development of healthy active lifestyles for New Jersey's students, educators, and community members.

The purposes of the association shall be:

1. To provide an opportunity for personnel in the disciplines of health, physical education, recreation, and dance of the state of New Jersey to unite in one association.
2. To stimulate, support, and encourage professional growth of the members of the association.
3. To increase public understanding and appreciation of the importance and value of these fields as they contribute to human welfare and enrichment.
4. To encourage the continuous improvement of professional standards for personnel and programs.
5. To affiliate and cooperate with state and national education organizations and other groups interested in human welfare and enrichment.



6. To keep abreast of, to monitor, and to disseminate information; to initiate, when necessary, legislation to improve health, physical education, recreation and dance programs in schools and communities.

ARTICLE III - ORGANIZATION

The Association shall be organized into divisions as provided in the BYLAWS.

ARTICLE IV - MEMBERSHIP

The Association shall consist of members as provided by the BYLAWS.

ARTICLE V - GOVERNMENT

The business of the Association shall be conducted by the Executive Board and committees constituted as provided by the BYLAWS.

ARTICLE VI - AMENDMENTS

Amendments to the CONSTITUTION may be proposed at any time by an active member of the association, by the Executive Board, or by a constitutional committee. All proposed amendments must be approved by the Executive Board at a regularly scheduled Executive Board meeting by a two-thirds (2/3s) affirmative vote of the members present, providing there is a quorum as described in Article II, Section 1g, of the BYLAWS. Prior to the vote, proposed changes to the CONSTITUTION must be discussed and noted in the minutes of at least one previous Executive Board meeting with a written announcement distributed to board members (regular mail or email) at least 7 days before the planned vote.



BYLAWS

Revised and Approved 2/20/23.

NEW JERSEY ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE

ARTICLE I - MEMBERSHIP

Section 1.

Membership in the Association shall be designated as:

- a. Professional
- b. Retired
- c. Honorary
- d. Future Professional
- e. New Professional
- f. Commercial
- g. Organization
- h. Life

Section 2.

Professional membership shall be extended to persons certified and professionally engaged in or interested in the support of one or more of the disciplines of health, physical education, physical activity, athletics, recreation, and dance.

Section 3.

Retired membership with full privileges shall be available to retired persons (dues will be set by the Executive Board).

Section 4.

Honorary membership may be extended to persons outside NJAHPERD deemed worthy of this distinction upon approval of the Executive Board. Honorary members shall receive NJAHPERD publications without charge.

Section 5.

Future professional membership shall consist of those students' attending colleges or universities and preparing for a profession in health, safety, physical education, physical activity, athletics, recreation, dance, and related fields.

Section 6.

New professional membership shall apply to recent college graduates and first year, teachers. This is a one-time opportunity.



Section 7.

Organization Partner membership may be extended to organizations upon approval of the Executive Board.

Section 8.

Commercial membership shall be extended to a company, firm, or organization selling products or services to schools, agencies, institutions, organizations, and professionals in the areas of health, physical education, physical activity, recreation, dance, and athletics.

Section 9.

Lifetime membership shall be extended to those professionals who pay lifetime dues of \$1,000.00. These members will receive all Association services.

Section 10.

The annual dues shall be determined by the Executive Board.

ARTICLE II – GOVERNMENT

Section 1. Executive Board

a. The Executive Board shall consist of the following:

Elected Members

1. President
2. President-Elect
3. Immediate Past President
4. Vice President for Health
5. Vice President-Elect for Health
6. Vice President for Physical Education
7. Vice President-Elect for Physical Education
8. Vice President for Physical Activity
9. Vice President-Elect for Physical Activity
10. Vice President for Dance
11. Vice President-Elect for Dance

Appointed Members with Voting Privileges

1. Advisor to the Future Professionals
2. President for Future Professionals
3. Advocacy Coordinator
4. Awards Committee Chairperson



5. Equity, Diversity, and Inclusion Committee Chairperson
6. NJEA Liaison
7. Retirees Network Coordinator
8. Social Media Coordinator

Appointed Members without Voting Privileges

1. Executive Director
 2. HPE Supervisor Liaison
 3. NJDOE Liaison
 4. Parliamentarian
 5. Treasurer/Business Manager
 6. Vice President for Future Professionals
- b. It shall be the role of the Executive Board to initiate, transact, and conduct all the business of the Association.
- c. It shall be the duty of the Executive Board to approve stipends for the Executive Director and Treasurer/Business Manager as established and recommended by the Finance and Personnel Committee.
- d. It shall be the duty of the Executive Board to further the purposes of the Association as stated in the CONSTITUTION, establish policies and procedures, recommend legislation to the membership, and elect honorary members.
- e. All elected board positions and designated voting appointed positions shall be entitled to one vote. In the event that an Executive Board member holds two roles for their position (i.e., Past President, Nominations Committee Chairperson), they are entitled to only one vote.
- f. The Executive Board shall hold no fewer than three (3) meetings during the fiscal year. Special meetings may be called by the President or at the written request of five (5) members of the Executive Board.
- g. One more than half the number of voting members of the Executive Board shall constitute a quorum for the transaction of business.
- h. Members of the Executive Board shall submit a written report on activities to the President three times per fiscal year in December, March, and June.
- i. An Executive Board member may not hold more than one NJAHPERD voting position.



Section 2. Executive Division

- a. The Executive Division shall consist of the President (Chairperson), President-Elect, Immediate Past President, Executive Director (ex-officio), and Treasurer/Business Manager (ex-officio).
- b. Meetings of the Executive Division may be scheduled between or before meetings of the Executive Board. The primary responsibility of the Executive Division is to discuss and plan issues to be raised under old/new business at meetings of the Executive Board.
- c. The Executive Division may be directed to act on behalf of the Executive Board on selected matters between board meetings. Any action of the Executive Division must be consistent with Executive Board policy and should be reported to the Executive Board at the following board meeting. The Executive Board has the power to rescind actions of the Executive Division except in cases of contractual agreement.

ARTICLE III – ELECTION AND APPOINTMENT OF EXECUTIVE BOARD MEMBERS

Section 1.

A Nominations Committee shall consist of the Immediate Past President (Chairperson), President-Elect, Executive Director and three remaining members selected from the Organizations Past Presidents and/or Current/Past Vice Presidents as recommended by the Committee Chairperson to the President and Executive Board for approval.

Section 2.

All candidates for elected office shall have preparation and/or service in one of the disciplines of the Association as stipulated under the Eligibility section of the respective operating code.

Section 3.

All officers and members of the Executive Board shall be members of NJAHPERD.

Section 4.

Candidates for office must give written or electronic consent to have their names placed in nomination.



Section 5.

The Nominations Committee shall discuss and select a final slate of candidates. The slate is to be approved by the Executive Board, and then presented to the membership for voting.

Section 6.

An election ballot with biographical data of candidates shall be disseminated electronically to each member of NJAPERD by the Executive Director with results returned to the Nominations Committee Chairperson.

Section 7.

The President-Elect and Vice Presidents-Elect shall be elected annually.

Section 8.

The President-Elect shall succeed to the office of President, and the Vice Presidents-Elect to the offices of Vice President of their respective divisions.

Section 9.

The officers and representatives of the Future Professionals Division (President, Vice President, School Representatives) must be a matriculated student in a program related to NJAPERD from a college/university in New Jersey. The student must be a member of NJAPERD prior to appointment. Furthermore, the student must have completed a minimum of 30 credits by the end of the semester of the initial appointment and be enrolled as a student for the duration of their term. The student must be a school representative nominated by their advisor. Candidates interested in a student officer position must submit a letter of intent summarizing their professional aspirations and involvement in NJAPERD to the Future Professionals Advisor(s) for consideration. The Advisor(s) to Future Professionals makes a recommendation to the Executive Board for approval.

Section 10.

All officers shall assume their duties following the Annual Convention.

Section 11.

With the exception of the Finance and Personnel Committee, Nominations Committee and JEM Mini Grants Committee chairpersons of standing committees are appointed by the President of the Organization for a one (1) year term with approval of the Executive Board. At the conclusion of their term, they are eligible for reappointment. The President serves as chairperson for the Finance and Personnel committee for the year of the Presidency, and the Immediate Past President serves as



chairperson of the Nominations Committee and the JEM Mini Grants Committee for one year following the Presidency.

Section 12.

The Executive Director and Treasurer/Business Manager are appointed for a negotiated term with approval of the Executive Board.

Section 13.

Additional positions on the Executive Board including the Advisor to the Future Professionals, Advocacy Coordinator, HPE Supervisor Liaison, NJDOE Liaison, NJEA Liaison, Parliamentarian, Retirees Network Coordinator, and Social Media Coordinator are appointed by the President of the Association to serve during the President's term of office with approval of the Executive Board. At the conclusion of their term, they are eligible for reappointment by the next President.

ARTICLE IV - DUTIES OF EXECUTIVE BOARD MEMBERS

Section 1. The President shall:

- a. Conduct business of the Association according to its Constitution, By-laws and Operating Codes.
- b. Act as the presiding officer of the Executive Board and all general meetings of the Association, as well as an ex officio member of all Divisions and Committees of the Society.
- c. Serve as chairperson for the Finance and Personnel Committee (this assignment does not entitle the President to an extra vote on the Executive Board).
- d. Appoint Chairpersons of Standing Committees and Additional Positions with the approval of the Executive Board.
- e. Assist and oversee the work of the Immediate Past President and Executive Director for the Annual Convention.
- f. Supervise the work of the Executive Director and Treasurer/Business Manager, and conduct an annual evaluation as stipulated in the Operating Codes.
- g. Represent the face of NJAHPERD at NJAHPERD functions and other State, Regional, and National events as their schedule permits.



Section 2. The President-Elect shall:

- a. Assist the President and Immediate Past President in conducting the business of the Association.
- b. Serve as a voting member of the NJAHPERD Executive Board, Finance and Personnel Committee, Nominations Committee, and additional committees as delegated by the President.
- c. Assist the Executive Director and Immediate Past President with the Annual Convention.
- d. Participate in the annual evaluation of the Executive Director and Treasurer/Business Manager.

Section 3. The Immediate Past President shall:

- a. Assist the President and President-Elect in conducting the business of the Association.
- b. Serve as a voting member of the NJAHPERD Executive Board, Finance and Personnel Committee, and additional committees as delegated by the President.
- c. Serve as the Chair of the Nominating Committee and as Chair of the Jacqueline E Malaska Mini Grant Committee (these assignments do not entitle the Immediate Past President to extra votes on the Executive Board).
- d. Collaborate with the Executive Director in planning the Annual Convention.
- e. Participate in the annual evaluation of the Executive Director and Treasurer/Business Manager.

Section 4. The Vice Presidents shall:

- a. Serve as administrative officers of the Divisions as specified in their Operating Codes.
- b. Serve as voting members of the Executive Board of NJAHPERD and attend scheduled meetings.
- c. Solicit presenters for the NJAHPERD Annual Convention, NJEA Convention and Division Workshops.



- d. Assist the Chairperson of the Awards Committee in generating nominations for the Associations awards.

Section 5. The Vice Presidents-Elect shall:

- a. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.
- b. Assist the Vice President in all business, planning and programming for the Division.

Section 6. The President for Future Professionals shall:

- a. Schedule and preside over meetings of the Future Professionals' Division.
- b. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.
- c. Work with the Vice President, School Representatives, and the Advisor(s) to Future Professionals to plan and implement relevant workshops for Future Professionals.
- d. Plan and implement a Future Professional gathering at the Annual Convention.

Section 7. The Vice President for Future Professionals shall:

- a. Assist the President in all business, planning and programming for the Future Professionals Division.
- b. Attend Executive Board meetings of NJAHPERD as a non-voting member. If the President is unable to attend the Executive Board meeting, the vote goes to the Vice President.

Section 8. The Advisor(s) to the Future Professionals shall:

- a. Serve as the advisor to the Future Professionals Division, providing guidance and overseeing activities of the student officers and school representatives.
- b. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings. In the case of two co-advisors the vote for this position will be shared between the advisors.



- c. Provide direction and assistance with planning and implementation of division programming.
- d. Coordinate involvement of student officers and student representatives in activities at the Annual Convention.
- e. Communicate with appropriate personnel at State College/University HPERD departments to promote student involvement in NJAPERD.

Section 9. The Advocacy Coordinator shall:

- a. In collaboration with the Legislative Consultant and Senior Manager of Advocacy at SHAPE America, identify local, state, and national issues that impact the Association.
- b. Serve as a voting member of the NJAPERD Executive Board. Attend meetings and present updates on advocacy efforts to the Executive Board, particularly during active times of the year.
- c. Compile advocacy documents for dissemination at NJAPERD conventions/ workshops, publications, and posting on the Associations web page.
- d. Collaborate with other organizations, alliances, coalitions, and stakeholders to promote NJAPERD's mission.

Section 10. The Awards Committee Chairperson shall:

- a. Oversee the selection of deserving recipients for association awards and the planning of the annual awards banquet.
- b. Serve as a voting member of the NJAPERD Executive Board. Attend meetings and present updates from the Awards Committee to the Executive Board, particularly during active times of the year.
- c. Encourage, assist, and mentor NJAPERD award recipients to pursue Regional Awards and/or National Awards.

Section 11. The Equity, Diversity, and Inclusion Committee Chairperson shall:

- a. Promote a welcoming and equitable environment in NJAPERD for individuals of diverse backgrounds.



- b. Oversee the work of the Committee in developing professional learning opportunities around the subject of equity, diversity, and inclusion.
- c. Serve as a voting member of the NJAHPERD Executive Board. Attend meetings and present updates from the Equity, Diversity, and Inclusion Committee to the Executive Board, particularly during active times of the year.

Section 12. The NJEA Liaison shall:

- a. Attend NJEA affiliate meetings to obtain and integrate information regarding programming for the NJEA Annual Convention.
- b. Coordinate the solicitation of quality programming representing the disciplines of HPE and Dance for the NJEA Annual Convention with assistance from the Vice Presidents.
- c. Serve as a voting member of the NJAHPERD Executive Board. Attend meetings and present updates on NJEA activities and the NJEA Annual Convention to the Executive Board, particularly during active times of the year.

Section 13. The Retirees Network Coordinator shall:

- a. Serve as a liaison between retirees and the Executive Board, maintaining a flow of information regarding issues pertinent to NJAHPERD retirees.
- b. Provide program sessions designed for retirees at the NJAHPERD Annual Convention.
- c. Serve as a voting member of the NJAHPERD Executive Board. Attend meetings and present updates on retiree network activities to the Executive Board, particularly during active times of the year.

Section 14. The Social Media Coordinator shall:

- a. Coordinate messaging across all NJAHPERD Platforms with the Executive Director and President.
- b. Monitor and disseminate appropriate content from other organizations to promote relevant information aligned with the NJAHPERD mission.



- c. Serve as a voting member of the NJAPERD Executive Board. Attend meetings and present updates on social media activities to the Executive Board, particularly during active times of the year.

Section 15. The Executive Director shall:

- a. Perform all duties and obligations prescribed by the job description/contract including, but not limited to, operations management (association operations, membership, finance), collaborations and coordination of events.
- b. Work cooperatively with all officers, committee chairpersons and other members of the Executive Board, as well as Association members.
- c. Maintain communication with SHAPE America regarding NJAPERD activities.
- d. Serve as a non-voting member of the Executive Board, Finance and Personnel Committee, and Nominations Committee and attend scheduled meetings.
- e. Be evaluated yearly by the Finance and Personnel Committee and approved by the Executive Board.

Section 16. The Health and Physical Education (HPE) Supervisor Liaison shall:

- a. Serve as a liaison for NJAPERD to the HPE Supervisors in NJ.
- b. Develop a networking event at the Annual Convention.
- c. Serve as a non-voting member of the NJAPERD Executive Board. Attend meetings and present updates on activities of HPE supervisors to the Executive Board, particularly during active times of the year.

Section 17. The New Jersey Department of Education (NJDOE) Liaison

- a. Act as a liaison to NJAPERD for the New Jersey Department of Education.
- b. Collaborate with NJAPERD on health and physical education events across the state.
- c. Serve as a non-voting member of the NJAPERD Executive Board. Advise the Executive Board on upcoming events and programs that are being sponsored by the NJDOE.



Section 18. The Parliamentarian shall:

- a. Attend Executive Board meetings to see that business of the Association is conducted in accordance with NJAPERD's Constitution and Bylaws and Robert's Rules of Order.
- b. Maintain the internal consistency of the Associations Constitution and By-laws, and the Operating Codes.
- c. Serve as counsel to Executive Board members.

Section 19. The Treasurer/Business Manager shall:

- a. Keep a current record of all deposits, receipts, and withdrawals in a bank approved by the NJAPERD Executive Board.
- b. Pay bills in an expeditious manner (presented to the Finance and Personnel Committee for approval if not in the budget).
- c. Be responsible for maintaining an official account of the Associations financial records and making monthly reports to the Finance and Personnel Committee and then to the Executive Board.
- d. Have the books and accounts of the Association reviewed every third year, and whenever there is a change in Treasurer/Business Manager and/or Executive Director. Present the audit to the Finance and Personnel Committee and then to the Executive Board.
- e. Serve as a non-voting member of the Executive Board and Finance and Personnel Committee and attend scheduled meetings.
- f. Record, transcribe, and submit completed minutes from meetings of the NJAPERD Executive Board and the Finance and Personnel Committee to the Executive Committee (President, President-Elect, Immediate Past President) in a timely manner.
- g. Assist the Executive Director in promoting and advocating the mission of NJAPERD through marketing and public relations.



ARTICLE V - COMMITTEES

Section 1.

Standing Committees shall include:

- a. Awards
- b. Equity, Diversity, and Inclusion
- c. Finance and Personnel
- d. Jacqueline E Malaska (JEM) Mini Grants
- e. Nominations

Section 2.

Chairpersons will be appointed by the President and approved by the Executive Board, except for the Chairpersons of the Finance and Personnel, JEM Mini Grants, and Nominations Committees. The Immediate Past President is designated as the Chairperson for the JEM Mini Grants Committee and Nominations Committee, whereas the President is the Chairperson for the Finance and Personnel Committee.

Section 3.

Membership of the Standing Committees shall be for a one (1) year term, with an option for reappointment in subsequent years. In the case of the Finance and Personnel Committee, membership varies according to the position.

Section 4.

The functions, organization, and methods of procedures of the various committees are set forth in their respective Operating Codes, which shall be reviewed yearly by the Chairperson of that committee with needed changes presented to the Parliamentarian.

ARTICLE VI - DIVISIONS

Section 1.

The Association shall consist of Divisions as follows:

- a. HEALTH
 1. Health Education
 2. Driver and Safety Education
- b. PHYSICAL EDUCATION
 1. Physical Education



2. Adapted Physical Education
3. Related Fields in Human Performance

c. PHYSICAL ACTIVITY

1. Adventure Fitness
2. Lifetime Activities

d. DANCE

1. Dance Education for Physical Educators
2. Dance Education for Adapted Physical Educators

e. FUTURE PROFESSIONALS

1. Health and Physical Education
2. Exercise Science
3. Sports Administration and Management

ARTICLE VII - MEETINGS AND CONVENTIONS

Section 1.

Conventions shall be held annually.

- a. Sessions in conjunction with NJEA
- b. Annual Convention

Section 2.

Division workshops may be conducted at such times and places designated by the respective Vice President as determined by their division and approved by the Executive Board.

ARTICLE VIII - FINANCE

Section 1.

The Executive Board shall approve the Associations budget by May 31 for the following fiscal year.

Section 2.

The fiscal year shall extend from June 1 to May 31.



Section 3.

All funds received by the association are used for education and Organizational-promotional purposes.

Section 4.

Upon dissolution, all 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 Board of Governors shall select.

ARTICLE IX – RESTRICTION ON ACTIVITIES

Section 1.

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 inure 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 rendered to or for the Association in effecting its purpose.

ARTICLE X - PUBLICATIONS

Section 1.

The official Association newsletter shall be called FYI (FOR YOUR INFORMATION).

Section 2.

Brochures and other publications may be disseminated as authorized by the Executive Board.

ARTICLE XI – REPRESENTATIVES

Section 1.

New Jersey Education Association: The President shall appoint a NJEA Liaison to speak for the Society on the NJEA Affiliated Groups Council. When possible, the President should accompany the Representative at the NJEA Affiliates meetings.

Section 2.

NJAPERD Representatives to other groups:

- a. When NJAPERD is entitled to one (1) representative, the President of the Association, or an alternate appointed by the President, shall be the representative.
- b. When NJAPERD is entitled to two (2) representatives, the President and President-Elect, or alternates appointed by the President, shall serve.



- c. When NJAHPERD is entitled to three (3) or more representatives, the President, President-Elect, and appointees of the President, preferably from the Executive Board, shall serve.

ARTICLE XII - AWARDS

Section 1.

The Association may honor individuals for meritorious service in health, physical education, recreation, physical activity, and dance. The Associations awards are:

- a. Driver Education Teacher of the Year Award
- b. Elementary Physical Education Teacher of the Year Award
- c. Middle School Physical Education Teacher of the Year Award
- d. High School Physical Education Teacher of the Year Award
- e. Higher Education Teacher of the Year Award
- f. Mary Jo Young School Health Teacher of the Year
- g. Theresa Purcell Cone Dance Teacher of the Year Award
- h. Thomas Vodola Adapted Physical Education Award
- i. Lilyan B. Wright Future Professional Award
- j. Student Healthy Lifestyle Award
- k. Physical Activity Champion Award
- l. Distinguished Leadership Award
- m. Everett L. Hebel Award
- n. Honor Award

Section 2.

Awards may be conferred in accordance with the BYLAWS and provisions of the Operating Code of the Awards Committee. The awards shall be presented at the Annual Convention.

ARTICLE XIII - RULES OF ORDER

Section 1.

Questions of procedure shall be decided according to ROBERT'S RULES OF ORDER, REVISED, unless otherwise provided in this CONSTITUTION and BYLAWS.



ARTICLE XIV - AMENDMENTS

Section 1.

These BYLAWS may be amended following presentation to the Executive Board by a majority vote of those members present at a regularly scheduled Executive Board meeting. Prior to the vote, proposed changes to the bylaws must be discussed and noted in the minutes of at least one previous Executive Board meeting with a written announcement distributed to board members (regular mail or email) at least 7 days before the planned vote.

Section 2.

Operating Codes may be amended or changed by a majority vote of the Executive Board at any regularly scheduled meeting. There is no expectation that proposed changes to operating codes would be discussed at a previous meeting.

Parliamentarian: Dr. Michele M. Fisher