

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE

4.0

Divisions Operating Code
Revised 4-06-2013

I. NAME: Division

II. PURPOSE:

To provide leadership and coordination for Division development of programs and educational activities to enhance the knowledge of VAHPERD members.

III. ORGANIZATION:

- A. The Division shall be comprised of Sections consistent with the Constitution and Bylaws of VAHPERD.
- B. The Division shall be directed by an Executive Committee consisting of Vice President-Elect, Vice President, and Past Vice President.
- C. Term of office
 - 1. The positions require a three-year commitment: the first year as vice president elect, the second as vice president, and the third as past vice president.
 - 2. Term of office begins immediately following the Representative Assembly at each annual convention.

IV. RESPONSIBILITIES OF THE DIVISION EXECUTIVE COMMITTEE

- A. Develop and implement plans for improving and extending Division-related programs and policies throughout VAHPERD.
- B. Establish procedures to cooperate with other organizations having resources, interests, and functions for improving and expanding programs related to the interests of the Division.
- C. Prepare a Division budget and submit to the Finance Committee through the Executive Director for action by the Board of directors.
- D. Rank order nominees for Vice President Elect and send to Chair of Nominating Committee.

V. DIVISION ELECTION PROCEDURES

- A. Vice Presidents are elected in accordance with the VAHPERD Constitution and Bylaws.

- B. A chair-elect is elected at the Division business meeting at the VAHPERD Convention. At least two nominees for the office should be presented. Prior to the election, a nominee must consent to having his/her name placed in nomination.

VI. RULES OF ORDER:

Questions on procedures at Division and Section meetings shall be decided according to *Robert's Rules of Order*, latest edition except where otherwise specified.

VII. AMENDMENTS:

Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.