

**Georgia Association for Health, Physical Education,  
Recreation and Dance, Inc.**

**BYLAWS**

**ARTICLE I**

*NAME*

The organization shall be named the Georgia Association for Health, Physical Education, Recreation and Dance, Inc (GAHPERD). Here after referred to as The Association.

**ARTICLE II**

*PURPOSE*

The Association is a nonprofit organization exclusively organized for educational purposes under section 501 (C) (3) of the Internal Revenue Code for professionals and students working and/or studying in health, physical education, recreation, dance, and related fields. The Association is dedicated to improving the quality of life for all Georgians by supporting and promoting effective educational practices, quality curriculum, instruction, and assessment in the areas of health, physical education, recreation and dance, and by conducting workshops, seminars, and conferences, in the above stated areas, for all members.

**ARTICLE III**

*MEMBERSHIP*

- Section I. Membership in The Association shall be inclusive of diversity and be designated as Professional, Retired, Honorary, or Future Professional.
- Section II. Professional, Retired, and Future Professional membership in The Association shall be granted upon payment of dues, the amount to be determined in the same manner as amendments as stated in Article XIII of these Bylaws.
- Section III. Honorary membership may be awarded by a two-thirds affirmative vote of the Executive Board.
- Section IV. Only active members shall have the right to hold office and vote in general elections.
- Section V. Future Professional members shall hold office and have voting privileges only within their own elections and shall be a committee within the general division of The Association. The Future Professional Chair serves on the Executive Board as a non-voting member of the Executive Board.
- Section VI. Upon receipt of a baccalaureate degree, Future Professional membership is terminated and the member must become a Professional member.

Section VII. Membership fees shall be paid annually or paid in advance by a multiple-year payment.

**ARTICLE IV**  
**OFFICERS**

Section I. The officers of The Association shall be: President; President-Elect; Past President; four Vice Presidents, representing the four divisions of Health, Physical Education, Dance, & General; four Vice Presidents-Elect, representing the four divisions of Health, Physical Education, Dance, & General, Future Professional Chair, five Member at Large Representatives, Fundraising Chair, Executive Director and Parliamentarian.

Section II. All Vice Presidents-Elect shall be nominated to serve in the field representing his/her primary interests. All Member-At-Large Representatives shall be nominated to serve in the geographical location in which they live.

Section III. The elected officers shall be chosen by ballot at the annual convention of The Association and have voting privileges on the Executive Board. The slate presented by the Nominating Committee may be supplemented by nominations from the floor at the first business meeting, provided written permission of the person nominated has been obtained and is in the hands of the nominator. The nominated individual must also have prepared and be ready to submit the same materials as other candidates to the Nominating Committee prior to the beginning of the voting process.

Section IV. Each elected Vice President shall serve for a period of one year as elect and one year in office or until a successor has been elected. Each Member-At-Large shall serve a one-year term. Officers shall assume duties immediately upon close of the annual state convention at which he or she was elected.

Section V. The President shall serve for a period of one year as elect, one year in office and one year as Past President or until a successor has been elected. The President-elect shall assume duties immediately upon close of the annual state convention at which he or she was elected.

Section VI. The President shall appoint a search committee to advertise the position of Executive Director as needed. This committee shall review applications, conduct interviews and make a recommendation to the Executive Board for approval.

Section VII. The Executive Director shall serve for a term of three years, pending an annual evaluation and approval by the Executive Board. The procedure shall be repeated every three years as needed.

Section VIII. The tenure of appointed positions shall be determined by the President with the advice, consent, and approval of the Executive Board.

Section IX. A member may hold only one elected office at a given time.

Section X. The President shall have the authority to fill any vacancy on the Executive Board with the advice, consent, and approval of the Board.

Section XI. The duties of the officers shall be as follows:

1. The President shall: preside at all meetings of the Association, the Executive Committee, and the Executive Board; appoint all committees; be an ex-officio member of all committees; make an annual report of activities of this office and of the Association and file the same with the Executive Director.

2. The President-Elect shall: **serve as Chair the Nominating Committee; oversee the entire elections process including conducting the election at the annual convention be the Convention Director and Chair the Site Selection Committee and Convention Program Committee;** in the absence of the President, perform all duties of that office; and such duties as assigned by the President. Succession to the Presidency shall be automatic unless removed from office by vote of the membership at the annual state convention.

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3. The Past President shall: **serve as the Convention Director, Chair the Site Selection Committee and the Convention Program Committee chair the Nominating Committee; conduct the election at the annual convention;** serve in an advisory capacity to the President; and such duties as mutually agreed upon with the President.

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~~3.4.~~ **The President, President-elect, Past President, and Executive Director shall serve as the Convention Site Selection Committee. The Past President will serve as Chair.**

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~~4.5.~~ The President, President-elect, Past President and Executive Director shall serve as the Financial Advisory Committee. The Executive Director shall serve as Chair.

~~5.6.~~ The Vice Presidents shall serve as members of the Convention Program Committee and shall be responsible for planning and/or coordinating all phases of the program related to their division. They shall be members of the Awards Committee and the Nominating Committee. They shall also be responsible for publicizing ongoing work in their division.

~~6.7.~~ The Vice President-Elects shall serve as ex-officio members of the Convention Program Committee and shall assist the Vice Presidents in their work; they shall be responsible for publicizing ongoing work in their division, and such duties as assigned by the Vice Presidents.

78. The Executive Director shall maintain all permanent records and serve to promote the Association in such a way as the Executive Board designates. The person holding this office shall: keep the minutes of the meetings of the Association and of the Executive Board, notify officers of their election and committee members of their appointments, keep members informed of the proceedings and meetings of the Association, keep a list of current members and present a written report at the annual state convention. The person shall: collect membership dues, keep a record of all receipts and expenditures, make disbursements upon approval of the President, prepare a budget with the assistance of the Financial Advisory Committee, keep the archives and necrology records, and serve as an ex-officio member of all committees.

Section XII. All elected officers and appointed positions upon retirement from their positions, shall deliver to the Executive Director all property and records belonging to the Association.

**ARTICLE V**  
***DIVISIONS***

Section I. The Association shall be organized into Divisions based on disciplines with related interests or expertise. All members of Divisions must hold membership in the Association.

Section II. The Divisions of the Association shall be:

- a. Health
- b. Physical Education
- c. Dance
- d. General
  - 1. Future Professionals
  - a. Future Professionals Chair

Section III. Divisional status may be acquired by meeting those provisions for amendments as set forth in Article V of the Bylaws.

Section IV. Each Division shall have on file and in place an Operating Code, approved by the Executive Board.

Section V. All Division Vice Presidents and Vice Presidents-Elect shall be members of the Executive Board.

Section VI. Each Division shall have a Vice President and a Vice President-Elect.

Section VII. Member At Large Representatives shall live in their GAHPERD District.

Section VIII. Member at Large Representatives shall be elected members of the Executive Board and have voting privileges.

Section IX. Member at Large Representatives shall have on file and in place an Operating Code approved by the Executive Board.

**ARTICLE VI**  
***CREATING NEW DIVISIONS AND/OR COMMITTEES***

Section I. New divisions/committees may be formed upon recommendation of the Executive Board and a two-thirds majority of the votes cast by the membership at the annual convention.

Section II. Members of The Association wishing to form a new division or committee must submit a letter of intent to the Executive Board. If approved, a written application requesting division or section status must be made to the Executive Board.

Section III. The application should provide the following information:

- 1. Statement of division/committee purpose.
- 2. Evidence of need by:
  - a. Providing evidence of support for proposed division/committee.

- b. Presenting evidence of participation, attendance and interest by The Association members in those convention programs related to the proposed division/committee.
  - c. Projecting the number of new members to join The Association with the approval of the proposed division/committee.
  - d. Presenting information explaining why present structure is not adequate.
3. Proposed structure, operating code/job description and anticipated committees (if a division).
  4. Tentative program sessions for subsequent convention.

Section IV. Propose a slate of officers.

Section V. Plan, schedule and conduct a business meeting at a subsequent GAHPERD Convention.

Section VI. Present an annual progress report to the Executive Board.

Section VII. Receive, at the completion of a three-year probationary period, from the Executive Board one of the following:

1. Recommend permanent division/committee status to the membership for action.
2. Extend probationary period indicating reasons.
3. Request additional information and/or evidence.
4. Deny application for division/committee status.

Section VIII. Report the action of the membership to the applicants.

NOTE: During the probationary period, the President will submit the proposed structure and operating codes/job descriptions to the Executive Board for their recommendation.

## **ARTICLE VII**

### ***DISCONTINUING A DIVISION/COMMITTEE***

Section I. To be eligible for continuance, each division must adhere to the following:

1. Present a program or sponsor some program or project in connection with the regular convention of The Association.
2. Demonstrate ability to make specific and unique contributions to program goals in a field or fields of interest that are related to the purposes and objectives of The Association and which are not adequately provided for in existing divisions.
3. Identify a recognized body of knowledge, a curricular area, or an area of professional interest not already provided for in existing Divisions within The Association.
4. Maintain an identifiable membership in The Association in order to fully support program activities that contribute to the achievement of The Association's goals and objectives as set forth in the Strategic Plan.

The Vice President of each Division will monitor the viability of the Division/Committee. The Division Vice President will notify the Executive Board if a committee fails to meet the aforementioned criteria for two continuous years. At that point, the division/committee will be notified that the Executive Board is reviewing the viability of the division/committee for a one-year probationary period. At the conclusion of the probationary period, the Executive Board will make a recommendation related to the continued viability of the division/committee. The membership may discontinue any division/committee at the annual convention by a two-thirds

vote of the members voting, provided such action is recommended by the Executive Board, and provided the members of that division/committee shall have been given written notice of such action if contemplated.

**ARTICLE VIII**  
***APPOINTED POSITIONS AND COMMITTEES***

Section I. The following positions shall be appointed annually by the current President with the advice, consent, and approval of the Executive Board:

- Parliamentarian
- Fundraising Chair

Section II. The following committees are standing committees of the Association, and chairs of these committees will be appointed annually by the current President with the advice, consent, and approval of the Executive Board:

- Advocacy
- Awards
- Convention
- Convention Program
- Financial Advisory
- Nominating
- Site Selection

Section III. The President may appoint other ad-hoc committees and taskforces as are deemed necessary to carry on the business of the Association.

**ARTICLE IX**  
***EXECUTIVE COMMITTEE***

Section I. The Executive Committee shall consist of the President; President-Elect; Past President; Vice President, Health Division; Vice President, Physical Education Division; Vice President, Dance Division; Vice President, General Division; Executive Director; Parliamentarian; and Fundraising Chair.

Section II. The Executive Director, Parliamentarian, and Fundraising Chair serve as ex-officio members of the Executive Committee and do not have voting privileges.

Section III. The Executive Committee approves the agenda for the Executive Board meeting, makes recommendations to the Executive Board, and, in emergency situations, may be charged to act for the Board. Such action must receive subsequent Board approval.

Section IV. The Executive Board shall consist of the following voting members: President; President-Elect; Past President; Vice President, Health Division; Vice President, Physical Education Division; Vice President, Dance Division; Vice President, General Division; Vice President-Elect, Health Division; Vice President-Elect, Physical Education Division; Vice President-Elect, Dance Division; Vice President-Elect, General Division Future Professionals, and Member-At Large Representatives (5). Non-voting members of the Board include the Executive Director, Parliamentarian, Fundraising Chair, General Division Future Professionals Chair, and Advocacy Chair.

- Section V. The Executive Board shall have the power to transact the general business and administration of the Association. Fifty percent plus one, of voting members, constitutes a quorum, which is required to conduct business.
- Section VI. The Executive Board and Executive Committee shall meet at least twice per year either virtually or at a site designated by the President.
- Section VII. Any voting member of the Executive Board may be represented by written proxy at any Executive Board meeting. Proxies should be cleared through the President prior to the meeting.
- Section VIII. Members of the Executive Board are expected to attend meetings. The attendance policy will be included in the written communications either in print or by email to the candidates for office.
- a. A Board member can miss no more than one (1) Board meeting if serving a one-year term, two (2) Board meetings if serving a two-year term or three (3) Board meetings if serving a three-year term, regardless of the reason.
  - b. The Executive Director shall notify the President when a Board member has missed one, two or three Board meetings, as applicable.
  - c. If a Board member misses another meeting after reaching the limit, the Executive Director shall inform the President. The President shall ask the Board to remove him/her at that meeting.

**ARTICLE X  
MEETINGS**

- Section I. There shall be an annual state convention.
- Section II. The Association shall conduct one or more workshops each year. The number and location of workshops shall be decided by the Executive Board.

**ARTICLE XI  
FISCAL YEAR**

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

**ARTICLE XII  
DISPOSAL OF ASSETS**

Upon dissolution, all 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 Executive Board shall select.

**ARTICLE XIII  
RESTRICTION ON ACTIVITIES**

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 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 Association 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 actually rendered to or for The Association in effecting its purpose.

No activities shall be conducted which are prohibited under Section 501 (C) (3) of the Internal Revenue Code of 1954 or any future United States Internal Revenue Law.

**ARTICLE XIV**  
***REPRESENTATION AT DISTRICT AND NATIONAL MEETINGS***

- Section I. Members of The Association shall represent Georgia at state, regional, national, or international associations, when appropriate.
- Section II. No individual may serve as a representative for more than two (2) consecutive years, but may serve again after a one year break.
- Section III. Representative selection shall be made in the following order: President, Executive Director, President Elect, Past President. The President may select others as representatives depending on the scope of the meeting.

**ARTICLE XV**  
***RULES OF ORDER***

Section I. Robert's Rules of Order (latest version) shall govern all meetings of the Association.

**ARTICLE XVI**  
***ORDER OF BUSINESS***

Section I. The following order of business shall occur at all Executive Board meetings:

1. Call to order
2. Roll call
3. Approval of minutes
4. Executive Director's Report
5. Financial report
6. Additions/highlights to Board Reports
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

**ARTICLE XVII**  
***AWARDS***

Awards may be given for meritorious service to The Association.

**ARTICLE XVIII**  
***PUBLICATIONS***

The Association shall electronically publish or distribute publications to inform members of current events, research, or items of historical significance in related fields of health, physical education, recreation and dance to support and promote effective educational practices.

**ARTICLE XIV**  
***AMENDMENTS***

Section I. These Bylaws may be amended at the annual meeting of The Association or by electronic vote by approval of two-thirds of the votes cast.

Section II. All proposed amendments must be presented in writing to the Executive Board, and, upon approval, communicated to the members of The Association at least thirty (30) days in advance of the date of the vote.

Section III. The Executive Board may present proposed amendments as a printed ballot to the membership for an electronic vote in cases of emergency. No electronic vote shall be valid beyond sixty (60) days after official posting by the Executive Board.

Date of Adoption: May 18, 1958      Date of Current Revision: July 18, 2021.