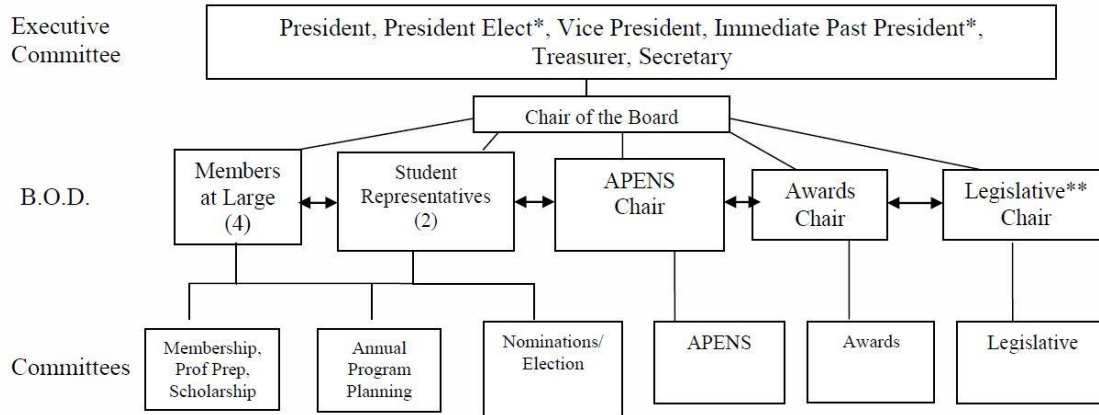


# Mission and Bylaws of the National Consortium for Physical Education for Individuals with Disabilities

Proposed Structure:



\*The President Elect and Immediate Past President will alternate based on their rotations; each will only serve one year as Chair of Board (COB).

\*\*The Chair of the Legislative Committee shall be appointed by the President.

## MISSION

The mission of the National Consortium for Physical Education for Individuals with Disabilities (Consortium) is to promote, stimulate, and encourage legislative mandates, professional preparation, advocacy, and research in physical activity, physical education and recreation for individuals with disabilities. The Consortium, promotes development of programs and services, and disseminates professional information to assist members.

The Consortium succeeds the National Committee on Physical Education for Handicapped Children and Youth, formed in 1973, serving as a means of assuming the continuation of the pursuit of the activities and services of the Committee on behalf of the physical education needs of persons with a disability.

## Bylaws Article I: Membership

**Section 1. Categories of Members.** There shall be three categories of members: Active Members, Organizational Members and Honorary Members. No one person may have membership in more than one class of membership.

**Section 2. Active Members.** Individual active membership, which also includes professional members, fulltime student members, lifetime members and retired members, is open, upon payment of the current membership fee, or the adjusted student fee to any person who is or has been involved in pursuing a professional career in physical education, physical activity, and/or recreation for individuals with disabilities.

**Section 3. Organizational Members.** Organizational membership may be conferred by a majority vote of the Executive Committee for the Consortium or via electronic vote. Accredited institutions of higher education, international, national, state, public or private agencies, and national professional organizations who are supportive of the Consortium are eligible for consideration. (i.e., American Alliance for Health, Physical Education, Recreation, and Dance, the Council for Exceptional Children, the National Recreation and Park Association, American Association of Health and Disability, American College of Sports Medicine)

**Section 4. Honorary Memberships.** Honorary membership may be conferred upon any person who has made outstanding contributions to physical education, physical activity and/or recreation for individuals with disabilities upon nomination by an active member and election by a majority of the active members at a scheduled meeting or via electronic vote. Names of proposed candidates for Honorary Membership shall be submitted in writing to the President prior to the Annual Conference. The President will then take the nomination to the Executive Committee and Board of Directors for approval. Confirmation will be provided to the nominee via the President. Honorary Members shall have all the privileges of active members except voting. Retired members receive Honorary Member status and are not required to pay annual dues.

## **Article II: Fiscal Year**

The fiscal year of the Consortium shall begin on the first day of July and end the last day of June.

## **Article III: Members Dues**

**Section 1. Annual Dues:** The Executive Committee and Board of Directors may determine periodically the amount of the membership dues payable to the Consortium by the active members. Honorary, Organizational, and Retired members shall not be assessed membership dues.

**Section 2. Payment of Dues:** Dues shall be payable in advance or by the first day of August of each year. The full current membership dues shall be applicable irrespective of the date of initial membership or payment for continuing membership. Electronic payment can be accepted via online services (i.e. Pay Pal).

**Section 3. Default and Termination of Membership:** When any member shall be in default in the payment of dues for a period of three months from the beginning of the fiscal year, his or her membership will, thereupon, be terminated by the Board of Directors until such membership dues are paid.

## **Article IV: Meetings**

**Section 1. Annual Meeting:** There shall be an Annual Conference of the members of the Consortium for professional development, for receiving the annual report of the officers, committee Chairs, and transaction of other business at the date and location to be determined by the Executive Committee and Board of Directors at least six months in advance of the identified dates. Notice of the Annual Conference shall be communicated to the membership through the email, journal announcements, website, and other appropriate mechanisms. All notices of the Annual Conference shall set forth the place, date, time and purpose of the meeting. The Annual Conference will be at or close to Washington, DC at least 2 out of 3 years. When not held in the DC area, the Executive Committee and Board of Directors will select a site based on proposals submitted by members.

**Section 2. Special Meetings:** Special meetings may be called by the President, Executive Committee, the Board of Directors, or by such officers or persons or members or proportion of members as may be provided in the bylaws. Notice for any special meeting is to be given as for the Annual Conference. No business other than that specified in the notice of meeting shall be transacted at any special meeting of the members of the Consortium.

**Section 3. Waiver:** Notwithstanding the provisions of any of the foregoing sections, a meeting of the members of this Consortium may be held at any time and at any place within or outside of the District of Columbia and any action may be taken there at, if notice is waived in writing or electronically by every member having the right to vote at a meeting.

**Section 4. Quorum:** Approval of a majority of the members present and eligible to vote shall constitute the declaration of a quorum for the purpose of transacting Consortium business at the Annual Conference or other membership meetings.

**Section 5. Voting:** Each active member shall be entitled to one vote. Votes can be taken either at the Annual Conference or by email ballots. If the manner of voting on any question has not otherwise been prescribed, it shall be decided by a majority vote of the members present in person at the Annual Conference or by proxy.

**Section 6. Proxies:** Every active member of the Consortium entitled to vote at any meeting thereof may vote in proxy. A proxy shall be in writing or by email and revocable at the pleasure of the member executing it.

**Section 7. Order of Business:** The order of business shall be as follows at all meetings of the Consortium, the Board of Directors, and any committee:

- a. Approval of the minutes from previous meeting if not already approved via email
- b. Reports of Executive Committee
- c. Reports of Board Committees
- d. Unfinished business
- e. New Business

Any question as to priority of business shall be decided by the President without debate. This order of business may be altered or suspended at any meeting by a majority vote of the members present.

## **Article V: Executive Committee and Board of Directors**

**Section 1. Composition:** Executive Committee (President, Vice President, President Elect, Immediate Past President, Treasurer, Secretary).

Board of Directors (Chair of the Board, Members at Large (4) APENS Chair, Student Representatives (2) and Awards Chair). The members of the Executive Committee and the Board, shall, upon election, begin their duties at the New Board Meeting at the Annual Conference immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified.

**Section 2. Method of Election and Term of Office:** The Consortium members shall elect the Executive Committee and Board of Directors by mail or electronic ballot prior to the annual meeting. A majority of the Consortium members returning electronic ballots shall be necessary to constitute a quorum for election.

**Section 3. Duties of Executive Committee and Board of Directors:** The Executive Committee shall be responsible for the overall management of the activities and projects associated with the Board of Directors and/or members of the Consortium. The Executive Committee's role will be one of accountability and assistance to various Board projects. The Executive Committee will (1) audit bills and disburse the funds of the Consortium; (2) employ staff and consultants; and (3) review documents and other publishable projects produced by the Board of Directors and/or members to include print and web page formats.

The Board of Directors, in consult and collaboration with the Executive Committee may: (1) hold meetings at such times and places as it deems proper; (2) appoint committees on particular subjects from the members of the Board, or from other members of the Consortium; (3) encourage and facilitate scholarly and advocacy work in the form of documents and publishable materials (4) carry on correspondence and communicate with other associates interested in the purposes for which this Consortium was created; (5) devise and carry into execution such other measures as it deems proper and expedient to promote the mission of the Consortium and to best protect the interests and welfare of the members, and (6) maintain NCPEID website.

**Section 4. Immediate Past President:** This board member will serve a term of one year as the Chair of the Board of Directors.

**Section 5. Student representatives:** The Student Representatives shall be elected positions which are two year terms staggered between the two Student Representatives. The positions will be filled by Doctoral level students who have completed at least one year of the graduate programs.

**Section 6. Meetings of the Board:** Regular meetings of the Executive Committee and Board of Directors shall be held immediately preceding and following the Annual Conference of the Consortium. Notice of the

meetings shall be communicated to the membership through the website, and/or other appropriate mechanisms. The President may, if deemed necessary, or the Secretary shall, at the request in writing of three members of the Board, issue a call for a special meeting at any time during the year of the Board, and only five days notice shall be required for that special meeting. The special meeting does not have to be face to face (i.e., conference call). Information concerning the Annual NCPEID Conference will be shared each year at the AAHPERD National Convention within the Adapted Physical Activity Council (APAC) meeting.

**Section 7. Quorum:** A majority of the members of the Board of Directors and at least one member of the Executive Committee shall constitute a quorum for the transaction of business. In the absence of the President and Vice President the quorum present may choose a Chair for the meeting. If a quorum is not present, a lesser number may adjourn the meeting to a later day, not more than ten days later.

**Section 8. Absence:** If any member of the Board of Directors is absent unreasonably from two consecutive meetings of the Board without sending a communication to the Executive Committee and the Chairman of the Board stating the reason for absence, and if the excuse should not be accepted by members of the Executive Committee, this seat on the Board may be declared vacant, and the President may forthwith proceed to fill the vacancy.

**Section 9. Vacancies:** Whenever any vacancies occurs in the Executive Committee or Board of Directors by death, resignation, or otherwise, it shall be filled without undue delay by a majority vote by ballot of the remaining members of the Executive Committee and Board at a special meeting, or electronic vote, which shall be called for that purpose. The election shall be held within 60 days after the occurrence of the vacancy. The person so chosen shall hold office until the next Annual Conference or until his or her successor shall have been chosen at a special meeting of the members or electronic vote.

## **Article VI: Executive Committee Officers**

**Section 1. Number:** The Executive Committee of this Consortium shall be a President, a President Elect, a Vice President, an Immediate Past President, a Secretary, and a Treasurer.

**Section 2. Method of Election and Term of Office:** The officers of the Executive Committee shall be elected each year prior to the Annual Conference by email ballot by the Consortium members. All officers will be elected and immediately serve in their elected position for a term of two years, with the exception of the Treasurer who will serve a four-year term and the President who will serve a four-year term (President Elect 1yr, President for 2 yrs, Immediate Past President 1yr).

A majority of the Consortium members returning electronic ballots shall be necessary to constitute a quorum for election.

**Section 3. Duties of Officers:** The duties and powers of the officers of the Executive Committee shall be as follows:

### **PRESIDENT**

The President shall preside at the meetings of the Executive Committee, Board of Directors and Consortium, and shall be an active member, with right to vote. He or she shall also, at the Annual Conference of the Consortium and such other times as he or she deems proper, communicate to the Consortium or to the Board of Directors on such matters and make such suggestions as may in his or her opinion tend to promote purposes of the Consortium and shall perform such other duties as are necessarily incident to the office of the President, including submission of an annual report to the membership. The President will serve a four year term, the first year serving as President Elect. The President Elect will attend all meetings of the Board of Directors and assist with membership recruitment, become familiar with all operational aspects of the Consortium.

### **PRESIDENT ELECT**

The President Elect shall serve in a capacity of understudy to the President to learn the operation, communication, and duties associated with leading the Consortium. The President Elect will serve as

Chair of the Board of Directors during the years without an Immediate Past President. As Chair of the Board of Directors this person is responsible for communication and facilitation of Board activities to the Executive Committee. The President Elect will collect written reports from the Board of Directors and then create a written summary that will be presented to Executive Committee at the Annual Conference and/ Board meeting.

#### **VICE PRESIDENT**

In case of death or absence of the President, or of inability from any cause to act, the Vice President shall perform the duties of the office. The Vice President shall serve as the Chair of the Annual Conference Planning Committee of the Consortium. The Annual Conference Planning Committee will include two of the four Members at Large serving as members of the Annual Conference Planning Committee.

#### **IMMEDIATE PAST PRESIDENT**

It shall be the duty of the Immediate Past President to assist with the transition of new Executive Committee members and Board of Directors following service as President. The Immediate Past President will hold a dual position on the Executive Board and Board of Directors in the capacity of Chair of the Board of Directors. Because the Immediate Past President only serves one year, the President Elect will fulfill the role of Chair of the Board Directors for one year until a new Immediate Past President is ready for office. The overall role of the Immediate Past President is to assist the President in keeping the continuity in management, projects, and business activities of the Consortium.

#### **SECRETARY**

It shall be the duty of the Secretary to give notice of and attend all meetings of the Consortium Executive Committee and Board of Directors as well as to catalog the minutes submitted by all Consortium committees. In addition, the Secretary will conduct all correspondence and carry into execution all orders, votes, and resolutions of the Executive Committee and Board otherwise committed; to notify the officers and members of the Consortium of their election; to notify members of their appointment on committees; to work closely with the webmaster to post appropriate items; and at his or her request give notice of the meetings of the committees; to prepare, under the direction of the President, reports on the transactions and conditions of the Consortium, and generally to devote his or her best efforts to forwarding the business and advancing the interest of the Consortium. The Secretary shall also be responsible for assisting the APENS Chair and helping to oversee operations and activities associated with the success of APENS. All APENS budget inquiries, transactions, and accountability will be in coordination with the Treasurer and APENS Chair. The Secretary will assist the APENS Chair in preparing an annual report reflective of activities, members, and test administration of the national exam. The Secretary shall be the keeper of the Consortium Seal.

#### **TREASURER**

The Treasurer shall keep an account of all monies received and expended for the use of the Consortium, and shall make disbursements only upon vouchers approved by the President. He or she shall collect the fees and annual dues. He or she shall deposit all sums received in an approved bank, or banks, or trust company, and make a report at the annual meeting or when called upon by the President. The Treasurer will maintain a credit card/debit card for Consortium transactions and manage all electronic registration and membership fees. In addition, the Treasurer is responsible for auditing the APENS account annually to ensure expenditures and account balance. The Treasurer will provide a current list, with the assistance of the President, of all members to the Executive Committee and Board at its Annual Summer meetings.

APENS functions will receive a line item within the budget of the Consortium and will be managed by the Treasurer. There will be no separate account for APENS; all requests, deposits or withdrawals concerning APENS functions will be centralized to the Consortium budget. APENS funds may be drawn only upon the signature of the Treasurer with written or verbal approval by the President. The APENS Chair will submit a yearly fiscal accounting report at the Annual Conference.

The funds, books, and vouchers in the Treasurer's hands shall, at all times, be under the supervision of the President and/or Vice-President and subject to its inspection and control. At the expiration of his or her term of office, he or she shall deliver over to the successor all books, monies, and other property including the credit/debit card, or in the absence of a Treasurer-elect, to the President. General funds may be drawn only upon the signature of the Treasurer or the President.

**Section 4. Bond of Treasurer:** The Treasurer shall, if required by the Executive Committee and Board of Directors, give to the Consortium, such security for the faithful discharge to his or her duties as directed.

**Section 5. Vacancies:** Refer to section 9 of Article V

## **Article VII: Board of Directors Officers**

**Section 1. Number:** The Board of Directors of this Consortium shall be the Immediate Past President who will serve as Chair, Members at Large (4), APENS Chair, Student Representatives (2), Awards Chair, and Legislative Chair. Alternating every other year, the President Elect will serve as Chair of the Board until a new Immediate Past President is available.

**Section 2. Method of Election and Term of Office:** The officers of the Board of Directors shall be elected each year prior to the Annual Conference by email ballot by the Consortium members. All officers will be elected and immediately serve in their elected position for a term. All officers will serve two year terms. A majority of the Consortium members returning electronic ballots shall be necessary to constitute a quorum for election.

**Section 3. Duties of Officers:** All members of the board will serve as the Chair for different committees. Additionally, they will provide input and support to the Executive Committee as to the workings of the Consortium as a whole. The duties and powers of the officers of the Board of Directors shall be as follows:

### **CHAIR OF THE BOARD**

The Chair of the Board (COB) shall be filled by the Immediate Past President for one year following his or her term as President. On the year when there is no Immediate Past President the COB position will be filled by the President Elect. The COB shall serve to facilitate activity and communication within and between Committee Chairs and their assigned committees. The COB shall preside at the meeting of the Board of Directors and shall be an active member, with right to vote. He or she shall also hold a dual position on the Executive Committee and help to transition new board and Executive Committee members. The COB shall submit a written annual report of BOD activities to the Executive Committee to be presented at the Annual Conference.

### **MEMBERS AT LARGE**

Four Members at Large (MAL) shall be elected for two-year terms and will serve staggered terms of office. Two of the four Members at Large will be elected each year. Each MAL will have specific roles as designated by the COB. Two MAL shall be responsible for assisting the Vice President with the conference program planning. One member will serve as Chair of the Nominations/Elections Committee and one member will serve as Chair of the Membership Committee. As Chairs for each of these committees, they will assume the duties of recruiting committee members to serve on the respective committees. The MAL will communicate all committee activity to their respective Chair or COB via electronic, voice, or written media on a regular basis. Information from these communications will contribute to the COB's annual report. MAL are allowed to serve longer if needed to complete a project.

### **STUDENT REPRESENTATIVES**

Two Doctoral level Student Representatives shall be elected and serve two years on staggered rotation. Doctoral level students with at least one year completed in their program are eligible. Duties include (1) coordinating the poster sessions at the Annual Conference; (2) developing and implementing an evaluation presentations, etc (3) attending all board meetings; (4) disseminating Consortium information at their respective State AHPERD or CEC conferences and other professional meetings;

and (5) assisting with student recruitment from graduate programs around the country in support of the Nominations and Elections Committee and other activities within the committees.

#### **APENS CHAIR**

The Adapted Physical Education National Standards (APENS) Committee Chair will be elected by the membership and will serve a three-year term. The APENS Chair will be elected during the President's first year of office (President Elect year). The APENS Chair shall be responsible for daily, weekly, monthly and annual management of APENS to include test administration and marketing. The APENS Chair will communicate on a regular basis with the Secretary of the Consortium. The APENS Committee members shall be responsible for updating the APE national standards and assisting with test implementation. The APENS Chair must be elected by the membership from the pool of members who have served a minimum of one term as a member of the APENS/NCPEID Committee. The APENS Chair will serve a three-year term; re-election is possible. It shall be the duty of the APENS Chair to ensure the prudent and timely administration of the APENS exam. This includes the administration of exams; organization and implementing a plan to recruit applicants; review and verification of applications; identification and procuring test sites; contracting for the scoring of exams; verifying the exam results; annually creating and disseminating the national registry; maintaining and keeping the APENS website up-to-date with help from the Consortium Secretary. The APENS Chair should oversee revising the standards and exam database as needed; and follow all of the policies set forth in the APENS Administration Guide.

#### **AWARDS CHAIR**

The Awards Committee Chair will be elected by the membership and serve a three-year term of office. It will be the responsibility of the Awards Chair to solicit at least 4 additional members to serve on the Awards Committee. These members will serve at least three years. Terms should be staggered so that only one member rotates off the committee in any given year. It is the responsibility of the Awards Chair to maintain and implement the awards process. The Chair needs to make sure that all awards information stays up to date on the NCPEID website. The Chair will have regular contact with the President regarding the solicitation of nominations. The Awards Chair will notify the membership through an email, sent by the President, that nominations shall be completed by April 15<sup>th</sup> of each year. The Chair is responsible for having the plaques made and brought to the Annual Conference/Award's Presentation.

#### **LEGISLATIVE CHAIR**

The Legislative Committee Chair shall be appointed by the President and serve a three-year term of office. The Chair will solicit at least 2 additional NCPEID members to serve on the Legislative Committee for at least a three-year term. Terms should be staggered so that only one member rotates off the committee in any given year. The President will appoint the Legislative Chair during the second year of his or her four year term. The Legislative Chair will have regular contact with the Chair of the Board.

### **Article VIII: Committees**

**Section 1. Committees:** At the first meeting or any regular meeting of the Executive Committee and the Board of Directors, the Executive Committee may designate and appoint committees to exercise the authority and management of the Consortium. The delegation thereto of authority shall not operate to relieve the Board of Directors or any individual Chair of any responsibility imposed upon it for him or her or by law. The members of such committees shall hold office until the appointment of their successors.

**Section 2. Committee Quorum:** A majority of any committee of the Consortium shall constitute a quorum for the transaction of business, unless that committee shall, by a majority vote of its entire membership, decide otherwise.

**Section 3. Committee Vacancies:** The various committee Chairs shall have the power to fill vacancies in their membership.

**Section 4. Standing Committees:** There shall be six standing committees – (1) Adapted Physical Education National Standards Committee (APENS); (2) Awards Committee; (3) Legislative Committee; (4) Membership Committee; (5) Annual Conference Planning Committee and (6) Nominations/Elections

**The Adapted Physical Education National Standards Committee [APENS]**

The committee will be responsible for updating policies, implementing and continuing APENS activity under the guidance of the APENS Chair, who is a member of the BOD. The committee will be composed of five members who will be responsible for the implementation and updates of the APENS. The remaining four members, one of which at least must hold a valid APENS certification, will be elected by the membership and will serve two-year terms. The terms should be staggered so that only two members rotate off the committee each year.

**Awards Committee**

The Awards Committee will be comprised of the Chair and four additional members. The committee will be responsible for soliciting, screening and recommending individuals for NCPEID awards to the Executive Committee and Board of Directors. The committee will provide a written report of its activity, led by the Awards Chair and submitted to the Chair of the BOD to be presented at the Annual Conference. The committee will be responsible for the Awards ceremony at the Annual Conference.

**Legislative Committee**

The Legislative Committee will be responsible for promoting legislation favorable for physical education and recreation for individuals with disabilities at the federal level. The Legislative Committee will serve as a resource to persons at state and local levels. The Legislative Committee is expected to work with other professional organizations (i.e. Adapted Physical Activity Council, Council for Exceptional Children, Consortium for Citizens with Disability, American Alliance for Health, Physical Education, Recreation, and Dance) and their Legislative Committees in an effort to meet the mission of the Consortium. The Legislative Committee shall develop and maintain an effective infrastructure of members for advocacy within as many states as possible and the committee will provide a written report to the Executive Committee and Board at its Annual Conference.

**Membership Committee**

The Membership Committee will be responsible for devising, implementing and evaluating strategies to enhance the membership base. This committee will use strategies such as the creation of scholarly activities (i.e. state level presentations, focus writing groups, development of position papers) to bring in new members. This committee will be responsible for management of a “Member Benefits” section on the Consortium website. The Membership Committee Chair will be one of two Members at Large from the Board of Directors who will be appointed by the President. It will be the responsibility of the Membership Chair to solicit at least 4 additional NCPEID members to serve on the Membership Committee. Members will serve for at least three years. Terms should be staggered so that only one member rotates off the committee in any given year. The Membership Committee should work closely with the Treasurer and Secretary to develop their report.

**Nominations and Elections**

The Nominations and Elections Committee will be responsible for seeking members who would be willing to be nominated and run for election for the positions available. The committee will be chaired by one of the Members at Large, and assisted by one of the Student Representatives. Duties include securing a docket of nominations, conducting the elections, and report the results. This committee will work closely with Treasurer and Secretary to determine eligibility of nominees, as well as communicate with the President to post the results on the website. Deadlines for elections procedures are as follows:

- March 1st – Call for nominations
- April 1st – Closing date for nominations



- April 15th - Ballots are sent out
- May 1st – Ballots returned
- May 15th – Newly elected members notified, results sent to members, and posted on the website.

#### **Annual Program Planning Committee**

This committee will be chaired by the Vice President and will be composed of one Member at Large and one Student Representative. The committee will plan, conduct, and evaluate all aspects of the Annual Summer Conference and will work closely with the Executive Committee and Board members during this process.

### **Article IX: Amendments**

These by-laws may be amended, repealed, or altered in whole or in part by two-thirds of the active members of the Consortium by submitting proposed changes to the President. The President will submit proposed changes to the Executive Committee, Board of Directors, and membership for review. The review period will be 30 days with all comments and suggested edits sent to the President. At the conclusion of the review period all comments and edits will be shared with the Executive Committee and Board of Directors for discussion, consideration and voting (30 days). The membership will be notified of the vote and if passed, the amended, repealed, or altered changes will immediately become enacted.