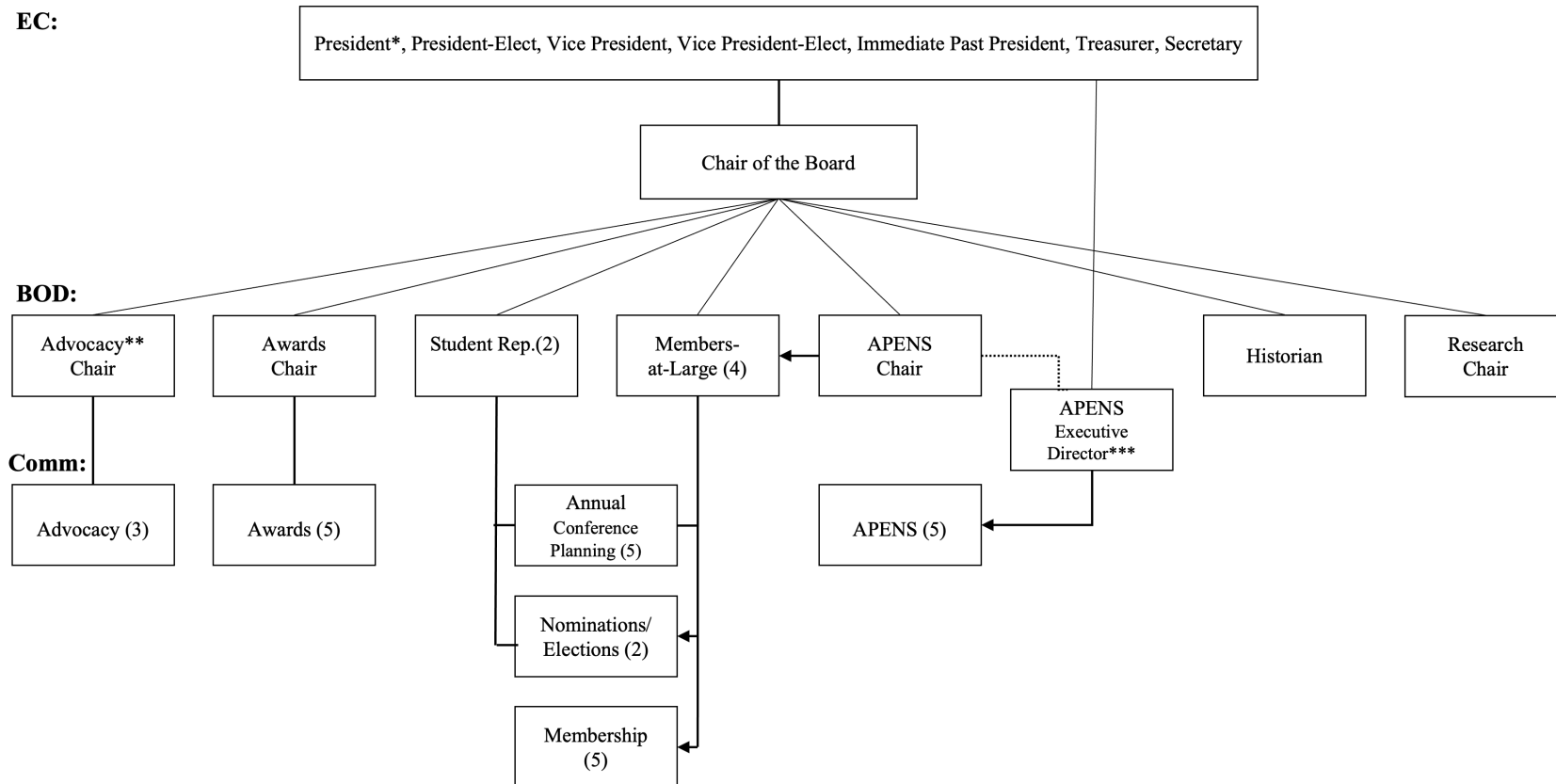


Mission and Bylaws of the National Consortium for Physical Education for Individuals with Disabilities

National Consortium for Physical Education for Individuals with Disabilities (NCPEID) Organizational Structure



Note.

*The President will serve as Chair of Board (COB); **The Chair of the Advocacy Committee shall be appointed by the President; ***The APENS Executive Director is an Ex Officio member of the APENS Committee; Rep.=Representative; EC=Executive Committee; BOD=Board of Directors; Comm.=Standing Committees.

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

MISSION

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

The NCPEID 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 NCPEID 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 NCPEID are eligible for consideration (e.g., Society of Health and Physical Educators America, the Council for Exceptional Children, American Public Health Association, Consortium for Citizens with Disabilities, 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 NCPEID shall begin on the first day of July and end the last day of June.

Article III: Member Dues

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

Section 2. Payment of Dues: Dues shall be payable immediately upon membership purchase. Payment for membership renewal shall be payable on or before 1 year following the date of initial purchase or previous renewal. Members should be in good standing when attending the Annual Conference (i.e., meeting). Electronic payment can be accepted via online services (e.g., NCPEID website).

Section 3. Default and Termination of Membership: When any member shall be in default in the payment of dues for a period of one month after their 12 month membership purchase expiration date, his or her membership will, thereupon, enter into a one-month grace period. When any member shall be in default in the payment of dues for a period of two months after their 12 month membership purchase expiration date, his or her membership will, thereupon, enter a one month lapsed period. When any member shall be in default in the payment of dues for a period of three months after their 12-month membership purchase expiration date, his or her membership will, thereupon, be terminated. The Board of Directors reserves the right to terminate any membership. It shall be decided by a majority vote of the BOD members present at the BOD meeting.

Article IV: Meetings

Section 1. Annual Conference: There shall be an Annual Conference of the members of NCPEID 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 NCPEID.

Section 3. Waiver: Notwithstanding the provisions of any of the foregoing sections, a meeting of the members of this NCPEID 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 NCPEID 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 NCPEID 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 NCPEID, 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, Vice President Elect, Immediate Past President, Treasurer, Secretary).

Board of Directors (Chair of the Board, Members-at-Large (4), APENS Chair, Student Representatives (2) Awards Chair, Advocacy Chair, Historian, Website manager, Social Media Manager and Research 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 NCPEID members shall elect the Executive Committee and Board of Directors by electronic ballot prior to the Annual Conference. A majority of the NCPEID 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 NCPEID. 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 NCPEID; (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 NCPEID; (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 NCPEID 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 steward of the Executive Committee and Board of Directors.

Section 5. Student representatives: The Student Representatives shall be elected positions that are two-year terms staggered between the two Student Representatives. Their 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 NCPEID. 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 SHAPE America National Convention within the Adapted Physical Education/Physical Activity (APE/PA) Special Interest Group (SIG) 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 occur 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 NCPEID shall be a President, a President Elect, a Vice President, a Vice President Elect, 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 NCPEID 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, the President who will serve a four-year term (President Elect 1yr, President for 2 yrs, Immediate Past President 1yr), and Vice President Elect who will serve a three-year term (Vice President Elect 1 yr, Vice President for 2 yrs).

A majority of NCPEID 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 NCPEID, and shall be an active member, with right to vote. He or she shall also, at the Annual Conference of NCPEID and such other times as he or she deems proper, communicate to the NCPEID 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 NCPEID 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, and become familiar with all operational aspects of the NCPEID. The President shall oversee all functions and management of the NCPEID website.

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 NCPEID. 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 will serve a three-year term, the first year serving as Vice President Elect. The Vice President shall serve as the Chair of the Annual Conference Planning Committee of NCPEID. The Annual Conference Planning Committee will include two of the four Members at Large and one of the two student representatives serving as members of the Annual Conference Planning Committee. The Vice President shall assist the President in management of all functions of the NCPEID website.

VICE PRESIDENT ELECT

The Vice President Elect shall learn the role of the Vice President in implementing the policies of the NCPEID. The Vice President Elect will assist the Vice President in duties and tasks assigned. The Vice President Elect shall serve as a member on 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 Committee and Board of Directors in the capacity of steward of the Board of Directors. The overall role of the Immediate Past President is to assist the President in keeping the continuity in management, projects, and business activities of NCPEID.

SECRETARY

It shall be the duty of the Secretary to give notice of and attend all meetings of the NCPEID Executive Committee and Board of Directors as well as to catalog the minutes submitted by all NCPEID 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 NCPEID of their election; to notify members of their appointment on committees; to work closely with the webmaster to post appropriate items, as well as, manage the membership dashboard and/or database section of the NCPEID website.; 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 NCPEID, and generally to devote his or her best efforts to forwarding the business and advancing the interest of the NCPEID. 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 NCPEID Seal.

TREASURER

The Treasurer shall keep an account of all monies received and expended for the use of the NCPEID, and shall make disbursements only upon vouchers approved by the President. He or she shall collect the fees and annual dues and/or manage the financial section of the NCPEID website. He or she shall deposit all sums received in an approved bank, or banks, or trust company, when applicable, and make a report at the Annual Conference or when called upon by the President. The Treasurer will maintain a credit card/debit card for NCPEID transitions and manage all electronic registration and membership fees. In addition, the Treasurer is responsible for oversight of the monetary actions of the APENS office. The Treasurer shall file NCPEID taxes to the IRS annually, and maintain the 501(c)(3) status. 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 Conference and meetings. The Treasurer will provide annually a report of all financial activity for not only the NCPEID but also APENS activity. A budget will be drafted by the Treasurer, presented to the Executive Committee and voted for approval by the Board of Directors. APENS functions will receive a line item within the budget of the NCPEID 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 NCPEID 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 NCPEID, 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 and APENS Executive Director

Section 1. Number: The Board of Directors of this NCPEID shall be the President who will serve as Chair, Members at Large (4), APENS Chair, Student Representatives (2), Awards Chair, Advocacy Chair, Historian, Research Chair, Website Manager and Social Media Manager.

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 NCPEID members. All officers will be elected and immediately serve in their elected position for a term. All officers will serve two-year terms unless otherwise specified. A majority of the NCPEID 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 NCPEID 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 President. 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. In addition, the Chair of the Board shall serve as the Editor In Chief of the quarterly published membership newsletter *The Advocate*.

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, if applicable. All MALs will assist with and perform APENS-related duties as directed by the APENS Chair. 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. In addition, the Members At Large shall submit membership highlights and other related information to the Editor In Chief of the quarterly published membership newsletter *The Advocate*.

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 presentation, etc (3) attending all board meetings; (4) disseminating NCPEID information at their respective State AHPERD/SHAPE 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. In addition, the Student Representatives shall submit APE and/or APA student highlights and other related information to the Editor In Chief of the quarterly published membership newsletter *The Advocate*.

APENS CHAIR

The Adapted Physical Education National Standards (APENS) Committee Chair will be elected by the membership from the pool of members who have served a minimum of one term as a member of the APENS Committee. The APENS Chair will serve a four-year term that overlaps with two years of the NCPEID Treasurer; re-election is possible. It shall be the duty of the APENS Chair to ensure the prudent and timely administration of the APENS exam, and strict adherence to all of the policies set forth in the APENS Administration Guide. The APENS Chair shall be responsible for 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 and/or webpage up-to-date with help from the NCPEID Secretary and the APENS Executive Director. The APENS Chair shall be responsible for daily, weekly, monthly and annual management of APENS operations and maintain regular communications with the Secretary of the NCPEID, the APENS Executive Director, APENS Committee and Members-at-Large. The APENS Chair shall serve as liaison between the APENS Committee, APENS Executive Director and NCPEID Board of Directors. In addition, the APENS Chair shall submit APENS highlights and other related information to the Editor-In-Chief of the quarterly published membership newsletter *The Advocate*.

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 Awards Chair conducts the presentation of the awards at the annual conference. 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 15th of each year. The Chair is responsible for having the plaques made and brought to the Annual Conference/Award's Presentation. In addition, the Awards Chair shall submit awards highlights and other related information to the Editor In Chief of the quarterly published membership newsletter *The Advocate*.

Advocacy CHAIR

The Advocacy 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 Advocacy 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 Advocacy Chair during the second year of his or her four-year term. The Advocacy Chair will have regular contact with the Chair of the

Board. In addition, the Advocacy Chair shall submit Advocacy updates and other related information to the Editor In Chief of the quarterly published membership newsletter *The Advocate*.

HISTORIAN

The Historian shall document the policies of the NCPEID and provide historical record of NCPEID documents as it moves toward realization of its mission. The Historian will report on projects, collected information, and others work conducted during the previous year at the Annual Conference. The Historian shall serve as the bookkeeper of NCPEID historical documents and manage any virtual storage files (e.g., google drive, drop box, icloud, etc.). The Historian shall serve a two-year term.

RESEARCH CHAIR

The Research Chair shall oversee identified research teams and research activities conducted under the umbrella of NCPEID. The Research Chair will develop and/or maintain a directory of membership related to research skills and interests. In addition, the Research Chair shall submit research highlights and other related information to the Editor In Chief of the quarterly published membership newsletter *The Advocate*. The Research Chair shall serve a two-year term.

APENS EXECUTIVE DIRECTOR

The APENS Executive Director will be elected by the membership from the pool of members who have served a minimum of one term as a member of the APENS Committee. The APENS Executive Director will serve a four-year term that overlaps with two years of the APENS Chair; re-election is possible. Working in coordination with the APENS Chair and the NCPEID Executive Committee, the APENS Executive Director will be responsible for the planning, organizing, and managing efforts to update and maintain the APENS Book, Study Guide and Examination. The APENS Executive Director shall also perform other duties as are necessary to the office including, but not limited to, organizing the APENS Evaluation and Review Committees (ERCs); overseeing the validation process for new examination test items; and serving as representative, vested with such authority given by the NCPEID Executive Committee, to conduct business on NCPEIDs behalf as it concerns APENS, with the publisher(s) of the APENS Book, Study Guide, and Examination. The APENS Executive Director will preside over all meetings of the APENS Committee and serve as an ex officio member of the committee. The APENS Executive Director shall communicate regularly with the APENS Chair, who will serve as a liaison to the NCPEID Board of Directors. The APENS Executive Director shall report to the NCPEID Executive Committee. The APENS Executive Director will, at the Annual Conference of NCPEID, either directly or through the APENS Chair, communicate to the NCPEID membership on such matters. The APENS Executive Director shall consult with the NCPEID President and APENS Chair regarding the management of APENS-related information on the NCPEID website, as well as, APENS website.

WEBSITE MANAGER

The Website Manager shall be appointed by the President and serve a four-year term of position. The Website Manager shall, upon appointment, begin their duties at the New Board Meeting at the Annual Conference and immediately enter upon the performance of their duties and shall continue in position until their successors shall be duly appointed. Re-appointment is possible. Working in coordination with the NCPEID President, the Website Manager will be responsible for responding to the EC and/or BOD requests regarding the developing, reviewing, and/or updating of website elements (e.g., webpages, front page, media repository, etc.) in efforts to update and maintain the NCPEID website. The Website Manager shall also perform other duties as are necessary to the position including, but not limited to, serving as an authorized service administrator, or the like, to the current NCPEID membership management and/or website management software company subscribed to, as well as evaluating and providing recommendations to the EC regarding the capacity of the website management software company to meet the needs of NCPEID. The Website Manager shall communicate regularly with the President, APENS Chair, Vice-President, Treasurer, Secretary,

Membership Chair, and Nominations & Elections Chair, and other pertinent members related to the NCPEID website. The Website Manager shall report to the NCPEID Executive Committee.

SOCIAL MEDIA MANAGER

The Social Media Manager shall be an elected position serving a three-year term. The Social Media Manager shall, upon election, begin their duties at the New Board Meeting at the Annual Conference and immediately enter upon the performance of their duties and shall continue in position until their successors shall be duly elected. Working in coordination with the NCPEID President, the Social Media Manager will be responsible for soliciting and responding to the EC and/or BOD requests regarding the developing, reviewing, and/or updating of NCPEID events. The Social Media Manager shall post on platforms (i.e., Twitter, Facebook, Instagram, YouTube) according to the guidelines established by NCPEID. The Social Media Manager shall communicate regularly with the President, APENS Chair, Vice-President, Treasurer, Secretary, Membership Chair, and Nominations & Elections Chair, and other pertinent members related to the NCPEID events and content for posting. The Social Media Manager will work with the Website Manager and Membership Chair to ensure content on social media is also included on the NCPEID website when necessary.

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 NCPEID. 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 NCPEID 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 seven standing committees – (1) Adapted Physical Education National Standards Committee (APENS); (2) Awards Committee; (3) Advocacy Committee; (4) Membership Committee; (5) Annual Conference Planning Committee; (6) Nominations/Elections and (7) Website Committee.

Adapted Physical Education Standards Committee [APENS]

The committee will be responsible for implementing and updating the APENS, its corresponding exam items, and eligibility criteria. The committee shall also support APENS-related activities. The APENS Committee members will be elected by the membership and will serve four-year terms; re-election is possible. The terms of the APENS Committee members should be staggered so that only one member rotates off the committee per year. The committee will be composed of four elected members along with the ex officio APENS Executive Director and APENS Chair, all of whom shall hold a valid APENS certification.

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.

Advocacy Committee

The Advocacy Committee will be responsible for promoting legislation favorable for physical education and recreation for individuals with disabilities at the federal level. The Advocacy Committee will serve as a resource to persons at state and local levels. The Advocacy Committee is expected to work with other professional organizations (i.e. Adapted Physical Education/Physical Activity Special Interest Group, Council for Exceptional Children, Consortium for Citizens with Disability, SHAPE America) and their Advocacy Committees in an effort to meet the mission of the Consortium. The Advocacy 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 NCPEID 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 reporting 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 Conference Planning Committee

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

Website Committee

The website committee will be responsible for responding to the EC and/or BOD requests regarding developing, reviewing, and/or updating of website elements (e.g., webpages, front page, media repository, etc.) in efforts to update and maintain the NCPEID website. The website committee will also use its expertise in applying basic design principles that support and facilitate access to the website. The website committee will determine the utility of documents to be loaded on the website to support NCPEID’s missions and initiatives. The website committee will also work in collaboration with the Awards chair/social media coordinator. The committee will be composed of the website manager as chair, one student representative from the Board of Directors, the awards chair, a

representative from the membership committee, an appointed member in good standing, and a vice-chair when applicable.

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 NCPEID 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.

National Consortium for Physical Education for Individuals with Disabilities Bylaws Amended April, 2022