

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE

5.0

Section Operating Code
Revised 04-06-2013

- I. NAME: Section
- II. PURPOSE:
 - A. To promote quality section programs.
 - B. To represent the Section issues and needs to the Board of Directors.
 - C. To disseminate to VAHPERD members information on issues relative to the section by various means, including the Association's publications.
 - D. To plan and conduct the program for section presentations and the business meeting at the Convention.
- III. ORGANIZATION:
 - A. Section Officers:
 - 1. Chair
 - 2. Chair-Elect
 - 3. Past Chair
 - B. Terms of Office:
 - 1. Term of offices for section officers requires a three-year commitment, the first year as chair elect, the second as section chair, and the third as past chair. (See specific duties for each office under section 5.1 - 5.3 of this document)
 - 2. Term of office always begins immediately following the Representative Assembly as each year's annual convention and changes after the Representative Assembly the following year.
 - C. All officers and nominees for office shall be members of VAHPERD. Officers and nominees may not hold two elected offices concurrently.
 - C. In the event of resignation or death, office vacancies will be filled as stated in the Bylaws, Article VII, Sections 7 and 8.

IV. RESPONSIBILITIES:

- A. To conduct meetings at the Convention for business and election purposes.
- B. To present or sponsor programs at the Convention and elsewhere when appropriate

V. RULES OF ORDER:

Section meetings shall be conducted according to *Robert's Rules of Order, Latest edition*.

VI. AMENDMENTS:

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