

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION, AND DANCE

7.6

Necrology Committee Operating Code
Revised 04-06-2013

- I. NAME: Necrology Committee
- II. PURPOSE:
 - A. Notify the Board of Directors at the Convention the death of any VAHPERD member.
- III. OPERATION:
 - A. The Necrology Committee shall be a Standing Committee.
 - B. The Committee shall consist of three members, one of whom shall be the Chair.
 - C. The term of office shall be a three-year rotating term. One member shall be appointed and one member should be retired annually.
 - D. The Chair and the new Committee shall be appointed by the President-elect of VAHPERD and approved by the Board of Directors
 - E. The Chair shall be the VAHPERD Necrologist.
 - F. If a Committee member resigns or is unable to fulfill the committee responsibilities, the President shall appoint a replacement.
- IV. RESPONSIBILITIES:
 - A. Meetings
 - 1. The Committee shall meet at the time and place of the VAHPERD Convention; interim business shall be conducted by mail, phone, or email.
 - 2. The Chair shall preside at all meetings and shall initiate mail business conducted by the Committee.
 - 3. A record of proceedings of all meetings and/or actions taken by mail shall be maintained and distributed to Committee members, the Association, the Executive Director, and members of the Board of Directors.

B. Duties

1. The Chair assumes full responsibility for carrying out the charge given the Committee as outlined in Section II, Purpose, of this Code. In addition, the Chair:
 - a. calls, plans, and presides at all meetings of the Committee and initiates Committee business to be conducted by mail
 - b. apprises Committee members in writing of procedures and members' responsibilities as soon as new Committee appointments are confirmed
 - c. establishes and maintains appropriate channels of communication between the Association members, the State Department of Education, and the Executive Director's office in a way that can facilitate receipt of information concerning the death of members of the Association
 - d. prepares and submits any needed budget requests for consideration of the Board of Directors through the Executive Director for the next fiscal year
 - e. maintains an active file on the Committee, which shall be transferred to the Chair's successor.
 - f. submits reports to SDAAPERD and AAHPERD when appropriate
 - g. prepare a written annual report for the Executive Director one week prior to the first Board of Directors meeting at the annual Convention.

2. Members are expected to:
 - a. study and familiarize themselves with all Committee operating procedures
 - b. maintain channels of communication with Necrology, the governing bodies of the Association, and his/her district that will facilitate immediate notification of the death of any of its members
 - c. assist in the preparation of appropriate obituary materials for publication when requested by the Chair
 - d. attend all Committee meetings and respond promptly to mail received from the Chair
 - e. share copies of pertinent correspondence with the Chair
 - f. assist in the production of proceedings and/or other Committee materials as requested by the Chair
 - g. maintain an active file of Committee work

V. 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.