

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE

7.9

Structure and Function Operating Code
Revised 13-11-10

I. NAME: Structure and Function Committee

II. PURPOSE:

The purpose of the Structure and Function Committee shall be to evaluate and prepare recommendations on proposed changes in By-Laws of the Association.

III. ORGANIZATION:

A. The Structure and Function Committee shall be organized as a Standing Committee of the Association.

B. The Committee shall consist of five persons including the Chair.

C. The Committee members and the Chair shall be appointed by the President Elect and approved by the Board of Directors.

D. Committee members shall serve, after the initial appointment of staggered terms, three-year terms with one or two members, being appointed and one or two members being retired each year.

E. Appointments shall be made to ensure that committee members are representative of the association and at least one of the members has Board of Director experience.

F. Individuals who have served a full three-year term may not immediately succeed themselves.

G. Individuals appointed to the Committee should possess a thorough knowledge of the structure and operation of the Association.

H. If a Committee member resigns or is unable to fulfill Committee responsibilities, the President shall appoint a replacement.

I. The association's parliamentarian may serve as an advisor to the committee at the discretion of the President.

IV. RESPONSIBILITIES:

- A. Proposed changes considered by the Committee shall be those received from individuals, groups, the Board of Directors, and those initiated by members of the Committee.
- B. In evaluating the merits of the proposed changes, the Committee should examine all possible information pertinent to the issue. Information should be solicited through procedures such as the following:
 - 1. Announcements on the association's website.
 - 2. Correspondence and/or conversations with individuals having knowledge and expertise in the area of structure affected by the proposed change.
- C. Proposed changes resulting from the Committee's deliberations shall be submitted as recommendations to the Board of Directors for action.
- D. All members shall participate in evaluating and resolving committee business.
- E. In the event the Representative Assembly will need to act, the Committee must allow enough time for the Board of Directors to act and to fulfill the 30-day notice to the Assembly members.