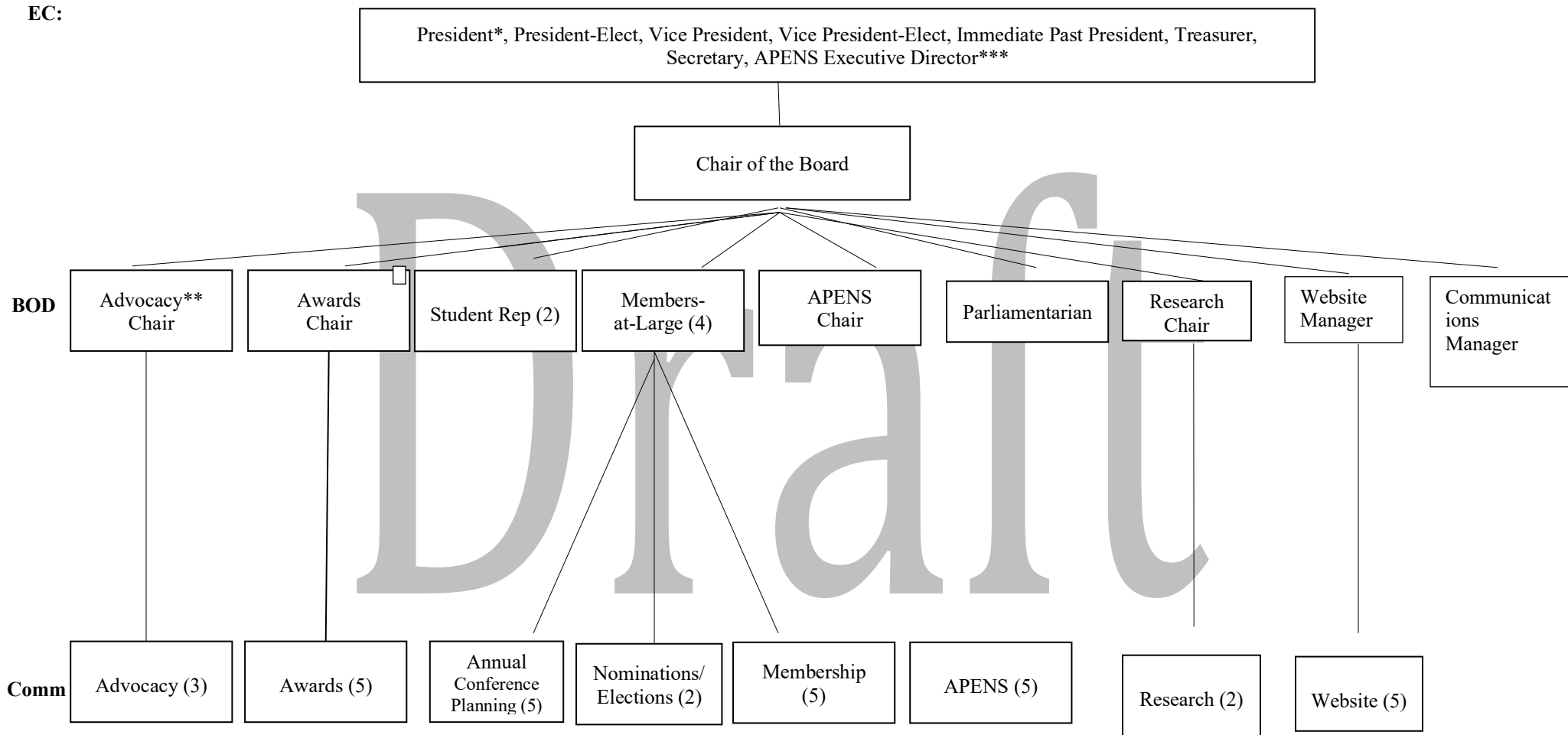


# Mission and Bylaws of the National Consortium for Physical Education for Individuals with Disabilities

## 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, and research in physical activity, physical education, and recreation for individuals with disabilities. The NCPEID, promotes the 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, full-time student members, and lifetime 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).

## Article II: Fiscal Year

The fiscal year of the NCPEID shall begin on the first day of July and end on 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. 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 one 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., the 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 members default on the payment of dues for a period of two months after their 12-month membership purchase expiration date, their membership will, thereupon, enter a one-month lapsed period. When members default on the payment of dues for a period of three months after their 12-month membership purchase expiration date, their 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 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 email, journal announcements, website, and other appropriate mechanisms. All notices of the Annual Conference shall set forth the meeting's place, date, time and purpose. The Annual Conference will be at or close to Washington, DC at least 1 out of 3 years. When not held in the DC area, the Executive Committee and Board of Directors will select the format (virtual or face to face) or a site for a face-to-face conference.

**Section 2. Special Meetings:** Special meetings may be called by the President, Executive Committee, the Board of Directors, or by any other officers, persons, or proportion of members as specified in the bylaws. Notification for any special meeting should follow the same procedure as for the Annual Conference. During these meetings, only the agenda items outlined in the meeting notice will be addressed and discussed. No other business shall be conducted at these special meetings of the NCPEID members.

**Section 3. Waiver:** Notwithstanding the provisions of any of earlier sections, a meeting of the members of this NCPEID may be held at any time and place within or outside of the District of Columbia. Any action may be taken at such a meeting, provided all voting members waive the notice requirement either in writing or electronically.

**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 in person at the Annual Conference or via email ballots. If the manner of voting on any issue has not otherwise been specified, 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 via proxy. A proxy shall be established through written or email communication and remains revocable at any time at the discretion of the member who issued it.

**Section 7. Order of Business:** The following order of business shall be adhered to at all NCPEID meetings, including those of the Board of Directors, and any committee:

- a. Approval of the minutes from previous meeting, unless already approved via email
- b. Approval of the Agenda
- c. Reports from the Executive Committee
- d. Reports from the Board Committees
- e. Unfinished business
- f. New Business

Any question as to the priority of business items shall be resolved 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:** The Executive Committee shall be the President, Vice President, President Elect, Vice President Elect, Immediate Past President, Treasurer, Secretary, and APENS Executive Director.

The Board of Directors includes Chair of the Board, Members-at-Large (4), APENS Chair, Student Representatives (2) Awards Chair, Policy and Advocacy Chair, Parliamentarian, Website manager, Communications Manager and Research Chair. Upon election, the members of the Executive Committee and the Board shall begin their duties at the New Board Meeting held at the Annual Conference. They will 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, and all products produced or associated with the Board of Directors and/or NCPEID members. The Executive Committee's role involves ensuring accountability and providing assistance to various Board initiatives. The Executive Committee's duties include: (1) auditing bills and disbursing NCPEID funds; (2) employing staff and consultants; and (3) reviewing documents and publishable materials produced by the Board of Directors and/or NCPEID members encompassing both print and electronic formats.

The Board of Directors, working in consultation and collaboration with the Executive Committee has the authority to:: (1) hold meetings at such times and places as it deems proper; (2) form committees on particular subjects from either the Board members, or from other members of NCPEID; (3) encourage and facilitate scholarly research and advocacy initiatives in the form of documents and publishable materials (4) engage in correspondence and communication with other associates interested in the purposes for which this consortium was created; (5) devise and implement 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 shall serve a one-year term as steward of the Executive Committee and the Board of Directors.

**Section 5. Student representatives:** Student Representatives shall be elected positions that are two-year terms staggered between the two Student Representatives. Their positions shall be filled by

Doctoral-level students who have completed at least one year of the graduate programs. Doctoral students must be students for the full two-year term.

**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 these meetings shall be communicated to the membership through the website, and/or other appropriate mechanisms. If necessary, the President or the Secretary, upon written request from three members, may call for a special meeting at any time during the Board year. Only five days' notice shall be required for that special meeting. The special meetings may be held in various formats, including virtual meetings or conference calls and does not have to be face-to-face.

**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:** Should any member of the Board of Directors fail to attend two consecutive meetings of the Board without providing a valid reason to the Executive Committee and the Chairman of the Board, their absence shall be subject to review, by members of the Executive Committee. If the Committee does not accept the provided reason, this seat on the Board may be declared vacant, and the President is authorized to fill the vacancy.

**Section 9. Vacancies:** Whenever any vacancies occur in the Executive Committee or Board of Directors by death, resignation, or otherwise, they 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 ballot, 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 President, President Elect, Vice President, Vice President Elect, Immediate Past President, Secretary, Treasurer, and APENS Executive Director.

**Section 2. Method of Election and Term of Office:** The officers of the Executive Committee shall be elected each year by the NCPEID membership by electronic ballot prior to the Annual Conference. 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 for 1 year, President for 2 years, Immediate Past President 1 year), and Vice President Elect who will serve a three-year term (Vice President Elect 1 year, Vice President for 2 years).

A majority of NCPEID members returning electronic ballots shall be necessary to constitute a quorum for the 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 over meetings of the Executive Committee, Board of Directors and the NCPEID, and shall be an active member, with the right to vote. The President, notably during the Annual Conference of NCPEID and at other appropriate times is expected to communicate to the NCPEID or the Board of Directors on various matters. The President is expected to make suggestions that in their opinion tend to promote the purposes of the NCPEID. The President shall perform other duties inherent to the office of the President, including the submission of an annual report to the membership. The President serves a four-year term, the first year serving as President Elect.

## **PRESIDENT ELECT**

The President Elect shall serve as an understudy to the President, learning about the operation, communication, and duties associated with leading the NCPEID (i.e., supporting strategic planning, bylaws revisions). The President Elect is expected to attend all meetings of the Executive Committee and Board of Directors.

## **VICE PRESIDENT**

In the event of the President's death or absence or inability to act for any reason, the President Elect, followed by the Vice President shall perform the duties of the office. The Vice President serves 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 and assist the President in the management of all aspects 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 overarching role of the Immediate Past President is to assist the President in keeping the continuity in the management, projects, and business activities of NCPEID.

## **SECRETARY**

It shall be the duty of the Secretary to issue notices for and attend all meetings of the NCPEID Executive Committee and Board of Directors and to catalog minutes from all NCPEID committees. In addition, the Secretary is responsible for handling all correspondence, executing orders, votes, and resolutions of the Executive Committee and Board and notifying the officers and members of NCPEID of their elections and committee appointments. The Secretary is also expected to collaborate with the webmaster to maintain and update appropriate website content including managing the membership dashboard and database of the NCPEID website and issuing notices for committee meetings as requested.; Under the President's guidance, the Secretary will prepare reports detailing the transactions and conditions of the NCPEID, dedicating their best efforts to advancing the interest and business of the NCPEID.

## **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. The Treasurer shall deposit all sums received in an approved bank, or banks, or trust company, and make a report at the Annual Conference or when called upon by the President. The Treasurer will maintain a credit/debit card for NCPEID transactions 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. The Treasurer will draft a budget, present it to the Executive Committee and vote 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 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.

## **APENS EXECUTIVE DIRECTOR**

The Adapted Physical Education National Standards (APENS) Executive Director will be appointed by the President and approved by the Executive Committee and Board of Directors. The APENS Executive Director will be evaluated annually by the Executive Committee and Board of Directors and can be removed from the position of APENS Executive Director by the Executive Committee if they are not fulfilling their job description. It shall be the duty of the APENS Executive Director to ensure the prudent and timely administration of the APENS exam, and strict adherence to all the policies set forth in the APENS Administration Guide. The APENS Executive Director shall be responsible for the administration of exams; organization and implementation of 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 webpage up-to-date with help from the NCPEID Secretary and Website Manager and the APENS Chair. The APENS Executive Director 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 Chair, the APENS Committee and Members-at-Large. The APENS Executive Director shall serve as a liaison between the Executive Committee and the APENS Committee

Chair. In addition, the APENS Executive Director shall submit APENS highlights and other related information to the Editor-In-Chief of the quarterly published membership newsletter *The Advocate*. The APENS Executive Director will sit on the Executive Board as a non-voting member.

**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 of their 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 NCPEID shall be the President who will serve as Chair, Members at Large (4), APENS Chair, APENS Executive Director, Student Representatives (2), Awards Chair, Policy and Advocacy Chair, Parliamentarian, 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 electronic 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 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 the right to vote. The COB 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, staggered to ensure continuity. Every year, two out of four MAL positions will be up for election. Each MAL will have specific roles as designated by the COB. Two MAL shall assist the Vice President with the conference program planning. One MAL will serve as Chair of the Nominations/Elections Committee and the other 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. MALThe 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 MAL shall submit membership highlights



and other relevant 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 a staggered rotation. Doctoral level students with at least one year completed in their program are eligible. Doctoral students must be students for the full two-year term. Duties include (1) coordinating the poster sessions at the Annual Conference; (2) developing and implementing an evaluation process, (3) attending all board meetings; and (4) 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 APA student highlights and other related information to the Editor-In-Chief of the quarterly published membership newsletter *The Advocate*.

**APENS COMMITTEE CHAIR.** The APENS Committee Chair will be appointed by the President and Executive Committee and approved by the BOD. The APENS Committee Chair must have a strong foundation in tests and measurement and test validation. The APENS Committee Chair will serve a four-year term that overlaps with two years of the APENS Executive Director; re-election is possible. The APENS Committee Chair will be evaluated by the President and EC annually and can be removed if they are not fulfilling the responsibilities of the position. Working in coordination with the Executive Committee, the APENS Committee Chair will serve to lead the APENS Committee in completing their charge. They will also oversee the planning, organization, and management efforts to review and revise new editions of the APENS book and study guide (to be published every 5-6 years). If/when NCPEID begins to produce an electronic version of the manual, the manual could be updated annually. The APENS Committee Chair 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 NCPEID's behalf as it concerns APENS, with the publisher(s) of the APENS Book, Study Guide, and Examination. The APENS Committee 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 ensure that all awards information stays updated on the NCPEID website. The Chair will have regular contact with the President regarding the solicitation of nominations. 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*.

#### **POLICY AND ADVOCACY COMMITTEE CHAIR**

The Policy and Advocacy (PAC) Committee Chair shall be appointed by the President and serve a three-year term of office. The Chair will solicit at least four additional NCPEID members to serve on the PAC 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 PAC Chair during the second year of their four-year term. The PAC Chair will have regular contact with the Chair of the Board. In addition, the PAC Chair shall submit Advocacy updates and other related information to the Editor-In-Chief of the quarterly published membership newsletter *The Advocate*.

#### **PARLIAMENTARIAN**

The Parliamentarian shall document the policies of the NCPEID and provide historical record of NCPEID documents as it moves toward the realization of its mission. The Parliamentarian will report on projects, collected information, and other work conducted during the previous year at the Annual Conference. The Parliamentarian shall serve as the bookkeeper of NCPEID historical documents and manage any virtual storage files (e.g., Google Drive, Dropbox, iCloud, etc.). The Parliamentarian will be elected by the membership and shall serve a two-year term.

#### **RESEARCH CHAIR**

The Research Chair will be elected by the membership and shall serve a two-year term. The chair will select up to four additional NCPEID members to serve on the Research Committee under the leadership of the chair. The Research Chair shall oversee research activities conducted under the umbrella of NCPEID. The Research Chair will develop and maintain a membership directory 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*.

#### **WEBSITE MANAGER**

The Website Manager shall be appointed by the President and serve a four-year term. The Website Manager shall, upon appointment, begin their duties at the New Board Meeting at the Annual Conference, immediately enter upon the performance of their duties, and continue in the position until their successors shall be appointed. Re-appointment is possible. Working in coordination with the NCPEID President, the Website Manager will be responsible for responding to the EC and BOD requests regarding the developing, reviewing, and 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, Nominations & Elections Chair, and other pertinent members related to the NCPEID website. The Website Manager shall report to the NCPEID Executive Committee.

#### **COMMUNICATIONS MANAGER**

The Communications Manager shall be an elected position serving a two-year term. The Communications Manager shall, upon election, begin their duties at the New Board Meeting at the

Annual Conference, working in coordination with the NCPEID President, the Communications Manager will be responsible for soliciting and responding to the EC and BOD requests regarding developing, reviewing, and updating NCPEID events. The Communications Manager shall post on platforms (i.e., Twitter, Facebook, Instagram, and YouTube) according to the guidelines established by NCPEID. The Communications Manager shall communicate regularly with the President, APENS Executive Director, Vice-President, Treasurer, Secretary, Membership Chair, Nominations & Elections Chair, and other pertinent members related to the NCPEID events and content for posting. The Communications 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. The Communications Manager will work in collaboration with the NCPEID President to design, develop, and distribute the newsletter *The Advocate* and disseminate announcements of all NCPEID programs to the membership.

## **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 them 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 eight standing committees – (1) Adapted Physical Education National Standards Committee (APENS); (2) Awards Committee; (3) Policy and Advocacy Committee; (4) Membership Committee; (5) Annual Conference Planning Committee; (6) Nominations/Elections, (7) Website Committee, and Research Committee (8).

**Section 5. Committee Chairs:** A member shall not hold a committee chair position on more than one committee at any time unless special approval is granted by the Executive Committee.

### **Adapted Physical Education Standards (APENS) Committee**

The committee will implement and update the APENS, its corresponding exam items, and eligibility criteria. The committee shall also support APENS-related activities. The APENS Committee members will be appointed by the APENS Chair and serve four-year terms; re-appointment for a second four-year term 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, who shall hold a valid APENS certification.

### **Awards Committee**

The Awards Committee will be comprised of the Chair and four additional members selected by the Chair. 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. Suggested deadlines for awards procedures are as follows:

- First week of February– Call for nominations
- Third week of March – Closing date for nominations
- Third week of April – Award recipients are notified

#### **Policy and Advocacy Committee (PAC)**

The Policy and Advocacy (PAC) Committee will consist of a Chair appointed by the President and four additional members selected by the Chair. At least one member must be a practitioner who is also a member of NCPEID. The PAC will promote 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 PAC 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 to meet the Consortium’s mission. The PAC 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. The PAC chair will be responsible for contributing updates and articles for the quarterly newsletter “the Advocate”.

#### **Membership Committee**

The Membership Committee Chair will be one of two Members at Large from the Board of Directors whom the President will appoint. The Membership Chair will be responsible for soliciting at least 4 additional NCPEID members to serve on the Membership Committee. At least one member must be a practitioner who is a member of NCPEID. 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 will be responsible for devising, implementing and evaluating strategies to enhance the membership base. This committee will use strategies such creating of scholarly activities (i.e. state-level presentations, focus writing groups, and development of position papers) to bring in new members. This committee will manage a “Member Benefits” section on the NCPEID website. 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 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 the Treasurer and Secretary to determine the eligibility of nominees, as well as communicate with the President to post the results on the website. Deadlines for election procedures are as follows:

- First week of February – Call for nominations
- First week of March – Closing date for nominations
- Third week of March- Ballots are sent out
- First week of April – Ballots returned

- Third week of April – Newly elected members will be notified, results sent to members, and the results posted on the website.

#### **Annual Conference Planning Committee**

The Annual Conference Planning Committee will be chaired by the Vice President. It will include the Vice President – Elect, two of the four Members at Large, one of the two student representatives, and a practitioner selected from among the NCPEID members by the Vice President. During this process, the committee will plan, conduct, and evaluate all aspects of the Annual Conference and work closely with the Executive Committee and Board members.

#### **Website Committee**

The website committee will be responsible for responding to the EC and BOD requests regarding developing, reviewing, and 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 to apply 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 collaborate with the Awards chair, Communication Manager, Membership chair, Research chair, and APENS Executive Director. The committee will be comprised of the website manager as chair, , APENS Executive Director, a representative from the membership committee, an appointed member in good standing, and a vice-chair when applicable.

#### **Research Committee**

The research committee will consist of a chair and up to four additional members selected by the chair. The committee will review requests for research involving NCPEID members and establish and oversee research initiatives on behalf of NCPEID. These members will serve for three years. Terms should be staggered so that only one member rotates off the committee in any given year. Members of the research committee must provide evidence of an active and quality line of research and scholarship.

### **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**