

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION  
1900 Association Drive, Reston, VA 20191

PROPOSED OPERATING CODE  
for  
DISTRICT AND PUBLIC RELATIONS COMMITTEE

Summer 1998  
Proposed revisions, spring 2008

I. COMMITTEE NAME

The proposed name shall be the District and Public Relations Committee (DPRC) of the National Association for Sport and Physical Education (NASPE).

II. PURPOSE

The purpose of the DPRC is to:

- bring visibility to NASPE/AAHPERD and its programs and services among its many audiences
- help improve communication with the state and district AHPERD associations enhance our advocacy efforts for quality physical education, physical activity and sport programs
- generate a sense of pride among physical educators and
- create national excitement about May—National Physical Fitness & Sports Month and particularly, May 1-7, National Physical Education and Sport Week.

III. MEMBERSHIP

Membership in the DPRC shall include five members and the District and Public Relations Coordinator on the NASPE Board of Directors.

IV. ORGANIZATION

A. Members:

1. The DPRC will consist of six voting members. The NASPE staff liaison will be an ex-officio member.
2. Each of the members except the chair will be appointed to a three-year term of office. If a vacancy should occur on the Committee, a replacement will be appointed by the President of NASPE from recommendations of the District and Public Relations Coordinator and NASPE Executive Committee to complete the original term of office.
3. The Chairperson of the DPRC is an elected position, District and Public Relations Coordinator of the NASPE Board of Directors.

- B. Replacement and Resignation Procedures:
  - 1. Resignation of DPRC members shall be by letter to the President of NASPE
  - 2. In the event of inefficiency or other just cause, a DPRC member may be removed by action of the NASPE Executive Committee.
  - 3. In the event of death, resignation or removal of a DPRC member, an appointment will be made by the President of NASPE, in consultation with the NASPE Executive Committee to fill the unexpired term. This appointment will be preceded by replacement recommendations from the District and Public Relations Coordinator.

- C. District Representatives:

Members shall reflect the interests and concerns of the six AAHPERD Districts.

- V. EXECUTIVE COMMITTEE MEMBERSHIP SELECTION PROCEDURES

- A. The DPRC will function as the Screening Committee to select new members.
- B. Application/Nomination Process
  - 1. The DPRC shall establish an application/nomination process for new members to the Committee and shall advertise/solicit NASPE members for applications/nominations.
  - 2. The DPRC will attempt to attain nominees whose geographical locations and levels of advocacy involvement are appropriate to develop national initiatives.
- C. The Screening Committee will require that the following criteria be met by each nominee for the Executive Committee:
  - 1. Membership in NASPE for a minimum of the previous two years.
  - 2. Acceptance of the responsibility to attend meetings of the DPRC, including those held during the AAHPERD National Convention, throughout the entire term of office and to assume major project responsibilities.
  - 3. Applicants for the Executive Committee may not hold other elective offices within NASPE during their proposed terms of office.
  - 4. Applicants' job situations must permit them the opportunity to carry out their District and Public Relations Committee job responsibilities effectively.
- D. Screening Process

1. The DPRC Chair will submit a complete listing of all applicants who meet selection criteria, along with comprehensive vitae, to each member of the DPRC Executive Committee.
2. Each Committee member, including the Chairperson, will rate each applicant on a five point scale in which five represents the highest value.
3. The nominees attaining the highest value will be re-submitted by the Chairperson to the Screening Committee for ranking in order of preference.
4. Based upon the rankings by the Selection Committee, the Chairperson will forward twice as many nominees as there are openings on the Committee, listed in preference order, to the President of NASPE. Appointments to the DPRC will be communicated by the NASPE President.
5. The Chairperson will advise the DPRC and all non-selected applicants of the appointments made by the NASPE President.

VI. DUTIES OF EXECUTIVE COMMITTEE MEMBERS

A. District and Public Relations Coordinator

1. Serve as a member and coordinate efforts of the DPRC.
2. Conduct business meetings of the Committee.
3. Coordinate the work of the Committee, Standing and Ad-Hoc Committees.
4. Cooperate with NASPE Board of Directors and staff in the coordination of activities among other structures of the Associations.
5. Coordinate preparation of the DPRC budget request and submit it to the NASPE Board of Directors for finalization at the fall meeting.
6. Prepare a report of committee activities, including recommendations, for the fall meeting and Convention meeting of the NASPE Board of Directors.
7. Maintain the following for transfer to the succeeding Committee Chairperson:
  - a. DPRC Operating Code
  - b. Minutes of Committee meetings
  - c. Association and Committee newsletters
  - d. Records of Committee projects and committee assignments
  - e. Convention program information for the previous five years

- f. List of Committee officers for the previous five years
    - g. Significant outgoing and incoming correspondence
  - 8. Send copies of significant Committee correspondence to appropriate Committee members, Association Presidents, Association Presidents-Elect, and the AAHPERD Staff Liaison for DPRC.
  - 9. Conduct screening procedure for vacant DPRC Executive Committee positions and, upon appointment by the NASPE Board of Directors, send each new member the following information:
    - a. DPRC Operating Code
    - b. All pertinent information relating to DPRC
  - 10. Act as liaison in cooperating and coordinating efforts with other professional organizations, or appoint another Executive Committee member to act in this capacity.
- B. Other DPRC Members
  - 1. Serve as a member of the District and Public Relations Committee
  - 2. Attend all sessions of all scheduled Committee meetings, including those held at the time and place of the AAHPERD Convention.
  - 3. Execute all responsibilities assigned by the Chair, including standing committee assignments and other DPRC responsibilities.
- C. DPRC Staff Liaison
  - 1. Maintain close communication with District and Public Relations Coordinator and Committee members concerning DPRC matters.
  - 2. Assist in the implementation and coordination of DPRC activities and suggest projects for future development.
  - 3. Report DPRC activities and concerns to the Executive Director of NASPE
  - 4. Have a thorough understanding of NASPE and AAHPERD policies relating to DPRC.
- D. Projects

1. Whenever the Committee engages in a project which involves the stated or implied concerns of other AAHPERD structures, the DPRC Chairperson will initiate appropriate consultations.
2. Committees may be established to conduct Committee projects either by the Committee Chairperson or the NASPE Board of Directors.
3. Projects involving fund expenditures must be approved by the NASPE Board of Directors.

E. Conferences and Workshops

1. All regional conferences and workshops must be financially self-supporting and held at a site agreed upon by the DPRC and NASPE Board of Directors.
2. The NASPE Conference Guidelines will be used in the planning and organization of all conferences and workshops.

VII. RULES OF ORDER

During DPRC meetings, questions of procedure will be determined according to Robert's Rules of Order, newly revised, except when otherwise agreed upon by majority vote of the DPRC.

VIII. AMENDMENT CODE

This Operating Code of DPRC may be amended by majority vote of the DPRC provided the amendments do not contravene the Constitution and Bylaws of AAHPERD, and provided such changes are approved by the NASPE Board of Directors.