

Operating Code for the North Carolina College Conference of Professional Preparation in Physical Education and Health Education

Approved as Amended at Elon University Meeting - September 16, 2011



Purpose Statement

The purpose of this College Conference shall be: (1) to study and promote standards for adequate professional preparation of teachers and other professionals in physical education and health education; and (2) to serve as a working conference, to enhance and supplement the activities of the NCAHPERD.

Administrative Organization

An overview of the administrative structure for the NCCC

Executive Committee Officers		
<i>The Conference shall be guided by an Executive Committee composed of three (3) persons who are to be elected to serve for three year terms, with one member to be elected annually. Meetings to take place annually on the 2nd Friday in September following Labor Day.</i>		
Term Responsibilities		
I	II	III
<ul style="list-style-type: none"> Secretaries 	<ul style="list-style-type: none"> Treasurers 	<ul style="list-style-type: none"> Chairpersons
<ul style="list-style-type: none"> Conf. & Exec. Committee Minutes 	<ul style="list-style-type: none"> Facility & Housing Arrangements 	<ul style="list-style-type: none"> Conference Programming
<ul style="list-style-type: none"> Pre/Post Conference Program Mailings 	<ul style="list-style-type: none"> Conference Registration (Pre- & On-site) 	<ul style="list-style-type: none"> Supervision of Term I & II Officers
	<ul style="list-style-type: none"> Financial Liaison to NCAHPERD 	<ul style="list-style-type: none"> NCCC Representative to PEA
		<ul style="list-style-type: none"> Coordinator of the PETE Reform
Note: Any vacancy on the Executive Committee shall be filled by appointment by the Committee. The person appointed shall serve until the completion of the original term.		

Membership & Re-election

A reference to the guidelines for membership and service in the NCCC

Membership	Membership shall be open to all personnel involved in or interested in professional preparation in physical education and health education in colleges and universities in North Carolina. There shall be no membership dues.
Executive Committee	Any vacancy on the Executive Committee shall be filled by appointment by the Committee. The person appointed shall serve until the completion of the original term.
Sub-Committees	Committees and/or committee chairpersons shall be appointed by the Executive Committee as the need arises.
Conference Presenters	Presenters at the annual conference will have their registration fee waived.

Conduct of Business

A reference to the protocols for governance of the NCCC

Committee Meetings	The Conference shall meet at least once a year at a time and place to be determined by the Executive Committee. Additional meetings may be called at the discretion of the Executive Committee.
Rules of Governance	Roberts Rule of Order shall govern the conduct of the meetings.
Amendment of Code	This code may be amended by a majority vote of those present at any annual business meeting.

Responsibilities Timeline*A reference to the time line for facilitating the NCCC*

NCCC Responsibilities Timeline		
Time Frame	Term	Responsibilities
Sept. - Dec.	I	Complete the NCCC minutes and disseminate electronically, send thank-you notes to presenters
	II	Secure facility reservations for following year (e.g. Elon University; Moseley Center; Rm. 215)
	III	Research current issues to be discussed
Jan. - April	I	Send out first e-mailing
	II	Determine conference registration procedures (e.g. cost, early-registration, etc.)
	III	Design program, contact invitees, follow-up with Term I & II Officers
May – Aug.	I	Prepare materials for NCCC (e.g. agenda, previous year's minutes, conference evaluation, etc.)
	II	Follow-up with facility reservation, makes necessary accommodations (e.g. lunch/snacks), and prepare materials for NCCC On-site registration
	III	Create conference programs for attendees

Executive Committee*Current executive committee for NCCC*

Executive Committee Officers		
Term I <i>Elected 2013-2014</i>	Term II <i>Elected 2012-2013</i>	Term III <i>Elected 2011-2012</i>
Donna Woolard Campbell University woolard@campbell.edu	Rick Overstreet High Point University roverstr@highpoint.edu	Kacey DiGiacinto Elizabeth City State University kldigiacinto@mail.ecsu.edu
