

Operating Codes of The Executive Council and Officers

INTERNATIONAL CHINESE SOCIETY FOR PHYSICAL ACTIVITIES AND HEALTH

Operating Code for The Executive Council (March 18th, 2015)

- I. Name:
The name of this body shall be the Executive Council of the International Chinese Society for Physical Activities and Health (ICSPAH).
- II. Membership: The members of the Executive Council
 - A. Shall be composed of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, Business Manager (non-voting), and the Student Representative (non-voting) of the Society.
 - B. Shall have the Chair of the Council who is the President of the Society.
 - C. Shall base all decisions in keeping with the Society's Bylaws and with the jurisdictional laws of the state or province in which the Society may be incorporated.
- III. General Duties:
 - A. Primary Responsibilities:
 1. Initiate and transact all business of the Society.
 2. Manage all interim business of the Society.
 3. Meet annually at the SHAPE America convention prior to the Society's General Assembly Meeting (GAM).
 4. Be prepared to convene for special meetings by convention calls, called at any time by the President or by any three members of the Executive Council with at least two weeks written notice (email accepted) to each member of the Council.
 5. Fill the unexpected term of any vacancy that may occur in any office of the Executive Council's membership.
 6. Evaluate periodically the work of the Society's structure.
 7. Maintain the Society's purposes and policies as set forth in the Bylaws of the Society.
 8. The President is the Chair of the Executive Council and the organizer of the Council meeting. Any proposal to the meeting agenda for discussion shall be approved by the Chair before the Council meeting.
 9. Any motion shall be proposed, seconded, discussed, and passed with majority votes (3/5) of the Executive Council members.
 10. An on-site proposal presented by a voting member and seconded by another voting member, even if not in the agenda approved by the Chair, may be considered for granting a motion that needs majority votes (4/5) of voting members of the Council.
- IV. Amendments
 - A. Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

Operating Code for the President

I. Name

The name of this office shall be President of the International Chinese Society for Physical Activities and Health (ICSPAH).

II. General Duties

A. Primary Responsibilities:

1. Carry out Council appointments and other organizational duties.
2. Plan and conduct all meetings of the Executive Council (in accordance with the By-laws).
3. Coordinate the functions of the various members of the Executive Council.
4. Serve as spokesperson and liaison with related organizations.
5. Represent the Society officially at meetings, symposia and conferences.
6. Initiate promotion and public relations duties as required.
7. Be involved with special award presentations and other types of recognition.
8. Plan and conduct the annual General Assembly Meeting (GAM)

B. Secondary Responsibilities:

1. Approve and distribute meeting minutes and action memos to the Executive Council members after submission by the Secretary.
2. On behalf of the Society, sign memorandum, agreement and contracts after contracts are approved by the Executive Council.
3. Inform the newly-elected officers of their responsibility according to the operating codes.

III. Amendment

- A. Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

Operating Code for the President-elect

I. Name

The name of this office shall be the President-elect of the International Chinese Society for Physical Activities and Health (ICSPAH).

II. General Duties

A. Primary Responsibilities:

1. Provide continuity and support for the Executive Council.
2. Serve as a voting member of the Executive Council.
3. Update the operating codes and Bylaws.
4. Pass on an electronic copy of the operating codes and By-laws to the incoming officers.
5. Present Bylaws changes at the GAM.
6. Perform other duties as assigned by the President.

III. Amendments

- A. Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

Operating Code for the Immediate Past-president

I. Name

The name of this position shall be the Immediate Past-president of the International Chinese Society for Physical Activities and Health (ICSPAH).

II. General Duties

A. Primary Responsibilities:

1. Provide continuity and support for the Executive Council.
2. Serve as a voting member of the Executive Council.
3. Promote the Society and facilitate public relations with other organizations.
4. Co-chair the Nominating and Credential Committee.
5. Co-chair the Event Organization Committee for conference, workshop, and forum.

III. Amendments

- A. Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

Operating Code for the Secretary

I. Name

The name of this office shall be the Secretary of the International Chinese Society for Physical Activities and Health (ICSPAH).

II. General Duties

A. Primary Responsibilities:

1. Attend all Executive Council meetings and the Society's annual General Assembly Meeting (GAM).
2. Serve as a voting member of the Executive Council.

3. Maintain accurate records of all Society meetings.
4. Prepare Minutes and Action Memos for the President who will approve and distribute them to members of the Executive Council.
5. Update and circulate the Executive Council contact list.
6. Assist the President, as requested.

B. Secondary Responsibilities:

1. Secure secretarial assistance and access to equipment as required for the Executive Council Meeting and the GAM.

III. Amendments

- A. Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

Operating Code for the Treasurer

I. Name

The name of this office shall be Treasurer of the International Chinese Society for Physical Activities and Health (ICSPAH).

II. General Duties

A. Primary Responsibilities:

1. Maintain the fiscal resources of the Society.
2. Serve as a voting member of the Executive Council.
3. Prepare an annual report and financial statement for the Society.
4. Present a report at the Executive Council meeting, and the annual General Assembly Meeting (GAM).
5. Supervise all expenditures.
6. Transfer all records to the incoming Treasurer.
7. Co-chair the Membership Committee
8. Fill the Tax report of the non-profit and related paper work as required by the federal laws.

III. Amendments

- A. Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

Operating Code for the Business Manager

I. Name

The name of this position shall be the Business Manager of the International Chinese Society for Physical Activities and Health (ICSPAH).

II. General Duties

A. Primary Responsibilities:

1. Attend the Executive Council meeting as a non-voting member.
2. Be responsible for all operations related to monetary issues and shall directly report to the President and the Executive Council.
3. Manage the bank account of the Society.
4. Provide updated information to the Treasurer for purpose of audit.
5. Issue the paycheck and credit card with permission of the Treasurer and the President.
6. Deposit monetary instruments to the bank account of the Society from donation, fundraising, and membership dues.
7. Summarize and provide monetary data to the Treasurer for reporting.
8. Keep all inventories, copies or original receipts, invoices and financial records of the Society.

III. Amendments

- A. Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.

Operating Code for the Student Representative

I. Name

The name of this position shall be the Student Representative of the International Chinese Society for Physical Activities and Health (ICSPAH).

II. General Duties

A. Primary Responsibilities:

Represent the student membership of the society on the Executive Council.

1. Represent the student membership of the society on the Executive Council.
2. Attend the Executive Council meeting (non-voting).
3. Serves as the liaison between the student members of the Society and the Executive Council.
4. Provide suggestions and feedback from student membership.
5. Serve as a member in both Public Relation and Promotion Committee and Event Organizing Committee.
6. Serve as a facilitator in student activities organized by the Society.
7. Assume other tasks assigned by the President.

III. Amendments

Recommendations for revision and/or amendments to this code shall be submitted.