

**CALIFORNIA ASSOCIATION FOR HEALTH,  
PHYSICAL EDUCATION, RECREATION AND DANCE**

<b>OPERATING CODE FOR THE ADAPTED PHYSICAL EDUCATION SECTION of The General Division</b>
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I. NAME

The name of this section shall be the Adapted Physical Education Section of the General Division of the California Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. The mission of the CAHPERD Section on Adapted Physical Education is to lead, support, and assist Adapted Physical Education Specialists to provide the highest quality physical education programs for individuals with and without disabilities in California. Such programs will maximize student skill development and cultivate a desire to lead an active, healthy, and productive lifestyle.
- B. To lead and support the implementation of quality, daily physical education programs for individuals with and without disabilities.
- C. To support and assist lifelong learning in all areas related to physical education for individuals with and without disabilities.
- D. To lead the development and implementation of state and federal regulations and guidelines as they relate to individuals with and without disabilities.

III. ORGANIZATION

- A. The Adapted Physical Education Section shall be administered by the State Council on Adapted Physical Education (herein referred to as SCAPE).
- B. SCAPE Officers shall be a Chair, Chair-Elect, and Past-Chair, referred to collectively as the Executive Committee.
  - 1. Ad hoc committee members may be established as needed by the Executive Committee.
  - 2. Chair-Elect shall be elected for a one-year term by CAHPERD members in attendance at the designated open business meeting/update of SCAPE during the National Adapted Physical Education Conference.
  - 3. Nominees for Chair-Elect must have served for a minimum of one (1) year on SCAPE and be a current CAHPERD member.
  - 4. The Chair and Chair-Elect shall represent SCAPE on the House of Representatives and House of Delegates.

C. Council Membership:

1. SCAPE shall consist of fifteen (15) voting members who currently belong to CAHPERD, except the two (2) where noted in 1.d. and 1.f.
  - a. Adapted Physical Education Executive Committee (SCAPE Chair, the Chair-Elect, and the Past-Chair)
  - b. Two (2) representatives from college/universities (with north/south representation, when possible);
  - c. One (1) representative from community college;
  - d. One (1) administrator (not necessarily Adapted Physical Educator or a CAHPERD member);
  - e. Six (6) Adapted Physical Education Specialists who serve special populations which include a variety of age groups throughout the lifespan;
  - f. One (1) at-large representative appointed by the Chair, Chair-Elect, and Past Chair for a one-year term. (not necessarily Adapted Physical Educator or CAHPERD members; and
  - g. One (1) future professional who is majoring in APE and a CAHPERD member.
2. In addition, the Chair shall appoint non-voting members with no term limits that may include:
  - a. A Secretary/Historian to be responsible for recording/maintaining the minutes for SCAPE.
  - b. A Parliamentarian to be responsible for meeting procedures according to Robert's Rules of Order, as amended by CAHPERD.
  - c. A Budget Chair to manage the SCAPE budget and accounts.
  - d. One (1) representative from the California Department of Education (Physical Education Consultant or from the Division of Special Education).
  - e. One (1) web manager.
  - f. One (1) conference planner.
3. Qualifications and terms of service
  - a. Voting SCAPE members shall serve for a one-year period. Members may be reappointed for succeeding years, not to exceed three (3) consecutive years.
    - 1) New members of SCAPE represent a cross section of the geographical areas, populations served, and a variety of age levels throughout the lifespan throughout the state, shall be current CAHPERD members and will be appointed by the Executive Committee of the SCAPE through the application process. (Application deadline is noted on the application form.)
    - 2) New members of SCAPE are required to be current CAHPERD members, except for the Administrators, member-at-large representative, and the California Department of Education representative and shall be appointed by the Adapted Physical Education Executive Committee through the application process or assigned by the SCAPE Chair.
    - 3) Verbal as well as written confirmation of appointment should occur as soon as possible after the annual State CAHPERD Conference by the Chair -Elect.
    - 4) Not more than one-third of the membership of the SCAPE should be replaced in any one year.
    - 5) Council members may be appointed to serve in an ad hoc capacity which could exceed three (3) consecutive years when deemed necessary.
    - 6) Non-voting members attend at the request of the Executive Committee.
  - b. The three (3) years of service as Chair-Elect, Chair, and Past-Chair shall not count toward three-consecutive years as described in C.3.a.
    - 1) Any out-going Past-Chair is eligible to be reappointed for the time remaining in a member's term described previously.
    - 2) If any out-going Past-Chair has completed three consecutive years, plus the time remaining in another member's term, that person is eligible for appointment for one more year, not to exceed seven (7) consecutive years of service as a voting member.
    - 3) Each year of service for SCAPE members and officers shall follow the CAHPERD fiscal calendar. New members will be invited to attend the May/June SCAPE meeting.
    - 4) The California Department of Education representative shall have no restriction on the length of continuous years of service to the SCAPE.

#### D. Council Functions:

1. Solicit and distribute applications, solicit and approve the director and sponsors, and provide support or assistance to the Conference Director(s) Chairs and Committee for the National Adapted Physical Education Conference, as outlined in the Conference Guidelines (Refer to Appendix G).
2. Recommend/plan session topics for the National Adapted Physical Education Conference and the annual state CAHPERD conference.
3. Recommend, initiate, and/or carry out projects, publications, or conferences appropriate to the needs and interests of the Adapted Physical Education Section membership.
4. Maintain the SCAPE website.
5. Update and provide current information to higher education, school districts, California Department of Education, and SELPA's (Special Education Local Plan Area) and/or other organizations and agencies as needed to enable them to encourage/promote the Adapted Physical Education Guidelines, Physical Education Framework, Physical Education Standards, and other pertinent documents and programs that exemplify the established credential process.
  - a. Maintain liaison with Institutions of Higher Education (IHE) and the California Commission on Teacher Credentialing (CCTC) concerning credential standards.
  - b. Provide leadership in interpreting legislation and the California Education Code regarding Adapted Physical Education.
  - c. Work with the California Department of Education, Special Education Division on projects that relate to Adapted Physical Education.
6. Solicit nominations and select recipients for the awards and scholarships as outlined in Appendices A-E.
7. Solicit representation throughout California for membership on the SCAPE.

#### IV. CONDUCT OF BUSINESS

##### A. Business meetings:

1. SCAPE shall hold at least five (5) business meetings and one (1) information/update meeting, for a total of at least six (6) meetings each year.
  - a. SCAPE business meetings may be scheduled for September/October, January, and May/June, in addition to the two (2) conference business meetings and an information/update session. Other special meetings may be called as needed by the SCAPE Chair.
  - b. The informational/update meeting of Adapted Physical Education Section shall be conducted by SCAPE at the National Adapted Physical Education Conference.
  - c. Locations of such meetings shall rotate within the state of California as appropriate.
2. A quorum, consisting of two-thirds (10) of the voting members of SCAPE is required for SCAPE business meetings and voting upon action items. Should the two-thirds majority be lacking, a mail ballot or telecommunication methods (i.e. FAX, e-mail, web-sites, telephone, etc.) shall be used.
  - a. E-mail proxy will be used for SCAPE members unable to attend the business meeting.
3. All SCAPE business meetings are open to all interested individuals.

B. Non-Council members: SCAPE meetings and discussion are open to all interested individuals. However, presentations will be limited to time constraints and the discretion of the Chair and/or Parliamentarian.

C. Robert's Rules of Order, as amended by CAHPERD, will be used for conduct of business for the SCAPE meetings.

## V. DUTIES OF COUNCIL MEMBERS

### A. Duties of the SCAPE Executive Committee: (Chair, Chair-Elect, Past-Chair).

1. Participate as a member of SCAPE by providing support, advice, leadership, and assistance to SCAPE members in completing SCAPE projects and work.
2. Appoint members to SCAPE (Refer to III.C.1 & 2).
3. Know, understand and implement the SCAPE Operating Code and recommend changes as needed.
4. Consider reappointment of members who do not attend meetings and/or complete assigned tasks.
5. Refer to Appendix F for further clarification of duties, and also to Appendix G for the Conference Guidelines for further clarification of general duties regarding the National Adapted Physical Education Conference.
6. Ensure that specific duties of SCAPE members are facilitated, such as Awards, Display Board, Scholarships, Conference, SCAPE, publications, etc.

### B. Chair:

1. Support the purpose and functions of SCAPE, as defined in the Mission Statement and Strategic Plan.
2. Represent the SCAPE on the CAHPERD House of Representatives and House of Delegates.
  - a. Attend, or appoint a designee to attend, the CAHPERD House of Representative and House of Delegates meetings and report back to SCAPE on information and action items.
  - b. Submit written reports to SCAPE of the business from the House of Representatives and House of Delegates meetings and submit SCAPE minutes to CAHPERD Board of Directors.
  - c. Attend, and/or appoint a designee to attend various CAHPERD conference planning meetings and participate in program planning.
3. Conduct regular scheduled business meetings, update sessions and perform business duties for SCAPE.
  - a. Establish agendas
  - b. Make administrative decisions
  - c. Monitor all SCAPE project assignments
4. Submit an annual report to the Chair of the General Division of CAHPERD during the annual state CAHPERD conference at the General Division business meeting for the year served as Chair.
  - a. Submit other reports to the CAHPERD Board of Directors and House of Delegates when scheduled/requested by the President.
  - b. Report results of SCAPE elections to the CAHPERD President-Elect at the end of the National Adapted Physical Education Conference.
5. Communicate and update the Chair-Elect on any and all issues concerning adapted physical education:
  - a. Disseminate written information.
  - b. Update information regarding SCAPE business.
6. Write an article for the CAHPERD Journal/Times in the Fall of each year to identify SCAPE members and goals for the year.
  - a. Arrange for other articles on Adapted Physical Education to be submitted/published in CAHPERD Journal/Times during the year in office, or appoint a SCAPE member to assume the responsibility.

- b. Provide calendar dates for SCAPE meetings, conferences and deadlines for events.
  - c. Review or appoint a member to review all articles for SCAPE prior to submission to the CAHPERD Editorial Board or the CAHPERD office for publication.
7. Make appointments of CAHPERD members to SCAPE with other SCAPE Executive Committee members.
8. Establish ad hoc and standing committees, as needed, to fulfill the duties and business of SCAPE.
9. Assist and facilitate the appointment of the Conference Director for the National Adapted Physical Education Conference.
  - a. Inform the CAHPERD President of appointment of Conference Director after approval by the SCAPE members.
  - b. Assist the conference planner in all business regarding the National Adapted Physical Education Conference (i.e. contracts, budgets, mailing, etc.) with the CAHPERD state office and SCAPE.
10. Coordinate award selection by serving as Chair for the SCAPE Executive Committee.
  - a. SCAPE Executive Committee will determine the scholarship recipient(s) at the January business meeting.
  - b. The Chair of SCAPE or designee will inform the Chair of the CAHPERD Physical Education Division Awards Committee of the award recipients, participate in the presentation of the award(s) at the National Adapted Physical Education Conference and provide for acknowledgement in the program for the annual CAHPERD state conference, if appropriate.
  - c. In addition, the SCAPE Chair or designee will notify the CAHPERD state office of the Outstanding Adapted Physical Educator award recipient and request a Teacher of the Year lapel pin to be forwarded in time for the presentation of the award at the annual National Adapted Physical Education Conference.
  - d. The Chair of SCAPE or designee will notify award recipients by telephone and written form prior to presentation.
  - e. Upon request, the SCAPE Awards Committee Chair will help facilitate and implement the procedures and work for the awards under the direction of State Chair.
11. Coordinate student scholarship selection by serving as Chair for SCAPE Executive Committee and disseminate scholarship applications for rating evaluation by Chair, Past-Chair and Chair-elect prior to the January business meeting.
  - a. Student scholarship recipient(s) will be determined at the January business meeting.
  - b. The SCAPE Chair will: 1) Inform the Chair of the CAHPERD Scholarship Committee of the scholarship recipients; and 2) Participate in the presentation of the scholarship at the annual CAHPERD state conference.
  - c. Notify scholarship recipient(s) by telephone and written form prior to presentation.
  - d. Upon request, the SCAPE Awards Committee Chair will help facilitate and implement the procedures and work for the scholarships under the direction of the SCAPE Chair.
12. Oversee the budget process with the SCAPE Budget Chair.
13. Provide continuity by transferring all essential materials and records to the incoming Chair after the May/June meeting.
14. If there is a tie vote, the Chair breaks the tie.

### C. Chair-Elect:

1. Support the purpose and functions of SCAPE, as defined in the Mission Statement and Strategic Plan.
2. Serve as a member of SCAPE and represent SCAPE on the House of Representatives and the House of Delegates.
3. Identify possible candidates as new members to SCAPE and serve on the SCAPE Executive Committee with the Chair and Past-Chair to appoint new members.
4. Succeed the Chair, should that person be unable to serve.
5. Assist the Chair in the performance of duties by reporting on, and keeping the Chair informed of, any new developments, programs, articles or newsletters, and information concerning physical education for individuals with disabilities.
6. Assist each CAHPERD district's conference planning committee in arranging and conducting a session or sessions on Adapted Physical Education at the District Conferences.
7. Plan the conference sessions for the annual state CAHPERD conference each year and submit plans according to time schedule/deadlines of the CAHPERD conference planning committee.
  - a. Work closely with the CAHPERD office and the CAHPERD conference planning committee in performing the following duties: secure all presenters and sessions, help plan a social, and write articles regarding the conference program (a pre-conference scenario. post-conference summary, etc.)
8. Attend the CAHPERD New Leaders Workshop/Orientation meeting (when held) and become thoroughly familiar with the duties and responsibilities and code of operation for the CAHPERD Adapted Physical Education Section (SCAPE).
9. Assist the SCAPE Budget Chair in submission of operation budget requests to CAHPERD Budget Committee, when requested.
10. Assist in identifying Director(s) for the National Adapted Physical Education Conference.
11. Assist in the selection process for SCAPE Student Scholarships.

### D. Past-Chair:

1. Support the purpose and functions of SCAPE, as defined in the Mission Statement and Strategic Plan.
2. Serve as a member of SCAPE.
3. Assist in identifying Director(s) and monitor the progress of the National Adapted Physical Education Conference along designated timelines.
4. Assist the Chair-Elect in identifying persons to serve in appointed positions of Secretary/Historian, Parliamentarian, and Budget Chair.
5. Review the Operating Code with the appointed Parliamentarian and submit changes/ amendments when necessary.
6. Assist in appointment of members to SCAPE.
7. Assist the Chair in obtaining/submitted articles on Adapted Physical Education to be published in the CAHPERD Journal/Times.

8. Assist in the selection process for the Outstanding Adapted Physical Educator Award (TOY), the APE Professional Recognition Award, the Exemplary Award and the SCAPE Chair-Elect.
9. Submit California Award recipient applications to Southwest District AAHPERD and/or AAHPERD Awards Committee, as appropriate (i.e. Teacher of the Year, Outstanding Adapted Physical Educators, Exemplary Program Award, Student Recognition, etc.)
10. Assist in monitoring timelines/procedures for the Chair and Chair-Elect.
11. Assist in selection of the SCAPE Student Scholarships.
12. Submit qualified, consenting nominees for election to the office of SCAPE Chair-Elect at the business meeting prior to the National Adapted Physical Education Conference. If no election occurs at the National Adapted Physical Education Conference, nominees will be submitted at the business meeting prior to the annual state CAHPERD conference.

E. Council Members: (Refer to Appendix F)

1. Serve as a member of SCAPE and be a current professional member of CAHPERD.
2. Support the purpose and functions of SCAPE, as defined in the Mission Statement and Strategic Plan.
3. Participate on ad hoc and/or standing committees when appointed or requested by the Chair. Committees may include: Information Dissemination, Awards, Transition/Community College, Administrative Compliance, Standards, College & University.
4. Support and participate in the National Adapted Physical Education Conference.
5. Attend and participate in at least five (5) SCAPE meetings per year. And, if unable to attend, notify the Chair prior to the meetings and designate a proxy.
6. Represent and inform CAHPERD members and other interested persons in geographical locations or interest areas in the state of California.
7. Submit reports at each SCAPE meeting on progress of committee work completed and in progress.
8. Report to local CAHPERD unit/region or district meetings work completed and information regarding SCAPE projects and conference sessions.
9. Refer to Appendix F for further clarification of duties.

F. Duties of Non-voting Council Members

1. Secretary/Historian or designee:
  - a. Maintain minutes and records of all SCAPE business meetings and projects and be responsible for maintaining a notebook for each year.
  - b. Record minutes of all SCAPE business meetings.
  - c. Provide minutes to the Chair for review in a timely manner at the completion of each business meeting for the distribution to SCAPE members, CAHPERD state office, and after approval, distribute minutes to others upon request.
  - d. Maintain and distribute necessary business meeting forms (i.e. committee report forms, motion slips, tally slips, committee lists, etc.) and other materials requested by the Chair and/or SCAPE member
2. Parliamentarian or designee:
  - a. Serve as consultant to the Chair in ensuring that all meetings are carried out according to specific program format and Robert's Rules of Order, as amended by CAHPERD.
  - b. Assist with procedural timelines for SCAPE business and communicate with the Chair.

- c. Attend SCAPE meetings when requested and ensure that all Council business is carried out in a timely manner.
  - d. Work with the SCAPE Past-Chair in reviewing the Operating Code annually. After changes are approved by the SCAPE, send those changes to the CAHPERD Governance and Structure Committee for approval.
3. Budget Chair or designee:
- a. Submit the annual budget to CAHPERD Budget Committee, upon request.
    - 1. Submit annual budget to SCAPE members for review and approval.
    - 2. Provide a current budget account to SCAPE members, as needed.
  - b. Assist SCAPE on all financial decisions.
  - c. Audit records of SCAPE expenditures, budget and reserves.
    - 1. Work with the CAHPERD office in maintaining current records.
    - 2. Submit quarterly reports to SCAPE.
  - d. Work and consult with the CAHPERD budget committee.
  - e. Maintain National Adapted Physical Education Conference budget as requested.
  - f. Attend SCAPE meetings when requested and be a current CAHPERD member.
4. California Department of Education Representative (Physical Education Consultant or Division of Special Education):
- a. Serve as a non-voting member of the SCAPE.
  - b. Identify and report (both written as well as verbal format) on relevant and current state and federal regulations and guidelines impacting on physical education for individuals with and without disabilities.
  - c. Assist in developing appropriate regulations and guidelines to maximize physical education opportunities for individuals with and without disabilities.
  - d. Attend at least one meeting per year.
5. Web manager:
- a. The SCAPE Web manager and Website Sub-Committee are responsible for creating, updating, and maintaining the SCAPE website.
  - b. The SCAPE Web manager and Website Sub-Committee will monitor that information posted and use of the site are in compliance with State and Federal law and with the regulations and procedures of SCAPE and its parent organization, CAHPERD.
  - c. SCAPE and CAHPERD will make reasonable attempts only to include links to sites which comply with Federal and State laws and regulations. SCAPE and CAHPERD cannot be accountable for the content outside of the SCAPE website.
  - d. All articles, graphics, audio files, video files, database files, other files, lists, shopping carts, and website links, will be submitted to the SCAPE Web manager for consideration to be included on the SCAPE Website.
  - e. The Web manager will determine an appropriate placement on the site for inclusion of information and create a draft for new and revised pages.
  - f. Minor updates, such as Council Member photos and information, materials approved at SCAPE meetings, and updates of information for the National Adapted Physical Education Conference may directly be posted by the Web manager only with notice given to SCAPE members for review.
  - g. A draft of major new SCAPE Website pages and information will be posted to a protected Internet location.
  - h. Members of the SCAPE Website Committee will review the draft pages for appropriateness of content and design in accordance with guidelines of both SCAPE and CAHPERD.
  - i. Revisions by the Web manager and approval by the SCAPE Website Committee will be made before posting major new content to the SCAPE Website.
  - j. Reasonable consideration will be given to the design of Website pages to meet current Internet accessibility standards.

6. Conference Planner:
  - a. Work closely with the CAHPERD Executive Director in planning meetings and signing of hotel contracts.
  - b. Ensure that SCAPE meetings move around the state to locations that are central to committee member's residence. Consideration should be given to the location of the National Adapted Physical Education Conference and the CAHPERD State Conference.
  - c. Order food when appropriate for the SCAPE meetings.
  - d. Work with the CAHPERD Executive Director in locating sites for the National Adapted Physical Education Conference. Ensure that the signed contract meets the needs of the conference, including location, catering costs, sleeping room rates, and meeting space.
  - e. Work with the planning committees of the National Adapted Physical Education Conference beginning 3 years out and continuing through to the conference post evaluation.
  - f. Maintain contact with the hotel as the liaison for SCAPE and CAHPERD.
7. Chair of the General Division.
  - a. Serve as a non-voting member of the Council.
  - b. Update the Council on CAHPERD activities and events, particularly those that have direct impact on APE or the Section of Council.
  - c. Attend all of the Council meetings or assign the vice chair of the Division to attend.
  - d. Present in verbal or written fashion, what SCAPE can do to support the parent organization CAHPERD.
  - e. Receive reports on what CAHPERD can do to support SCAPE and the APE Section, to report to the Administration Committee or the Board Of Directors where appropriate, for action.

## VI. AWARD AND SCHOLARSHIP PROCESS AND PRESENTATION

- A. Adapted Physical Education Teacher of the Year Award (Refer to Appendix A for process and procedures for selection of award recipient).
  1. The State Council Awards Committee and the Executive Committee will bring the nominations for the Teacher of the Year Award to the May business meeting for a vote by all SCAPE voting members.
  2. The selected person will be notified by the Chair, *and or designee*, of the CAHPERD State Council on Adapted Physical Education by telephone, and by a follow-up formal letter of acknowledgment. Arrangement for receiving the Award will be made at that time.
  3. In addition, the State Council Chair, *or designee*, will inform the Chair of the CAHPERD Physical Education Division Awards Committee Chair of the name of the individual receiving the Award.
  4. The Adapted Physical Education Teacher of the Year Award will be presented at the National Adapted Physical Education Conference.
  5. Award recipient's application will be forwarded on to Southwest District AAHPERD, AAALF/APAC, AAHPERD, and appropriate national awards committees.
- B. Adapted Physical Education Professional Recognition Award (Refer to Appendix B for process and procedures for selection of award recipient).
  1. The State Council Awards Committee and the Executive Committee will bring the nominations for the Professional Recognition Award to the May business meeting for a vote by all members.
  2. The selected person will be notified by the Chair, *and or designee*, of the CAHPERD State Council on Adapted Physical Education by telephone, and by a follow-up formal letter of acknowledgment. Arrangement for receiving the Award will be made at that time.
  3. In addition, the State Council Chair, *or designee*, will inform the Chair of the CAHPERD Physical Education Division Awards Committee Chair of the name of the individual receiving the Award.

4. The Adapted Physical Education Professional Recognition Award will be presented at the National Adapted Physical Education Conference.
  5. Award recipient's application will be forwarded on to Southwest District AAHPERD, AAALF/APAC, AAHPERD, and appropriate national awards committees.
- C. Exemplary Award (Refer to Appendix C for process and procedures for selection of award recipient).
1. The State Council Awards Committee and the Executive Committee will bring the nominations for the Exemplary Award to the May business meeting for vote by all members.
  2. The selected program(s) and representative person will be notified by the Chair, and/or designee, of the State Council on Adapted Physical Education by telephone and by a follow-up formal letter of acknowledgment. Arrangements for receiving the Award will be made at that time.
  3. In addition, the State Council Chair, *or designee*, will inform the CAHPERD Awards Committee *Chair* of the name of the Award recipient.
  4. The Exemplary Award will be presented at the National Adapted Physical Education Conference. In addition, the recipient will be invited to present a session at the annual state CAHPERD conference.
  5. Award recipient's application will be forwarded on to Southwest District AAHPERD, AAALF, AAHPERD and appropriate national award committees.
- D. Cultural Diversity Student Scholarship (Refer to Appendix D for process and procedures for selection of award recipient).
1. The State Council Executive Committee will select name (s) of recipient(s) from applicants according to criteria set on rating form. Recipient(s) will be notified by the Chair of the State Council on Adapted Physical Education by telephone and by a follow-up formal letter of acknowledgment of selection prior to the annual state CAHPERD conference.
  2. In addition, the State Council Chair, or designee, will inform the CAHPERD Scholarship Committee Chair of the name(s) of the scholarship recipient(s) prior to the annual state CAHPERD conference.
  3. Recipient(s) will be recognized and presented a certificate at the annual state CAHPERD conference.
  4. The scholarship stipend will be awarded during the start of the final student teaching semester/quarter.
- E. Julius Spizzirri Student Scholarship (Refer to Appendix E for process and procedures for selection of award recipient).
1. The State Council Executive Committee will select name(s) of recipient(s) from applicants according to criteria set on rating form. Recipient(s) will be notified by the Chair of the State Council on Adapted Physical Education by telephone and by a follow-up formal letter of acknowledgment of selection prior to the annual state CAHPERD conference.
  2. In addition, the State Council Chair, or designee, will inform the CAHPERD Scholarship Committee Chair of the name(s) of the recipient(s) receiving the scholarship(s) prior to the annual state CAHPERD conference.
  3. Recipient will be recognized and presented a certificate at the annual state CAHPERD conference.
  4. The scholarship stipend will be awarded during the start of the final student teaching semester/quarter.

## VI. PARLIAMENTARY PROCEDURES

Business meetings for SCAPE will follow specific program format as developed by the SCAPE and Robert's Rules of Order, as amended by CAHPERD.

## VIII. AMENDMENT OF THE CODE

This Operating Code may be amended or altered by approval of two-thirds majority of the members of SCAPE, provided such amendments or alternations do not contravene the Constitution and Bylaws of CAHPERD, and provided such changes are reviewed by the Governance and Structure Committee before submission to the Board of Directors for final approval.

### APPENDICES:

- A. Adapted Physical Education Teacher of the Year Award
- B. Adapted Physical Education Professional Recognition Award
- C. Exemplary Award
- D. Cultural Diversity Student Scholarship
- E. Julius Spizzirri Student Scholarship
- F. SCAPE Application
- G. National Adapted Physical Education Conference Guidelines

Initial code: 1968

Revised: 01/82

Revised: 10/86

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