

## **Bylaws of the TGfU Special Interest Group (SIG)**

### **Structure**

The structure will be:

TGfU Special Interest Group (SIG) members compose of TGfU Executive (5-6) voted from the TGfU SIG, and TGfU Advisory Board (representing countries from different regions in the world).

### **Members**

#### **1. Individual Membership**

Individuals interested in TGfU SIG group may be admitted as individual members and pay i) AIESEP and ii) TGfU SIG group membership fees - 35 and 15 Euros respectively.

#### **2. Honorary Members**

Individuals who have rendered a special service to the association or made significant contributions to the field of physical education and/or sport can be appointed as Honorary members of TGfU SIG. Emeritus status may be granted to those who have served eight years or more with distinction within TGfU and have demonstrated professional service to their community. The TGfU Executive will determine the criteria for Honorary and Emeritus members. Nominations can be made by TGfU SIG and received by the TGfU Executive. The TGfU Executive will make the final decisions for Honorary and Emeritus members.

#### **3. TGfU Membership Application and Withdrawal**

- a. Affiliation requests for membership must be addressed to the secretary. These affiliation requests will be on the agenda of the next TGfU Task Force meeting. Withdrawal demands are subject to the same procedure.
- b. The status of membership of TGfU SIG is lost through
  - i. A failure to pay the contributions
  - ii. A notification of withdrawal to the secretary.
  - iii. A suspension decided by the TGfU Executive with a majority of two-thirds of the vote

## **Operation of the AIESEP TGfU SIG, Executive and Advisory Board**

### **1. AIESEP TGfU Special Interest Group (SIG) - full members**

- a. The SIG is responsible for:
  - i. The election of individual members to the TGfU Executive Committee
  - ii. Approval of all activity reports
  - iii. Approval of the financial report
- b. SIG meetings are held every two years at TGfU conferences. Extraordinary meetings may be convened on demand of the Executive or one fifth of the TGfU SIG members.
- c. The Agenda of the SIG must include:
  - i. Adoption of the agenda
  - ii. Approval of the previous SIG meeting minutes
  - iii. The activity reports
  - iv. The financial report
  - v. The election of members to the Executive
  - vi. The election of members to the Advisory Board
  - vii. Programmes

### **2. TGfU Executive**

- a. The Executive Committee is responsible for:
  - i. the management and coordination of TGfU SIG policies
  - ii. the organization and management of all TGfU SIG and executive meetings
  - iii. ensuring the appropriate selection of the TGfU conferences and providing support with the organization of a) AIESEP Pre-World Congress one-day symposium (every 4 years) and the TGfU Seminar conference (every 4 years)
  - iv. ensuring the finances of TGfU SIG are appropriately administered
  - v. selecting of TGfU Honorary and Emeritus members
  - vi. any other business deemed appropriate
  - vii. overseeing communications (eg web and media)
- b. Is made up of:
  - i. Chair (term = two years)
  - ii. Chair elect (term = two years)
  - iii. Secretary (term = four years)
  - iv. Treasurer (term = four years)
  - v. Past Chair (term – two years)
- c. Term starts January 1<sup>st</sup> subsequent to election by the SIG membership.
- d. The members of the Executive Committee are elected personally by members of the TGfU SIG at the time of voting. Nominations for elections will be called at minimum of 2 months prior to the general meeting and remain upon until the general meeting. Should the Executive Committee deem it in the best interest of the TGfU SIG to have an online or

mail-in election, the election will be managed and adjudicated by the outgoing secretary and chair and be held no later than 6 months after the general meeting.

- e. Eligibility: To be elected to the Executive Committee, a member must have served within the SIG for at least one full term and the candidate may not be re-elected for more than two terms at the same office within the Executive Committee.

***Election Policies were ratified at the 4<sup>th</sup> International TGfU Conference, May 15<sup>th</sup>, 2008.***

Executive Election Procedures (***added to bylaws at April 13<sup>th</sup>, 2010 Executive meeting***)

- a. All members of the executive shall be elected by or electronic ballot by members of the Special Interest Group at least 3 months prior to the year at which term of office expires.
- b. Newly elected executive members will assume their roles and responsibilities January 1<sup>st</sup> following the election.
- c. Nominations must be presented to the Executive not less than 60 days (November 3<sup>rd</sup>) prior to the start of the executive members term.
- d. SIG members may nominate one SIG member for each of the executive positions by ballot and sent to designated executive member. Nomination ballots must be signed by the SIG member and have the signature of the nominee.
- e. Nominations will require the signature of at least five members in good standing, and a signed statement by the nominee to serve in the office.
- f. The same person cannot be nominated for more than one position by a SIG member.
- g. Members with the highest number of votes will be awarded the position of office and will be notified by Past Chair, responsible for nominations.

## **TGfU SIG Executive Roles**

### **Executive**

The Executive is made up of:

- i. Chair, Chair Elect, Past Chair, Secretary, Treasurer and ad hoc member.
- ii. Each member needs to make one meeting within a four year term and can select a proxy to stand in on other meetings.

### **Chair**

The Chair is responsible for:

- a. Presiding over the SIG Executive meeting
- b. Representing the SIG and executive on the AIESEP board as and when necessary
- c. Communicating with the AIESEP Board at least yearly by providing an end of year activity report
- d. Convening TGfU SIG meetings and Executive meetings
- e. Signing together with the secretary and the treasurer any contract that implies investment of the TGfU funds.
- f. Preparing agendas for meetings and sending these out to members a week ahead
- g. Establishing ways to address the Executive mission and goals
- h. Set interim goals in collaboration with the SIG executive for duration of the elected term
- i. Receive nominations for executive positions by Nov. 3<sup>rd</sup> in the election year.

### **Chair Elect**

The Chair Elect is responsible for:

- a. Fulfilling the duties of the Chair in Chair's absence
- b. Representing TGfU SIG on behalf of the Chair where necessary
- c. Assuming Chair's position at the end of the Chair's term
- d. Developing communication initiatives to promote the mission of the SIG.
- e. Coordinating communication associated with the promotion of the SIG
- f. Submitting an annual report of activity summary to the Chair
- g. Acting as a contact point for the development of new ideas on TGfU through website, conferences, TGfU SIG members and act to disseminate these ideas.
- h. Co-ordinating with past chair and chair the voting process for executive positions.

### **Past Chair**

The Past Chair is responsible for:

- a. Fulfilling the duties of the Chair or Chair Elect in their absence
- b. Mentoring and support of current Chair and Chair elect
- c. Liaising between the pending International TGfU seminar conference committee and the SIG executive

- d. Connecting with and maintaining members of the TGfU Advisory Board (made up of national representatives)
- e. Submitting an annual report of activity summary to the Chair
- f. Setting up executive meetings via SKYPE or other communication means
- g. Notifying members who have been elected for an executive position.

### **Secretary**

The Secretary is responsible for:

- a. Conducting the daily activities of TGfU SIG and Executive
- b. Drafting the minutes of the general meetings and Executive meetings
- c. Membership (ex officio) of all working parties
- d. Keeping all of the members informed of TGfU and related business.
- e. Keeping an email or paper trail of TGfU business.
- f. Acting as point person for podcasts, enquiries from the website, and collating information for the website
- g. Submitting an annual report of activity summary to the Chair
- h. Liaising alongside the Chair to keep TGfU SIG Exec members informed of business. (For example, liaising with the conference hosts to try and organise the outline for the types of sessions needed at the conference etc. and feed this information back to the TGfU SIG and SIG Executive.)
- i. Organizing SIG and Executive administration

### **Treasurer**

The Treasurer is responsible for:

- a. The financial administrating of the SIG and the provision of regular reports at the Executive meetings.
  - i. Request reimbursements from AIESEP Treasurer for individuals who incur expenses on behalf of the TGfU SIG
  - ii. Coordinate potential revenue-generating and/or fundraising initiatives
  - iii. Provide annual financial statements to the TGfU SIG and its members
- b. Conducting the working finances of TGfU SIG
  - i. Keep an up-to-date summary of revenue and expenditures
  - ii. Keep an up-to-date membership list of TGfU SIG Members and sends to secretary
- c. Liaising with AIESEP Treasurer
- d. Submitting an annual report of activity summary to the Chair
- e. Attending (in- person or virtually) TGfU SIG Executive meetings

Ad hoc member

- a. The ad hoc member is responsible for activities / projects as designated by the executive members.
- b. Submitting an annual report of activity summary to the Chair

### 3. Advisory Board

- a. The Advisory Board is responsible for:
    - i. the dissemination of TGfU SIG policies to critical organizations within member's country
    - ii. informing the SIG of pertinent information regarding progress of TGfU in each member's country
  - b. Is made up of:
    - i. Individuals from SIG representing their country of residence (4 years)
    - ii. Point person to inform Past Chair of Exec SIG (2 years)
  - c. Eligibility: To be elected to the Advisory Board, an individual must be:
    - i. a member of the TGfU SIG.
    - ii. have residency or a national of the country being represented
  - d. Members are elected by the SIG executive. A call for interest for membership to the board will be made on the TGfU website. Members interested will respond by providing a short biography (150 words) and a brief description of how their membership will impact his / her country (500 words). Where there are more than one application for a country these applications will be considered and voted on by the Executive. Alternatively, a national organization, with approval from the executive, can operate its own election system and thereby inform the executive of its choice prior to the start of the board member's term.
  - e. Individual members strive to:
    - i. Inform and liaise with respective national organizing bodies for PE and sport and specifically with pedagogical related groups about TGfU SIG matters.
    - ii. Connect with other advisory board members within the same continent
    - iii. Attend (where possible) one TGfU conference during 4-year term (either the TGfU seminar conference or the TGfU Symposium at the AIESEP Congress).
    - iv. Report to Coordinator of IAB (Past Chair of SIG Exec) about TGfU developments and research within own country with an annual report.
    - v. Regularly contribute to on-line forums as a representative of the IAB.
- *Election Policies were ratified at the 4<sup>th</sup> International TGfU Conference, May 15<sup>th</sup>, 2008.*
  - *Responsibilities of Executive positions edited March 31st, 2010*
  - *Advisory Board added to SIG March 31<sup>st</sup>, 2010*
  - *Election procedures added to byelaws at April 13<sup>th</sup>, 2010 Executive meeting*
  - *Edits and additions (International Advisory Board) approved and ratified at the SIG General Meeting, 29<sup>th</sup> October 2010.*
  - *It was moved and passed that all other future minor revisions and amendments to the byelaws are granted to the executive at TGfU SIG AGM, 29<sup>th</sup> October, 2010.*