



OREGON SOCIETY OF HEALTH & PHYSICAL EDUCATION CONSTITUTION & BYLAWS

2019 REVISION

OREGON SHAPE OPERATIONAL NAME

ARTICLE I

NAME & AFFILIATIONS

1. The organization shall conduct business as the ***Oregon Society of Health And Physical Education*** (Oregon SHAPE).
2. The Association is organized as a constituent state organization of the ***American Society of Health and Physical Education*** (SHAPE America).

ARTICLE II

PURPOSE

The purpose of ***Oregon SHAPE*** shall be:

1. To sponsor and promote professional development opportunities in the areas of Health Education and Physical Education (Including, Recreation, Dance, Adapted Physical Education, Athletics, Exercise Science, Coaching, etc.) throughout the State of Oregon.
2. To advocate for delivery of high quality school Health and Physical Education to all school-age children and youth in the State of Oregon without discrimination based on race, gender, sexual orientation or ability.

ARTICLE III

MEMBERSHIP

Oregon SHAPE shall consist of members as hereinafter provided.

ARTICLE IV ORGANIZATION

The *Oregon SHAPE* Association shall be organized as hereinafter provided:

1) BOARD OF DIRECTORS

- President
- President-Elect
- Past-President
- Secretary
- Vice President of Health Education
- Vice President of Physical Education
- Higher Education Representative
- Student Representative
- Executive Director (Ex-Officio)

2) GENERAL ASSEMBLY

- *Oregon SHAPE* members in good standing

ARTICLE V GOVERNANCE

The business of *Oregon SHAPE* shall be conducted by the *Oregon SHAPE Board of Directors* and *General Assembly* as hereinafter provided.

ARTICLE VI MEETINGS

1. There shall be an annual business meeting of the *General Assembly* at a time and place designated by the *Board of Directors*.
2. There shall be a State Conference sponsored by *Oregon SHAPE* held at the same time and place as the annual business meeting.
3. There shall be regular meetings of the *Board of Directors* and one meeting of the *Board of Directors* shall be held within a week of the *Oregon SHAPE Annual State Conference*.
4. The *President* may, when deemed necessary, call a *Board of Directors* meeting. Notices thereof shall state the purpose.
5. A quorum, consisting of not less than a majority of the voting members of the *Board of Directors* or their written proxies, shall be necessary for the official transaction of business at such meetings.

**ARTICLE VII
OUTREACH**

Oregon SHAPE shall maintain a web page and utilize social media and email to communicate with membership as hereinafter provided.

**ARTICLE VIII
BYLAWS**

Oregon SHAPE shall adopt Bylaws consistent with this constitution and the laws of the State of Oregon.

**ARTICLE IX
PROCEDURE FOR AMENDMENTS**

1. This constitution may be amended at any official meeting of the *General Assembly*, or by electronic (email) vote of the *General Assembly*. An affirmative vote equivalent to two-thirds of the membership in good standing present at an official meeting or two-thirds of the membership in good standing replying by electronic (email) vote shall be required, provided that a quorum, as specified, takes action. No electronic (email) vote shall be valid after thirty days (30) official notification.
2. All proposed amendments must be submitted in writing to the *Board of Directors* for approval at least thirty days (30) prior to the time at which they will be presented for Board action. After *Board of Director* action, all proposed amendments must be submitted in writing to the current membership at least thirty (30) days prior to the time the amendments will be presented for action at a *General Assembly* meeting or by an electronic (email) vote of the *General Assembly*.

**ARTICLE X
OREGON ASSOCIATION DISSOLUTION**

In the event of dissolution of *OREGON SHAPE*, all net assets at the time shall be dedicated to the *Western District of the American Society of Health And Physical Education (SHAPE America)* for the furtherance of the organization's goals.

In the event that the *Western District of SHAPE America* shall dissolve, the net assets shall be dedicated to the *American Society of Health And Physical Education (SHAPE America)*.

In the event that the *American Society of Health and Physical education* shall dissolve, the net assets shall be permanently dedicated to the Federal Government.

OREGON SOCIETY OF HEALTH AND PHYSICAL EDUCATION
(Oregon SHAPE) BY-LAWS

ARTICLE I
MEMBERSHIP

1. Any person or organization engaged in delivering or providing support to the delivery of, or interested in, Health Education, Physical Education, and its related fields in the State of Oregon may apply for membership.
2. Members of the *Oregon SHAPE* shall be classified as *Professional, Student, Honorary Life, Retired and Affiliate* members.
 - a) **Professional Membership** – Any person professionally engaged in or interested in one or more of the fields of Health Education, Physical Education and its related areas shall become a member by registering and paying annual dues.
 - b) **Student Membership** – Any current full time graduate or undergraduate student of Health Education, Physical Education and its related areas may become a voting member by paying dues stipulated for student membership.
 - c) **Honorary Life Membership** – Any person, who as an Honorary Life Membership bestowed by this alliance does not pay annual dues, however is a voting member.
 - d) **Retired Membership** – Any retired individual who has been a member of Oregon SHAPE or it's former affiliation name *OAHPERD* may retain voting membership by paying dues stipulated for retired members.
 - e) **Affiliate Membership** - Any agency or organization engaged or interested in the fields of Health Education, Physical Education, and its related areas may become an affiliate member by paying dues stipulated for Affiliate membership. An Affiliate membership is entitled to designate one vote per membership to represent its interests.
3. Professional, Student, Honorary Life, Retired members and Affiliate member designees shall have the right to hold office in *Oregon SHAPE*.
***Note: only one designee of an affiliate member organization may hold office.**
4. Professional, Student, Retired, and Affiliate Members shall pay annual dues as recommended by the *Board of Directors* and approved by the *General Assembly* to maintain good standing. Honorary life members shall receive free membership. Membership shall begin on the date of purchase and extend through a 365 day cycle. All members shall receive the official publications and communications from *Oregon SHAPE*.

Article II
BOARD OF DIRECTORS

SECTION I
COMPOSITION

1. The *Board of Directors* shall be composed of the following *Oregon SHAPE* members, all of whom shall be voting members:
 - President; who shall serve as the Chair
 - President-Elect
 - Past-President (Immediate service)
 - Vice-President of Health Education
 - Vice-President of Physical Education
 - Secretary
 - Higher Education Representative
 - Student Representative
2. The non-voting members of *Oregon SHAPE Board of Directors* are as follows:
 - Executive Director
 - Oregon Department of Education Representative
 - Appointed Conference Coordinator
 - Appointed committee members or chairs
3. All officers on the *Board of Directors* shall take office on the last day of the State Conference and serve on a basis concurrent with the terms of offices for *Oregon SHAPE*.

SECTION II
BOARD OF DIRECTOR DUTIES

It shall be the duty of the *Board of Directors*:

- 1) To supervise and direct the business affairs of *Oregon SHAPE* subject to the limitations and restrictions provided by the By-Laws and Constitution.
- 2) Conduct a performance review, as specified in the contract, of the Executive Director and the Conference Coordinator, if applicable and any other ongoing contractual agreements.
- 3) To approve the financial budget, supervise receipts and expenditures, and insure proper procedures for the safe keeping and accounting of all funds of *Oregon SHAPE*.
- 4) To recommend to the *General Assembly* the cost of membership dues.
- 5) To determine the time and place of meetings of the *General Assembly* and such other professional meetings and conferences as may be sponsored by *Oregon SHAPE*.
- 6) To approve the chairs and other persons of ad hoc committees as appointed by the *President*.
- 7) To provide for the maintenance of a complete record of the meetings of the *Board of Directors and the General Assembly*, for the maintenance of membership records, and for the preparation of annual reports, finances and activities.
- 8) To determine policies governing the administrative services and publications.
- 9) To exercise and perform other duties as prescribed elsewhere in the *Oregon SHAPE Constitution and Bylaws*.

- 10) Be responsible for the relations of *Oregon SHAPE* to the Western District of SHAPE America.
- 11) To review all actions of the *Board of Directors* at regular meetings of *Oregon SHAPE*.

SECTION III TERMINATION

The *Board of Directors* shall be empowered to replace any non-functioning member of the *Board of Directors*. The officer may be terminated at any time by a 2/3 majority vote of the *Board of Directors* for failure to properly fulfill the duties of the position.

ARTICLE III ASSEMBLY & MEETINGS

1. The *General Assembly* shall consist of the members of the *Board of Directors*, together with the *Professional, Student, Honorary Life, Retired, and Affiliate members*, of good standing of *Oregon SHAPE*.
2. A meeting of the *General Assembly* shall be held at the time and place of the *Oregon SHAPE Annual State Conference*. Special meetings may be called by the *President* or at the written request of a majority of the *General Assembly*. The *Secretary* shall notify all members of the *General Assembly*, at least thirty (30) days prior to the proposed meetings. One-half or more members of the *General Assembly* must be present as stated in this Article (Number 6).
3. It shall be the duty of the *General Assembly* to effect all changes in the Constitution & Bylaws, to elect officers, to initiate such business as it deems desirable, and to exercise veto power over action taken by the *Board of Directors* provided the quorum, as herein provided, takes action; and other business as hereinafter provided. No electronic (email) vote shall be valid after thirty days (30) official notification.
4. The *President* is responsible for preparing the agenda and presiding over *Oregon SHAPE* meetings, unless otherwise designated.
5. All members of *Oregon SHAPE* shall be allowed both speaking and voting privileges.
6. Members present at the *General Assembly* meeting shall constitute a quorum.
7. A simple majority vote is required for action of the *General Assembly* with the following exception: two-thirds vote is required for all Constitutional & By-laws changes and to veto action taken by the *Board of Directors*.
8. In the case of an electronic (email) veto, a quorum must be considered to be a simple majority of the current *Professional, Student, Honorary Life, Retired and Affiliate* members.

ARTICLE IV
OFFICERS

SECTION I
ESTABLISHED OFFICERS

- 1) The Elected Officers shall consist of the following officers and divisions:
 - President
 - President-Elect
 - Immediate Past President
 - Vice-Presidents of Health Education
 - Vice-President of Physical Education
 - Secretary
 - Higher Education Representative
 - Student Representative

- 2) Ex-Officio members shall include:
 - Executive Director
 - Oregon Department of Education representative
 - Conference Coordinator (if applicable)
 - Chairs of ad hoc committees as appointed by the *President* and approved by the *Board of Directors*.

SECTION II
PRESIDENTIAL DUTIES

The President shall:

- 1) Serve on the *Oregon SHAPE Board of Directors* as President for a period of two years.
- 2) Act as chairperson of the *Board of Directors and the General Assembly*, and represent the best interests of *Oregon SHAPE* as appropriate.
- 3) Preside at all meetings and enforce all rules and regulations relating to the administration of *Oregon SHAPE*.
- 4) Fill any vacancy in any office with the approval of the *Board of Directors*.
- 5) Call a meeting of the *Board of Directors* when deemed necessary or when requested by a majority of the members of the *Board of Directors*.
- 6) Appoint the members of special Ad Hoc committees as the *Board of Directors* deems necessary.
- 7) Attend the SHAPE America National Convention and serve as a *Western District SHAPE America* Assembly Delegate.
- 8) Work in conjunction with the Executive Director to appoint a treasurer to assist with financial monitoring and provide additional signatory for financial transactions.

SECTION III
PRESIDENT-ELECT DUTIES

The President-Elect shall:

- 1) Serve on the *Oregon SHAPE Board of Directors* as President-Elect for a period of one year.
- 2) Act for the *President* in their absence and in the case of death or resignation of the *President*, and shall succeed the *President* for the unexpired term.
- 3) Chair the Teacher of the Year Nominations, Honorary Life Award, Additional Awards Committees and other committees as designated by the *President* and approved by the *Board of Directors*.
- 4) Attend the SHAPE America National Conference and serve as a *Western District SHAPE America* Assembly Delegate.
- 5) Serve as a voting member of the *Board of Directors*.

SECTION IV
PAST-PRESIDENT DUTIES

The Immediate Past-President shall:

- 1) Serve on the *Oregon SHAPE Board of Directors* as Past-President for a period of one year.
- 2) Chair the Advisory Committee.
- 3) Act as General Chairperson for the State Conference and assume responsibility for those sections under that office.
- 4) Assist the *President* in implementing the recommendations made by the previous year's committees, which were accepted by the membership at the Annual Assembly meeting.
- 5) Serve as a voting member of the *Board of Directors*.

SECTION V
DIVISIONAL VICE-PRESIDENTIAL DUTIES

The Vice President for each Division; Health Education and Physical Education, shall:

- 1) Serve on the *Oregon SHAPE Board of Directors* as Vice President for a period of two years.
- 2) Assume primary responsibility for the activities conducted throughout the year and at the State Conference by their respective Division as hereinafter provided.
- 3) Promote their area of interest.
- 4) Participate in the conference program planning and promotion for the *Oregon SHAPE* Annual Conference.
- 5) Serve as a voting member of the *Board of Directors*.

**SECTION VI
SECRETARIAL DUTIES**

The Secretary shall:

- 1) Serve on the *Oregon SHAPE Board of Directors* as Secretary for a period of three years.
- 2) Keep the files, electronic and hard copy; including copies of the *Oregon SHAPE Constitution, Bylaws and Operating Codes*, up-to-date and in good order.
- 3) Keep a written record of the proceedings of *Oregon SHAPE Board of Directors* meetings and distribute recorded minutes to *Board of Directors* and others as designated by the *President* or by action of the board.
- 4) Upload minutes to *Oregon SHAPE* website.
- 5) Provide a record of all proceedings to the incoming Secretary at the end of the term of service.
- 6) Serve as a voting member of the *Board of Directors*.

**SECTION VII
HIGHER EDUCATION REPRESENTATIVE DUTIES**

The Higher Education Representative shall:

- 1) Serve on the *Oregon SHAPE Board of Directors* as Higher Education Representative for a period of two years.
- 2) Represent Higher Education interests in all matters of *Oregon SHAPE*.
- 3) Serve on the Conference Program Planning Committee.
- 4) Serve as a voting member of the *Board of Directors*.
- 5)

**SECTION VII
STUDENT REPRESENTATIVE DUTIES**

The Student Representative shall:

- 1) Serve on the *Oregon SHAPE Board of Directors* as Student Representative for a period of one year.
- 2) Represent student interest in all matters of *Oregon SHAPE*.
- 3) Serve on the Conference Program Planning Committee.
- 4) Serve as a voting member of the *Board of Directors*.

**SECTION VII
ADDITIONAL REPRESENTATIONAL DUTIES**

Additional duties of these and other officers shall be set forth in their respective operating codes.

ARTICLE V
APPOINTED & CONTRACTUAL POSITIONS

SECTION I
EXECUTIVE DIRECTORIAL DUTIES

The Executive Director shall:

- 1) Serve at the direction of the *Board of Directors* for a one-year contract which may be renewed annually.
- 2) Provide continuity and assistance to the overall operation of *Oregon SHAPE*.
- 3) Maintain up to date records of *Oregon SHAPE* membership, business and current copies of the *Oregon SHAPE Constitution, Bylaws and Operating Codes*.
- 4) Receive all dues and monies payable to *Oregon SHAPE* and enter such records in the proper books and accounts.
- 5) Pay all *Oregon SHAPE* expenditures by a check signed by the Executive Director and President or authorized electronic expenditure.
- 6) Prepare and have duplicated a complete itemized record of all *Oregon SHAPE* income and expenses. This written, itemized financial record is to be available on request to the membership at the State Conference.
- 7) Maintain the accounting books up-to-date and balanced with bank statements.
- 8) Provide quarterly account and bank statements to external accounting and CPA services for tracking and tax purposes.
- 9) Obtain approval and a second signature from the designated member of the *Board of Directors* on all checks to pay expenses or prior authorization for digital expenditures from *Oregon SHAPE* accounts.
- 10) Respond in a timely manner to meet fiduciary and reporting responsibilities to the *Western District SHAPE* and *SHAPE America* offices.
- 11) Act as signatory for *Oregon SHAPE's* memorandum of agreement (MOA) with *SHAPE America* and all other contractual obligations.
- 12) Perform additional specific responsibilities as spelled out in the operating codes and the Executive Director contract.
- 13) Not carry a proxy vote in the business meeting; allowing the Executive Director to maintain neutrality and integrity.

SECTION II
HISTORICAL DUTIES

The Historian shall:

- 1) Be appointed by the *President* with the approval of the *Oregon SHAPE Board of Directors* for a three year term and may be reappointed.
- 2) The Historian shall solicit materials, evaluate materials for retention, and maintain the archives of *Oregon SHAPE*.
- 3) The Historian shall keep archives in electronic and hard copy formats.

**SECTION III
RESIGNATIONS**

Resignation of any position under Article V must be submitted in writing a minimum of two months prior to termination of service. The appointment of a position may be terminated at any time by a two-thirds majority vote of the Board of Directors for failure to properly fulfill the duties of the position. In the event of a vacancy in any appointed or contracted position, the *President* shall oversee filling the existing vacancy.

**Article VI
ASSOCIATION COMMITTEES**

**SECTION I
STANDING & AD HOC COMMITTEES**

- 1) There shall be Standing Committees, and Ad Hoc Committees designated when deemed necessary by the *Board of Directors* or *Executive Committee*. Committee chairs may attend *Board of Directors* meetings at their own expense or with *Oregon SHAPE* funding upon invitation by the *President*. Ad Hoc Committee chairs will not act as voting members.
- 2) Each standing committee will be chaired by an officer on the *Board of Directors* with the intent to insure representation for board action.
- 3) Standing Committees of *Oregon SHAPE* shall be composed of not more than five members, appointed by the *Oregon SHAPE* President with review and input from the Executive Committee.
- 4) Each committee shall have an Operating Code approved by the *Board of Directors*.

**SECTION II
STANDING COMMITTEES**

The Standing Committees of *Oregon SHAPE* are designated herein as follows:

- 1) ***Executive Committee*** - Shall be charged to carry out the business of the *Board of Directors* in the absence of board approval. Committee actions shall be brought forward at the next board meeting for Board of Directors affirmation. The Executive Committee shall consist of:
 - Oregon SHAPE President, who serves as Chair
 - Oregon SHAPE President-Elect
 - Oregon SHAPE Immediate Past-President
- 2) ***Finance Committee*** - Shall prepare the Annual *Oregon SHAPE* budget and review all fiscal matters pertaining to *Oregon SHAPE* and its substructures. The Finance Committee shall consist of:
 - Oregon SHAPE President
 - Oregon SHAPE Executive Director, who serves as Chair.
 - Contracted Bookkeeper (if applicable)

- 3) **Conference Program Planning Committee** - Shall plan the *Annual Oregon SHAPE State Conference*. The Committee shall consist of:
 - Oregon SHAPE Past-President, who serves as Chair
 - Oregon SHAPE Executive Director
 - Oregon SHAPE Conference Planner
 - Oregon SHAPE Vice President of Health Education
 - Oregon SHAPE Vice President of Physical Education
 - Oregon SHAPE Higher Education Representative
 - Oregon SHAPE Student Representative.

- 4) **Nominating Committee** - Shall be responsible for securing candidates and for coordinating the election procedures. The Committee shall consist of:
 - Oregon SHAPE President- elect, who serves as Chair
 - Vice President of Health Education
 - Vice President of Physical Education

- 5) **Constitution Committee** - Shall study the *Oregon SHAPE Constitution and Bylaws* to propose such amendments as seem desirable. All Operating Codes shall be reviewed and edited by the Constitution Committee before they are presented to the *Board of Directors* for approval. The Constitution Committee shall also review proposed amendments to the *Oregon SHAPE Constitution and Bylaws* of each Division to ensure that the proposed changes are in agreement with the *Oregon SHAPE Constitution and Bylaws*. The Constitution Committee shall be composed of:
 - *Oregon SHAPE* Immediate Past President, who serves as Chair,
 - Members of the Executive Committee
 - Other *Oregon SHAPE* designees as appointed.

- 6) **Honorary Life Membership Committee** - Shall evaluate the work of individuals in the State of Oregon who have made outstanding contributions to the professional interests of *Oregon SHAPE*. At the *Annual Oregon SHAPE State Conference*, present as recipient(s) for Honorary Life Membership the names of individuals who merit this honor. The Honorary Life Membership committee shall be convened by the President-elect and composed of Honorary Life Recipients.

- 7) **Membership Committee** - Shall promote membership by contacting persons who are professionally involved in the interests of *Oregon SHAPE*. The Membership Committee shall assist in any possible way to further the growth of *Oregon SHAPE*. The Membership Committee shall be composed of:
 - Vice President of Health Education
 - Vice President of Physical Education
 - Student Representative.
 - Oregon SHAPE President shall appoint the Chair

- 8) **Advocacy Committee** - Shall identify and provide advocacy for issues relating to the interests of *Oregon SHAPE* and its constituent community. The Advocacy Committee will be an ad hoc committee as dictated by legislative issues. It shall be chaired by the *Oregon SHAPE Advocacy Representative*, as appointed by the *Oregon SHAPE President*, and will be composed of:
 - Vice President of Health Education
 - Vice President of Physical Education

- 9) **Scholarship Committee** - Shall review applicants for the *Oregon SHAPE* scholarships and submit recommendations on the basis of merit and need to the Board of Directors for approval. The Scholarship Committee shall be composed of:
- Oregon SHAPE President-Elect, who serves as Chair
 - Oregon SHAPE designated members appointed by the President.

**SECTION III
AD HOC & SPECIAL COMMITTEES**

- 1) Shall be appointed by the *Oregon SHAPE President* as necessary to carry out a specific task or function. An Ad Hoc or special committee shall cease to function as soon as the specific task for which it was created is accomplished or abandoned.
- 2) Ad Hoc and Special Committees must have a written charge from the *Oregon SHAPE President* with *Board of Directors* approval. Ad Hoc and Special Committees need not have operating codes, but the written charge must be on record with the *Executive Board*.

**ARTICLE VII
NOMINATIONS & ELECTIONS OF OFFICERS**

**SECTION I
NOMINATION PROCEDURES**

The Nominating Procedure shall be established as follows:

- 1) The Nominating Committee shall present to the Board of Directors a slate of candidates.
- 2) The Nominating Committee shall present biographical sketches for the candidates.
- 3) The Nominating Committee shall ensure the nominees satisfy the qualifications for office, including membership in good standing.

**SECTION II
QUALIFICATIONS FOR OFFICE**

The President-Elect Nominee shall:

- 1) Held membership in *Oregon SHAPE* for at least three years immediately preceding nomination for office.
- 2) Hold Professional membership in *Oregon SHAPE* during the year of nomination for office
- 3) Demonstrate interest in *Oregon SHAPE* as indicated by service to the society during at least three years of membership.
- 4) Maintain a *SHAPE America* membership during their two years as *Oregon SHAPE President*.

The Secretary Nominee shall:

- 1) Hold membership in *Oregon SHAPE* for at least three years immediately preceding nomination for office.
- 2) Hold membership in *Oregon SHAPE* during the year of nomination for office.

The Vice President of Health Education Nominee shall:

1. Hold membership in *Oregon SHAPE* for at least three years immediately preceding nomination for office.
2. Hold Professional membership in *Oregon SHAPE* during the year of nomination for office.

The Vice President of Physical Education Nominee shall:

1. Hold membership in *Oregon SHAPE* for at least three years immediately preceding nomination for office.
2. Hold Professional membership in *Oregon SHAPE* during the year of nomination for office.

The Higher Education Representative Nominee shall:

1. Hold membership in *Oregon SHAPE* for at least three years immediately preceding nomination for office.
2. Hold Professional membership in *Oregon SHAPE* during the year of nomination for office.

The Student Representative Nominee shall:

1. Hold student membership in *Oregon SHAPE* during the year of nomination for office.

SECTION III ELECTIONS

1) The Schedule of Elections shall be:

- President-Elect to be elected every other year.
- Secretary to be elected every three years.
- Vice Presidents of Health Education and Physical Education shall be elected in alternating years.
- Vice President of Health Education to be elected in Odd numbered years.
- Vice President of Physical Education to be elected on Even numbered years.
- Higher Education Representative to be elected in Odd numbered years.

2) Election Procedures shall be conducted as follows:

- Elections shall be held during the Oregon SHAPE Annual State Conference by ballot.
- The Nominating Committee shall be responsible for coordinating election procedures, including the receiving of additional qualified nominations.
- Candidates shall be introduced to the membership at the *Oregon SHAPE Annual State Conference*.

- Officers shall be elected by a majority of votes cast in the election at the *Oregon SHAPE Annual State Conference*.
- In case of a tie, the tie shall be decided by a majority vote of the *Board of Directors*.
- The results of the election shall be announced and posted on the web site immediately following the *Oregon SHAPE Annual Conference*.

**SECTION IV
TERMS OF OFFICE**

- 1) All newly elected officers shall take office at the conclusion of the *Oregon SHAPE Annual State Conference*; immediately following the *Oregon SHAPE President's* announcement of confirmed duly elected officers.
- 2) The Oregon SHAPE President shall serve a Four year term; One year as President-Elect followed by two years as President and one year as Immediate Past President on the *Oregon SHAPE Board of Directors*.
- 3) The Oregon SHAPE Secretary shall serve three years on the *Oregon SHAPE Board of Directors*,
- 4) The Oregon SHAPE Vice President of Health shall serve two years on the *Oregon SHAPE Board of Directors*.
- 5) The Oregon SHAPE Vice President of Physical Education shall serve two years on the *Oregon SHAPE Board of Directors*.
- 6) The Oregon SHAPE Higher Education Representative shall serve two years on the *Oregon SHAPE Board of Directors*.
- 7) The Oregon SHAPE Student Representative shall serve one year on the *Oregon SHAPE Board of Directors*.
- 8)

**SECTION V
RESIGNATION & TERMINATION**

A resignation of any officer must be submitted, in writing, a minimum of two months in advance. Any officer may be relieved of their responsibilities at any time by a 2/3 majority vote of the *Oregon SHAPE Board of Directors*.

**SECTION VI
VACANCIES**

In the event of a vacancy in any elected *Oregon SHAPE* position, the *Oregon SHAPE President* shall oversee filling an existing vacancy with the input and confirmation of the Board of Directors. In the event of a vacancy in the office of President-Elect a successor shall be elected from the current members of the Executive Board by a majority vote of the Executive Board.

ARTICLE VIII
DIVISIONS

SECTION I
DIVISIONAL DESCRIPTIONS

Oregon SHAPE Board of Directors shall be permitted to establish the following divisions:

- 1) Division for Health Education including;
 - School Health Instruction
 - Professional Preparation
 - Safety Education
 - Community Health Education
 - Public Health Education
 - Health Promotion and Wellness
 - Health Education Research

- 2) Division for Physical Education including;
 - Elementary School Physical Education
 - Secondary School Physical Education
 - College/University Physical Education
 - Adapted Physical Education
 - Physical Education Research
 - Dance
 - Physical Fitness
 - Administration and Supervision
 - Sports and Athletics
 - Coaching

- 3) Division of Students

SECTION II
GOVERNANCE

Oregon SHAPE divisions shall be governed by the provisions set forth in their respective operating codes.

SECTION III
REQUIREMENTS

Members of Divisions must be members in good standing of *Oregon SHAPE*.

SECTION IV
ADDITION & DISSOLUTION

Divisions may be accepted or dropped upon recommendations of the *Oregon SHAPE Board of Directors* and by a two-thirds vote of the *Oregon SHAPE General Assembly* at the *Oregon SHAPE Annual Business meeting* or by an electronic vote providing a quorum is met.

**SECTION V
ANNUAL CONFERENCE**

Each Division shall sponsor programs to serve their area of interest at the *Oregon SHAPE Annual State Conference* as deemed appropriate by the *Oregon SHAPE Board of Directors*.

**SECTION VI
BOARD REPRESENTATION**

Each Division will be represented on the *Oregon SHAPE Board of Directors* by a duly elected Vice President.

**ARTICLE IX
REPRESENTATION OF OTHER ORGANIZATIONS**

**SECTION I
NATIONAL REPRESENTATION**

The following *Oregon SHAPE Board of Directors* shall serve as active representatives to the *American Society of Health and Physical Education (SHAPE America)* in order as follows;

- Oregon SHAPE President
- Oregon SHAPE President Elect
- Oregon SHAPE Past President

Other active representatives, to whom *Oregon SHAPE* may be entitled, shall be appointed for one-year terms by the *Oregon SHAPE President*, with the approval of the Executive Committee.

**SECTION II
WESTERN DISTRICT REPRESENTATION**

The *Oregon SHAPE President* shall serve as representative of *Oregon SHAPE* on the *Board of Directors* for the *Western District of SHAPE America*.

**SECTION III
AFFILIATION REPRESENTATION**

Organizations whose purposes are compatible with those of *Oregon SHAPE* may petition the Executive Committee for affiliation. Each affiliated organization may sponsor a program in connection with the *Oregon SHAPE Annual State Conference* and may, upon Board of Directors approval, maintain reciprocal conference agreements.

ARTICLE X
DUES & FINANCES

SECTION I
ADMINISTRATION

The financial affairs of *Oregon SHAPE* shall be administered by the Executive Director, subject to the approval of the Finance Committee, which includes the Executive Committee.

SECTION II
FISCAL YEAR

The fiscal year of *Oregon SHAPE* begins on the first day of June and ends on the last day of May of the following year.

SECTION III
REVIEW

The financial accounts of *Oregon SHAPE* shall be audited upon request of the Executive Committee and/or a majority of the current membership and shall be reviewed annually by SHAPE America.

SECTION IV
REPORTING

The Executive Director shall make a report available to the membership at the *Oregon SHAPE Annual State Conference & Annual business meeting*.

SECTION V
BUDGET

The Finance Committee will work closely with the Executive Director in determining the budget for *Oregon SHAPE*.

SECTION VI
DUES

- 1) Oregon Membership Dues shall be established as follows:
 - Professional- \$50
 - Student- \$0
 - Retired- \$25
 - Affiliate- \$50
 - Honorary Life-\$0
- 2) Such dues shall constitute membership for one calendar year, 365 days from the date of payment. Membership registration receipt will constitute receipt of payment establishing membership for one calendar year.

SECTION VII
FISCAL ALLOCATION

The *Oregon SHAPE Board of Directors* shall decide the amount of money required to conduct the business of the Association including financing the contracted positions, general operating expenses, the *Oregon SHAPE Annual Conference* and contingency funding.

ARTICLE IX
TAX FREE EXEMPTION

SECTION I
TAX EXEMPT STATUS

This organization is organized exclusively for educational purposes within the meaning of section 501c(3) of the Internal Revenue Code.

SECTION II
OPERATING STIPULATIONS

Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted by an organization exempt from Federal Income Tax under section 501c(3) of the Internal Revenue Code.

SECTION III
DISSOLUTION OF TAX EXEMPT STATUS

Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed as stated in Article V, Dissolution of the Society, in the Constitution.

SECTION IV
NONPROFIT ASSURANCE

This organization is not organized for profit, and no part of the *Oregon SHAPE* earnings shall inure to the benefit of any private stockholder.

ARTICLE XII
RULES OF ORDER

SECTION I
GOVERNANCE

The rules of parliamentary procedure as laid down in Robert's Rules of Order, Newly Revised, shall govern all meetings of the Association. The *President* may modify these rules when necessary and appoint a Parliamentarian for advice. The decision of the President on matters of process shall be final.

ARTICLE XII
PROCEDURE FOR AMENDMENT

SECTION I
AMENDMENT PROCEDURES

These Bylaws may be amended at an *Oregon SHAPE* meeting of the Assembly by a majority vote of the members in good standing present.

SECTION II
CURRENT STATUS & ACKNOWLEDGEMENT

This document represents the current Constitution, Bylaws and Operating Codes of the Oregon Society of Health and Physical Education and supersedes all earlier revisions.

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| Adopted | October 9, 1981 | |
| Revised | October 8, 1982 | |
| Revised | October 14, 1983 | |
| Revised | October 11, 1985 | |
| Revised | October 11, 1990 | |
| Revised | October 13, 1992 | JAB, SOC |
| Revised | October 12, 1996 | GO |
| Revised | October 12, 2001 | JDR, PU |
| Revised | October 13, 2002 | CLP |
| Revised | October 8, 2010 | JR, BV |
| Revised | October 11, 2013 | MG, HW, DGH |
| Revised | October 16, 2014 | DGH, CB, MD |
| Revised | October 3, 2016 | CB, JB, MD |
| Revision | October 12, 2019 | AH, MD, NH, JS, JB |

Ballot of revisions accepted and voting quorum met at October 12, 2019 Oregon SHAPE Annual Conference and General Assembly vote.