

**SOCIETY OF HEALTH, PHYSICAL EDUCATORS, WASHINGTON
BY-LAWS AND OPERATING CODES
2014**

SOCIETY OF HEALTH AND PHYSICAL EDUCATORS WASHINGTON
ARTICLE I
Name and Affiliations

- Section 1 The organization shall be called SHAPE Washington”.
- Section 2 The Society is organized as a constituent state organization of the SOCIETY OF HEALTH AND PHYSICAL EDUCATORS America.

ARTICLE II
Purpose

The purpose of the SHAPE Washington shall be:

- A. To unite into one organization those persons who are engaged in or interested in any phase of health education, physical education, and dance in the State of Washington.

- B. To correlate closely the health, physical education, and dance work being performed by public and private organizations, institutions and other agencies in the State of Washington.

- C. To promote a wide educational and intelligent interest in health, physical education, and dance in the State of Washington.

- D. To act as a central leadership body which will clear and disseminate information relating to health, physical education, and dance work being conducted in the State of Washington.

- E. To sponsor and promote in-service education in the areas of physical education, health education, and dance throughout the State of Washington.

ARTICLE III
Membership

The SHAPE Washington shall consist of members as hereinafter provided.

ARTICLE IV
Organization

The SHAPE Washington shall be organized by ~~divisions and~~ committees as hereinafter provided.

ARTICLE V
Government

The business of the SHAPE Washington shall be conducted by the Executive Board, an Assembly, appointed officers and committees as hereinafter provided.

ARICLE VI
Meetings

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

ARICLE VII
Publications

The SHAPE Washington shall publish the Washington Journal of Health, Physical Education, and may publish other materials as hereinafter provided.

ARTICLE VIII
Amendments

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

SHAPE WASHINGTON FOR HEALTH, PHYSICAL EDUCATION,
AND DANCE BY-LAWS

ARTICLE I
Membership

- Section 1 Any person engaged in or interested in health, physical education, ~~recreation~~, dance or related fields in the State of Washington may apply for membership.
- Section 2 Members of the SHAPE Washington shall be classified as professional, student, honorary life and retired members.
- a. Professional Membership – Any person professionally engaged in or interested in one or more of the fields of health, physical education, or dance shall become a member by registering and paying annual dues.
 - b. Student Membership – Any full time student in residence at a post secondary institution preparing for and interested in health, physical education, or dance shall become a member by registering and paying student dues.
 - c. Honorary Life Membership – Any person outside, or within, the professions of health education, physical education, and dance elected membership upon the basis of meritorious service in there or closely related fields. Candidates nominated for honorary life membership must be elected by a three-fourths vote of the Executive Board and quorum is necessary.
 - d. Retired Membership – Any person who has retired from being professionally engaged in any field of health education, physical education, and dance may apply to the SHAPE Washington Executive Board for retired membership status.
- Section 3 Only professional, student, honorary life and retired members shall have the right to hold office, to vote or to participate in the business of the SHAPE Washington.
- Section 4 Professional and student members shall pay annual dues as recommended by the Executive Board and approved by the Assembly. Honorary life and retired members shall receive free membership. Membership shall be from the time of payment and 12 months. All members shall receive the official publications of the SHAPE Washington.

Article II
Executive Board

- Section 1 The Executive Board shall be composed of the following SHAPE Washington members, all of whom shall be voting members: The President, who shall serve as Chair; the President-Elect; the immediate Past President; the PE-elementary, PE-Secondary, Health, Dance, and Adapted., Secretary and Treasurer. The Parliamentarian, the Washington State Supervisor(s) of Health, Physical Education the Executive Director, and all appointed chairs or committees shall be non-voting members of the SHAPE Washington Executive Board. All officers on the Executive Board shall take office on the last day of the State Conference and serve on a basis concurrent with the terms of office in the SHAPE Washington.
- Section 2 It shall be the duty of the Executive Board:

- a. To supervise and direct the business affairs of the SHAPE Washington subject to the limitations and restrictions provided by the By-Laws and Constitution.
- b. To appoint and remove employees of the SHAPE Washington, determine their qualifications, set their compensations and prescribe their duties.
- c. To approve the financial budget, supervise receipts and expenditures and insure proper procedures for the safe keeping and accounting of all funds of the SHAPE Washington.
- d. To recommend to the Assembly the cost of membership dues.
- e. To determine the time and place of meetings of the Assembly and such other professional meetings and conferences as may be sponsored by the SHAPE Washington.
- f. To approve the chairs and other persons of the standing and ad hoc committees as appointed by the President.
- g. To provide for the maintenance of a complete record of the meetings of the Executive Board and the Assembly; for the maintenance of membership records, and for the preparation of annual reports, finances and activities.
- h. To determine policies governing the administrative services and publications.
- i. To exercise and perform other duties as say be prescribed elsewhere in the Constitution and By-Laws.

ARTICLE III
Assembly

- Section 1 The Assembly shall consist of the members of the Executive Board, together with the paid up professional, student, honorary life and retired members of the SHAPE Washington.
- Section 2 A meeting of the Assembly shall be held at the time and place of the State Conference. Special meetings may be called by the President or at the written request or electronic of a majority of the Assembly. The Secretary shall notify all members of the Assembly, at least thirty (30) days prior to the proposed meetings. One-half or more members of the Assembly, present in person, shall constitute a quorum for the transaction of business as provided in Section 4 of this Article.
- Section 3 It shall be the duty of the Assembly to effect all changes in the Constitution and By-Laws; to elect officers; to initiate such business as it deems desirable; and to exercise veto power over action taken by the Executive Board provided the quorum, as herein provided, takes action; and other business as hereinafter provided. No mail or electronic vote shall be valid thirty (30) days after official notification.
- Section 4 A simple majority vote is required for action of the Assembly with the following exception: two-thirds vote is required for all constitutional and By-Laws changes and to veto action taken by the Executive Board.
- Section 5 In the case of a mail or electronic veto, a quorum must be considered to be a simple majority of the current professional, student, honorary life and retired members.

ARTICLE IV
Officers

- Section 1 The elected officers shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer, and the Vice Presidents of the following divisions: Physical Education, Elementary, Physical Education, Secondary, Dance, Adapted, and Student. Ex-officio members shall include: the Parliamentarian, the Washington State Program Supervisor for Health and Fitness, Higher Education and the Executive Director, and the chairs of the standing and ad hoc committees as appointed by the President and approved by the Executive Board.
- Section 2 The President shall act as chairperson of the Executive Board and the Assembly. The President shall appoint a Parliamentarian and all committees, unless otherwise specified in the Constitution, By-Laws or Operating Codes. He/she shall fill any vacancy in any office except as provided in Article V, Section 4. The President will call a meeting of the Executive Board when he/she deems it necessary or when requested by a majority of the members of the Executive Board.
- Section 3 The President-Elect shall act for the President in his/her absence and in the case of death or resignation of the President, he/she shall succeed him/her for the unexpired term. The President-Elect shall chair the Nominations and Honors and Awards Committees and other committees as designated by the President and approved by the Executive Board.
- Section 4 The Immediate Past-President, in addition to being a member of the Executive Board, shall chair the Advisory Committee, act as General Chairperson for the State Conference and assume responsibility for those sections under that office.
- Section 5 The Vice President for each division shall assume primary responsibility for the activities conducted throughout the year and at the State Conference by their respective Division as hereinafter provided.
- Section 6 The Secretary shall keep the files, including copies of the Constitution, By-Laws and Operating Codes, up-to-date and in good order. All resolutions and proceedings of meetings, whether of the Assembly or of the Executive Board, shall be entered in the proper books by the Secretary. The Secretary shall prepare a written summary of the resolutions and proceedings of the SHAPE Washington Assembly and Executive Board and publish through the SHAPE Washington JOHPED.
- Section 7 The Treasurer and/or Executive Director shall receive all dues and monies payable to the SHAPE Washington and enter such records in the proper books. All SHAPE Washington expenditures shall be paid by a check signed by the Treasurer and/or the Executive Director. The Treasurer and/or Executive Director shall prepare and have duplicated a complete itemized record of all income and expenses. This written, itemized financial record is to be distributed to the membership at the State Conference. The Treasurer and/or the Executive Director shall keep the Treasurer's books up-to-date and balanced with bank statements.
- Section 8 Other duties of these and other officers shall be set forth in their respective operating codes.

ARTICLE V
Elections

- Section 1 The President-Elect for each Division shall be elected annually at the time of the State Conference. The President-Elect shall automatically succeed to the office of the President. The Vice President for each division shall serve for a 3 year term. The term of offices will be staggered so that 3 are elected on odd years and 2 are elected on even years. The Secretary and Treasurer shall hold office for 2 years.
- Section 2 Elections shall be conducted at the State Conference with provisions for absence ballots. A simple majority shall indicate election to office for one person.
- Section 3 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 VI
Voting Procedures

- Section 1 Elections shall be by secret ballot. Mail ballots will be sent only to those members requesting a mail ballot.
- Section 2 Mail ballots may be cast by mail by those active members who will not be in attendance at the State Conference business meeting. All mail ballots must be sent to the President-Elect whose name and address will appear on the ballot, prior to the opening of the State Conference. The Nominations Committee and two tellers, appointed by the President, shall mark off the names on the membership list of those who voted by mail. The envelopes with the ballots are not to be opened until after the voting has been completed at the State Conference.
- The following instructions shall be on mail ballot: 1) Mark the ballot. 2) Place it in a plain, sealed envelope. 3) Place the sealed envelope, along with your dues for the following year, in a second envelope. 4) Write your name and address in the upper left hand corner of the second envelope and mail to the President-Elect at least four days prior to the opening of the State Conference.
- Section 3 Elections shall be held during the State Conference. All members who did not vote by mail shall receive a ballot at the State Conference site. After the members have placed the marked ballots in the ballot box, the Nominations Committee Chairperson, Secretary, and two tellers (appointed by the President-Elect with approval of the President) will count the official ballots cast for each position.
- Section 4 The results of all elections conducted during the State Conference will be announced to the membership.

ARTICLE VII
Committees

- Section 1 Types of committees. There shall be standing committees and ad hoc committees.
- a. There shall be the following standing committees: Nominations, Advocacy, Curriculum, Assessment, Marketing, Legislative Action, and

Social Media. The structure and function of standing committees shall be stated in their respective operating codes.

- b. At-Large committees shall consist of Honor and Awards, , Journal Editor, Jump Rope and Hoops Coordinator,
- c. Ad hoc committees are indefinite in number and are appointed for relatively specific duties. They must have a written charge from the President with Executive Board approval. They need not have operating codes, but the written charge must be on record with the Executive Board.

Section 2 The President shall appoint chairs of committees unless otherwise stated in the Constitution, By-Laws and/or Operating Codes. All appointments must be approved by the Executive Board.

Section 3 Committee chairs may attend Executive Board meetings at their own expense or with SHAPE Washington funding upon invitation by the President, but will not be voting members.

Section 4 Each standing committee will be assigned to an officer on the Executive Board to insure representation for board action.

Section 5 Unless otherwise specified each standing committee shall be composed of four members in addition to the Chair, two of which will rotate yearly.

ARTICLE VIII Divisions

Section 1 The SHAPE Washington shall consist of the following Divisions:

Division for Health

- School Health Instruction
- Professional Preparation
- Safety Education
- Community Health Education

Division for Physical Education

- Elementary School Physical Education
- Secondary School Physical Education
- College/University Physical Education

Division for Dance

Division_for Adapted Physical Education

Division for Student/Young Professional

Section 2 Divisions shall be governed by provisions set forth in their respective operating codes.

Section 3 Members of Divisions-must be members of the SHAPE Washington.

- Section 4 Divisions may be accepted or dropped upon recommendations of the Executive Board by a two-thirds vote of the Assembly at a regular meeting or by a mail vote providing a quorum takes action.
- Sections 5 Each Division shall sponsor a progress in connection with the State Conference and workshops of the SHAPE Washington as deemed appropriate by the Executive Board.

ARTICLE IX
Representation – Other Organizations

- Section 1 The President, shall serve-as active representative to the Delegate-Assembly of SHAPE America. Other active representatives, to which the SHAPE Washington may be entitled, shall be appointed for one-year terms by the President, with the approval of the Executive Board.
- Section 2 The President shall serve as representative of the SHAPE Washington on the SHAPE America Northwest District state advisory commission.
- Section 3 Organizations whose purposes are compatible with those of the SHAPE Washington may petition the Executive Board for affiliation. Each affiliated organization may sponsor a program in connection with the annual Conference and may, upon Executive Board approval, maintain reciprocal Conference agreements.

ARTICLE X
Finances

- Section 1 The financial affairs of the SHAPE Washington shall be administered by the Treasurer and or Executive Director subject to the approval of the Finance Committee and the Executive Board.
- Section 2 The fiscal year of the SHAPE Washington begins on the first day of June and ends on the last day of May of the following year.
- Section 3 The financial accounts of the SHAPE Washington shall be audited upon request of the Executive Board and/or a majority of the current membership and shall be reviewed annually by SHAPE AMERICA.
- Section 4 The Treasurer and or Executive Director shall make a report at the annual business meeting of the SHAPE Washington.
- Section 5 Treasurer will work closely with the Executive Director and the Executive Board in determining the budget for the SHAPE Washington.

ARTICLE XI
Rules of Order

The rules contained in Robert's Rules of Order shall govern the SHAPE Washington in all cases where not contrary to article of the Constitution or By-Laws. It shall be the duty and responsibility of the Parliamentarian to interpret such Rules of Order.

ARTICLE XII
Amendment

Section 1 These By-Laws may be amended at any official meeting of the Assembly, or by mail or electronic vote. An affirmative vote equivalent to two-thirds of the regular membership present at an official meeting or two-thirds of the regular members replying by mail vote shall be required, provided that a quorum takes action. No mail vote shall be valid beyond thirty (30) days after official notification.

Section 2 All proposed amendments must be submitted in writing to the Executive Board for approval at least thirty (30) days prior to the time at which they will be presented for Executive Board: action. After Executive Board action, all proposed amendments must be submitted in writing to the current members at lease thirty (30) days prior to the time at which they will be presented for action at an Assembly meeting or by mail or electronic vote.