

OREGON ALLIANCE FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE
CONSTITUTION AND BY-LAWS
CONSTITUTION

**Article I
Name and Affiliations**

Section I. Name

The name of this organization shall be the Oregon Alliance for Health, Physical Education, Recreation and Dance (OAHPERD).

Section II. Affiliation

This Alliance is organized as a constituent state organization of the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) and the Northwest District Association of AAHPERD.

**Article II
Purpose**

Section I. Purpose

The purpose of the Alliance shall be:

- a. To unite in one organization those persons, schools, agencies or other individuals who are engaged or interested in any phase of promoting wellness, athletics, dance, health education, physical education or recreation in the State of Oregon.
- b. To promote a wide and intelligent interest in athletics, dance, health education, physical education and recreation.
- c. To act as a central medium which will clear and disseminate information relating to athletics, dance, health education, physical education and recreation work being done in the State of Oregon.

**Article III
Membership**

Section I. Eligibility

Any person engaged in or interested in athletics, dance, health education, physical education, recreation or related fields in the State of Oregon may apply for membership

Section II. Membership Classification

Membership of the Alliance shall be classified as Professional, Retired Professional, Student, Affiliate, and Honorary Life

- a. Professional Membership. Any person professionally engaged or professionally interested in the fields of athletics, dance, health education, physical education or recreation may become a voting member by paying the annual dues.
- b. Student Membership. Any current full time graduate or undergraduate student of athletics, dance, health education, physical education or recreation 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 but is a voting member.
- d. Retired Professional Membership. Any retired individual who has been a member of the health, physical education, recreation or dance profession 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 athletics, dance, health education, physical education, recreation or wellness promotion 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.

**Article IV
Board of Directors**

Section I. Affairs and Management

The affairs and property of the Oregon Alliance for Health, Physical Education, Recreation and Dance shall be managed by a Board of Directors. The number of members of the Board of Directors, their qualifications, and the manner of their election or appointment shall be fixed by the By-Laws.

**Article V
Oregon Alliance Dissolution**

Section I. Oregon Alliance Dissolution

In the event of dissolution of this organization, all net assets at the time shall be dedicated to the Northwest District Association of the American Alliance for Health, Physical Education, Recreation and Dance for the furtherance of the organization's goals. In the event that the Northwest District Association shall dissolve, the net assets shall be dedicated to the American Alliance for Health, Physical Education, Recreation and Dance for furtherance for the organization's goals. In the event that the American Alliance for Health, Physical Education, Recreation and Dance shall dissolve, the net assets shall be permanently dedicated to the Federal Government.

**Article VI
By-Laws**

Section I. By-Laws

The Alliance shall adopt By-Laws consistent with this constitution and the laws of the State of Oregon.

**Article VII
Procedure for Amending**

Section I. Amendment Procedure

This Constitution may be amended at any regular Alliance meeting by a two-thirds vote of the members present.

BY-LAWS

**Article I
Board of Directors**

Section 1. Board Membership

The Board of Directors shall consist of sixteen (16) voting members. Alliance President, who shall be Chair of the Board of Directors, Alliance President-Elect, Alliance immediate Past President, Alliance Secretary, Alliance Secretary-Elect, Alliance Treasurer, Alliance Treasurer-Elect, Student Representative, Student Representative-Elect, Presidents and President-Elects of the Associations.

Section 2. Duties and Responsibilities

Board of Directors shall:

- a. Take the initiative in formulating policies of the Alliance.
- b. Be responsible for the relation of the Alliance to the Northwest District AAHPERD.

- c. Keep a record of its proceedings and make reports to the membership through OAHPERD publications and at the annual conference.
- d. Conduct a performance review, as specified in the contract, of the Executive Director and any other ongoing contractual agreement.
- e. Adopt all alliance operating codes and subsequent revisions.
- f. Act as the legislative and administrative body of the Alliance between regular Alliance meetings.

All actions of the Board of Directors are subject to review at regular meetings of the Alliance.

Section 3. Resignation

Any elected, appointed or contracted member of the Board of Directors may resign. Resignation of an office must be in writing a minimum of two months prior to termination of service. The President acknowledges the resignation and proceeds to replace the position.

Section 4. 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 for failure to properly fulfill the duties of the position.

**Article II
Officer Responsibility**

Section 1. Alliance President

The Alliance President shall:

- a. Act as the chief executive officer of the Alliance and represent the best interests of the Alliance as appropriate.
- b. Preside at all meetings and enforce all rules and regulations relating to the administration of the Alliance.
- c. Call meetings of the Alliance Board of Directors when deemed necessary, or when requested to do so by the Board of Directors.
- d. Appoint the members of all Alliance committees. The Alliance President may appoint special committees as the Board of Directors deem necessary.
- e. Serve as an ex-officio member of all Alliance committees unless otherwise indicated.
- f. Supervise the work of all contracted services and provide materials for performance review to current board members and Association immediate past presidents.
- g. Attend the AAHPERD National Conference and serve as an Alliance Assembly Delegate.

Section 2. Alliance President-Elect

The Alliance President-Elect shall:

- a. Be responsible for planning and coordinating the program for the annual conference.
- b. Attend the AAHPERD National Conference and serve as an Alliance Assembly Delegate.

Section 3. Alliance Past President

The Alliance immediate Past President shall serve as Chair of the Nominating Committee and as Chair of the Constitution Committee. In addition, the Past President shall assist the President in implementing the recommendations made by the previous year's association presidents and Alliance committee chairs, which were accepted by the membership at the annual conference. The Past President shall preside at

meetings or represent the Alliance in the absence of the President.

Section 4. Chair Pro Tempore

In the event of the absence of the Alliance President and Past President from any meeting of the Alliance or Board of Directors, the Alliance President-Elect, Secretary, or Treasurer, in that order, shall preside.

Section 5. Alliance Secretary and Secretary-Elect

The Alliance Secretary shall keep a written record of the proceedings of Alliance meetings and shall distribute minutes to Board members, committee chairs, and others as designated by the President or the action of the Board. A summary of Alliance proceedings shall be submitted to the Editor of the OAHPERD Journal, meeting the Publications Editor's deadline, the Executive Director and to the members as the annual Alliance meeting. The Alliance Secretary-Elect shall learn the duties of the Secretary and assist as appropriate.

Section 6. Alliance Treasurer and Treasurer-Elect

The Alliance Treasurer shall be responsible for the receipt of all money payable to the Alliance and enter such records in the proper books. The Treasurer shall prepare and have duplicated a complete itemized record of all income and expenses. This written, itemized financial record is to be available to the membership at the annual Alliance meeting. A summary of the financial record is to be published annually in the OAHPERD Journal and made available for the membership at the annual Alliance meeting. The Treasurer shall inform the membership of the annual budget through the OAHPERD Publication preceding the Annual meeting. The Treasurer shall work closely with Executive Director to keep the Treasurer's books up-to-date and balanced with bank statements. The Treasurer shall have the responsibility to perform an annual assessment of the books with the Finance Committee. The Treasurer shall be responsible to contract an assessment of the books by an independent certified public accountant at the end of the Treasurer's term of service to facilitate the transfer of the books to the incoming Treasurer. The Alliance Treasurer-Elect shall learn the duties of the Treasurer and assist as appropriate.

Section 7. Association Presidents and Presidents-Elect

There shall be an Association with a President and President-Elect for each of the areas of interest of the membership designated as an Association. Each Association shall promote its area of interest. Officers shall participate in the Conference Program Planning Committee in planning and promotion for the annual conference of the Alliance. The Associations shall be as follows: Oregon Association of Athletics and Sports, Oregon Dance Association, Oregon Association for Health Education, and the Oregon Association for Physical Education. When AAHPERD assigns additional Alliance Assembly delegates to OAHPERD, associations shall select an association member to attend the meeting. The association rotation will be: Physical Education, Athletics and Sports, Dance, and Health beginning in 2003 with Physical Education.

Section 8. Alliance Student Representative and Student Representative-Elect

The Alliance Student Representative shall represent student interests in all matter of the Alliance. The Student Representative shall serve on the Conference Program Planning Committee. The Student Representative-Elect shall learn the responsibilities of the Student Representative and assist as appropriate.

**Article III
Appointed and Contracted Positions**

Section 1. Executive Director

The Executive Director shall serve at the direction of the Board of Directors for a one year contract which may be renewed. The Executive Director shall provide continuity and assistance to the overall operation of the Alliance. The Executive Director shall maintain up-to-date records of Alliance membership, business, and current copies of the constitution, by-laws and operating codes. Additional specific responsibilities are spelled out in the operating codes and the Executive Director contract. The Executive Director may not carry a proxy vote in Alliance Board or Business Meetings, which allows the Executive Director to maintain neutrality and integrity.

Section 2. Historian

A Historian shall be appointed by the President with the approval of the Board of Directors for a three year term and may be reappointed. The Historian shall solicit materials, evaluate materials for retention, and maintain the archives of the Alliance.

Section 3. Publications Editor

A Publications Editor shall serve at the direction of the Board of Directors for a three year contract which may be renewed. The Editor shall be responsible for soliciting, reviewing, and preparing materials for publication in the Alliance Journal. The Editor shall work closely with the Alliance Editorial Committee and the Executive Director.

Section 4. Assistant to the Editor

Upon recommendation of the Publications Editor, an Assistant to the Editor may be appointed by the President with the approval of the Board of Directors. The Assistant to the Editor shall be responsible for soliciting, reviewing, and preparing materials for Alliance publications, and other duties as assigned.

Section 5. Jump Rope for Heart Chair

A Jump Rope for Heart Chair shall be appointed by the President for a three year term and may be reappointed. The Jump Rope for Heart Chair shall have the responsibility for assuring the OAHPERD/ American Heart Association obligations are fulfilled.

Section 6. Hoops for Heart Chair

A Hoops for Heart Chair shall be appointed by the President for a three year term and may be reappointed. The Hoops for Heart Chair shall have the responsibility for assuring the OAHPERD/ American Heart Association obligations are fulfilled.

Section 7. Dance for Health Chair

A Dance for Health Chair shall be appointed by the President for a three year term and may be reappointed. The Dance for Health Chair shall have the responsibility for assuring the OAHPERD/ National Association for Sport and Physical Education (NASPE) obligations are fulfilled.

Section 8. Physical Best Chair

A Physical Best Chair shall be appointed by the President for a three year term and may be reappointed. The Physical Best Chair shall have the responsibility for assuring the OAHPERD obligations to AAHPERD/Physical Best are fulfilled.

Resignation of any position must be 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 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 IV
Alliance Committees**

Section 7. Standing Committees

Standing Committees of the Alliance shall be composed of not more than nine members and appointed by the Alliance President with review and input from the Board of Directors. Each committee shall have an Operating Code approved by the Board of Directors. The Standing Committees are:

- a. The **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 affirmation. The Committee shall consist of the Alliance President, who serves as chair, Alliance President-Elect, Alliance immediate Past President, Treasurer, and one other board member whose duties will not be impacted by the pending action.

- b. The **Finance Committee** shall prepare the annual Alliance budget and review all fiscal matters pertaining to the Alliance and its substructures. The Committee shall consist of Alliance Treasurer, who serves as chair, Alliance President, Alliance President-Elect, Alliance immediate Past President, and two Association or Alliance Past-Presidents who have had experience in dealing with the business affairs of the Alliance, and the Treasurer-Elect.
- c. The **Conference Program Planning Committee** shall plan the fall conference. The Committee shall consist of the Alliance President-Elect, who serves as chair, the Association President-Elects, and the Student Representative. The Executive Director and Conference Manager shall serve as ex-officio members.
- d. The **Nominating Committee** shall be responsible for securing candidates and for coordinating the election procedures. The Committee shall consist of the Alliance immediate Past President, who serves as chair, and the Presidents of the Associations.
- e. The **Constitution Committee** shall study the Constitution and By-Laws to propose such amendments as seem desirable. All Operating Codes shall be reviewed and edited by the Committee before they are presented to the Board of Directors for approval. The Committee shall also review proposed amendments to the Constitution and By-Laws of each Association to ensure that the proposed changes are in agreement with the Alliance Constitution and By-Laws. The Committee shall be composed of the Alliance immediate Past President, who serves as chair, and representatives from each Association.
- f. The **Honorary Life Membership Committee** shall evaluate the work of people in the State of Oregon who have made outstanding contributions to the professional interests of the Alliance fields and at the annual Conference of the Alliance, present as recipient(s) for Honorary Life Membership the names of individuals who merit this honor. The committee shall be composed of Honorary Life Recipients.
- g. The **Publications Review Panel** shall review submissions for inclusion in the Alliance Publications. The panel shall consist of the Publications Editor, who serves as chair, plus up to three "at-large" members.
- h. The **OASPERD Publications Advisory Committee** shall provide advice and assistance on the implementation of policies of the Board of Directors regarding Alliance publications. The Committee shall be composed of the Publications Editor, Assistant to the Editor, and representatives from each of the Associations of the Alliance on rotation as appointed by the current Alliance President. The President shall appoint the Chair of this committee.
- i. The **Membership Committee** shall promote membership by contacting persons who are professionally involved in the interests of the Alliance. It shall assist in any possible way to further the growth of the Alliance. The Committee shall be composed of representatives of each Association and a Student Representative. The President shall appoint a chair.
- j. The **Advocacy Committee** shall identify and provide advocacy for issues relating to the broad interests of this Alliance and its constituent community. The Committee shall be chaired by the Oregon Alliance Advocacy Representative, as appointed by the President, and will be composed of representatives from each Association.
- k. The **Scholarship Committee** shall review applicants for the Alliance scholarships and submit recommendations on the basis of merit and need to the Board of Directors for approval. The Committee shall be composed of representatives of each Association and a chair appointed by the President.

Section 2. Ad Hoc and Special Committees

Committees shall be appointed by the President as necessary. A committee shall cease to function as soon as the specific task for which it was created is accomplished or abandoned.

Article V

Meetings of the Alliance

Section 1. Alliance Meetings

- a. There shall be at least one Alliance meeting each year to be held in conjunction with the Annual Conference
- b. The Board of Directors shall establish the time and place of Alliance meetings.
- c. Special meetings of the Alliance may be called at any time by the President with the approval of the Board of Directors. The membership shall be notified one month in advance.
- d. The President is responsible for preparing the agenda and presiding over the meeting, unless otherwise designated.
- e. All members of the Alliance shall be allowed both speaking and voting privileges.
- f. Members present at Alliance meetings shall constitute a quorum.

Section 2. Board of Directors' Meetings

- a. There shall be at least three meetings annually of the Board of Directors.
- b. An agenda shall accompany the call to the meeting.
- c. Proxy representation shall be allowed provided the proxy is officially designated prior to the start of the meetings. No person shall be allowed to cast more than one vote.
- d. Speaking privileges shall be granted and controlled by the Alliance President.
- e. Arrangement of seating shall provide for segregation of voting members when deemed necessary by the President and a majority of the Board of Directors.
- f. A quorum of the Board of Directors shall be half of the voting members, plus one.
- g. The President may exert their voting privilege at any time. In the case of a tie vote on any pending action of the Board, the discussion would resume.

Section 3. Manner of Acting

A majority of the votes entitled to be cast on a matter to be voted upon by the voting members present or represented by proxy at a meeting at which a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by the Constitution or By-Laws.

Section 4. Voting by Mail

Any action which may be taken during a meeting of the members may be taken without a meeting, by mail vote conducted in such a manner as the Board of Directors shall determine. At least three weeks must be allowed to distribute and collect votes. Those members voting on an officially conducted mail vote of the Alliance Membership shall constitute a quorum. A majority of the votes cast shall be necessary for the adoption thereof unless a greater proportion is required by the Constitution or By-Laws.

Article VI Alliance Structures

Section 1. Associations

- a. The Alliance shall consist of the following Associations: Oregon Association for Athletics and Sport, Oregon Dance Association, Oregon Association for Health Education and Oregon Association for Physical Education.

- b. officers: President, President-Elect, and Secretary-Treasurer, and be supported by a designated membership of 40. Inactive associations will no longer be eligible for financial support from OAHPERD nor have a voting representative on the OAHPERD Board of Directors.

Section 2. Association Relationship to the Alliance

Associations shall be integral parts of the Alliance and shall have as their purpose to further the aims of the Alliance as they relate to special areas of interest.

Section 3. Association Responsibilities

Each Association shall:

- a. Establish a constitution and by-laws for the conduct of its affairs;
- b. Administer the expenditure of funds allocated to it by the Alliance;
- c. Establish and administer programs to serve its membership;
- d. Prepare and approve resolutions and other statements dealing with its interests;
- e. Initiate and approve all changes in its Constitution and By-Laws. Changes are subject to review by the Alliance Constitution Committee and the Alliance Board of Directors.

Section 4. Criteria for Association Membership in Office

Members of the Associations and their substructures (such as committees) shall be members of the Alliance. Only Alliance members who have designated affiliation with a particular Association may hold office or vote in that Association. Associations shall set qualifications for their officers in accordance with their respective by-laws.

Section 5. Special Association Projects

Associations may conduct special projects or events for the purpose of generating additional funds. At least ten (10) percent of any resulting profit shall be designated for the Alliance treasury. Consideration by the Alliance Board of Directors may be given to an Association's request for expenditure of these funds.

**Article VII
Nominations and Election of Officers**

Section 1. Nominating Procedure

- a. The Nominating Committee of the Alliance shall present to the Board of Directors a slate of candidates.
- b. The Committee shall present biographical sketches for the candidates.
- c. The Committee shall ensure the nominees satisfy the qualifications for office.

Section 2. Qualifications for Office

- a. The Alliance President shall:
 - 1. Hold membership in the Alliance for at least three years immediately preceding nomination for office.
 - 2. Hold Professional membership in the Alliance during the year of nomination for office.
 - 3. Demonstrate interest in the Alliance as indicated by service to the Alliance or to one of its Associations and/or membership on the Board of Directors during at least three years of membership.
 - 4. Be an AAHPERD member during their year as President.

- b. **The Alliance Secretary-Elect and Treasurer-Elect**
 - 1. Hold membership in the Alliance for at least three years immediately preceding nomination for office.
 - 2. Hold Professional membership in the Alliance during the year of nomination for office.
 - 3. Demonstrate interest in the Alliance as indicated by service to the Alliance or to one of its Associations and/or membership on the Board of Directors for two years.

Section 3. Elections

- a. **The Schedule of Election shall be:**
 - 1. President-Elect to be elected annually.
 - 2. Secretary-Elect to be elected in even numbered years.
 - 3. Treasurer-Elect to be elected in odd numbered years.
 - 4. Student Representative-Elect to be elected annually.
- g. **Election Procedures**
 - 1. Elections shall be held during the annual conference by secret ballot.
 - 2. The Nominating Committee shall be responsible for coordinating election procedures including the receiving of additional nominations.
 - 3. Candidates shall be introduced to the membership at the Annual Conference.
 - 4. Officers shall be elected by a majority of votes cast in the election.
 - 5. In case of a tie, the tie shall be decided by a majority vote of the Board of Directors.
 - 6. The results of the election shall be announced by the President at the Annual Conference.

Section 4. Terms of Office

- a. All newly elected officers shall take office at the conclusion of the Annual Conference immediately following the President's announcement.
- b. The President shall serve a three-year term: one year as President-Elect followed by one year as President and one year as immediate Past President.
- c. The Secretary shall serve one year as Secretary-Elect followed by two years as Secretary.
- d. The Treasurer shall serve one year as Treasurer-Elect followed by two years as Treasurer.
- e. The Student Representative shall serve one year as Student Representative-Elect followed by one year as Student Representative.

Section 5. Resignation and 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 Board.

Section 6. Vacancies

In the event of a vacancy in any elected Alliance position, the President shall oversee filling the existing vacancy with the input and confirmation of the Board of Directors.

Section 7. Further Stipulations

No individual may hold more than one elected position in the Alliance or one of its Associations at one time.

Article VII Dues and Finance

Section 1. Fiscal Year

The fiscal year of the Alliance shall be from the first day of June to the last day of May.

Section 2. Membership Dues

The membership dues shall be thirty dollars (\$30) for Professional, five dollars (\$5) for Student, thirty dollars (\$30) for Affiliate, and five dollars (\$5) for retired Professional. Such dues shall constitute membership for one calendar year from the date of payment. Membership cards shall be issued upon payment of dues.

Section 3. Membership Designation

A member of the Alliance may designate membership in one or two Associations upon payment of the Alliance membership fee. An Alliance member may join additional Associations for an additional fee of five dollars (\$5) each.

Section 4. Fiscal Allocation

The Board of Directors shall decide the amount of money required to conduct the business of the Alliance including financing the contracted positions, general operating expenses, the OAHPERD Publications, the Annual Conference and contingency funding.

Section 5. Association Allocation

Alliance income shall be shared with the Associations according to a formula approved by the Board.

- a. There shall be a base amount of \$600 allocated to each Association. This base allocation shall be distributed October 15th.
- b. Based upon designated memberships as of May 1, there shall be a membership allotment to Associations of \$5.00 for each designated membership in excess of 120 from those funds remaining after the Alliance budget and the Associations' base allotments have been distributed. Membership allotment should be paid on May 30th if funds are available.

Article IX Tax Free Exemption

Section 1. Tax Exempt Status

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

Section 2. Operating Stipulations

Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted by an organization exempt for federal income tax under section 501c(3) of the Internal Revenue Code.

Section 3. 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 Alliance, in the Constitution.

Section 4. Nonprofit Assurance

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

**Article X
Rules of Order**

Section 1. Governance

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

**Article XI
Procedure for Amending**

Section 1. Amending Procedures

These By-Laws may be amended at an Alliance meeting by a majority vote of the members present.

This is the current Constitution and By-Laws of Oregon Alliance for Health, Physical Education, Recreation and Dance and supersedes all earlier revisions.

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 (Archived with Constitution Committee Chair and member George Oja)

Revised October 12, 2001 JDR/PU

Revised October 13, 2002 CLP