

Key to Revisions: Errors in formatting will be corrected when next text is approved and inserted.
Text in **Blue** is proposed to be changed. **Bold and Blue** text is proposed to be deleted.
Text in *italicized Red* is the proposed change. If underlined, it is an addition to the current text.
Rationales are provided in green text.

OREGON ASSOCIATION FOR PHYSICAL EDUCATION CONSTITUTION AND BY-LAWS

Article I Name and Affiliation

Section 1.

The name of this Association shall be the Oregon Association for Physical Education, hereinafter referred to as OAPE or the Association.

Section 2.

This Association is a constituent organization of the Oregon Alliance for Health, Physical Education, Recreation and Dance, hereinafter referred to as OAHPERD or the Oregon Alliance.

Article II Purposes

The purposes of the Association shall be:

- A. To unite in one Association those persons who are engaged in or interested in any phase of physical education.
- B. To motivate, develop and improve physical education in the state of Oregon.
- C. To serve as a central source of communication, research and dissemination of information relating to physical education for OAHPERD.

Article III Membership

Section 1. General Membership.

Membership in OAPE shall be governed by the guidelines set forth in the OAHPERD Constitution. Membership is open to anyone who is a member in good standing of OAHPERD and who has designated OAPE as one of their Association affiliations. As per the OAHPERD Constitution, this may involve an added charge if a person chooses to affiliate with more than two Associations.

Section 2. Special Memberships.

- a. Special members of OAHPERD, e.g., students, honorary life members, will be similarly recognized in OAPE.
- b. **Additional special membership categories may be designated by the Board of Directors.**

b. Additional special membership categories may be designated by the OAPE Board of Directors

Rationale: Clarifies Oregon Association for Physical Education Board as there are also OAHPERD and OAHE Boards of Directors. The OAPE Board has not been defined to this point.

Section 3. Members Year.

The membership year shall **coincide with the fiscal year, i.e.** from the first day of the OAHPERD annual conference up to (but not including) the first day of the next annual conference.

The membership year shall be from the first day of the OAHPERD annual conference up to (but not including) the first day of the next annual conference.

Rationale: The fiscal year no longer coincides with the membership year.

Article IV Board of Directors

The affairs of the Association shall be managed by a Board of Directors. The number of members of the Board of Directors, their qualifications, manner of election or appointment, and their duties shall be fixed by the By-Laws.

Article V Finances

Section 1. Fiscal Year.

The fiscal year shall **begin with the first day of the OAHPERD annual conference and shall extend up to (but not including) the first day of the next annual conference.**

The fiscal year shall coincide with the OAHPERD fiscal year which begins June 1 and ends May 31.

Rationale: The fiscal year must coincide with the OAHPERD fiscal year which has changed since 1991..

Section 2. Income.

- a. Dues shall be payable to OAHPERD according to policies and regulations of the Alliance.
- b. OAPE shall receive a yearly allocation from OAHPERD, to be determined according to: a base allocation, common to all Associations in the Alliance, and **a percentage** allocation based on the number of OAPE members in the Alliance.
- b. OAPE shall receive a yearly allocation from OAHPERD, to be determined according to: a base allocation, common to all Associations in the Alliance, and an allocation based on the number of OAPE members in the Alliance.*

Rationale: Change reflects the current allocation process by OAHPERD.

- c. Income may be generated by special projects. The rules governing the distribution of such income shall be set forth in the By-Laws.

Section 3. Budget/Expenses.

- a. Expenses must be approved by Council Chairs or by Officers of the Association. Expenses over \$100.00 must be approved by the Board of Directors.
- b. There will be a systematic process for the allocation, review and reporting of income and expenses. The policies governing this budgeting process shall be consistent with OAHPERD and shall be set forth in the By-Laws.

**Article VI
Dissolution of the Association**

In the event of dissolution of this Association, all net assets at the time shall be dedication to OAHPERD.

**Article VII
By-Laws**

The Association shall adopt By-Laws consistent with the purposes and intent stated in this and the OAHPERD Constitution and By-Laws.

**Article VIII
Procedure for Amending**

The constitution may be amended at any duly called assembly of the membership of the Association by a two-thirds vote of the members present. All amendments must obtain OAHPERD Board of Director approval.

Rationale: This addition helps assure that the OAPE Constitution is in alignment with the OAHPERD Constitution.

OREGON ASSOCIATION FOR PHYSICAL EDUCATION
BY-LAWS

**Article I
Board of Directors**

Section 1.

The Board of Directors shall consist of **eleven voting** members, to include the Association President, Past President, President-Elect, Secretary/Treasurer, Member-at-Large, and the Chairs of the **six** councils: Elementary/Pre-school, Middle School, High School, College, Adult, and **Special P.E.**

The Board of Directors shall consist of twenty five (25) members. There are fourteen voting members: President, Past President, President-Elect, Secretary/Treasurer, Member-at-Large, Student, and the

Chairs of the eight councils: Elementary/Pre-school, Middle School, High School, College, Adult, Adapted Physical Education, Dance, and Sport. There are eleven (11) non voting elect positions: Secretary/Treasurer, Member-at-Large, Student, and the Elects of the eight Councils.

Rationale: 1) The statement has been rewritten to clarify who is included in the board, not just the voting members. 2) Because Dance and Sport have not been able to sustain a separate association, these areas of interest have been functioning within the OAPE umbrella for some time. 3) This allows the Student Chair to vote. 4) Adapted Physical Education is the current terminology for Special P.E. and is the terminology used in AAHPERD and OAHPERD.

- a. In the event of an absence by a member of the board of directors the elect shall have voting privileges for that said office.

Section 2.

The Board of Directors shall formulate and implement policies of the Association, maintain a positive working relationship between the Association and OAHPERD, plan agenda for Association membership meetings, keep records of its proceedings, and communicate information to Association membership through written and oral reports **between regular meetings of the Association.**

The Board of Directors shall formulate and implement policies of the Association, maintain a positive working relationship between the Association and OAHPERD, plan agenda for Association membership meetings, keep records of its proceedings, and communicate information to Association membership through written and oral reports and OAHPERD Journal articles.

Rationale: This highlights the importance of communicating to the membership through the OAHPERD Journal.

Article II Officers: Duties and Responsibilities of the Board of Directors

Section 1. The Officers.

Officers of the Association shall consist of the President, Past-President, President-Elect, Secretary/Treasurer, Secretary/Treasurer-Elect, Member-at-Large, Member-at-Large-Elect and the Chairs/Chair-Elects and of the **six** Councils: Elementary/Pre-school, Middle School, High School, College, Adult, and **Special P.E.**

Officers of the Association shall consist of the President, Past-President, President-Elect, Secretary/Treasurer, Secretary/Treasurer-Elect, Member-at-Large, Member-at-Large-Elect, Student, Student-Elect, and the Chairs/Chair-Elects and of the eight Councils: Elementary/Pre-school, Middle School, High School, College, Adult, Adapted Physical Education, Dance, and Sport.

Rationale: See Article 1, Section 1.

Section 2. Duties of the President

- a. Serve as representative of the Association to the OAHPERD Board of Directors.
- b. Plan and preside over OAPE Board of Directors meetings and general membership meetings.

- c. Act in behalf of the Association Board of Directors between regularly scheduled meetings, in accordance with authority granted by the Board and in the interests of OAPE and OAHPERD.
- d. Appoint committee chairs and/or task forces as needed, consistent with the purposes of the Association.
- e. Assume the office and duties of Past-President following one year of service as President.
- f. Ensure that articles are submitted to each issue of the OAHPERD Journal. As president, submit an article for each journal, updating members on the actions of the OAPE Board.
- g. Work with the Secretary/Treasurer to formulate the annual budget.

Rationale: This makes these official duties of the president. They have not been an assigned duty for any Board member. Submitting an article each time will help keep members informed of the actions of the OAPE Board.

Section 3. Duties of the Past-President

- a. Attend meetings of the Board of Directors and Association membership.
- b. Give advice and counsel as necessary.
- c. Chair the Nominating Committee.
- d. **Chair the Awards Committee.**

Rationale: Delete this as a responsibility of the Past President. The Board of Directors believes that chairing two major committees is too much for this person who has already served for two years. This responsibility has been added to the duties of the Member-At-Large.

Section 4. Duties of the President-Elect.

- a. Chair the **OAHPERD** Conference Program Planning Committee.
- a. *Chair the OAPE Program Planning Committee for the OAHPERD Conference and serve on the OAHPERD Conference Program Planning Committee.*

Rationale: The original statement is incorrect. The OAHPERD President-elect chairs the OAHPERD Conference Program Planning Committee.

- b. Assume the office and duties of President following one year of service as President-Elect.
- c. Preside over meetings in the absence of the President.
- d. Represent OAPE at meetings in the absence of the President.
- e. Attend meetings of the Board of Directors and Association membership.

Section 5. Duties of the Secretary/Treasurer.

- a. **Record and report the proceedings of the Board of Directors meetings and general membership meetings.**
- a. *Record and report Association financial status.*
- b. *Pay bills as directed by the Board of Directors.*
- c. *Assist President with annual budget formulation.*

Rationale: These duties had been the responsibility of the secretary/treasurer-elect. The Board felt that someone who had been on the Board for a year was more qualified to carry out the duties involving finances. The recording duties have now been assigned to the secretary/treasurer-elect. These duties can more easily be assumed by a new person on the Board.

- b. **Perform other duties in keeping with the office upon request of the Association President, i.e. correspondence, meeting notices.**
- d. *Perform other duties in keeping with the office upon request of the Association President*

Rationale: Delete i.e. statement. Correspondence and meeting notices now fall more appropriately with the duties of the secretary/treasurer-elect. Statement now becomes letter 'd'.

Section 6. Duties of the Secretary/Treasurer Elect.

- a. **Record and report Association financial status.**
- b. **Pay bills as directed by the Board of Directors.**
- c. **Assist President-Elect with annual budget formulation.**
- a. *Record and report the proceedings of the Board of Directors meetings and general membership meetings.*

Rationale: Assigns duties of record keeping to this new person on the Board rather than doing the financial recording and reporting. This duty is better suited to a new person on the Board.

- d. **Perform other duties in keeping with the office upon request of the Association President**
- c. *Perform other duties in keeping with the office upon request of the Association President*

Rationale: This statement does not change but is now b. rather than d.

Section 7. Duties of the Member-At-Large and Member-At-Large-Elect.

- a. Attend meetings of the Board of Directors and Association membership.

- b. Serve as spokesperson for special interest groups not represented on the Board of Directors.
- c. Chair the **Membership** Committee.
- c. *Co-Chair the Awards Committee*

Rationale: The membership committee will be dissolved. This has not been an active committee, and membership is the responsibility of all Board members. The responsibility for Teacher of the Year and other awards has been with the past president. The Board felt the past president was being asked to do too much. The Member-at-Large Chair and Elect often do not feel that they have specific responsibilities, but they do represent all councils and are most suited for promoting awards across all councils. They will act as co-chairs because of the potential amount of work required for this responsibility.

- d. Submit name of candidates for Member-at-Large to the Nominating Committee.

Section 8. Duties of the Council Chairs and Council Chair-Elects.

- a. Represent their special interest groups at Board of Directors meetings and general membership meetings.
- b. Serve as central contact for colleagues seeking information and/or guidance regarding special interest areas, and initiate activities as appropriate.
- c. Disseminate information about their councils and activities as appropriate.
- d. Call meetings of their special interest groups as needed.
- e. Appoint committees and task forces in their areas as needed and as consistent with the purposes, Constitution and By-Laws of the Association.
- f. Plan and/or recommend sessions in their areas for OAPE section of the OAHPERD Fall Conference.
- g. **Maintain written records of statewide activities in their areas.**

Rationale: This is being deleted as a responsibility of the Board. These records have not been kept nor passed along to the next Board. Passing along reports such as this is, in reality, very difficult to do.

- h. The Council Chair shall be responsible for initial and ongoing communication between the Chair and Chair-Elect.
- i. Submit names of qualified candidates for Council Chair of their special interest groups to the Nominating Committee.
- j. **Submit written reports as requested by the Association President.**
- j. *Submit written reports and OAHPERD Journal articles as requested by the Association President.*

Rationale: Spells out that the council chairs are expected to share the responsibility for submitting articles to the OAHPERD Journal.

Section 9. Succession/Replacement of Officers.

- a. The person elected as President-Elect shall serve for one year in that office, followed by one year as President and one year as Past-President.
- b. Other officers of OAPE shall serve one year as officer-elect and the following year shall assume the chair of office.
- c. Terms of office shall begin and end with the OAPE board meeting at the OAHPERD Fall Conference.
- d. In case of death or resignation, the following procedure shall be followed for each office:
 1. President: The President-Elect shall complete the unexpired term, then serve one year as President.
 2. President-Elect: The remaining term shall be filled by appointment of the Board of Directors, after which time the Association will elect a President-Elect.
 3. Secretary/Treasurer, Member-at-Large, and Council Chairs: The remaining term shall be filled by appointment of the Board of Directors, after which time the Association will elect a new officer.
 4. Past-President: The office shall remain vacant and the Board of Directors shall appoint a new chair of the Nominating Committee and Awards Committee to serve the remainder of the term.
- e. The Board of Directors shall have the right to replace any non-functioning member.

Article III Election of Officers

Section 1. Slate of Candidates

The Nominating Committee shall solicit and review names of candidates and present a slate to the OAPE Board of Directors by **June 1 of each year**. Upon view and acceptance by the Board of Directors, the slate of candidates shall be announced to the Association membership through the fall issue of the OAHPERD journal and other avenues as necessary.

The Nominating Committee shall solicit and review names of candidates and present a slate to the OAPE Board of Directors by the third meeting of the Board of Directors. Upon view and acceptance by the Board of Directors, the slate of candidates shall be announced to the Association membership through the fall issue of the OAHPERD journal and other avenues as necessary.

Rationale: This specifies that the slate will be presented at a board meeting. The Board felt that this would be a more effective means of assuring that the succession of officers was being carried forth. The third board meeting should occur in late spring and will allow sufficient time for candidates to be recruited and names published in the OAHPERD Journal.

Section 2. Qualification for Office.

Members of OAPE and OAHPERD are eligible for Association office. The following factors will be considered in selecting candidates for office:

- a. Interest in serving OAPE, as indicated by involvement on professional committees, projects, and meetings.
- b. Professional background: contributions and service to physical education.
- b. Professional background: contributions and service to physical education/activity, dance, or sport.*
- c. Knowledge and familiarity with physical education and sports in Oregon: indicated by length of time residing in the state.
- c. Knowledge and familiarity with physical education/activity, dance, or sport in Oregon: indicated by length of time residing in the state.*

Rationale: Collectively these changes broaden the interest areas of OAPE. Dance and Sport have been proposed as new councils; OAPE has been operating with these councils for some time. Physical Activity is a broader term than Physical Education and is one being promoted by NASPE. The Member-at-Large, Sport, and Adult council chairs may not necessarily be employed in physical education jobs.

- d. Familiarity with AAHPERD, OAHPERD, and /or NASPE.*

Rationale: This, 'd', is proposed as an addition. 'Familiarity' can be vague, but it is important that candidates have some exposure or understanding of these professional organizations within which OAPE functions and/or collaborates.

Section 3. Election Procedure.

Officers shall be elected by a majority of votes cast at the OAPE Association general membership meeting at the OAHPERD Annual Conference, and shall assume office immediately following the OAPE Board meeting at Fall Conference.

Officers shall be elected by a majority of votes cast at the OAPE Association general membership meeting at the OAHPERD Annual Conference, and shall assume office immediately following the OAPE Board meeting at Fall Conference. In addition, the Board of Directors may choose to allow electronic and/or mail balloting.

Rationale: The intent of this addition to Section 3 is to increase the number of OAPE members who elect the Board. Balloting by these methods (mail or e/mail) would allow people who do not attend the conference to have a say in the election process. People who will be attending the conference will also be allowed to vote in these alternative methods, and this gives them an opportunity to study the candidates in advance and either vote before or at the conference. Currently AAHPERD allows alternative methods of balloting.

Article IV Committees

Section 1. Standing Committees.

- a. Nominating Committee.
- b. **Public Relations/**Communication Committee.
- b. *Communications Committee*

Rationale: The term, 'Communications', broadens the intent of this committee. The intent is that the OAPE website will be included in this committee's responsibility. Public relations is the responsibility of all Board members.

- c. Conference Program Planning Committee.
- d. **Honors and** Awards Committee

Rationale: *Delete the term, 'Honors' which tends to be redundant.* The Awards Committee will coordinate the Teacher of the Year and Excellence in Physical Education Awards.

- e. **Professional Standards Committee.**

Rationale: Delete this Committee. It is no longer necessary.

- f. **Political Action Committee.**

- f. *Advocacy Committee*

Rationale: The name, 'Advocacy, is more current, and this committee will work with the OAHPERD Advocacy Chair.

- g. **Membership Committee.**

Rationale: Delete this committee. It does not have a function as each board member has a responsibility to encourage membership.

Section 2. Function of the Standing Committee.

- a. **Nominating Committee shall solicit, review and announce names of candidates as set forth in the OAPE By-Laws and operating codes.**
- a. *Nominating Committee shall solicit, review and announce names of candidates as set forth in the OAPE By-Laws and operating codes. This committee will be chaired by the Past President.*

Rationale: Defines leadership.

- b. **Public Relations/**Communication Committees shall work with OAHPERD **PEPI Committee** to provide information on Physical Education and Sport as set forth in the OAPE operating code.

- b. *Communication Committee shall work with OAHPERD to provide information on Physical Education/Activity, Dance, and Sport as set forth in the OAPE operating code. This committee will guide the development and maintenance of the OAPE Website.*

Rationale: Changes the committee name, and deletes reference to PEPI which is no longer a functioning committee of OAHPERD or AAHPERD. The addition of 'Activity' and 'Dance' broadens the interest areas of OAPE. (This change continues in following paragraphs.) Adds the responsibility of the website to this committee.

- c. Conference Program Planning Committee shall organize and carry out the Physical Education and Sport program for the conference as set forth in the OAPE Associations operating codes.
- c. *Conference Program Planning Committee shall organize and carry out the Physical Education/Activity, Dance, and Sport program for the conference as set forth in the OAPE operating codes. This committee is chaired by the President-Elect.*

Rationale: The changes broaden the interest areas of OAPE and define leadership.

- d. **Honors and Awards Committee** shall solicit, review and announce **honors and awards in Physical Education and Sport status** as set forth in the OAPE operating codes. This committee will be chaired by the **Past President**.
- d. *Awards Committee shall solicit, review and announce the Teacher of the Year and the Excellence in Physical Education Awards as set forth in the OAPE operating codes. This committee will be chaired by the Member-At-Large Chair.*

Rationale: The changes reflect proposed name changes, define awards to be coordinated, and change the leadership.

- e. **Professional Standards Committee shall review, evaluate, and recommend Physical Education and Sports status as set forth in the OAPE operating codes.**

Rationale: Omit Professional Standards Committee. It is no longer necessary as the Oregon Department of Education Physical Education specialist keeps OAPE informed of Standards.

- h. **Political Action Committee** shall be the lobbying group for Physical Education and Sport as set forth in the OAPE operating codes.
- e. *Advocacy Committee shall work with the OAHPERD Advocacy Committee and shall be the lobbying group for Physical Education/Activity, Dance, and Sport as set forth in the OAPE operating codes.*

Rationale: Changes reflect a more current name, the association with the OAPERD Advocacy Committee, and the broader perspective of OAPE.

- g. **Membership Committee shall monitor membership affairs as set forth in the operating codes. This committee will be chaired by the Member-at-Large.**

(omit this committee)

Rationale: This committee has not been functioning. OAPE membership is a concern of each Board member and is related to OAHPERD membership.

Section 3. Ad Hoc Committees.

The Board of Directors may appoint Ad Hoc Committees and task forces as necessary.

Section 4. Special Committees.

The chairs of standing committees are invited to attend Board meetings. Chairs of special committees may attend Board meetings at the invitation of the Board.

Article V Meetings

Section 1. Board of Directors Meetings

- a. There shall be a minimum of three meetings as set forth by the operating codes.
- b. Meetings will be called by the president.
- c. Board meeting expenses are set forth in the OAPE operating codes.
- d. A quorum will consist of one more than half of the voting contingent of the Board.

Rationale: This is a new section. The current Constitution had no guidelines for Board meetings.

Section 1. Council Meetings.

Becomes Section 2.

- a. Meetings of the Councils shall be subject to the call of their respective chairs.
- b. Councils shall determine their own requirements for a quorum.

Section 2. Parliamentary Procedure.

Becomes Section 3.

Roberts Rules of Order (newly revised) shall be followed unless otherwise provided in the By-Laws.

Roberts Rules of Order (current version) shall be followed unless otherwise provided in the By-Laws.

Rationale: This change specifies the edition of the governing book but allows for future changes.

Article VI Dues and Finances

Section 1.

Association members must be members of OAHPERD.

Section 2.

(To be determined according to OAHPERD Constitution and By-Laws)

Refer to the OAHPERD Constitution and By-Laws.

Rationale: This statement is more definite.

Article VII Amendment Procedure

These By-Laws may be amended at any duly called OAPE Association meeting, by a majority vote of the members present. All amendments must obtain Alliance approval.

All amendments must obtain OAHPERD Board of Director approval.

Rationale: The statement is now the same as for amending the Constitution regarding the need for approval from the OAHPERD Board. Asking for Alliance approval suggests that all OAHPERD (or AAHPERD ?) members must approve changes which is not necessary and would be cumbersome .