

OREGON ASSOCIATION FOR PHYSICAL EDUCATION CONSTITUTION

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 OAPE Board of Directors.

Section 3. Members Year.

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.

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 June 1 and end May 31.

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 an allocation based on the number of OAPE members in the Alliance.
- 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 dedicated 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 Directors approval.

**OREGON ASSOCIATION FOR PHYSICAL EDUCATION
BY-LAWS**

Article I - Board of Directors

Section 1.

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.

- 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 and OAHPERD Journal articles.

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, 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.

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.

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.

Section 4. Duties of the President-Elect.

- a. Chair the OAPE Program Planning Committee for the OAHPERD Conference and serve on 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 Association financial status.
- b. Pay bills as directed by the Board of Directors.
- c. Assist President-Elect with annual budget formulation.
- d. Perform other duties in keeping with the office upon request of the Association President

Section 6. Duties of the Secretary/Treasurer Elect.

- a. Record and report the proceedings of the Board of Directors meetings and general membership meetings.
- b. Perform other duties in keeping with the office upon request of the Association President

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

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 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.

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/activity, dance, or sport.
- c. Knowledge and familiarity with physical education/activity, dance, or sport in Oregon: indicated by length of time residing in the state.
- d. Familiarity with AAHPERD, OAHPERD, and /or NASPE.

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. In addition, the Board of Directors may choose to allow electronic and/or mail balloting.

Article IV - Committees

Section 1. Standing Committees.

- a. Nominating Committee.
- b. Communication Committee.
- c. Conference Program Planning Committee.
- d. Awards Committee.
- e. Advocacy

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. This committee will be chaired by the Past President.
- 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.
- 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 Associations operating codes. This committee is chaired by the President-Elect.
- 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.
- f. Advocacy Committee shall work with the OAHPERD Advocacy Committee and shall be the lobbying group for Physical Education and Sport as set forth in the OAPE operating codes.

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.

- Section 2. Council Meetings.
- 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 3. Parliamentary Procedure.

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

Article VI - Dues and Finances

Section 1.
Association members must be members of OAHPERD.

Section 2.
Refer to the OAHPERD Constitution and By-Laws.

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.