

**SOCIETY OF HEALTH AND PHYSICAL EDUCATORS, WASHINGTON CONSTITUTION,  
BYLAWS-AND OPERATING CODES  
2024**

**SOCIETY OF HEALTH AND PHYSICAL EDUCATORS WASHINGTON CONSTITUTION**

**ARTICLE I**

Name and Affiliations

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

**ARTICLE II**

Purpose

The purpose of 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, adapted physical education, and dance education in the State of Washington.
  
- B. To correlate closely the health education, physical education, adapted physical education,- and dance education 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 education, physical education, adapted physical education, and dance education in the State of Washington.
  
- D. To act as a central leadership body which will disseminate clear information relating to health education, physical education, adapted physical education, and dance education work being conducted in the State of Washington.
  
- E. To sponsor and promote in-service education in the areas of health education, physical education, adapted physical education, and dance education throughout the State of Washington.

**ARTICLE III**

Membership

SHAPE Washington shall consist of members as hereinafter provided.

**ARTICLE IV**

Organization

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

ARTICLE V  
Government

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

ARTICLE 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 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.

ARTICLE VII  
Publications

SHAPE Washington shall publish a quarterly newsletter 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.
- 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. 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.

# **SOCIETY OF HEALTH AND PHYSICAL EDUCATORS WASHINGTON BYLAWS**

## **ARTICLE I Membership**

- Section 1 Any person engaged in or interested in health education, physical education, adapted physical education, dance education or related fields in the State of Washington may apply for membership.
- Section 2 Members of 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 education, physical education, adapted physical education, or dance education shall become a member by registering and paying annual dues.
  - b. Student Membership – Any full-time student in residence at a post-secondary institution (12-credits as an undergraduate student or 3-6 credits as a graduate student) preparing for and interested in health education, physical education, adapted physical education, or dance education 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, adapted physical education, and dance education 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, adapted physical education, and dance education shall become a member by registering.
- 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 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 on a 12-month basis. All members shall receive the official publications of SHAPE Washington.
- Section 5 Any member may be removed from SHAPE Washington by a 2/3 vote of the Board for any of the reasons cited in the Washington State Code of Professional Conduct for Education Practitioners.

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 Past President; the Vice President - Health, the Vice President - Elementary PE, the Vice President - Secondary PE, the Vice President - Adapted PE, the Vice President - Dance, the Vice President - Young Professional, the Treasurer and the Secretary. The Parliamentarian, the OSPI Health and Fitness Program Supervisor, the Executive Director, and all appointed chairs 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 as stated in the SHAPE Washington Operating Codes.
- Section 2      It shall be the duty of the Executive Board:
- a. To supervise and direct the business affairs of SHAPE Washington subject to the limitations and restrictions provided by the Bylaws and Constitution.
  - b. To appoint and remove employees of 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 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 SHAPE Washington.
  - f. 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.
  - g. To determine policies governing the administrative services and publications.
  - h. To exercise and perform other duties as may be prescribed elsewhere in the Constitution and Bylaws.
- Section 3      Any board member may be removed from SHAPE Washington by a 2/3 vote of the Board for any of the reasons cited in the Washington State Code of Professional Conduct for Education Practitioners.

ARTICLE III  
Assembly

- Section 1      The Assembly shall consist of the members of the Executive Board, together with the paid professional, student, honorary life and retired members of 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 or electronic request of a majority of the Assembly. The Executive Director shall notify all members of the Assembly, at least thirty (30) days prior to the proposed meeting. One-half or more

members of the Assembly, present in person or through video conference if Assembly is not meeting 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 Bylaws; 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, present in person, or through video conferencing if Assembly is not meeting in person with the following exception: two-thirds vote is required for all constitutional and Bylaws 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, Past President, Secretary, Treasurer, and the Vice Presidents of the following divisions: Health Education, Elementary Physical Education, Secondary Physical Education, Dance Education, Adapted Physical Education, and Young Professional. Appointed members shall include the chairs of the standing and at-large committees as appointed by the President. The Executive Director is a hired position who shall also serve on the 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, Bylaws or Operating Codes. The President shall fill any vacancy in any office except as provided in Article V, Section 3. The President will notify the Executive Board of openings on standing and at-large committees and ask for suggestions to fill the positions. The President will then make an appointment to the position which must be approved by the Executive Committee. The President will call a meeting of the Executive Board when they 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 their absence and in the case of death or resignation of the President, they shall succeed the President for the unexpired term. The President-Elect shall chair the Nominations and Honors and Awards Committees and other committees as designated by the President.

Section 4 The Past-President, in addition to being a member of the Executive Board, act as General Chairperson for the State Conference and assume responsibly 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, Bylaws, and Operating Codes, up-to-date and in good order in cooperation with the Executive Director. All resolutions and proceedings of meetings, whether of the Assembly or of the Executive Board, shall be included in the minutes and submitted to the Executive Director. The Secretary shall prepare a written summary of the resolutions and proceedings of SHAPE Washington Assembly and Executive Board and publish through the SHAPE Washington website.
- Section 7 The Treasurer and/or Executive Director shall receive all dues and monies payable to 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 or paid electronically. 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 SHAPE Washington 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, the Secretary, the Treasurer, and the Vice President for each Division shall be elected annually at the time of the State Conference. The current 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 3 are elected on even years. The Secretary and the Treasurer shall hold office for 3 years.
- Section 2 Elections shall be conducted at the State Conference with provisions for absentee 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 current 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 President-Elect, Secretary, 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 the mail ballot: 1) Mark the ballot. 2) Place it in a plain, sealed envelope. 3) Place the sealed envelope, 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. The absentee ballot / mail ballot must be received prior to the start 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 President-Elect, Secretary, and two tellers (appointed by 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, at-large committees, and ad hoc committees.
- a. There shall be the following standing committees: Advocacy, Legislative Action, Curriculum and Assessment, Social Justice, Finance, Marketing, 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 Awards, Journal Editor, Parliamentarian, PETE/HETE, Exhibitor Coordinator, Grants, and health. moves. minds. coordinator. The structure and function of standing committees shall be stated in their respective operating codes.
  - 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 Committee.

- Section 3 Standing committee chairs and At-Large committee chairs will attend Executive Board meetings with SHAPE Washington funding but will not be voting members.

## ARTICLE VIII Divisions

- Section 1 SHAPE Washington shall consist of the following Divisions:
- Division for Health  
College/University Health Education / HETE

Division for Physical Education  
Elementary School Physical Education  
Secondary School Physical Education  
College/University Physical Education / PETE

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 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 presentation in connection with the State Conference and workshops of SHAPE Washington as deemed appropriate by the Executive Board.

#### ARTICLE IX

##### Representation – Other Organizations

- Section 1 The President, shall serve as an active representative to the Delegate-Assembly of SHAPE America or a representative appointed by the President and approved by the Executive Committee if the President is unable to attend. Other active representatives, to which SHAPE Washington may be entitled, shall be appointed for one-year terms by the President, with the approval of the Executive Committee.
- Section 2 The President shall serve as a representative of SHAPE Washington on the Western District state advisory commission.
- Section 3 Organizations whose purposes are compatible with those of 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 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 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 SHAPE Washington shall be audited upon request of the Executive Board and/or a majority of the current membership.
- Section 4      The Treasurer and or Executive Director shall make a report at the annual business meeting of SHAPE Washington.
- Section 5      The Executive Committee and the Executive Director in conjunction with the Treasurer will determine the budget for SHAPE Washington.

ARTICLE XI  
Rules of Order

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

ARTICLE XII  
Amendments

- Section 1      These Bylaws may be amended at any official meeting of the Assembly, or by mail or electronic vote.
- 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. 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.

**SOCIETY OF HEALTH AND PHYSICAL EDUCATORS WASHINGTON OPERATING CODES**



# SHAPE Washington Board

**Re: Advocacy** (Non-Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

**Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete and turn in the Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. When asked by the Executive Committee, submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your position's area.
  - c. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conferences
  - a. West Best, East Best, Adapted PE, Health Conference, Dance, Etc.
  - b. Support, present, and/or assist, if possible, with any needed activities at any of these conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Amendment of Code:

The Advocacy Chairperson may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: Awards Chair** (Non-Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

**Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
2. Reports
  - a. Explain the award process yearly to the Executive Board and encourage nominations.
  - b. Submit names of award nominees to the Executive Committee for consideration.
  - c. Maintain an up-to-date file of award procedures and past award winners for records and historical purposes in coordination with the Executive Director.
  - d. Share with nominees and the Executive Committee timelines for our State, Western District, and National TOY of the Year nominations.
  - e. Update the nomination form as needed in conjunction with the Executive Committee.
3. SHAPE Washington Award Procedures
  - a. Update Executive Committee of the awards status: Bob Melson “Honor” Award, Meritorious Service Award, Community Partner.
  - b. Create an announcement or email in conjunction with the Executive Director to be sent out to the SHAPE Washington membership, school districts, and other organizations (OSPI, Washington Association of School Administrators (WASA), etc.) for nominations.
  - c. Distribute SHAPE Washington award process information to nominees with deadline information.
  - d. Distribute young professional nomination packets in April to Universities.
  - e. Collect and follow-up as needed with either those nominating individuals and/or individuals who were nominated to make sure all paperwork is submitted and complete for the SHAPE Washington awards.
  - f. Confirm nominee's membership status with Executive Director.
  - g. Contact nominee to confirm nomination and provide nominee with necessary material/information to complete process.
  - h. Notify Executive Committee of nominations by September 10th.
  - i. Once award winners have been selected follow-up with award winners and explain conference process. Follow up with person who nominated the award winner and explain the conference process of them either presenting the award and reading their nomination letter or establishing someone else to present the award or the award will be presented by

- a SHAPE Washington Board Member.
  - j. Be the primary contact person for the SHAPE Washington award winners and their presenters at the annual SHAPE conference.
4. Western District Award Procedures
    - a. Assist award recipients who choose to advance to the Western District Award level.
    - b. Communicate and coordinate with Western District Awards Chair.
  5. SHAPE America Award Procedures
    - a. Assist award recipients who choose to advance to the SHAPE America Award level if chosen as the Western District TOY. Must be aware of ever-changing timelines at the District and National levels.
  6. SHAPE Washington Annual Conference
    - a. Attend the SHAPE Washington Annual Conference.
    - b. Coordinate and support the award winners and their guests at the SHAPE Washington Annual Conference.
    - c. When asked by the Executive Committee, submit a proposal and present a session on the TOY process.
    - d. Take pictures of award winners for website.
    - e. Support all SHAPE Washington Annual Conference activities on site.
  7. Other SHAPE Washington Associated Conference
    - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
  8. Publications
    - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
      - Journal submissions should include pictures of award winners, award winner write-ups, and advertising for nominations.
  10. Amendment of Code:

The Awards Chairperson may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

## **Re: Curriculum and Assessment (Non-Voting Board Member)**

---

Should work closely with the VP's of Elementary PE, Secondary PE, Health, Adapted PE, and Dance on current trends in curriculum, instruction, and assessment.

### **Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

### **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete and turn in the Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. When asked by the Executive Committee, submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your position's area.
  - c. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conferences
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Amendment of Code:

The Curriculum and Assessment Chairperson may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: Executive Director** (Non-Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Must be a member in good standing of SHAPE America.

**Organization:**

1. Shall attend SHAPE America Leadership Summit, SHAPE America Conference and Society of Association Management (SAM LDC) Conference.

**Responsibilities:**

1. Administrative Duties
  - a. Handle all correspondence.
  - b. File reports and fill out forms as required:
    - OSPI clock hours yearly.
  - c. Coordinate all mailings / emails about conferences and other business information.
  - d. Review the constitution, bylaws, and operating codes and make suggestions for possible revisions as needed.
  - e. Bookkeeping:
    - Pay outstanding accounts within budget line items.
    - Maintain accurate financial books.
    - Prepare budget report for each board meeting and annual SHAPE Washington Conference.
    - Prepare the yearly tax return.
    - Deposit checks and cash receipts in a timely fashion.
    - Maintain copies of all financial transactions and communications.
2. Membership
  - a. Maintain all membership information and keep updated.
3. Public Relations
  - a. Assist the Executive Board with their efforts to raise the public's awareness of the mission and goals of SHAPE Washington.
  - b. Investigate financial sponsorship possibilities and grants.
  - c. Attend community events as able as directed by the Executive Committee.
4. Meetings
  - a. Attend all meetings of the Executive Committee and Executive Board.
  - b. Plan with the President the board meeting and Executive Committee retreat.
  - c. Make a verbal or written report of the business of the Executive Director, including needs, on-going activities, future activities, accomplishments, and concerns of the position.
  - d. Participate in the Western District committee meetings monthly.
  - e. Participate in the health. moves. minds. advisory calls monthly.

5. Reports (in cooperation with the President)
  - a. Handle correspondence with SHAPE America and Western District.
  - b. Communicate effectively with stakeholders, through printed and electronic media, conference calls, etc.
  - c. Keep complete documentation of all pertinent correspondence to be shared with their successor.
  - d. Keep Western District organization informed at all times as to membership, officers, conference programs, etc.
  - e. Develop short and long-term goals and objectives prior to the Fall Executive Board meeting and create an action plan to support goals/objectives.
  
6. SHAPE Washington Annual Conference
  - a. Set up website for promotion and registration.
  - b. Shall work closely with the Past-President in programming and arranging the SHAPE Washington Annual Conference.
    - Pre-conference set up and organization of swag bags, name badges, rooms, etc.
    - Swag bag, t-shirts, name badges, flyers, etc.
    - Assist with registration table and clock hour table.
  - c. Shall work closely with the President-Elect to procure and verify a slate of candidates to the open positions on the Executive Board.
    - Procure head shots and bios of candidates.
    - Assist with tri-folds as needed for conference setup.
  - d. Shall work closely with the Awards Chair to procure and verify nominations as well as assist during the conference as needed.
    - Work with the Award Chair and Executive Committee to pick up awards prior to conference.
  - e. Shall work closely with the Exhibitor Chair to procure and manage exhibitors as well as assist during the conference as needed.
  - f. Arrange all contracts, schedules, food, facilities, technology, speakers, etc. and reconfirm as needed.
  - g. Print programs and/or create QR codes.
  - h. Create and print conference evaluations and/or create QR codes.
  - i. Arrange clock hours for the conference.
  - j. Arrange ongoing registration materials and finances.
  - k. Order all necessary items for the conference.
  - l. When asked by the Executive Committee submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session.
  - m. Support all SHAPE Washington Annual Conference activities.
  - n. Post Conference:
    - Follow up with districts with invoices.
    - Pay bills.
    - Update membership list.
    - Compile conference evaluations and provide recommendations for next conference.
  
7. Workshop/In-service/Project (Zoom or In-Person)
  - a. Organize, support, present, and/or assist with workshops, in-services, and/or projects in consultation with the Executive Committee.
  - b. See duties for SHAPE Washington Annual Conference.
  
8. Other SHAPE Washington Associated Conference
  - a. Organize, support, present, and/or assist with any needed activities at West Best, East



- Best, Adapted PE, Health, Dance, etc. conferences/workshops.
- b. See duties for SHAPE Washington Annual Conference.

9. Publications

- a. Secure articles from Board Members.
- b. Submit, on time, one article once a year, as requested by the Executive Committee.

10. Public Relations

- a. Attend all meetings of the State Advisory Council of the Western District. Attend the Western District Spotlight if possible or if unable to attend they are expected to designate another officer to attend when financially possible.
- b. Act, along with other Executive Directors of states in the Western District in matters which are of concern to the states.
- c. Cooperate and work with the Western District and SHAPE America by attending their meetings and corresponding with their officers.

11. Financial

- a. This office is a paid position and as an annual salary.
- b. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds, discuss the amount needed with the Executive Committee for approval.
- c. Beyond budget allocations, all financial support requests must be submitted in writing to the Finance Committee and approved by the Executive Board.
- d. Termination of the Executive Director by either party shall require a 30-day written notice. The Executive Director salary will be prorated if termination is prior to the completion of the current contract.

12. Amendment of Code:

This code may be amended upon the recommendation of the Executive Committee with subsequent approval by the Executive Board, provided such alterations do not contravene with provisions made in the Constitution and Bylaws of SHAPE Washington.



# SHAPE Washington Board

**Re: Exhibitor Coordinator** (Non-Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

**Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board ~~meetings~~ within his/her term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Provide ongoing updates to the Executive Director on sponsorship information.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Submit names of new exhibitors or organizations related to our professional field.
3. SHAPE Washington Annual Conference (Pre-Conference, Conference, Post-Conference)
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Pre-Conference Responsibilities – develop a form letter in conjunction with the Executive Director that could be tailored as needed to let exhibitors know about the conference and to invite them to be an exhibitor.
    - i. Contact exhibitors who attended the last conference about attending again.
    - ii. Contact new exhibitors who haven't attended to explain the benefits they would gain by attending our conference (name recognition, educators from across the state attend, connections, resources, etc.)
    - iii. Follow-up with exhibitors throughout the months leading up to the conference.
    - iv. Provide information on conference dates and venue set-up.
  - c. Conference Responsibilities
    - i. Meet the exhibitors and help get them to their tables. Make sure they have what they need.
    - ii. Check in on the exhibitors throughout the day – make sure they have what they need, let them know about lunch or other coffee/snacks, etc. .
    - iii. Know whether they are a 1-day or 2-day exhibitor.
    - iv. Have Thank-You cards for the exhibitors and give them out before they leave.
  - d. Post-Conference Responsibilities
    - i. Email follow-up with the exhibitors thanking them again for attending and invite them back the next year and tell them about our other conferences we will be having – West Best, East Best, Health, Adapted, etc.
  - e. Support all SHAPE Washington Annual Conference activities on site.

4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
  
5. Other SHAPE Washington Associated Conference
  - a. You may be asked to be the exhibitor coordinator for other conferences SHAPE Washington is associated with (West Best, East Best, Adapted PE, Health, Dance, etc.) as well. Duties would be the same or similar to the responsibilities as outlined in the SHAPE Washington Annual Conference section above.
  
6. Amendment of Code:

The Exhibitor Coordinator Chairperson may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: health. moves. minds.** (Non-Voting Board Member)

---

## **Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

## **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete, and turn in the Board Member Action Plan for each meeting.
  - e. Participate in the health. moves. minds. advisory calls monthly.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. When asked by the Executive Committee, submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your position's area.
  - c. Support all SHAPE Washington Annual Conference activities.
  - d. If a SHAPE America and/or Booster representative is unavailable to attend our conference you will:
    - Organize, plan, schedule and lead a health. moves. minds. fundraiser presentation for the purpose of promotion and recruitment.
    - Organize, plan and provide State Association staff or volunteers to facilitate a health. moves. minds. fundraiser booth in a high traffic area of the exhibit hall for the promotion of the health. moves. minds. fundraiser.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
  - b. Make connections with members and local schools not currently participating in a health. moves. minds. fundraiser to promote participation in a health. moves. minds. fundraiser and to mentor health and physical education teachers that are leading health. moves. minds. fundraisers within the state in cooperation with the Executive Director.
  - c. Respond to leads received through the health. moves. minds. powered by Booster Interest

Form to answer questions, offer assistance in registering for a health. moves. minds. success stories within the state.

5. Other SHAPE Washington Associated Conference
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Amendment of Code:  
The health. moves. minds. Chairperson may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: Legislative Action** (Non-Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

**Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, concerning including needs, on-going activities, future activities, accomplishments, and concerns of his/her their position.
  - d. Complete and turn in the electronic version of the Board Member Action Plan for each meeting.
  - e. Meet with WEA representatives as needed.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
  - c. Keep connected with ongoing Legislative action in Olympia and with the WEA.
  - d. Provide the Executive Committee with updates when the legislature is in session and ongoing communication as issues/opportunities arise.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. When asked by the Executive Committee, submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your position's area.
  - c. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. Organize and lead in coordination with WEA representative SHAPE UP day in Olympia, WA.
5. Other SHAPE Washington Associated Conference
  - a. You may be asked to be the exhibitor coordinator for other conferences SHAPE Washington is associated with (West Best, East Best, Adapted PE, Health, Dance, etc.) as well. Duties would be the same or similar to the responsibilities as outlined in the SHAPE Washington Annual Conference section above.

6. Publications

- a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.

7. Amendment of Code:

The Legislative Action Chairperson may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: Parliamentarian** (Non-Voting Board Member)

---

## **Qualifications:**

1. Must be a member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

## **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings which may be required as a member of the Executive Board.
  - c. Be prepared to correct errors in parliamentary procedures as they may occur on the floor of the meeting which they attend in an official capacity.
  - d. Provide the Board members with a brief written summary of parliamentary procedures.
  - e. Assist with counting both hand and written votes during board meetings and conferences.
  - f. Station themselves at the meeting so that they can be consulted quickly. Usually close to the presiding officer.
2. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Support all SHAPE Washington Annual Conference activities on site.
  - c. Be prepared to correct errors in parliamentary procedures as they may occur on the floor of the meeting which they attend in an official capacity.
  - d. Provide parliamentarian support to the Executive Committee during the business meeting of the membership.
  - e. In conjunction with the President-Elect count election votes and report results of the election, to the President, at the time it is conducted.
3. Other SHAPE Washington Associated Conferences
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
4. Amendment of Code:

The parliamentarian may provide recommendations for changes of this code to the President.





# SHAPE Washington Board

**Re: Past President** (Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Must be a current member in good standing of SHAPE America.
3. Must have just completed a term as President of SHAPE Washington or be appointed by the President in case of death, resignation, or unforeseen circumstances of current Past President.

**Organization:**

1. Shall act for the President in their absence and in case of death or resignation, shall succeed them for the unexpired term.
2. Shall attend SHAPE America Conference.

**Responsibilities:**

1. Meetings
  - a. Attend all Executive Board meetings within their term of office.
  - b. Participate in any other meetings as designated, including monthly Executive Committee meetings.
  - c. Participate in the Executive Committee retreat.
2. Reports
  - a. Develop short and long-term goals and objectives in conjunction with the Executive Committee prior to the Fall executive Board meeting and create an action plan to support goals/objectives.
  - b. Keep a complete file of all SHAPE Washington business transacted by them.
  - c. Assume responsibility for initiating amendments to this operating code if they deem them necessary or helpful in the conduct of the business of their office.
  - d. Keep complete documentation of all pertinent correspondence to be shared with his/her their successor and Executive Director.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. To act as the general chairperson for the SHAPE Washington Annual Conference.
  - c. To work with the Executive Director in preparing for the SHAPE Washington Annual Conference.
  - d. Provide "responsibilities during conference" sign-up schedule for board members.
  - e. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. Support, present, and/or assist with workshops, in-services, and/or projects in consultation with the Executive Director.

5. Other SHAPE Washington Associated Conferences
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
  
6. Publications
  - a. Assist the Executive Director by providing information for the newsletter about the State Conference.
  - b. Submit, on time, one article, as requested by the Executive Committee specific to the needs of their position.
  
7. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds, discuss the amount needed with the Executive Director for approval.
  - b. Beyond budget allocations, all financial support requests must be submitted in writing to the Finance Committee and approved by the Executive Board.
  
8. Amendment of Code:

This code may be amended upon the recommendation of the Executive Committee with subsequent approval by the Executive Board, provided such alterations do not contravene with provisions made in the Constitution and Bylaws of SHAPE Washington.



# SHAPE Washington Board

**Re: PETE/HETE** (Non-Voting Member)

---

## **Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.
3. Must be a current PETE and/or HETE faculty member in a College/University in Washington State.

## **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the PETE profession, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Assist other committees in advocacy efforts by providing information and research that supports their work.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
  - c. Submit a yearly updated Washington State PETE/HETE faculty member contact form for each PETE/HETE university program.
  - d. Create and maintain a list of current PETE/HETE faculty members at each University in Washington State.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Coordinate and facilitate a higher education forum session at the SHAPE Washington Annual Conference.
  - c. When asked by the Executive Committee, submit a proposal and present at least one session at the SHAPE Washington Annual Conference.
  - d. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - b. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conferences
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.

6. Publications

- a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.

7. Amendment of Code:

The PETE/HETE Higher Education Chairperson may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: President** (Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Must be a current member in good standing of SHAPE America.
3. Must have served as President-Elect the previous year.

**Organization:**

1. The President-Elect shall automatically succeed to the office of President one year after their election as President-elect at the same time of the State Conference.
2. Shall attend SHAPE America Leadership Summit and SPEAK OUT Day.

**Responsibilities:**

1. Meetings
  - a. Shall schedule and chair not less than three in person meetings of the Executive Board and one to two Zoom meetings. The in-person meetings being: (1) a post conference meeting on the last day of the state conference; (2) a Winter meeting to share and formulate objectives and goals for the upcoming year, share concerns, progress, activities, and conference planning; (3) a Spring meeting to finalize objectives. The Zoom meetings being as needed to continue needed committee work and planning.
  - b. Plan with the Executive Director the Executive Committee retreat.
  - c. Shall schedule monthly Executive Committee meetings.
  - d. Appoint committee chairs with the approval of the executive committee (three presidents and the executive director) and oversee all committees.
2. Reports (in cooperation with the Executive Director)
  - a. Handle correspondence with SHAPE America and Western District.
  - b. Communicate effectively with stakeholders, through printed and electronic media, conference calls, etc.
  - c. Keep complete documentation of all pertinent correspondence to be shared with their successor.
  - d. Keep Western District organization informed at all times as to membership, officers, conference programs, etc.
  - e. Develop short and long-term goals and objectives prior to the Fall Executive Board meeting and create an action plan to support goals/objectives.
  - f. Assume responsibility for initiating amendments to this code if they deem them necessary or helpful in the conduct of the business of their office.
3. SHAPE Washington Annual Conference
  - a. Shall chair a regularly scheduled business meeting of the membership at the State Conference.
  - b. Shall work closely with the Executive Director and Past-President in programming and arranging the SHAPE Washington Annual Conference.

4. Workshop/In-service/Project (Zoom or In-Person)
  - a. Support, present, and/or assist with workshops, in-services, and/or projects in consultation with the Executive Director.
5. Other SHAPE Washington Associated Conferences
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Shall submit a "President's Message" for each publication to membership.
7. Public Relations
  - a. Attend all meetings of the State Advisory Council of the Western District. Attend the Western District Spotlight if possible or if unable to attend they are expected to designate another officer to attend when financially possible.
  - b. Act, along with other Presidents of states in the Western District in matters which are of concern to the states.
  - c. Cooperate and work with the Western District and SHAPE America by attending their meetings and corresponding with their officers.
8. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds, discuss the amount needed with the Executive Director for approval.
  - b. Beyond budget allocations, all financial support requests must be submitted in writing to the Finance Committee and approved by the Executive Board.
9. Amendment of Code:

This code may be amended upon the recommendation of the Executive Committee with subsequent approval by the Executive Board, provided such alterations do not contravene with provisions made in the Constitution and Bylaws of SHAPE Washington.



# SHAPE Washington Board

**Re: President-Elect** (Voting Board Member)

---

**Qualifications:**

1. Must be a member in good standing of SHAPE Washington.
2. Must be a member in good standing of SHAPE America.
3. Must have served on the SHAPE Washington Executive Board, for at least two years in an elected or appointed position prior to being in the President-elect position.

**Organization:**

1. Shall act for the President in the absence of the President and Past President.
2. Shall serve as chairperson for the board nominations.
3. Shall attend Society of Association Management (SAM LDC) Conference.

**Responsibilities:**

1. Meetings
  - a. Attend all Executive Board meetings within their term of office.
    - Responsible for two ice-breaker/brain boost activities or other tasks as assigned at all in-person Executive Board meetings.
  - b. Participate in any other meetings as designated, including monthly Executive Committee meetings.
  - c. Participate in the Executive Committee retreat.
2. Reports
  - a. Prepare a slate of candidates with other members of the Executive Committee.
  - b. Develop short and long-term goals and objectives in conjunction with the Executive Committee prior to the Winter Executive Board meeting and create an action plan to support goals/objectives.
  - c. Assume responsibility for initiating amendments to this operating code if they deem them necessary or helpful in the conduct of the business of their office.
  - d. Keep complete documentation of all pertinent correspondence to be shared with their successor.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Prepare and have available the ballots for voting.
  - c. Prepare and have available the biographical sketches of candidates running for offices at the conference and prior to the conference on the website.
  - d. In conjunction with the Parliamentary count election votes and report results of the election, to the President, at the time it is conducted.
  - e. Assist the President, Past-President and Executive Director in any manner possible.
  - f. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. Support, present, and/or assist with workshops, in-services, and/or projects in

consultation with the Executive Director.

5. Other SHAPE Washington Associated Conferences
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Assist the Executive Director in securing articles from Board Members.
  - b. Submit, on time, one article, as requested by the Executive Committee specific to the needs of their position.
7. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds discuss the amount needed with the Executive Director for approval.
  - b. Beyond budget allocations, all financial support requests must be submitted in writing to the Finance Committee and approved by the Executive Board.
8. Amendment of Code:

This code may be amended upon the recommendation of the Executive Committee with subsequent approval by the Executive Board, provided such alterations do not contravene with provisions made in the Constitution and Bylaws of SHAPE Washington.





# SHAPE Washington Board

**Re: Secretary** (Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

**Responsibilities:**

1. Meetings
  - a. Attend all Executive Board meetings within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Record, archive, and share the minutes of all meetings of the Executive Board within 21 days with the Executive Committee.
2. Reports
  - a. Record, in the minutes, all resolutions and proceedings of meetings, whether of SHAPE Washington's membership or of the Executive Board.
  - b. Complete any SHAPE Washington business which the President delegates to ~~him/her~~ them.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Assist with registration.
  - c. Record minutes of the Assembly at the State Conference.
  - d. Assist with Clock Hours.
  - e. Support all SHAPE Washington Annual Conference activities on site.
4. Other SHAPE Washington Associated Conferences
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
5. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds discuss the amount needed with the Executive Director for approval.
  - b. Beyond budget allocations, all financial support requests must be submitted in writing to and approved by the Executive Committee.
6. Amendment of Code:

The secretary may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: Social Justice** (Non-Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

**Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete, and turn in the ~~electronic version of the~~ Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. When asked by the Executive Committee, submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your position's area.
  - c. Support all SHAPE Washington Annual Conference.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conference
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Amendment of Code:

The Social Justice Chairperson may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: Social Media** (Non-Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

**Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete and turn in the Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
3. Social Media Responsibilities
  - a. Maintain and keep current SHAPE WA social media accounts.
    - i. X, Facebook, Instagram, TikTok, etc.
  - b. Work with the Executive Director to post information in a timely manner on SHAPE Washington social media accounts.
4. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Responsible for social media postings throughout the conference.
  - c. When asked by the Executive Committee, submit a proposal and present at least one session, at the SHAPE Washington Annual Conference.
  - d. Support all SHAPE Washington Annual Conference activities on site.
5. Workshop/In-service Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
  - b. Advertise all SHAPE Washington events on social media.
6. Other SHAPE Washington Associated Conference
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
7. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.

8. Amendment of Code:

The Social Media Chairperson may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: Treasurer** (Voting Board Member)

---

**Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.

**Responsibilities:**

1. Meetings
  - a. Attend all board meetings of the Executive Board within ~~his/her~~ their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Assist Executive Director with meeting reimbursements at all Board meetings, conferences, etc.
2. Reports
  - a. Monitor the Profit/Loss statement which can be open for review at any time and is kept by the Executive Director.
  - b. All expenditures of SHAPE Washington shall be paid by checks, Debit Card or electronically signed by the Treasurer or Executive Director and recorded in the proper books.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Assist with registration.
  - c. Support all SHAPE Washington Annual Conference activities on site.
  - d. Assist with Clock Hours.
4. Other SHAPE Washington Associated Conferences
  - c. Support and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
5. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds discuss the amount needed with the Executive Director for approval.
  - b. Beyond budget allocations, all financial support requests must be submitted in writing to and approved by the Executive Committee.
6. Amendment of Code:

The treasurer may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: VP Adapted Physical Education (Voting Board Member)**

---

## **Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.
3. Must be teaching at least half time in your elected position's area.

## **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete and turn in the Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your elected position's area.
  - c. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conference
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds discuss the amount needed with the Executive Director for approval.

- b. Beyond budget allocations, all financial support requests must be submitted in writing to and approved by the Executive Committee.
- 8. Amendment of Code:  
The Adapted Physical Education VP may provide recommendations for changes of this code to the President.



## SHAPE Washington Board

**Re: VP Dance** (Voting Board Member)

---

### **Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.
3. Must be teaching at least half time in your elected position's area.

### **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete and turn in the Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your elected position's area.
  - c. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conference
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds discuss the amount needed with the Executive Director for approval.



- b. Beyond budget allocations, all financial support requests must be submitted in writing to and approved by the Executive Committee.
- 8. Amendment of Code:  
The Dance VP may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: VP Elementary Physical Education** (Voting Board Member)

---

## **Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.
3. Must be teaching at least half time in your elected position's area.

## **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete and turn in the Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your elected position's area.
  - c. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conference
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds discuss the amount needed with the Executive Director for approval.

- b. Beyond budget allocations, all financial support requests must be submitted in writing to and approved by the Executive Committee.
- 8. Amendment of Code:  
The Elementary Physical Education VP may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: VP Health** (Voting Board Member)

---

## **Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.
3. Must be teaching at least half time in your elected position's area.

## **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete and turn in the ~~electronic version of the~~ Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your elected position's area.
  - c. Support all SHAPE Washington Annual ~~state~~ Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conference
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds discuss the amount needed with the Executive Director

for approval.

- b. Beyond budget allocations, all financial support requests must be submitted in writing to and approved by the Executive Committee.
8. Amendment of Code:  
The Health VP may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: VP Secondary Physical Education (Voting Board Member)**

---

## **Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.
3. Must be teaching at least half time in your elected position's area.

## **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete and turn in the Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Submit a proposal to present at least one session at the SHAPE Washington Annual Conference or secure a presenter for a session in your elected position's area.
  - c. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conference
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds discuss the amount needed with the Executive Director for approval.

- b. Beyond budget allocations, all financial support requests must be submitted in writing to and approved by the Executive Committee.
- 8. Amendment of Code:  
The Secondary Physical Education VP may provide recommendations for changes of this code to the President.



# SHAPE Washington Board

**Re: VP Student / Young Professional (Voting Board Member)**

---

## **Qualifications:**

1. Must be a current member in good standing of SHAPE Washington.
2. Recommended they be a member in good standing of SHAPE America.
3. Must be a preservice teacher or a teacher in the first 5 years of teaching.

## **Responsibilities:**

1. Meetings
  - a. Attend all meetings of the Executive Board within their term.
  - b. Participate in any other meetings, which may be required as a member of the Executive Board.
  - c. Make a verbal or written report of the business of the position, including needs, on-going activities, future activities, accomplishments, and concerns of their position.
  - d. Complete and turn in the Board Member Action Plan for each meeting.
2. Reports
  - a. Submit potential names of candidates for board positions to the President Elect for the next term of office prior to the Spring Executive Board meeting.
  - b. Provide current research/resources to the Executive Director to be posted on the SHAPE Washington website.
3. SHAPE Washington Annual Conference
  - a. Attend the SHAPE Washington Annual Conference.
  - b. Organize one event for young professionals at the conference.
  - c. Support all SHAPE Washington Annual Conference activities on site.
4. Workshop/In-service/Project (Zoom or In-Person)
  - a. When asked by the Executive Committee, organize a workshop, in-service, or project to help promote their position, possibly once a year during their term of office.
5. Other SHAPE Washington Associated Conference
  - a. Support, present, and/or assist, if possible, with any needed activities at West Best, East Best, Adapted PE, Health, Dance, etc. conferences/workshops.
6. Publications
  - a. Submit, on time, one article once a year, as requested by the Executive Committee specific to the needs of their position.
7. Financial
  - a. This office has a budget allocation to be used for SHAPE Washington approved activities. To access these funds discuss the amount needed with the Executive Director for approval.



- b. Beyond budget allocations, all financial support requests must be submitted in writing to and approved by the Executive Committee.
- 8. Amendment of Code:  
The Student/Young Professional VP may provide recommendations for changes of this code to the President.