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## SHAPEWV

### Section 1 – Officer Descriptions

#### Code I

#### Operating Code for the President

##### Organization:

- A. Eligibility: Must have had three years of continuous membership in SHAPEWV; with 2 years' experience on the Board of Directors / Representative Assembly (BOD/RA.). Needs to be a member of SHAPE America.
- B. How Elected: The president shall automatically succeed to this office at the close of his/her tenure as President-Elect.
- C. Term of Office: The President will serve for one year, beginning the term for one year, after election as President Elect at the annual meeting and concluding at the next election.
- D. Vacancy: In case of death or resignation of the President, the President-Elect shall succeed to the position for the un-expired term.

##### I. Duties:

- A. Shall discharge the responsibilities of this office as prescribed in the Constitution (Strategic Planning, Standing Committees, Divisions Chairs, Ad Hoc Committees, Vice Presidents, Coordinators, and other duties as requested by the BOD/RA).
- B. Shall serve as Chairperson of all regular meetings, of all Board/RA meetings, and special meetings.
- C. Appoint all committees necessary to transact Association business and designate the Chairperson.
- D. Acts as Chairperson of the Standing Advocacy Committee.
- E. President will serve as delegate to the delegate assembly of SHAPE America. (Delegates must be a SHAPE AMERICA Member for three continuous years.)
- F. Appoint additional delegates with the approval of Board of Directors and alternatives as indicated by SHAPE America.
- G. Recommend state personnel for SHAPE America and SHAPE America Midwest District Committees as requested by SHAPE America Midwest District and SHAPE America.
- H. Cooperate with the Immediate Past President in organizing and carrying out plans for the convention. Invite Midwest District President to annual convention. (SHAPEWV funds will be allocated for onsite registration and lodging).
- I. Present annual report at the State Convention. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
- J. Submit Presidential charge and call of action to membership.
- K. Notify and assign the President-Elect to convene the Nominating Committee to present a slate of candidates for each elective office.
- L. When the Executive Committee is convened, the President will assign someone to keep minutes of the session.
- M. Attend "SHAPEWV 101" at Annual Conference
- N. Oversees the Annual Evaluation of Executive Director and submits evaluation results to BOD/RA

##### II. Budget Duties:

- A. Required to be one of the two signatures on all convention contracts which can include President, Past-President, Treasurer, and/or Executive Director.

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- B. Evaluate and prioritize all budget requests.
- C. Prepare the annual budget with the Treasurer for approval by the Board of Directors
- D. Works with Resource Co-Directors to study means of raising funds to meet the financial needs of the Association.

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## Code 2

### Operating Code for the President-Elect

#### **I. Organization:**

- A. Eligibility: Must have had continuous membership for three years in SHAPEWV; requires 1 years' experience on the BOD/RA. Needs to be a member of SHAPE America.
- B. How Elected: The President-Elect shall automatically succeed to the office of President of SHAPEWV at the close of his/her tenure as President-Elect.
- C. Term of Office: The President-Elect will serve for one year, beginning term after the election at the Fall Convention and concluding at the next election.
- D. Vacancy: In case of a vacancy of the President-Elect, the President will appoint an active member to fulfill the remainder of the term. The appointee will serve the unexpired term only (unless the Nominating Committee solicits the member's name for the next ballot and the candidate is successful in obtaining the office.)

#### **II. Duties:**

- A. Attend all regular meetings of the Boards/RA of the Association and any special meetings as an official representative.
- B. Attend the Leadership Conference of Society for Association Management (SAM) with the Executive Director.
- C. Familiarize self with the duties and responsibilities of the President.
- D. Attend "SHAPEWV 101" at Annual Conference.
- E. Present annual report at the State Convention. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
- F. Serve as chair of Nominating Committee (OC 21).
  - i. Receive any ballots from proxy or electronic votes for tallying results.
  - ii. Report results to the BOD/RA. Ensure that records from voting are secured and transferred to Secretary for official record keeping.

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### **Code 3**

#### **Operating Code for the Past President**

##### **I. Organization:**

- A. How Elected: After serving one year as President, he/she succeeds to the office of Immediate Past President and shall serve one year.
- B. Term of Office: The Past-President will serve for one year beginning after the election at the annual convention and concluding at the next election.
- C. Vacancy: In case of a vacancy of the Past President, the President shall appoint, with the approval of Board of Directors, a person with 5 years-experience within the Association to fill the un-expired term.

##### **II. Duties:**

- A. Serve as a member of the Executive Committee.
- B. Maintain uninterrupted membership in SHAPE America as required for serving as a delegate.
- C. Assume such other responsibilities as the President may assign.
- D. Serve as convention chairperson of the Conference Planning Committee. Setting up Ad Hoc committees as deemed necessary.
  - 1. Publicize the State convention through the State SHAPEWV publications.
    - a. Work with the Technology Co-Directors and Marketing Director
  - 2. Required to be one of the two signatures on all convention contracts.
    - a. All convention-related contracts must be signed by two officers, who include: President, Past-President, Treasurer, and/or Executive Director.
- E. Complete representation to Midwest District at Spring Convention meeting.
- F. Present annual report at the State Convention. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
- G. Attend "SHAPEWV 101" at Annual Conference

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#### **Code 4**

### **Operating Code for Executive Director**

#### **Purpose**

The Executive Director of SHAPEWV is an administrative officer of the Association and ex-officio voting member of the Board of Directors. The function of the Executive Director shall be to provide leadership continuity and stability for the Association in all its operations. The Executive Director reports to the President of the Association and is accountable to the Board of Directors.

#### **I. Qualifications**

- A. The person must be member of SHAPEWV and SHAPE America for at least three consecutive years immediately preceding selection as the Executive Director.
- B. Must have an earned degree in Health, Physical Education, Recreation, or Dance and a minimum of five years of professional experience.
- C. Evidence of proven leadership ability.
- D. Evidence of effective communication skills.
- E. Evidence of a basic understanding of business management and fiscal responsibility.

#### **II. Selection/Review**

- A. The BOD/Acting President shall solicit nominations for Executive Director for review and election purposes. The Executive Director will receive a 3-year appointment and shall serve at the pleasure of the Board.
  1. The BOD/Acting President shall advertise for the position, screen applicants, and present the top three names to the BOD for final decision at the Annual meeting.
  2. In case of vacancy during the 3-year term, the BOD shall meet within 2 weeks and make a written recommendation to the acting President for a person to fill the remainder of the term.
  3. The BOD/Acting President shall review and evaluate the performance of the Executive Director annually by the Fall Annual Board meeting and make recommendations to the Board regarding further appointment. If the committee recommends termination before the end of the term and the Board approves it, then step 2 in regard to vacancy is followed.
  4. The Executive Director may serve multiple terms.
- B. Specific Responsibilities
  1. Attend the Society for Association Management (SAMS) Leadership Development Conference, the SHAPE America Midwest Leadership Conference, if Executive Directors are scheduled to meet, attend the District, National, State conventions and other meetings as directed.
  2. Serve as a liaison between SHAPEWV, education groups, organizations, and agencies. This would be determined by the need and interest identified by SHAPEWV.
  3. Assist the SHAPEWV Resource Co-Directors in coordinating funding projects, i.e. sponsorships, contributions, grants, and miscellaneous income.
  4. Assist the SHAPEWV Immediate Past President/Conference planning committee in securing exhibitors and sponsors for the annual convention.

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- C. General Responsibilities – As directed by the SHAPEWV Executive Committee
  - 1. Can be one of the two signatures on all convention contracts.
    - a. All convention-related contracts must be signed by two officers, which include President, Past-President, Treasurer, and/or Executive Director.
  - 2. Serve when needed in an ex-officio capacity for SHAPEWV Committee.
  - 3. Prepare an Executive Director’s report for each Board meeting.
  - 4. Assist with the leadership of SHAPEWV.
  - 5. Assist the Marketing Director/Technology Co-Directors/ Resource Co-Directors in their job functions as related to their OC. Promote public relations working with the Marketing Director/Technology Co-Directors/Resource Co-Directors for SHAPEWV.
  - 6. Assist the state Membership Chairperson in organizing and administering membership promotions.
  - 7. Serve on the Conference Planning Committee.
  - 8. Executive Director will be available to assist, and coordinate other duties as requested by the SHAPEWV Executive Committee/BOD.
  - 9. Collect annual ‘Conflict of Interest’ forms from BOD/RA.
  - 10. Present annual report at the State Convention. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
  - 11. Attend “SHAPEWV 101” at Annual Conference.
- D. Compensation – The Executive Director will follow the reimbursement policy used by SHAPEWV.

**WVAHPERD Policy:**

- 1. Society of Association Management Conference
  - 2. SHAPE America Midwest District – If requested to Attend.
  - 3. SHAPEWV conference
  - 4. SHAPE America National conference
  - 5. National “Speak Out” Day
  - 6. Other State conferences as requested
- E. SHAPEWV Executive Committee will designate the reimbursement available.
  - F. Operating Budget – To be discussed by Executive Committee.
  - G. Future Compensation – may include a percentage of the funds generated by the Executive Director.
  - H. Operating Code Amendments – This job description may be amended or altered by the SHAPEWV BOD providing there is no conflict with the Constitution and By-Laws of SHAPEWV. The job description shall be reviewed annually and revised as needed.

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## **Code 5**

### **Operating Code for the Secretary**

#### **I. Organization:**

- A. Eligibility: Must be an active member of SHAPEWV a minimum of 2 years.
- B. How Elected: The election of the secretary is held on “odd-numbered” years.
- C. Term of Office: The Secretary shall serve for a two-year term.
- D. Vacancy: In case of vacancy in this office, the President shall appoint an active SHAPEWV member to fulfill the un-expired term, with approval of the BOD. This person must have a minimum of 2 years membership to SHAPEWV.

#### **II. Duties:**

##### **A. Secretarial Responsibilities:**

- 1. Attend and keep an official record (minutes) of all meetings of the BOD/RA; distribute electronic copies of the minutes to all BOD/RA members within 30 days.
- 2. Distribute all official correspondence of the Association as directed by the President and/or the BOD.
- 3. Maintain necessary files to provide sufficient records of the Association's business and promptly pass the Association records/files on to successor.
- 4. Advise President of any absences, so a temporary appointment for secretary can be made.
- 5. Record all official amendments and changes in the Constitution, Operating Codes, and any other records of permanent nature.
- 6. Responsible for Document Retention and Destruction as described in Section 3 of the By-Laws.
- 7. Secure Association stationary and envelopes from the President.
- 8. Records of the Association available for reference at all meetings.
- 9. Forward to Technology Co-Directors any petitions for adoption, amendments, or important information that has been approved by the BOD at the request of the acting President.
- 10. Attend “SHAPEWV 101” at Annual Conference.

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## Code 6

### Operating Code for the Treasurer

#### **I. Organization:**

- A. Eligibility: Must be an active member of SHAPEWV for a minimum of five years and submit to a background check at SHAPEWV's expense.
- B. How Elected: The election of the Treasurer shall be on "even-numbered" years.
- C. Term of Office: The Treasurer shall serve for a two- year term.
- D. Vacancy: In case of vacancy in this office, the President shall appoint a person to fulfill the un-expired term, with approval of the BOD. This person shall have at least 5 years of active membership in SHAPEWV.

#### **II. Duties:**

- A. Treasurer Responsibilities:
  - 1. Serve on the Executive Committee.
  - 2. Be responsible for completing income tax forms for the Association as required by the IRS.
  - 3. Fill out annual form for Association to remain tax-exempt. Forms must be filled out by Treasurer.
  - 4. Keep a record of all finances, vouchers, and receipts and makes an annual report to the BOD/RA and give a report at each BOD meeting.
  - 5. Attend all meetings of the BOD/RA and Executive Committee and submit reports as requested.
  - 6. Prepare an annual budget for BOD approval.
  - 7. Pay all bills as authorized by the President and/or Board of Directors within thirty (30) days.
  - 8. Deposit Association funds in a checking or money market account convenient to the Treasurer and all other business as needed.
  - 9. Conduct all business on past fiscal year of June 1 to May 31.
  - 10. Become appropriately bonded at the Association's expense.
  - 11. Pay only those amounts that are budgeted upon presentation of the paper vouchers and receipts.
  - 12. Maintain necessary files to provide sufficient records of the Association's business.
  - 13. Serve as member of conference planning committee and help regulate registration for the Association's conference.
  - 14. Promptly pass the records and files of this office on to successor, serving as a mentor for a minimum of three months.
  - 15. Attend all State Treasurers' workshops sponsored by SHAPE America.
  - 16. Can be one of the two signatures on all convention contracts. All convention-related contracts must be signed by two officers, which include President, Past-President, Treasurer, and/or Executive Director.
  - 17. One of the Two signatures required on SHAPEWV bank accounts.
  - 18. The Treasurer is responsible for safe guarding the Association's bank card, to be used for Association business only.
  - 19. Responsible for Retention and Destruction of records as described in section 3 of the by-laws.
  - 20. Present annual report at the State Convention. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
  - 21. Attend "SHAPEWV 101" at Annual Conference.



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## Code 7

### Operating Code for the Past President's Council and Representative

#### **I. Organization:**

- A. How Elected: After serving as President of SHAPEWV, he/she succeeds to the office of Past President and shall at that point become part of the Past President's Council. The council will elect one active council member to be the voting representative to the SHAPEWV Board of Directors.
- B. Term of Office: The Past President's Council representative will serve for a period of two years. The representative must rotate off the BOD after two years, unless re-elected by the active council members to continue serving. If not elected for continual service, he/she is eligible for re-election after one year from the time of the Annual meeting. The Past-Presidents' volunteer to be on the Past President's Council; there is not a set time limit for participation on this council.

#### **II. Duties of the Past President's Council Representative:**

- A. Shall discharge responsibilities of this office as prescribed in the Constitution.
- B. Serve as advisor to the Executive Committee and the current SHAPEWV President.
- C. Charged with keeping the SHAPEWV Operating Code and Constitution up to date.
- D. Acting member of the Annual Conference planning committee.
- E. The Past Presidents Council functions as an oversight committee to assure the SHAPEWV BOD/RA adheres to the Constitution and Operating Codes of this organization in conjunction with the Executive Director.
- F. The Past Presidents Council representative is responsible for presenting SHAPEWV 101" at each SHAPEWV annual conference to assist, mentor, and train new officers.
- G. The representative and the council are charged with assisting in the development of the strategic plan.
- H. Present annual report at the State Convention. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
- I. Be responsible for Past President council events.
- J. Keep updated contact information for Past President Council members.

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## **Code 8**

### **Operating code for Division Vice Presidents**

#### **I. Organization:**

- A. Eligibility: Must be an active member of SHAPEWV.
- B. How Elected: Vice Presidents shall automatically succeed to this office at the close of his/her tenure as Vice President-Elect, at the annual meeting of the Convention.
- C. Term of Office: Vice Presidents shall serve for a one-year term.
- D. Vacancy: In case of a vacancy in the office of a Vice President, the Vice President Elect shall fill it.

#### **II. Duties:**

- A. Work to ensure the active President's call to actions and strategic planning are being implemented and progressing.
- B. Works as an acting member of the Standing Advocacy Committee following OC 24
- C. Fosters interest, coordinates the activities of the Division and serves as its representative.
- D. Serve as a member of the Board of Directors to represent the interests of his/her Division on the BOD.
- E. Keep records of correspondence and other helpful material to be passed on to the succeeding Vice President.
- F. Present annual report at the State Convention. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
- G. Attends "SHAPEWV 101" at Annual Conference.

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## Code 9

### Operating code for Division Vice-Presidents Elect

#### **I. Organization:**

- A. Eligibility: Must be an active member of SHAPEWV.
- B. How Elected: Vice Presidents-Elect shall be elected in accordance with the SHAPEWV By-Laws.
- C. Term of Office: The Vice President-Elect shall serve for a one-year term and succeed to the office of Vice President at the annual Convention.
- D. Vacancy: In case of a vacancy in an office of Vice President-Elect, it will be filled as provided in the SHAPEWV By-Laws.

#### **II. Duties:**

- A. The Vice President-Elect shall serve as a member of the Division council to which he/she is elected and be involved in the development of projects and programs working with the Vice President of their division
- B. Each Vice President-Elect shall act for the Vice President of the respective Division when the Vice President is unable to act, the Vice President-Elect shall succeed to that office for the remainder of the un-expired term when the acting Vice President can no longer perform their duties in case of illness, death or resignation.
- C. The Vice President-Elect shall serve as a member of the SHAPEWV Representative Assembly.
- D. Will assist with Annual Conference on site management (Technology, Logistics, Moderators, etc.)
- E. Serve on Nominating Committee and will secure names for nomination of student representatives to be voted on at annual conference.
- F. Attends "SHAPEWV 101" at Annual Conference.

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## Code 10

### Operating Code for Division Past Vice Presidents

#### I. Organization:

- A. How Elected: After serving as Vice President-Elect, then Vice President, the individual succeeds to this office of Past Vice President.
- B. Term of Office: One year, following elections at the annual convention and concluding at the next annual meeting.
- C. Vacancy: In case of a vacancy in an office of Past Vice President, it will be filled as provided in the SHAPEWV By-Laws.

#### II. Duties:

- A. Serve as a member of the Representative Assembly of SHAPEWV.
- B. Assist the Division Vice President as an advisor and mentor.
- G. Work as a part of the conference planning committee. Responsible for obtaining presenters for the conference for their respective divisions (Elementary, Secondary, and Higher Education.)
- C. Inform section chairpersons of the conference updates.
- D. Past Vice President of Higher Education will work with Student Representative, planning the student pre-professional and higher-education conference.**
- E. Work with Awards committee on securing the awards given to the University who wins the Majors Cup award.
- F. Attend "SHAPEWV 101" at Annual Conference.

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## Code 11

### Operating Code for the Technology Co-Directors

#### **I. Organization:**

- A. Eligibility: Must be an active member of SHAPEWV.
- B. The President with approval of the Board of Directors appoints the Technology Co-Directors.
- C. Term of Office: Technology Co-Directors shall serve a two-year term on odd years.
- D. Will both serve as voting members of the Board of Directors.

#### **II. Duties:**

- A. To promote SHAPEWV through maintaining the website and member management system and through working with the Marketing Director to maintain all other digital platforms.
- B. Provide recommendations for the BOD in the selection of web-host provider for the SHAPEWV website.
- C. Will ensure that digital platforms for SHAPEWV are maintained and functioning for appropriate dissemination of documents, (Constitution, By Laws, Operating Codes, Promotional Materials, Marketing/Communications/ Technology Resource Developers, President, Executive Committee recommendations.)
- D. Work with Membership Director for services provided to membership in conjunction with division councils (Vice Presidents-Elementary, Secondary, Higher Ed)
- E. Collaborate with WV Department of Education representatives *and Marketing Director* to disseminate promotional activities and marketing efforts of SHAPEWV on their list serve.
- F. Will work collaboratively with the Treasurer/BOD when utilizing the website as a collective process of receiving revenue.
- G. Acting member of the Annual Conference planning committee.
- H. Work with Marketing Director on Annual plan.
- I. Present annual report and technology plan at the State Convention. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
- J. Attends "SHAPEWV 101" at Annual Conference.

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## Code 12

### Operating Code for the Marketing Director

#### **Organization:**

- A. Eligibility: Candidate must be an active member of SHAPEWV
- B. How Elected: The Marketing Director is appointed by the President, with the approval of the Board of Directors.
- C. Term of Office: Shall serve a two-year term on odd years.
- D. In the event that resignation or failure to perform duties shall occur, the acting president will appoint a newly active Marketing Director.

#### **I. Duties:**

- A. Establish the pattern for news gathering by notifying and establishing deadlines for submission to the Technology Co-Directors.
- B. Attend meetings of the Board of Directors and Representative Assembly.
- C. Collaborate with WV Department of Education representatives and Co-Technology Directors to disseminate promotional activities and marketing efforts of SHAPEWV on their list serve.
- D. Work with Technology Co-Directors to update content on digital platforming.
- E. Develop an annual Marketing Director plan and present it to the BOD/RA at Annual Meeting.
- F. Help in the development of the Strategic Planning of SHAPEWV.
- G. Work with Membership Director for services provided to membership in conjunction with division councils (Vice Presidents-Elementary, Secondary, Higher Ed)
- H. Highlight Best Practices in all fields represented by organization.
- I. Acting member of the Annual Conference planning committee.
- J. Present annual report at the State Convention highlighting the marketing and communication efforts and progression of SHAPEWV. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
- K. Attend "SHAPEWV 101" at Annual Conference.

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### Code 13

#### Operating Code for State Membership Director

##### **Organization:**

- A. How Elected: The state membership chairperson is appointed by the President with the approval of the Board of Directors.
- B. Term of Office: This appointment is for two years.
- C. Vacancy: In case of vacancy, President can appoint a new Membership Chairperson with BOD approval.

##### **I. Duties:**

- A. The State Membership Chairperson shall:
  - 1. Compile a list of potential members including names, addresses and phone numbers of health educators, school nurses, physical education personnel, coaches, safety educators, recreation personnel, and those retired in the above-related areas as well as allied/affiliated fields.
  - 2. Working with Technology Co-Directors to send out membership renewal to members approximately one month prior to lapse. Promote membership drives and benefits of membership.
  - 3. Membership forms and payment should be retained until the information from each has been recorded in the membership files. The check for dues should be forwarded to the Treasurer.
  - 4. Work with Technology Co-Directors and Marketing Director on annual technology and marketing plan.
  - 5. Compiles and sends a list of current members to the Honor Award Chairpersons annually, by August 31.
  - 6. Work on completion of Strategic Plan for Membership recruitment, retention, and benefits.
  - 7. A pre-registration should be held prior to the annual conference.
  - 8. Ensure that all monies should be received by the bonded Treasurer.
  - ~~9. Acting member of the Annual Conference planning committee.~~
  - 10. Work with Treasurer at registration table (at annual conference) to collect new and check current memberships and compile a statistical report including annual convention attendance as part of the final report.
  - 11. Will serve as a voting member of the Board of Directors
  - 12. Present annual report at the State Convention highlighting the marketing and communication efforts and progression of SHAPEWV. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
  - 13. Attends "SHAPEWV 101" at Annual Conference.

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#### **Code 14**

#### **Operating Code for Historian/Archivist**

##### **I. Organization:**

- A. How Elected: The Historian/Archivist is appointed by the President of SHAPEWV.
- B. Term of Office: The Historian/Archivist will serve for consecutive years beginning after the election at the annual convention and concluding when they resign the position.
- C. Vacancy: In case of a vacancy in the office, the President will appoint a new Historian Archivist with BOD approval.

##### **II. Duties:**

- A. Shall maintain all materials and forwarded to the archives of the WVAHPERD and SHAPEWV. Information should be collected including but not limited to the following: BOD/RA Annual Reports, convention programs, newsletters, session CD's, legislative days, Jump Rope/Hoops for Heart materials prior to 2018, Joint Projects, awards, necrology report, etc.
- B. Assist persons seeking information concerning the history and development of WVAHPERD and SHAPEWV.
- C. Solicit additional materials necessary for the archives.
- D. Present annual report at the State Convention highlighting the marketing and communication efforts and progression of SHAPEWV. A written copy of this report shall be filed with the Secretary and shared with SHAPE America Midwest District, and SHAPE America as requested.
- E. Attend "SHAPEWV 101" at Annual Conference.

- III. Location:** The Archivist shall keep all records in a safe location known to the acting President, President Elect, Immediate Past President, Treasurer and Executive Director.



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## Code 15

### Operating Code for Resource Co-Directors

#### I. Organization

- A. How Elected: The Resource Co-Directors are appointed by the President of SHAPEWV.
- B. Term of Office: The Co-Directors will serve at the discretion of the President.
- C. Will both serve as voting members of the Board of Directors.
- D. Vacancy: In case of a vacancy, it will be filled as provided in the SHAPEWV By-Laws and with approval of the BOD.

#### II. Duties:

- A. The co-directors will coordinate special events in collaboration with organizational partnerships.
- B. Reports to SHAPEWV executive board.
- C. Makes recommendations for utilization of revenues.
- D. Works with Treasurer to Submit annual budget report to SHAPEWV executive board.
- E. Serves on district task force (SHAPE Midwest District).
- F. Present a final report for the year at the Annual Meeting of the State Convention. A copy of this report shall be filed with the Secretary.
- G. Work with the Executive Board with the Strategic Planning of SHAPEWV. (Grants, Projects, and Fundraising)
- H. Work with the Marketing Director/Technology Co-Directors on promoting joint projects.
- I. Will both serve as voting members of the Board of Directors.
- J. Attends "SHAPEWV 101" at Annual Conference.

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## Code 16

### Operating Code for the Student Representative

#### I. Organization:

A. Eligibility: Must be a student in good standing at a West Virginia University or college in the field of health, physical activity, recreation and dance.

B. Must be eligible to serve a full one-year term once elected at the annual state conference.

C. How elected: Each member of the Association shall have an opportunity to nominate students to be representative to the Nominating Committee. This committee, chaired by the **President Elect/Higher Education Vice President Elect**, shall present a slate of names as candidates for student representative. Each nominee for office shall have signified his/her willingness to serve, via completed application.

D. Vacancy: Elected annually with ballot provided by Nominating Committee.

#### III. Duties

A. Shall work with Higher Education Vice President Elect to procure nominations for upcoming student representative and prepare the slate of names to Nominating Committee.

B. Complete task as appointed by the **Higher Education Vice President Elect**.

C. Communicate with Majors Clubs at West Virginia universities to encourage student participate in SHAPEWV.

D. Collaborate with Marketing Director/Technology Co-Directors on recommendations for SHAPEWV website and other digital platforms in student section.

E. Procure student membership recommendations and suggestions to share with the Membership Director for the Representative Assembly and Board of Directors.

F. Attend all required meetings as Student Representative. May be a part of SHAPE AMERICA EMERGING LEADERS committee.

G. May request up to 500.00 line item budget for organization purposes that must be approved by Executive Board.

K. H. Acting member of the Annual Conference planning committee. **Help Higher Education Vice President Elect plan sessions and agenda for student pre-professional conference.**

I. Attend "SHAPEWV 101" at Annual Conference.

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Revised March 30, 2019

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SOCIETY OF HEALTH AND PHYSICAL EDUCATORS WEST VIRGINIA

**SHAPEWV**

## **Section II – Organizational Structure**

### **Code 17**

#### **Operating Code for the Board of Directors**

##### **I. Organization:**

- A. Membership: The Board of Directors shall consist of the President, the President-Elect, the immediate Past President, the Executive Director, the Vice Presidents of the Divisions, the Secretary, the Treasurer, the Past Presidents Council Representative, the West Virginia State Department of Education Representative(s) (**non-voting**), the Membership Director, the Marketing Director, Technology Co-Directors, Resource Co-Directors the Parliamentarian (**non-voting**), and the Student Representative.
- B. Term of Office: Refer to Operating Code(s) for respective position.
- C. Vacancy: Refer to Operating Code(s) for respective position.

##### **II. Duties:**

- A. It shall be the duty of the Board of Directors (BOD) to initiate and transact all business necessary for the conduct of the Association as provided in the constitution and operating codes except as provided in Article III of the by-laws.
- B. Meetings shall be called by the President.
- C. Each member of the BOD is entitled to one vote with the exception of the WVDE Representative(s), and Parliamentarian.
- D. Minutes of each BOD meeting shall be forwarded to all Board members and a separate copy filed with the Secretary.
- E. The BOD shall be responsible for review and approval of the annual budget.
- F. The BOD shall be responsible for review and final plans for the State Conference and special meetings of the Association.
- G. Presidential Oversight of Committees.
- H. Assess success of all projects.
- I. Coordinate work of all committees and divisions.
- J. Suggest areas of work for the Association.
- K. Members should attend "SHAPEWV 101" at Annual Conference as indicated in respective Operating Code(s)

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## **Code 18**

### **Operating Code for Divisions**

- I. **Organization:** The Association shall have Divisions to serve needs and interest of members who identify with areas which each Division represents. Elected representatives of each Division shall be a Vice President, Vice President-Elect, Past Vice President, and Section Chairpersons who, as a group, constitute the particular division council. Names and section composition of Each Division Council are as follows:
  - A. Elementary Division: Health, Physical Activities, and Dance
  - B. Secondary Division: Health, Physical Activities, and Dance
  - C. College/University Division: Programming in areas (e.g. teacher education, accreditation, best practices, research, etc.) as relevant to higher education.
  
- II. **Duties**
  - A. Follow the Operating Code(s) for respective positions.
  - B. Attend "SHAPEWV 101" at Annual Conference.

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## **Code 19**

### **Operating Code for Sections**

- I. **Organization:** The office of each Section shall be known as Chairperson.
  - A. **Eligibility:** To be eligible for office, a candidate must be an active member of SHAPEWV.
  - B. **How elected:** The Representative Assembly shall elect the Chairperson.
  - C. **Term of Office:** The Chairperson of a Section shall serve for a one-year term taking office at the close of the annual meeting.
  - D. **Vacancy:** In the event that the section shall fail to elect any of its officers or in the event of death, resignation, or removal of an officer, an appointment shall be made by the President to fill the un-expired term. (By-Laws: Article V, Section 6) If unable to complete term of office, resignations must be submitted to the President.
  
- II. **Duties:**
  - A. Acting member of the Annual Conference Planning Committee by planning and arranging for a scheduled program at the Annual Conference.
  - B. Responsible for the planning and making the necessary arrangements for section programs. Outlined programs shall be submitted to the Division Immediate Past Vice President for the dates specified.
  - C. The Chairperson shall appoint a Recorder for the meeting who shall submit an evaluation to the Chairperson. The Chairperson shall submit a copy of the evaluation form to the Division Vice President with a copy for the incoming Section Chairperson.
  - D. Serve as a voting member of the Representative Assembly of the Association.
  - E. Attend "SHAPEWV 101" at Annual Conference.

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## **Code 20**

### **Annual Meeting**

- I. **Organization:** The following persons shall be members of the SHAPEWV Conference Planning Committee for the Annual Meeting:
  - A. President of SHAPEWV
  - B. Executive Director
  - C. President-Elect
  - D. Past President (Annual Meeting Chairperson)**
  - E. Past Presidents Council Representative
  - F. Past Elementary Vice President
  - G. Past Secondary Vice President
  - H. Past Higher Education Vice-President
  - I. Student Rep
  - J. Local Convention Manager (Onsite)
  - K. Exhibits Chairperson
  - L. Marketing Director
  - M. Technology Co-Directors
  - N. Resource Co-Directors
  - O. Secretary
  - P. Treasurer
- II. **Functions of Personnel:**
  - A. Attend all Annual Meeting planning sessions called by the President.
  - B. Adopt a schedule of calendar dates and deadlines to serve as a guide to those who plan the details of the various programs. In planning this schedule, the following items should be considered:
    1. Number, time, and length schedule of general sessions.
    2. Number, time, and length schedule of section meetings.
    3. Number and time schedule of group meetings.
    4. Schedule for breakfasts, luncheons, banquets, dances, and coffee hours.
    5. Number, time, and length schedule of Board of Directors and Representative Assembly meetings at the Annual Meeting.
  - C. Examine all program content to assure lack of duplication.
- III. **Sections that should Conduct Programs at the Annual Meeting**
  - A. Elementary Division
    1. Health
    2. Physical Activities
    3. Dance
  - B. Secondary Division
    1. Health
    2. Physical Activities
    3. Dance
  - C. Higher Education Division

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## **Code 21**

### **Operating Code for Nominating Committee**

#### **I. Organization:**

- A. This Committee shall consist of the President Elect of the Association as chairperson and Vice President Elects of each division as committee members.

#### **II. Function:**

- A. The Committee shall present a slate of candidates for each Board of Directors elective office and Representative Assembly elective office to the Representative Assembly members at the meeting of the annual convention.
- B. Each nominee for office shall have signified willingness to serve, if elected, via application submitted to the President Elect prior to the time the nominations are presented to the Representative Assembly.
- C. Prior to voting, Representative Assembly will have access to nominee applications for review.

#### **III. Procedures for Qualifying Candidates:**

- A. Thirty days will be available for members to submit one or more names for consideration, at the conclusion of which the Chairperson shall compile a "master list" of applications.
- B. Nominating Chairperson will thank candidates for their willingness to serve as an Association officer and Develop a thank-you letter for those not selected to office.

#### **IV. Follow-up for Elections (By Chairperson):**

- A. Nominated candidates should be contacted.
- B. Request that elected nominees be present at the Representative Assembly meeting at the annual conference for "SHAPEWV 101".
- C. Prepare for the Representative Assembly:
  - 1. Paper ballots with names listed for each office.
  - 2. Tally election results with committee and report back to Representative Assembly.
- D. Following the election:
  - 1. Notify all candidates of election results.

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## Code 22

### Operating Code for Past President's Council (Constitution Committee)

- I. **Organization:** The Constitution Committee is comprised of the active members of the Past President's Council.
  - A. **Eligibility:** To be eligible for a committee membership, a candidate must be an active member of SHAPEWV.
  - B. **How Elected:** The Chairperson is the Past President's Council Representative (PPCR).
  - C. **Term of Office:** The Chairperson (PPCR) and a minimum of three committee members serve for a two-year term, unless re-elected by the council to continue service.
  - D. **Vacancy:** In the event of death, resignation or removal of a member, an appointment shall be made by the President to fill the un-expired term as approved by the BOD.
  
- II. **Duties:**
  - A. Review annually the Constitution and Codes of the Association; prepare and present needed revisions of the Constitution or its Codes to the Board of Directors who will recommend changes to the Representative Assembly for approval. Forward to the President any proposed changes or additions to the constitution or operating codes so that the President can mail or send out electronically the proposed changes to members of Board of Directors and Representative Assembly 30 days prior to RA meeting.
  - B. Receive and consider suggested amendments and/or revisions to the Constitution or its Codes from the membership.
  - C. Prepare and supply to the President of the Association, copies of any revised Constitutions to meet the needs of the Association.
  - D. Study existing constitution of the District organization to suggest revisions deemed necessary to coordinate National, and District operation with that of the State organization.
  - E. Become familiar with the provisions of the constitution and By-Laws of SHAPE America and suggests ways and means of better coordinating the operation of SHAPEWV.
  - F. Assist conference planning team with Annual Conference.
  - G. Will Serve as a voting member of the Board of Directors
  - H. Conducts the "SHAPEWV 101" training at the Annual Conference.



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### **Code 23**

#### **Operating Code for Honor Awards Committee**

The SHAPEWV Awards Committee shall be comprised of two sections: The Honor Awards Committee, the Teacher of the Year Awards Committee. Each section will be organized as follows:

#### **SHAPEWV HONOR AWARDS COMMITTEE:**

##### **I. Organization:**

- A. The Honor Awards Committee shall be a Standing Committee of the Association and shall consist of a chairperson and six or more members. It is recommended that all divisions be represented in the selection of the Awards Committee members when possible.
- B. All members must be Ray O. Duncan Award Recipients and an active SHAPEWV member in the prior three years.**

##### **II. Duties of the Honor Awards Chairperson**

- A. Represent the Awards Committee on the SHAPEWV Representative Assembly.
- B. Committee Chairperson could be the representative from WVAHPERD on the Midwest District Awards Committee.
- C. Submit, if qualified, the following SHAPEWV Award Recipients to the SHAPE Midwest District Honor Awards Committee: Young Professional Award; Bea N. Orr Undergraduate Student Award; Dr. Eloise Elliott Graduate Student Award; Scholar Award; Recreation/Leisure Leadership Award, Dr. Dana Brooks Professional Mentor Award.
- D. Obtain committee files from preceding chairperson.
- E. Contact committee members advising them of their responsibilities. Each committee member should be given a suggested calendar of operation, a copy of the Operating Code, and a copy of the policies governing Honor Awards.
- F. Update the committee's file to include:
  - 1. Criteria for State, District and National Awards.
  - 2. Previous recipient of state awards with dates of presentation.
  - 3. Maintain a list of District and National Award Winners and a suggestion list of award candidates.
- G. Seek nominations for Honor Awards from membership by giving criteria for all awards through the Marketing Director/Technology Co-Directors and on the web page and advise the membership of the procedure for submitting nominations to the committee.
- H. Obtain the vitas from those nominated for awards and ensure all nominees are members of SHAPEWV where warranted.
- I. Continue file (for three years) of vitae of those who were nominated but not selected. Those nominated but not selected will continue to be a candidate for the award for a three-year time period.
- J. Prepare and submit a tentative budget for the following year by January to Treasurer.
- K. Make arrangements for preparation and presentation of awards and preside over the presentation.
- L. Notify Marketing Director/Technology Co-Directors of the SHAPEWV Award Recipients.
- M. Pass files to succeeding chairperson.

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### **III. Policies Governing Honor Awards:**

#### **A. Ray O. Duncan Award**

Given for: Distinguished Professional Services to the fields of Health, Physical Education, Recreation, or Dance.

Criteria:

1. Recipient may be a non-professional and/or non-member of SHAPEWV;
2. If a member of SHAPEWV, he/she must be recipient of the Honor Award;
3. Recipient must have rendered exemplary service to the Association and the profession over a period of 5 years; and
4. No more than one (1) awarded annually.

#### **B. Honor Award**

Given for: Distinguished Professional Service and Inspiration to Association.

Criteria:

1. Recipient must be a member of SHAPEWV for at least 3 years;
2. No more than three (3) awarded annually.

#### **C. Scholar Award**

Given for: Outstanding scholarly work, presentations and active service to the areas of SHAPEWV.

Criteria:

1. Candidate shall have maintained membership for a minimum of five (5) years in SHAPEWV and SHAPE AMERICA;
2. Candidate shall display scholarly activity, service and commitment to the profession.

#### **D. Dr. Dana Brooks Professional Mentor Award**

Given for: Distinguished Service as a mentor to other professionals or students.

Criteria:

1. Recipient must be a member of SHAPEWV;
2. Recipient must have demonstrated excellence while serving as a mentor to HPERD professionals, students or others in the fields that promote healthy lifestyles.

#### **E. Recreation/Leisure Leadership Award**

Given for: Outstanding and creative leadership in the recreation profession or as an innovative leisure educator at the college/university level.

Criteria:

1. Candidate shall be a current member of SHAPEWV.
2. Candidate shall be a person who has exhibited outstanding and creative leadership in the recreation profession or as an innovative leisure educator at the college/university level.
3. Candidate shall be involved in recreation leadership as illustrated by having delivered presentations, workshops and conferences or written publications in the various areas of recreation/leisure.

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**F. Young Professional Award**

Given for: Outstanding Achievement and Service to the areas of SHAPEWV.

Criteria:

1. Candidate must be an active SHAPEWV member;
2. Candidate is a professional who has been in the profession for less than 15 years regardless of the age of the individual;
3. Candidate will be evaluated on scholarship, service to the profession (particularly to SHAPEWV, and teaching;

**H. Bea N. Orr Undergraduate Student Award**

Given for: Outstanding Achievement and Service to the areas of SHAPEWV

Criteria:

1. Recipient must be a member of SHAPEWV and must be recommended by his/her College or University;
2. No more than two (2) awarded annually.
3. Candidates shall have performed with distinction as a member at his/her undergraduate/graduate institution with priority given to the student's coursework, extracurricular activities, commitment to the profession and promises for success in such a career.

**I. Eloise Elliott Graduate Student Award**

Given for: Outstanding Achievement and Service to the areas of SHAPEWV

Criteria:

1. Recipient must be a member of SHAPEWV and must be recommended by his/her College or University.
2. No more than two (2) awarded annually.
3. Candidates shall have performed with distinction as a member at his/her graduate institution with priority given to the student's coursework, extracurricular activities, commitment to the profession and promises for success in such a career.

**SHAPEWV TEACHER OF THE YEAR AWARDS COMMITTEE**

**I. Organization:**

- A. The Teacher of the Year (TOY) Awards Committee shall be a sub-committee under the SHAPEWV Honor Awards Committee.
- B. The TOY Awards Committee shall consist of a Chairperson and least three members.
- C. All members must be a recipient of one of the SHAPEWV TOY Awards.

**II. Duties of the Teacher of the Year Awards Chairperson**

- A. Committee Chairperson could be the representative from SHAPEWV on the SHAPE Midwest District Awards Committee.
- B. Obtain committee files from preceding chairperson.
- C. Contact committee members advising them of their responsibilities. Each committee member should be given a suggested calendar of operation, a copy of the Operating Code, and a copy of the policies governing TOY awards.
- D. Update the committee's file to include:
  1. Criteria for State, District and National Awards.

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2. Previous recipient of state awards with dates of presentation.
3. Maintain a list of District and National Award Winners and a suggestion list of award candidates.
- E. Seek nominations for TOY awards from the membership by giving criteria for all awards through the web page and advise the membership of the procedure for submitting nominations to the committee. Work with the Marketing Director and Technology Co-Directors.
- F. Obtain the application materials from those nominated for awards and ensure all nominees are members of SHAPEWV.
- G. Continue file (for three years) of those who were nominated but not selected. Those nominated but not selected will continue to be a candidate for the award for a three-year time period.
- H. Prepare and submit a tentative budget for the following year by January.
- I. Make arrangements for preparation and presentation of awards and preside over the TOY presentation.
- J. Notify Marketing Director/Technology Co-Directors of the SHAPEWV TOY Award Recipients.
- K. Pass files to succeeding chairperson.
- L. Encourage and help SHAPEWV TOY recipients to apply to the SHAPE MIDWEST Awards Committee as the representative from SHAPEWV.

### III. Policies Governing Teacher of the Year Awards

#### A. **Physical Education Teacher of the Year Award** – Elementary, Middle, High School.

1. Physical education teacher is defined for the purposes of this award as a teacher who has major responsibility for teaching physical education for a specific school or school system.
  - a. Have a degree and certification in teaching.
  - b. Teaching full time with at least 50% of responsibilities at the level or area of award.  
Elementary – Grades PK-6/Middle – Grades 5-8/High School – Grades 9-12
  - c. Minimum of 5 years of teaching experience at the award level
  - d. Must be a current member of SHAPEWV. (Person selected as TOY will need to be a current member of SHAPE AMERICA to apply for the Midwest TOY Award.)

Criteria:

The applicant must be a teacher who:

- a. Conducts a comprehensive and diverse Physical Education program that utilizes Essential Components and Physical Literacy as reflected in SHAPE America Standards and Guidelines for K-12 Physical Education programs.
- b. Utilizes various teaching methodologies and appropriate instructional practices.
- c. Plans and implements innovative and diverse experiences to meet the needs of all students;
- d. Uses student assessment as one of the essential components of physical education;
- e. Advocates for the profession, participates in professional development opportunities such as, but not limited to: service through leadership presentations and /or writing.

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**B. Health Education Teacher of the Year Award**

1. Health education teacher is defined for the purposes of this award as a teacher who has major responsibility for teaching health education for a specific school or school system Pk-12.
  - a. Have a degree and certification in teaching.
  - b. Teaching full time with at least 50% of responsibilities in Health Education.
  - c. Minimum of 5 years of teaching experience in health education.
  - d. Must be a current member of SHAPEW. (Person selected as TOY will need to be a current member of SHAPE AMERICA to apply for the Midwest TOY Award.)

Criteria:

The applicant must be a teacher who:

- a. Conducts a comprehensive and diverse Health Education program that utilizes the Essential Components of Health Education as reflected in the National Health Education Standards and other best practices.
- b. Uses student assessment as one of the essential components of health education;
- c. Provides volunteer service at the school or community levels.
- d. Provides service to local, state or national professional associations/organizations.
- e. Shows evidence of meritorious professional activity in at least three (3) of the following: innovative teaching, publications, presentations, funded research or programs, special projects, or other health related activities.

**Dance Education Teacher of the year Award**

1. Dance teacher is defined for the purposes of this award as a teacher who has major responsibility for teaching Dance for a specific school or school system Pk-12.
  - a. Have a degree and certification in teaching.
  - b. Teaching full time with at least 50% of responsibilities in Dance.
  - c. Minimum of 5 years of teaching experience in Dance.
  - d. Must be a current member of SHAPEWV. (Person selected as TOY will need to be a current member of SHAPE AMERICA to apply for the Midwest TOY Award.)

Criteria:

The applicant must be a teacher who:

- a. Teaches creatively and utilizes various methodologies
- b. Presents a balanced and sequential curriculum based on the developmental, social and psychological needs of the students
- c. Emphasizes the significance of dance as an integral cultural component that enables students to understand their own cultural heritage as well as that of others
- d. Promotes an understanding of dance as a creative art either by providing students with opportunities to share their creative work with appropriate audiences or through the discussion of aesthetics of students' own works or others.
- e. Shows professional commitment through membership and active participation in local, state, regional, and/or national dance organizations

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**Adapted Physical Education Teacher of the Year Award**

1. Adapted Physical education teacher is defined for the purposes of this award as a teacher who has major responsibility for teaching adapted physical education for a specific school or school system.
  - a. Have a degree and certification in teaching.
  - b. Teaching full time with at least 50% of responsibilities in adapted physical education
  - c. Minimum of 5 years of teaching experience
  - d. Must be a current member of SHAPEWV. (Person selected as TOY will need to be a current member of SHAPE AMERICA to apply for the Midwest TOY Award.)
  - e. Must be Certified Adapted Physical Educator (CAPE) or eligible to sit for CAPE exam.

**Criteria:**

The applicant must be a teacher who:

- a. Models the comprehensive roles and responsibilities necessary to implement adapted physical education services that align to the Essential Components for Physical Education as reflected in the SHAPE America National Standards and Grade Level Outcomes for K-12 Physical Education as it best meets individual needs indicated in the Individualized Education Program and 504 plans.
- b. Purposely plans and successfully implements universal design for learning principles into daily lessons by differentiating instruction based on the diverse abilities of every student in each physical education class;
- c. Participates in a leadership/collaborative role that fosters an active healthy lifestyle beyond the physical education classroom such as, but not limited to, coaching, volunteering, developing programs and special events, and/or collaborating with families.
- d. Administers multi-confirming assessments and utilizes the data to develop and implement student Individualized Education Programs and 504 plans to guide instructional planning and decisions
- e. Advocates for the profession, participates in professional development opportunities such as, but not limited to: service through leadership presentations and /or writing.

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## Code 24

### Operating Code for the Committee on Public Affairs, Advocacy and Legislation

President and Acting Division Vice Presidents

#### **I. Organization:**

- A. Eligibility: To be eligible for this committee, the person must be an active member of SHAPEWV.
- B. How Selected: This is a standing committee that consist of the President as Chairman with all acting Division Vice Presidents working in this capacity. A Past President of the Association can be appointed as a member of this committee.
- C. Term of Office: The Chairperson and the three committee members shall serve a three-year term. They shall meet at the Annual convention and other times as needed.
- D. Vacancy: In the event of death, resignation or removal of personnel, an appointment shall be made by the President, with the approval of the Board of Directors, to fill the un-expired term.

#### **II. Duties:**

- A. There shall be a regular meeting of the committee at the time and place of the Association meeting to conduct necessary business. Additional meetings may be called at the discretion of the Chairperson.
- B. Encourage the State Department of Education to maintain an adequate and qualified staff in the fields of health, physical education, recreation, safety, and dance.
- C. Examine all legislation pertaining to the fields of health, physical education, recreation, safety, and dance and make recommendations to the President and Board of Directors concerning action that should be taken in regard to such legislation. Be prepared to testify for or against such legislation with Association President.
- D. Prepare resolutions in regard to the fields of health, physical education, recreation, safety, and dance and recommend them for action to the President and Board of Directors of the Association.
- E. Keep the individuals, departments, boards and commissions within the State of West Virginia which are concerned with or related to health, physical education, recreation, safety, and dance informed concerning the best practices and highest standards in the above-mentioned fields.
- F. Arrange with the individuals, departments, boards, and SHAPEWV commissions cited above to keep the committee informed of any proposed legislation or appointments that might affect the fields of health, physical education, recreation, safety, and dance.
- G. Set up channels whereby the members of the Association can establish immediate and effective communication with legislators or any designated individuals and organizations. The individuals mentioned above should be as follows:
  - 1. One representative from each of the West Virginia Congressional Districts.
  - 2. The President of the W.V.E.A.
- H. Coordinate State, District, and National legislative programs.
- I. Coordinate with the Marketing Director/Technology Co-Directors on updates to share with membership that is happening in the legislature.
- J. Have a good working relationship with West Virginia House and Senate Education Committee.

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## **Code 25**

### **Operating code for the Auditing Committee**

#### **I. Organization:**

- A. Eligibility: This is the President's Committee composed of a chairperson and two members as appointed by the President.
- B. Term of Office: Each member of the Auditing Committee will serve for one year, or in the case of a vacancy, the balance of the un-expired term.
- C. Vacancy: If a member of the Auditing Committee for any reason cannot carry out responsibilities, the President shall appoint a person to complete the un-expired term.

#### **II. Duties:**

- A. The Committee shall approve the format used for reporting funds to the membership and shall recommend procedures in the handling and accounting of the funds of the Association.
- B. The Committee shall examine and authenticate the accounts of the Treasurer of the Association during the convention and before the business meeting.
- C. The Chairperson will prepare a written and oral report to be delivered at the State Convention to the Representative Assembly.



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## Code 26

### Conference Planning Committee

#### Organization

A. **Eligibility:** Committee members must hold a position within SHAPEWV BOD/RA, unless noted.

i. Specific Members Include: Immediate Past President (Chair), Immediate Past Vice Presidents of Divisions, Section Chairs, Executive Director, Treasurer, Past President Council Chair, Student Representative, Technology Co-Directors, Marketing Director, and Membership Director.

ii. Non-Specific Members can include venue representatives, outside assisting agencies, and other appointed committee members as needed in an Ad-Hoc fashion for the year of the conference. (Do not need to be members)

B. **How Selected:** This is a standing committee that consists of the Immediate Past President (Chair), Immediate Past Vice Presidents of Divisions, Section Chairs, Executive Director, Treasurer, Past President Council Chair, Student Representative, Technology Co-Directors, Marketing Director, and Membership Director. All vendors and ad-hoc members will be selected by the chair of the committee for assistance.

C. Term of Office: The Immediate Past President and Immediate Past Vice Presidents of Divisions, Student Representative shall serve their term for one year. All others will serve following the term limits of their operating codes. All vendors and ad-hoc members services will end at the conclusion of the annual conference.

D. Vacancy: In the event of death, resignation or removal of personnel, an appointment shall be made by the acting President, with the approval of the Board of Directors, to fill the un-expired term. Nominees will be suggested by the Chair of the committee for any open positions needing filled.

#### Duties

##### General

- A. The committee will meet as needed by the chairman to plan the Annual Conference.
- B. Each member will follow their respective Operating Codes for Responsibilities to committee and the chair of committee.

##### Chair

- A. Oversee overall planning and logistics of the Annual Conference.
- B. Secure all contracts for Annual Conference
- C. Work with Technology Co-Directors, Marketing Director, and Membership Director to ensure information about annual conference is being shared with membership and others in the profession.
- D. Consult with Treasurer for Annual Conference budgetary needs.