

Society of Health Physical Education Arkansas
(SHAPE Arkansas)
CONSTITUTION

(Revised May 29, 2019)

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**Article I. Name: Society of Health Physical Education of Arkansas
(SHAPE Arkansas)**

Article II. Purpose: The major purposes of the association are to:

- A. Promote an intelligent interest in SHAPE.
- B. Promote and support quality programs of SHAPE Arkansas.
- C. Promote high standards of teaching and leadership.
- D. Disseminate significant information to teachers, leaders, and the general public.
- E. Encourage research and experimentation in all areas promoted by the association.
- F. Cooperate with other professional organizations and associations interested in the development and well-being of children, youth and adults.

Article III. Membership: membership criteria as described in By Law.

Article IV. Government Considerations: The business of the Association shall be conducted by the Board of Directors, other officers and committees as provided in the Bylaws. Robert Rules of Order, shall serve as the authority on questions of procedures not covered in the Constitution and Bylaws

Article V. Organization Make Up: The governing body of the Association shall be the Board of Director (BOD). The Board of Directors will consist of President, Vice President, Past President, Division Vice Presidents, District Senators, Standing Committee Chairs and Co-Chairs Future Professionals.

Article VI. Arkansas Journal: The official publications of the association shall be the (a) *Arkansas Journal for SHAPE Arkansas*. Other publications may be approved by BOD.

Article VII. Amendments: The constitution may be amended at Annual Convention. An affirmative vote equal to two-thirds of the voting membership shall be necessary for approval. Amendments shall be published in the next issue of the *Arkansas Journal for SHAPE Arkansas*, after being passed. The BOD shall review all proposed amendments and present its opinion of the amendments during the general assembly at the annual state convention.

Article VIII. Awards: All awards for SHAPE Arkansas have guidelines that are provided by the BOD and Constitution Bylaws.

BY-LAWS of the Constitution

Article III. Membership criteria:

- a) Membership is available to all who show interest in SHAPE Arkansas and consist of persons actively engaged in the various areas of the Association concerns.
- b) Membership shall be professional, student, lifetime, and any BOD honorary consideration.
- c) Annual dues for all membership types will be determined by the BOD.
- d) Only professional members of SHAPE Arkansas and the Co-chairs of the Future Professionals may vote on business of the organization or hold office in SHAPE Arkansas. Elections and voting will occur at the general assembly of the annual state convention.
- e) Professional membership shall include those in programs of SHAPE Arkansas.
- f) Student membership shall be available to undergraduate and graduate students preparing for careers in the general professions of SHAPE Arkansas and/or athletics.
- g) Dues may be waived by action of the BOD.

Article IV. Government consideration:

- a)** Conflict of Interest Policy: NO board member will engage in ANY action that constitutes a conflict of interest. If any action becomes evident by any individual, either them self or by fellow association member, said action, whether actual or implied, shall be submitted in written form within thirty(30) days to the current Executive Director and the current association President. Upon receipt of this written document action, and issue thereupon, shall be taken to the subsequent BOD meeting and a ruling made based upon existence of conflict of interest. If conflict of interest exists action will be taken by the BOD's. Conflict of interest will be addressed at each BOD meeting.
- b)** Whistleblower Policy: Any key employee or BOD member shall have the right and responsibility of reporting ANY action of ANY member, including themselves, without fear of recompense. Reporting individual may freely report ANY action they deem inappropriate to legal authorities for review and/or investigation.
- c)** Document Retention and Destruction Policy: All documents are to be retained as long as they are (1) necessary to the conduct of the associations business, (2) required to be kept by government regulation, or (3) relevant to any existing or foreseeable investigation or legal actions.
- d)** A simple majority of the BOD, in person or by proxy, shall constitute a quorum for transacting the business of the association (proxy is - as verified by letter). Members of the BOD may only have 1 proxy vote from an absent participant of the BOD.

Article V. Organization makeup:

Board of Directors

- a)** The BOD shall consist of the president, president-elect, past-president, division vice-presidents, standing committee chairs, district senators, and future professional co-chairs. Ex-officio members without voting power shall include the executive director, and representatives from the (a) Arkansas State Department of Health and (b) Arkansas State Department of Education.

- b)** It shall be the duty of the BOD to conduct all business of the association and when appropriate, by the membership at the annual state convention general assembly.
- c)** At least thirty days prior to state convention general assembly, the BOD will review any proposed changes in the constitution, by-laws or operating codes. Such proposals must be presented to the membership at the general assembly at the annual state convention meeting with BOD recommendations.
- d)** The BOD shall (a) approve the association's budget in consultation with the Executive Director, (b) approve the appointments and salaries of all persons employed by the association, and (c) decide the place and date of the annual state convention as hereinafter
- e)** There shall be a BOD meeting within forty-eight hours following the election of officers. The BOD will meet quarterly throughout the year and as needed.
- f)** The Board of Directors must approve all appointments made by the President. If any vacancies occur in any office the BOD will assume the responsibilities of these offices until an election is held.
- g)** The BOD will review all hired personnel effectiveness. In case of vacancy the BOD will appoint a hiring committee. This committee will follow all State EOC policies. The hiring committee will provide job descriptions, hiring timeline, and all considerations during the hiring process.

President shall:

- a)** Promote/stimulate interest in all areas of the association.
- b)** Be the professional representative of the association.
- c)** Preside at all BOD general membership meetings and annual Convention.
- d)** Guide the development/implantation of all policies.
- e)** Appoint a Secretary and Parliamentarian.
- f)** Nominated and elected at annual conference and serve for 1 year and presides over the BOD and the general assembly at the annual state convention.
- g)** Attend SHAPE America & Southern District representing Arkansas. If cannot attend appoint delegate with approval of the BOD.

- h) Accept nominations and oversee the selection process of the Lifetime\Honor Award. This may or may not be presented by the President at the state annual convention each year depending on nominations received. Qualifications for nominees and application: Appendix A.

President-elect shall:

- a) Serve in this position providing an opportunity for in-service training before assuming the position of president for 1 year.
- b) Act for the president in his/her absence.
- c) Succeed the president in case of resignation, removal from office, or death and continue in office for the elected term.
- d) Nominated and elected at annual conference and serves for 1 year and a member of SHAPE Arkansas.

Past-President shall:

- a) Serve on the BOD for 1 year and a member of SHAPE Arkansas
- b) Act in an advisory capacity to the BOD

Executive director shall:

- a) Serve as the headquarters for the SHAPE Arkansas organization
- b) The Executive Director shall keep all financial records of the Association. Monies shall be expended by the Executive Director for the Association as per budget approval by the Board of Directors. A quarterly and annual financial report shall be submitted by the Executive Director to the BOD. In addition, the official tax return to the IRS will be filed with the Board of Directors upon completion. A formal audit shall take place every three (3) years or upon a change of the Executive Director. The Executive Director shall submit a detailed account of incomes and expenditures to the President no later than thirty (30) days after the convention. The Executive Director is an ex-officio member of all Association Committees and a non-voting member of the Board of Directors and of the Executive Committee.
- c) The Executive Director is a hired position by the BOD. The salary, performance, is reviewed and Evaluated by the BOD annual. Any actions that need to be taken must be decided by the BOD.
- d) Send before each meeting agenda, minutes from prior meetings, finance report supported by bank statements.
- e) See that officers are informed of their responsibilities. Appoint a Social Media specialist to help in maintaining website and advertising for the organization.

- f) Serve as reporter and attend the annual national SHAPE America and regional Southern District convention. They must also be a member of the national SHAPE America association.

Division Vice Presidents shall:

- a) Consist of 8 divisions' vice presidents that serve on the BOD. They are: Health, Physical Education, Recreation, Dance, Athletics\Sport\Training, Exercise Science, Sports Management, Higher Education\Research\Award, and Co-Chairs Future Professionals.
- b) Present to the Convention Program Coordinator 2 section programs promoting interest in their division that will contribute to professional development for professionals in schools, community, and clinical settings.
- c) Attend and participate in all BOD meetings throughout the year. If cannot attend contact BOD president. If voting is needed, you must submit your proxy vote in writing to BOD president and to whom will represent your proxy vote on the board. A member of the BOD can only be responsible for 1 proxy vote.
- d) Will serve as division vice president for 2 years.
- e) Will provide a nomination to the BOD at the end of 2 years for succession to the vacancy of position.
- f) Higher education division vice president will seek nominations for the higher education award and organize one session for poster research. Criteria for consideration: Appendix B.
- g) A proposal for a new division/section or deletion must be submitted in writing to the BOD, with a copy of a proposed code of operation. If approved by the BOD, the proposal will be submitted to the general assembly at the state convention.

Standing Committee Chairs

- a) Standing committees are permanent and can be added/ deleted by the BOD. The standing committees include: Honor Award, Student Scholarship, Necrology, Arkansas Journal, and Teacher of the Year Awards (TOY), Program Coordinator, and Exhibitor Coordinator.

- b) Student Scholarship- Jeff Farris, Jr. Scholarship; The purpose is to award the (a)Newman McGee, Jr. Scholarship (b) Jeff Farris, Jr. Scholarship (c) Past-Presidents' Scholarship (d) John Hosinski Scholarship. Presentations made at annual conference. Qualifications for nominees and committee procedures are in Appendix C.
- c) Arkansas Journal-The purpose is to promote/publicize the activities and research of the members of the association in the Arkansas Journal. Submission forms: Appendix D.
- d) Necrology Chair shall keep a register of deaths of all SHAPE Arkansas membership in memory of those who have contributed to professions. Anyone who has retired or transferred to another endeavor may be included in this record, providing he/she was active in SHAPE Arkansas. Necrology Form: Appendix E
- e) Teacher of the year awards- The purpose is to select the outstanding teachers of the year in health education, elementary physical education, secondary physical education, and dance in higher education. Presentations made at annual conference. Qualifications for nominees and committee procedures: Appendix F.
- f) Program Coordinator- The purpose of the program coordinator is to work with the BOD to develop the program for the annual conference and organize the division's sessions. Submission applications: Appendix G.
- g) Exhibitor Coordinator- The purpose of the exhibitor coordinator is to work with the BOD to develop of professional contacts that will contribute money, prizes, and provide relevant aid for professionals in the field for the state annual convention.
- h) The BOD will fill all vacancies when needed.
- i) Reports presented at all meetings and guidelines set and reviewed by BOD.
- j) Attend and participate in all BOD meetings throughout the year. If cannot attend contact BOD president. If voting is needed, you must submit your proxy vote in writing to BOD president and whom on the BOD will represent you at the meeting. A member of the BOD can only be responsible for 1 proxy vote

District Senators

- a) Shall serve as a networking structure for dissemination of information for the association, whose purpose shall be to coordinate the activities of the districts. The chair of each of the 5 districts shall maintain records, names, and addresses of the district membership to SHAPE Arkansas. Each district shall hold one meeting/workshop or share with other districts professional development\or informational meeting for area membership.
- b) Shall serve on the BOD for 2 years. Upon completion of term present nomination of succession of district senator position to the BOD. This nomination will be voted on at the general assembly at the annual state convention.
- c) Attend and participate in all BOD meetings throughout the year. If cannot attend contact BOD president. If voting is needed, you must submit your proxy vote in writing to BOD president and to whom on the BOD will represent you at the meeting. A member of the BOD can only be responsible for 1 proxy vote.
- d) District map: Appendix H.

Co-Chairs Future Professionals

- a) Future Professional (s) will serve on the BOD as their respective university rotation occurs. This rotation is included in the appendix and maybe adjusted depending on the each university student organization membership. The Future Professional may attend Southern District Leadership conference and report to annual conference. College Rotation: Appendix I.

APPENDIX A: HONOR\LIFETIME AWARD

I. Each candidate must:

- A. Be at least 30 years of age and possess a Master's Degree or its equivalence/or higher. Either of these qualifications may be waived by a unanimous vote of the committee.
- B. Have served in the profession of HPERD for a period of at least 5 years prior to the nomination.
- C. Be a current member of the association. Former members who have retired from professional work may be exempt from this requirement.
- D. Be a person of high moral character and personal integrity who has made outstanding and noteworthy contributions to the advancement of HPERD in Arkansas.

II. Application Procedures for Nominations

- A. Any association member may submit nominations for the honor award by sending copy of the candidate's qualifications to the committee chair by September 15.
- B. An invitation to submit names of candidates for the honor award shall appear annually in the news- letter or the Arkansas Journal.
- C. If possible, candidates shall not be advised they are nominated for the honor award.

III. Committee Procedures:

- A. All committee correspondence is to be regarded as confidential, and therefore, should not be shared with anyone other than committee members.
- B. Nominations with the required information shall be submitted to the committee chair no later than September 15. As soon as nominations are received the chair shall screen all nominees according to the eligibility requirements. The chair shall then supply the committee with (a) a copy of the operating code and (b) the complete information concerning current nominees.
- C. The number of honor awards to be presented in one year shall not be more than four. However, the committee may elect not to present any awards. The committee shall endeavor not to concentrate the honor award in any one area or educational level.

**APPENDIX B
HIGHER EDUCATOR OF THE YEAR
AWARD**

I. Each candidates must:

- A. Be employed by an institution of higher education in Arkansas.
- B. Be a member of the association.
- C. Have served the profession of HPERD for a period of at least 3 years prior to nomination.
- D. Be a person of high moral character and personal integrity who has made outstanding and noteworthy contributions to the advancement of teaching, research, and/or service to Arkansas.

II. Application Procedures

- A. Any association member who resides in the state may nominate a candidate by sending a copy of the candidate's qualifications to the committee chair by September 15.
- B. A nomination invitation shall be mailed to each HPER Department Chair in Arkansas institutions of higher education, along with rules for nominating, criteria for selection, and a cover letter about the award.

III. Committee Procedures: The chair shall present each committee member with a complete list of candidates to be considered for the current year. This shall include qualifications/biographical sketch of each candidate.

IV. Recognition and Presentation

- A. The chair shall (a) submit a copy of the award recipient's qualifications to the president and executive director by October 1; (b) insure that the award recipient is in attendance at the Awards' Luncheon for the presentation; and (c) present the award.
- B. The executive director shall be responsible for making arrangements for the actual award. The chair shall submit an itemized account of the expenses incurred for the preparation of the award.

Appendix C: Student Scholarship Application

Date _____

Candidate: _____

College/University: _____

Home Address: _____

Age: _____

Birth Date: __/__/____

Grade Point Average: _____

Hours completed as of October 15: ____

Submit a brief paper entitled,
“Why I Have Chosen the
Health, Physical Education,
Recreation, and/or Dance
Profession for a Career.”
Include a recent photograph.
Include an up-to-date
college/university transcript.
Include 3 letters of
recommendation to
support candidacy.

Background in SHAPE
Ark (activity
involvement)

Other Activities to Consider
for this application:

Appendix D: Submission Instructions

Arkansas Journal Submission Guidelines for Authors

Material for publication and editorial correspondence should be emailed to Bennie Prince at bfprince@ualr.edu. Deadline for the submission is March 31. Guidelines for materials submitted are those of the Publication Manual of the American Psychological Association (APA). All submissions must be double spaced, 12 font, Times New Roman, and limited to 10 pages for review and publication in the *Arkansas Journal*.

Indicate manuscript category: Faculty research, student research, or both. There will be new categories where researchers and writers can submit their well thought out commentaries on issues involving, new research, trends, and special topics concerning our profession. Examples of these type articles can be viewed in *Research Quarterly for Exercise and Sports*.

The review process is a BLIND REVIEW and is reviewed by at least two (2) reviewers. The review research is structured as stated below:

The scientific review – The review is focused on the article’s content. The scientific review is completed by the reviewers, who are specialists in the area of Health and Physical Education, and associated fields. The Journal editor is responsible for collecting all review questionnaires and informing author of submission acceptance or rejection.

For manuscripts submission and review submit 3 documents that follow the template below.

(Submission Template)

First Submission Attachment-Editor

Title of Manuscript submitted _____

Submission Category _____

Author or Author(s) Name _____

Author or Author(s) University, Position, address, phone number, email

Scientific review and research follow APA format

Total 10 pages for review process and if selected these 10 pages will be in the *Arkansas Journal*.

Scientific review would include: Abstract, Introduction, Methods, Data Analysis, Results, Discussion and Conclusion.

Total 10 pages for review process and if selected these 10 pages will be in the *Arkansas Journal*.

**Third Submission Attachment-Editor
Complete Manuscript**

Title of Manuscript submitted _____

Submission Category _____

Author or Author(s) Name _____

Author or Author(s) University, Position, address, phone number, email

Scientific review and research follow APA format _____

Appendix E: SHAPE Arkansas Necrology Reporting Form

Full name of the deceased, including nickname, if any

Age at death _____

Residence at death: city, state, zip

Survived by: Spouse, Children (in order of date) Grandchildren, Great-grandchildren, Great-great-grandchildren

of Years as a SHAPE Arkansas Member _____

of Years as a SHAPE America Member _____

Any SHAPE helped at either State or National level

Employment and Professional History that supported SHAPE Arkansas

Second Submission Attachment- For Blind Review

Title of Manuscript submitted _____

Submission Category _____

Appendix F:
TEACHER OF THE YEAR (TOY)
AWARDS

- I. Each candidate must:
- A. Have served the profession of health, dance, elementary physical education, or secondary physical education for a period of at least 3 years prior to the nomination.
 - B. Be a member of the association. Applications can be submitted online
 - C. Be a person of high moral character and personal integrity who by their leadership and industry have made outstanding and noteworthy contributions to the advancement of teaching health, dance, or physical education in the state.
 - D. Be employed by a public school or higher education system in the state or other public health agency (health award).
 - E. Any association member or K-12 professional administrator who resides in the state may submit names of candidates by sending the completed TOY Nomination Form to the Committee Chair by **May 15**.
 - F. The committee shall choose 4 TOY award recipients one each for health education, dance, elementary physical education, and secondary physical education.
 - G. The chair shall submit a copy of all award recipients' qualifications and nominations for the TOY awards to the president and executive director. The chair is responsible for press releases and publicity.
 - H. The chair will notify the award recipients and request that they attend the state convention for recognition and presentation.
 - I. The executive director shall (a) be responsible for the awards and (b) prepare an awards' program for distribution at the Award's Luncheon. The chair shall make the presentations at the Awards' Luncheon.

**APPENDIX G:
SHAPE ARKANSAS CONVENTION PROGRAM PROPOSAL**

DIVISION/SECTION _____ CHAIR _____

SPEAKER _____

TITLE OF RESENTATION _____

BRIEF
DESCRIPTION _____

PROGRAM DAY/TIME REQUESTED (check one)

Thursday PM Friday AM Friday PM

TYPE OF PROGRAM:

Lecture Participation Other (specify) _____ TYPE OF ROOM

SEATING:

Theater Round Table

Describe if necessary _____

EQUIPMENT NEEDED:

Podium/microphone

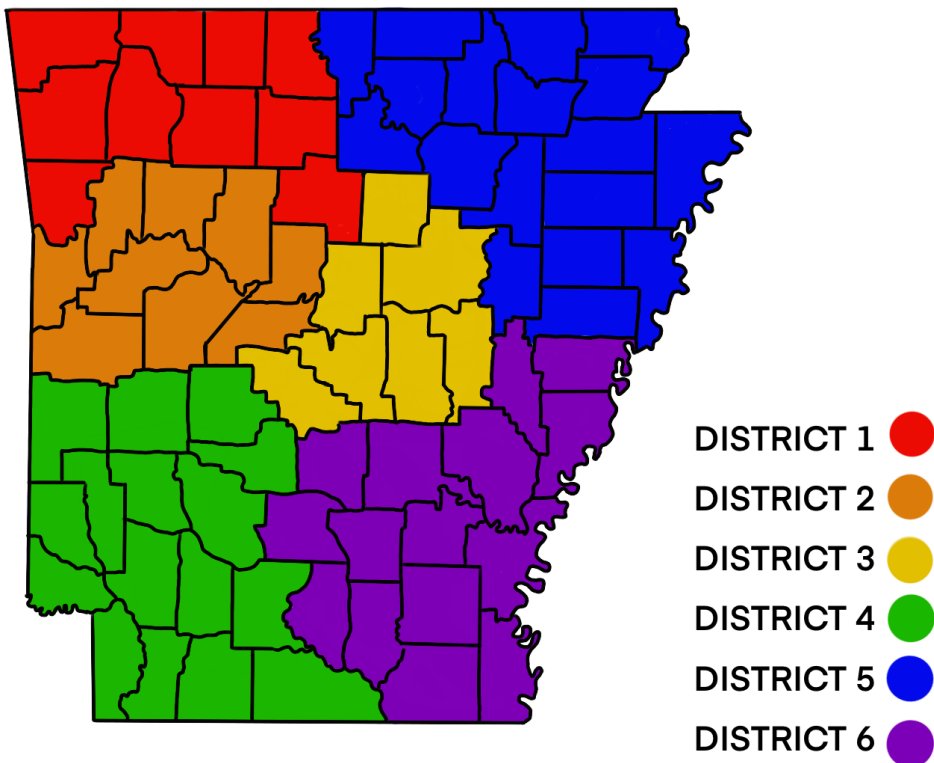
Tables

Other--describe _____

ADDITIONAL INFORMATION _____

Appendix H: 5 Districts of SHAPE Arkansas

District 1	District 2	District 3	District 4	District 5	District 6
Benton	Conway	Cleburne	Baxter	Clark	Arkansas
Boone	Crawford	Faulkner	Clay	Columbia	Ashley
Carroll	Franklin	Lonoke	Craighead	Garland	Bradley
Crawford	Johnson	Lonoke	Crittenden	Hempstead	Calhoun
Franklin	Logan	Prairie	Cross	Hot Springs	Chicot
Madison	Logan	Pulaski	Fulton	Howard	Cleveland
Marian	Perry	Saline	Greene	Lafayette	Dallas
Newton	Pope	White	Independence	Little River	Desha
Searcy	Scott		Izard	Miller	Drew
Washington	Sebastian		Jackson	Montgomery	Grant
Johnson	Yell		Lawrence	Nevada	Jefferson
Van Buren			Mississippi	Ouachita	Lee
			Poinsett	Pike	Lincoln
			Randolph	Polk	Monroe
			Sharp	Sevier	Phillips
			St. Francis	Union	
			Stone		
			Woodruff		



Appendix I: Co-Chairs Future Professional Universities' Rotation

Future Professionals – serve 1 year

Henderson State University term ends 2019
Harding University 2020
Southern Arkansas University Magnolia 2021
University of Arkansas Pine Bluff 2022
Arkansas Tech University 2023
University of Central Arkansas 2024
Arkansas State University 2025
University of Arkansas at Little Rock 2026

