

***SHAPE* Florida**

(Society of Health and Physical Educators Florida)

OPERATING CODES

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OPERATING CODE

I. Office: Board of Directors

II. Purpose:

To initiate and transact all business of SHAPE Florida.

III. Organization:

- A. The membership of the Board of Directors shall consist of:
 - 1. The President, President-Elect, and Past President of the Association
 - 2. The Division Vice Presidents and Vice President-elects
 - 3. Three At-Large Positions
 - 4. One Student Representative (with voting privileges); one non-voting Student Representative-Elect
 - 5. The Executive Director (non-voting)
 - 6. The Parliamentarian (non-voting)
 - 7. The Convention Program Coordinator (non-voting)
 - 8. A Department of Education Representative for Physical Education or Health Education (non-voting)
 - 9. Lobbyist (non-voting)
 - 10. Special Projects Coordinator
 - 11. Technology and Innovation Coordinator
- B. All members of the Board shall assume office at the close of the Annual Convention.
- C. The President shall be Chair of the Board of Directors.
- D. A quorum shall consist of a majority of the voting members.
- E. The Parliamentarian shall attend all meetings of the Board of Directors.
- F. The Past President shall act as Secretary for the Board of Directors, with the Executive Director or another appointee assisting with recording minutes.
- G. All directors must be a member of SHAPE Florida and reside in Florida.
- H. To be nominated for positions as Directors other than President-Elect, persons must have been members in good standing for two-years previous to the nomination. The exceptions to the two-years qualification are the positions of Student Representative and Student Representative-Elect.
- I. Elected members of the Board of Directors are ineligible to receive awards throughout their term.

IV. Conduct of Office:

- A. There shall be four regular meetings of the Board of Directors and other meetings as called by the President after due notice to all directors. The regular meetings are:
 - 1. Immediately prior to the program of the Annual Convention.
 - 2. Immediately following/morning of the last day of the program of the Annual Convention.
 - 3. Late January or early February each year.
 - 4. Late May each year.

- B. The functions of the Board of Directors are:
1. Review proposed amendments to the Bylaws and to vote for approval or disapproval.
 2. Act on suggestions and requests of any SHAPE Florida member.
 3. Review actions taken by the Executive Committee between meetings of the Board of Directors.
 4. Approve the Bylaws, Job Analyses, and Operating Codes of all Divisions, Councils and Component Organizations of SHAPE Florida.
 5. Report important Board actions to the Membership Forum.
 6. Assume responsibility for contractual agreements and funding of approved priorities within limits of unencumbered funds.
 7. Approve the annual budget that must also be a balanced budget.
 8. Vote on action items.
- C. The business of the Board of Directors shall be conducted according to Roberts' Rules of Order, latest edition.
- D. Operating Rules or Parliamentary Suggestions may be made by the Parliamentarian and Adopted by each Board of Directors as the first order of business at each meeting.
- E. A record of the proceedings of all meetings of the Board of Directors shall be maintained by the Executive Director and distributed to each member.
- F. No member of SHAPE Florida shall hold more than one elected position on the Board of Directors at any one time.
- G. A director may be removed from office by a 2/3 vote of the Board if he/she misses two Board of Directors meetings in one term of office, or fails to complete responsibilities as outlined in the job analysis of his/ her position, or commits an impropriety.
- H. Vacancies in the Board of Directors shall be filled as prescribed in Article 9 of the SHAPE Florida Bylaws.

DIRECTORS

OPERATING CODE

I. Office: President

II. Purpose:

The President assumes office at the subsequent convention after serving one year as President-elect. The President assumes all duties of the office as outlined in the current Operating Code.

III. Conduct of Office:

A. General Duties

The President Shall:

1. Be a member of SHAPE Florida and reside in Florida.
2. Serve as Chairperson and preside at all meetings of SHAPE Florida, conduct meetings of Board of Directors, and preside at General Sessions and the Membership Forum meetings at the Annual Convention.
3. Fill vacancies as needed on all committees.
4. Appoint replacements to the Board of Directors as vacancies arise.
5. Serve as an ex-officio member of all Committees.
6. Inform the President-Elect, Past President, and Executive Director of current business and affairs of SHAPE Florida through copies of major correspondence, consultations, or progress reports.
7. Work closely with the Executive Director and act through that office in such routines of organizing reports, mailings, announcements, and correspondence that rightfully belong to the functions of Executive Director.
8. Remain familiar with the Bylaws of SHAPE Florida and serve on the Bylaws Committee.
9. Administer all business of SHAPE Florida.
10. Represent SHAPE Florida or delegate authority in all contracts with other organizations.
11. Keep a complete and accurate record of expenditures as President and report same to the Executive Director at regular intervals.
12. Keep complete records of policies and procedures followed in the discharge of all duties. Submit to successor immediately upon conclusion of tenure.
13. Serve as Chair of the Executive Committee.
14. Confer with the President-Elect upon request of any SHAPE Florida business that the President-Elect is, or will be, responsible for.
15. Inform the membership of SHAPE Florida business, committee, appointments, and other pertinent facts. This can usually be accomplished by submitting a progress report or article for each issue of the SHAPE Florida Journal.
16. Carry out special request from the SHAPE America office, including dissemination of information of SHAPE Florida leaders and other selected personnel in SHAPE Florida, and submitting copies of journals, Bylaws, and other materials as requested
17. Carry out special requests from the SHAPE America President.
18. Attend the Southern District Convention and the SHAPE America Convention.

19. Attend SHAPE Florida functions such as Summer Workshops, Legislative Fitness Day, Student Leadership Conference, or appoint a representative, preferably the President-Elect, to attend.
20. Formulate the duties of each newly created committee.
21. Instruct new officers and Committee Chairpersons in matters of reports, budgets, and conduct of their duties.

B. Duties During the Convention

The President Shall:

1. Seek maximum exposure with the Past President and other directors during meetings, socials, etc., for the purpose of gleaning information helpful during tenure in the office as President.
2. Receive gavel, usually at conclusion of the last plenary session, make a few introductory remarks about the Presidency, future plans and goals, and introduce new Board members.
3. Convene post-convention Board meeting and conduct an abbreviated session. Brief reports will be received, quick evaluation of the convention will be made, and directive for the immediate future will be given.
4. Conduct all file transfers between directors, committee chairs, and others before adjournment.

C. Duties Immediately Following Convention:

The President Shall:

1. Write thank-you letters and missives of appreciation to all former committee chairs, certain speakers and others who were helpful during the previous year and during the convention.
2. Make the following appointments: Editor of the SHAPE Florida Journal, Parliamentarian, Archivist, Necrologist, Special Projects Coordinator, Technology and Innovations Coordinator, and Convention Program Coordinator.
3. Decide the time and place for the four annual Board of Director's meetings, in cooperation with the SHAPE Florida Board of Directors.
4. Send letters of congratulations to new officers and to their superior officers at their place of employment.
5. Compose the "President's Message" for the post-convention issue of the SHAPE Florida journal. This represents the first of three or more opportunities to communicate briefly with the SHAPE Florida members and issue charges, plans, and directions for the state.
6. Appoint all committees as per their operating codes:
 - a. Advocacy Strategy Panel
 - b. Awards Committee
 - c. Bylaws Committee
 - d. Executive Committee
 - e. Convention Committee
 - f. Finance Committee
 - g. Nominations and Elections Committee

D. Duties during Fall and Winter

The President shall:

1. Organize and conduct a Board meeting.
2. Prepare the agenda for each SHAPE Florida Board of Directors meeting, after providing opportunity for each Board member to propose items for the agenda.

3. Provide the SHAPE Florida Board of Directors with a tentative agenda at least two weeks prior to the scheduled meeting.
4. Communicate with Board on pertinent matters with copies to others as previously indicated.
5. Communicate with Convention Program Director and Convention Program Coordinator.
6. Answer inquiries, initiate correspondence, and practice timely communication.
7. Organize and conduct executive committee meetings as per need.
8. Offer advice and give direction to appropriate persons planning Convention and workshops.
9. Write message for SHAPE Florida journal.
10. Create a three-member committee to be chaired by the Past-President, to develop an evaluation tool for the Executive Director and Lobbyist according to their job descriptions.

E. Duties during Spring and Summer

The President shall:

1. Organize and conduct a Board meeting.
2. Prepare the agenda for each SHAPE Florida Board of Directors meeting, after providing opportunity for each Board member to propose items for the agenda.
3. Provide the SHAPE Florida Board of Directors with a tentative agenda at least two weeks prior to the scheduled meeting.
4. Communicate with Convention Program Director and Coordinator.
5. Meet with convention planners during the spring board meeting (Convention Program Director and Coordinator, Division Vice-Presidents, and Executive Director).
6. Focus considerable attention on the convention program. Division Vice-Presidents will schedule most programs; the President normally plans for all plenary sessions. The Presidents' role, or that of the designee, will be to articulate and coordinate all work leading to a successful convention.
7. Follow through with the development of the convention program. Make certain all committee structures are functioning and all convention planners are on target.
 - a. Send the SHAPE Florida journal editor, Convention Program Director, and Executive Director any information needed for the convention flyer and program.
 - b. Ensure that all pertinent information relative to convention is disseminated through the proper channels.
 - c. Issue invitations to guests relative to the convention, socials, etc.
 - d. Send letters of congratulations to those receiving awards and special recognition during convention along with directions for being in place for the appropriate presentation.
 - e. Plan convention general sessions. Confirm general session speakers.
8. Write journal article.
9. Maintain appropriate articulation with SHAPE Florida officers.
10. Maintain close rapport with President-elect, Past President, and Executive Director. Copies of most correspondence should go to each.
11. Organize agenda for pre-convention Board meeting. Notify members as to specifics.

OPERATING CODE

I. Office: President-Elect

II. Purpose:

- A. To learn the responsibilities of the office of President.
- B. To serve as a member of the Board of Directors and Executive Committee.
- C. To assist the President in the business, programs, and activities of SHAPE Florida.

III. Organization:

- A. Qualifications for the office of President -Elect:
 - 1. Reside in Florida.
 - 2. A professional and member-in-good-standing for at least 5 years.
 - 3. Previously served as a Board of Directors voting member.
- B. The President-Elect shall be elected annually by the membership at the Annual Convention on the ballots provided. Only professional, honorary life and retired members may vote.
- C. The President-Elect shall automatically succeed to the Office of President at the conclusion of the subsequent convention.
- D. The President-Elect shall assume the duties of the President in case of resignation or death, or act for the President in case of absence.

IV. Conduct of Office:

A. The President Elect shall:

- 1. Serve as a member of the Board of Directors and the Executive Committee.
- 2. Attend the Leadership Development Conference (LDC) sponsored by SHAPE America, in addition to the Southern District LDC.
- 3. Select chairpersons and members for all Standing Committees who will serve during his or her term as President (see policies listed in code for President). Consider the recommendation that appointment of committee chairpersons be made from among those on that committee the previous year.
- 4. Arrange for the first Board of Directors meeting following succession to the Presidency.
- 5. Inform the President, Past President, and Executive Director of the activities performed by sending them key correspondence.
- 6. Conduct important matters as assigned by the President or Board of Directors.
- 7. Keep a complete folder of policies and procedures followed in the discharge of all duties of the office and submit it to successor.

B. Duties at Convention after election

The President-Elect shall:

- 1. Attend meeting of the new Board of Directors.
- 2. Attend general session.

3. Have a conference with incoming President to secure materials of office and instructions.
- C. Duties during Fall and Winter
The President-Elect shall:
1. Start to work on plans for the convention two years away including securing a Convention Program Coordinator.
 2. Study the Bylaws and Operating Codes.
 3. Anticipate future tasks and develop a plan.
- D. Duties during the Spring and Summer
The President-Elect shall:
1. Carry out program responsibilities for the subsequent convention as assigned by Operating Code and/or President.
 2. Prepare to fill committee vacancies, name chairs, develop convention theme, and establish goals that may be pursued during the year as President.
- E. Duties prior to convention
The President-Elect shall:
1. Plan agenda for the post-convention Board of Directors meeting.
 2. Complete committee appointments plus naming chairs for the upcoming year.
 3. Appoint a Parliamentarian, Jump Rope for Heart Coordinator, Hoops for Heart Coordinator, Journal Editor, and Convention Program Coordinator.
- F. Duties at Convention
The President-Elect shall:
1. Attend the Board of Directors meetings and Member Forum.
 2. Receive gavel.
 3. Chair the new Board of Directors meeting.
 4. Have conference with the incoming President-elect and outgoing President for the purpose of exchanging materials, folders, and other information concerning the presidency.

OPERATING CODE

I. Office: Past President

II. Purpose:

- A. To serve as a consultant to the President and President-Elect.
- B. To serve as a member of the Board of Directors and Executive Committee.
- C. To promote the programs and activities of SHAPE Florida.
- D. To chair the Evaluation Committee of the Executive Director and Lobbyist, in accordance with the Bylaws; Article V, Section 10.
- E. To chair the Nomination and Election Committee.

III. Organization:

- A. The Past President assumes the office after serving one year as President, and at the conclusion of the Convention over which he/she presides.
- B. The Past President assumes all duties of the office as outlined in the current Operating Codes.

IV Conduct of Office:

- A. The Past President shall:
 - 1. Be a member of SHAPE Florida and reside in Florida.
 - 2. Serve as a member of the Board of Directors and the Executive Committee.
 - 3. Attend all meetings of the Board of Directors.
 - 4. Serve on the Executive Committee.
 - 5. Serve as Chairperson of the Nomination/Election Committee.
 - 6. Carry on all correspondence essential to the work of the office with particular attention to furthering the effectiveness of the Nomination/Election Committee.
 - 7. Serve in other capacities designated by the president and/or the Board of Directors.
 - 8. Keep a file of materials pertinent to the office of the Past President of SHAPE Florida. Advance the file to the succeeding Past President at the conclusion of the Annual Convention.
 - 9. Attend the Membership Forum meetings.
 - 10. Distribute, collect, and tabulate an annual evaluation aligned to the job description, following procedures authorized by the Board of Directors of the Executive Director and present results to the Directors at the Spring Board of Directors meeting.
 - 11. Distribute, collect, and tabulate an annual evaluation aligned to the job description, following procedures authorized by the Board of Directors of the Lobbyist and present results to the Directors at the Spring Board Of Directors meeting.
 - 12. Act in an advisory capacity in whatever situation requested by the President.
 - 13. Act as Secretary for the Board of Directors meetings, with the Executive Director or another appointee, assisting with recording minutes.

OPERATING CODE

- I. Office: Health Education and General Division Vice President
- II. Purpose:
 - A. To assume primary responsibility for the activities conducted throughout the year by the division.
 - B. To serve as a member of the Board of Directors.
 - C. To interpret the work of the Board of Directors to the Division and to promote division activities.
 - D. To serve as the selection coordinator for the division awards.
- III. Conduct of Office:
 - A. The Vice President shall:
 1. Be a member of SHAPE Florida and reside in Florida.
 2. Serve as a member of the Board of Directors and attend scheduled board meetings (pre/post Annual Convention, winter and spring).
 3. Submit a written report to the Board of Directors prior to each meeting.
 4. Be responsible for programs for his/her division at scheduled conventions.
 5. Submit articles of professional interest and awareness to the SHAPE Florida journal.
 6. Coordinate councils and activities under the division.
 7. Maintain a complete file of the correct names and addresses of all Council members in the division.
 8. Preside over official division meetings.
 9. Serve as the selection coordinator for the division awards.
 10. Solicit names for professional recognition, awards, and nominations.
 11. Serve on the Nomination and Elections Committee the year following his/her term as vice president.
 12. Serve on the Annual Convention Committee.
 13. Work with the health education and general division vice-president elect to ensure a smooth transition.

OPERATING CODE

- I. Office: Health Education and General Division Vice President-Elect
- II. Purpose:
 - A. To learn the responsibilities of the office of Vice-President.
 - B. To serve as a member of the Board of Directors.
 - C. To help interpret the work of the Board of Directors to the division and to help promote division activities.
 - D. To assist the Health Education and General Division Vice President with the awards process.
- III. Organization:
 - A. Qualifications for the office of Health Education and General Division Vice President Elect:
 1. Reside in Florida.
 2. A professional and member-in-good-standing for at least 2 years.
 - B. The Health Education and General Division Vice-President Elect shall be elected annually by the SHAPE Florida members during the Annual Convention.
 - C. The Health Education and General Division Vice-President Elect shall automatically succeed to the Office of Health Education and General Division Vice-President at the conclusion of the subsequent Annual Convention.
 - D. The Health Education and General Division Vice-President Elect shall assume the duties of the Health Education and General Division Vice-President in case of resignation, removal, or death for the unexpired term.
- IV. Conduct of Office:
 - A. The Health Education and General Division Vice-President Elect shall:
 1. Serve as a member of the Board of Directors and attend scheduled board meetings (pre/post Annual Convention, winter and spring).
 2. Work with the Health Education and General Division Vice-President in learning the responsibilities of that office.
 3. Assist the Health Education and General Division Vice-President in arranging the Division programs for the convention.
 4. Assist the Health Education and General Division Vice-President in planning the activities of the Division.
 5. Supervise all the nominations and elections of the council positions within the Division.
 6. Assist the Health Education and General Division Vice-President with Division awards.
 7. Work with the Health Education and General Division Vice-President to ensure a smooth transition.

OPERATING CODE

I. Office: Physical Education Division Vice President

II. Purpose:

- A. To assume primary responsibility for the activities conducted throughout the year by the division.
- B. To serve as a member of the Board of Directors.
- C. To interpret the work of the Board of Directors to the Division and to promote division activities.
- D. To serve as the selection coordinator for the division awards.

III. Conduct of office:

- A. The Vice President shall:
 - 1. Be a member of SHAPE Florida and reside in Florida.
 - 2. Serve as a member of the Board of Directors and attend scheduled board meetings (pre/post Annual Convention, winter and spring)
 - 3. Submit a written report to the Board of Directors prior to each meeting.
 - 4. Be responsible for programs for his/her division at scheduled conventions.
 - 5. Submit articles of professional interest and awareness to the SHAPE Florida journal.
 - 6. Coordinate councils and activities under the division.
 - 7. Maintain a complete file of the correct names and addresses of all Council members in the division.
 - 8. Preside over official division meetings.
 - 9. Serve as the selection coordinator for the division awards.
 - 10. Solicit names for professional recognition, awards, and nominations.
 - 11. Serve on the Nomination and Elections Committee the year following his/her term as vice president.
 - 12. Work with the physical education vice-president elect to ensure a smooth transition.
 - 13. Serve on the Annual Convention Committee.

OPERATING CODE

I. Office: Physical Education Division Vice President-Elect

II. Purpose:

- A. To learn the responsibilities of the office of Vice President.
- B. To serve as a member of the Board of Directors
- C. To help interpret the work of the Board of Directors to the division and to help promote division activities.
- D. To assist the Physical Education Vice President with the awards process.

III. Organization:

- A. Qualifications for the office of Physical Education Vice President-Elect:
 - 1. Reside in Florida.
 - 2. A professional and member-in-good-standing for at least 2 years.
- B. The Physical Education Division Vice President-Elect shall be elected annually by the SHAPE Florida members during the Annual Convention.
- C. The Physical Education Division Vice-President Elect shall automatically succeed to the Office of Physical Education Vice President at the conclusion of the subsequent Annual Fall Convention.
- D. The Physical Education Division Vice President-Elect shall assume the duties of the Physical Education Division Vice President in case of resignation, removal, or death for the unexpired term.

IV. Conduct of Office:

- A. The Vice President shall:
 - 1. Serve as a member of the Board of Directors and attend scheduled board meetings (pre/post Annual Convention, winter and spring)
 - 2. Work with the Physical Education Vice President in learning the responsibilities of that office.
 - 3. Assist the Physical Education Vice President in arranging the Division programs for the convention.
 - 4. Assist the Physical Education Vice President in planning the activities of the Division.
 - 5. Supervise all the nominations and elections of the council positions within the Division.
 - 6. Assist the Physical Education Vice President with Division awards.
 - 7. Work with the Physical Education Vice President to ensure a smooth transition.

OPERATING CODE

I. Office: Member-At-Large

II. Purpose:

- A. To serve as a member of the Board of Directors.
- B. To interpret the work of the Board of Directors to the SHAPE Florida members and to promote activities for the members.

V. Organization:

- A. Qualifications for the office of Member-At-Large:
 - 1. Reside in Florida.
 - 2. A professional and member-in-good-standing for at least 2 years.
- B. The three At-Large board members will be elected on staggered terms so that at no time will all three rotate off the board at the same time.
- C. Elections for At-Large positions shall be elected by the SHAPE Florida members during the Annual Convention.
- D. Each At-Large board member will serve a term for two years.

IV. Conduct of Office:

- A. The Member-At-Large shall:
 - 1. Be a member of SHAPE Florida and reside in Florida.
 - 2. Serve as a member of the Board of Directors and attend scheduled board meetings (pre/post Annual Convention, winter and spring)
 - 3. Submit a written report to the Board of Directors prior to each board meeting.
 - 4. Assist the board in soliciting programs for convention.
 - 5. Assist the board in soliciting names for professional recognition, awards and nominations.
 - 6. Serve on the Nominations and Elections Committee the year following his/her term as Member-At-Large.
 - 7. Serve on the Annual Convention Committee.

OPERATING CODE

I. Office: Student Representative

II. Purpose:

- A. To assume primary responsibility for the activities conducted throughout the year for the students.
- B. To serve as a member of the Board of Directors, in a voting position.
- C. To interpret the work of the Board of Directors to the student members and promote activities for the students.

VI. Conduct of Office:

- A. The Student Representative shall:
 - 1. Be a member of SHAPE Florida and attend a college/university in Florida.
 - 2. Serve as a member of the Board of Directors and attend scheduled board meetings (pre/post Annual Convention, winter and spring)
 - 3. Submit a written report to the Board of Directors prior to each board meeting.
 - 4. Be responsible for establishing programs important to students during convention.
 - 5. Preside over official student meetings and functions.
 - 6. Submit article to SHAPE Florida as required.
 - 7. Conduct nomination process and then the elections for Student Representative-Elect at the Annual Convention.
 - 8. Work with the Student Representative-Elect to ensure a smooth transition.
 - 9. Serve on the Annual Convention Committee.

OPERATING CODE

I. Office: Student Representative-Elect

II. Purpose:

- A. To assist the Student Representative to conduct the activities throughout the year for the students.
- B. To serve as a member of the Board of Directors, in a non-voting position.
- C. To help interpret the work of the Board of Directors to the student members.
- D. To help promote activities for the students.

VII. Organization:

- A. The Student Representative-Elect position shall be elected annually at the fall convention by the student members.
- B. The Student Representative-Elect shall automatically succeed to the office of Student Representative at the conclusion of the subsequent annual fall convention.
- C. The Student Representative-Elect shall assume the duties of the Student Representative in case of resignation, removal, or death for the unexpired term.

IV. Conduct of Office:

- A. The Student Representative-Elect shall:
 - 1. Be a member of SHAPE Florida and attend a college/university in Florida.
 - 2. Serve as a non-voting member of the Board of Directors and attend scheduled board meetings (pre/post Annual Convention, winter and spring).
 - 3. Assist the Student Representative in establishing quality programs at convention for students.
 - 4. Work with the Student Representative to ensure a smooth transition.

OPERATING CODE

I. Office: Executive Director

II. Purpose:

- A. To administer the assigned duties and to fulfill any special responsibilities delegated.
- B. To promote the programs and activities of SHAPE Florida.

III. Organization:

- A. A call for applicants or nominations shall be published in the SHAPE Florida Journal prior to the beginning of the selection process. A letter of interest and vitae shall be submitted to the Chair by the advertised deadline.
- B. The Screening Committee shall be the Executive Committee. The Past President shall serve as Chair.
- C. The Screening Committee shall present their top applicant to the Board of Directors. The Board will vote to accept or not-accept the candidate.
- D. The term shall be for three years. The procedure will be repeated every three years unless there is consensus that the present Executive Director will agree to another three-year term. In the event of a resignation, death, or move from the state, the President may appoint someone for the remainder of the year, not the full term, and the process is repeated.

IV. Conduct of Office:

A. The Executive Director shall:

- 1. Possess the following qualifications:
 - a. Experience in office management and supervision.
 - b. An understanding of SHAPE Florida, its purpose and function, and its needs as a professional organization.
 - c. Skill in personal relations with small and large groups, with business personnel and in handling supervisory responsibilities.
 - d. Knowledge about budgetary schedule.
 - e. Discretion in matters of confidentiality.
 - f. Knowledge and expertise with computer software and programs.
- 2. Serve as general coordinator of SHAPE Florida projects and activities to assure continual progress and continuity from year to year.
- 3. Prepare the annual budget and submit to the Board of Directors for approval at the spring meeting.
- 4. Receive all moneys of the Association:
 - a. Membership

- b. Advertisement for the Journal
 - c. Convention registration and exhibitors' registration
 - d. Workshop receipts
 - e. Jump Rope and Hoops for Heart proceeds
 - f. All bank deposits and investments
5. Pay all vouchers
 - a. All line items that appear on the annual budget
 - b. All convention and workshop expenses
 - c. All routine day-to-day transactions as deemed necessary
 6. Prepare financial reports as requested by the President and/or Board of Directors.
 7. Collect and maintain SHAPE Florida membership records and prepare a report of same as requested by the President and / or Board of Directors.
 8. Upon direction by the President, notify the Executive Committee and the Board of Directors of all meetings as to date, time, and place.
 - a. Assist the President in the agenda for the above meetings.
 - b. Distribute Board of Directors meeting minutes to the Board of Directors upon receiving them from the secretary.
 9. Serve as a non-voting member of the Executive Committee and Board of Directors. Attend the Membership Forum meeting.
 10. Maintain, in conjunction with the Bylaws Committee, up-to-date versions of the Bylaws, Job Analyses, and Operating Codes and provide said materials to all newly elected or appointed personnel.
 11. Submit all Southern District and SHAPE America reports when due upon direction by the President.
 12. Serve as Convention Director and advisor to the Convention Program Coordinator and his / her committee in planning convention arrangements.
 13. Send renewal notices and coordinate membership campaigns.
 14. Select convention sites and negotiate hotel contracts.
 15. Receive and answer or redirect SHAPE Florida correspondence.
 16. Maintain the official SHAPE Florida office and all official SHAPE Florida files.
 17. Adhere to the following terms of employment:
 - a. The position shall be full time and renewable on a three -year basis.
 - b. The salary shall be determined annually.
 - c. The time schedule is between the employee and the Executive Committee.
 - d. Be evaluated annually in the spring with an evaluation tool that corresponds to the Executive Director job description.
 18. Develop and distribute Board of Directors rosters, officers, committees, and appointees upon conclusion of elections.

OPERATING CODE

I. Office: Parliamentarian

II. Purpose:

- A. To maintain a smooth and meaningful operation of all meetings of SHAPE Florida Board of Directors and general meetings of the Annual Convention.
- B. To apply and interpret parliamentary law so as to permit a majority to accomplish its ultimate purpose within a reasonable period of time but only after allowing the minority a reasonable opportunity to express its views on the question at issue.

1. Organization:

- A. The Parliamentarian shall be appointed each year by the President.
- B. The Parliamentarian shall be a non-voting member of the Board of Directors.
- C. The Parliamentarian shall serve as the Chair of the Bylaws Committee.

2. Conduct of Office:

- A. The Parliamentarian shall:
 - 1. Be a member of SHAPE Florida and reside in Florida.
 - 2. Be thoroughly knowledgeable of Robert's Rules of Order.
 - 3. Attend all Board of Directors' Meetings, as a non-voting member, and enforce Roberts' Rules of Order at all of these meetings.
 - 4. Attend the Membership Forum and the General Sessions of the SHAPE Florida at the Annual Convention and enforce Roberts' Rules of Order.

OPERATING CODE

- I. Name: Convention Program Coordinator
- II. Purpose:
To assist and advise the Convention Director in planning and organizing the Annual Convention.
- III. Organization:
 - A. The Convention Program Coordinator shall be appointed by the President.
- IV. Conduct of Office:
 - A. The Convention Program Coordinator shall:
 1. Be a member of SHAPE Florida and reside in Florida.
 2. Notify all persons with convention responsibilities.
 3. Coordinate with the Convention Director the convention organization and the convention room availability.
 4. Provide input on forms to be used in the convention planning process.
 5. Meet or communicate with the Convention Director on a regular basis during the course of the year to give suggestions and/or advice.
 6. Attend all convention planning sessions to give support and advice to the Convention Director and Board of Directors.
 7. Organize and direct the Convention Planning Committee prior to and during the convention.
 8. Develop the convention program booklet.
 9. Provide the Journal editor with a draft program grid, convention highlights, and special events for the fall edition.
 10. Assist the Convention Director with the awards session in regards to the presentation of awards, procedures, and other duties relative to the session.

OPERATING CODE

I. Office: Department of Education Representative

II. Purpose:

- A. To serve as a liaison between the DOE and SHAPE Florida.
- B. To inform and interpret the policies and guidelines of the Department as influenced by legislation.

III. Organization:

The Representative should be a person in the DOE who is working in the area of Health or Physical Education.

IV. Conduct of Office:

- A. The Department of Education (DOE) Representative shall:
 - 1. Be a member of SHAPE Florida and reside in Florida.
 - 2. Provide leadership and technical assistance to the Association on programs, research, innovations, legislation, materials, and strategies related to health, physical education, sport, dance, and educational leadership.
 - 3. Act as a liaison between the DOE and SHAPE Florida.
 - 4. Coordinate all DOE programs at the Annual Fall Convention.
 - 5. Serve as a non-voting member of the Board of Directors.
 - 6. Attend the Membership Forum meeting.

OPERATING CODE

- I. Office: Special Projects Coordinator
- II. Purpose:
 - A. To serve as a liaison between all special projects and SHAPE Florida.
 - B. To promote approved special projects in the schools of Florida.
 - C. To assist and/or help establish special project events in the schools of Florida.
- III. Conduct of Office:
 - A. The Special Project Coordinator shall:
 1. Be a member of SHAPE Florida and reside in Florida.
 2. Coordinate special project activities of SHAPE Florida.
 3. Represent the needs of SHAPE Florida in the formation and implementation of agreements with special projects.
 4. Serve as a non-voting member of the SHAPE Florida Board of Directors and attend the Membership Forum meeting.
 5. Assist CODA personnel in promoting special project events in their districts/colleges and universities.
 6. Coordinate activities and workshops at the Annual Convention and other activities as needed.
 8. Provide articles for the SHAPE Florida Journal.
 9. Present a written report at each board of directors meetings.
 10. Serve as Chair of Special Projects Committee providing guidance to committee members in recruiting schools and coordinators, conducting events, soliciting program proposals, and other related items.

OPERATING CODE

- I. Office: **Technology and Innovations Coordinator** - Under Construction at this time
- II. Purpose:
 - A. Oversee the SHAPE Florida web site
 - B. Oversee all Social Media platforms
 - C.
- III. Conduct of Office:
 - A. The Technology and Innovation Coordinator shall:
 1. Be a member of SHAPE Florida and reside in Florida.
 2. Serve as a non-voting member of the SHAPE Florida Board of Directors and attend the Membership Forum meeting.
 3. Provide articles for the SHAPE Florida Journal
 4. Present a written report of the year at each board of directors meeting and at the Annual Convention.
 5. Serve as Chair of the Technology and Innovation Committee providing guidance to committee members.

OPERATING CODE

- I. Office: Lobbyist
- II. Purpose:
To provide legislative advocacy and/or monitoring services to SHAPE Florida.
- III. Conduct of Office:
 - A. The Lobbyist shall:
 1. Be a member of SHAPE Florida and reside in Florida.
 2. Provide general lobbying and/or monitoring services necessary or proper for the advancement of the interests of SHAPE Florida.
 3. Assist SHAPE Florida with the process of adopting positions on legislative and executive branch policies.
 4. Assist SHAPE Florida in developing specific strategies and implementing activities that attempt to advance the interests of SHAPE Florida.
 5. Assume full responsibility for preparation and timely submission of reports required from the lobbyist by the Joint Office on Lobby Registration of the Florida Legislature.
 6. Attend Board of Director meetings, including the annual convention and submit a report of activities at each meeting.
 7. Submit a summary of legislative activity at the end of session.
 8. Monitor appropriations issues of interest to SHAPE Florida.
 9. Monitor bills or amendments relating to issues of interest to SHAPE Florida and send a weekly report to the ASP Committee during session.
 10. Build and maintain relationships with coalition partners.

OPERATING CODE

- I. Office: Archivist
- II. Purpose:
 - A. To acquire and preserve valuable materials and important data that will show and indicate the significance of SHAPE Florida in the fields of Health Education, Physical Education, Dance, Sports, and Educational Leadership.
 - B. To assist and encourage officers and leaders to preserve important data for the Archives.
- III. Conduct of Business:
 - A. The Archivist shall:
 1. Be a member of SHAPE Florida and reside in Florida.
 2. Maintain the archives of SHAPE Florida.
 3. Oversee and coordinate the following procedures:
 - a. The archives shall consist of records including letters, reports, minutes, tape recordings, photographs, publications, or any forms of information created in the performance of official functions of SHAPE Florida.
 - b. These records shall be arranged in series -- groups of documents which are created for similar reasons, serve similar functions, contain similar types of information, are of the same physical format, or have otherwise similar characteristics.
 - c. The office of the SHAPE Florida Executive Director shall be the office of record for most of these series. Records from this office shall be transferred annually to the archives as they are determined to be inactive.
 4. Screen all records forwarded to the Archives, preserving only series which reflect types of records which tell SHAPE Florida's story in a comprehensive fashion while occupying the least amount of space. Of significance are records which provide summaries rather than every detail.
 5. Purge the following types of records:
 - a. Reference files: magazines, catalogs, and other informational items not generated by that office.
 - b. Routine correspondence: acknowledgments, travel arrangements, itineraries, phone messages, greeting cards.
 - c. Preliminary drafts of letters, notes, reports, and memoranda.
 - d. Outdated or superseded information.
 - e. Meeting packets: restaurant brochures, free drink tickets, local sites, etc.
 - f. Duplicate records: copies of minutes, correspondence, reports, newsletters, brochures, periodicals.

6. Serve as a liaison between SHAPE Florida archives, the archives of the Southern District SHAPE America and the SHAPE America archives.

OPERATING CODE

I. Office: Journal Editor

II. Purpose:

- A. To gather and receive information in order to publish the SHAPE Florida Journal.
- B. To actively pursue advertising.

III. Conduct of Business:

A. The Journal Editor shall:

- 1. Be a member of SHAPE Florida and reside in Florida.
- 2. Contract with a printer for publishing the Journal.
- 3. Establish editorial policy of the Journal.
- 4. Appoint the editorial board.
- 5. Solicit advertisement.
- 6. Solicit manuscripts.
- 7. Make final decision concerning non-article material published.
- 8. Make decisions about format and layout of the Journal.
- 9. Collaborate with President and Executive Director to prepare an annual Journal budget for board approval.
- 10. Prepare a copy to include manuscripts, ads, pictures, news items, SHAPE Florida business, meeting programs, etc. to be sent to the printer.
- 11. Submit appropriate news items to SHAPE America and SD SHAPE America.
- 12. Prepare an annual written report for the Annual Convention Board Meeting and additional reports as requested by the President.
- 13. Promote in the Journal, special events, days, weeks, etc. which pertain to SHAPE Florida disciplines.

OPERATING CODE

I. Office: Necrologist

II. Purpose:

To report deceased members of SHAPE Florida to the membership, to the Southern District Necrologist, and to the SHAPE America Necrologist.

III. Conduct of Business

C. The Necrologist shall:

1. Be a member of SHAPE Florida and reside in Florida.
2. Learn the names of those from among the membership who have died since the last report to the general membership.
3. Send expressions of sympathy by card (or flowers if designated by the Board of Directors).
4. Serve as the SD SHAPE America Necrologist filing an annual report from SHAPE Florida.
5. Report deceased members with a summary statement to the SHAPE Florida Journal Editor to meet Journal deadlines.
6. File an annual report with SHAPE Florida at the Annual Convention Board of Directors meeting.
7. Keep a file of dated summaries, reports, and correspondence.
8. Prepare and give report of deceased members at the Annual Convention Opening Session.
9. File an annual report with Southern District SHAPE America.

OPERATING CODE

I. Name: Advocacy Strategy Panel (ASP)

II. Purpose:

1. To annually review and identify legislative goals and initiatives
2. To monitor the implementation of the Applied Strategic Plan by offering guidance and reminders to the Board of Directors.
3. To report to the Board of Directors on the implementation of the annual plan.

III. Organization

A. The Committee shall be listed as a Standing Committee of SHAPE Florida.

B. The Committee shall consist of the following members

1. SHAPE Florida President
2. SHAPE Florida President elect
3. SHAPE Florida Past President
4. SHAPE Florida Executive Director
5. SHAPE Florida Lobbyist
6. SHAPE Florida Vice President and Vice President elect of the Physical Education Division
7. SHAPE Florida Vice President and Vice President elect of the Health Division
8. Several at large positions to be filled by veteran SHAPE Florida members who had legislative experiences through SHAPE Florida and/ or other non-profit educational organizations. They should include persons from higher education or a strong district level member.

C. Committee members who serve as a Board of Director will serve the duration of their term of office.

D. Committee members appointed as an At Large Member shall serve three years.

E. The Chairperson shall be the SHAPE Florida President.

IV. Conduct of Business

A. The Chairperson shall:

1. Preside at all Committee meetings.
2. Meet with the Committee prior to the Legislative session
3. Communicate with Board members the Strategic Plan

B. The Committee shall:

1. Meet annually by using Conference Calls
 - a. The first meeting should be only the committee members.
 - b. Once strategies are established, outside lobbyist from interests organizations, such as the American Heart Association, may be invited to listen in at the conference call and give advice to the committee.

2. Each committee member shall be assigned a specific task that they will handle during the legislative year.
3. Receive by mail a copy of the Annual Plan and full minutes of all Board of Directors meetings to monitor the implementation of the Applied Strategic Plan.
4. Notify the Board of Directors about concerns regarding the lack of implementation or deviation from the Applied Strategic Plan.

OPERATING CODE

I. Name: SHAPE Florida Awards Committee (Association Awards)

II. Purpose:

- A. To elect annually the person or persons to receive the SHAPE Florida recognition awards: Peter Everett Honor Award, Program Recognition, Community Service, Honorary Life Membership, Don Knitt Service, Katherine W. Montgomery Scholarship, SHAPE Florida HEART and Legislative. To be considered for the current year, such nominations must be submitted to the Executive Director prior to the deadline.
1. Any SHAPE Florida member may recommend nominees for any of the SHAPE Florida Awards listed above.
 2. An invitation to submit recommendations for awards together with the qualifications necessary for consideration should be carried in at least one issue of the SHAPE Florida Journal prior to the deadline.
 3. An announcement and material about the recipients of the awards should be submitted to the SHAPE Florida Journal immediately after the Annual Convention.

III. Organization:

- A. The Committee shall be organized as a Standing Committee of SHAPE Florida.
- B. The Committee shall consist of five members appointed on a rotating basis by the president.
- C. The persons appointed to this committee shall be Honor Award recipients and representative of different regions of the state, insofar as possible.
- D. At least one new member of this committee shall be appointed each year prior to the conclusion of the Annual Convention and each appointment shall be for three years.
- E. The Chairperson, who shall vote as a regular member of the Committee, shall be designated each year by the President prior to the conclusion of the Annual Convention.
- F. To resign from the Committee, a member shall submit a resignation to the President in writing and that place shall then be filled for the remainder of the term as herein before provided.

IV. Conduct of Business:

- A. The following Awards will be awarded by SHAPE Florida
-
1. **Peter Everett Honor Award** - SHAPE Florida's most prestigious award, the Peter Everett Honor Award, is bestowed in recognition of outstanding professional contributions to SHAPE Florida professions. Normally awarded to a long term SHAPE Florida member who has served at several levels - local, state and district and/or nationally. Meritorious service and distinctive leadership are two important criteria for consideration for this award. No more than two (2) such awards may be awarded each year.

2. **Don Knitt Service Award** (Approved by May 2009 Board) - The Don Knitt Service Award recognizes an individual SHAPE Florida member(s) making a significant contribution to the SHAPE Florida organization. This award shall be given when uniquely deserved and is therefore not necessarily an annual event, though multiple awards may be presented in any year. The Don Knitt Service Award shall be awarded by SHAPE Florida and presented as a nonmonetary award during the annual convention. Criteria include: Current SHAPE Florida member with a minimum of three years of continuous membership; made a significant contribution to SHAPE Florida and/or a primary element or unit therein; demonstrated exceptional leadership and/or service, professional ethics and a passion for SHAPE Florida's mission.

3. **SHAPE Florida HEART Award:** (2012) - Created in 2012, for inaugural awarding in 2013 by SHAPE Florida and the Physical Education Division, the SHAPE Florida HEART Award is bestowed on schools to recognize program excellence in Physical Education in Florida. Modeled after the former NASPE STARS Program and sponsored by the Florida Sports Foundation, the SHAPE Florida HEART Award stands for 'Having Excellence and Rigor in Teaching'. The program application and review process is a criterion based assessment that singles out those exceptional physical education programs for distinction. The SHAPE Florida HEART Award is a five year designation, which with re evaluation can be renewed every five years. Schools earning distinction as a SHAPE Florida HEART Award recipient will be awarded apparel, a banner and modest funding. The SHAPE Florida HEART Award will be presented during the SHAPE Florida Convention each fall to one or more qualified, exceptional school physical education programs. At the discretion of this committee, a sub-committee could be created to assist with the review and selection process.

4. **Honorary Life Membership** - The Honorary Life Membership Award is presented by SHAPE Florida to retired professionals who have served SHAPE Florida and the profession with excellence and distinction over an extended period of time. This award is presented by SHAPE Florida. The number of Honorary Life Membership awards that may be made each year will be based upon the merits of applications reviewed.

5. **Community Service** - The community service award may be given to an organization, individual or media group for contributions and service to health and wellness issues related to SHAPE Florida disciplines. This award is presented by SHAPE Florida. The number of Community Service awards that may be made each year will be based upon the merits of individual programs reviewed.

6. **Legislative Award** - The SHAPE Florida Legislative Award is bestowed upon Florida legislators or other noteworthy persons who make a significant impact on SHAPE Florida legislative and/or advocacy goals in a given year or over a period of several years. This award (s) is generally appropriate for statewide advocacy and support, rather than local

advocacy and support. Unless special circumstances exist, the award(s) is not necessarily presented each year; yet on years when the award(s) is presented, it is generally presented to from one (1) to three (3) recipient(s). From the list of nominations, the selection(s) is made by the SHAPE Florida Executive Committee.

7. **Katherine W. Montgomery Scholarship** - The scholarship is awarded to a maximum of four (4) recipients per year.
- a. Applicants must be a full time student majoring in Health education, or Physical Education and attending a university in the state of Florida.
 - b. The Scholarship is \$1000 and is good for one year.
 - c. The candidate shall be a rising junior or senior and have passed the required tests that will allow them to enter the major field at a Florida Senior College/University.
 - d. The candidate shall have need of financial aid as determined by the student's statements and statements of college / university professor, academic advisor, and / or Department Head.
 - e. The candidate shall have exhibited interest in the field of their choice and in teaching or working with people as determined by high school and college activities, work (paid and volunteer) experiences, and the recommendations of teachers, academic advisors, and/or Department Heads.
 - f. The candidate shall have exhibited the capacity to do upper division college university academic work as determined by lower division grades, lower division courses, ACT or SAT scores, and CLAST scores.
 - g. The scholarship support shall be paid from the interest received from a scholarship fund established by students of the late Miss Katherine W. Montgomery. The Executive Director is responsible for investing the money in the fund.
 - h. The Student Representative and Student Representative Elect are eligible for nomination.
8. **Program Recognition Award** - The award recognizes exemplary or outstanding programs in Health, Physical Education, Recreation, Dance or Sport.
- a. Any Elementary or Secondary public or private school or public recreation agency program may be recommended for recognition.
 - b. Nominations may be made by anyone having knowledge of the program.
 - c. The SHAPE Florida Program Recognition Award is bestowed on programs in recognition of unique and innovative contributions to program development in Health, Physical Education, Recreation, Sport, or Dance.
 - d. The number of recognition awards that may be made each year will be based upon the merits of individual programs reviewed.
 - e. Qualification:
 1. At least one member of the staff must be a member of SHAPE Florida
 2. There must be written evidence that the overall program has established guidelines and policies.

3. Evidence must be provided that the overall program provides a wide variety of activities based primarily upon student needs.
- f. Limitations: The programs that have been recognized for a specific innovative process cannot be considered for recognition in the same process area for another five (5) years. However, the same school may be recognized at an earlier date for different aspects of its program.

B. Procedure for Selection:

1. Nominations for the Honor Award may be made by any SHAPE Florida member. Nominations should be made electronically on the official nomination form and must be received prior to the deadline.
2. Upon receipt of a nomination, the Chairperson Executive Director may seek additional supporting data by contacting the nominee for a current vita, or a resume of professional achievements.
3. After the deadline of each year, the Chairperson Executive Director shall check the membership status of each nominee SHAPE Florida through the Executive Director. The nomination and resume files of those nominees meeting the membership criterion (current membership and at least five years of past membership) shall be forwarded by the Chairperson Executive Director to the Chairperson and other Committee members for their consideration.
4. Each Committee member shall approve or disapprove of each nominee. A majority of the Committee is necessary for approval of each nominee.
5. The action of the Honor SHAPE Florida Awards Committee shall be considered final and not subject to approval of the Board of Directors or SHAPE Florida at large.
6. The Executive Director shall notify the recipients of their selection, extend congratulation on behalf of SHAPE Florida, and present information relative to the official presentation of the awards by the President. □
7. The President of SHAPE Florida, in presenting the certificate/plaque, may make appropriate comments.
8. All Committee correspondence is to be strictly confidential and is to be frank and without prejudice.

OPERATING CODE

I. Name: Bylaws Committee

II. Purpose

- A. To serve as the agency of SHAPE Florida which performs the functions necessary to maintain effective Bylaws and Operating Codes including:
1. Clarifying provisions of the documents of SHAPE Florida.
 2. Preparing proposed revisions to the Bylaws and Operating Codes.
 3. Presenting proposed changes to the Board of Directors for action.

III. Organization

- A. This Committee shall be a Standing Committee of SHAPE Florida.
B. The Committee shall consist of five members: Executive Director, President, Past President, President-Elect, and Parliamentarian.
C. The Parliamentarian shall serve as Chair.

IV. Conduct of Business

- A. Meetings
1. The Committee shall meet annually at the time and place of the Annual Convention. Additional meetings may be called by the Chair when appropriate.
 2. Interim business shall be conducted by mail or phone.
 3. A record of the proceedings of all meetings and / or official action shall be maintained and distributed to Committee members, the Board of Directors, and the respective structure.

V. Duties and Responsibilities

- A. To be responsible for keeping the Operating Codes and Job Analyses of Officers, Divisions, Councils, and Committees compatible with the Bylaws by revising job analyses, in the case of Officers, and by calling attention of Chairpersons of Committees, Councils, and Associations to needed changes when Bylaws changes effect Operating Codes.
- B. To inform members of the Membership Forum concerning changes in Bylaws and Operating Codes of the various structures within SHAPE Florida.

OPERATING CODE

- I. Name: Annual Convention Committee
- II. Purpose:
To assist and advise the Convention Director in planning and organizing the Annual Convention.
- III. Organization
 - A. The Convention Advisory Committee shall be a Standing Committee appointed by the President.
 - B. The Committee shall consist of:
 1. The Convention Coordinator shall serve as Chairperson, who will be a non-voting member of the Board of Directors.
 2. Convention Director
 3. President-Elect.
 4. Vice-Presidents and Vice President-Elects of the Health and General Division and Physical Education Division.
 5. Student Representative and Student Representative-Elect.
 6. Such members as the President and Chairperson of the Committee shall appoint.
 - C. The Chairperson shall attend the Membership Forum meeting.
- IV. Conduct of Business
 - A. The Chairperson shall:
 1. Notify all persons with convention responsibilities.
 2. Provide input on forms to be used in the convention planning process.
 3. Meet or communicate with the Convention Director on a regular basis during the course of the year to give suggestions and/or advice.
 4. Attend all Convention Planning Sessions to give support and advice to the Convention Director.
 5. Remind the Convention Director to send Annual Convention information to all SHAPE Florida and non-SHAPE Florida members, and advertise in other venues if possible (i.e., other SHAPE publications, websites, etc.).
 6. Remind Division Vice-Presidents to solicit programs from potential presenters. Division Vice Presidents should communicate with Council officers to encourage active participation in the process.
 7. Organize and direct the Convention Planning Committee prior to and during the convention.
 8. Monitor the schedule of programs during the convention and help assure success.
 - B. Committee members shall:
 1. Lend support and give suggestions when appropriate.
 2. Be available to the Convention Director and Convention Chairperson for assistance when needed.
 3. Communicate with the Convention Director and Convention Chairperson prior to the convention to discuss last minute details, problems, or other concerns.

4. Communicate with the Convention Chairperson and the Convention Director directly after the convention to review the total convention function and give recommendations for improvement where appropriate.
5. Solicit programs by encouraging potential presenters to go online to complete the program proposal form.
6. Each Vice President, Vice President-elect, Student Representative or Student Representative-elect will review and rank program proposals for their specific area. If the Council Officers decide additional programs are needed, this needs to be communicated to the Convention Director and a solution determined.
7. Monitor schedule of programs during convention and help assure success.

OPERATING CODE

I. Name: Executive Committee

II. Purpose:

To serve as the central planning group for SHAPE FLORIDA and to assist the Directors in their oversight responsibilities.

III. Organization:

- A. The Executive Committee is composed of the President, President Elect, immediate Past President, Executive Director and Parliamentarian. The Executive Director and Parliamentarian are *ex-officio*, non-voting members.
- B. The President shall serve as the chair of the committee. In the event that the President is not in attendance the President-Elect will act as the presiding officer.

IV. Conduct of Business:

- A. The Executive Committee will have the full authority to act for the Board in managing the affairs of SHAPE Florida between meetings of the Directors.
- B. The Executive Committee may meet in any manner necessary to conduct business such as:
 - 1. On-site meetings
 - 2. Internet conferencing
 - 3. Telephonic conference calls
 - 4. Other forms of virtual meetings that serve the needs of the committee.
- C. The minutes of meetings shall be prepared and reported to the Directors no later than the next meeting of the Directors.

OPERATING CODE

I. Name: Finance Committee

II. Purpose

- A. To make, manage, and administer financial investments according to parameters set by SHAPE Florida.
- B. To act as trustees for SHAPE Florida trust / endowment.

III. Organization

- A. The Committee shall be a Standing Committee of SHAPE Florida.
- B. The Committee shall consist of
 - 1. Five SHAPE Florida voting members who will serve a three-year term as Financial Trustees and rotate off in staggered years.
 - 2. The Chair is appointed by the President each year and is one of the five Trustees above who has served at least one year as a Trustee.
 - 3. The Executive Director of SHAPE Florida (ex-officio).
 - 4. One or two Financial Advisors (non-members) who donate their services (ex-officio).
- C. Trustees shall be appointed by the President with 2/3 approval of the Board of Directors.
- D. A Trustee may be removed from office with 2/3 vote of the Board of Directors.
- E. The Chair shall vote as a regular Trustee.
- F. All Trustees may be reappointed for additional terms.
- G. The Chair shall attend the Membership Forum meeting.

IV. Conduct of Business

- A. The committee shall conduct business by email, conference calls, and/or a Meeting during the Annual Convention. Other meetings will be held with approval of the President.
- B. The Chair shall have the responsibility of coordinating the efforts of all Trustees and work with the various structures of SHAPE Florida.
- C. The Chair will submit an annual report to the Board of Directors prior to the Annual Convention on the accomplishments of the Committee including the identification of goals and objectives.
- D. The Committee shall help to solicit contributions to the trust / endowment.
- E. Review and make recommendations for surplus funds of SHAPE Florida.
- F. Evaluate and recommend SHAPE Florida savings programs and investment policies.
- G. Make financial studies, investigations and recommendations as may be deemed appropriate for the welfare of SHAPE Florida.

OPERATING CODE

I. Name: Nomination and Election Committee

II. Purpose:

To select a slate of officers for consideration and election by the membership.

III. Organization

A. The Committee shall be listed as a Standing Committee of SHAPE Florida.

B. The Committee shall have five members consisting of-

1. The Chairperson, who shall be the Immediate Past President
2. The Past Health Education and General Division Vice President
3. The Past Physical Education Division Vice President
4. The Past Member-At-Large Professional Member
5. In the year when only one Member-At-Large rotates off the board, the President will appoint the fifth committee members. In the year when two Member-At-large members rotate off the board no appointment is needed.

IV. Conduct of Business

The Committee shall operate in accordance with Article V, section 6 and Article IX of the SHAPE Florida Bylaws. The President-Elect is not eligible for re-election to the same office. Graduate Students and Undergraduate Students may only vote for student nominees for positions on the Student Council.

A.

B. The Chair shall use the following procedures for Nominations:

1. Solicit nominations from the Committee, the Board of Directors, and the general membership, mindful of the eligibility requirements for each office.
2. The call for nominations shall include the listing of specific, elected positions on the Board of Directors.
 - a. Board of Director positions include: President-Elect, Health and General Division Vice President Elect, Physical Education Division Vice President elect, At-large Professional Membership positions (based on the number that rotate off the board after a two year term – one or two each year).
 - b. Council positions include: Chair-Elect of each Council within each Division.
3. The Chair shall pass on the names of the council positions to the Vice President and Vice President-Elect of each division as they will conduct their elections during their respective Town Hall meetings during the convention.
4. Confirm the eligibility of each nominee to the Board of Directors with the Executive Director.

5. Contact all individuals nominated for an office to the Board of Directors in order to secure consent for their name to be placed on the nomination form, and to obtain biographical data when they accept the nomination. President-elect nominees shall include a vitae (up to 3 pages in length) in addition to the biographical data information. If the information is not returned by the deadline or the individual does not consent to run for office, his/her name will be removed from the list.
 6. Provide the Nomination and Elections Committee with a list of the nominees for each office, along with their biographical data/vitae, and request them to rank-order the nominees for inclusion on the ballot and return the form to the Chairperson.
 7. The top two candidates will be identified by the Chair and placed on the ballot.
 8. The Chairperson shall contact each of the two highest ranking candidates, informing them of their selection. The Chairperson will contact the other candidates as well to inform them selections were made and to thank them.
- C. The Chair shall use the following procedures for Elections:
1. The names of the candidates shall be listed alphabetically on the ballots allowing a space for a write in nomination from the floor.
 2. Nominations shall be announced at the General Session of the convention including any nominations from the floor.
 3. The member making the nomination from the floor should know if the nominee is both eligible and willing to serve.
 4. Voting shall then take place with a specific time frame to be determined by the committee. The time frame shall be announced.
 5. Results will be announced at a designated time after the polls have closed.
 6. The committee shall assume responsibility for supervision of all details connected with the elections.
- D. The following procedures shall govern the absentee balloting:
1. Absentee ballots shall be accepted by the Nomination and Election Committee up to midnight preceding election day.
 2. Any ballots properly signed which appear in the SHAPE Florida journal or a reasonable facsimile of the same shall be accepted.
 3. The absentee ballots shall provide space for signature and the county. The signature section shall be torn from the ballot before it is counted.
 4. The names on the ballots shall be checked for current membership and non-registration at the fall convention.
 5. The convention headquarters may be used as the address for the absentee ballots the week preceding the election.
- E. The Chairperson shall prepare a report of the year's activities to be given to the Board of Directors at the pre-convention Board meeting.

- F. The Chairperson shall keep a complete file of materials pertinent to the activities of the Committee. The file shall be given to the succeeding Chairperson.

OPERATING CODE

- I. Office: Council Chair
- II. Purpose
 - A. To assume primary responsibility for the activities conducted throughout the year by the Council.
 - B. To assist the Vice President and Vice President-Elect with the awards process in their respective Divisions.
 - C. To promote the activities of the Council and the Division.
- III. Conduct
 - A. The Council Chair shall:
 - 1. Preside over the Council meetings.
 - 2. Assist the Vice President and Vice President-Elect in obtaining and planning Council programs for the Annual Convention.
 - 3. Submit information to the Division Vice President regarding Council work for the Vice President to include in their Division report to the Board.
 - 4. Assist with the awards process within the Division. This will include, but is not limited to, encouraging the submission of nominations, reviewing applications, and corresponding with applicants.

NOTE: The Council Chair will be ineligible to receive any award within their council.

OPERATING CODE

- I. Office: Council Chair-Elect
- II. Purpose
 - A. To learn the responsibilities of the Council Chair.
 - B. To promote the activities of the Council and the Division.
- III. Organization
 - A. The Chair-Elect shall be elected annually at the regular business meeting of the Council by a majority of the members present who are qualified to vote.
 - B. The Chair-Elect shall automatically succeed to the office of Chair at the conclusion of the subsequent Annual Convention.
- IV. Conduct of Office
 - A. The Chair-Elect shall:
 - 1. Assume responsibilities of the Chair when, for any reason, the Chair cannot serve.
 - 2. Assist the Chair in Council projects.
 - 3. Promote membership in SHAPE Florida and encourage participation in the respective Council.
 - 4. Assist with the awards process within the Division. This will include, but is not limited to, encouraging the submission of nominations, reviewing applications, and corresponding with applicants.

NOTE: The Council Chair-Elect will be ineligible to receive any award within their Council.