

NORTH DAKOTA SOCIETY OF HEALTH AND PHYSICAL EDUCATORS
OPERATING CODES FOR OFFICERS AND COMMITTEES

The Operating Codes are designed to guide individuals, elected or appointed, to serve ND SHAPE in the following capacities: President, President-Elect, Past President, Vice-President General, At-Large, Secretary, Treasurer, Executive Director and Committee Chairpersons and/or members and Appointed Representatives.

The purpose of an Operating Code is to serve as a guide and reminder of certain responsibilities and actions that should be taken by the person assuming the office described. In addition, the code should help to standardize practices and to acquaint officers with their responsibilities. Specific responsibilities of each office are described. Revision of any Operating Code may be made through approval of the Executive Board.

Operating Codes for Executive Board

Responsibilities generic to each position on the Executive Board

- A. Serve the Association as directed by the President and the electorate.
- B. Make recommendations for updating Operating Codes to the Executive Board when needed.
- C. Revise and update files, forwarding them to successor, no later than the next Executive Board Meeting following the term of office.
- D. Attend all required meetings.
- E. Serve as a voting member on the Executive Board.
- F. Prepare and submit a written report on division activities prior to each meeting.
- G. Write an article for each newsletter.

Executive Director

I. General Responsibilities

- A. Serve as the Executive Officer of the North Dakota Society for Health and Physical Educators
- B. Serve as a resource person to all board members.
- C. Serve as liaison between ND SHAPE and the Central District SHAPE (Society of Health and Physical Educators) America herein known as CD SHAPE America and SHAPE America.
 - 1. Represent ND SHAPE at Central District and National conventions. As fiscally possible, help defray costs.
 - a. Attend the ED's breakfast at the Central District Convention.
 - b. Attend the ED's breakfast at the National Convention and the meeting of the Society for Association Management.
 - c. Convention food costs (no alcohol) will be reimbursed with receipt up to the federal per diem rate. 6/14 .(The per diem rate off the GSA website for meals and incidental expenses is \$66 per day and the first and last days of travel pay 3/4 of that. In order to receive the entire amount one must also produce receipts totaling that amount. So if on day two one only can produce receipts totaling \$6.75 that's all they get not \$66. In addition to this liquor is not reimbursed and meals purchased at ones hometown are not reimbursed, i.e. a Mc Muffin on the way to the hometown airport)
 - d. Gas will be **reimbursed @ GSA rate** for Executive Board meetings
 - 2. Participate in quarterly conference calls with other Executive Directors of CD SHAPE America.
- D. Serve as a liaison between ND SHAPE and the ND Department of Public Instruction.
- E. Assist the President and Treasurer in preparing an estimated annual budget for approval by the Executive Board.
- F. Call for reports for all elected and appointed offices and committees to be submitted at each Board meeting.
- G. Work with the executive committee to prepare an agenda and distribute the same.
- H. Inform the board as to what documents they will need to bring with them to the meetings.
- I. Attend the annual Leadership Development Conference with the President-Elect.
- J. Maintain and house the archives of ND SHAPE.
- K. Write the "Executive Director's Message" for each newsletter.
- L. Maintain a current membership with SHAPE America.
- M. In the event that this association has Co-Executive Directors, the responsibilities of this position will be shared And division of duties determined by the individuals involved.
- N. Attend meetings, workshops and official gatherings of the Association.
- O. Serve on committees as deemed necessary by the Executive Board or President.

- P. Be responsible for Advocacy and Public Relations.
 1. Publicize all conventions, workshops and general meetings of ND SHAPE through all media sources.
 2. Provide an information session for each State Conference.
 3. Coordinate ND SHAPE publicity with other public relations organizations throughout the state and nation.
 4. Publish a column in each ND SHAPE Newsletter
 5. Promote Physical Education and Sports Week to the membership.
 6. Keep the Executive Board informed on new or proposed legislation - national and state - that would affect any of the fields represented by ND SHAPE.
 7. Study and interpret to members legislative bills that affect the work and personnel of health, physical education and/or recreation.
 8. Initiate needed legislation.
- Q. Be familiar with *Robert's Rules of Order* and Assist the President in meeting procedure.
- R. Others as directed by the board.

II. Funding

- A. Funds are provided in the budget to defray the expenses of the Executive Director in discharging the duties of the position. (If the Executive Director is a member of a college/university faculty they should attempt to obtain some funding from those sources.)
- B. This position receives an annual stipend as determined by the Association.
- C. The funding of this position shall be out-lined in a separate document and amended as needed by a vote of the Executive Board. (See Addendum to Op Codes)

III. Board policy relative to this position

- A. The Executive Director shall have had a minimum of 5 years involvement on the ND SHAPE Executive Board, a working knowledge of CD SHAPE America and SHAPE America, and the desire to promote growth and professional development within ND SHAPE.
- B. The Executive Director will be evaluated annually by a committee of the President, President-Elect and Past President. The committee shall solicit input from all members of the Executive Board relative to the performance of the Executive Director. The committee shall submit its recommendation to the Executive Board before the fall board meeting.
This recommendation shall include both a performance evaluation and retention decision.
- C. The Executive Director will sign an annual contract with ND SHPAE.
- D. This job description shall be reviewed annually and revised as needed.
- E. This job description may be amended or altered at any time by the Executive Board, provided such alterations do not contravene the Constitution or By-laws of the Association.

Office of the President

I. General Responsibilities

- A. Inform the membership of Association affairs at annual meetings and through state publications.
- B. Serve as the official representative of the Association through correspondence, speaking engagements, and as a liaison with other organizations, etc.
- C. Write letters to appropriate superintendents, principals, college presidents or department heads informing them of the election of their faculty members to Association offices.
- D. See that all officers of the Association, elected or appointed, receive copies of the Association Constitution and Operating Codes.
- E. Select a theme for their term of office that will also serve as the State Conference theme.
- F. Write the "President's Message" for each ND SHAPE Newsletter.
- G. Conduct an annual evaluation of the Executive Director, and review the evaluation with the Board and the Executive Director.
- H. Maintain a current membership with SHAPE America.

II. Meetings of the Association

- A. Executive Committee
 1. Call meetings as needed.
 2. Preside over meetings.
- B. Executive Board Meetings
 1. Preside over the business meetings when held-up to four times a year.
 2. Preside at all general sessions of the bi-annual meeting.
- C. Attend all meetings, workshops, and official gatherings of the Association as possible.

III. Appointment Responsibilities

- A. The President is responsible for making all appointments for structures within the Association and for representation with other organizations or groups. These appointments are made within restrictions imposed by the By-Laws and Constitution. Selection should be made at the start of the fiscal year.
 - 1. Standing Committee Chairpersons and members
 - 2. Appointed Representatives and others as necessary.
 - 3. ND SHAPE representatives to SHAPE America Alliance Assembly and CD SHAPE America Representative Assembly
- B. Serve as an ex-officio member of all other committees.

IV. Financial Responsibilities

- A. Work with the Executive Director and Treasurer to prepare as estimated annual budget.
- B. Approve expenditures up to \$25.00 for items that are not specifically budgeted.
- C. Obtain authorization of unbudgeted expenditures above \$25.00 from the Executive Committee.
- D. Funds are provided in the budget to defray the expenses of the President in discharging the duties of the office. (If the President is a member of a college/university faculty they should attempt to obtain some moneys from those sources.) The following are expenditures for which the President may be reimbursed by the Association:
 - 1. Long distance phone calls
 - 2. Postage
 - 3. Travel to SHAPE America and CD SHAPE America conventions to perform specific duties
 - 4. Room expenses at SHAPE America and CD SHAPE America conventions
 - 5. Registration expense to SHAPE America and CD SHAPE America convention.
 - All other incidental expenses are to be paid by the President.
 - 6. Convention food costs (no alcohol) will be reimbursed with receipt up to the federal per diem rate. (The per diem rate off the GSA website for meals and incidental expenses is \$66 per day and the first and last days of travel pay 3/4 of that. In order to receive the entire amount one must also produce receipts totaling that amount. So if on day two one only can produce receipts totaling \$6.75 that's all they get not \$66. In addition to this liquor is not reimbursed and meals purchased at ones hometown are not reimbursed, i.e. a Mc Muffin on the way to the hometown airport)
 - 7. Gas will be **reimbursed at GSA rate** for Executive Board meetings

V. Alliance Responsibilities

- A. Represent the Association on the National Assembly of SHAPE America and also on the Representative Assembly of the Central District SHAPE America.
- B. Appoint other representatives as needed.
- C. File annual reports requested by CD SHAPE America and SHAPE America in cooperation with the Past President.
- D. Disseminate information received from the Alliance in the proper manner.
- E. Coordinate the actions of ND SHAPE in relation to those of the Alliance.

Office of the President-Elect

I. General Responsibilities

- A. Act for the President in his/her absence, and fulfill the unexpired term of the President in the case of the President's resignation or departure from the state.
- B. Attend the Leadership Development Conference during the summer following their election.
- C. Maintain a current membership with SHAPE AMERICA.

II. Meetings of the Association

- A. Attend all meetings, workshops and official gatherings of the Association.

III. Committee Responsibilities

- A. Serve as Vice-Chairperson for the State Conference Planning Committee and assume all responsibilities as delegated by the Past-President.

IV. Financial Responsibilities

- A. Funds are provided in the budget to defray the expenses of the President-Elect in discharging the duties of the office. The following are expenditures for which the President-Elect may be reimbursed by the Association:
 - 1. Travel expenses to Leadership Development Conference including transportation, lodging, and registration.
 - 2. Travel in representation of ND SHAPE, food costs will be reimbursed based on the federal per diem reimbursement rates. (The per diem rate off the GSA website for meals and incidental expenses is \$66 per day and the first and last days of travel pay 3/4 of that. In order to receive the entire amount one must also produce receipts totaling that amount. So if on day two one only can produce receipts totaling \$6.75 that's all they get not \$66. In addition to this liquor is not reimbursed and meals purchased at ones hometown are not reimbursed, i.e. a Mc Muffin on the way to the hometown airport)
 - 3. Gas will be **reimbursed at GSA rate** for Executive Board meetings

V. Alliance Responsibilities

- A. If possible, represent the Association at the National Representative Assembly of SHAPE America and also at the

Representative Assembly of the Central District SHAPE as appointed by the President.

Office of Past President

The outgoing President at the end of the term of service shall assume the duties of the immediate Past President.

I. General Responsibilities.

- A. Assist and advise the President when requested.
- B. Make recommendations to the Executive Board for updating the Operating Codes, annually, if needed.
- C. Attend all meetings, workshops, and official gatherings of the Association as possible.
- D. Travel in representation of ND SHAPE, food costs will be reimbursed based on the federal per diem reimbursement rates. (The per diem rate off the GSA website for meals and incidental expenses is \$66 per day and the first and last days of travel pay 3/4 of that. In order to receive the entire amount one must also produce receipts totaling that amount. So if on day two one only can produce receipts totaling \$6.75 that's all they get not \$66. In addition to this liquor is not reimbursed and meals purchased at ones hometown are not reimbursed, i.e. a Mc Muffin on the way to the hometown airport)
- E. Gas will be reimbursed at GSA rate for Board meetings

II. Committee Responsibilities

- A. Serve as the Chairperson of the State Conference Planning Committee.
- B. Assist Nominating Chairperson in securing nominations for the executive board.
- C. Serve as Chairperson of the Constitution Committee.
- D. Serve as an ex-officio member of all other Standing Committees.
- E. Oversee the planning of the Regional Workshops.

Office of Vice President General

To be eligible for this position, the nominee shall have been a member of ND SHAPE and SHAPE America for two years prior to election, and they must have served on the ND SHAPE Executive Board at some point prior to election.

I. General responsibilities

- a. In the absence of the President-Elect assume the duties of the President-Elect.
- b. Serve as Chairperson of the Nominating Committee.
- c. Travel in representation of ND SHAPE food costs will be reimbursed based on the federal per diem reimbursement rates. (The per diem rate off the GSA website for meals and incidental expenses is \$66 per day and the first and last days of travel pay 3/4 of that. In order to receive the entire amount one must also produce receipts totaling that amount. So if on day two one only can produce receipts totaling \$6.75 that's all they get not \$66. In addition to this liquor is not reimbursed and meals purchased at ones hometown are not reimbursed, i.e. a Mc Muffin on the way to the hometown airport)
- d. Gas will be reimbursed at GSA rate for Board meetings

Office of the At-Large

I. General Responsibilities

- A. Represent the Association at the District and/or National Representative Assemblies as appointed by the President.
- B. Forward news to the Newsletter Editor
- C. Be responsible for selecting two programs for each State Conference.
- D. Travel in representation of ND SHAPE, food costs will be reimbursed based on the federal per diem reimbursement rates. (The per diem rate off the GSA website for meals and incidental expenses is \$66 per day and the first and last days of travel pay 3/4 of that. In order to receive the entire amount one must also produce receipts totaling that amount. So if on day two one only can produce receipts totaling \$6.75 that's all they get not \$66. In addition to this liquor is not reimbursed and meals purchased at ones hometown are not reimbursed, i.e. a Mc Muffin on the way to the hometown airport)
- E. Gas will be reimbursed at GSA rate for Board meetings

Office of Secretary

I. General Responsibilities

- A. Provide for and dispense official minutes of all meetings of the Executive Board and the bi-annual business meeting.
- B. Keep a file of all minutes, reports, convention programs and other pertinent correspondence and periodically forward these items to the representative in charge of the Archives.
- C. Provide all members of the Executive Board with an address listing of all officers and committee chairpersons.
- D. Send notes of congratulations, sympathy, thank you, etc. as necessary.

E. Prepare and submit meeting highlights to the newsletter editor and webmaster web site coordinator.

F. Keep a file of all documents pertinent to ND SHAPE.

G. This position receives an annual stipend as determined by the Association.

The funding of this position shall be out-lined in a separate document and amended as needed by a vote of the Executive Board. (See Addendum to Op Codes)

H. Travel in representation of ND SHAPE, food costs will be reimbursed based on the federal per diem reimbursement rates. (The per diem rate off the GSA website for meals and incidental expenses is \$66 per day and the first and last days of travel pay 3/4 of that. In order to receive the entire amount one must also produce receipts totaling that amount. So if on day two one only can produce receipts totaling \$6.75 that's all they get not \$66. In addition to this liquor is not reimbursed and meals purchased at ones hometown are not reimbursed, i.e. a Mc Muffin on the way to the hometown airport)

I. Gas will be reimbursed at GSA rate for Board meetings

Office of Treasurer

I. General Responsibilities

A. Receive and disperse all moneys of the Association.

B. Assist the Executive Director and the President in preparing an estimated budget for approval by the Executive Board.

C. Keep all financial record books and submit reports of financial activity to the membership and/or Executive Board at the request of the President.

D. Keep committees and officers informed of budget allowance.

E. Work with Executive Director regarding the report to National for tax purposes.

F. Have the financial records audited when directed by the board.

G. The funding of this position shall be out-lined in a separate document and amended as needed by a vote of the Executive Board. (See Addendum to Op Codes)

H. Gas will be reimbursed at GSA rates for Board meetings

Operating Codes for Committees

I. General Responsibilities

A. The Committees shall be those set forth in the By-Laws.

B. These committees shall meet as necessary.

C. The membership of all committees shall be as stated in the Operating Code and may be changed upon approval of the Executive Board.

D. Responsibilities and activities of each committee are stated in the operating code and may be changed upon approval of the Executive Board unless changes are in opposition to those stated in the Constitution.

E. Request for committee changes may come from the membership, the committee and/or the Executive Board.

F. The Committee chairperson and members shall be appointed by the President following qualifications as specified in the Constitution and Operating Codes.

G. The Committees shall have the right to utilize subcommittee structure and to appoint additional membership with the approval of the Executive Board.

H. The Committee chairperson or representative shall file a report to the board prior to each business meeting.

I. Prior to the end of the fiscal year, the Committee chairperson or representative shall submit to the Executive Board an annual written report summarizing committee activities.

II. Standing Committees

A. Constitution, By-Laws and Operating Codes

1. Organization

a) The Chairperson shall be the immediate Past President of the Association.

b) The membership shall be composed of three members appointed by the President.

c) Those members shall serve a three-year term on a rotating basis.

2. Responsibilities

a) See that current copies of the Constitution, By-Laws and Operating Codes are available to the membership at the bi-annual business meeting and upon request.

b) Study the Constitution, By-Laws and Operating Codes for needed changes.

c) Direct those involved to assist in changes in the Constitution, By-Laws and Operating Codes.

d) Present all Constitution and By-Laws changes to the Executive Board for its approval prior to the State Conference.

- e) Assist the President as requested in presenting constitution changes to the membership for approval.
- f) See that all Constitution, By-Laws, and Operating Codes revisions are printed and revised copies of such are presented to the President and others as directed.

B. State Conference Planning

1. Organization

- a) The Chairperson shall be the immediate Past President of the Association.
- b) The President-Elect and President shall serve as Vice Chairpersons.
- c) Members shall be appointed by the Chairperson as necessary.

2. Responsibilities

- a) To plan, present to the Executive Board for approval, and conduct the activities of the bi-annual State Conference of the Association.
- b) The Past-President is responsible for overseeing the Regional Workshop planning.

C. Honors and Awards

1. Organization

- a) The Chairperson shall be appointed by the President.
- b) The membership shall be composed of the Executive Committee.

2. Responsibilities

- a) Solicit from the membership, and other sources, names desired for such recognition.
- b) Determine qualifications for awards; present these to the Executive Board for approval and publish qualifications yearly.
- c) Send a picture and press release to the home newspaper for each award recipient.
- d) Submit a picture and an article/information on each recipient to the website manager for posting to the web site and to the newsletter editor.

D. Nominating

1. Organization

- a) The Chairperson shall be the VP General, with input from the Past-President.
- b) The membership shall be composed of a minimum of three other persons appointed by the President.

2. Responsibilities

- a) Identify qualified personnel from among the membership to run for the offices of Vice-President General, the Vice-Presidents positions up for election, Secretary and Treasurer as provided for in Article V of the By-Laws.
- b) No restrictions shall be placed on this committee as to whom the nominees shall be, except that they shall be members of the Association and shall not contravene the provisions of the Constitution.
- c) Submit a slate of preferably two names for each office to the Executive Board for approval at the request of the President.
- d) Present the approved list and provide the information and material needed for the election.
- e) Allow for a call for nominations from the membership. A candidate nominated from the membership must meet all the qualifications for the right to hold office, and, in addition, must have signified in writing readiness to run prior to nomination. Persons nominating a candidate from the membership must furnish a written vita of the candidate.
- f) Publish regulations governing floor nominations in the Newsletter when nominees are published.
- g) The Nominating Committee shall present their procedures. Suggested procedures include:
 - i) Solicitation for suggestions of possible nominees should be made to key personnel throughout the state.
 - ii) Selected candidates, as much as possible, shall represent areas of all sections of the state and various levels of educational interest.
 - iii) Distribute brief accurate biography of each candidate prior to the election.
 - iv) Prepare, distribute, collect and count ballots.
 - v) Present the election results to the President.

E. Applied Strategic Planning (ASP)

1. Organization

- a) The Chairperson of this committee shall be an Executive Board member appointed by the President.
- b) The membership shall consist of three other Executive Board members appointed by the President.
- c) Committee membership shall be for three years. Committee members will move through the rotation in order of appointment, with one new member being appointed each year.

2. Responsibilities

- a) To be knowledgeable of the SHAPE America 8/14 and CD SHAPE America ASP and how they

apply to the changing needs and practices of ND SHAPE.

b) To be knowledgeable of the governance practices of SHAPE America and how they apply to the changing needs and practices of ND SHAPE.

c) To prepare, recommend for implementation, update, monitor, and evaluate the ND SHAPE ASP.

d) To provide a mechanism for disseminating ASP information to ND SHAPE Board members and membership.

e) The Chairperson of this committee also serves as the ND SHAPE representative CD SHAPE America ASP.

III. Appointed Representatives or Positions

A. Archives

1. Organization

a) The Chairperson of this committee shall be the Executive Director.

2. Responsibilities

a) Organize and preserve papers and other records of historical significance to the Association.

b) The following items should be added to the records annually:

i) Minutes of all meetings of the Executive Board and the Association

ii) Copies of the official program of the annual workshop

iii) Notes on workshop programs and projects of the Association

iv) Membership lists

v) Annual reports

vi) List of honorary members and award recipients

vii) All publications of the Association

viii) All publicity of and about the Association

ix) Any other items of historical significance to the Association

x) Prepare and provide an updated list of materials that should be sent to archives.

B. Membership

1. Responsibilities

a) Maintain record of current members.

b) Provide membership lists as requested by the board.

c) Provide the names and addresses of new members to the Executive Director or Secretary so that a welcome letter may be sent.

d) Receive an annual stipend as determined by the Association. (See Addendum to Op Codes)

D. Web site/Media Coordinator

1. Responsibilities

a) Work with the web site manager to publish current information and documents to the site.

b) Oversee the operation of the web site.

c) Secure the IVN addresses from board members and coordinate with the IVN sites to set up the Winter Board meetings.

d) Receive an annual stipend as determined by the Association. (See Addendum to Op Codes)

e) Monitor social networking.

E. Necrology

1. Responsibilities

a) Report the deaths of any current and former members to the board.

b) Direct the secretary to send a sympathy card when appropriate.

F. Joint Projects-JRFH/HFH

1. Responsibilities

a) Act as a liaison between ND SHAPE and the American Heart Association Jump Rope for Heart/Hoops for Heart organizations.

b) Promote participation of ND SHAPE members in the Jump Rope for Heart/Hoops for Heart events.

c) Compile a list of participating ND SHAPE members and keep a record of the amount raised at their events.

d) Acknowledge participating members in the newsletter.

G. Roughrider Health Conference

1. Responsibilities

a) Serve as a representative for the ND SHAPE Board to the Roughrider Health Conference Board.

- b) Assist with promotion of ND SHAPE at the annual Roughrider Health Conference.
- H. North Dakota Education Association
 - 1. The chair of this committee will also hold membership in the ND United.
 - 2. Responsibilities
 - a) Serve as the liaison between ND SHAPE and ND United.
 - b) Solicit presenters for the annual ND United Instructional Conference.
 - c) Organize a ND SHAPE booth for the ND United Instructional Conference.

5/91; 10/95; 6/96; 5/3/98; 4/2000; 10/2001; 2/2002; 9/2004; 10/2005; 5/2009; 11/2010; 9/2011;11/2013;6/2014; 11/2014; 6/2015

Addendum on Stipends

Executive Director

\$1000 per fiscal year for one ED
\$500 per fiscal year each for two ED's

Travel:

Expenses for one ED to attend LDC, Central District, and National Membership to SAM--\$20 each per year

Treasurer

\$300 per fiscal year

Web site/Editor

\$200 per fiscal year

Membership Chair

\$200 per fiscal year

Secretary

\$200 per fiscal year

7/25/11---6/8/14

Any ND SHAPE member who travels on behalf of the ND SHAPE Board, food costs will be reimbursed based on the federal per diem reimbursement rates. (6/8/14)