

CONSTITUTION  
OF THE  
MISSOURI SOCIETY OF HEALTH  
AND PHYSICAL EDUCATORS

2.1 Name

The name of the organization shall be the Missouri Society of Health and Physical Educators, dba MOSHAPE, (Hereafter referred to as the Society) an affiliate of the Society of Health and Physical Educators America, dba SHAPE America.

2.2 Mission Statement

The mission of MOSHAPE is to support, encourage and provide assistance to promote programs in health, leisure, and movement related activities for the enrichment of human life.

2.2 Vision

MOSHAPE envisions a society in which all individuals enjoy optimal quality of life through appreciation and participation in an active healthy lifestyle.

2.3 Membership

- 2.3.1 Membership in the Society shall be professional members, future professional members, affiliate members, retired members, school district wellness directors, and institutional members.
- 2.3.2 Professional members shall consist of persons concerned with the field(s) of health, physical education, recreation, dance, and allied programs.
- 2.3.3 Future professional members shall include undergraduate students and full-time graduate students attending professional or institutions preparing for careers in health, physical education, recreation, dance, and other allied programs.
- 2.3.4 Affiliate members shall include all others not included in 2.3.2, 2.3.3, and 2.3.4 above that wish to join the Association.
- 2.3.5 Only professional members shall have the right to hold office except for future professionals in their Committee.
- 2.3.6 The membership year shall run from June 1 to May 31. The Board of Directors shall determine dues. Dues are to be paid to the Executive Director.

2.4 Officers

- 2.4.1 The officers of the Association shall be: President, President-Elect, and Past President.

- 2.4.2 The officers, the Executive Director (ex-officio) and the Secretary-Treasurer (ex-officio) shall constitute the Executive Committee of the Association. In cases of emergency, the Executive Committee is authorized to act for the Society.
- 2.4.3 The President shall assume the following responsibilities:
- 2.4.3.1 Act as the presiding officer at all meetings of the Society.
  - 2.4.3.2 Serve as Director and Preside over the fall convention. Work with Convention Committee to plan the annual convention.
  - 2.4.3.3 Appoint members to all standing committees and form any special committees, which are deemed necessary.
  - 2.4.3.4 Serve as a delegate to the business meeting of SHAPE America.
  - 2.4.3.5 Fulfill all responsibilities as stated on the Operating Code for the President
- 2.4.4 The President Elect shall:
- 2.4.4.1 Act in the absence of the President. In case of the death or resignation of the President-Elect, the executive committee will appoint, with the approval of the Board of Directors, an eligible member to fill the office.
  - 2.4.4.2 Serve as an alternate delegate to the business meeting of SHAPE America.
- 2.4.5 The Immediate Past President shall:
- 2.4.5.1 Serve as Chair of the Nomination/Awards Committee.
  - 2.4.5.2 Serve as the Society's representative to the Central District Recognition Committee.

## 2.5 Staff Positions

- 2.5.1 The following staff position shall receive a salary: Executive Director, Director of Technology and Social Media and Secretary-Treasurer
- 2.5.2 The term of appointment for the Executive Director shall be three years, subject to a favorable bi-annual performance review. The incumbent may be a candidate for additional term(s). The term of appointment for the Director of Technology and Secretary-Treasurer shall be continuous and subject to a favorable bi-annual review (See Section 3.5.4 of By-laws).
- 2.5.3 The Board of Directors shall determine and approve the salary or stipend for these positions.
- 2.5.4 The bi-annual review for each of these positions is to be conducted by the voting members of the Board of Directors.

## 2.6 Election of Officers

- 2.6.1 The Nominations and Awards committee shall present nominees for the office of President-elect to be approved by the Executive Committee. Should more than two candidates be nominated, the Executive Committee will select by October 15 the two candidates to be submitted to the membership for the vote. Online voting will be open from Monday in the week preceding the convention until 12:00 noon on the Saturday of the convention.
- 2.6.2 Candidates for office shall be selected by the Nominations and Awards Committee consisting of the Past President as Chair, and five members appointed by the President.
  - 2.6.2.1 The committee shall submit to the executive committee, a written slate of officers one month before the representative meeting at the fall convention.
  - 2.6.1.2 All nominees whose names have been submitted to the Nominations and Awards Committee shall have received a written job description of the position for which they are being nominated and shall have agreed in writing to be nominated.
  - 2.6.1.3 The slate of officers presented by the Nomination and Awards Committee shall be approved by a majority vote of the executive committee.
  - 2.6.1.4 No person shall hold more than one elective office at the same time.
  - 2.6.1.5 No person shall be eligible for consecutive re-election to the same office unless approved by the executive committee.
  - 2.6.1.6 In case of death or resignation of the President, the executive committee will appoint with the approval of the Board of Directors, an eligible member too fill the office. In the case of death or resignation of an officer other than the president the Executive committee will with the approval of the Board of Directors appoint an eligible member to fill the unexpired term of that office
  - 2.6.1.7 To be eligible to be an officer the nominee must have held professional membership in the Society for one year, prior to assuming the position of an officer.
  - 2.6.1.8 Each officer shall take office after the final Board of Directors meeting following the fall convention at which they were approved.

## 2.7 District Designations

- 2.7.1 The Society shall be divided into nine districts: Northwest, Northeast, Kansas City, West Central, East Central, St. Louis, Southwest, South Central, and Southeast (See Map 13.1)

## 2.7 Committees

- 2.7.1 The Society shall be divided into Committees as outlined in the By-laws (See Section 13).
- 2.7.2 There shall be a chair for each Committee. The term of service as Chair will be for three years. The Chairs will be appointed by the President. To promote continuity of membership on the Board of Directors, the terms of the Chairs will be staggered so no more than two Chairs will complete their term of office in any one year (exception, once every three years there will be three Chairs who complete their term. Should it be the choice of the President in appointing Chairs, a Chair may be re-appointed to serve another term.
- 2.7.3 The Future Professional Committee will elect a President elect each year, who will serve one year in that position and then assume the position of president.

- 2.7.4 Committee chairs, chair-elects and other positions will assume office after the final Board of Directors meeting at the fall convention.
- 2.7.5 Committees can be added by presenting a Rationale to the Board of Directors, describing the need and relevance to the Mission of the Society. A Committee addition will require a two-thirds vote by the Board of Directors.

## 2.8 Representative Assembly

- 2.8.1 The Board of Directors shall be composed of: (See Section 13.0)

- 2.9.1.1 Voting Members

- 2.9.1.1.1 The officers of the Association
- 2.9.1.1.2 The Chair of each Committee
- 2.9.1.1.3 Only officers and Committee Chairs are entitled to cast one vote only

- 2.9.1.2 Non-Voting Members

- 2.9.1.2.1 The Executive Director
- 2.9.1.2.2 The Secretary-Treasurer
- 2.9.1.2.3 The Director of Technology and Social Media
- 2.9.1.2.4 The DESE Director of Health and Physical Education
- 2.9.1.2.5 The representatives for liaison units, who shall serve as ex-officio  
Chairs of Standing and President's committees
- 2.9.1.2.7 Jump and Hoops state coordinator

- 2.9.2 The members of the Board of Directors shall assume office following their selection and approval, after the final Board of Directors meeting at the fall convention.
- 2.9.3 The Board of Directors shall have a minimum of three regular meetings each year. The president shall set the dates of these meetings. The Board of Directors shall meet within thirty days of the receipt by the President of a petition, signed by three Board of Directors members requesting such a meeting. At the direction of the Executive Committee the Executive Director may authorize to poll the Board of Directors. Results of said poll shall be official provided a simple majority of the ballots are properly submitted. (See procedures for mail or electronic vote).
- 2.9.4 The President shall vote only in case of a tie.
- 2.9.5 A simple majority of the Board of Directors voting members constitutes a quorum for the transaction of business.
- 2.9.6 In the case of a vacancy in the Board of Directors, the President shall appoint a member to fill the office (Exception: President, President elect and Immediate Past President).

## 2.10 Meeting

- 2.10.1 The fall convention shall be held at a site based on a recommendation from the Executive Committee and approved by the Board of Directors.
- 2.10.2 Such other meetings of the Society as may be needed can be authorized at the discretion of the Board of Directors.

## 2.11 Committees

- 2.11.1 There may be standing committees and President's Committees

## 2.12 Publications

- 2.12.1 The Publication of the Society shall be the Newsletter. The Newsletter will be created by the Member Services Committee and approved by the Executive Committee before being published electronically.
- 2.12.2 The Newsletter shall be published electronically on all MOSHAPE media platforms.

## 2.13 Finances

- 2.13.1 A proposed operating budget for the fiscal year (June- May) shall be submitted annually by executive director and to the Board of Directors prior to the completion of the first representative Board of Directors meeting following the fall convention. Copies of the budget shall be circulated and the Board of Directors at this meeting shall take action on the budget.
- 2.13.2 The fiscal year shall run from June 1 through May 31. The Society's books shall be audited every three years. The report shall be available on the website.

## 2.14 Awards

- 2.14.1 The Society may present awards that are established and approved by the Board of Directors.
- 2.14.2 Recommendations for Awards may be made by any Society member and forwarded to the Chair of the Nomination and Awards Committee.

## 2.15 Rules of Order

- 2.1.5.1 The Association will use Knowledge Based Governance to conduct meetings.
- 2.1.5.2 Questions of procedure shall be decided according to the current edition of Robert's Rules of Order, Revised unless otherwise provided in the Constitution or By-Laws.

## 2.16 Amendments

- 2.16.1 Any Society member for consideration by the Board of Directors may propose changes in this constitution and By-Laws.

- 2.16.2 Changes in the Constitution must be presented with a full rationale outlining the value of the change to the Society.
- 2.16.3 The Board of Directors must approve changes in the Constitution by a two-thirds majority vote at a meeting of the Board of Directors or by a regular mail or electronic vote.
- 2.16.4 Changes in the By-Laws need only be approved by a majority vote by the Board of Directors.