

CONSTITUTION OF THE STATE COMMUNITY COLLEGE

ORGANIZATION OF PHYSICAL EDUCATORS

ARTICLE I – NAME

The name of this organization shall be the State Community College Organization of Physical Educators (SCOPE).

ARTICLE II – PURPOSE

The purpose of this organization is to maintain the highest standards possible for community college physical education programs. The organization shall promote, encourage and direct efforts and activities which will benefit the community college physical education profession throughout the State.

ARTICLE III – MEMBERSHIP

Individuals active in or supportive of the physical education profession shall be eligible for membership in this organization.

ARTICLE V – OFFICERS

The officers of this organization shall be: President, President-Elect, and Treasurer/Membership Chairperson.

ARTICLE V – EXECUTIVE BOARD

The Executive Board shall consist of the elected officers. Appointed positions will become ex-officio members.

ARTICLE VI – MEETINGS

General meetings shall be held as needed. Special meetings of the Executive Board may be convened by the President. Meetings of the general membership may be covered by a request of the President or a majority of the active members.

ARTICLE VII – COMMITTEES

The President may appoint committees to serve the organization as necessary.

ARTICLE VIII – DUES

Annual dues shall be established by the Executive Board.

ARTICLE IX – AMENDMENTS

Any article, section or provision of this Constitution or its By-Laws may be altered, amended or repealed by the affirmative vote of 2/3 of the members present at a general meeting. Each member shall have one vote. Proposed amendments shall be presented in writing to the Executive Board.

ARTICLE X – RATIFICATION

This Constitution and its By-Laws shall become ratified by the affirmative vote of 2/3 of the members present at the meeting in which ratification takes place.

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BY-LAWS

ARTICLE I – MEMBERSHIP – DUES – EXPENSES

- Section 1.* Membership shall extend from September 1 to August 31. A membership card shall be provided by the organization and members shall be informed of all provisions and privileges of membership. The membership card will be sent to each dues paying member.
- Section 2.* Dues shall be collected by the Treasurer/Membership Chairperson. The amount of the annual dues shall reflect the anticipated expenses of the organization. Any revenue remaining at the completion of the membership period shall be carried over in the budget for the new membership period.
- Section 3.* A budget shall be prepared by the President and presented to the Executive Board for ratification. The budget will address all anticipated expenses for the following membership period.
- Section 4.* The fiscal year for the Organization and the term of membership shall both be September 1 through August 31.

ARTICLE II – POWERS AND DUTIES – VOTING

- Section 1.* The powers not delegated to the Executive Board shall be delegated to the general membership.
- Section 2.* Each active member shall be entitled to one vote in general meetings.
- Section 3.* There shall be no voting by proxy.

ARTICLE III – MEETINGS – QUORUM – LEGISLATION

- Section 1.* Regular Executive Board Meetings:
The Executive Board will meet three (3) times per year.
- Section 2.* Special Executive Board Meetings:
Special meetings may be called by the President when deemed necessary.

Section 3. Regular General Meetings:

General meetings shall be held as needed.

Section 4. Special Meetings:

Such meetings may be called by the President or by request of a majority of the active members.

Section 5. Conduct of Meetings:

All General and Executive Board Meetings shall be conducted under “Roberts Rules of Order, Newly Revised.”

Section 6. Notice of Meetings and Agenda:

Members will be notified in advance of meeting dates. Agenda items may be submitted to the President prior to each meeting or may be solicited by the President during the meeting. Agendas will be available and distributed prior to the beginning of each General Meeting.

Section 7. Legislation – Effective Date:

Measures passed by the active members at any meeting shall become effective immediately unless otherwise specified, but shall not be retroactive unless specifically noted.

ARTICLE IV – OFFICERS – TERMS OF OFFICE – DUTIES

Section 1. Officers:

The officers of the Organization shall be elected from the active list of members: President, President-Elect, and Treasurer/Membership Chairperson.

Section 2. Procedure for selection of officers:

- a. The Executive Board of the Organization shall serve as a nominating committee and shall submit a slate of names for offices to be filled.
- b. Nominations for office vacancies will also be solicited by mail.
- c. If there is more than one candidate nominated for a specific office, election will be by secret ballot.
- d. Election of officers shall be held at a General Meeting or by mail.

- e. Any vacancy which occurs will be filled by the Executive Board for the remainder of the term of office.

Section 3. Terms of Office:

- a. All officers shall serve two-year terms.
- b. All appointed positions shall be for a term of one year.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The President shall:

- a. Serve as chief executive officer of SCOPE.
- b. Call and conduct meetings of SCOPE.
- c. Serve as chairperson of the Executive Board.
- d. Serve as or designate a SCOPE representative to serve on the Management Council.
- e. Appoint all members of standing and ad hoc committees as provided in the by-laws.
- f. Communicate positions of SCOPE to the membership. State Chancellor, Board of Governor, legislators and others.
- g. Be an ex-officio member of all committees.
- h. Keep SCOPE membership informed of all pertinent developments affecting SCOPE.
- i. Assist in developing and maintaining the annual budget.
- j. Keep the minutes of meetings of the organization and the executive Board.
- k. Be responsible for notifying members of all meetings called for the transaction of business by SCOPE.

Section 2. The President-Elect shall:

- a. Serve as the initial organizing chairperson of all ad hoc committees.

- b. Assist President in preparing programs for SCOPE meetings.
- c. Preside at any special or general meeting of SCOPE or executive Board in the absence of the President.
- d. Serve as President in the case of the death, incapacity or resignation of the President.
- e. Assist in the promotion of SCOPE activities as requested by the President.
- f. Serve as President of SCOPE in the ensuing year.
- g. Assist in developing and maintaining the annual budget.
- h. Solicit a slate of officers to run for the next election.

Section 3. The Treasurer/Membership Chairperson shall:

- a. Be responsible for the collection of dues and assessments and for the custody of funds of SCOPE.
- b. Send membership cards to members each year.
- c. Make payments there from in accordance with the authorization and directions of the Executive Board.
- d. Assist in developing and maintaining the annual budget.
- e. Provide periodic written financial reports to the President.

ARTICLE VI – COMMITTEES

Section 1. Political Action Committee:

The Political Action Committee shall be a standing committee consisting of a chairperson and the members of the Executive Board.

- a. The committee shall keep abreast of current issues affecting our profession.
- b. The committee shall communicate these concerns to the Executive Board.
- c. The committee shall plan and act on behalf of the organization with the approval of the Executive Board.

Section 2. Other committees may be appointed as deemed necessary.

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