

CONSTITUTION OF THE INDIANA SOCIETY FOR HEALTH AND PHYSICAL EDUCATORS

Current version : June 2026

ARTICLE I:

NAME

The name of this organization shall be “Indiana Society for Health and Physical Educators,” or “INSHAPE” hereinafter referred to as the Association.

ARTICLE II:

PURPOSES

Section 1

The Association’s mission is to advance professional practice and promote health and physical education, physical activity, fitness, dance, and sport.

Section 2

As Indiana’s membership organization of health and physical education professionals, the Association is committed to ensuring all Indiana citizens benefit from healthy, physically active lives.

Section 3

The Association provides leadership, professional development, resources, recognition, and advocacy that supports health and physical educators at every level – from preschool to university graduate programs.

Section 4

The Association is affiliated with SHAPE America.

ARTICLE III: ORGANIZATION

Section 1

The officers of the Executive Committee shall be the President, President-Elect or Past President, Secretary, Finance Chair and the Events Chair. The President shall act as chair of the Executive Committee. The Executive Director serves on the Executive Committee as a non-voting member.

Section 2

The Board of Directors shall consist of the Executive Committee as well as the elected Communications chair, Advocacy Chair, Partnerships, two Member At-Large and one appointed young professionals.

ARTICLE IV:

MEMBERSHIP

Membership in this organization shall be designed in the Bylaws.

ARTICLE V:

GOVERNMENT

The business of the Association shall be conducted by the Executive Committee and Board of Directors.

ARTICLE VI:

FISCAL YEAR

The fiscal year shall be June 1 to May 31.

ARTICLE VII:

MEETINGS

Section 1

The Association shall hold one annual meeting and such other meetings as are necessary.

Section 2

The Board of Directors shall meet and serve as designated in the Bylaws.

Section 3

Fifty-one percent (51%) of the voting membership of the Board of Directors must be present – physically or virtually – or by written proxy at meetings to constitute a quorum for the transaction of business. Action will be by majority vote of those present at the Board of Directors meeting.

Section 4

A proxy must be an active INSHAPE member. The secretary shall be notified in writing prior to the date of any meeting by any member who wishes to vote by proxy.

Section 5

A Board member missing two regularly scheduled Board of Directors meetings without sufficient excuse will be automatically removed from the Board. Decisions concerning “sufficient cause” will be made by the Executive Committee. A board member missing a regularly scheduled meeting is expected to find an eligible proxy for the meeting. An eligible proxy is a member in good standing who is informed on any issues that might be considered for a vote. All board members are strongly encouraged to attend the board meetings, summer workshop, and annual state conference.

In the event a board member is considered for removal due to attendance, the Executive Committee of the Board of Directors shall consist of the President, President-elect/Past President, Secretary, Finance Chair, Events Chair, and the Executive Director.

ARTICLE VIII:

RECOGNITION

The Association shall recognize members as designated in the Bylaws.

ARTICLE IX:

PUBLICATIONS

The Association shall have official publications as designated in the Bylaws.

ARTICLE X:

A NOT-FOR-PROFIT

Section 1

The Association is organized exclusively for purposes that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 2

No part of the net earnings of the Association shall incurr to the benefit of, or be distributed to its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

Section 3

No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence any political campaign on behalf of any candidate for public office.

Section 4

In the event the directors and members of this Association decide they are going to dissolve, then in such event, all of the assets of the Association, over and above those needed to pay off any debts and liabilities of the Association, shall be distributed to educational organizations or corporations which are exempt, providing the distributees have purposes similar to those for which this Association is founded or purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE XI:

AMENDMENTS

Section 1

The Constitution may be amended by a vote of 51% of the members of the Board of Directors.

Section 2

Proposed amendments to the Constitution must be submitted in writing to the Secretary and President at least 30 days prior to their consideration by the Board of Directors. The Secretary shall submit proposals to the members of the Board of Directors at least 30 days prior to the Board meeting at which they are to be considered.

BYLAWS OF THE INDIANA SOCIETY FOR HEALTH AND PHYSICAL EDUCATORS

ARTICLE I: MEMBERSHIP

Section 1

The qualifications and respective categories of annual membership shall be as follows:

Young Professional:

Open to full-time undergraduate or graduate students who are not employed on a full-time basis in the profession. Membership may continue for up to two years after the date of graduation.

Professional:

Any person who is employed as a professional with responsibilities, duties and interests in school or community health, physical education, recreation, dance, sports or related areas.

Emeritus:

Persons who have a record of Association membership for 10 years or more and meet the rule of 85 (minimum 55 years of age plus years of service in the profession).

Lifetime:

A lifetime membership shall be available with a one-time investment of funds.

Section 2

Dues and expiration dates: All categories of members shall pay required dues as adopted by the Board of Directors.

Annual memberships shall expire on a date as adopted by the Board of Directors.

Section 3

Privileges: If in good standing*, members shall be entitled to the following privileges:

- Be eligible to serve in elective and appointive offices and committees in the Association.
- Be admitted to and participate in Association meetings.
- Receive publications, announcements, and reports of the Association.
- Attend any Association sponsored, supported or endorsed activity.
- Receive all other Association services/benefits available to the membership.

**Members are said to be in good standing when they have met all requirements outlined in a specific membership category and their annual dues are current and paid.*

ARTICLE II:

The Leadership Team

Section 1

Officers serving on the Executive Committee shall be the President, President-Elect or Past President, Events Chair, Finance Chair, and Secretary with the Executive Director as a non-voting.

Section 2

The Board of Directors shall elect the President-Elect, Secretary, Advocacy Chair, Events Chair, Finance Chair, Communications Chair, Partnerships and two Member At-Large positions. The Board of Directors shall appoint one Young Professional representative.

Section 3

The President-Elect must have served at least one term on the current Board of Directors before transition to that role, and eventual presidency.

Section 4

The President-Elect, and Past President will serve for one-year, in each of the positions, before moving to the next elected position. The president will serve a two year term.

Section 5

The Secretary, Advocacy Chair, Member At-Large, Partnerships and Events Chair shall be elected biannually for a two-year term in the even numbered years by the Board of Directors at the annual meeting. Those holding the current position may reapply and

will be reviewed along with new applicants. Applicants do not need to be on the board currently.

Section 6

The Communications Chair, Member At-Large, and Finance Chair shall be elected biannually for a two-year term in the odd numbered years by the Board of Directors at the annual meeting. Those holding the current position may reapply and will be reviewed along with new applicants. Applicants do not need to be on the board currently.

Section 7

One Young Professional board position will be appointed by the board of directors based on their application. This information will be collected during the scholarship application process and the board will select the best two candidates to be on the board. This is a two year position.

Section 8

Standing Committees and Task Forces may be established as is necessary for the business and function of the Association. The President shall appoint all committee members subject to the approval of the Executive Committee.

Section 9

The duties of all board members shall be set forth in the job descriptions.

ARTICLE III:

EXECUTIVE DIRECTOR

Section 1

There shall be an Executive Director who shall function with the direction and consent of the Executive Committee.

Section 2

The Executive Director shall be selected by the Executive Committee for a term to be set by the Executive Committee and shall be paid financial compensation in an amount set by the Executive Committee.

Section 3

The Executive Director shall serve within the terms and conditions as established by contract between the Association and the Executive Director.

ARTICLE V:

FINANCES

Section 1

The financial affairs of the Association shall be administered by the Executive Director; subject to the approval of the Executive Committee.

Section 2

The fiscal year of the Association begins on the first day of June of each year and ends on the last day of May the following year.

Section 3

The financial accounts of the Association shall be reviewed at the conclusion of each fiscal year, and shall be reviewed and/or audited upon the replacement of the Executive Director.

Section 4

The Finance Director shall make a report at each meeting of the Board of Directors.

ARTICLE VI:

EVENTS

The Association shall hold an annual conference open to all members and other interested persons. Such other events, workshops, conferences, and meetings may be held as necessary.

ARTICLE VII:

PUBLICATIONS

Section 1

The e-Newsletter shall be published at least quarterly and sent to all members and others interested in the work of the Association.

Section 2

Other publications may be prepared as they are appropriate.

ARTICLE VIII:

RECOGNITION

Section 1

Association Awards may be presented and shall be as determined by the Awards Committee and approved by the Board of Directors. Association Awards include:

- Honor
- Leadership
- Legacy
- Pathfinder
- Special Contribution

Section 2

Awards, as aligned by SHAPE America and our Midwest SHAPE District, that qualify for national recognition may be presented and shall be as determined by the Awards Committee and approved by the Board of Directors include:

- Adapted Physical Education Teacher of the Year
- Health Education Teacher of the Year
- Elementary Physical Education Teacher of the Year
- Middle School Physical Education Teacher of the Year
- Secondary Physical Education Teacher of the Year
- Outstanding Student
- Young Professional

Section 3

Scholarships are provided to deserving students who are preparing for careers in health, physical education, recreation, dance, sport, and allied areas. Scholarship recipients are to be selected by the Awards Committee of the Association according to established criteria. Qualified recipients could also be appointed as a board member.

Jean Lee/Jeff Marvin Collegiate Scholarships (up to six annual \$1,000 scholarships)

Catherine Wolf Indiana Major of the Year (MOY) Awards.

Section 4

Citations may be awarded at the discretion of the President.

ARTICLE IX:

RULES OF ORDER

The rules contained in Robert's Rules of Order Newly Revised shall govern the Association in all cases where they are not contrary to articles of the Constitution and Bylaws.

ARTICLE X:

AMENDMENTS

Section 1

These Bylaws may be amended by 51% of the members of the Executive Committee & Board of Directors.

Section 2

Proposed amendments to the Bylaws must be submitted in writing to the Secretary & President at least 30 days prior to their consideration by the Board of Directors. The Secretary shall submit proposals to the members of the Board of Directors at least 30 days prior to the Board meeting at which they are to be considered.

ARTICLE XI:

EQUAL OPPORTUNITY

The Association shall provide equal opportunity to all persons to participate in activities sponsored, supported or endorsed by the Association, without discrimination on the basis of color, religion, age, gender, national origin, sexual orientation, disability or handicap.



LEADERSHIP TEAM

EXECUTIVE COMMITTEE

PRESIDENT 2 YEAR TERM	EXECUTIVE DIRECTOR APPOINTED BY BOARD NON-VOTING	EVENTS CHAIR ELECTED EVEN YEARS
FINANCE ELECTED ODD YEARS	SECRETARY ELECTED EVEN YEARS	PAST PRESIDENT/PRESIDENT ELECT ONE YEAR TERM

BOARD OF DIRECTORS

ADVOCACY ELECTED EVEN YEARS	MEMBER AT-LARGE ELECTED EVEN YEARS	YOUNG PROFESSIONAL ONE YEAR TERM
COMMUNICATIONS ELECTED ODD YEARS	MEMBER AT-LARGE ELECTED ODD YEARS	PARTNERSHIP ELECTED EVEN YEARS

*All terms are 2-year terms beginning in November at annual conference unless otherwise noted.