



“The educator voice for PHE”

CONSTITUTION

(Revised June 2016)

NAME

The organization shall be referred to as *The Ontario Association for the Support of Physical and Health Educators*. This may be abbreviated to OASPHE

MISSION STATEMENT

“Educators who provide a strong voice to lobby, advocate and support the development and delivery of quality curriculum in Health and Physical Education.”

1. OASPHE MANDATE

- 1.1 To lobby the appropriate provincial ministries, related organizations, and the community at large for quality Health and Physical Education.
Goals:
 - to lobby for changes in curriculum policy and practice
 - to lobby for the retention and creation of leadership roles in Health and Physical Education at the Board and Ministry levels to build capacity and ensure the integrity of Health and Physical education
 - to lobby for daily Health and Physical Education as part of the instructional timetable
 - to lobby for a healthy, active school environment that will reduce physical inactivity and obesity in children and youth
- 1.2 To advocate for the development of quality Health and Physical Education curriculum.
Goals:
 - to identify project and issue priorities
 - to act as advisors for related organizations in the development, implementation and evaluation of curriculum (gatekeepers of curriculum)
- 1.3 To advocate for the delivery of quality Health and Physical Education curriculum.
Goals:
 - to establish criteria for the delivery of quality Health and Physical Education curriculum
 - to advocate for properly trained educators delivering quality Health and Physical Education programs
- 1.4 To provide support and leadership for Health and Physical Education leaders.
Goals:
 - to develop and maintain a communication network for leaders of Health and Physical Education
 - to develop and maintain opportunities for OASPHE members to share and network

2. MEMBERSHIP

- 2.1 On or before October 15th (of each year), each member shall pay an annual fee of \$40.00 (forty dollars). Members who have not renewed their membership by December 31st will no longer be considered a member in good standing and be removed from the list-serve.
- 2.2 Eligibility for membership shall include:
- a) Those individuals within a Board who have assumed a leadership role or are interested in developing/ assuming leadership who have assumed a leadership role in the area of Health and Physical Education, e.g., coordinators, consultants, teachers and individuals responsible for Health and Physical Education.
 - b) Members of Faculty of Education in Health and Physical Education.
 - c) Anyone who has previously held an executive position and wishes to continue as a member of the executive.
 - d) Associate Memberships (with NO voting privileges) may be extended to:
 - P.H.E. University faculty,
 - Faculty of Education student (teacher candidate) – 1 year term
 - Ophea Liaison
 - PHE Canada Liaison
 - CIRA Liaison
- 2.3 Financial Support: is available, on a cost sharing basis between OASPHE, school board, or organization, to fund current or new executive members' attendance at executive meetings or general meetings. The subsidy will be used to provide financial assistance and may include but is not limited to transportation, occasional coverage, and/or accommodation. The amount of the subsidy will be determined according to the need of the executive member and the financial constraints of OASPHE (to be reviewed annually).
- a) Type 1: executive members i.e. president, vice president, secretary, past president) in need of financial assistance. This fund is to support attendance at the Spring Meeting (up to 50%) and five half day occasional teacher costs for conference call meetings.
 - b) Type 2: executive members (Regional representatives, Members at Large) to support attendance at the fall, or Spring General Meeting or the final Spring executive meeting. Funding will be available for up to 50% of the total cost to a maximum of \$500.00 per executive officer with an overall maximum expenditure of \$2000.00.

3. OFFICERS

3.1.1 The Executive Committee shall consist of:

- President(s)
- Past President
- Vice-President(s)
- Administrative Assistant/Treasurer
- Secretary
- Communications Representative(s)
- Regional Representatives (9)

- Members at Large
- Ophea Liaison
- PHE Canada Liaison

3.1.2 Members of the Core Executive shall consist of: the current president(s), vice president(s), past president, and secretary.

3.2 The terms of the office of the President(s) and Vice President(s) are for a minimum of 2 years each, rotating on alternate years, if necessary, to maintain continuity. The term of office for the Past President is for a minimum of 2 years. The term of office for the Secretary, Treasurer/Admin Assistant to the President is for 1 year. Each of these positions is renewable by September of each year.

The Administrative Assistant will receive an honorarium, as reviewed by the core executive, as per a contract struck in agreement with the individual and OASPHE.

3.3 9 Regional Representatives (1 per region)

- West
- Central
- South Central
- Toronto
- Greater Toronto
- South East
- North East
- Near North
- North

The representatives shall be responsible for communications to the regions they represent.

The representatives shall attend the meetings of the executive committee in person or via conference call.

3.4 Members at Large

The positions of members at large (numbers to be set by the executive as deemed necessary) provide opportunities for new leaders of Health and Physical Education to become more actively involved with the organization.

3.5 Associate Members (WITHOUT voting privileges)

- P.H.E. University faculty,
- Faculty of Education student (teacher candidate) – 2 year term
- Ophea Liaison
- PHE Canada Liaison
- CIRA Liaison

4. ROLE OF THE EXECUTIVE COMMITTEE

4.1 To represent membership on all issues related to the lobby and advocacy for quality curriculum in Health and Physical Education.

- 4.2 To communicate to membership any important issues or information via the electronic list serve or website.
- 4.3 To conduct the annual business meeting.
- 4.4 To encourage regional representation and participation in executive meetings.
- 4.5 To oversee the formation of committees to conduct association business.
- 4.6 To promote the benefits of OASPHE memberships to school boards, faculties of education and other educators.
- 4.7 To coordinate general meetings for membership, with consideration given such that it aligns with:
 - the Ophea conference
 - the CIRA conference
 - the PHE Canada conference
- 4.8 To attend and participate in the executive meetings scheduled prior to general meetings that will occur:
 - September/October
 - November (joint meeting with Ophea CAC)
 - January/February
 - March
 - April (AGM and Spring Conference)
 - June
 - and additional meetings as required
- 4.9 To review the constitution annually at the June meeting and make changes as necessary. Changes will be communicated and voted electronically. This will occur within 24 hours of the meetings completion. Changes will be passed either by consensus or by a simple majority (51%).
- 4.10 To represent OASPHE on other committees:
 - Executive members sitting on another committee will present a written report at the next executive meeting
 - One of the president(s) or vice-president(s) must represent OASPHE on the Ophea Curriculum Advisory Council (CAC). There will be 4 representatives in total.
 - When selecting an OASPHE representative for the CAC a brief discussion with the CAC will occur to determine the need for diversity of representation.
 - OASPHE executive representatives on other committees should rotate to accommodate the needs of the executive. e.g., OTF, OHSC, CIRA, The Ophea Provincial Safety Guideline Writing Team.

5. DUTIES OF EXECUTIVE

5.1 President(s)

- spokesperson and advocates for the Association
- set and chair executive and general meetings
- communicate to membership and executive via the electronic list serve, website and other social media as needed
- communicate to partners and other stakeholders
- oversee the election process
- request annual report from Treasurer

5.2 Past-President

- advise president(s) with respect to previous items requiring action
- provide historical perspective for the organization
- maintain the constitution
- organizes and facilitate the process for-the annual election of officers

5.3 Vice-President(s)

- Assist the president(s)
- Carry out specified duties as assigned by the president(s)
- Assume the responsibility for ordering the awards of the association
- inform recipients of the financial award and collects receipts to submit to treasurer
- Confirm the site for the annual Spring Meeting

5.4 Administrative Assistant

- assist the president(s) in disseminating information
- assist the executive with communication
- maintain the website
- may assume role of treasurer where there is no other elected member to assume that role

5.5 Treasurer

- handle the finances of the association and submits a financial report to the president(s) who will deliver the report at meetings of the executive council.

5.6 Secretary

- record minutes at executive and general meetings and forwards to the President(s) who submit them to the administrative assistant for publishing to the OASPHE membership.

5.7 Regional Representatives (9)

- liaison between regions and members-at-large and executive
- communicate to all region members via electronic list serve and website
- represent the membership in all executive committee decisions

5.8 Associate Members

- act as liaison between OASPHE and the “other” organization
- present a report at every executive meeting

5.9 Members at Large

- Attend and participate in all meetings.

5.10 Election of Officers

- Officers shall be nominated/volunteered, seconded and elected or appointed by the membership at the Spring meeting.
- At the Spring meeting a list of executive members plus alternates will be determined for the next school year. Alternates will be those individuals who are willing to be called upon if executive positions are vacated due to unforeseen circumstances. The past president oversees this process at the general meeting.
- When an opening arises or there is a special need and there are no alternates, the executive as a whole can appoint an OASPHE member to fill that position on an acting basis. This person will be formally nominated and go through the election process at the next appropriate general meeting to confirm the formal appointment.

5.11 Term of Office

- The term of the OASPHE Executive will be from September to August, corresponding with the school year.

5.12 Records/Minutes

- Records of meetings, treasurer's statements and meeting business shall be kept from year to year and passed on to the Administrative Assistant.

5.13 The Executive Committee shall be empowered to deal with all items not specifically prescribed by the constitution.

6. OASPHE GENERAL MEETINGS (Spring)

6.1 The Executive Committee shall be responsible for the agenda of the Spring meetings.

6.2 The decision regarding the location of future Spring meetings will be made in June.

6.3 Sponsorship for Conferences

- Subject to available funds, OASPHE may assist in financially supporting the President or someone designated by the Executive to attend annual Conferences where their attendance would be beneficial to the profile of OASPHE and the hosting association.
- The Executive member attending will take an active role in one or all of the following:
 - present information
 - inquire into the work of the organization and how OASPHE might further networking opportunities to support each other
 - network with other colleagues from other provinces and countries
 - report back to the executive

7. OASPHE AWARDS

7.1 Awards (6)

- a) The Victor Angelosante Award will be presented to the outgoing OASPHE President in recognition of outstanding leadership and service
- b) A Recognition Award will be presented to an individual who has made a significant contribution to the growth/evolution of the Health and Physical Education community through sharing innovative practices and/or programs.
- c) OASPHE Advocacy Awards
 - i) Teacher Leader
 - presented to a teacher who exemplifies leadership and a strong voice in lobbying for the delivery of quality Health and Physical Education programs
 - ii) System Leader in Health and Physical Education
 - presented to a leader at a system level (out of the classroom/school environment) who exemplifies a strong voice in lobbying policy makers for the delivery of quality Health and Physical Education programs
- d) The award recipients are selected by the Executive Committee and are presented at the Spring meeting.
- e) The teacher Advocacy Leader Award consists of an OASPHE plaque and financial award up to a maximum of \$350.00 to attend OASPHE' conferences or meetings. Recipients are required to submit receipts for reimbursement of conference fees.

8. OASPHE Annual Action Plan

- 8.1. The OASPHE Executive Committee will review the annual Action Plan at the September meeting and update it as required in preparation for reporting to the membership at the conclusion of the June meeting. The Action Plan will be published to the general membership via the list-serve and be posted on the OASPHE website.

