

2025 Operating Codes

Society of Health and Physical Educators of Colorado

adopted by the Board of Directors 10.24.2025

Article I - Purpose

The purpose of this operating code is to define the roles, responsibilities, and expectations of key officers and appointed positions of Society of Health and Physical educators in Colorado Colorado, ensuring effective governance and organizational success.

Article II - Officer and Leadership Roles

Section 1. President

Responsibilities:

- Presided all meetings of the Board of Directors and membership.
- Provide strategic leadership and ensure alignment with the mission and bylaws.
- Serve as the official spokesperson for the organization.
Appoint councils and committees and task forces as necessary.
- Work closely with the executive director to oversee operations and ensure board directives are carried out.
- Facilitate board development and ensure accountability of officers.
- Serve as an ex-officio member of all councils and committees.
- Work with the nominating committee to recruit future board and leadership members.

Section 2. President-Elect

Responsibilities:

- Assist the President in the execution of duties and preside in the absence of the President.
- Prepare to assume the role of President at the end of the current President's term.
- Will chair designated committees or task forces as assigned by the President.
- Work with the nominating committee to recruit future board and leadership members and forward the google form for a call for executive members to the executive director 60 days prior to the convention; members interested in being elected to the executive board must respond 40 days to the Executive Director/and or President E bingo, wheelchair suburb, Elect prior to the convention date.
- Participate in strategic planning initiatives and Leadership transition.

Section 3. Executive Director

Responsibilities:

- Serve as the chief executive officer of the organization, responsible for daily management and administration.
- Implement policies, programs, initiatives, and directives established by the board.
- Manage, observe and direct the execution of tasks, projects, or activities of staff, contractors and volunteers.
- Manage finances, budget preparation, and ensure fiduciary compliance.
- Lead fundraising efforts in collaboration with the President and board.
- Report regularly to the board on operations, finances, and program outcomes.
- Maintain relationships with funders, partners, and stakeholders.
- Participate in strategic planning initiatives and Leadership transition.
- Assistant preparation and presentation of the annual budget.
- Ensure timely filing of tax and regulatory documents.
- Work closely with the treasurer and bookkeeper/accountant to safeguard the organization's assets.

Section 4. Treasurer

Responsibilities:

- Oversee the financial management of the organization.
- Chair of the finance committee and provide Financial reports to the board.
- Ensure accurate maintenance of all financial records and compliance with legal requirements as identified in the Bylaws.
- Monitor cash flow, expenditures, and investment funds.
- Assistant preparation and presentation of the annual budget.
- Ensure timely filing of tax and Regulatory documents.
- Work closely with the Executive Director and bookkeeper/accountant to safeguard the organization's assets.

Section 5. Secretary

Responsibilities:

- Keep accurate minutes of all meetings of the board and general membership.
- Ensure that official records and documents of the organization are maintained and accessible.
- Distribute meeting notices, agendas, and minutes in a timely manner.
- Maintain an updated record of board and membership distribution lists.
- Authenticate and maintain policies, bylaws, and other official documents.
- Serve as a custodian of the organization's records and assist the archive committee with documents to be included in the archives.

Section 6. Webmaster

Responsibilities:

- Manage and maintain the organization's website, ensuring accuracy, accessibility, and alignment with SHAPE Colorado standards.
- Update content regularly, including events, membership information, and resources.
- Collaborate with the communications marketing committee to promote organizational initiatives online.
- Monitor web analytics and provide reports on digital engagement.
- Ensure compliance with privacy (permission to post obituary notices), copyright and vetting standards.
- Support online membership systems and databases as needed.
- Provide Social Media postings, confirmed by the Board of Directors.

Section 7. Past President

Responsibilities:

- Serve as an advisor to the President and Board, providing continuity and institutional knowledge.
- Chair the Nominating Committee and oversee leadership succession planning.
- Represent the organization in external functions as delegated by the President.
- Support board orientation and Leadership mentoring.
- Provide assistance with strategic planning and special projects as needed.

Article III - General Expectations of All Officers

- Attend and actively participate in all board meetings.
- Uphold the mission, vision, and values of the organization.
- Act in accordance with the organization's bylaws, policies, and code of conduct.
- Maintain fiduciary responsibility and confidentiality in all matters.
- Support Legacy Leadership Scholarship Fund, fundraising and membership development efforts.

Article IV - Professional development for the President-Elect, President, Past President and Executive Director

When the Nonprofit working budget can support the members of the Board of Directors to attend any of the following: National Convention, Central District Leadership Conference, Society of Association Management training, LLC leadership training; and any other leadership/professional training conference; the compensation to any member of the Board of Directors will be determined by the Executive Board based on the budget.

These operating codes will be reviewed annually by the Governance Committee and updated as necessary with changes approved by the Board of Directors.

2025 Operating Policies

Educational Organization Serving Educators

Society of Health and Physical Educators of Colorado

Focus: Advancing Adult Education and Professional Development

1. Purpose and Scope

The Operating Policy governs the day-to-day operational practices of SHAPE Colorado, a nonprofit organization dedicated to supporting, training, and advocating for adult educators. This supplements the organization's bylaws and policies adopted by the Board of Directors.

2. Vision Statement

To enhance the quality and accessibility of adult education through professional development, resource sharing, research dissemination, and collaborative partnership.

3. Guiding principles

- Integrity: Act honestly and transparently in all activities.
- Equity: Ensure equitable access to programs, services, and Leadership opportunities.
- Collaboration: Foster Partnerships among educators, institutions, and community organizations.
- Excellence: Uphold high standards in teaching, learning, and organizational management.

4. Governance and Leadership

- Board authority: The Executive Board is the ultimate decision-making body for strategic and fiduciary matters.
- Leadership: The Executive Board determines, based on the issue to: vote (eg. the annual budget), or come to a consensus to agree to disagree; with the intention to accept and to try an innovation or alternative to current practice.
- Executive director/ CEO: Manages daily operations, guides the staff, and implements board-approved programs and policies.
- Committees: Standing - permanent and handles ongoing governance, or ad-hoc short term and task-specific, formed to address specific needs (e.g., Advocacy, Awards, Budget/Finance, Fundraising, Governance, Grant Writing, Initiatives

(fund raising for a specific cause), Membership, Nominating, Program-convention - workshops).

5. Programs and Services Awards

- Professional development: workshops, webinars, and conferences for adult educators.
- Resource library: curated instructional resource and toolkits for educators identified with links on the website.
- Advocacy and awareness: promote the importance of adult education in the community; teaching teachers how to advocate for their instructional programs.
- Research and innovation: support and disseminate evidence-based practices in adult education.

6. Membership

- Eligibility: open to individuals and organizations aligned with the mission.
- Dues: annual membership fees are set by the Executive Board.
- Benefits: access to resources, reduced fees for training events, eligibility for leadership roles.

7. Financial management

- Annual budget approved by the Executive Board.
- Regular financial reports from the Treasurer and Executive Director.
- Compliance with non-profit accounting standards in IRS regulations by the Treasurer and Executive Director.

8. Communications

- Internal: Regular staff meetings, committee/Council updates, and board communications as needed.
- External: Website updates, newsletters, social media, and Podcasts per SHAPE Colorado vetted guidelines.
- Member Engagement: Quarterly updates, annual meeting, and open forums for feedback, and monthly email messaging.

9. Code of Conduct

- Treat all members, staff, and stakeholders with respect.
- Avoid conflicts of interest; disclose any potential conflicts immediately.
- Maintain confidentiality of sensitive information.

10. Review and Amendment

- These operating policies will be reviewed annually by the Governance Committee and updated as necessary with changes approved by the Board of Directors.

Nonprofit Officer Accountability Policy - Minor Accountability Infractions

1. Gentle Accountability First

Reminder & Support: The President or Executive Director, typically reminds the officers of the Society of Health and Physical Educators of Colorado including the President, President-Elect, Treasurer, Secretary, Executive Director, and other executive board members of the expectations and accountability to the nonprofit.

It ensures that officers fulfill their duties in a timely and responsible manner and provides support to complete it.

Documentation: A note is made in board minutes or officer reports that the duty was delayed or missed.

2. Escalation if It Becomes a Pattern

Verbal Warning: The Board President or Executive Committee may issue a formal verbal warning, stressing the importance of fulfilling officer duties.

Written Warning: If repeated, a written reminder is sent, sometimes citing the bylaws or operating codes.

3. Formal Board Action

Censure: The board can pass a resolution formally censuring the President-Elect (example) for neglect of duty.

Removal from Office: If the bylaws or operating code define "failure to perform duties" as grounds for removal, the board may vote to remove the President-Elect (example) and appoint or elect a replacement.

Suspension of Privileges: In some organizations, the board can suspend decision-making authority until responsibilities are fulfilled.

4. Best Practice

Rather than focusing immediately on punishment, many nonprofits adopt a progressive accountability policy:

1. Clarify the duty in writing (operating codes).
2. Provide one reminder or grace period.
3. Escalate to censure or removal only if duties are continually neglected.

Suggested Penalty for a One-Time Failure:

A documented warning and directive to complete the task within a short extended timeframe. No removal, unless it is part of a pattern of neglect or expressly required in your bylaws.

Nonprofit Officer Accountability Policy - Major Accountability Infraction

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1. Purpose

This policy establishes clear expectations and accountability measures for officers of the Society of Health and Physical Educators of Colorado including the President, President-Elect, Treasurer, Secretary, Executive Director, and other executive board members. It ensures that officers fulfill their duties in a timely and responsible manner.

2. Scope

This policy applies to all elected and appointed officers of the SHAPE Colorado. It supplements, but does not replace, provisions in the organization's Bylaws and Operating Codes.

3. Officer Responsibilities

Each officer is responsible for fulfilling the duties assigned under the bylaws and operating codes. Examples include:

The President-Elect contacts membership to solicit interest in serving on the Executive Board by established deadlines. The Treasurer provides timely financial reports. The Executive Director ensures compliance with board directives.

Failure to perform such duties constitutes neglect of office.

4. Progressive Accountability Measures

4.1 Reminder and Support

- If an officer fails to meet a required duty by the designated date, the President (or Executive Committee) will issue a verbal reminder.

- The officer will be given a grace period of up to two weeks to complete the task.

4.2 Written Warning

- If the officer still fails to complete the duty, the President or Executive Director will issue a written warning documenting the neglect of duty.
- This warning will be recorded in the official board minutes.

4.3 Formal Censure

- Continued neglect of duty may result in a formal censure by vote of the Executive Board.
- Censure is a public statement of disapproval entered into the official records.

4.4 Removal from Office

- If an officer repeatedly fails to fulfill responsibilities despite warnings and censure, the Executive Board may move to remove the officer from office in accordance with the bylaws.
- Removal requires a two-thirds (2/3) majority vote of the Board, unless otherwise specified in the bylaws.

5. Procedures for Enforcement

1. The President (or Executive Committee) initiates enforcement steps.
2. Documentation is provided to the Board at each stage.
3. The officer in question is given an opportunity to respond in writing or at a board meeting.
4. The Board votes on censure or removal, if applicable.

6. Appeals

An officer subject to censure or removal may submit an appeal to the full Board within 30 days of action. The Board's decision on appeal is final.

7. Adoption and Review

This policy shall be adopted by vote of the Executive Board and incorporated into the organization's official Operating Codes. It shall be reviewed at least every three years or as necessary.

8. Signature Page

Adopted by the Executive Board of SHAPE Colorado on: _____

President: _____ Date: _____

President-Elect: _____ Date: _____

Past President: _____ Date: _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____

Executive Director: _____ Date: _____

Adopted 10.24.2025