

Hamilton Southeastern Destination Imagination Boosters, Inc. Bylaws

Article I: NAME

The name of the corporation is Hamilton Southeastern Schools Destination Imagination Boosters, INC. (hereinafter referred to as the "HSE DI" or the Organization).

Article II: Purpose

HSE DI Boosters is a not-for-profit corporation (an Indiana Public Benefit Corporation) that shall be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)3 of the Internal Revenue Code of 1999, or its latest version, to be non-partisan, non-political, and non-sectarian in all of its activities. Specifically HSE DI provides opportunities for all students to develop skills in collaborative problem solving by supporting HSE DI teams' journeys through the creative process and facilitating their progress through the DI program.

Article III: OBJECTIVES

The objectives of HSE DI shall be:

- 1) To raise funds to finance or partially finance activities relating to participation, travel, and to purchase other approved items and supplies for the HSE DI teams.
- 2) To act as a support group for HSE DI teams.
- 3) To promote community and local business interest, understanding and support of HSE DI.
- 4) To keep parents and participants informed of issues and concerns impacting HSE DI.

Article IV: MEMBERSHIP

Parents and legal guardians of any student currently registered in HSE DI and any team manager becomes a member in the Organization. Membership in the Organization constitutes the right to vote. Other interested parties may join the organization for a nominal fee.

Article V: ALUMNI

Former student members of HSE DI and/or their parents or legal guardians and former team managers may participate in Organization activities. Alumni will be subject to background checks as dictated by the Hamilton Southeastern School Corporation if working directly with team members.

Article VI: OFFICERS

The officers of the Organization shall be the President, Vice-President, Secretary, and Treasurer. These officers shall also be members of the Executive Board.

Section 6.01 President

- a) Shall preside at all meetings;

- b) Shall be an ex-officio member of all committees, except the nomination committee;
- c) Shall appoint the chairpersons of all standing committees and special committees;
- d) Shall coordinate and monitor the activities of all committee chairpersons;
- e) May call special meetings of the Organization or Executive Board at any time;
- f) May sign all fiscal documentation, including checks.

Section 6.02 Vice President

- a) Shall preside at all meetings in absence of the President;
- b) Shall assume the office of President if the President is unable to serve;
- c) Shall assume the responsibility of collection of delinquent Student Accounts;
- d) Shall perform such other duties as the Organization may direct.
- e) Appoint Committee Chairpersons for the following year

Section 6.03 Secretary

- a) Shall record proceedings of all meetings;
- b) Shall handle all correspondence necessary for the Organization;
- c) Shall be responsible for maintaining a current list of HSE DI members, and ensure that a directory of HSE DI students is published and updated as needed;
- d) Shall maintain enrollment records and transcripts for all HSE DI scholarship recipients;
- e) Shall perform such other duties as the Organization may direct.

Section 6.04 Treasurer

- a) Shall collect monies due to the Organization and deposit these in accounts approved by the Organization;
- b) Shall be responsible for keeping and maintaining records of students accounts;
- c) Shall maintain accurate records of transactions in accordance with all local, state, and federal requirements;
- d) Shall be responsible for ensuring the timely completion and filing of any local, state, federal reports;
- e) Shall be responsible for ensuring payment of all bills and reimbursements;
- f) Shall prepare appropriate financial statements, reports and arrange for an annual external review by qualified individual; this shall include a written Treasurer's report at each meeting as well as a year-end report; Annual review shall be presented annually and kept as part of permanent records.
- g) Shall sign all checks written by or on behalf of the Organization;
- h) Shall perform such other duties as the Organization may direct.

Section 6.05 Term of Office

The officers shall be elected to serve 2(two) years, beginning July 1 and finishing June 30, or until their successors are elected. Officers shall serve no more than 2 (two) consecutive terms in the same office unless there is no nomination for a successor, and there is a majority vote at the election meeting in favor of the incumbent remaining in office.

Section 6.06 Vacancies

A vacancy in any office (other than that of the President) shall be filled by special election at the next regular meeting of the Organization following the vacancy. Special election meetings must be

announced to the membership prior to the designated meeting time, and will begin by taking nominations for the vacant office from the attendees. If no names are entered into nomination, the President will appoint a special committee that will canvas the membership to seek a suitable candidate for the vacant office.

Section 6.07 Absences

Any elected officer absent from 4(four) regularly scheduled meetings without having submitted valid reasons for such absences, shall be considered to have resigned and will be replaced by a person as provided for in Article VI, Section VI of these By-Laws.

Section 6.08 Eligibility

To be eligible to hold office a person must be an active member of HSE DI in good financial standing.

Section 6.09 Resignation

Resignations are effective upon receipt of written notification to the President of the Organization.

Article VII: THE EXECUTIVE BOARD

The Executive Board shall be comprised of the officers of the Organization and Director(s) of HSE DI.

Section 7.01 Meetings

The Executive Board shall meet at least four times a year.

Section 7.02 Quorum

A quorum shall be required for the Executive Board to conduct business. A quorum shall consist of a majority of the Executive Board attending. All decisions will be by majority vote of those present at a meeting at which a quorum is present.

Section 7.03 Voting

Each office of the Executive Board gets one vote for all Executive Board business. The Executive Board may have Co-officers but each office gets only one vote during Executive sessions. The HSE DI Director also gets only one vote during Executive session.

Article VIII: BOOSTER CLUB MEETINGS

Section 8.01 Annual Meeting

The Annual Meeting of Members shall be in the summer (typically June) of the year and shall be publicized at least ten (10) days prior to the meeting. The primary intent of the annual meeting is to elect new officers.

Section 8.02 General Meetings

The General Meetings (including the annual meeting) shall be held at least four (4) times during the school year at a time and date designated by the President and HSE DI Director. The intent of the general meetings is to conduct all necessary business of HSE DI, including fundraising,

expenditures, and to convey important HSE DI information to participants. Every member present during general meetings may cast a vote.

Section 8.03 Special Meetings

Special Meetings may be called by the President or by a majority of the members of the Executive Board with an attempt of prior notification to all Executive Board members.

Section 8.04 Quorum

A quorum shall be required for the HSE DI Board to conduct business. A quorum shall consist of a majority of the Executive Board attending. All decisions will be by majority vote of those present at a meeting at which a quorum is present.

Section 8.05 Robert's Rules of Order

Roberts Rules of Order will be generally used to conduct meetings.

Section 8.06 Selection of Officers

The Nominating Committee shall present a single slate of officers for election at the Annual Meeting of members in the spring of each year.

- a) Nominations for the officer positions must be made in writing and received by the Executive Board from the Nominating Committee at least 14 days prior to the annual meeting.
- b) The Vice President shall appoint a chairperson annually of the Nominating Committee. The Chairperson in turn will select a committee comprised of six individuals, two representatives from each competition level.
- c) The officers of the Executive Board shall be elected by majority vote of those present at the Annual Meeting (typically in June). The Vice-President may succeed the President, but must also be voted into office.

Article IX: STANDING COMMITTEES

The number and type of standing committees will be determined by the Executive Board based on the needs of HSE DI each year.

Section 9.01 Chairperson Duties

- a) Attend all Organization meetings and report the activities of the committee;
- b) If unable to attend a meeting, shall submit a written status report to the President;
- c) Shall recruit committee members;
- d) Prepare the calendar of any event, project, activity and meeting and ensure the timely communication of those details to committee members;
- e) Be responsible for collecting and remitting to the Organization's Treasurer any monies collected by his/her committee;
- f) Collect receipts for approved expenditures to be paid by the Organization. No reimbursements or bills will be paid without a receipt of invoice.

- g) Prepare a summary report for their activity upon completion including a committee notebook for future chairs, suggested improvements and return on investment.

Section 9.03 Committees

- a) Fundraising/ Corporate Sponsorship - Shall be responsible for developing organizing, recruiting sub-committee chairs, supervising and reporting on money making projects and to present all ideas, activities and costs to the Executive Board for approval; Shall actively pursue corporate sponsorships
- b) Communication/PR- keep members informed of Organization's activities and events via multiple communication channels.
- c) Alumni Outreach/School Liaison - Contact DI Alumni, request donations. Work within each school to get students involved in programs, arrange yearbook photos of DI participants, inform award ceremonies, request PTO donations and serve as contact person.
- d) Scholarship Committee - Solicit scholarship applications, review applications and select scholarship recipients and amount of scholarship. HSE DI Directors will appoint Committee Chairperson and Committee chair will select scholarship committee. Maintain scholarship transcript and enrollment records. Comprised of parents and alumni of the HSE DI program. All relatives of qualified scholarship applicants are ineligible to serve on the scholarship committee.
- e) Administrative Secretary/Volunteer Record Keeper - Keeps record of registrations, various release forms and member payments. Obtains and maintain DI Volunteer contact information, compiles volunteer hours from fundraising events, sends members regular updates of volunteer hours they have completed.
- f) Historian/Event Planner -actively works to compile DI photos throughout the year and organizes for senior photo books, banquets and recruiting events. Organizes and coordinates end of year DI banquet.

Article X: FINANCIAL ADMINISTRATION

Section 10.01 Fiscal Year

The fiscal year of the Organization shall be July 1- June 30 but may be changed by resolution of the Executive board and notification and approval by the Internal Revenue Service.

Section 10.02 Checks, Contracts, Etc.

Any legal documents shall be signed or endorsed by the President or Vice President of the Organization. Checks will have two signatories, the Treasurer or the President/Vice President

Section 10.03 Expenditures

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The President may authorize any expenditure up to \$150.00 without prior approval of the Board. Expenditure requests not budgeted over \$500 must be brought before the executive board at the next regular meeting. Once the budget is approved, expenditures within the budgeted line item need not be approved again.

Section 10.04 Deposits and Accounts

All funds of the Organization shall be deposited in general or special accounts in such banks or other depositories that have been selected by the Executive Board.

Section 10.05 Annual Budget

The Executive Board shall develop and administer the annual budget. The Executive Board shall vote to approve annually the proposed budget prior to presenting it at a general membership meeting no later than October of each year.

Section 10.06 Carryover Funds

Any money remaining after all outstanding bills are cleared will remain in the Organization's General Fund.

Article XI: DISSOLUTION

In the event the Boosters ceases operations for any reason, the existing officers, or if there are none, the Program Director(s), shall pay any outstanding expenses, sell any unneeded equipment, and pay any requested funds/outstanding debts. After all such payments and collections have been made, the then-acting officers or Program Director(s), as the case may be, shall distribute any remaining funds or assets to the following entities, in order of preference:

1. Destination Imagination – HSE: Indiana
2. Destination Imagination – State Affiliate: Indiana

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Article XII: AMENDMENT OF BYLAWS

The power to make amendments to these by-laws is vested in the membership of the Organization. Changes to the bylaws may be proposed at any general meeting of the membership by any member. Once the proposed changes have been reviewed, the changes will be tabled until the next general meeting where they will then be voted upon. The changes shall be adopted by an affirmative majority vote of the members present.

So approved this _____ day of _____, 2015.

President (print)

(signature)

Vice-President (print)

(signature)

Treasurer (print)

(signature)

Secretary (print)

(signature)

Program Director (print)

(signature)

Program Director (print)

(signature)

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Program Director

(print)

(signature)