

Leon County Schools

James S. Rickards High School Science Olympiad Team (JSRHSSO) By-Laws

Hall, Paula
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James S. Rickards High School Science Olympiad Club By-Laws

Article I - Purpose

Science Olympiad is an international nonprofit organization devoted to improving the quality of science education, creating a passion for learning science and providing recognition for outstanding achievement in science education by both students and teachers. These goals are accomplished through classroom activities, research, professional development workshops and the encouragement of intramural, district, regional, state, national and international tournaments. The James S. Rickards High School Science Olympiad team is a tribute to our school district, our state, our community and the entire nation. Science Olympiad tournaments are a celebration of our team's accomplishments in demonstrating understanding and mastery of science, mathematics and technology concepts that require not only knowledge and problem-solving skills but also the ability to work together as a group. Thousands of leaders from government, education, the community, business, and industry join us in saying that we are confident that Science Olympiad participants will become the science and technology leaders of tomorrow.

Article II – Name

A. The name of this organization will be the James S. Rickards High School Science Olympiad Team (hereafter referred to as JSRHSSO).

Article III-Membership

A. Membership is open to all James S. Rickards High School students who wish to join and are chosen to represent the school.

B. We have an open membership but each team is limited to 15 people.

C. Memberships in JSRHSSO are not transferable.

D. Team members must remain academically eligible with a minimum of 3.0 unweighted GPA.

E. Membership will be secured once the student has turned in his/her form with the dues.

F. In the case that the number of students interested in joining JSRHSSO exceeds the membership limits set by the number of teams, students will receive membership on a first come first serve basis. Once down to the last 5 slots, the remaining students will be tested on past Science Olympiad questions and their results will determine their membership.

G. If a student does not qualify for membership in the competing teams of JSRHSSO, the student may obtain an honorary membership in which he or she assists the club in preparations or substitutes for an individual who resigns.

Article IV - Membership Fees

A. All fees associated with JSRHSSO will be determined and assessed as outlined by the JSRHSSO fee schedule. (see Appendix A)

Article V-Termination and Resignation

A. Any member may resign membership by writing a letter of resignation to JSRHSSO however dues will not be refunded.

B. Gross violation of JSRHSSO rules may result in a membership being terminated by actions of the JSRHSSO Advisors in accordance with the procedures set forth by the JSRHSSO Advisors.

C. Lack of attendance in meetings and event practices, misconduct during competitions and academic dishonesty at school can result in termination of membership.

Article VI - Elections

A. All members in good standing shall have voting rights at each meeting. These voting rights shall pertain to election of the Officers and any proposed change to the bylaws and any other business as presented by the JSRHSSO Club or Advisors to the membership for a vote.

B. All members must attend the Science Olympiad Regional or State Competition to vote in elections.

C. To be eligible to run for officer positions, the candidate must attend both the Regional and State Competition. If the candidate did not attend both competitions, he/she must turn in a letter to the Sponsor of the JSRHSSO Club that explains why he/she should be allowed to run.

D. To be eligible to run for officer positions, the candidate must have attended approximately half of the after school practice sessions, or have provided proof that they were working consistently the entire year.

E. The candidates will be selected through a Nomination process, and may only run after having received approval. The Nomination process will occur as follows: Members may nominate themselves or other members as candidates for office. Nominees will be evaluated by both the current Officers and the Club Advisor or Sponsor. Approval will be based on meeting attendance, sponsor's evaluation of the members potential, dedication, and success in competition. This is needed to reduce the field to 2 or 3 members per position.

F. Candidates' names and positions will not be disclosed prior to the Election. It is the policy of the organization to respect the privacy of each candidate, and also to protect them from their opponents and moderate the election process to be a civilized selection based on a

member's qualities, as opposed to their ability to demean others. It is the decision of the candidate to disclose the information of their running.

G. Elections will be held after the Science Olympiad State Competition in April. The sponsor has a vote that counts as 25% of the overall vote.

H. The Sponsor has the authority to terminate a campaign speech consisting of inappropriate remarks, mudslinging and slander towards the club or a specific individual. The severity of the misconduct may result in the removal of the candidate from the elections.

Article VII - Officers

A. The officers of this JSRHSSO shall be President, Vice President, Secretary, Treasurer, Historian and any others deemed necessary who shall be elected annually. The officers are in charge of creating the Regional and State teams, dealing with all emails/texts messages to the team, bus assignments for regionals and states, hotel assignments for states, general meeting details and help with fundraising activities.

B. The President shall serve as the Executive Officer of the JSRHSSO, preside at all meetings of the membership and the Officers, exercise general supervision over affairs of the Club, and perform such other duties as are ordinarily incumbent upon a President. He or she shall represent the Club in all relations. To run for President, the member must have been in a role of leadership the previous year. In case of absence, the Vice President shall provide for his or her representation.

C. The Vice Presidents shall perform such duties as are ordinarily incumbent of the Vice Presidents and as described or assigned by the President.

D. The Secretary shall keep and maintain all records of membership, attendance, minutes of all meetings, in the form and manner prescribed by the JSRHSSO Advisors, and shall conduct such correspondence as may be required by the President and the JSRHSSO Advisors. He or she shall also make and file all reports and generally perform such duties as are ordinarily incumbent of the Secretary.

E. The Treasurer shall keep and maintain all records of fees, and monies collected and disbursed in the form and manner prescribed by the JSRHSSO Advisors. He or she shall submit regular financial statements in the form, manner and frequency prescribed by the Advisors, prepare an annual statement for the annual meeting of the Club and generally perform such duties as are ordinarily incumbent of the Treasurer.

F. The Historian shall keep visual records as well as aid the Secretary in maintaining records of the meetings, events and competitions. He or she will be responsible of updating and managing the JSRHSSO website and calendar as well as perform such duties as are ordinarily incumbent of the Historian.

G. The Officers may amend or expand these duties as needed, as long as they are within the guidelines of JSRHSSO bylaws.

Article VIII - Attendance

A. Attendance at scheduled meetings and planned events is mandatory.

B. A member shall be regarded as in good standing if he or she does not have more than 1 unexcused absence from meetings or planned events.

Article IX - Meetings

A. Regular meetings of the JSRHSSO teams shall be held at such time and place as may be determined by the Officers (Mainly Room 1931 Dr Hall).

B. Special meetings may be called by the President.

C. One-third (1/3) of the members in good standing shall constitute a quorum at a regular, special or annual meeting of the Club.

D. Typical Meeting

i. Topics of discussion

ii. Teams for categories- no teams finalized

iii. Events

iv. Fundraising- gather ideas, possibly make final decisions; everyone must participate.

v. Outside Meetings: kick-off parties, “fun” events, etc.

vi. Take roll at every meeting to determine active members.

vii. Learn more about each other at meetings to avoid subconsciously creating a border between new members and veterans.

viii. Always have assigned time for meetings (when they start and end) to avoid conflicts.

ix. Plan out what the topic of discussion at every meeting is going to be before the actual meeting.

x. If a member is absent, she/he must have a valid excuse, and thus a leader must contact her/him up to date before the next meeting to avoid confusion.

- xi. Forum: Leaders are required to update calendar and announcement sections if it hasn't already been updated.

Article X - Finances

- A. JRSHSSO funding shall not be co-mingled with a member's personal account.
- B. JRSHSSO financial practices shall not create the appearance of a personal gain by any individual or business.
- C. All funds of the JSRHSSO shall be deposited from time to time to the James S. Rickards High School bookkeeper.

Article XI - Amendments

- A. Any amendment to these bylaws, may be adopted after the approval of the amendment by the JSRHSSO Sponsor or two-thirds (2/3) vote of the JSRHSSO members present at any meeting, provided written notice of the proposed amendment and date of such meeting shall have been given to the members prior to the voting day .
- B. Suggestions for amendments may originate from the JSRHSSO Advisors or submitted by any member of JSRHSSO team. The bylaws may contain any provisions for the regulation and management of the affairs of the JSRHSSO team not inconsistent with the law or James S. Rickards High School or Leon County Schools District.

Article XII – Limiting Number of Teams

- A. The number of teams from one school that advance from regional tournaments to the state tournament will not be limited due to National by laws.

Article XIII -- Event Assignments

- A. The event will be assigned in October after forms and fees are turned in. The Officers will be assigning events based on preferences and Science Olympiad results from the previous years.
- B. Once event assignments are made accessible to the team, members have a one week period in which they can make adjustments to the assignments, such as changing their partners or changing their event. These changes must be first discussed with and agreed upon with members of the desired event as well as one's partner before addressing the sponsor or the Officers.
- C. Event adjustments must be made official through discussion with the sponsor and the Officers.

D. In the case that the teams qualify for the State Science Olympiad Competition, the event assignments will be altered based on the performance of the individuals in the Regional competition, event needs, and their dedication to the team, which will be tracked by attendance at meetings and event practices.

Article XIV -- Impeachment & Removal

A. An officer may be considered for Impeachment for the following reasons:

- i. The officer in question has not fulfilled his or her duties, and has failed to do so after sufficient notification.
- ii. Major negligence of the policies set in place by the Constitution and Bylaws.
- iii. Failure to be a model member, through behavioral issues, academic dishonesty, and unwillingness to work with others.
- iv. Disorderly conduct in competition including cheating, and bad sportsmanship.

B. The Impeachment and Removal process will be as follows:

- i. The officer in question will be notified of their consideration for impeachment, after having been warned of the possibility at the outset.
- ii. All other officers must unanimously agree to the impeachment of the officer in question, based on consideration of all infractions as well as all contributions.
- iii. The Club Advisor must also approve of the impeachment and removal of the officer, and has the final say regardless of the agreement of the other officers.

Appendix A

JSRHS Science Olympiad Team Fee Schedule

The James S. Rickards High School Science Olympiad team's initial fees are determined and assessed based on the following:

- The number of teams initially registered (\$235.00* (early registration) or \$270* (late registration) for each team)
- Transportation cost to regional tournament
- Cost of t-shirts

The total cost is then divided and paid by each member of JSRHS Science Olympiad team(s)

Incidentals, entertainment and food cost are the sole responsibility of each individual member.

If the JSRHS Science Olympiad team(s) is/are successful competing in the Regional tournament and advance(s) to the *State* or *National* tournaments, the fees for the tournament will then be determined and assessed based on the following:

- Tournament Registration
- Transportation and hotels cost

The total cost is then divided and paid by each member of JSRHS Science Olympiad team(s)

No Refund Policy – If a member of the JSRHS Science Olympiad team has paid fees and resigns or no longer participates in JSRHS Science Olympiad, the fees will not be returned.

* **Registration Fees include:** Regional and state membership, national membership, and one coach's manual, one regional competition registration. Coaches manual will be mailed once payment or purchase order is received.