

## CREATIVITY UNLIMITED IN PENNSYLVANIA BY-LAWS

NAME: The name of this Association shall be CREATIVITY UNLIMITED IN PENNSYLVANIA (hereafter known as CU in PA). CU in PA is an educational community service and non-profit organization.

MISSION STATEMENT: CU in PA supports the mission and goals of the parent organization (Creative Competitions, Inc.)

### I. PURPOSE

The purpose of CU in PA will be:

- A. To foster creative problem solving among Pennsylvania elementary, secondary school and college age students.
- B. To foster the idea of creative problem solving competition by conducting an annual State Finals.
- C. To provide assistance to members of the CU in PA in its various activities.
- D. To disseminate information about the ODYSSEY OF THE MIND program, its philosophy, goals, and objectives.

### II. MEMBERSHIP

- A. Eligibility for membership in CU in PA is limited to Pennsylvania groups who are current members in the ODYSSEY OF THE MIND school program.
- B. Annual dues for world membership are set by Creative Competition, Inc. and annual association dues are determined by action of the CU IN PA Board and shall be paid directly to the designated region. Each region will forward to the State Treasurer the designated amount with the balance of the dues to remain within the region. The association dues must be received by the State Treasurer by April 1<sup>st</sup> of each year.
- C. CU in PA shall not allow any team whose membership fees are unpaid to compete in a sanctioned competition.

### III. Tournaments

- A. Each membership shall be eligible to enter as many teams as allowed that year by the ODYSSEY OF THE MIND Association policy. Only winners of competition, which are sanctioned by the Board, shall be eligible to advance to the next level of competition.
- B. Member schools may hold unlimited practice competitions within their own school districts or with other districts.
- C. There shall be geographic regions within the state. These regions shall be determined by the Board of this Association. Consideration for geography of the regions shall be based on number of participating teams and reasonable travel time for competing teams.
- D. First and second place winning teams in each problem and division in each recognized region are eligible to compete at the State Finals. If any winning team is unable to participate at the next competition level, the next highest scoring team in that problem and division may be substituted by action of the Regional and Tournament Directors. An additional team can be sent to the State Finals when on competition day the total number of teams participating in a particular problem and the same division is 15 to 19 teams. A fourth additional team may be added when the total teams competing on that day is 20 or greater. There will be a maximum of 4 teams per region, per

problem, per division. If there are ties within that number only the top 3 or 4 teams go on to State Finals. Regional placement will be based on scores calculated to second decimal point. Ties will occur only on absolute duplicate scores.

- E. The State Tribunal shall consist of Problem Captain from the Problem involved, Association Director and a member selected by the Association Director.
- F. Final decision rendered by the Tribunal at the State Competition will stand. This will not be open for review. If additional information comes to light, the Tribunal will be reconvened.
- G. All judges/officials must be certified for their position by attending a sanctioned training session prior to any competition.

IV. A. BOARD MEMBERS

1. Membership will be made up of the Association Director, Regional Directors, Treasurer, Secretary, Merchandise Director, Judges' Trainer, Tournament Director, Public Relations Director, Fundraising Director, Problem Captains, Alumni President and one designated Trustee elected by the Board
2.
  - a. Voting members shall include Association Director, Regional Directors, Treasurer, Secretary, Merchandise Director, Judges' Trainer, and Trustee. The Association Director votes as a tiebreaker. The Association Director is permitted to vote during election. No person may have more than one vote.
  - b. There will be no proxy votes.
3.
  - a. The Board shall meet at least twice a year. Prior to each board meeting, members should submit to the state director questions and items for consideration in the agenda.
  - b. Nominations for elected positions shall be given in writing to the Association Director prior to the January meeting.
  - c. If more than one candidate for an elected office, election will be closed ballot to be counted by Treasurer/Secretary. Ties to be determined by a 2<sup>nd</sup> ballot.
4. Association Board responsibilities shall include the following:
  - a. Approve regions.
  - b. Set regional boundaries.
  - c. Approve regional and association competition dates.
  - d. Provide state problem captains and regional problem captains' training.
  - e. Sign applications needed for Association sanctions and any other necessary documents.
  - f. Recruit new members.
  - g. Seek funding support.
  - h. Promote publicity and public relations.
  - i. Set annual association dues.
  - j. Keep accurate records of all work and accounting of funds received and expended.
  - k. Approve sites and tournament directors for the state finals giving due attention to geographical considerations.
  - l. Develop additional tasks needed to assure the fulfillment of the purposes of the CU IN PA.

5. The Board shall elect a Secretary, Treasurer, Merchandise Director, Trustee, and Judges' Trainer. One person might serve in more than one office if the Board desires. Elections shall be held at the first meeting after state finals for the above said offices.
6. All elected officers will serve a three-year term (from July 1 following the election until June 30) with the option to be re-elected at the end of the term. In the event, that person can not fulfill responsibilities for remainder of the term, provisions will be made to appoint a person to fill the vacancy until such time nominations can be secured and elections held to complete the term of office. The appointment will be made by the Association Director.
7. Any Board member(s) may be removed from the Board by the affirmative vote of two-thirds of all the Board Members at any regular or special meeting called for the purpose of removing a Board member, for any one of the following:
  - a. Non-feasance, or
  - b. Malfeasance, or
  - c. Misfeasance, or
  - d. For conduct detrimental to the interest of the association, or
  - e. For lack of sympathy with its objectives, or
  - f. For the refusal to render reasonable assistance in carrying out its purpose.

Any Board member proposed to be removed will be given at least two weeks written notice prior to the meeting at which such removal is to be voted upon and will be entitled to appear before and be heard by the Board at such meeting. Notice will include the reason(s) for the vote to remove.

Any Board member may be proposed to be removed by two-thirds vote of the Board on a motion made by a Board member for this purpose

8. Board Member(s) will be removed if they can not fulfill their obligations as set forth in the by-laws. The Association Director will appoint a replacement until such time as an election can be held.
9. Board Members shall be reimbursed for expenses incurred while serving in that position.

## B. ASSOCIATION DIRECTOR

1. The Association Director shall be the chief executive officer.
2. Association Director shall perform or delegate the following as part of his/her regular duties:
  - a. Serve as liaison between CU in PA and Creative Competitions, Inc.
  - b. Coordinate information concerning activities of the regions.
  - c. Provide agenda for board meetings, conduct said meeting and provide for minutes.
  - d. Assist regional directors with program management and development of new regions.
  - e. Distribute pertinent information such as problem clarifications and membership information to regional directors.
  - f. Set date and location for state finals, select tournament director, delineate and assign tasks for state finals.
  - g. Handle any and all correspondence and inquiries.
  - h. Conduct the activities of CU in PA within the guidelines of the annual budget.
  - i. Attend world finals (or send designee) as a contact person for our Pennsylvania teams.

- j. Association Director or designee shall coordinate all activities at world finals that are state-related.
- k. Association Director shall not be directly involved with a team as a coach.

3. In the event the Association Director cannot fulfill his/her obligations to that office, the immediate past Association Director will fulfill the responsibility. The PA Association Board will hold an election for Association Director at the next regularly scheduled meeting. Requests for nominations will be sent out within thirty (30) days.

#### C. REGIONAL DIRECTORS

The Regional Directors shall perform the following as part of his/her regular duties:

- a. Conduct training workshops for coaches and judges.
- b. Identify and obtain site, date, tournament director, judges and awards for regional tournaments.
- c. Select or elect a full and functioning board of at least – Director, Treasurer, Secretary, Problem Captains – with regularly scheduled meetings. The names and addresses of all Board members shall be on file with the Association Director. The minutes and treasurer’s report will be sent to the PA Association Director.
- d. Coordinate information concerning the activities within the region.
- e. Provide the Association Director with names and scores of winning teams postmarked within one week of their tournament.
- f. Establish and set fees for regional tournaments.
- g. Make provisions for judges.
- h. Recruit new memberships within the region.
- i. Provide publicity.

#### D. SECRETARY

The Secretary shall perform the following duties:

- a. Keep an accurate record of all meetings.
- b. Send minutes of each meeting to all members of Association Board and Creative Competitions, Inc. within two weeks of meeting.
- c. Perform additional tasks as assigned by the Association Director.

#### E. TREASURER

The Treasurer shall perform the following duties:

- a. Establish and maintain an account for the monies of CU in PA.
- b. Examine and pay all bills of the CU in PA.
- c. Establish a line of communication with the other officers of CU in PA.
- d. Help with the sales of merchandise at the State Competition.
- e. Attend the meetings called by the Association Director.
- f. File all necessary tax documents as required by law.

#### F. MERCHANDISE DIRECTOR

The Merchandise Director shall perform the following duties:

- a. Obtain catalogs and select merchandise to include T-shirts, pins and new items.
- b. Set price of merchandise, include shipping cost.
- c. Submit art designs for Board approval for regional, state and world competitions.
- d. Distribute order packages to each Regional Director.

- e. Order new merchandise based on inventory and number of teams competing.
- f. Handle all billing for each region and make sure shipments arrive at each regional competition in a timely manner.
- g. Coordinate all billing with the Treasurer.
- h. Assist on day of state competition with set-up, selling, break down and inventory of all merchandise.
- i. Present report to Association Board of Directors.

G. JUDGES' TRAINER

The Judges' Trainer shall perform the following duties:

- a. Work in conjunction with the CU in PA Director to organize and conduct a training session for the Regional ODYSSEY OF THE MIND Problem Captains.
- b. Make copies of training materials provided by Creative Competitions, Inc. and assemble training packets.
- c. Mail training packets to State Problem Captains prior to the annual training session.
- d. Maintain database of judges/officials and give printout to State Problem Captains to maintain judges efficiency.

H. TRUSTEE

I. TOURNAMENT DIRECTOR

J. ALUMNI PRESIDENT

K. FUND RAISING

L. PR

V. REGIONS

The CU in PA shall establish regions within the state.

- a. SEP-ODYSSEY OF THE MIND (SouthEast PA)
- b. NEP-ODYSSEY OF THE MIND (NorthEast PA)
- c. WCP-ODYSSEY OF THE MIND (WestCentral PA)
- d. ECP-ODYSSEY OF THE MIND (EastCentral PA)
- e. NWP-ODYSSEY OF THE MIND (NorthWest PA)
- f. SWP-ODYSSEY OF THE MIND (SouthWest PA)
- g. NCP-ODYSSEY OF THE MIND (NorthCentral PA)

VI. AMENDMENTS

These by-laws may be amended by a majority vote of the CU in PA Board.

VII. RESTRICTIONS

- A. This association shall be bound by any agreement made in writing with its funding source(s) and shall prepare an annual accounting of receipts and disbursements for each funding source.
- B. The association shall be nondiscriminatory with regard to sex, race, creed, physically challenged, economic status or political affiliation.
- C. Robert's Rules of Order will govern CU in PA in all cases to which they are applicable and in which they are not inconsistent with Creative Competitions, Inc. by-laws.

- D. The CU in PA Rules and Regulations are supplementary to these by-laws.
- E. Should CU in PA become defunct, all remaining funds and monetary assets, after outstanding bills are paid, will be given to “COU” (Creative Opportunities Unlimited), a non-profit organization for the sole purpose of awarding a scholarship annually to a Pennsylvania student until such time as these funds are depleted.

- Adopted – October 21, 1989
- Amended – January 19, 1991
- Amended – January 29, 1994
- Amended – October 22, 1994
- Amended – January 21, 1995
- Amended – April 23, 1995
- Amended – October 21, 1995
- Amended – October 19, 1996
- Amended – April 18, 1999
- Amended – October 6, 2001