

Odyssey of the Mind at University of Delaware

Constitution

March 24, 2010

We, the students at the University of Delaware, do hereby form the organization known as Odyssey of the Mind at University of Delaware for the purpose of inspiring creativity, fostering relations with Delaware Creative Activities and Problem Solving (DELCAPS), encouraging students to think outside the box, and beasting at World Finals.

- I. This organization shall hereby be known as "Odyssey of the Mind at University of Delaware." The official abbreviation will be "OotM at UD."
- II. The purpose of OotM at UD is to first create teams of up to seven members per team who will compete at world finals each year. Members of these teams will work creatively to solve the problems presented to them in two ways. First teams will work months in advance on their long-term problem. They will write scripts, construct props, and designs costumes to fulfill scoring guidelines for their chosen long-term problem of that particular year. Second, teams will work creatively in what is known as their spontaneous problem. This problem will be presented to them while at competition. They will have no prior knowledge of this problem and must think on their feet to solve it as creatively as possible. Along with competing, teams will also be working closely with the state of Delaware's Odyssey of the Mind program, DELCAPS. Members must volunteer during at least one Delaware Odyssey of the Mind event (discussed further in VI) Team members are also encouraged to conduct fundraisers around campus to not only raise money to pay for team expenses but to promote Odyssey of the Mind here at UD.
- III. This organization is affiliated with the organizations known as Delaware Creative Activities and Problem Solving (DELCAPS) and Creative Competitions, Inc (CCI).
- IV. Required qualifications to become a member of Odyssey of the Mind at University of Delaware are (1) being a full-time, matriculated undergraduate student, (2) maintaining a minimum of a 2.0 GPA, (3) having a willingness to participate in competition by performing with team mates and (4) a readiness to actively contribute creative ideas at regular meetings.

- V. The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- VI. Duties of membership require that all members participate in at least one DELCAPS sponsored event. These include the DELCAPS Spontaneous Festival, regional tournaments, the state tournament, or any other additional events sponsored by DELCAPS or CCI, including World Finals. Also, member should participate in as many fundraising activities arranged by the organization as possible. Finally, members should attend and participate in ALL meetings/practices arranged by their team.
- VII. Within the organization are allowed non-voting and/or representative members. Additionally, membership in the organization does not guarantee placement on a team.
- VIII. In the case of a member being absent from a scheduled team meeting/practice, their only penalty is that any decisions the team makes without them are final and will only be reconsidered if the team decides to.
- IX. Should a member miss over half of the scheduled meetings/practices, participate in little or no fundraising activities, and or make no contributions to their team, their membership will be taken into consideration by the board of officers. The team will bring their concern to the attention of the officers, who will then have a joint meeting with the team. In this joint meeting, all concerns about the member in question will be addressed and a vote will be taken whether or not to remove the member. A three-fourths majority will pass.
- X. In order for a member to qualify to be an officer for the organization they must be a full time matriculated undergraduate students at the University of Delaware with a *minimum* GPA of 2.25 and must have been an active participant in OotM at UD for at least one year. If there are no eligible members for officer positions, new members to OotM at UD may fill these roles if they meet all other requirements.

XI. The officer positions are as follows:

1. **President**—Duties include calling and running meetings and handling day-to-day affairs being responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The president will receive all information from the Activities and Programs Office from an undisclosed email database. The president will also serve as a contact for OotM at UD between the Student Activities Office, DELCAPS and CCI.
2. **Vice President**—Duties include aiding the president in running meetings and handling day-to-day affairs. The vice president will also serve as a contact for OotM at UD between DELCAPS and CCI and assist in registering team members for volunteer projects as well as competition. In the event that the president should resign, the vice president will assume the responsibilities of the president, and a replacement would then assume the position of vice president.
3. **Secretary**—Duties include handling the paperwork of the group from the University and for competition purposes. This includes forms for the upkeep of the RSO, and forms for competition such as style forms, media release forms, and anything else to be turned in for competition. This also includes the keeping of minutes at officer meetings as well as meetings of the entire membership. The secretary is also responsible for maintaining the OotM at UD scrapbook. Each team should provide the following to the secretary: a copy of their final script, photos of their set, props, costumes, each team member in costume, the entire team in costume, and if possible, pictures from their performance at competition. A copy of the team's scoresheets from competition should also be kept on file. This scrapbook will serve as a record of all University of Delaware teams for future members to reference.
4. **Treasurer**—Duties include keeping track of the group's finances and heading fundraising events. The treasurer must make sure that money is split evenly between any and all teams and that each team has enough money to cover expenses. The treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.

XII. Officers will be nominated during the end of the spring semester and will be done so verbally. Should there be no objections to the nomination, and if the nominee is eligible, then their name will be put on the ballot. Any nominee may respectfully decline should they not wish to hold an officer position. Voting will be done by a

secret ballot to be organized by non-officer members and done before the end of the spring semester. Only members who count towards the group's membership numbers are allowed to vote, that is full-time, matriculated, undergraduate students. Should there be a tie between two or more nominees then a winner will be decided through a revote between the tied officers. Newly elected officers will assume their new roles at the last meeting of the spring semester. In April, newly elected officers will begin a two-month long shadowing process so they can be acquainted with the officer's responsibilities. Elections will be held once per year and training by the previous officers will take place during the first three meetings of the new officers' reign.

1. **Disciplining of Officers**—should an officer neglect his/her responsibilities in a way that hinders the entire organization (such as missing deadlines, misappropriation of funds, etc.) then he/she will be considered for removal by their fellow officers. If he/she is deemed eligible for removal all eligible members will vote via secret ballot for their replacement.
2. **Resignations**—should an officer need to resign from their position then their position will immediately be filled by a willing, eligible member. The resigning officer may nominate someone to fill their position, then the members of the RSO must vote and approve them. The resigned officer will conduct training for the new officer as quickly as possible.
3. **Transition of Officers**—when new officers are elected they will be done so at least one month before the end of the spring semester. Training will be conducted by the previous officers during each meeting by allowing the newly elected officers to observe them run meetings/practices. Also and specific duties will be discussed in a special meeting to be set up at the officers' convenience. New officers will assume their roles at the last meeting of the spring semester.

XIII. Meetings are to take place at least once per week on a day of the team's choosing. Each team, should there be more than one, can select whichever day of the week works best for them to have meetings. Meeting dates may be planned out in advance or simply deciding at the end of each meeting. Officer meetings are to be held at least once per month to discuss funds, deadlines, etc.... The RSO's advisor is invited to sit in on any meeting he/she chooses to and is encouraged to come to at least one meeting each month.

XIV. Dues to the organization will not be collected. However, individual teams may have to cover the cost of costumes, props, set pieces, etc. that may not be covered by RSO funds.

XV. By-Laws

- XVI. Any changes to the constitution should be brought to the attention of the officers. If the officers and advisor cannot come to a unanimous decision on the matter, the change will be presented to all members of the RSO. An email must be sent out to all members notifying them of the proposed change at least one week in advance of a meeting where the change will be put to vote. If at least one-half of the entire membership is in attendance, the change will be open to voting. If the officers approves, there may be arguments for and against the change, up to three arguments per side. Or, the officers may choose to give one argument for the change and one argument against the change. After any debate, the change will be proposed, seconded, and will be carried with a three-fourths majority of eligible members in attendance. This will be done by show of hands. If the vote is too close to tell fairly by a show of hands, members will be asked to mark their response on pieces of paper that will then be counted by the officers. If it does not carry, the change must be tabled for at least four months, after which it may re-start the process.
- XVII. There will be two committees in this organization. The first shall be a Fundraising Committee and members of this committee will consist of all team members. Funds should be used to cover transportation to competition, Delaware pins and t-shirts purchased through DELCAPS for competition, or for any other necessary expenses approved by the officers and the advisor. The second committee will be a Travel Committee. This committee will be comprised of at least two RSO members who volunteer and/or have previous experience in this field. The task of this committee is to thoroughly research different means of transportation to competition. The final decision should be made based on cost, time, and ease of travel. Once the committee has found appropriate arrangements, they must present them to the officers for approval prior to booking. Should there be a need to establish new, different committees the subject can be presented to the officers who will then present the entire organization with a vote to be done by a show of hands. Changes will be carried with a three-fourths majority of eligible voting members.
- XVIII. The advisor **must** be a full time professional faculty or staff person. The advisor's duties consist of handling any paperwork required of them for the team to remain and RSO, and answering any questions that the board of officers is unable to answer. The advisor must be a willing staff member with experience either coaching, participating in, or in another capacity with the Odyssey of the Mind program prior to becoming the advisor. It is not necessary for the advisor to attend the individual team meetings, as each team will be working independently of one another to solve their long-term problem. However, if the entire RSO is meeting with the intention of voting on a change to the constitution or when voting for new officers, the advisor is encouraged to attend. If for any reason an officer would need to meet with the advisor, they

