

## CENTERVILLE DESTINATION IMAGINATION PARENT SUPPORT GROUP BYLAWS

*Amended July 2022, Approved December 2022*

### **Article I: NAME**

The name of this organization, as incorporated in the State of Ohio, is the Centerville Destination Imagination Parent Support Group, Inc.; and is also known as Centerville DI PSG, CDI PSG, and DI PSG.

### **Article II: ORGANIZATION**

SECTION 1 - Centerville Destination Imagination Parent Support Group, Inc. is organized and shall be operated exclusively for charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding section of any future federal tax code. Specifically, Centerville Destination Imagination Parent Support Group, Inc. shall provide support to the Destination Imagination program sponsored by Centerville City Schools. The PSG will work to the best of its ability throughout the year to ensure the well-being of children, teams, and Team Managers by providing the training, guidance, and financial means to ensure a successful Destination Imagination season year-to-year.

### **Article III: GEOGRAPHIC AREA and AFFINITY**

The proposed geographic area of the PSG shall be within the Centerville City Schools district, Centerville, Ohio.

### **Article IV: MEETINGS**

#### **SECTION 1 – Meeting Schedule**

Meetings will be held once a month according to the schedule set forth by the Officers of the PSG. Meetings will be advertised to the public, the Officers of the PSG, the Board of the PSG, Committee Chairs, and committee members.

#### **SECTION 2 - Minutes**

At PSG meetings, business shall be transacted in such order as the Board may determine from time to time. In the event the Secretary is unavailable, the Board Chair shall appoint a person to act as Secretary at each meeting. The Secretary, or the person appointed to act as Secretary, shall prepare minutes of the meetings which shall be delivered to PSG to be placed in the minute books of the PSG.

### **Article VII: OFFICERS OF THE PSG**

#### **SECTION 1 – Officers**

The Officers of the PSG shall include but not be limited to: President(s), District Coordinator(s), Secretary(s), and Treasurer(s). The Officers, as may be deemed necessary, can identify and elect other Officers.



## **SECTION 2 – Duties**

The duties of the Officers shall be to direct the operation and activities of the PSG in accordance with the PSG mission statement and by-laws. The duties of the Officers shall be those duties and powers usually incident to their respective offices. Officers are expected to attend all Board meetings. If attendance is not possible, the Officer must notify the Secretary.

## **SECTION 3 – Qualifications**

All Officers must be always in good standing at the time of their election and during their tenure.

## **SECTION 4 – Election of Officers**

The Officers shall be elected at the first meeting of the new Destination Imagination program year by a majority vote of the members present and voting. The newly elected Officer's term shall commence upon the first meeting of the new Destination Imagination program year. The term for newly elected Officers shall be one year and will conclude upon the last meeting of the Destination Imagination program year. There are no limitations to how many terms may be served.

## **SECTION 5 – Officer Compensation.**

Officers shall receive no compensation other than reasonable expenses.

## **Article VIII: BOARD OF THE PSG**

### **SECTION 1 – Board Members**

The Board Members of the PSG shall include the Officers of the PSG and Committee Chairs which will include but not be limited to: T-Shirt Coordinator, Pin Coordinator, Spirit Wear Coordinator, Social Media Coordinator, Outreach Coordinator, Round Robin Coordinator, Team Picture Coordinator, Dress Rehearsal Coordinator, Dissert Banquet Coordinator, Travel Coordinator, and Fundraising Coordinator. The Officers, as may be deemed necessary, can identify and elect other Board Members.

### **SECTION 2 – Duties**

The duties of the Board Members shall be to direct the operation and activities of the PSG in accordance with the PSG mission statement and by-laws. The duties of the Board Members shall be those duties and powers usually incident to their respective offices and committee duties. Board Members are expected to attend all Board meetings. If attendance is not possible, the Board Member must notify the Secretary.

### **SECTION 3 – Qualifications**

All Board Members must be always in good standing at the time of their election and during their tenure.

### **SECTION 4 – Election of Board Members**

The Board Members shall be elected at the September meeting of the Destination Imagination program year by a majority vote of the members present and voting. The newly elected Board Member's term shall commence upon the commencement of the vote. The term for newly elected Board Members shall be one year and will conclude upon the vote electing or confirming positions. There are no limitations to how many terms may be served.



## **SECTION 5 – Board Compensation.**

Board Members shall receive no compensation other than reasonable expenses.

## **Article IX: COMMITTEES**

The Board Members may appoint committees and committee members that include PSG attendees in good standing. Committees may include, but not be limited to: T-Shirts, Pins, Spirit Wear, Outreach, Picture Day, Dress Rehearsal, Dissert Banquet, Hotels, and Fundraising Events. Committee members may make recommendations and proposals to the Board Members and call for a vote. However, Committee members do not receive an actual vote on PSG matters, only Committee Chairs may vote (see Article X – Voting).

## **Article X: VOTING**

### **SECTION 1 – Definition**

From time to time, recommendations and proposals shall be put forth to the PSG which will require a vote in order to move forward and be accepted into the day-to-day activities of the PSG. Only Board Members and committee members may propose and call for a vote at any time during a PSG meeting.

### **SECTION 2 – Qualifications**

Only Board Members present at the meeting may vote and shall receive one vote per person present. From time to time, an email vote may be necessary in which case all Board Members will be included in the vote and will be expected to “reply all” in a timely manner. Only Board Members in good standing may vote. Only Officers may vote to remove any Officer or Board Member.

### **SECTION 3 – Quorum**

A quorum consisting of a minimum of three Officers and two Board Members will make a vote official.

### **SECTION 4 – Successful Vote**

A majority “yes” vote (50% +1) will be necessary from the voting quorum to move the recommendation or proposal forward and create a successful vote.

### **SECTION 5 – Conflict of Interests**

When a conflict of interest arises, affected Board Members should recuse themselves from a given vote. This may arise during financial allocation, t-shirt contests, pin contests, and other situations directly affecting Officers or Board Members.



## **Article XI: ASSETS**

### **SECTION 1 – Registration Fees**

Board Members will determine the registration fee amount to be collected from all Destination Imagination participants for the current season at or before the first PSG meeting of the Destination Imagination program year. A quorum and majority vote will be necessary to propose and set the registration fee. The registration fee shall be voted on at or before the first PSG meeting of each subsequent year to accommodate increasing or decreasing costs, carryover funds, and changes in fees. Non-competitive teams, including Rising Stars and special needs teams, will pay a lower registration fee than competitive teams. All Destination Imagination participants shall be required to pay the registration fee in a timely manner, as set forth by the District Coordinator(s).

### **SECTION 2 – Financial Hardship**

One of the goals of the PSG is to provide opportunity for Centerville City School students to participate in the Destination Imagination program. In the event a Destination Imagination participant is unable to pay the registration fee, a hardship grant may be provided by the PSG upon receipt of a financial hardship application. Board Members shall vote at the first PSG meeting of the Destination Imagination program year on the number and/or dollar amount of hardship grants that may be provided each year. This decision shall be based upon the annual budget provided by the Treasurer. Based upon the hardship grant available, applicants on the Centerville City Schools free lunch program shall be automatically qualified for hardship grants and will receive hardship grants first. Other hardships situations may also qualify on a case-by-case basis. These shall include, but not be limited to, special circumstances such as loss of job, natural disaster, deployment, etc. In the event the PSG receives more applications for hardship grants than there are funds available, a random lottery will be held to determine who will receive a hardship grant.

### **SECTION 3 - Special Needs (Special Stars Program)**

In order to support the Special Stars program, PSG will supplement the registration fee in order to provide opportunity for Centerville City School special needs students to participate in the Destination Imagination program. PSG will supplement the Special Stars registration fee by up to \$50, up to a limit recommended by the Treasurer. In the event a Special Stars participant is unable to pay the reduced registration fee, a hardship grant may be provided by the PSG upon receipt of a financial hardship application.

### **SECTION 4 – Fundraising**

The PSG will work throughout the year to raise and solicit funds from various events and fundraisers with the sole purpose to support Destination Imagination teams in Centerville. Such support shall include, but not be limited to: Region 12 team registration, Centerville City Schools pay-to-participate fee, t-shirts, pins, team pictures, Dissert Banquet, Dress Rehearsal, administrative costs, hardship grants, and State and Global Tournament support. All proceeds raised by the PSG shall be allocated to said PSG events and interests. The Fundraising Coordinator and committee members shall promote Centerville Destination Imagination as an educational program and all funds raised shall be used solely for the purpose of Centerville Destination Imagination teams. The Fundraising Coordinator shall be permitted to use the Centerville Destination Imagination PSG bank account to deposit funds and shall work with the Treasurer in such matters.



## **SECTION 5 – Books and Records**

Books and Records. Centerville DI PSG shall keep correct and complete books and accounting records and shall also keep minutes of the proceedings of its Board.

## **XII: DISTRIBUTION OF ASSETS**

### **SECTION 1 – Destination Imagination Team Member Support**

With funds collected via team registration fees, the PSG will provide direct support to teams and team members by providing the following included items: Region 12 registration fee (one per team), Centerville City Schools pay-to-participate fee (one per participant), t-shirts (one per participant and one per Team Manager), team picture (one per participant and one per Team Manager), DISSERT Banquet supplies (drinks, paper goods, supplies as deemed necessary), Dress Rehearsal supplies (as deemed necessary), administrative costs (District Coordinator supplies, Secretary supplies, printing fees, and other costs as deemed necessary), hardship grants (as budgeted by the PSG), Special Stars registration supplement (as budgeted by the PSG) and other fees as become necessary.

### **SECTION 2 – Destination Imagination Team Support for State Tournament**

With funds collected via team registration fees and fundraising efforts, the PSG will provide direct support to teams advancing to the Ohio State Tournament by providing the following items: bus/transportation to Ohio State Tournament if farther than a 50 mile radius, bus driver hotel fees if farther than a 50 mile radius and bus is provided, donation to qualifying Destination team members and Team Managers in an amount decided by a quorum and majority vote based on the financial recommendation from the Treasurer. The Treasurer shall base his/her recommendation with upcoming Global Finals support consideration.

### **SECTION 3 – Destination Imagination Team Support for Global Tournament**

With funds collected via team registration fees and fundraising efforts, the PSG will provide direct support to qualifying teams advancing to the Global Tournament by providing financial donations as deemed available by a quorum and majority vote based on the financial recommendation from the Treasurer. By definition, a qualifying team advancing to the Global Tournament will be any Centerville Destination Imagination team that places first through fourth at the Ohio Destination Imagination Affiliate Tournament and has met the qualification criteria set forth by Ohio Destination Imagination. The PSG will provide funds only for qualified teams.

- Non-qualified teams: Teams placing fifth place or more, wild-card teams, at-large teams, and teams receiving an invitation to Global Finals after the Affiliate Tournament or due to a higher placed team forfeiting their position will NOT qualify for PSG financial donations, but will be supported by the PSG and District Coordinator(s) in other ways if they decide to attend and will still be expected to follow Centerville City Schools Going to Global guidelines and requirements.



- Funds for qualifying teams will be deemed available by the Treasurer based on the remaining balance, after all other costs are paid and accounted for, in the PSG bank account minus a mandatory \$5,000 holdover amount for the following year.
- Consideration for financial support shall be allocated in the following order and shall cease once allotted funds have run out:
  - 1) full and total support for qualifying Team Managers based on an amount proposed and accepted by a quorum and majority vote,
  - 2) donations for Destination Imagination team members based on an amount proposed and accepted by a quorum and majority vote,
  - 3) transportation costs, including charter bus, if necessary and not paid for by Centerville City Schools, and
  - 4) donations for District Coordinator(s) based on an amount proposed and accepted by a quorum and majority vote and District Coordinator(s) have not qualified to attend as a Team Manager.

## **SECTION 4 – Dissolution of the PSG**

In the event that the PSG shall cease active operation, all assets of the PSG shall be given to Centerville City Schools to allocate as deemed necessary by Centerville City Schools.

### **Article XIII: FISCAL YEAR**

The fiscal year of the PSG shall begin on August 1. The Treasurer, or other designated Board member(s), shall prepare a proposed budget for review and approval by the Board.

### **Article XIV: SEVERABILITY OF CLAUSES**

If any provision of these Bylaws is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of these Bylaws shall remain operative and binding.

### **Article XV: AMENDMENTS**

The by-laws may be adopted, repealed or amended, in whole or in part, at any time, by the affirmative, majority vote of the Board Members of the PSG at the Board meeting after the announcement of such amendment is made at the previous Board meeting.

### **Article XVI: EXEMPT ACTIVITIES**

Notwithstanding any other provision of these Bylaws, no Officer, Board member, or representative of Centerville DI PSG shall take any action or carry on any activity by or on behalf of Centerville DI PSG which is not permitted to be taken or carried on by an organization exempt from federal income taxation under sections 501(a) and 501(c)(3) of the Code and its regulations as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under section 170(a)(1) of the Code and its regulations as they now exist or as they may hereafter be amended, by virtue of being charitable contributions as defined in section 170(c)(2) of the Code and its regulations as they now exist or as they may hereafter be amended.



**WHEREAS**, the Centerville Destination Imagination Parent Support Group is organized for the purpose of advancing the interests of the Destination Imagination program, its participants and Team Managers, and various constituencies, and

**WHEREAS**, the quality and procedures with which the Centerville Destination Imagination Parent Support Group is operated reflects upon Centerville City Schools, Region 12, Ohio Destination Imagination, its alumni, and constituencies, and

**NOW, THEREFORE**, the Officers of the Centerville Destination Imagination Parent Support Group of Centerville, Ohio hereby endorses, adopts and agrees to be fully bound by, and accepts the benefits of the Centerville Destination Imagination Parent Support Group.

**Adopted this 07 day of December 2022, by the Officers of the PSG,**

**By: Laura Torres**  
Co - President

**By: Harry Oxrider**  
District Coordinator

**By: Michelle Oxrider**  
District Coordinator

**By: Sheila Camillus**  
Secretary

**By: Anita Pennington**  
Treasurer

