**The Constitution of the Camas High School Science Olympiad Team**

**Article 1 – Name**

Section 1: The name of this organization will be the Camas High School Science Olympiad Club.

**Article 2 – Organization and Meetings**

Section 1: The main objectives of Science Olympiad are for members to develop:

1. Experience in various scientific disciplines
2. An appreciation for science
3. Experience in competition
4. Good work ethic, proactivity, self-guided study/learning
5. Collaboration and teamwork skills

Section 2: The members of Science Olympiad will meet at least once per month either to discuss upcoming events, debrief recent happening, or for any other reason those in leadership positions deem worthy of a congress.

1. A brief (one hour in duration) All Team Meeting is to be held approximately one week prior to each tournament. The attendance of parents is strongly suggested. These meetings will be to discuss the trip itinerary, travel expenses, chaperones, food provisions, lodging, transportation, etc.
2. A brief meeting after each tournament, conducted during clubhouse hours for students only, is recommended to allow for analysis of performance and the setting of future goals.

Section 3: Members of competing teams will attend Science Olympiad tournaments in accordance with the state Science Olympiad schedule and, if applicable, the National Science Olympiad Schedule.

Section 4: Science Olympiad “Clubhouse,” a form of organized study session, is to be open to members at least once a week outside of school hours during competition season.

Section 5: Summer Study Sessions are to be organized by the sitting cabinet members. They are to be open to members during the majority of Summer Break at least once a week, or whatever frequency is appropriate.

1. Organizers are to communicate with the Camas School District Community Education Department in order to reserve a space at the District Office in which to hold the Summer Study Sessions.
2. It is recommended that a portion of the budget is allocated for the provision of snacks for attendees.

**Article 3 – Membership Requirements**

Section 1: Membership will be open to any student who expresses interest in competing.

Section 2: Prospective members will be required to pay a $25 dollar non-refundable fee at the Camas High School ASB office. These dues will help cover study/build supplies, tournament registration fees, travel expenses, lodging expenses, etc. Members who haven’t pay cannot participate in any competition.

Section 3: Membership may be revoked or disciplinary action taken in regards to team placement/competition eligibility should a team member:

1. Fail to attend at least 3 Clubhouses per month during competition season.
2. Fail to attend a Team Meeting without prior notice sent to at least one officer or the Head Coach.
   1. The first unexcused absence warrants a verbal warning.
   2. The second unexcused absence warrants another warning and a conference with the officers, team captain, and Head Coach as to why prior notice was not given.
   3. The third unexcused absence warrants probation or other disciplinary action as determined by the officers, team captain, and Head Coach.
   4. The fourth unexcused absence warrants possible membership revocation.
3. Show blatant disrespect towards others based on gender, sexuality, religion, or for any other reason.
4. Be caught cheating.

Section 4: All members are required to attend at least one invitational tournament prior to the Regional Tournament.

Section 5: Members may be placed on probation/become ineligible to compete should they:

1. Be failing one or more classes.
2. Fail to show improvement or effort in their events.
3. Fail to attend Clubhouse a satisfactory amount of times.
4. Fail to participate in at least one invitational tournament before the Regional Tournament.

**Article 4 – Activities**

Section 1: Some sort of Team Bonding Activity is to be organized by the Vice President to promote unity amongst members.

Section 2: ESO Day Camps are to be held throughout the year. All members are expected to volunteer at least twice.

1. Day Camp organization is the responsibility of the sitting Treasurer.
2. Distribution of fliers/other advertisement for the Day Camps is required.
3. This service counts towards Key Club and NHS hours.

**Article 5 – Uniforms**

Section 1: The official uniform of the Camas High School Science Olympiad Team is to be a unisex T-shirt that communicates clearly and tastefully what whoever wears the shirt is a part of (CHS SciOly).

1. All members who compete are required to wear the designated T-shirt during competition.
2. Suggested cost of T-shirt: $15
3. The design of the current shirt may be changed only by a 2/3 vote in favor of the proposed design by the members.
4. Members may not receive their team shirt until they have paid the $25 membership fee, ergo, they may not compete since they do not have the required uniform.

**Article 6 – Officers**

Section 1: The officers of the Science Olympiad team shall be President, Vice President, Secretary, and Treasurer.

Section 2: All officers shall serve a one-year term unless impeached and removed from office or should they choose to resign from their post before their term is completed.

1. In the event of an elected officer no longer holding their position, for whatever reason, a re-election specifically for the vacant position is to be conducted within one week of removal with the exception of the Presidential Office position.
   1. In the event of the President being impeached and removed from office, resigning, or becoming unable to perform their duties, the sitting Vice President is to assume the position in their absence.
   2. Should the Vice President need to vacate their office in order to carry on the work of the President, a re-election for the office of Vice President is to be held.
      1. The two remaining sitting officers and two team captains at the time of the Vice President assuming Presidential responsibility are ineligible to run for the position of Vice President; only a member who does not currently hold a leadership position may run.
      2. The former President is also ineligible to run for the Vice Presidency
2. Proceedings shall follow the structure used during any other normal officer election.

Section 3: All candidates for President must be Seniors during their term in office. (i.e. only those who are Juniors during the election proceedings are eligible to run for the Presidency.)

Section 4: The duties of the President shall be:

1. To conduct (with assistance) all team meetings, specifically All Team Meetings, post-tournament debriefings, and Officer/Team Leader meetings.
2. To have the necessary materials prepared in advance to present at the meeting.
3. To assist the advisor and coaches in coordinating activities and organizing events.
4. To work with the Secretary in sending out important Remind messages and team e-mails.
5. To have a substantial presence at Clubhouse, expected to be more frequent than other members.
6. To attend the majority of ESO Day Camps.
7. To develop a relationship with all members of the club.
8. To act as a liaison between High School level Science Olympiad and Middle School level Science Olympiad.
9. To keep communication lines open between Middle School coaches, parent volunteers, ESO coaches, and anyone else to whom Science Olympiad business may concern.
10. To periodically boost team morale with encouraging messages.
11. To assist and advise other officers in their duties.
12. To collaborate with coaches and Team Leaders.
13. To delegate tasks and responsibilities effectively.
14. To run election proceedings for the following year’s officers (with or without the sitting Secretary).
15. To manage or assist in managing all business concerning Camas High School Science Olympiad.

Section 5: The duties of the Vice President shall be:

1. To assist and advise the President in regards to their duties, as well as the other officers.
2. To assume the President’s duties in their absence.
3. To attend and assist in all meetings.
4. To organize monthly team bonding activities.
5. To have a substantial presence at Clubhouse, expected to be more frequent than other members.
6. To attend the majority of ESO Day Camps.
7. To provide valuable insight/a different take on situations to the President during decision making processes.

Section 6: The duties of the Secretary shall be:

1. To curate Camas High School Science Olympiad’s
   1. E-mail (camas.scioly@gmail.com)
   2. Calendar (Google Calendar, attached to the club E-mail)
   3. Website (<http://camasscioly.wixsite.com/camasscioly>)
   4. Contact list (i.e. updating member contact information/adding new member contact information)
   5. Remind (@chs5cioly text to 81010)
2. To send out informative e-mails to all members regarding upcoming events, deadlines, and other important information.
3. To keep track of member attendance at All Team Meetings, Clubhouse, volunteering events, etc.
4. To keep detailed minutes of all meetings and decision making processes.
5. To set up “drop boxes” at the ASB window for members to submit payments for things like dues, tournament fees, T-shirt fees, etc.
6. To reserve appropriate spaces in which to hold meetings.
7. To submit morning announcement forms to remind members of departure times, fees, deadlines, etc.

Section 7: The duties of the Treasurer shall be:

1. To communicate with the Head Coach and other officers regarding the allocation of funds for things like transportation costs, lodging expenses, supplies, food, etc.
2. To keep accurate and well-organized records of all club spending and earning
3. To collaborate with the Head Coach and other officers in regards to the budget and affordability of certain investments or events.
4. To request monthly expense reports from the ASB window and file them for future reference/expense tracking.
5. Assisting the Head Coach and other officers in selecting the most economical options in regards to travel and other large expenses.
6. To communicate with Pamela Hagstrom, in charge of club-run concessions, to get Science Olympiad an opportunity to earn money through running concessions during athletic events.
7. To fill out and submit fund-raiser approval forms.
8. To curate the ESO Day Camp Database and add to it, if possible, to help the next Treasurer.
9. To organize and lead ESO Day Camps.
   1. This includes purchasing and setting up all the necessary materials for experiments and activities.
10. To organize club fundraisers, other than ESO Day Camps, and enlist the help of team members to run them.
11. Fundraisers, in addition to Science Olympiad Day Camps, will be held on the following schedule:

2 fundraisers between the months of August and December

2 fundraisers between the months of January and April

1 additional fundraiser between the months of May and July

**Article 7 – Team Captains**

Section 1: There is to be at least one Team Captain. More captains may be appointed if needed.

Section 2: Team Captains are to be appointed by the Head Coach at the beginning of each competition season and serve one-year terms.

1. Those who have held a Team Captain position in the past are eligible for re-appointment; there are no term limits.

Section 3: The duties of Team Captains shall be:

1. To be attentive of members’ strengths, preferred events, partner compatibility, and other factors that may influence event assignment and team placement.
2. To arrange their respective teams in a way that theoretically should yield the best results based on unbiased knowledge/prior performance.
3. To analyze post-tournament results and re-arrange teams based on performance if necessary.
4. Ensure that all members get to compete in at least one of their preferred events.
5. To check in on members and make sure that they are making progress in their events.
6. Ensure that no members are “dropped” into an event the day of a tournament with no prior notice or preparation.
   1. It is imperative that the Team Captains communicate with members to arrange “back-ups” for events in case of potential absences.
7. Boost team morale and be observant of the dynamics.

**Article 8 – Election of Officers**

Section 1: Only those who have been members of the Camas High School Science Olympiad Team for at least one full competition season are eligible to run for any officer position.

Section 2: The election proceedings are to be overseen by the sitting President and Secretary.

1. Should the sitting Secretary be running for re-election or another office, election proceedings are to be curated by the President alone.

Section 3: All candidates for any officer position are to be self-nominated.

Section 4: Each candidate is to prepare a 1-2 minute speech to present to the team at an election meeting.

Section 5: Voting for officer positions is to be by secret ballot.

Section 6: The winners of each officer position are to be determined by a plurality voting system

1. Ex: Three candidates: John Smith gets 23% of votes, Jane Smith gets 43% of votes, and Jonny Smith gets 34% of votes. Jane Smith wins although she has less than half the votes, but she still has more than the other two candidates.

Section 7: Only the votes submitted within the assigned voting period will be counted.

Section 8: Once all votes are in, they are to be counted, then re-counted.

Section 9: The new officers are to be announced promptly after the results are confirmed.

**Article 9 – Impeachment of Officers**

Section 1: The following shall be grounds for the impeachment of an officer:

1. Consistent failure to perform their duties/perform them to an acceptable standard.
2. Refusal to cooperate or work professionally with other officers, the Head Coach, and any other members.
3. Blatant disrespect towards peers, coaches, and others.
4. Showing favoritism/mistreatment of members.
5. Utilizing the power of their position for personal gain, not the good of the club as a whole.
6. Other reasonable complaints brought to the attention of the cabinet and Head Coach by a member(s) of Camas High School Science Olympiad.
   1. All concerns/complaints/requests for impeachment of an officer must be submitted formally via an e-mail directly to the Head Coach and the highest ranking officer to whom the complaint does not apply.

Section 2: The procedure of impeaching an officer, on the grounds listed in Article 9; Section 1; subsections a through f, shall be as follows:

1. Directly e-mail the Head Coach and highest ranking officer to whom the complaint does not apply.
2. A private meeting is to be held promptly after the complaint is submitted including all officers to whom the complaint does not apply, the Head Coach, and the person(s) who submitted the complaint to discuss the situation.
3. Should the cabinet and Head Coach see fit, the officer being impeached is to be informed and an emergency team meeting is to be called.
   1. Should the cabinet and Head Coach decide that further action is not necessary at this time, no impeachment shall occur.
   2. A record of complaints/impeachments regarding each officer should be kept by the Head Coach for future review.
4. At said meeting, the grounds for impeachment shall be presented to the team.
5. The officer being impeached has the option to speak out in their own defense.
6. After all evidence has been presented in a professional manner, a vote is to be held which will decide whether or not the officer being impeached should be removed from their position.
   1. Before the vote is held, the officer being impeached has the option to voluntarily resign before being asked to step down.
7. A secret ballot is to be sent out promptly following the emergency team meeting to which all members have 24 hours to respond.
8. A simple majority will decide the fate of the officer being impeached.
9. The results shall be tallied twice and the results announced soon after.
10. Should the officer being impeached be removed from office, they will be automatically striped of their title.
11. A replacement for the vacant office is to be found through the procedure detailed in Article 6, Section 2.

**Article 10 – Impeachment of Team Captains**

Section 1: The following shall be grounds for impeachment of a Team Captain:

1. Grounds detailed in Article 9; Section 1; subsections a through e.
2. “Rigging” team rosters or using their power for personal gain in regards to team placement.
3. Placing/not placing members on teams or in events based on previous performance and/or for justifiable reasons.

Section 2: The procedure of impeaching a team captain, on the grounds listed in Article 9; Section 1; subsections a through e and Article 10; Section 1; subsections b through c shall be identical to the proceedings detailed in Article 9; Section 2; subsections a through k.

**Article 11 – Amendments**

Section 1: This constitution shall be amended by a majority vote of members present.

Section 2: Amendments may be proposed by any member through formal submission via e-mail to the officers and the Head Coach.

Section 3: Amendments are to be proposed at the next All Team Meeting.

1. If this is unreasonable, proposed amendments may be sent to the team via Google Form to be voted on.

Section 4: After an amendment is proposed, all members present may either vote in favor of the amendment or in opposition to the amendment.

1. Abstaining is not permitted; all members present must exercise their right to vote.

Section 5: The decision on whether or not to amend the Constitution shall be decided by simple majority.

Section 6: Should the amendment pass, it shall be added to the Constitution and submitted to Mrs. Anderson for final approval.

Section 7: All proposed amendments, whether they are passed or not, should be recorded by the sitting Secretary.

**Those in favor of the proposed amendments to the Camas High School SciOly Constitution:**

**\_\_\_\_\_\_**

**Those in opposition:**

**\_\_\_\_\_\_**

**Total present:**

**\_\_\_\_\_\_**

**In favor: \_\_\_\_\_\_% Opposed: \_\_\_\_\_\_%**

**Pass/Didn’t Pass**

**Adopted this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the year \_\_\_\_\_\_\_\_\_**

**Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**