

STANDING RULES

ODYSSEY OF THE MIND – TEXAS PROGRAM ASSOCIATION

January, 2022

The Odyssey of the Mind – Texas Program Association is an open organization of interested volunteers who facilitate the Odyssey of the Mind program in Texas. Standing Rules are binding and are adopted by a majority vote of the Program Association voting members at a Program Association meeting. They may be revised or terminated by a majority vote of the Program Association voting members. Current Standing Rules, as well as the Bylaws, will be published on the State website.

I. PURPOSE

Odyssey of the Mind – Texas is organized exclusively for the purpose of supporting creative problem-solving activities to enhance the educational experiences and life skills of Texas children from the elementary through the collegiate level. The Program Association’s activities are designed to be in keeping with the purpose of Odyssey of the Mind.

II. BOARD MEMBERS

A. Executive Board-elected officials:

Immediate Past Association Director, Associate Director, Sr., Associate Director, Jr., Treasurer, Secretary, Membership Developer, and Judge Coordinator

B. Board-Appointed:

Regional Directors, Tournament Directors (State and Regional), State Problem Captains including Spontaneous, Score Room, and Primary, the Chairman for each of the following committees: Nominating Committee, Budget Committee, Audit Committee, Standing Rules Committee, Scholarship Committee, Training Committee, World Finals Committee, Merchandise Committee and Technology Committee.

III. VOTING

- A. Quorum needed for a meeting to transact business shall be 50% plus one of the number of Elected Board Positions listed in the herein.
- B. Members of the Executive Board, or of any committee thereof, may participate in a meeting of such board or committee by means of conference, telephone, or similar communications device by which all persons participating in the meeting can hear each other. Participants in a meeting pursuant to this section shall constitute presence in person at the meeting.
- C. All Member of the Board shall be voting members, entitled to one vote, except in the case of shared responsibilities, which shall share one vote. If a member serves in two or more voting positions they will only have one vote.
- D. Votes will be written (texted/emailed) and counted by the secretary and treasurer.
- E. There will be no proxy votes.

IV. MEETINGS

The Odyssey of the Mind – Texas Program Association shall meet a minimum of three (3) times per year, either virtually or in person at time and location (if applicable) to be determined by the Elected Officers of the Program Association. The Association Directors may call additional meeting(s) during the year.

A. Opening Organization Meeting:

This meeting will be held in August or September. The agenda will include, but not be limited to:

1. Introduction of the Odyssey of the Mind Texas Board of Directors
2. Introduction of the Odyssey of the Mind Texas Program Association Elected Officers
3. Budget Approval
4. Notice of the location and date of State Tournament
5. Committee reports from Budget, Audit, and Standing Rules Committees and others as needed.
6. Establish the following committees and their chairs:

- a. Nominating Committee
- b. Budget Committee
- c. Audit Committee
- d. Standing Rules Committee
- e. Scholarship Committee
- f. Training committee
- g. Technology committee
- h. World finals committee
- i. Merchandise committee
- j. Any other necessary committee that may be needed.

B. MID-YEAR Organizational Meeting:

This meeting will be held in January or February at the in conjunction with the Problem Captains Training. The agenda will include:

1. Establish the number of teams that will advance to state from each region
2. Committee reports:
3. Announcement of positions to be nominated and elected at the next Closing Organizational Meeting. Anyone interested in one of these positions may notify the nomination committee, in writing, in order to be considered for the position.
4. Fill Committees that will become active for end of the season.
5. Recommendations for World Final Judges

C. Closing Organizational Meeting:

This meeting will be held following the State Tournament. The agenda will include:

1. Announcement of State Final results
2. Committee Reports
3. Election of Program Association Officers
4. Regional Director's summary and reports

5. Address World Final expenses and representative
6. World Finals Committee report.

V. OFFICERS

The Board shall elect officers in the year their term expires including Association Director, Jr., Secretary, and Treasurer, Membership Developer, and Judges Coordinator. Elections shall be held at the first meeting after the state tournament for the above said office.

- A. 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. If a person cannot fulfill responsibilities for the remainder of the term, the Association Directors will appoint a person to fill the vacancy until such time as nominations and elections can be held.
- B. The election of officers will be staggered in the following manner: Membership Developer and Judge Coordinator are to be elected in one year, Secretary in the next year, Treasurer in the subsequent year. The election of an Association Director, Jr. will occur each year. The standing association Director, Jr. will automatically become the Association Director, Sr. and the Association Director Sr. will become the immediate Past Association Director.

VI. ELECTIONS

- A. Candidates for elected positions shall be given in writing to the Association Director, Sr. at the mid-year organizational meeting. Names will then be forwarded to the nomination committee by February 1st
- B. If there is more than one candidate for an elected office, elections will be closed ballot to be counted by the treasurer and Secretary. Ties are to be decided by a second ballot.

VII. DISCIPLINE OF BOARD MEMBERS

- A. Cause – Any Board member(s) may be removed from the Board by the affirmative vote of two-thirds of all the voting board members at any regular or special meeting called for the purpose of removing a Board member, for any of the following:
1. Non-feasance (failure to act), or
 2. Malfeasance (unlawful act), or
 3. Misfeasance (wrongful act), or
 4. For conduct detrimental to the interest of the association or
 5. For Lack of sympathy with the associations objectives
 6. For the refusal to render reasonable assistance in carrying out the associations purpose.

B. Notification – Any Board member proposed to be removed will be given at least 30 days 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 said meeting. Notice will include the reason(s) for the vote to remove.

C. Vote – 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. The Association Directors are permitted to vote for removal.

VIII. OBLIGATIONS

Board Members(s) will be removed if they cannot fulfill their obligations. The Executive Board will appoint a replacement until such time as an election can be held.

IX. EXPENSES

Board Members shall be reimbursed for reasonable expenses incurred while serving in that position, as determined by the Executive Board.

Reasonable Compensation

It is the policy of the Odyssey of the Mind-Texas to pay no more than reasonable compensation for personal services rendered by the officers. No one will receive compensation for fulfilling their duties as Directors, although directors may be reimbursed for actual out of pocket expenses which they incur in order to fulfill their duties as Directors. Expenses of spouses will not be reimbursed unless the spouse is also a Board Member sharing the role that incurred the expense.

X. SPECIAL VOTING PROCEDURES

A special vote may only be called by a majority of the Elected Officers. Voting may be conducted electronically and shall be reported and documented at the next Program Association meeting. The Association Director(s) calling the vote will specify the voting period and procedures. The voting period must be a minimum of 24 hours and ideally one week. A reasonable attempt must be made to notify all Program Association voting Members.

XI. POSITION RESPONSIBILITIES

A. Association Directors – may not coach teams.

Duties include:

1. Preside over Program Association meetings, including the establishment of a quorum at the beginning of each meeting.
2. Prepare an agenda for program association meetings. Post 10 days prior to board meeting on website and/or Discord.
3. Fill a vacancy in an unexpired Program Association elected position by:
 - a. Selecting and recommending to the Program Association a person to fill a elected officers position, or
 - b. Appointing people to fill appointed positions.

4. Collect, maintain, and distribute Odyssey of the Mind membership information
5. Appoint State Problem Captains using the recommendations of the Judges Coordinator
6. Secure State Tournament site and Awards Ceremony site.
7. Host Problem Captain training.
8. Establish and communicate judging and volunteer requirements for team qualification to compete.
9. Participate and establish a tribunal when necessary. Using the guidelines described in the Odyssey of the Mind Program Guide.
10. Work with Regional Directors to establish registration fees at the regional and state levels.
11. Establish registration deadlines for the State Tournament.
12. Assist the Membership Developer with growing the program statewide.
13. Initiate communications throughout the program to maintain awareness.

B. Treasurer

Duties Include:

1. Account for all monies received and expended by Program Association.
2. Issue Checks on the Odyssey of the Mind – Texas bank accounts. The Treasurer has the authority to sign checks written on the Odyssey of the Mind – Texas State account and region accounts.
3. Prepare the books for an audit at the end of the fiscal year.
4. Complete and file the appropriate IRS forms required for a non-profit organization, in keeping with IRS deadlines (monthly, quarterly, annually, etc.)
5. Pay fees for storage facility, post office box, website fees, and any other fee related to Odyssey of the Mind – Texas Program Association fees.

6. File monthly state sales tax reports, annual Franchise Tax report, annual property tax report, the IRS Information Report and other required reports, in keeping with their deadlines.
7. Report teams that have not paid their tournament fees by the deadline to the Association Directors within one week of the deadline.
8. Make recommendations for fiscal and legal services as may be needed.
9. Store and maintain fiscal documentation and charters.
10. Provide Regional Directors with Tournament Insurance information
11. Ensure that Regional Directors have access to a Debit/Credit card to pay for regional expenses.

C. Secretary

Duties Include:

1. Maintain an updated list of Program Association Officers and committee chairs names, phone numbers, email addresses, mailing addresses and other relevant contact information.
2. Maintain a list of Officers and vote holders as listed in the Standing Rules.
3. Maintain an updated copy of the Standing Rules, including recording the dates of any changes made.
4. Take minutes of all program Association meetings, post a working copy on the State web site within 10 days of approval. File said minutes as a permanent record and present the minutes in a written form at the next program association once they have been approved.
5. Maintain a record of Program Association Officers and members in attendance at each program Association meeting.
6. Maintain the conflict of interest policy as signed by current Program Association Officers.

D. Judges Coordinator

Duties Include:

1. Work as a liaison assisting the State PC'S, Regional PC'S with organizing judges trainings. Including finding and providing and or creating documentation to assist them.
2. Be responsible for supervision and training of the judges and tournament problem captains.
3. Vet PC'S to submit recommendations for PC's to the Executive Board
4. Perform such other duties as from time to time as may be assigned by the Board of Directors.

E. Membership Developer (at Large):

Duties Include:

1. Help establish new teams across the State
2. Develop relationships with outside organizations/companies to recruit volunteers and seek donations
3. Register Odyssey of the Mind-Texas with TGAT and or any other conference.
4. Attend said conference to promote the Association Program
5. Recruit a speaker – if deemed appropriate for any conference where Odyssey of the Mind – Texas may be promoting the program.

F. Regional Directors:

Duties Include:

1. Communicate tournament fees to their Region as determined by the Program Association. Offer discounts to teams who may need assistance.
2. Establish and communicate registration deadlines to their regional teams.
3. Secure Regional tournament dates and locations, including Awards Ceremonies.

4. Submit Regional Problem Captains to the Association Director for approval prior to Problem Captain Training . Regional Problem Captains shall have at least one-year experience judging the problem at the State level. Lacking a qualified appointee, Regional Directors shall fill the position at their discretion with concurrence of the Association Directors.
5. Facilitate training for Coaches.
6. Host a Judges training session
7. Establish and communicate judging and volunteer requirements for team qualifications for their Region Tournament.
8. Facilitate Tribunals when necessary using an established committee (as described in the Program Guide) when necessary at their regional tournament.
9. Create and maintain a Region budget and file it with the Program Association Treasurer to be approved along with the State Budget.
10. File all financial reports following the Region tournament with the State Treasurer by April 1st.
11. Secure overnight accommodations for invited judges and officials helping from other regions.
12. Required to attend all scheduled board meetings.
13. Appoint a jury to determine OMER and Ranantra Fusca winners.

G. State Problem Captains

Candidates will submit a written statement of interest to the Judge's Coordinator and or Association Director with a list of their qualifications.

Duties Include:

1. To work with International Problem Captains for ensure consistent judging and rule interpretation across the Odyssey of the Mind program.
2. To Review problem training materials provided by Judges Coordinator and provide materials to the Region Problem Captains.

3. To train the Regional Problem Captains in person or by video conferencing.
4. Assign judging positions for the State Tournament.
5. Ensure proper State Tournament site set up the night before the tournament.
6. Return their problem site to pre-tournament status, return problem materials to headquarters, and be dismissed by a State Director before leaving the tournament site at the end of the State Tournament.
7. Manage teams of judges in a professional and non confrontational manner. Provide resolution to issues based on CCI. Escalate issues if needed to the IPC for proposed resolutions.
8. Participate in Tribunal if needed.
9. Attend all board meetings in person or virtually within a private setting.

STATE APPOINTED POSITIONS

H. Volunteer Coordinator

Volunteer Coordinator for the State Tournament will be appointed by the Association Directors at the Opening Organizational Meeting.

Duties Include:

1. Report teams that do not have a registered volunteer by the given registration deadline to the association Directors within one week of the deadline.
2. Assign volunteer positions.
3. Communicate assigned job tasks and schedule to the volunteers.
4. Organize a volunteer check in station.
5. Assist Tournament Director.

I. Tournament Director

Tournament Director for the State Tournament will be appointed by the Association Directors at the Opening Organizational Meeting.

Duties Include:

1. Assist in securing a location for the tournament
2. Determine the rooms for competition sites and other required spaces.
3. Insure PCS return spaces to previous condition.
4. Organize/assist Volunteer Coordinator
5. Secure a hospitality coordinator
6. Organize and Post signs and other necessities required for the tournament
7. Send a written Thank you to the Site provider
8. The Tournament Director shall perform such other duties as from time to time may be assigned by the Executive Board.

J. Regional Positions:

Regional Problem Captains

Duties include:

1. Attend training provided by State PC
2. Train Regional Judges
3. Assign judging positions for the Regional Tournament.
4. Provide the State Problem Captain and Judging Coordinator with recommendations of trained positions for persons judging at the State Tournament.
5. Ensure proper Regional Tournament site set up the night before the tournament.
6. Return the problem site to pre-tournament status, return problem materials to headquarters and be dismissed by a

Regional Director before leaving the tournament site at the end of the tournament.

- K. Regional Tournament Director – appointed by Regional Directors Duties include: those declared to be the same as those found for the State Tournament Directors. XI, I of these standing rules.

XII. STANDING COMMITTEES

All chairmen of the committees listed below will serve as a voting member of the Odyssey of the Mind – Texas board.

- A. Budget Committee is, composed of 3 members of the association and one alternate, will review previous budget, current income, and will make recommendations for a new budget for approval.
- B. Audit Committee, composed of 3 members of the association and one alternate, will audit the books as required by our bylaws.
- C. Standing Rules Committee, composed of 3 members and one alternate will review the standing rules and submit suggested changes or recommendations, as needed, during the First Organizational Meeting.
- D. Nominating Committee, composed of 3 members of the association and one alternate, will be established at the First Organizational Meeting in order to establish a slate of Program Association Officers from persons who have signified their consent to serve if elected.
- E. World Finals Committee, composed of 3 members of the association and one alternate, will make decisions regarding the Programs Associations support of World Finals participants.
- F. Scholarship Committee, composed of 3 members of the association and one alternate, will submit to team memberships a scholarship application to be submitted by mail, to a provided address, or in person immediately following each regions competition. Award amount and number of scholarship recipients will be decided by committee and recipients will be announced at the State Awards Ceremony.

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- G. Merchandise Committee, composed of 3 members of the association and one alternate, selects designs, takes orders and disburses products while working with the budget.
- H. Training Committee composed of 4 members of the association and one alternate, will insure that annual training meetings are conducted in each region including specific coaches and volunteers needs. They should be available to assist all regions from an online perspective.
- I. Technology Committee, composed of 3 members of the association and one alternate, will monitor and make decisions regarding the State of Texas website, Discord and any other assistance that may be needed to provide trainings.

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XIII. REGIONS

- A. There are 3 active established regions: Central, Houston, and North. The remainder of the state is in unassigned areas. Each Region will be responsible to remain within its own Regional budget. If a Region does not have a budget, the Regional Director may ask the Program Association elected officers for funds until such time as a region board and budget can be organized.
- B. Region tournaments shall be held in areas of the state where there are active Regions as recognized by the Program Association.
- C. Regions shall conduct a judge's training prior to the first sanctioned tournament.
- D. Regions shall conduct a coach's training either virtually or in person. The training should provide an understanding of the Odyssey of the Mind program and coach's role therein.
- E. Each Region will develop its own qualification requirements, to be approved by Program Association elected officials. These requirements will address items such as rules for multiple teams from the same membership, rules for multiple memberships from the same school, number of time commitment for volunteers, number of judges, tournament staff needs, etc. This information will be made available via official regional and/or Odyssey Texas Websites. For specific region qualification requirements see Appendix.

XIV. SANCTIONED TOURNAMENTS

A. Region Tournaments

1. All teams must comply with qualification rules regarding tournament volunteers, judges, tournament staff officials and other such requirements. Regardless of Region, all judges must commit to attending judges training, judging at a Region tournament, and judging at the State tournament, if required.
2. Region tournaments will be held no more than 10 weeks nor less than 2 weeks prior to the State tournament.
3. Region medals must be purchased from Odyssey Texas
4. Region trophies may not be larger than State trophies and must meet Odyssey Texas standards.
5. The program Association shall establish and publicize the number of teams that each region may advance to the state tournament. In the event of a tie within advancing places, all of the tied teams will be allowed to proceed to the State tournament. If a team qualified to advance cannot attend, the Regional Director(s) may allow the next place team to represent the region at the state tournament.
6. Regional Directors will, at the Region's Awards Ceremony, announce the number of teams from each problem and division that will represent the Region at the State tournament.

B. STATE TOURNAMENT

1. The Texas State tournament will be held between March 1 and April 30. The date and location will be posted on the Program Association website.
2. An Odyssey of the Mind State Scholarship committee will announce winners of the state's scholarship.

3. In addition to the requirements published by CCI, All teams must comply with the following qualification rules and deadlines and procedures will be posted on the Program Associations website. Accommodations and requirements for teams that are not served by a region will be handled on a case-by-case basis at the discretion of the Association Directors.
 - a. The membership must be purchased no later than the deadline for payment of their regions fees.
 - b. The team must register by the deadline.
 - c. The fee must be paid by the deadline.
 - d. The team must provide a judge who has registered by the deadline. The judge must have been trained and must have judged at a Region tournament.
 - e. The team must provide a 2 hour volunteer who has registered by the deadline.

XV. ALL TOURNAMENTS

- A. Tournaments will be held in accordance with the Tournament Rules published by CCI, in the program guide.
- B. The dates location of tournaments and training sessions shall be posted on the Program Association website.
- C. Tournament venue will not be made available to any team for practice purposes.
- D. Ranantra Fusca and OMER awards will be determined by a jury the day of the Tournament and will be announced at the awards Ceremony. For the State Tournament this jury is appointed by the Association Directors. All Ranantra Fusca award winners will automatically be advanced to the next level tournament.

XVI. REGISTRATION AND FEES

There are separate registration fees for Region and State tournaments. The Regional Tournament registration fee is \$95.00 for competitive teams and \$35.00 for Primary teams. The State Tournament registration fee is \$95.00.

The deadline and instructions for payment will be announced on the Program Association website.

XV. REIMBURSEMENT

- A. In order to be eligible for reimbursement of travel expenses, Program Association members, officials and judges must have traveled at least 150 miles to a tournament, Judge or Problem Captain training session, or Executive Board meeting. (See Expenses) The standard stay for Officials and judges is one night. Executive Board members attending the Closing Organizational meeting will be eligible for a second night's stay when this meeting occurs on the day immediately following the State Tournament.
- B. Reimbursement rates will be approved and updated annually as recommended by the IRS.
- C. To receive reimbursement the recipient must:
 - 1. Fill out and file an expense report with the Treasurer by May 15th.
 - 2. Attach document for starting and ending points of the journey, proof of expense for travel miles and or hotel receipt.
- D. Reimbursement amount for judges traveling to World Finals will be determined by committee and disclosed at the Closing Organizational Meeting.
- E. All other administrative Expenses, amounting to more than \$25.00, and approved by the Tournament Director, must be turned in to the Treasurer for review and reimbursement, along with their expense Report and accompanying receipts, by June 15.

XVII. REGISTERED AGENT

The Registered Agent of Odyssey of the Mind- Texas is Mike Story. The Registered Address of Odyssey of the Mind Texas is Mike Story, 2750 Durban, Houston, Tx 77043.

