

Bylaws & Constitution of Lawrence County Superior STEAM 4-H Club, Inc.

Article 1: Name of Organization

The name of the corporation shall be Lawrence County Superior STEAM 4-H Club, Inc.

The corporation may be publicly known as Superior STEAM.

Article 2: Registered Agent & Incorporators

Section 1: The name of the registered agent is Tyson Chase.

Section 2: Tyson Chase, Bode Swango, and Rich Schmitt are the Incorporators.

Article 3: Type of Organization

Section 1: Type

Superior STEAM shall be a not-for-profit public benefit corporation and 4-H Club based in Bedford, Indiana and service the county and surrounding areas.

Superior STEAM may be referred to as either a/the club or corporation.

Section 2: Duration

Superior STEAM shall last perpetually. On the dissolution of the corporation, any remaining assets/debts of the corporation will be dealt with per Article 9.

Section 3: Indemnity

Superior STEAM does hereby indemnify any and all members, as defined in Article 5 Section 5, of the corporation from any and all liability with regards to the corporation and the business of the corporation, unless the person(s) fraudulently and intentionally violates the law and/or maliciously conducted acts to damage and/or defraud the corporation, or as otherwise applicable under Indiana State Corporate Statute and/or the Purdue 4-H Extension Program.

Article 4: Purpose and Mission

Section 1: Purpose and Mission

The purpose and mission of the corporation is to teach and inspire people in science, technology, engineering, art, and mathematics (STEAM) in Lawrence County, Indiana and surrounding areas.

Section 2: Safe and "Fun" Environment

The corporation is dedicated to providing a safe and fun learning environment for all students, parents, mentors, and persons who interact with the corporation.

Article 5: Membership

Section 1: Students

1. Membership of the corporation is open to youth four (4) to eighteen (18) years old without regard to race, color, creed, religion, national origin, sex, marital status, disability, or public assistance.
2. All student members will need to submit a registration form to the corporation and sign the corporation's Team Code of Conduct. The student will also need to register with the Lawrence County 4-H Extension Office. If the student wishes to compete in FIRST Robotics, that student will need to register with FIRST Robotics--in addition to 4-H and Superior STEAM.
3. The education of the corporation's students is very important. If a student struggles with school material, they will be asked to focus on their schooling. Help is available for students who require it, and ask.

Section 2: Mentors & Coaches

1. Mentors are individuals aged at least eighteen (18) years old who are approved 4-H volunteers. Mentors who wish to help with FIRST teams will need to register with FIRST and pass their background check, in addition to the one done for 4-H.
2. Mentors are committed individuals who share their expertise with/through the corporation per the corporation's Mentor Commitment document.
3. Coaches are mentors that have taken on to mentor (an) individual competition team(s).

Section 3: Parents and Guardians

1. Parents and guardians of students are highly encouraged to aid in the Purpose and Mission of the corporation.
2. Parent and guardian behavior is subject to the Student Code of Conduct.

Section 4: The Student Body

1. The Student Body is the entire corporation's members that are students, described in Section 1 above.
2. Student member behavior is subject to the Student Code of Conduct.

Section 5: The Club / Corporation

The corporation is comprised of the student body, mentors / coaches, and parents and guardians; including the Lead Mentor, Board of Directors, and Student Board of Directors. All parties, named above, may also be called members.

Section 6: Participation

Participation within the club and on teams is based on the rules set forth in the Foundational Plan.

Section 7: The Andy Rule

Membership to the club is always open.

Article 6: Leadership

Section 1: Board of Directors

1. The Board of Directors may be referred to as the Board.
2. The Board of Directors will have an odd number of directors of at least three (3) and no more than nine (9) persons. The Board shall be comprised of mentors and/or parents/guardians led and appointed by the Lead Mentor and approved by majority vote of mentors present at the meeting. At least one (1) parent/guardian and one (1) mentor shall be on the Board.
3. Members of the Board shall be called directors. A director's term will last two (2) calendar years. There are no term limits; however, a director may be removed by the Board per guidelines below, or retire at their discretion.
4. The Board's duties are to provide general guidance for the corporation, determine and apply for grants, and amend these bylaws per Article 7. In special cases, the Board will also make purchases and preside over cases regarding member behavior.
5. The Board may remove any sitting director by majority vote of directors present at the meeting. The director in question shall have at least one (1) week or until the next scheduled meeting--whichever is later--to prepare a defense advocating to remain on the Board.
6. In the event that a director is removed or retires, a new director will be selected by the Lead Mentor and approved by a majority of mentors present at the meeting within thirty (30) days of removal/retirement. The new director will then immediately be instated. The predecessor will then turn over all corporation documents for the successor to be able to adequately conduct business.

Section 2: Student Board of Directors

1. The Student Board of Directors may be referred to as the Student Board.
2. The corporation will also have a Student Board of Directors per 4-H guidelines. The Student Board shall be elected by a majority of the student body present at the determined meeting and after the candidates present why they should be on the Student Board.
3. Any student member who is continually at a minimum of three-quarters (75%) of all relevant meetings in addition to four-fifths (80%) of all outreach/community

events—including while being a member of the Student Board—is allowed to run for the Student Board.

- a. If there is no student who meets these requirements, the student(s) with the highest attendance rate may be considered for the/these role(s).
4. The Student Board shall be comprised of: President, Vice-President, Treasurer, and Secretary. The members of the Student Board shall be called student directors.
5. A student director's term will last one (1) calendar year. A student director is limited to two (2) consecutive/total terms unless determined by the Board.
6. The Student Board's duties are to lead the student members, determine the best course for the corporation regarding the students, and amend these bylaws per Article 7.
7. The student body--not the Student Board--may remove any sitting student director by majority vote of the student body present at the meeting. The student director in question shall have at least one (1) week or until the next scheduled meeting--whichever is later--to prepare a defense advocating to remain on the Student Board.
 - a. The mentors and/or Board reserve the right to have final say in a student's(s') membership on the Student Board.
8. In the event that a student director is removed/retires, a special election will be held within thirty (30) days and chosen by majority vote by the student body present at the meeting. The new director will then immediately be instated. The predecessor will then turn over all corporation documents for the successor to be able to adequately conduct business.

Section 3: Leadership Meetings

1. The mentors will meet on the first Saturday of every month, unless a different day is determined. These meetings shall be open to the corporation and general public, unless the meeting or a portion of the meeting is deemed confidential before the meeting or portion of the meeting.
2. The Board and Student Board will meet on an as needed basis. These meetings shall be open to the corporation and general public, unless the meeting or a portion of the meeting is deemed confidential before the meeting or portion of the meeting.
3. Emergency meetings may be called by any member of the Board, Student Board, or mentor. The meeting time will then be decided. The decision is passed with a (combined) majority vote of Board members present. No board member may be removed with an emergency vote.

Section 4: Lead Mentor

1. The Lead Mentor is the main representative and executive of the corporation. The Lead Mentor will deal with day to day leadership and general decisions regarding the corporation.
2. The Lead Mentor will preside as President of the Board.

3. In the event that the Lead Mentor is removed or retires, a special election will be held within thirty (30) days and chosen by majority vote by the corporation present at the meeting. The new Lead Mentor will then immediately be instated. The predecessor will then turn over all corporation documents for the successor to be able to adequately conduct business.

Section 5: Committees

At any determined time, the Board and Student Board may create a committee, by resolution, consisting of two (2+) or more directors, student directors, and/or members to serve at the discretion of the Board and Student Board. Any committee, to the extent provided in the resolution, shall have the authority of the Board and Student Board, except that no committee, regardless of resolution, may:

- A. Amend or repeal Bylaws or adopt new Bylaws;
- B. Amend or repeal any resolution of the Board and/or Student Board;
- C. Appoint/create any other committee(s) of the Board and/or Student Board;
- D. Extend funds to support a nominee for student director, director, or Lead Mentor;
- E. Approve any financial transaction that is not allowed in the resolution;
 - a. Including transactions where a director and/or student director has a material and/or financial interest; or
 - b. between the corporation and one or more of its directors and/or student directors or between the corporation and any person in which one or more of its directors have a material and/or financial interest.

Section 6: Differentiation of Officers

1. President - Shall preside at club meetings, be responsible for the meeting agenda, and may call special meetings as needed.
2. Vice-president - In absence of President perform President's duties and chair the club's program committee that provides the educational program during club meetings.
3. Secretary - Shall keep minutes of club meetings, write correspondence pertaining to corporation business, and record attendance.
4. Treasurer - Shall maintain funds and report the corporation financial records of money received and paid, and provide the Lawrence County 4-H Extension Office with end of the year reports.

Article 7: Freedom of Information and Privacy Policy

Section 1: Available Documentation

Any and all Superior STEAM documents are open to any member of the corporation and the general public, except where prohibited by law or determined by a majority of the Board and/or Student Board.

Superior STEAM does not share any documentation created by an individual team unless the team releases it or it is requested and approved by that team.

Section 2: Protected Documents

Superior STEAM will not share any documentation regarding individual members unless requested by a Court of Law via a warrant or in writing from the Lawrence County 4-H Board of Directors. No other party (whether individual or a group/institution) may have access to such information.

Section 3: These Bylaws

These bylaws, whether whole or in part, shall always and forevermore be available to the corporation and the general public. The full document will be linked on the website and available per request per details below.

Section 4: Availability Timeline

The corporation is allowed two (2) weeks to gather and share any requested documentation; whether it was requested electronically, via paper, or in-person. The requested documentation will then be shared by the corporation electronically, via paper, or in-person.

Article 8: Amendments

Section 1: Origin

Amendments to the bylaws shall be proposed in writing to the Board and Student Board by any member of the corporation at any time.

Section 2: Procedure

After presentation to the Board and Student Board, amendments may be adopted at the next regularly scheduled meeting by the affirmative vote of the majority of the Board and Student Board present.

Section 3: Incorporation

Amendments as adopted in Section 2 above, shall be incorporated into these bylaws as a new article under the last listed article--unless it is a revision or addition to a current article.

Section 4: Revision

Bylaws shall be reviewed by the Board and Student Board every three years.

Article 9: Distribution of Assets

If the corporation is dissolved, any remaining financial obligations will be met by funds remaining. If additional funds or assets exist, they will be contributed to the Lawrence County 4-H Extension Office or another STEAM educational group determined by the full corporation at the time of dissolution.

Article 10: Club Branding

Section 1: Branding

The brand and image of the club is important to maintain a well-known and well-respected organization. The branding and image of the club and each team is to be within the guidelines set forth by the Branding Guidelines document.

Section 2: Returning / Veteran Teams

Returning / veteran teams will remain the name that was chosen by the first year members of that team.

Section 3: New Teams

New teams will be named by the first year members of the new team. The name should be school and 4-H appropriate.

Certificate of Adoption of Bylaws & Constitution

I hereby certify that the above stated bylaws of Superior STEAM were approved by the Board of Directors and Student Board of Directors on _____ and constitute a complete copy of the bylaws of the corporation.

Board of Directors

Student Board of Directors

Lawrence County 4-H Extension Director:

Date: _____