

**NATIONAL SCIENCE & MATHEMATICS
QUIZ FOUNDATION**
FIJAI SHS CHAPTER



CONSTITUTION

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PREAMBLE

This is a 501(c)(3) Foundation for National Science and Mathematics Quiz Team and STEM Program.

ARTICLES OF INCORPORATION

ARTICLE 1 NAME

The name of the organization shall be “NATIONAL SCIENCE & MATHEMATICS Quiz FOUNDATION- FIJAI SHS CHAPTER,” hereafter referred to as the “Foundation.”

ARTICLE 2 PURPOSE

The Foundation is organized exclusively for charitable, educational, and scientific purposes, including but not limited to supporting the National Science and Mathematics Quiz (NSMQ) Team and advancing STEM education programs within schools. The Foundation’s purpose is to cultivate a passion for science, technology, engineering, and mathematics among students, fostering intellectual curiosity, critical thinking, and innovation.

ARTICLE 3 DURATION

The Foundation shall have perpetual existence, continuously striving to inspire and empower generations to excel in STEM disciplines.

ARTICLE 4

PRINCIPAL OFFICE

The principal office of the Foundation shall be located at 1913 NW 55th Terrace, Miami, FL, 33142. This location shall serve as the center for our activities, initiatives, and collaborations.

ARTICLE 5

BOARD OF DIRECTORS

Section 1: Powers

The business and affairs of the Foundation shall be managed by a Board of Directors, hereafter referred to as the “Board.” The Board shall have the authority to develop policies, set strategic objectives, and oversee the overall direction of the Foundation.

Section 2: Composition and Expertise

The Board of Directors shall consist of no fewer than three (3) and no more than seven (7) members. Directors shall represent diverse backgrounds, including educators, STEM professionals, community leaders, and individuals passionate about STEM education. The Board’s collective expertise shall ensure well-informed decision-making and effective program development.

ARTICLE 6 OFFICERS

Section 1: Titles and Responsibilities

The officers of the Foundation shall include:

1. **President:** Providing visionary leadership, representing the Foundation, and fostering strategic partnerships. The President shall preside over Board meetings, set the agenda, and provide guidance to officers and committees.
2. **Vice President:** Assisting the President, managing committees, and facilitating collaboration among board members. The Vice President shall assume the President's responsibilities in their absence and assist in strategic planning.
3. **Secretary:** Recording minutes of meetings, maintaining records, and ensuring compliance with documentation requirements. The Secretary shall handle official correspondence and maintain accurate records of Board decisions.
4. **Treasurer:** Managing financial matters, preparing budgets, overseeing audits, and ensuring compliance with financial regulations. The Treasurer shall maintain financial records, provide financial reports, and manage the Foundation's budget.

5. **Fundraising Chair:** Developing and executing fundraising strategies, engaging donors, and managing sponsorship initiatives. The Fundraising Chair shall coordinate fundraising events, campaigns, and donor relations.
6. **Outreach Coordinator:** Developing and overseeing community engagement programs, partnerships, and outreach events. The Outreach Coordinator shall establish connections with schools, organizations, and individuals to promote STEM education.
7. **STEM Program Director:** Leading the design, implementation, and evaluation of STEM education initiatives and curriculum enhancement. The STEM Program Director shall collaborate with educators to develop innovative STEM programs and monitor their effectiveness.
8. **NSMQ Team Coordinator:** Overseeing the preparation, training, and participation of the NSMQ Team in regional and national competitions. The NSMQ Team Coordinator shall liaise with coaches, advisors, and students to ensure effective team performance.
9. **Scholarships and Awards Director:** Developing and managing scholarship programs and recognizing outstanding achievements in STEM education. The Scholarships and Awards Director shall establish criteria, evaluate applicants, and organize recognition events.

Section 2: Collaborative Leadership

Officers shall work collaboratively, with each role complementing the others to achieve the Foundation's objectives. Regular communication and coordination among officers shall ensure cohesive and efficient operations.

Section 3: Tenure of Office

Tenure of Office for both executives and board is 4 years

ARTICLE 7 COMMITTEES

The Board of Directors may establish committees to address specific tasks, initiatives, or projects, as needed. Committees may include Governance, Fundraising, Outreach, Scholarships, STEM Curriculum, NSMQ Team, and Finance. Committee members shall consist of Board members, Foundation volunteers, and external experts as required.

ARTICLE 8 DISCIPLINE AND EXPULSION

Section 1: Code of Conduct

Members of the Foundation shall adhere to a code of conduct that upholds the values and objectives of the Foundation. Behaviors inconsistent with this code may result in disciplinary actions.
Foundation Code of Conduct

The Foundation is committed to fostering an environment of respect, integrity, and collaboration to achieve its mission of promoting STEM education and supporting the National Science and Mathematics Quiz (NSMQ) Team. All members are expected to adhere to the following Code of Conduct:

1. Respect and Inclusivity:

- Treat all members, volunteers, and stakeholders with respect, irrespective of their background, identity, or role.
- Foster an inclusive environment that values diversity and encourages open dialogue.

2. Professionalism:

- Conduct oneself in a professional manner when representing the Foundation.
- Uphold ethical standards and avoid conflicts of interest.

3. Commitment:

- Demonstrate a genuine commitment to the Foundation's mission and goals.
- Fulfill responsibilities promptly and with dedication.

4. Collaboration:

- Work collaboratively with fellow members, volunteers, and partners to achieve shared objectives.
- Share knowledge, insights, and ideas for the betterment of the Foundation.

5. Confidentiality:

- Respect the confidentiality of sensitive information related to the Foundation's operations, members, and partners.

6. Communication:

- Communicate openly, honestly, and respectfully with all members and stakeholders.
- Address conflicts or concerns through constructive dialogue and appropriate channels.

7. Accountability:

- Take ownership of responsibilities and commitments.
- Accept accountability for actions and decisions, both individually and as a team.

8. Adherence to Policies:

- Comply with all Foundation policies, guidelines, and applicable laws.
- Seek clarification when unsure about compliance requirements.

9. Contribution and Participation:

- Contribute actively and meaningfully to Foundation initiatives, projects, and discussions.
- Attend meetings, workshops, and events with a proactive and engaged attitude.

10. Conduct Within the NSMQ Team:

- Show respect for fellow NSMQ Team members, coaches, and advisors.
- Uphold a spirit of camaraderie, teamwork, and sportsmanship during practices and competitions.

Disciplinary Actions:

Violation of the Code of Conduct may result in disciplinary actions, as determined by the Board of Directors. Such actions could include verbal warnings, written warnings, probation, suspension, or expulsion from the Foundation. Severe breaches of conduct may warrant immediate expulsion.

Reporting Violations:

Any member who observes or experiences a breach of the Code of Conduct is encouraged to report the incident to the Foundation's leadership for appropriate action to be taken.

Acknowledgment:

By participating in the Foundation's activities, all members acknowledge their commitment to upholding the Code of Conduct and contributing positively to the Foundation's mission.

This Code of Conduct serves as a guiding framework for maintaining a conducive and productive environment within the Foundation. Members are expected to familiarize themselves with and abide by this Code to ensure the success and integrity of the Foundation's endeavors.

Section 2: Disciplinary Action

The Board of Directors holds the authority to initiate disciplinary actions, which may include warnings, probation, suspension, or expulsion. Expulsion shall be considered for severe breaches of conduct.

ARTICLE 9

MEETINGS

(BOARD MEMBERS AND EXECUTIVES)

Regular meetings of the Board of Directors shall be held Once a month at a location and time determined by the Board. Special meetings may be convened by the President or upon request by a majority of Board members. Meetings shall facilitate strategic discussions, decision-making, and the exchange of ideas.

ARTICLE 10

AMENDMENTS

These Articles of Incorporation may be amended by a majority vote of the Board of Directors at any regular or special meeting. Proposed amendments shall be communicated to Board members in advance, allowing for thorough consideration.

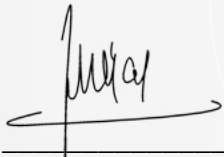
Article 11

DISSOLUTION

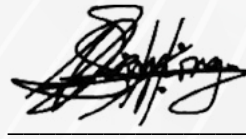
In the event of dissolution, all remaining assets shall be distributed 75% to Fijai Senior High School and a 25% to a USA organizations with similar exempt purposes, as determined by the Board of Directors.

These Articles of Incorporation were adopted by the undersigned incorporators on August 27th, 2023


INCORPORATORS:




Samuel Opoku



Isaac Osei Sarpong



Fred Ami Sallar



Stephanie Binder



NATIONAL SCIENCE & MATHEMATICS QUIZ FOUNDATION

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