

ARDI SECTIONAL POLICIES REWRITE – July 8, 2013
Approved July 22, 2013

BOARD OF DIRECTOR SEATS

- The Arkansas Destination Imagination Board of Directors (BOD) is established as a 12 seat governing board.
- The election of BOD seats will be held at the annual July (summer) BOD meeting.
- Each BOD seat is elected for a 3 year term.
- There are no term limits on BOD seats.
- BOD seats are to be elected by secret ballot vote of the BOD members present for the meeting.
 - Each candidate will be listed by name on the ballot
 - Each BOD member present will have a copy of all Candidate Forms for review.
 - Each BOD member must vote for four (the number of seats up for election) candidates if available.
 - The four candidates receiving the most votes will win and be seated in alphabetical order to their seat numbers.
 - In case of a fourth place tie, a secret ballot, run off, vote will continue until a clear winner is established.
- A BOD seat may at any time be vacated:
 - Members may resign by formal or informal announcement.
 - Members may lose their seat by dismissal approved by the BOD with or without cause.
 - Grounds for dismissal may include but are not limited to:
 - Violation of the ARDI Code of Conduct.
 - Felony arrest or conviction.
 - Poor performance of Board Duties or indifference to the ARDI Program success.
 - Board meeting attendance and participation must be considered as part of a member's performance record just as attendance and participation in the overall ARDI Program.
 - Board Duties must never be confused with Program Duties. If a member defaults on their Board Duties, they should be removed from the BOD seat.
- If a BOD seat is vacated before the end of its term:
 - The seat may remain vacant.
 - The seat may be filled by an appointee from the membership of the ARDI Advisory Council (AAC) by the BOD.
 - The seat may be filled by appointment from the public at large by the BOD.
 - In any case the Affiliate Director is to advise the BOD on the appointee candidates' known history and performance while in the AAC and or accomplishments outside the DI program.
 - When a seat, filled by an appointee, comes up for election; the standard BOD candidate and election rules apply.
- Candidates for BOD seats will be generated from:
 - Current members of the BOD
 - Current members of the AAC
 - The public at large
- All candidates must self-nominate by completing and submitting Candidate Declaration Form.
- Seated members, if they desire reelection, must complete or update and submit their Candidate Declaration Form.
- Candidate nominations will be accepted for one section of (4) board seats each year.

- Candidate nominations for BOD seats will be accepted during the months of May and June of each year.
- Candidate nominations for BOD seats received after June 30 will not be considered for the current election.
- The BOD secretary or a BOD appointed member will be responsible for collecting, maintaining and presenting the Candidate Forms to the BOD.
- As soon as a completed Candidate Declaration Form is received, the secretary or the BOD appointee must alert the BOD with the candidate documentation (e.g. a copy of the completed Candidate Declaration Form).
- The month of June is to be used to vet each candidate as the BOD deems appropriate.

Candidate Declaration Form

- This completed form must indicate the candidate's wishes to be considered for an ARDI Board of Directors Seat. It must render a candidate's history and show a desire to serve the ARDI Program.
- Points to include on form:
 - Full name, address and contact information
 - Relevant histories for: education, family and work
 - A statement of commitment if elected
 - A release consent for background investigations as deemed necessary by ARDI
 - Ending Affirmation: name and date
 - Signatures are not required on electronic forms
 - By act of Ending Affirmation or form submission, candidate affirms all listed information and consents
- Completed Candidate Declaration Forms are to be maintained as a permanent record and available for review.
- Candidates seeking reelection may request a copy of their original form and resubmit an updated version.
- The Candidate Declaration Form is used explicitly in the election process for BOD seats.
- The Candidate Declaration Form will be posted on the ARDI website along with instructions.
- The form is to be available as an Adobe PDF document that can be either: downloaded, completed by hand and mailed through the USPS or downloaded, completed online, saved and then emailed as an attachment into the ARDI Data System.
- Collection by the ARDI Data System is the recommended process because it streamlines the entire procedure with a focus on time of generation, document security and document portability.

Election Rotation

Four board seats in numerical order will be up for election each year starting at the July meeting of (2013).

Section 1 seats are elected at the July meeting of 2013 and serve through the July meeting of 2016. Section 2 seats will be elected at the July meeting of 2014 and will serve through the July meeting of 2017.

Section 3 seats will be elected at the July meeting of 2015 and will serve through the July meeting of 2018.

Currently seated Board Members as of July 6, 2013
Section 1

Seat #01, Bullard, Linda
Seat #02, Clark, Robin
Seat #03, Jasper, Toni
Seat #04, Jones, Lekia

Section 2

Seat #05, Rowe, Stephanie
Seat #06, Mitchell, Mike
Seat #07, Quast, Candy
Seat #08, Symons, Christine

Section 3

Seat #09, Shields, Angela
Seat #10, Thompson, Patti
Seat #11, Tietze, Kerry
Seat #12, vacant

Seat #1-XO, Mitchell, Brownie

ARDI ADVISORY COUNCIL

The ARDI Advisory Council (AAC) is established using these guidelines:

- The membership is selective but not numerically limited.
- Acceptance to the council is gained by the candidate completing and submitting a Candidate Declaration Form and then receiving approval from the BOD.
- The completed form must indicate the candidate's wishes for nomination into the ARDI Advisory Council.
- If the BOD fails to approve a candidate, no further action is required.
- Dismissal from the council is gained by recommendation and approval from the BOD.
- Dismissal requires no follow up other than the removal of the name from the member roster.
- Ultimately the council will be made up of people wanting to move up and people wanting to change their DI responsibilities.
- Records on the council membership will be maintained to the point of knowing the history, current status and availability of each member.
- The council members must share these proven and documented characteristics:
 - Trustworthy
 - Responsible
 - Dedicated
 - Willing to service the needs of ARDI

Candidate Declaration Form

- This completed form must indicate the candidate's wishes for nomination to the ARDI Advisory Council.
- It must render a candidate's history and show a desire to serve the Ardi Program.
- Points to include on form:
 - Candidate's full name, address and contact information
 - Candidate's relevant histories for: education, family, work and DI Program involvement
- The Candidate Declaration Form is used explicitly in the selection process for AAC members.
- The Candidate Declaration Form will be posted on the ARDI website along with instructions.
- The form is to be available as an Adobe PDF document that can be either: downloaded, completed by hand and mailed through the USPS or downloaded, completed online, saved and then emailed as an attachment into the ARDI Data System.

- Collection by the ARDI Data System is the recommended process because it streamlines the entire procedure with a focus on time of generation, document security and document portability.

SUCCESSION of SECESSION PLANNING

In order to meaningfully address the problems of secession for ARDI BOD Offices, ARDI Program Officials, Affiliate Challenge Masters (ACMs), Regional Directors (RDs) and other named Program Official Positions: a meaningful, well defined, recurring, selection process is established that also allows for an Ardi Shadow Volunteer Program initiative.

BOD Office Positions

The selection process for BOD Office Positions is established using these guidelines:

- The current BOD Office Positions are listed below but may be altered:
 - Affiliate Director
 - Co-Affiliate Director
 - President
 - Vice President
 - 2nd Vice President
 - Secretary
 - Treasurer
- BOD Offices are elected or reelected on an annual basis or as made necessary by a vacated office.
- BOD Offices may be filled only by members of the BOD.
- Candidates for specific Offices are to be nominated and openly voted on by the BOD
- It is mandatory that the BOD openly evaluate the available history and overall performance of any candidate before assignment or reassignment.
- The BOD must consider and place the ARDI Program welfare ahead of friendships and any possible prejudice when making these decisions.
- All BOD Offices are to be confirmed by the BOD at the July (summer) board meeting.
- The annual term begins immediately after the summer BOD meeting and runs through the following summer meeting.

Program Official Positions

Current Program Official Positions and selection guidelines:

- The current Program Official Positions are listed below but may be altered:
 - Affiliate Director (AD)
 - Co-AD
 - Affiliate Training Director (ATD)
 - Co-ATD
 - Regional Director (RD) North
 - Co-RD North
 - Regional Director (RD) South
 - Co-RD South
 - Affiliate Challenge Master (ACM) and co-ACM
 - Challenge A
 - Challenge B
 - Challenge C
 - Challenge D
 - Challenge E

- Challenge Project Outreach
- Challenge Rising Stars
- Challenge Instant Challenge
- Score Room
- Ardi Commissary Manager
- Tournament Site Directors (North, South, State)
- Program Official positions are assigned or reassigned on an annual basis or as made necessary by a vacated position.
- Program Official positions may be filled from members of the BOD, the AAC and on occasion the public at large.
- It is the responsibility of the AD to secure qualified, willing candidates and to make recommendations for BOD approval for Program Official positions each year.
- It is mandatory that the AD and the BOD openly evaluate the available history and overall performance of any candidate before assignment or reassignment.
- The AD as well as the BOD must consider and place the ARDI Program welfare ahead of friendships and any possible prejudice when making these decisions.
- Candidates for Program Official positions are to be vetted in June and confirmed by the BOD at the July (summer) board meeting.
- The Program Official annual term begins immediately after the July BOD meeting and runs through the following July meeting.

ARDI Shadow Volunteer Program

The ARDI Shadow Volunteer Program (ASVP) is established using these guidelines:

- It is the responsibility of the BOD to approve or disapprove a named Shadow Volunteer for key Program Positions.
- It is then the responsibility of the current position holder to train and bring up to speed his or her Shadow Volunteer.
- The Affiliate Director position does not require a shadow candidate as long as the position of Co-Affiliate Director is filled.
- New BOD Office Positions and or Program Official Positions may be created as deemed necessary by the BOD.

ARDI and Arkansas Activities Association (AAA) Relationship

- It is understood that ARDI and AAA operate under their own set of corporate or association policies.
- The shared goals, both written and unwritten, of these associations are to promote:
 - Good sportsmanlike conduct
 - A *“level playing field”* for all participants and teams
 - Opportunities for all participants to celebrate their achievements
- Each year, through an application process, ARDI solicits AAA for its sanction of 3 Arkansas Destination Imagination tournaments.
- In turn, ARDI requires that each regulated Arkansas DI team represent an AAA member school as indicated by the school Principals’ signature on each team registration form.
- Each school is expected to support its DI team(s) on par with any other AAA sanctioned school activity.

Policies and Terminologies:

- The ARDI Board of Directors appoints the “Arkansas Affiliate Director” recognized by Destination Imagination, Inc. as the “Affiliate Director” (AD). The Arkansas Affiliate Director Candidate must be a seated member of the Arkansas Board of Directors.
- An elected Officer of the ARDI Board of Directors may serve as the “Arkansas co-Affiliate Director” recognized by Destination Imagination, Inc. as the “co-Affiliate Director” (co-AD).
- The AD and or co-AD, in every facet, are deemed to represent and speak the will of the Affiliate’s Board of Directors in regards to direct questions, surveys or any requested determination issued through Destination Imagination, Inc. or its representatives.
- Emergency Management Planning for Tournaments
 - Tournament Officials must have and maintain continuous access to local weather and the county Emergency Operations Center (EOC). Tournament Officials will also insure that the local EOC has access to specific tournament data which will include contact information for every adult and child participating in the local tournament.
 - Tournament Officials must have access to and knowledge of the school’s public address system.
 - Remote challenge sites must have continuous available phone service.
 - Safe areas must be established for each challenge site at each tournament location.
 - Each Challenge Master must be prepared to instruct and move their groups to assigned safe zones depending on the threat.
 - Each Team Manager must be prepared to gather their children and immediately react to emergency alerts.
 - Tournament Officials will address the possibility of: fire, weather, earthquake and terrorism, which includes threats of; bomb, firearms and chemical release.
 - In case of a catastrophic event, everyone will assemble at a predetermined rally point and Program Officials will deploy a notification plan.
 - Program Officials will solicit the presence of, or direct communications with, a county deputy or local police officer for the tournament day.
 - It is widely understood that even under the best planning, not everyone will get the word.
- ARDI Support Funds for First Place teams going to Global Finals
 - The total amount of Support Funds for Global Finals teams is to be an ARDI budgetary item.
 - The allotted Support Funds will be applied equally to the cost of attending Global Finals for each First Place or First Place Tie in each Challenge and Level achieved at State Tournament.
 - These Support Funds will be paid to only Destination Imagination, Inc.
 - The Support Funds can not be applied to non-competitive teams attending Global Finals
 - The Support Funds may be applied as deposits.
 - The Support Funds cannot be applied as an over payment.
 - The donation and use of these Support Funds are made under the guidelines of the IRS Rules for Non-Profits.
- State Finals to Global Finals Advancement Policy
 - Teams earning below 50% of the available raw points in their combined central challenge and team choice elements, if team choice elements are part of their challenge, will not be allowed to automatically advance to Global Finals without the review and approval of the ARDI Board of Directors.
- Controlled access to IC performance areas at sanctioned Arkansas tournaments
 - Only performing team members and Program Officials will be allowed in performance rooms during a competitive solution presentation.
 - Access to other IC areas such as prep, holding and chill-out will be at the discretion of the IC Affiliate Challenge Master.

- In all cases, access limitations and instructions will be clearly posted in those particular areas during tournaments and advance notice will be given to Team Managers throughout the season.
- These requirements have become necessary due to the shortage of Appraisers, the pervasiveness of interference and the desire to keep a level playing field for all teams.