

ARTICLE I – NAME

This organization shall be known as the Meeker Citizens of the World Student Exchange Booster Club.

ARTICLE II – PURPOSE

Section 1. Purpose. The purpose of the Meeker Citizens of the World Student Exchange Booster Club is to support the Meeker-New Zealand Student Exchange Program as it provides educational opportunities for students at Meeker Middle School in Tacoma, Washington, to connect with students from New Zealand; be immersed in the New Zealand culture in order to experience multicultural differences and global perspectives while gaining a cultural appreciation; and be able to share the knowledge gained and their experiences with other Meeker students, family members, and the local community.

ARTICLE III – MEMBERSHIP

Section 1. Eligibility. Any person sincerely interested in active participation to affect the purpose of the Meeker Citizens of the World Student Exchange Booster Club may apply to become a member. All adult Participating Members must successfully complete the background checks in accordance with the current Tacoma School District policy.

Section 2. Members. There shall be the following classes of members:

- a. **Participating Members** – non-voting Participating Members include: Host Students, Host Student Parents/Guardians, Host Adults, Ambassadors, Ambassador Parents/Guardians, and other interested individuals who meet the requirements for participating in the program.
- b. **Board Members** – Participating Members in good standing, elected by the previous year's Board of Directors, are voting members and are referred to collectively as the Board of Directors. The Board Members shall consist of President, Vice President, Secretary, Treasurer, Advisor (if needed), Teacher-Leader, Teacher-Assistant, Hosting Coordinator(s), Ambassador Coordinator(s) and Member-at-Large (if needed).

Section 3. Termination. Membership may be terminated by resignation or action of the Board of Directors.

ARTICLE IV – MEETINGS – BOARD OF DIRECTORS

Section 1. Notice of Meeting. The President of the Board of Directors shall convene all board meetings. The meeting schedule will be established on an annual basis for the program year. A reminder message by phone or e-mail will be provided to Board Members prior to each meeting to confirm the meeting date, time and location, and general nature of the meeting.

Section 2. Monthly Meeting. Monthly meetings will be held to conduct business necessary to ensure the club purpose is met. (See article II, sec. 1)

Section 3. Special Meeting. Special meetings may be called by the Board of Directors, the Secretary or the President at their discretion. No business other than specified in the notice of the meeting shall be transacted at any special meeting of the Board of Directors.

Section 4. Quorum. A majority of current members of the Board of Directors shall constitute a quorum. A quorum is required to conduct voting.

Section 5. Voting. All Board Members may vote at any board meeting of the Board of Directors. Dissent or abstention will be recorded by name in the meeting minutes. All votes cast regarding transactions or arrangements that involve a conflict of interest will be recorded along with complete details of the discussions. (See article VI, sec. 7)

Section 6. Absentee Ballot. Each member shall be entitled to one vote in person or one absentee ballot.

Section 7. Rules of Order. Robert's Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Bylaws for the Meeker Citizens of the World Student Exchange Booster Club.

ARTICLE V – MEETINGS – PARTICIPATING MEMBERS

Section 1. Annual Informational Meeting. The annual informational meeting shall be held during the spring of each year for the purpose of providing information about the program to all interested potential Participating Members.

Section 2. Monthly Meeting. Monthly meetings will be held with Participating Members for the purpose of providing program details and status.

Section 3. Notice of Meeting. Notice of the annual informational meeting will be provided to 5th grade students of each of the three elementary schools that feed into Meeker Middle School, and to the Meeker students through a hard copy flier and published on the program Web site at least ten (10) days but not more than fifty (50) days in advance thereof, setting the place and time of the meeting. Notice of regular monthly meetings other than the annual informational meeting shall be made by publishing the schedule of regular meetings for the ensuing year on the program Web site. Reminders of the regular monthly meetings are provided via e-mail prior to each meeting.

Section 4. Location of Meetings. All meetings shall be held at Meeker Middle School located at 4402 Nassau Ave. NE, Tacoma, WA 98422 or another designated location agreed upon by the Board of Directors.

Section 5. Special Meeting. Special meetings may be called by the Board of Directors, the President, the Ambassador Coordinator(s), or the Hosting Coordinator(s) at their discretion. A special meeting may be requested by one or more Participating Members to address an issue or issues. Issues requiring a special meeting should be raised with the appropriate Board Member, depending on the issue, so that a meeting may be called. No business other than specified in the notice of the meeting shall be transacted at any special meetings of the Participating Members.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. Board and Number. The number of Board Members shall be no more than thirteen (13) and no less than six (6). The Board of Directors shall consist of a mix of staff and parents of current and former students from Meeker Middle School, Browns Point Elementary, Northeast Tacoma Elementary and Crescent Heights Elementary schools. A majority of the Board of Directors must have a student attending Meeker Middle School or be employed at Meeker Middle School for the program year.

Section 2. Offices. The Board of Directors shall consist of Board Members holding the following offices:

- a. **Elected Offices** – President, Vice President, Secretary, Treasurer, Hosting Coordinator(s), Ambassador Coordinator(s) and Member-at-Large (if needed).
- b. **Appointed Offices** – Teacher-Leader, Teacher-Assistant, and Advisor (if needed).

Section 3. Annual Election and Term of Office. Prior to the Participating Members annual informational meeting the Board of Directors shall determine the number of Board Members to be elected for the ensuing year and shall have elected such number of Board Members. Board Members may hold more than one (1) position with the exception of the President and Secretary which must be held by different individuals. The Board Members shall serve a term of one to two years, depending on their office.

Section 4. Resignations. Any Board Member may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified. If no time is specified, it shall take place at the time of its receipt by the President. The acceptance of a resignation shall be necessary to make it effective.

Section 5. Discipline. The Board of Directors shall have the power by two-thirds (2/3) vote to discipline, suspend, or remove any Board Member. Failure to adhere to the Board Members Code of Conduct may result in disciplinary action.

Section 6. Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Board Members at any regular meeting or at any special meeting called for that purpose.

Section 7. Code of Conduct. All Board Members have a responsibility to uphold a Board Members Code of Conduct that includes but is not limited to the following:

- a. **Performance of Duties.** All Board Members will perform the duties of their office and any committee, on which they may serve, in good faith, in a manner they believe to be in the best interests of the Meeker-New Zealand Exchange Program, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
- b. **Confidentiality.** All Board Members will maintain the confidentiality of records and sensitive topics discussed.
- c. **Program Representation.** All Board Members will act in a manner such that they represent the Meeker-New Zealand Exchange Program in a positive light.
- d. **Conflict of Interest.** The following steps will be taken when a potential conflict of interest arises:
 - i. **Selection Process** - A Board Member with a child interested in participating in the Ambassador Program will excuse themselves from the selection process.
 - Board Member will not be present during interviews.
 - Board Member will not be present during Board discussions related to selection decisions.
 - Board Member will not have access to applications.
 - ii. **Financial Gain** - Any Board Member who has a direct or indirect financial interest in a proposed transaction or arrangement must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors or Board Committee considering the proposed transaction or arrangement. After investigating alternatives to the proposal and making reasonable efforts to obtain a more advantageous proposal that would not result in a conflict of interest, the Board of Directors or Board Committee shall determine by a majority vote of the disinterested Board Members (while the interested Board Member is not present) whether the transaction or arrangement is in the best interest of the Meeker-New Zealand Exchange Program, for its benefit, and is fair and reasonable. If so, the Board of Directors or Board Committee may enter into the proposed transaction or arrangement.
- e. **Program Management.** All Board Members will manage the affairs of the Meeker Citizens of the World Student Exchange Booster Club in a manner consistent with a nonprofit, tax-exempt organization. All Board Members will plan and organize the activities of the Meeker-New Zealand Exchange Program such that those activities accomplish the tax-exempt purposes of the Meeker Citizens of the World Student Exchange Booster Club, as identified in Article II, in order to maintain a federal tax exemption.

ARTICLE VII – BOARD COMMITTEES

Section 1. Duties and Powers. Each committee that consists of two (2) or more Board Members shall have the authority of the Board for making decisions. The Board of Directors may adopt guidelines for the conduct of the Committees as it may deem proper.

Section 2. Executive Committee. The Executive Committee shall have the duties and powers as provided elsewhere herein and shall have such other duties and powers as may be delegated to it by the Board of Directors. The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer.

Section 3. Board Committees. The Board of Directors shall have the power to appoint Board Committees as it shall determine and to delegate such powers to them as the Board of Directors shall deem advisable.

- a. **Membership Committee.** The Board of Directors may appoint a Membership Committee of up to three (3) Board Members and other appointed Participating Members. The committee shall handle the advertising of the annual informational meeting, and solicit names of prospective Participating Members and provide special invitations asking them to consider applying for the program.
- b. **Board Nominating Committee.** The Board of Directors may appoint a Nominating Committee consisting of not less than three (3) Board Members and other appointed Participating Members. The committee shall solicit names of potential candidates and submit a slate of potential names to fulfill open Board of Directors' offices.
- c. **Financial Assistance Committee.** The Board of Directors may appoint a Financial Assistance Committee consisting of the Treasurer and not less than two (2) Board Members. The committee shall review each application and make final decisions regarding awarding financial assistance. All financial assistance decisions will be communicated to the Board of Directors.
- d. **Sponsorship Committee.** The Board of Directors may appoint a Sponsorship Committee consisting of the Vice President and other appointed Participating Members. The Committee shall work to develop corporate and private sponsors to help support the program. Potential sponsorships shall be presented to the Board of Directors prior to communicating to the Participating Members.
- e. **Fundraising Committee.** The Board of Directors may appoint one or more Fundraising Committees consisting of the Vice President and other appointed Participating Members. The Committee shall provide guidance and administer the fundraising for the program. Fundraising decisions and details including pricing and anticipated profit margin shall be presented to the Board of Directors for approval prior to communicating to the Participating Members.
- f. **Selection Committee.** The Board of Directors may appoint the following Selection Committees. The Committees shall follow the selection process and select the Teachers, Host Families, Ambassador Students and Adult Chaperones.
 - a. **Teacher Selection** – consisting of not less than three (3) Board Members to conduct the process for selecting the Teacher-Leader and Teacher-Assistant who are then appointed to the Board of Directors
 - b. **Host Family Selection** – consisting of not less than three (3) Board Members to conduct the process for selecting Host Families and placing New Zealand students and adults in Host Family homes.
 - c. **Ambassador Selection** – consisting of not less than three (3) Board Members to conduct the process for selecting Ambassadors
 - d. **Chaperone Selection** – consisting of not less than three (3) Board Members to conduct the process for selecting Chaperones to accompany the Ambassadors.
- g. **Other Committees.** The Board of Directors will, from time to time, establish such other committees as deemed necessary and may prescribe the duties and powers of each.

ARTICLE VIII – DIRECTORS: DUTIES AND POWERS

Section 1. President. The President shall serve a term of two (2) years from April to March and shall be elected by the Board of Directors at the March Board of Directors meeting. The term of the President shall alternate with the term of the Vice President. The duties of the President are to:

1. Oversee the entire Meeker-New Zealand Exchange Program.
2. Ensure that the Extended Instructional Field Trip Form has been submitted by the Teacher-Leader and Tacoma School Board approval received during the school year prior to travel year.
3. Conduct the annual informational meeting in the spring for prospective Participating Members.
4. Plan and facilitate Board of Directors meetings. Coordinate with the Secretary to: notify Board Members of date, time, etc.; arrange for the meeting site; prepare agendas; prepare informational materials; keep meetings timely and ensure a quorum is present for voting.
5. Review the Code of Conduct (Article VI, Section 7) and the Bylaws with the newly elected Board Members at the first Board of Directors meeting following their election.
6. Work closely with Hosting Coordinator(s), Ambassador Coordinator(s), Teacher-Leader and Teacher-Assistant.
7. Communicate effectively with Board Members and principals of participating schools in all aspects of the Meeker-New Zealand Exchange Program.
8. Review Meeker-New Zealand Exchange President Handbook and update annually.
9. Review all bank accounts and balances.
10. Review Bylaws annually to identify any necessary updates and present those updates to Bylaws to the Board of Directors for discussion and approval.

Section 2. Vice President. The Vice President shall serve a term of two (2) years from April to March and shall be elected by the Board of Directors at the March Board of Directors meeting. The term of the Vice President shall alternate with the term of the President. The duties of the Vice President are to:

1. Perform the duties of the President in the absence of the President provided they are authorized by the President or Board of Directors to so act. The Vice President, when so acting, shall have all the powers of that office.
2. Ensure appropriate processes are in place to facilitate Participating Member selection.
3. Oversee and Participate on the Sponsorship and Fundraising Committees.
4. Oversee all Board Committees by ensuring:
 - committees are properly formed
 - committees understand their power, role and responsibilities
5. Assist the President as needed.
6. Ensure all adult Participating Members have successfully completed their background checks in accordance with the current Tacoma School District policy.
7. Review Meeker-New Zealand Exchange Vice President Handbook and update annually.
8. Review all bank accounts and balances.

Section 3. Secretary. The Secretary shall serve a term of one (1) year from April to March and shall be elected by the Board of Directors at the March Board of Directors meeting. The duties of the Secretary are to:

1. Arrange for the meeting sites.
2. Coordinate with the President, Hosting Coordinator(s) and Ambassador Coordinator(s) to plan and facilitate appropriate meetings.
3. Attend and take minutes at Board of Directors monthly meetings.
4. Deliver a copy of minutes to each Board Member within seven (7) days after each Board of Directors meeting.
5. Attend monthly Hosting/Ambassador meetings, take minutes, and distribute minutes to all Hosting and Ambassador families within seven (7) days of each meeting.
6. Review Meeker-New Zealand Exchange Secretary Handbook and update annually.
7. Review all bank accounts and balances.

Section 4. Treasurer. The Treasurer shall serve a term of one (1) year from July to June with transition beginning in April and shall be elected by the Board of Directors at the March Board of Directors meeting. The duties of the Treasurer are to:

1. Oversee the bank accounts for the Booster Club/Exchange Program, including deposits, check writing and balances of accounts.
2. Attend monthly board meetings and present monthly financial reports.
3. Ensure sufficient funds are donated to Meeker Middle School ASB Club account to cover program charges for field trip expenses.
4. Create and present an annual budget for both the Hosting and Ambassador portions of the Program to the Board of Directors for approval at or before the June Meeting.
5. Keep Board of Directors and Participating Members advised of progress toward raising sufficient funds for program expenses.
6. Outgoing Treasurer ensures the books are reconciled on June 30th for the ending program year.
7. Ensure an independent audit is completed annually within thirty (30) days of the end of the program fiscal year.
8. Serve on the Financial Assistance Committee.
9. Review Meeker-New Zealand Exchange Treasurer Handbook and update annually.
10. File all required reports with the State of Washington and the Internal Revenue Service.

Section 5. Teachers (Leader and Assistant). The Teacher-Leader and Teacher-Assistant shall serve a term of one year from April to March and shall be selected by the Teacher Selection Committee and appointed to the Board of Directors prior to the April Board of Directors meeting. Individuals must submit an application each year for the position of Teacher-Leader or Teacher-Assistant in order to be considered for the position. One (1) of the teachers must be a Tacoma School District employee whose typical duties involve responsibility for students. The duties of the Teacher-Leader and/or Teacher-Assistant are to:

1. Work in conjunction with the President, Hosting Coordinator(s), Ambassador Coordinator(s), Treasurer and the Advisor, if appropriate.
2. Comply with the specific duties as described in the Teacher application packet.
3. Participate on the Ambassador and Chaperone Selection Committees.
4. Work with the Tacoma School District for trip approval and complete necessary forms.
5. Work with Ambassador Coordinator(s) to ensure required forms are submitted by the Ambassadors.
6. Work with the Tacoma School District Central Administration to secure coverage of their classes while on the trip.
7. Oversee preparation of students for travel to New Zealand.
8. Coordinate independent cultural projects, communicate requirements, and check for completion.
9. Coordinate the Ambassador group presentation for schools in New Zealand.
10. Create Ambassador journal for trip. Monitor completion while in New Zealand.
11. Prepare Ambassadors for educational opportunity by providing instruction on topics including geography, language, cultural differences, manners, role of Ambassadors, etc.
12. Monitor to ensure Ambassadors are complying with the terms of the Ambassador Behavior Contract and continuing to meet program eligibility requirements.
13. Make decisions that support the safety and well-being of the Ambassadors, Teachers, and Chaperones.
14. Oversee the final post trip educational requirement of Ambassadors to share their knowledge with their peers, family and members of the community.
15. Be in constant communication with the New Zealand Teacher-Leader to coordinate planning.
16. Act as liaison with staff members at Meeker Middle School, keeping them informed at all times.
17. Support Hosting Coordinator(s) during hosting segment.
18. Submit a written and accurate evaluation and financial accounting of the current year's trip to the Board of Directors within thirty (30) days of returning from New Zealand.
19. Attend and report at monthly Board of Directors meetings.
20. Review Meeker-New Zealand Exchange Teacher Handbook and update annually.
21. Review all bank accounts and balances.

Section 6. Hosting Coordinator. The Hosting Coordinator(s) shall serve a term of one (1) year from April to March and shall be elected by the Board of Directors at the March Board of Directors meeting. The duties of the Hosting Coordinator(s) are to:

1. Conduct Hosting portion of the annual informational meeting in the spring for prospective Host Families.
2. Oversee and Participate on the Host Family Selection Committee.
3. Plan and facilitate monthly meetings with Host Students and Host Parents/Guardians to organize activities. This includes notifying families of date, time and location, preparing agendas, and preparing informational materials.
4. Create and distribute a contact list of Host Families and the assigned New Zealand Ambassador.
5. Establish and distribute a timeline of activities for all Hosting Program Participating Members.
6. Establish Participating Member Committees to support the Hosting Program.
7. Plan and oversee field trips and activities, with assistance from the Board of Directors and Hosting Program Participating Members. Input may also be provided by the New Zealand group.
8. Coordinate and oversee transportation for the New Zealand Ambassador group, including completion of necessary paperwork.
9. Work with the Teacher-Leader to identify and complete forms for a field trip that the Hosting students will attend.
10. Work with the Teacher-Leader and Teacher-Assistant to coordinate assembly schedules and educational activities with Meeker Middle School and all three elementary school staffs.
11. Organize classrooms for New Zealand Ambassadors' presentations.
12. Be in constant communication with the New Zealand Teacher-Leader to coordinate planning, including providing a proposed breakdown of anticipated expenses for the New Zealand group.
13. Work with the New Zealand Teacher-Leader with any problems, host changes, etc.
14. Participate in other aspects of the program including: publicizing the program in general; recruiting and selecting the Teacher-Leader and Teacher-Assistant; recruiting and selecting Ambassadors; and any other activities to support the program.
15. Communicate all dates and details with Ambassador Coordinator(s) and the Board of Directors.
16. Attend and report at monthly Board of Directors meetings.
17. Review Meeker-New Zealand Exchange Hosting Coordinator Handbook and update annually.
18. Review all bank accounts and balances.
19. Work with Treasurer and provide input on following year's Hosting Program portion of budget.

Section 7. Ambassador Coordinator(s). The Ambassador Coordinator(s) shall serve a term of one (1) year from April to March and shall be elected by the Board of Directors at the March Board of Directors meeting. The duties of the Ambassador Coordinator(s) are to:

1. Conduct Ambassador portion of the annual informational meeting in the spring for prospective Ambassadors.
2. Oversee and Participate on the Teacher, Ambassador and Chaperone Selection Committees.
3. Ensure Teacher-Leader and Teacher-Assistant work with the Tacoma School District for trip approval and complete necessary forms.
4. Upon approval by Tacoma School Board, arrange for travel following school district guidelines.
5. Plan and facilitate monthly meetings with Ambassadors and Ambassador Parents/Guardians. This includes notifying families of date, time and location, preparing agendas, and preparing informational materials.
6. Create and distribute a list of all names and contact information of Ambassadors and families.
7. Establish and distribute a timeline of activities for all Ambassador Program Participating Members.
8. Provide information to Ambassador families about requirements and expenses associated with trip.
9. Establish Participating Member committees to support the Ambassador Program.
10. Ensure that all Ambassadors have current passports and all other required paperwork.
11. Be in constant communication with the New Zealand Teacher-Leader to coordinate planning.
12. Assist Teachers in coordinating events for fulfilling the educational post trip requirement.
13. Participate in other aspects of the program including: publicizing the program in general; recruiting and selecting Host Families; and any other activities to support the program.
14. Communicate all dates and details with Hosting Coordinator(s) and the Board of Directors.

15. Attend and report at monthly Board of Directors meetings.
16. Review Meeker-New Zealand Exchange Ambassador Coordinator Handbook and update annually.
17. Review all bank accounts and balances.
18. Work with Treasurer and provide input on following year's Ambassador Program portion of budget.

Section 8. Advisor. The Board of Directors will determine if an Advisor member is needed in any area on an annual basis. The Advisor shall serve a term of one (1) year from April to March and shall be appointed by the Executive Committee. The Advisor must be a previous Board Member and must have the experience/expertise in the needed area. The duties of the Advisor are to:

1. Provide input to the Board of Directors as needed.
2. Attend monthly Board of Directors meetings.

Section 9. Member-at-Large. The Board of Directors will determine if a Member-at-Large will be elected based on the interest of individuals willing to serve. The Member-at-Large shall serve a term of one year from April to March and shall be elected by the Board of Directors at the March Board of Directors meeting. Any individual who has served as a Board Member or has actively participated in the Hosting or Ambassador Program is eligible to be the Member-at-Large. The duties of the Member-at-Large are to:

1. Attend the monthly Board of Directors Meetings.
2. Attend the monthly Hosting and Ambassador Meetings.
3. Actively assist the Board Members as needed throughout the year.

ARTICLE IX– THE EXCHANGE PROGRAM

The Meeker-New Zealand Exchange Program shall consist of a Hosting Program and an Ambassador Program.

Section 1. Hosting Program. Selected students from James Hargest College, Junior Campus in Invercargill, New Zealand, will travel to Meeker Middle School in Tacoma, Washington, to be hosted in the homes of selected Participating Members.

Section 2. Ambassador Program. Selected Student Ambassadors from Meeker Middle School in Tacoma, Washington, will travel to Invercargill, New Zealand, to stay in the homes of program participants identified through the New Zealand selection processes.

Section 3. Program Applications. Applications for participation in the Exchange Program will be made available at the annual informational meeting held each spring for students and families interested in participating in either or both program segments.

Section 4. Program Eligibility. Both the Hosting and the Ambassador Programs will require students to meet or exceed a specified GPA, Meeker Middle School Honor Level expectations, and student behavior requirements to participate in the program.

Section 5. Committees and Decisions. Committees will be established to support the Ambassador and Hosting Programs. The committees will involve the students and parents in sharing the work required to maintain a successful program. Each established committee will be assigned a Board Member to act in an advisory capacity and help guide committee decisions and monitor progress. The Board Member will ensure information and committee progress and decisions are reported back to the Board of Directors prior to finalizing details to determine if Board of Directors approval is required to proceed with plans.

ARTICLE X – AMBASSADOR PROGRAM

Section 1. Ambassador Eligibility. Potential Participating Members who are interested in the Ambassador Program must meet the following eligibility requirements:

- a. **Student Ambassadors** – Students apply at the end of the school year (April/May) to be an Ambassador for the following school year. To be considered, a student must:
 1. be preparing to enter sixth, seventh or eighth grade at Meeker Middle School for the school year the exchange will take place.
 2. meet program eligibility requirements.
 3. complete and return an application form within a specified time to the Ambassador Coordinator(s).
 4. be willing to meet financial obligations of the Ambassador Program.
 5. be willing to sign and abide by the Ambassador Behavioral Contract.

- b. **Adult Chaperones** – Adults apply after the first monthly meeting of selected Ambassadors (June/July) to be a Chaperone supporting the Student Ambassadors for the following school year. To be considered, an adult must:
 1. be one of the following
 - a. a parent or guardian of a student who has been accepted into the Exchange Program, or
 - b. a staff member at Meeker Middle School, Northeast Tacoma Elementary, Browns Point Elementary or Crescent Heights Elementary Schools, or
 - c. approved by the Board of Directors.
 2. be willing to meet financial obligations of the Ambassador Program.
 3. be willing and able to attend all Ambassador meetings.

Section 2. Ambassador Applicant Selection. The applicant selection process shall be conducted as follows:

- a. **Student Ambassadors**
 1. The Ambassador Coordinator(s) will determine if applicants meet GPA and Honor Level requirements.
 2. The Board of Directors shall appoint an Ambassador Selection Committee.
 3. The Ambassador Selection Committee will review the applications of students who meet the GPA and Honor Level requirements to confirm the applicants meet the Ambassador eligibility requirements.
 4. The Ambassador Selection Committee will schedule and conduct interviews, and make final decisions concerning the selection of students for the Ambassador Program.
 5. A majority of votes by the Ambassador Selection Committee is necessary for an applicant to be selected.
 6. The Ambassador Selection Committee may provide a selection recommendation to the Executive Committee to request approval of a student who fails to meet the eligibility requirements.
 7. The Ambassador Selection Committee provides all applicants with written notification of selection status.

- b. **Adult Chaperones**
 1. The Board of Directors shall appoint a Chaperone Selection Committee.
 2. The Chaperone Selection Committee will review the applications of adults to confirm applicants meet eligibility requirements.
 3. The Chaperone Selection Committee will schedule and conduct interviews, and make final decisions concerning the selection of chaperones for the program.
 4. A majority of votes by the Chaperone Selection Committee is necessary for an applicant to be selected.
 5. The Chaperone Selection Committee notifies all applicants of selection status.

Section 3. Alternate Ambassador. After the selection of Ambassadors is complete, the Ambassador Selection Committee may identify alternate Ambassadors to be considered by the Board of Directors if a selected Ambassador withdraws from the program.

Section 4. Ambassador Program Eligibility Requirements. Being selected as an Ambassador for the Meeker- New Zealand Exchange Program is a privilege. Each Ambassador is expected to:

1. conduct himself/herself in a mature, courteous and respectful manner at all times.
2. maintain a 2.5 grade point average.
3. remain on Honor Level One or Two as defined in the Meeker Middle School Student Handbook.
4. sign and abide by the Student Behavior Contract.
5. regularly communicate (e.g. write, phone, e-mail), along with parents, with their New Zealand host family.
6. be actively involved in scheduled program events.
7. participate in after school and monthly meetings.
8. participate in the cultural performance in New Zealand.
9. complete the Independent Project to be presented in New Zealand.
10. maintain a daily journal while in New Zealand.
11. adhere to New Zealand school behavior and uniform standards while in New Zealand.
12. complete the post trip project.
13. be aware of their financial obligations (see Article XII) (Ambassadors and their families are strongly encouraged to participate in all fundraising efforts).

Section 5. Ambassador Withdrawal. An Ambassador who withdraws from the Program anytime before travel commences will incur the cost of the non refundable program administrative fees as well as any other expenses that the program cannot recoup (i.e., travel insurance, non-refundable airfare, and other non refundable deposits).

Section 6. Discipline. If an Ambassador fails to meet any of the Ambassador Requirements at any time during the program year:

- a. The Teacher-Leader and Teacher-Assistant will be notified of Ambassador's status.
- b. The Teacher-Leader and Teacher-Assistant will meet with the Ambassador to discuss their status and develop a corrective-action plan, if appropriate.
- c. The Teacher-Leader and Teacher-Assistant will notify the Ambassador Coordinator(s) and monitor Ambassador improvement as necessary.
- d. The Teacher-Leader and Teacher-Assistant may alert the Meeker Middle School Principal and Board of Directors to the situation.
- e. The Board of Directors may send a letter to the Ambassador's parent/guardian discussing consequences for the Ambassador's failure to adhere to the program requirements.

Section 7. Ambassador Removal. The Board of Directors reserves the right to exclude any Ambassador from participating in the Meeker-New Zealand Exchange Program if the Ambassador fails to meet the Ambassador requirements in Section 4. If Ambassador requirements are not met while in New Zealand, the Teacher-Leader and Teacher-Assistant may arrange for the Ambassador's immediate return home from New Zealand at Ambassador's parent/guardian's expense.

ARTICLE XI – HOSTING PROGRAM

Section 1. Hosting Eligibility. Potential Participating Members who are interested in the Hosting Program must meet the following eligibility requirements:

- a. **Hosting a Student** – Families apply at the end of the school year (April/May) to Host a Student from New Zealand during the following school year. To be considered, a family must:
 1. have a student preparing to enter sixth, seventh, or eighth grade at Meeker Middle School for the school year the exchange will take place.
 2. meet program eligibility requirements.
 3. complete and return an application form within a specified time to the Hosting Coordinator(s).
 4. be willing to meet financial obligations of the Hosting Program.

b. Hosting an Adult – Families apply at the end of the school year (April/May) to Host a Teacher or Chaperone from New Zealand during the following school year. To be considered, a family must:

1. either
 - a. have a child who has been accepted into the Ambassador Exchange program, or
 - b. have a child currently attending Meeker Middle School, or
 - c. be a Board Member, or
 - d. be a staff member of Meeker Middle School, or Northeast Tacoma Elementary, Browns Point Elementary or Crescent Heights Elementary Schools, or
 - e. have a family member who has been previously part of the Exchange Program, or
 - f. be recommended by the Host Family Selection Committee and approved by the Executive committee.
2. complete and return an application form within a specified time to the Hosting Coordinator(s).
3. be willing to meet financial obligations of the Hosting Program.

Section 2. Host Selection and Placement of Guests. The selection and placement of families for hosting will be conducted as follows:

1. The Board of Directors shall appoint a Host Family Selection Committee.
2. The Host Family Selection Committee will review the Hosting applications submitted to confirm students and/or families meet the program eligibility requirements.
3. The Host Family Selection Committee will schedule and conduct interviews as appropriate and make final decisions concerning the selection of families and placement of guests.
4. A majority of votes by the Host Family Selection Committee is necessary for a family to be selected.

Section 3. Hosting Program Eligibility Requirements. Being selected to host a New Zealand guest is a privilege. Each Host Student is expected to:

1. conduct himself/herself in a mature, courteous and respectful manner at all times.
2. maintain a 2.5 grade point average.
3. remain on Honor Level One or Two as defined in the Meeker Middle School Student Handbook.
4. sign and abide by Student Behavior Contract.
5. regularly communicate (e.g. write, phone, e-mail), along with parents, with their New Zealand guest.
6. be actively involved in scheduled program events.
7. participate in monthly meetings.
8. be aware of their financial obligations (see Article XIII) (Host Students and their families are strongly encouraged to participate in all fundraising efforts).

Section 4. Host Withdrawal. A Host who withdraws from the Program may incur the non-refundable program costs as well as any other expenses that the program cannot recoup.

Section 5. Discipline. If a Host fails to meet any of the Hosting Requirements at any time during the program year:

- a. The Hosting Coordinator(s) will be notified of Host status.
- b. The Hosting Coordinator(s) will meet with the Host Family to discuss their status and develop a corrective-action plan, if appropriate.
- c. The Hosting Coordinator(s) will notify the Board of Directors and monitor Host improvement as necessary.
- d. The Hosting Coordinator(s) and/or the Board of Directors may alert the Meeker Middle School Principal to the situation.
- e. The Board of Directors may send a letter to the Host Student's parent/guardian discussing consequences for the Host Student's failure to adhere to the program requirements.

Section 6. Host Removal. The Board of Directors reserves the right to exclude any Host from participating in the Meeker-New Zealand Exchange Program if the Host fails to meet the Hosting requirements in Section 3. Failure to comply with the above requirements or another serious infraction may result in arrangements being made for the New

Zealand guest to be moved to a new host home. At the Board's discretion, a New Zealand guest may also be moved to a new home if the Board of Directors determines the move is in the best interest of the New Zealand guest or the Meeker-New Zealand Exchange Program.

ARTICLE XII – AMBASSADOR PROGRAM FINANCIAL OBLIGATIONS

Section 1. Student Ambassador Financial Obligations. Student Ambassadors and their families participate in fundraising activities to cover group expenses associated with the Ambassador Program. Individual expenses must be paid by the Ambassadors and their families.

- a. Costs Covered Through Fundraising.** The Participating Members in the Ambassador Exchange Program will plan fundraising activities to cover:
 1. The Teacher-Leader and Teacher-Assistant airfare and uniforms.
 2. The Teacher-Leader and Teacher-Assistant substitute teacher costs during the specific program travel dates.
 3. The costs of the Ambassador Program expenses while in New Zealand.
 4. Financial assistance for qualified ambassadors.

- b. Costs Paid by Ambassadors.** Ambassadors must pay for the following individual expenses:
 1. Administrative Fee.
 2. Airfare.
 3. Uniforms.
 4. Spending money.
 5. Additional excursions or experiences with their host family in New Zealand.
 6. Additional or special meals that are not budgeted as part of the Ambassador Program coordinated field trips.

Section 2. Adult Financial Obligations. Participating Members will plan fundraising activities to cover specific costs for the selected adults traveling with the Ambassador group. All other costs will be the responsibility of the individual adults.

- a. Costs Covered.** The Participating Members in the Ambassador Exchange Program will plan fundraising activities, or use incentives provided by vendors to cover:
 1. The Teacher-Leader and Teacher-Assistant airfare and uniforms.
 2. The Teacher-Leader and Teacher-Assistant substitute teacher costs during the specific program travel dates.
 3. The costs of the Ambassador Program expenses for the Teachers and Adult Chaperones while in New Zealand.

- b. Costs NOT Covered.** Adults must pay for the following individual expenses:
 1. Airfare and uniforms for the selected Chaperones.
 2. Spending money for Teachers and Chaperones.
 3. Additional excursions or experiences that are not field trips provided or allowed for the Ambassador students (i.e., Adult Day in New Zealand).
 4. Additional or special meals that do not include the Ambassador students (i.e., Adult Evenings, etc.).

Section 3. Ambassador Financial Assistance. As required by the Tacoma School District, the Board of Directors will budget sufficient funds to cover the administrative fee, airfare, and uniform expense for at least one qualified Ambassador annually. Financial Assistance is awarded as follows:

1. The Board of Directors shall appoint a Financial Assistance Committee.
2. Ambassadors who are currently eligible for free or reduced meals through the Tacoma School District will be considered.
3. The Ambassador (or parent/guardian) must complete a financial assistance request form and submit it to the Treasurer.

Section 4. Payment Plans. Payments for Ambassador Program individual expenses are due at the designated monthly meetings as communicated in advance by the Treasurer. Payment plans may be considered on a case-by-case basis for families not able to meet the payment schedule. Families are required to provide the Treasurer with as much advance notice of the circumstances as possible so the Treasurer can identify financial impacts to the program. The Treasurer will provide a recommendation to the Executive Committee regarding whether to consider allowing a family to establish a payment plan. The final terms and conditions of the payment plan shall be approved by the Executive Committee. A written statement will be provided for the family to sign confirming their agreement with the plan.

ARTICLE XIII – HOSTING PROGRAM FINANCIAL OBLIGATIONS

Section 1. Host Family Financial Obligations. Host Families will incur expenses related to hosting a New Zealand guest in their home. In addition, Host families participate in fundraising activities to cover administrative costs and group expenses associated with the Hosting Program.

ARTICLE XIV – FINANCIAL AND ACCOUNTING

Section 1. Payment of Program Costs. Participating Members shall pay program costs, including program administrative fees, airfare and uniform, by check or money order.

Section 2. Penalty for Non sufficient Funds/Closed Account. If a check is referred back for non sufficient funds/closed account, a fee of \$25 will be assessed and the original amount as well as the fee will be accepted only in the form of a money order.

Section 3. Annual Budget. The Meeker-New Zealand Exchange Program fiscal year is June 1 – May 30. Both the Ambassador and Hosting portions of the Program will work within an annual budget. It shall be the Treasurer's duty to create a budget for the following year with input from the Vice President and the Ambassador and Hosting Coordinators. The following year's budget shall be presented to and approved by the Board of Directors on or before the June Meeting.

Section 4. Fundraising and Event Earnings/Discounts. Any money earned or savings received through group fundraising and/or group events in the form of discounts, tips, benefits, kickbacks, etc. for the Ambassador or Hosting Programs shall be returned to the Program and allocated or distributed based on the discretion and approval of the Board of Directors. Funds raised by the Meeker Citizens of the World Student Exchange Booster Club are for the sole purpose of supporting the Meeker-New Zealand Student Exchange Program. Funds may not be used during the program year in which they were raised. In particular, it will be necessary to raise financial assistance funds in advance in order to make a commitment of such funds at the time Ambassadors are selected in May. Funds remaining in the Hosting Program accounts after the departure of the New Zealand students or in the Ambassador Program accounts upon completion of the trip to New Zealand, will not be distributed back to the Participating Members. Such funds shall remain in the accounts to be used for future Booster Club expenses at the discretion of the Board of Directors.

Section 5. Reserve Funds. A reserve fund will be maintained for the Meeker-New Zealand Exchange Program. The reserve fund shall include \$2000 for emergencies and/or unexpected operating costs. Additional reserve funds will be maintained which are sufficient to cover:

- o the cost of two return airline tickets purchased on short notice,

- the cost of two trips from Invercargill to Auckland, and all costs associated with the replacement of a lost or stolen passport, and
- insurance deductibles.

The reserve funds may be used by the Hosting Program to pay deposits and pre-paid expenses necessary to reserve field trip events for the visiting New Zealand Guests. These expenses will be tracked by the Treasurer, with a bill presented to the New Zealand Teacher-Leader for reimbursement.

ARTICLE XV – AMENDMENTS

The Bylaws may be amended, repealed or altered in whole or in part by a majority vote at any organized meeting of the Board of Directors provided notice of the proposed change is included in the notice of such meeting.

Change Control

Date	Description of Changes	
12/10/2007	Bylaws approved	
01/02/2008	Art. VIII Sec 4 #8 omitted "and audited prior to" and replaced with "on"	
01/02/2008	Art. XIII added "administrative costs and" between to cover and group expenses	
01/02/2008	Added (approved 01/02/2008) as second line on bylaws	
07/09/2008	Art. VIII Sec 4 Treasurer omitted "June to May" and replaced with "July to June"	
09/03/2008	Art XII Sec 1 a. omitted "coordinated field trips" replaced with "expenses"	
07/09/2008	Art. XIV, Sec 3 omitted "June 1- May 31" replaced with "July 1 – June 30"	
07/09/2008	Art. VI Sec 7 e. First sentence omitted "it's nonprofit, tax-exempt status" replaced with "a nonprofit, tax-exempt organization"	
07/09/2008	Art. VI Sec 7 e. second sentence omitted "its" replaced with "a"	
09/03/2008	Art VIII Sec. 4 Treasurer 3. (NEW) Ensure sufficient funds are donated to Meeker Middle School ASB Club account to cover program charges for field trip expenses.	
09/03/2008	Art VIII Sec. 4 Treasurer 5. (former 4) Change "raising sufficient funds for field trips in New Zealand." To "raising sufficient funds for program expenses."	
09/03/2008	Art VIII Sec. 4 Treasurer 6. (former 5) Change "ensures the books are closed..." to "ensures the books are reconciled..."	
09/03/2008	Art. XII Sec. 1 a. 4. (NEW) Financial assistance for qualified ambassadors	
09/03/2008	Art. XII Sec. 2 Change "The Ambassador Program will cover specific financial obligations for the selected adults traveling with the Ambassador group." to "Participating Members will plan fundraising activities to cover specific costs for the selected adults traveling with the Ambassador group."	
09/03/2008	Art. XII Sec. 2 a. Costs Covered. Change "Adult related costs covered by the program include:" to "The Participating Members in the Ambassador Exchange Program will plan fundraising activities, or use incentives provided by vendors, to cover:"	
09/03/2008	Art. XII Sec. 2 a.1. Remove the second sentence	
09/03/2008	Art. XII Sec. 2 a.2. Remove the second sentence.	

09/03/2008	Art. XII Sec. 2 a.3. Change “The costs of the Program coordinated field trips...” to “The costs of the Ambassador Program expenses...” and remove the second sentence. Art. XII Sec. 2 b. Costs NOT Covered. Change “Adult costs not covered by the program include:” to “Adults must pay for the following individual expenses:”	
09/03/2008	Art. XII Sec. 3 Change “budget \$500 annually to be used for Financial Assistance toward individual expenses in the Ambassador Program.” to “budget sufficient funds to cover the administrative fee, airfare, and uniform expense for at least one qualified ambassador annually.”	
09/03/2008	Art XIV Sec. 3 Change “with input from both the Ambassador and Hosting Coordinators” to “with input from the Vice President, and the Ambassador and Hosting Coordinators”	
09/03/2008	Art. XIV Sec. 4 Change “Funds raised will typically be used during the year they are raised with no carry-over to the following year. Due to the difficulty in projecting some expenses, and the variance in the exchange rates, if funds remain in the Hosting program accounts after the departure of the New Zealand students or in the Ambassador Program accounts upon completion of the trip to New Zealand, excess funds will not be distributed back to the Participating Members. The excess funds shall remain in the accounts to be used for extra programs or activities at the discretion of the Board of Directors.” To “Funds raised by the Meeker Citizens of the World Student Exchange Booster Club are for the sole purpose of supporting the Meeker – New Zealand Student Exchange Program. Funds may not all be used during the program year in which they were raised. In particular, it will be necessary to raise financial assistance funds in advance in order to make a commitment of such funds at the time ambassadors are selected in May. Funds remaining in the Hosting program accounts after the departure of the New Zealand students or in the Ambassador Program accounts upon completion of the trip to New Zealand, will not be distributed back to the Participating Members. Such funds shall remain in the accounts to be used for future Booster Club expenses at the discretion of the Board of Directors.”	
09/03/2008	Art. XIV Sec. 5 Change 2 nd and 3 rd sentences to read: “The reserve fund shall include \$2,000 for emergencies and/or unexpected operating costs. Additional reserve funds will be maintained which are sufficient to cover: <ul style="list-style-type: none"> ○ the cost of two return trip airline tickets purchased on short notice, ○ the cost of two trips from Invercargill to Auckland, and all costs associated with the replacement of a lost or stolen passport, and ○ insurance deductibles.” 	
06-29-2009	Art. VII Sec 1 change second “of” to “or” in first sentence	
06-29-2009	Art. XII Sec 1 remove the word “will” from the first sentence	
06-29-2009	Art. XIII Sec 1 change “are strongly encouraged to” to “will” in the second sentence	
06-29-2009	Art. XIV Sec 3 change the fiscal year from “July 1-June 30” to “June 1-May 30”	
08-05-2009	Art. XIII Sec 1 remove the word “will” from the second sentence	