

# **GAA Booster Club Constitution**

## **Articles and Bylaws**

Revised June 23, 2009

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## **ARTICLE I - GENERAL**

### **Section 1: Name**

The name of the organization is the GAA Booster Club, hereafter referred to as the Club.

### **Section 2: Purpose**

The Club is a non-profit, fundraising entity which exists to support the developmental, compulsory, optional and elite team gymnasts of the Gymnastics Academy of Atlanta, hereafter referred to as GAA.

### **Section 3: Objectives**

1. Support the emotional, mental, and physical development of all gymnasts, throughout their gymnastics career.
2. Promote sportsmanship and fellowship within the membership.
3. Provide financial support for GAA competitive gymnasts in all levels of competition.
4. Conduct activities in accordance with the USA Gymnastics rules and in an ethical manner, ensuring fairness and reason in all decisions.
5. Follow the directives and guidelines of GAA and the staff.

## **ARTICLE II - MEMBERSHIP**

### **Section 1: General Membership**

1. All families of non-competitive and competitive team gymnasts are required to be Club members.
2. Members must maintain all requirements or will be unable to enjoy the benefits of the Club until such time that all requirements are fulfilled.

### **Section 2: Participation**

1. A one-time registration fee of \$40.00 per family must be paid when asked to become part of the GAA team program.
2. Quota based on the competitive level of the gymnast must be paid annually.
3. All team attire must be paid for in its entirety when the apparel order is placed.
4. Families having more than one gymnast in the program must assume all financial obligations for each gymnast.

### **Section 3: Ex Officio Membership**

1. The employees of GAA will be given Ex Officio membership, if not full membership by virtue of Article II, Section 1.1.
2. Ex Officio members will be kept informed of all activities, invited to attend meetings and functions, but will not vote in the Club.

### **Section 4: Representation**

1. All members will be given one vote per membership.
2. All members will be given a forum to express their views on a regular basis, and additionally as conditions warrant.

## **ARTICLE III - ORGANIZATION**

### **Section 1: Elections**

1. Nominations for officers will be held each May by a posting at GAA.
2. An annual meeting will held in June where the election of officers will be held by secret ballot by simple majority.

### **Section 2: Officers**

1. The membership shall elect officers of the Club to lead and coordinate the Club and its activities.
2. The officers shall serve a term of 13 months beginning one month prior to the beginning of the fiscal year to allow for an overlap with new officers and provide a smooth transition.
3. No officer shall serve more than 3 consecutive terms in the same office.
4. The elected officers shall be the positions of President, Vice President, Treasurer, and Secretary.

4.1 President: Responsible for the management of the Club, preside at all meetings of the membership and Board, co-sign checks for amounts in excess of \$500.00, initiate new members and call all general and special meetings.

4.2 Vice President: In the absence of the President or due to his/her failure to act, assume the responsibilities of that office, act as director of all fundraising, and perform other duties as the Board may require.

4.3 Treasurer: Collect and deposit all Club money, keep accurate account of receipts, disbursements and quotas, present an annual financial statement at the end of the fiscal year, and sign all checks with the exception of those in excess of \$500.00 which require the co-signature of the President, unless previously approved by the board or through the budget. The Treasurer must be bonded up to an amount not to exceed the expected budget for the fiscal year.

4.4 Secretary: Maintain all records of the Club, record and keep the minutes of all meetings of the membership and the Board, maintain a current copy of the Constitution Articles and Bylaws, conduct the Club's general correspondence and keep the membership informed of notices, meetings, and issues coming before the membership.

## 5. Replacement of Officers

5.1 If an officer relinquishes his/her office before the end of term, the Board will elect a replacement.

5.2 If an elected officer is not fulfilling their responsibilities, the Board has the authority to remove and replace that person by a majority vote and replace them by special election.

5.3 If no nomination is received for an office, the Board will elect a person to fill the position.

### **Section 3: Board of Directors**

1. The Board shall consist of the officers of the Club and a representative from GAA.

2. The Board will constitute the governing body of the Club. It will be responsible to authorize and control all Club activities, expenditures, and policies in a manner consistent with the Constitution Articles and Bylaws.

3. Each Board member shall have one vote in Board decisions. In the event of a tie, the presiding officer shall have one additional vote.

4. Any proposed changes to the Constitution must first be approved by the Board. Upon approval, the proposed change will be brought before the general membership for ratification.

### **Section 4: Committees**

1. Committees will be appointed by the Board to direct the activity of fundraising programs, Club hosted meets, and as conditions warrant.

2. Each committee will be directed by a chairperson who will report on its activity to the Board.

## **ARTICLE IV - FINANCE**

### **Section 1: Budget**

An annual budget for the upcoming fiscal year is to be submitted for approval by the Board at the July meeting. Funds shall be used as determined by the Board within the general framework of the budget.

### **Section 2: Quota**

1. Quota for each level will be determined by the Board and voted on by the general membership at the beginning of each fiscal year based on the projected budget.
2. If a family enters the program after the start of the fiscal year, quota may be adjusted for the portion of the season missed. There will be a 30 day grace period for incoming families to become current.
3. The payment schedule for quota will be established by the Board at the time quota is determined.
4. Full payment of the assigned amount is due within 5 business days of the due date. A delinquent account will result in the team member being ineligible to receive apparel, to be entered in competitions or participate in any other Club functions until such time as the account becomes current. Any late fees incurred by the Club during this time must be paid by the member.
5. After quota is paid in full, any amount in excess of the yearly quota will be applied to the quota for the following year.
6. Excess quota can be transferred from one family to another only at the direction of the contributing family. It can also be moved within a family if that family has more than one competitive gymnast.
7. Any family with more than one child participating in the competitive program will be assigned quota for each child.
8. Families who have already met their quota for the year must allow those who have not met their quotas the first right of refusal in programs with participation limits.

## **BYLAW #1**

### **Meetings**

1. The general membership will meet when necessary. The President will preside over all meetings. The Board will call for all general meetings.
2. The Board will meet prior to all general membership meetings, and additionally, as required. The President will call and chair all Board meetings.
3. A special meeting of the general membership can be called upon request of 50% of the general membership.
4. A general quorum will be constituted by those in attendance at a general membership meeting.
5. A constitutional quorum will be constituted by a simple majority of the membership at a general membership meeting.
6. A quorum at a board meeting will be constituted by the simple majority of the Board.
7. Voting at all meetings will be done by a show of hands, with the exception of the election of officers, in accordance with Article III, Section 1.1.

## **BYLAW #2**

### **Travel Policy**

#### **Section 1: Policy**

It is the policy of the Club to reimburse the coaches of GAA for necessary travel and other expenditures incurred at competitive gymnastics meets. Such expenditures must be reasonable and properly documented.

#### **Section 2: Requirements**

The Meet Expense Report is to be used to summarize and obtain reimbursement for expenditures. Receipts are to be attached for all air fares, rental vehicles, and lodging, as well as expenditures of \$25.00 or more. Expense reports should be submitted in ink on a timely basis and signed in order to receive reimbursement.

#### **Section 3: Reimbursable Travel Expenses**

1. Air Travel: Coach or reduced fares are to be used for all flights. Coaches are not permitted to pilot or serve as crew members on any aircraft while on Club sponsored travel. Personal travel insurance is not reimbursable.
2. Lodging: Reasonable accommodations close to the meet site are to be used. When available, special rates offered by the host gym are recommended.
3. Meals: Reimbursement for meals is permitted only when outside the local area. Meal per diem will be set at \$50.00.
4. Personal Vehicles: The allowable mileage rate for using a personal vehicle for area meet travel is \$0.55 a mile. Drivers are required to carry adequate liability insurance. Expenses such as insurance, repairs, losses, storage, and traffic fines are not reimbursable.
5. Parking: When travel requires that a vehicle be left at the airport, the cost incurred is reimbursable. Additionally, any parking fees at the locale of the meet are also allowed.
6. Rental Vehicles: If required due to the nature of the trip, rental vehicles of an appropriate size may be used. Optional insurance should be purchased. In the event of an accident, instructions specified on the rental agreement should be followed. The vehicle should be inspected before acceptance and damages noted on the agreement to eliminate rental company charges.
7. Tips: Gratuity is limited to reasonable and customary charges for the locale.

8. Entertainment: Attendance at sporting events, theater, cinemas, and social functions are reimbursable only when the entire competitive team is present. The event must be part of the meet experience and have value for the team.

9. Miscellaneous: Certain other expenses may be submitted for reimbursement if deemed necessary, such as tolls paid for personal or rental vehicles. These must be described on the expense report.

#### **Section 4: Reimbursement Levels**

1. Local Meets: Meets within 50 miles of GAA are considered local. At this type of meet, the following expenses are allowed: \$75.00 per session coached.

2. Area Meets: Competitions occurring at a distance between approximately 50 and 250 miles from GAA are in this category. At an area meet, all local or long distance expenses are allowed, except for air travel.

3. Long Distance Meets: A meet located in a facility over 250 miles from GAA is considered long distance. Air travel may be used as transportation to and from the meet. A coach may consider driving a personal vehicle and receive mileage reimbursement, not to exceed the normal coach airfare for the same trip. The following expenses are allowed: transportation or mileage, lodging, \$50.00 meal per diem, and \$75.00 per session coached.

## **BYLAW #3**

### **Fundraising Programs**

#### **Section 1: General**

1. Fundraising programs will be conducted in accordance with USA Gymnastics and National Collegiate Athletic Association (NCAA) eligibility guidelines.
2. Members are free to participate and may use fundraising to pay for all or a portion of quota. There is no individual cap or limit on fundraisers.
3. It is the responsibility of the Board to ensure sufficient fundraising activities are available to the general membership.
4. All fundraising must first be approved by the Vice President. The member proposing the fundraiser will serve as chairperson and may receive an additional 5%, not to exceed \$500, of the net fundraiser dollars. The fundraiser will be offered to the general membership for their participation. The number of participants may be limited based on the nature of the program such as when a particular group has an opportunity not accounted for in the yearly budget.
5. The chairperson will be responsible for all planning, execution, and financial information. They will also advise the treasurer how to apply the appropriate credit for the participating members.

#### **Section 2: The Corporate Sponsorship**

1. The chairperson will be responsible for the planning, execution and financial tracking of the program.
2. The receiving of goods or services in trade for ad space cannot be applied to quota.
3. The annual administrative costs will be distributed among the participants based upon the level of sponsorship and determined by the Board.
4. Any sponsorship previously held by a Club member belong to that member until they leave the Club, give written notice that they no longer pursue the sponsor, or the sponsor has not been pursued prior to fourteen days before the ad submittal deadline.
5. Any sponsorship belonging to a member that is registered by another will be credited to the original possessor.

## **BYLAW #4**

### **Leaving the Club**

1. Members who withdraw from the Club may receive up to 50% of any excess money paid based on the total quota and the amount of club budget already expended.
2. Members withdrawing from the Club will receive no refund on any money obtained through fundraising, as this would violate NCAA eligibility policies.
3. A member who withdraws during the competitive season and owes any money for that period agrees to pay any remaining balance.

## **BYLAW #5**

### **Injuries**

1. If injured during the season, payment in full of the quota is required if the gymnast completes over 50% of the season.
2. Reduction of the quota will be determined on an individual basis by the Board if 50% or less of the season is completed.
3. The competitive season is defined as the period of time from the first meet to and including the State Meet.

## **BYLAW #6**

### **Participation in Hosted Meets**

1. Every competitive member family is required to work a minimum of three sessions during any of the Club hosted gymnastics meets during the gym year. The sessions worked should be spread over all meets.
2. All non-competitive member families are required to work a minimum of one session during any of the Club hosted gymnastics meets during the gym year.
3. The penalty for non-participation is \$150.00 per session not worked, payable to the Club with no quota credit given. Apparel cannot be received until the penalty is paid in full.
4. Only Meet Director assigned duties qualify as sessions worked and the Meet Director will determine the session equivalent value of pre-meet and post-meet participation.
5. Only one member of the member family is required to work. An adult must perform the assigned duties.
6. In seasons the club hosts an additional state or regional meet, every member family will be required to work an additional session at that meet.