

GAA BOOSTER CLUB CONSTITUTION

ARTICLES AND BYLAWS

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GAA BOOSTER CLUB CONSTITUTION ARTICLES AND BYLAWS

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 exists to support the Gymnastics Academy of Atlanta, hereafter referred to as the Academy, as a non-profit organization through encouragement in all aspects of the gymnasts' growth.

Section 3: Objectives

1. Support the development of all gymnasts as complete individuals - emotionally, mentally, and physically.
2. Promote sportsmanship and fellowship throughout the entire membership.
3. Sponsor and support the competitive gymnastics teams in all levels of competition.
4. Conduct all activities in accordance with the USAG and/or AAU rules.
5. Conduct all activities in an ethical manner, ensuring fairness and reason in all decisions.
6. Follow the directives and guidelines of the Academy.

ARTICLE II - MEMBERSHIP

Section 1: General Membership

1. All families of women's developmental, compulsory and optional team gymnasts are required to be Booster Club members.
2. Members must maintain all specified requirements or they will be unable to enjoy the sponsorship of the Club until such time that all requirements are current.

Section 2: Participation

1. Annual fundraising quotas will be set forth based on the competitive level of the gymnast.
2. The Club will ensure that sufficient activities are held during the year to allow all families to meet fundraising quotas.
3. A membership in the Club will be required for each gymnast; those families having more than one gymnast in the program must have a membership and assume all obligations for each gymnast.

Section 3: Ex Officio Membership

1. The employees of the Academy will be given Ex Officio membership, if not full membership by virtue of Article II, Section 1.1 and/or Article II, Section 1.2.
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 (1) 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: Officers

1. The membership shall elect officers of the Club, through secret ballot, 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 one month overlap with new officers; this should provide a smoother transition of officers.
3. No officer shall serve more than three (3) consecutive terms in the same office.
4. The elected officers shall have the positions of President, Vice President, Treasurer, and Secretary.

4.1 President

- 4.1.1 Control the general and active management of the business of the Club.
- 4.1.2 Preside at all meetings of the membership and Board.
- 4.1.3 Appoint special committees.
- 4.1.4 Sign checks, with the treasurer or Vice President, for amounts in excess of \$500.00.
- 4.1.5 Initiate new members.
- 4.1.6 Call all general and special meetings.

4.2 Vice President

- 4.2.1 In the absence of the President, or in case of his/her failure to act, assume the responsibilities of that office.
- 4.2.2 Act as Director of all fund raising.
- 4.2.3 Perform other duties as the Board may require.

4.3 Treasurer

4.3.1 Collect and deposit all moneys and other properties and effects in the name of and to the credit of the Club.

4.3.2 Keep full and accurate accounts of receipts, disbursements and quotas.

4.3.3 Render a quarterly accounting of the transactions and financial condition of the Club.

4.3.4 Present an annual financial statement at the first meeting following the end of the fiscal year.

4.3.5 Sign all checks/instruments of payment with written approval of the President or Vice President required on checks in excess of \$500.00, unless previously approved by the board or through the budget.

4.3.6 Perform any and all duties considered standard practice of the office of the Treasurer.

4.4 Secretary

4.4.1 Assume Responsibility to maintain all records of the Club.

4.4.2 Record and keep the minutes of all meetings of the membership and the Board.

4.4.3 Maintain a current copy of the Constitution-Articles and Bylaws of the Club.

4.4.4 Maintain a current membership list.

4.4.5 Conduct the Club's general correspondence.

4.4.6 Be responsible, with the President, for keeping the membership informed of notices, calls for meetings, and major 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 suitable nomination is received for an officer, the responsibility for this office will revert to the Board for disposition of those duties.

Section 2: Board of Directors

1. The Board of Directors shall consist of the Officers of the Club and a representative from the Academy.
2. The Board will constitute the governing body of the Club. It will be responsible for, authorize and control all Club activities, expenditures, and policies in a manner consistent with the Constitution-Articles and Bylaws of the Club.
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 3. Committees

1. Formation of committees will be called for by the Board to direct the activity of each fundraising program, Academy-hosted meet, and as conditions warrant.
2. Each committee will have a chairperson that will direct, be responsible for, and report progress of that committee activity to the Board. The chairperson must also submit the budget for the cognizant activity of the Board.

Section 4. Elections

1. Nominations will be made for officers each April by a posting in the Academy.
2. An annual meeting will be held in May. Elections will be held at the annual meeting by secret ballot by simple majority. Elections will be for officers and Board members.

ARTICLE IV - FINANCE

Section 1. Budget

An annual budget for the upcoming fiscal year is to be submitted for approval by the Board of Directors at the May meeting.

Section 2: Quotas

Quotas for each level will be set at the beginning of each year as determined by the Board of Directors.

Section 3: Distribution of Funds

Funds shall be used as determined by the Board within the general framework of the budget.

GAA Booster Club 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 of Directors will meet prior to all general membership meetings, and additionally, as required. The President will chair all Board meeting. The President will call for all meetings of the Board.
3. A Special meeting of the general membership will 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 quorum at the Board of Directors will be constituted by the simple majority of the Board.
6. A constitutional quorum will be constituted by a simple majority of the membership at a general membership meeting.
7. All meetings will be conducted in accordance with Robert's Rules of Order, Revised.
8. 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.
9. An annual meeting will be held in May of each fiscal year to officially elect and recognize the new Officers and Board.

GAA Booster Club Travel Policy

1.0 POLICY

It is the policy of the GAA Booster Club to reimburse the coaches of Gymnastics Academy of Atlanta for necessary travel and other expenditures incurred at competitive gymnastics meets in accordance with directives of the Academy. Such expenditures must be reasonable and properly documented.

2.0 REQUIREMENTS

The Meet Expense Report (effective January 1, 1991) is to be used to summarize and obtain reimbursement for expenditures (listed in Exhibit A) that are properly chargeable to the Booster Club. 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 prepared properly (and in ink) on a timely basis, signed, and submitted with the required documentation for reimbursement. If a temporary cash advance exceeds the amount due, a check should be made payable to the GAA Booster Club and reconciled after each meet.

3.0 MEET DEFINITION AND ASSOCIATED REIMBURSEMENT

Within the scope of reimbursable meet expenses, there are three (3) categories of away meets. The levels of allowed expenses vary for each (listed in Exhibit B) based on the distance traveled to reach the meet.

4.0 CHAPERON TRAVEL

When air travel becomes needed to get a competitive team to an away meet in a reasonable time period, a chaperon will be required to travel with the team. They will lodge with the team, as well as be in attendance at all activities, other than competition. The airfare will be paid by the Booster Club upon submission of proper receipts. Chaperones must be team coaches or members of the Booster Club, paid in full. If a scheduling change occurs, the member family requesting the change must pay any fee associated with the change.

5.0 REIMBURSABLE TRAVEL EXPENSES

Air Travel:

Except as authorized by the President of the Booster Club, coach accommodations or special reduced fares, when available, are to be used for all flights. Coaches or chaperones are not permitted to pilot or serve as crew members on any aircraft while on GAA Booster CLUB sponsored travel. Personal travel insurance is not reimbursable.

Lodging:

Reasonable accommodations close to the meet facility are to be used. When available, special rates afforded by the host gym are to be utilized.

Meals:

Meals are reimbursed only when outside the local area, unless authorized by the President of the Booster Club. Meal per diem will be set at \$50.00 per day. As this is an allowance, it will be paid each day the coach is on the road; receipts are not necessary.

Personal Vehicles:

The allowable mileage rates for using a personal vehicle for away meet travel is as directed by the Gymnastics Academy of Atlanta. Drivers are required to carry adequate liability insurance for all areas of travel may take them. Expenses such as insurance, repairs, casualty losses, storage, and traffic fines are not reimbursable.

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 allowable.

Rental Vehicles:

If more economical than accumulated taxi fares, or otherwise required due to the nature of the trip, rental vehicles of an appropriate size may be used. Optional insurance should be purchased. In case of an accident, follow the instructions specified on the rental agreement. The vehicle should be inspected before acceptance and damages noted on the agreement to eliminate rental company charge backs for non-Booster Club damages.

Tips:

Tips should be limited to reasonable and customary charges for the locale.

Entertainment:

Attendance of 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 added" for the team.

Miscellaneous:

Certain other expenses may be submitted for reimbursement that are necessary, reasonable, and described on the expense report.

Telephone charges may be submitted when in compliance with the previous paragraph.

Laundry expenses will be reimbursed on trips of four (4) days or longer.

Tolls paid for personal or rental vehicles during the course of the trip are allowable.

6.0 MEET REIMBURSEMENT LEVELS**Local Meets:**

Meets that are within the metro Atlanta area, within fifty (50) miles of the Gymnastics Academy of Atlanta, are considered local. At this type of meet, the following expenses are allowable: fifty dollars (\$50.00) per session coached.

Area Meets:

Competition that occurs at a distance between approximately fifty (50) and two hundred fifty (250) miles from the Gymnastics Academy of Atlanta are in this category. As conditions dictate, an area meet will be treated as either a local or long-distance meet. At an area meet, all local or long-distance expenses are allowed, except for air travel.

Long Distance Meets:

A meet that is located in a facility over two hundred fifty (250) miles from the Gymnastics Academy of Atlanta is considered long distance. Air travel becomes a reasonable method of transportation to and from the meet.

A cognizant coach may consider driving a personal vehicle to and from the event and receive mileage reimbursement, not to exceed the normal coach airfare for the same trip.

The Gym Director may also request a rental vehicle to travel to the meet, and should be of a size to accommodate the competitive team and the chaperon. This option belongs solely to the Gym Director.

The following expenses are allowable: transportation (air fare or rental vehicle) or mileage (at a rate not to exceed \$0.42 per mile), lodging, meals (\$50.00 per day), and \$50.00 per session coached.

*GAA Booster Club
Fundraising Programs*

1.1 GENERAL

- 1.1.1 The fund raising program is the principal, and possibly sole means for generating moneys to support the team travel expenses. All families are required to support the programs as necessary to ensure their success.
- 1.1.2 All funds raised will be equitably disbursed to support the travel of all competitive teams.
- 1.1.3 All fund raising will support the entire competitive program and not any specific gymnast, in accordance with United States of America Gymnastics (USAG) and National Collegiate Athletic Association (NCAA) eligibility guidelines.
- 1.1.4 Members can participate to whatever degree they wish on a specific individualized activity. There is no individual cap or limit on a specific fundraiser. During the summer months (first period), the Ad Program is the principal fundraiser. All families are strongly urged to participate so as to enable them to comfortably reach their quotas.
- 1.1.5 The quota applied and two fund raising/payment periods are to ensure sufficient funds are maintained. A family can use fund raising opportunities to "pay" for all, or some of the quota. If anyone so chooses, part or all of the quota can be satisfied by a cash payment.
- 1.1.6 It is incumbent upon the officers of the GAA Booster Club to ensure sufficient fund raising activities are available to the general membership.
- 1.1.7 Any travel expenses that are to be covered by the Club, but are paid "out of pocket" by a Club family, should be brought to the attention of the President. In that case, 100% of the expense will be credited toward the cognizant family's quota. As a general rule, cash will not be reimbursed.

1.2 QUOTAS

- 1.2.1 The quota will be established each fiscal year based on the projected budget for the fiscal year. The fiscal year for the GAA Booster Club extends from June 1 to May 31.
- 1.2.2 The fund raising quota for a specific year will be published and distributed as soon as the budget is approved.
- 1.2.3 A requirement will be assigned by competitive level. The Board of Directors will set the requirement based on an equitable distribution.
- 1.2.4 If a family comes into the program after the start of the fiscal year, the quota will be reduced by the percentage of the projected budget that has already been spent. There will be a 30-day grace period for incoming families to become current.
- 1.2.5 The schedule for payment of quotas will be established by the Board at the time quotas are determined.
- 1.2.6 Full payment of one-half of the assigned amount is due within five (5) business days of the end of each period. A delinquent account will result in the team member being ineligible for meets, competitions or other booster club functions until such time as the account becomes current.
- 1.2.7 At the end of the second period, any amount in excess of the yearly quota will be applied to the quota for the following year. NOTE: Excess fund raising cannot be used to pay tuition or any "gymnast specific" debts.
- 1.2.8 Excess fund raising can be transferred from one family to another. It can be moved within a family if that family has more than one competitive gymnast.
- 1.2.9 Any family with more than one child participating in the competitive program will be assigned the fund raising quotas for each child. The quotas for each child will be assigned by competitive level and the full quota due.
- 1.2.10 Gift certificates, donated supplies, items or goods should be used to reduce the overall costs of any activities. The dollar value of any donated item cannot be directly applied to your fund raising quota.

- 1.2.11 Families who have already met their fund raising quotas for the year must allow those who have not met their quotas the right of their refusal in programs with participation limits.

1.3 FUNDRAISING PROGRAMS INFORMATION

- 1.3.1 The Corporate Sponsorship has a specific set of standards unique to itself. Program Information is used for the Ad Program except as noted in Section 1.4

- 1.3.2 All fund raising opportunities/activities undertaken by any member must first be registered and approved by the Vice President. The fundraiser will then be offered to the general membership for their participation. The member suggesting the fundraiser will have the first right of refusal to be the chairperson for that activity. The chairperson can limit the number of participants based on the nature of the program.

- 1.3.3 The chairperson for any activity will be responsible for reporting the planning, operation, and financial information for the particular fundraiser. The chairperson will also advise how to apply the appropriate credit for the participating members.

- 1.3.4 The moneys used toward quotas will be the net profit from any activity.

- 1.3.5 All individuals participating in a specific fundraiser will receive any equitable share in the profit based upon a predetermined method for that activity.

- 1.3.6 In recognition for the continuing effort of the Officers of the Club in all matters, as well as the efforts of the fund raising chairpersons in a specific activity, the following system will be utilized.

The chairperson for an approved fundraiser will have an additional five (5) percent not to exceed \$500 of the net fundraiser dollars credited to his/her quota when recommended by the Fund Raising Chairman and approved by the Board.

Any chairperson may decline to have the additional credit applied, if they so desire.

- 1.3.7 For a fundraiser with limited participation, the fund raising chairperson must notify the general membership in writing ten

(10) days prior to the posting of the sign-up sheet. The Sign-up sheet will be posted in the Academy.

1.4 The Corporate Sponsorship

- 1.4.1 The Officers of the Club will be responsible for the planning, execution and financial tracking of the program.
- 1.4.2 The receiving of goods or services in trade for ad space cannot be applied to quota.
- 1.4.3 The cost to print the annual the Corporate Sponsorship will be distributed among the participants based upon the percentage of ads sold in relation to the total amount of ads sold.
- 1.4.4 Any ads previously sold by a Club member belong to that member until such time that they: (1) leave the Club; (2) give written notice that they no longer pursue the ad; or (3) the ad has not been pursued prior to fourteen days before the ad submittal deadline.
- 1.4.5 Any ad belonging to a member that is sold by another will be credited to the original seller.

1.5 LEAVING THE CLUB

- 1.5.1 A family that withdraws from the Club can receive fifty (50) percent of any excess moneys paid “out of pocket” based on the total quota and the amount of club budget already expended.
- 1.5.2 A family that withdraws from the Club will receive no refund on any moneys obtained through fund raising, as this would violate NCAA eligibility policies.
- 1.5.3 A family that withdraws during the competitive season and owes all or part of the quota for that period agrees to pay any remaining balance.

*BYLAW #4
Revision 11/17/97*

DAA Booster Club

Registration Fee

There will be a one-time registration fee of \$40.00 per family of one or more competing gymnasts to cover the cost of obtaining and maintaining a non-profit organization license.

*BYLAW #5
Revision 11/17/97*

*GAA Booster Club
Injuries - Adjustment to Quotas*

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 a case-by-case basis if 50% or less of the season is completed.

The competitive season will be defined as the period of time from the first meet to and including the State Meet.

BYLAW #6
Revision 5/16/05

*LAA Booster Club
Mandatory Participation in LAA Booster Club Hosted Gymnastics Meets*

1. Every competitive member family is required to work a minimum of three (3) sessions during any of the GAA Booster Club hosted gymnastics meets during the gym year. The sessions worked may be spread over two meets or can be both in the same meet. Every noncompetitive member family is required to work a minimum of one (1) session during any of the GAA Booster Club hosted gymnastics meets during the gym year.
2. The penalty for non-participation will be \$150.00 per session not worked Payable to the Booster Club with no quota credit given.
3. 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.
4. Only one member of the member family is required. However, an adult must perform the assigned duties.
5. 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.