

**Gymnastics Academy of Atlanta**  
**MEN'S BOOSTER CLUB**

**CONSTITUTION ARTICLES AND**  
**BYLAWS**

**Revised May, 2018**

# TABLE OF CONTENTS

Article 1 – General	2
Article II – Membership	2
Article III – Organization	3
Article IV – Finance	6
BYLAW #1 - Meetings	9
BYLAW #2 – Travel Policy	9
BYLAW #3 – Fundraising Programs	13

# **GAA MEN'S BOOSTER CLUB CONSTITUTION ARTICLES AND BYLAWS**

## **ARTICLE I - GENERAL**

### **Section 1: Name**

- The name of the organization is the GAA Men's 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 not for profit organization through encouragement in all aspects of the gymnasts' growth.

### **Section 3: Objectives**

1. Support the development of the competitive men's gymnastics team's gymnasts as complete individuals - emotionally, mentally, and physically at all levels of competition.
2. Promote sportsmanship and fellowship throughout the entire membership.
3. Conduct all activities in accordance with the USAG, AAU, or the current national gymnastics organization rules.
4. Conduct all activities in accordance with NCAA to the best of our ability.
5. Conduct all activities in an ethical manner, following these by-laws, ensuring fairness and reason in all decisions.
6. Follow the directives and guidelines set by the Academy relative to the Club and the Men's Gymnastics Team.
7. Collect, manage and distribute Club member payments and fundraising as appropriate, hereafter referred to as Competition Expenses replacing the term Quota.
8. The Board will at all times be good stewards of the financial resources and responsibilities that they are charged with. They will, at all times, work to maintain the highest levels of fiscal responsibility.

## **ARTICLE II - MEMBERSHIP**

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

1. All families of boy's competitive team gymnasts are required to be Men's Booster Club Members.
2. Members must maintain all specified requirements, ie: remain current on payments and fulfill any volunteer requirements, or they will be unable to enjoy the sponsorship of the Club until such time that all requirements are current.
3. Should a Member become more than ten days behind in payments the head coach and Academy will be notified. At that time the decision may be made that the

gymnast will not be entered into competitions until all accounts are current. Any late entry fees for competitions incurred due to an account being unpaid will be the responsibility of that member family to pay.

**Section 2: Participation**

1. Competitive fees are based on the schedule determined by the Head Coach for each gymnast's level.
2. The Club will offer fundraising opportunities during the year to allow families to raise money toward their Competition Expenses.

**Section 3: Ex Officio Membership**

1. The employees of the Academy may be given Ex Officio membership, if not full membership. This will be limited to the owner of the Academy as well as his/her designees.
2. Ex Officio members will be kept informed of all activities, invited to attend meetings and functions, but will not vote in Club matters.

**Section 4: Representation**

1. Each member family will be given one (1) vote.
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. These elected officers shall be referred to as the Board.
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 member family shall have more than one representative serving as an officer of the Club concurrently.
4. The main form of official communication for the Board and all committees outside of meetings will be e-mail. This allows for records to be kept of decisions made. All board meetings will have minutes taken and distributed by the Secretary. Committee meetings will have minutes taken by a committee member.
5. Officers will be given first opportunity to sign up for positions for Club or Academy hosted competitions. In addition, Officers will be given credit for the equivalent of two sessions worked at Club hosted competitions in addition to sessions worked by each officer.

6. The elected officers shall have the positions of President, Vice President, Treasurer, and Secretary.

**6.1 President**

- 6.1.1 When possible nominees for president will have served a prior year on the Board. Should no one with this experience volunteer then candidates for president must first be approved by the owner of the Academy.
- 6.1.2 Control the general and active management of the business of the Club.
- 6.1.3 Preside at all meetings of the membership of the Board and Club.
- 6.1.4 Appoint special committees.
- 6.1.5 To be notified by Treasurer of all checks to be issued for an amount exceeding \$500.00 and to approve said expenditures with the exception of competition entries.
- 6.1.6 Call all general and special meetings.

**6.2 Vice President**

- 6.2.1 In the absence of the President, or in the case of his/her failure to act, assume the responsibilities of that office.
- 6.2.2 Act as Director of all fund raising.
- 6.2.3 Work directly with the Academy to ensure that information on Academy website relating to Men's team is accurate and relevant.
- 6.2.4 Serve as chair for all committee heads. Committees to include, but not be limited to: Fundraising, Social Media, Club hosted competitions, and Social Activities.
- 6.2.5 Perform other duties as the Board may require.

**6.3 Treasurer**

- 6.3.1 Perform any and all duties considered standard practice of the office of the Treasurer.
- 6.3.2 Experience with bookkeeping, finance, or accounting preferred. Knowledge of Quickbooks and/or similar accounting software ideal.
- 6.3.3 Collect and deposit all moneys and other properties and effects in the name of and to the credit of the Club.
- 6.3.4 Keep current and accurate books including a general awareness of where the Club is relative to budget and planned spending.
- 6.3.5 Render a quarterly accounting of the transactions and financial condition of the Club.
- 6.3.6 Provide an accounting of the transactions and financial condition of the Club upon request as well as provide a general summary of the condition of critical liability accounts, fundraising profits / costs, delinquent accounts, and other relevant financial information.
- 6.3.7 Sign all checks/instruments of payment.
- 6.3.8 Notify President via e-mail of all checks to be written for amounts exceeding \$500.00 with the exception of competition entries.

- 6.3.9 Work with the appropriate Officers/Chairs to ensure payment is rendered for USAG Fees, uniforms, competition registration, fundraising needs (cash boxes, deposits, fundraising expenses), etc.
- 6.3.10 Provide an opening statement for each member that includes USAG Fee, Uniform Cost, Competition Fees, Coach Fees, and any credits or money owed. Additionally, provide updated statements or after competition fee payments have been made.
- 6.3.11 To notify head coach and Academy if any member is more than ten days late with payment.

#### **6.4 Secretary**

- 6.4.1 Assume Responsibility to maintain all records of the Club, including but not limited to:
  - USAG Form
  - Concussion Form
  - Medical Forms
  - Physical Therapy Form
  - General documentation source (i.e. Google drive).
- 6.4.2 Record and keep the minutes of all meetings of the membership and the Board.
- 6.4.3 Maintain a current copy of the constitution-Articles and Bylaws of the Club.
- 6.4.4 Maintain a current membership list.
- 6.4.5 Register each gymnast for each scheduled meet along with the related fees for participation. Inform Treasure of payment requirement.
- 6.4.6 Register each gymnast for their annual membership in USAG. Inform Treasurer of the related fees and payment requirement.
- 6.4.7 Coordinate communication across the Board prior to distribution in order to minimize number of touch points. This includes, but is not limited to, distribution of Newsletters, Competition information (schedules, locations, arrival times, etc), and informational emails.
- 6.4.8 Be responsible, along with President, for keeping the membership informed of notices, calls for meetings, and major issues coming before the membership.

#### **6.5 Replacement of Officers**

- 6.5.1 If an officer relinquishes his/her office before the end of term, the Board will elect a replacement.
- 6.5.2 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 to the general membership.
- 6.5.3 If no suitable nomination is received for an officer, the responsibility for this office will revert to the Board for the disposition of those duties for the remainder of the fiscal year.

**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, Club 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 to the Board. The chairperson must also submit the budget for the cognizant activity to be approved by the board.
3. Each committee chairperson will include the Vice President on communication involved in decisions made by the committee and will ensure that the Vice President is aware of committee activity.

**Section 4: Elections**

1. Nominations for officers will be made each Spring via an email to the entire club.
2. The membership shall elect officers of the club through secret ballot.
3. An annual meeting will be held by July 31 where new board members will be introduced.

**ARTICLE IV - FINANCE**

**Section 1: Budget**

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

**Section 2: Competition Expenses**

1. Competition Expenses for each level will be set at the beginning of each season as determined by the Board of Directors and Head Coach. These fees will include all uniform, USAG, Coach Sessions, Meet Entry Fees, Coaches' Travel and any other expenses determined by the Board of Directors.
2. Competition Expenses will vary by gymnast level due to differences in number of competitions, amount of travel, and cost of meet entry fees.

3. Competition Expenses may be paid for with fundraising, check, or cash. Credit cards can be used; but credit card fees will be assessed.

### **Section 3: Distribution of Funds**

1. Funds shall be used as determined by the Board within the general framework of the budget. Any expenses not included in the budget must be approved by the majority of the Board.
2. Coaches' session fees shall be set by the Board and the Academy and paid out of funds from the Club. The amount of the session fee will be agreed upon by the Board, the Academy and the Coaches.
  - 3.2.1 Coaches, Board, and Academy will set guidelines regarding how many coaches work a session, generally based on a specified coach to gymnast ratio.
3. Payments for expenses and competition will be made by Check or Debit Card. The President and the Treasurer will be the only Club members who have Debit Cards or signing authority on the Club bank account.
  - 3.3.1 At the end of the fiscal year, Account and Card Authority will be transferred to the new President and Treasurer.

### **Section 4: Reimbursement of Expenses**

1. All expenses that will need to be reimbursed should be approved by either the President or Treasurer before purchases are made.
2. No Board member shall write a check to themselves or their family member for reimbursement. Should reimbursement be needed for someone on the Board another authorized signer for the account should handle payment(s).

### **Section 5: Distribution of Fundraising**

1. Money raised in individual fundraising will be credited to the Member's account to apply towards Competition Expenses. Should a Member have more money in their account than is needed for the season (from payments or from fundraising) that money can be applied to the gymnast's travel for competitions, following all rules set forth in Bylaw number 2.
2. Any money in a Member account at the end of the season will be rolled to the next season.
3. Any Member with a gymnast on the roster once the budget has been approved will be responsible for paying their Competition Expenses. Should a gymnast leave or become injured during the season, they may be eligible for a refund of meet entry fees.
  - 5.3.1 If a meet entry fee has already been paid Club will not be able to get a refund barring an injury with a note from a doctor. Even with that, at times a refund will not be given from the host gym. Member is responsible for paying any and all meet expenses paid out by the Club for their gymnast regardless of if the gymnast competes.
4. Should a family leave the Club while having a positive balance in their account, any money remaining in their account after their expenses are paid might be subject to a



refund. A refund can only be given on money paid via cash, check, or credit card. Any money in an account paid by fundraiser is not eligible for a refund.

5. Competition Expenses will be divided into more manageable monthly installments to be made July - December each year.
6. The dollar value of any items or service donated to the Club or Academy cannot be directly applied to Competition Expenses.

## ***BYLAW #1***

### **GAA Men's Booster Club Meetings**

1. The general membership will meet when necessary. The President will preside over all meetings.
2. The Board will call for all general meetings.
3. 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.
4. A Special meeting of the general membership will be called upon request by at least 50% of the general membership.
5. A general quorum will be constituted by those in attendance at a general membership meeting.
6. A quorum at the Board of Directors will be constituted by the simple majority of the Board.
7. A constitutional quorum will be constituted by a simple majority of the membership at a general membership meeting.
8. Voting at all meetings will be done by a show of hands, with the exception of the election of officers.
9. Per Article 3, section 1.1 the election of Board officers will be done through secret ballot.

## ***BYLAW #2***

### **GAA Men's Booster Club Travel Policy**

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

It is the policy of the GAA Booster Club to reimburse or to make arrangements for the coaches of the Academy 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.

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

Any travel by coaches will either be booked by the Club and directly paid for with club funds or will be booked by the coaches themselves. If booked by the coaches, the Club debit card may be used with Treasurer or President approval or the Coach may book and submit receipts for reimbursement. Travel expenses for rental cars, mileage, airfare, lodging, and other pre-planned and/or significant expenses need to be approved prior to booking. Guidelines for these expenses are defined in Section 5.

### **Section 3: Chaperone Travel**

Should air travel become necessary to get a competitive team to an away meet, chaperones will be required to travel to the meet destination. Coaches will not travel alone with gymnasts per USAG Safe Sport rules. Travel for the chaperone(s) will be through their own means and at their own expense.

### **Section 4: Competition Travel Levels Defined and Expense Limits**

1. Within the scope of reimbursable meet expenses, there are three (3) categories of away meets. The levels of allowed expenses vary for each (listed below in 4.2) based on the distance traveled to reach the meet.
2. For the purpose of assigning expenses, meet locations will be defined as either Local, Area, or Long Distance. Travel Expenses allowed are defined by the meet location. Acceptable Expenses will be outlined by distance from Gymnastics Academy of Atlanta.

**4.2.1 Local Meets:** Competitions that occur within the metro Atlanta area, within sixty (60) miles of the Academy, are considered local.

*4.2.1.1* Parking fees and Coaches' session fees (defined in Article 4, 3.2 above) per session coached are paid for meets of this category.

**4.2.2 Area Meets:** Competitions that occur at a distance between approximately sixty (60) and two hundred fifty (250) miles from the Academy are considered area meets.

*4.2.2.1* When possible, coaches should carpool to competitions in this category in order to reduce expenses. Milage will be paid at the current IRS rate to the coach who drives.

*4.2.2.2* If financially more feasible, a rental car will be provided for Coaches to drive to meets of this category. This is an option when the cost of the rental car is less than the cost of mileage.

*4.2.2.3* If coaches are unable to carpool to competitions of this category they must first get approval from the Board and Academy for the added expense.

*4.2.2.4* Hotel expenses, per section 5.2 below, will be covered for competitions in this category. When possible, coaches should share a room, one bed per coach.

*4.2.2.5* In addition to the expenses above, parking (event and hotel), a per diem (5.3 below), and a session fee per session (defined in Article 4, 3.2 above) coached will be covered.

**4.2.3 Long Distance Meets:** Competitions that are located in a facility over two hundred and fifty (250) miles from the Gymnastics Academy of Atlanta are considered Long Distance Meets.

*4.2.3.1* Airfare becomes a reasonable method of transportation to and from these competitions depending on scheduling, airfare costs, and the number of coaches attending.

4.2.3.2 The Board, Academy, and Coaches will determine together - considering the time and cost benefits - if mileage, a rental car, or airfare is the best option for individual competitions in this category.

4.2.3.3 Allowed expenses for this category competitions are transportation (airfare plus rental car or cabs, or mileage reimbursement, or a rental vehicle for the entire trip), lodging (per 5.2 below), parking (airport, hotel, and venue) per diem (5.3 below), and session fees (defined in Article 4, 3.2 above).

## **Section 5: Travel Guidelines**

### **1. Airfare:**

5.1.1 Except as authorized by the President of the Club, coach level class or special reduced fares, when available, are to be used for all flights.

5.1.2 Coaches or chaperones are not permitted to pilot or serve as crew members on any aircraft while on Club or Academy sponsored travel unless working in their official career capacities for a commercial airline.

5.1.3 Personal travel insurance is not reimbursable.

5.1.4 When using fundraising money to pay for a gymnast's flight only the airfare of the gymnast can be covered. Airfare of family members can not be paid for with fundraising money.

### **2. Lodging:**

5.2.1 Reasonable accommodations close to the meet facility are to be used. The Board will set a guideline for how much is allowed per night for reimbursement for lodging at each Area or Long Distance Meet. These guidelines will be set two or more months before each competition date in order to take advantage of the best possible rates. The rates will be established based on rates for lodging at a Hampton Inn or comparable hotel within 10 miles of the event location. These rates will be published to the entire Club.

5.2.2 For Members using fundraising money to pay for their gymnast's travel, this rate will be the maximum amount that can be used per night for reimbursement. Fundraising can be used to cover a maximum of two nights of travel for competitions, excluding Nationals, within Region 8. When traveling outside of Region 8 a maximum of three nights can be reimbursed with the exception of Nationals. For Nationals, up to six nights can be reimbursed for any competition more than sixty miles from the Academy. The Coaches, Academy, and Board will work together to establish how many nights of lodging will be needed for coaches for each Area and Long Distance Meet.

5.2.3 For Coaches' lodging, Coaches may request the board schedule lodging or Coaches may book lodging themselves. In the instances that Coaches choose to book their own lodging, if they spend more than the amount set by the guidelines then they are responsible for the additional cost. If Coaches book for themselves and book lodging that is LESS than allowed by the guidelines they may "bank" the savings to use towards lodging at a later Area or Long Distance Meet *in that competitive season*. If that money is not used in that season the savings will be put back into the operational Club budget for the next season. There will be no rolling savings from one season to the next.

5.2.4 When possible, Coaches should share lodging. In the instance of three coaches, a rollaway bed should be used if it is an option rather than booking a second room.

### 3. Per Diems:

5.3.1 Coaches will receive a per diem each day of an Area or Long Distance competition with a day defined as any day when the Coach spends more than 75% of the day on location on or a travel day for Club travel. For example, leaving at 8:00 a.m. for a location 100 miles.

5.3.2 Per Diem amount will be determined each year by the Board, Academy, and Coaches.

5.3.3 Per Diems are to be used to pay for Coaches' meals when traveling for the Club. No additional reimbursement for meals will be given.

### 4. Personal Vehicles:

5.4.1 Drivers are required to carry adequate liability insurance for all areas travel may take them.

5.4.2 Expenses such as insurance, repairs, casualty losses, storage, and traffic fines are not reimbursable.

### 5. Parking:

5.5.1 When travel requires that a vehicle be left at the airport, the cost incurred is reimbursable. Parking fees at competition venues and hotels are also reimbursable. If self parking is available at a lower cost than valet self parking should be used.

### 6. Rental Vehicles:

5.6.1 If it has been determined by the Coaches, Academy, and Board that a rental car is needed all efforts should be made to ensure that the most economical option is selected that is appropriate for the driving conditions of the competition area and the number of coaches traveling.

5.6.2 Optional insurance should be purchased.

5.6.3 In the case of an accident, follow instructions specified by the rental agreement.

5.6.4 Any rental vehicle should be inspected before acceptance and damages noted on the agreement.

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

8. Miscellaneous: Certain other expenses may be submitted for reimbursement that are necessary and reasonable. When possible these should first be approved by the Board.

### ***BYLAW #3***

## **GAA Men's Booster Club Fundraising Programs**

### **Section 1: General**

1. Throughout the year, the Academy, Club and/or Board will provide fundraising opportunities for families to earn funding toward their competition fees.
2. The Board will provide a calendar of all scheduled fundraising opportunities in Fall and/or Spring.
3. Club members with ideas for fundraising must submit to the Vice President and obtain final approval from the Board before implementing.

### **Section 2: Academy Hosted Competitions**

1. Throughout the year the Academy will host gymnastics competitions that Club members will be afforded the opportunity to work.
2. Any Member working at an Academy hosted competition will be compensated via a credit from the Academy towards their Competition Expenses.
3. The amount of any compensation is at the discretion of the Academy owner and his designees, when possible compensation amounts will be disclosed prior to working.
4. Board members will be given first opportunity for choosing sessions and jobs for competitions (in lieu of the previous "Quota Credits".)

### **Section 3: Club Hosted Competitions**

1. At times, the Club may host competitions from which profits will be used to offset the cost of Competition Expenses for Club members.
2. Each Member family is required to work two shifts; one set-up / tear down and then one other shift.
3. Club members will be required to sign in for each shift worked.
4. Board members will be credited the equivalent of working two shifts from their work on the board in addition to any shifts worked at the competition (in lieu of the previous "Quota Credits".)
5. Board members will be given first opportunity to choose shifts and jobs for competitions.