

# Swiss Turners Girls Booster Club Guidelines & Bylaws

## 09-August-06

I. PURPOSE: The primary purpose of the Swiss Turners Girls Booster Club (GBC) are to provide financial and moral support to the members of the girls gymnastic competitive teams, to organize home meets, and to insure proper registration for each girl with the USAG, for both in-state and out-of-state meets.

II. MEMBERSHIP: Membership in the GBC is mandatory for the families of all Swiss Turners Gymnastics Academy (STGA) competitive team female gymnasts. In addition, pre-team families are welcome and encouraged to participate.

Membership obligations are as follows:

A. To establish and maintain an adequate balance in each competitor's individual account to cover the costs of each competitive season. The starting balance of each individual account will be determined by the GBC Executive Board based on the number and location of meets scheduled for the season.

B. The GBC Treasurer must verify that a competitor's individual account is in good standing a minimum of 4 weeks prior to the start of the competitive season in order for the gymnast to compete.

C. Members are required to work all hosted meets. The GBC's primary fund raising activity is the hosting of meets.

D. Members are required to serve as an officer, to chair or serve on at least one committee or serve as team level representative.

E. Purchase a team uniform consisting of leotards and warm-ups for competition.

III. ORGANIZATION:

A. The GBC fiscal year runs from June 1<sup>st</sup> through May 31<sup>st</sup>.

B. The GBC will be run by an Executive Board, which includes a president, vice-president, secretary and treasurer. An individual may hold more than one office, however at least two individuals must be on the Executive Board. More than one individual may hold the same office (e.g., Co-President).

C. There will be at least two Executive Board meetings per year, to be followed by a general membership meeting.

D. The Annual Meeting shall be held in May.

IV. MEETINGS:

A. At least 2 months prior to the Annual Meeting of the GBC, the GBC Executive Board will:

1. Set a proposed meeting schedule for the following year.
  2. Announce the beginning balance for individual accounts for the following year. The amount will be established as provided in II.A.
  3. Nominate and vote on an officer slate for the upcoming year.
  4. Establish the amount of general funds to be allocated for equipment purchases.
- B. All other meetings shall be called at the discretion of the Executive Board of the GBC. Meeting dates will be posted on the GBC bulletin board a minimum of one week prior to the date. Changes in meeting times and/or dates must be posted at least one week in advance.

The president has the right to call a special meeting at his/her discretion with seven (7) days notice.

- C. The Executive Board will set an agenda for each meeting. It will distribute a summary of the minutes from the previous meeting and the new agenda one week prior to the general meeting.

V. VOTING PRIVILEGES:

- A. A quorum is based on the number of families holding GBC membership. A vote may be made in person, by proxy or by ballot.
1. A 2/3 quorum will be required for:
    - a. Amending the Bylaws.
    - b. Voting for the Executive Board or any vacant officer position.
    - c. Removal from office.
    - d. Dissolution of the GBC.
  2. A 1/4 quorum is required for all other general business.
- B. One vote per gymnast for each family in good standing.
- C. A simple majority in attendance of all votes cast will carry the decision.
- D. Removal from office.
1. By Vote.
    - a. A vote to remove a Board member is initiated by a petition signed by a minimum of four members.
    - b. A secret ballot shall be taken.
    - c. Removal is immediate upon an affirmative vote result.
  2. Withdrawal of gymnast from STGA.

If a family no longer has any girls on the Girls Team, then any family members serving as officers or representatives will automatically be removed from that office.

- VI. OFFICERS: The GBC will be run by a board of members including: President, Vice-President, Secretary and Treasurer. The general membership is comprised of all the remaining members. The GBC Executive Board, the director of STGA and the girl's team coach will work cooperatively with one another.
- VII. OFFICERS: Nomination and election of officers takes place at the Annual Meeting. New officers take their positions effective June 1<sup>st</sup> unless they are assuming a vacant position in which case they assume office immediately upon election. All offices are held for one (1) GBC fiscal year, except in the case where an officer assumes a vacant position, in which case the new officer shall serve until the next May 31<sup>st</sup>. If there is a vacancy in any officer position, the Executive Committee shall take nominations for the office and then conduct a vote for such office.
- A. President
1. Oversees all aspects of the GBC.
  2. Presides over the general and board meetings.
  3. Maintains communications with the Director of STGA.
  4. Welcomes and inform new GBC members of the role and functions of the GBC.
- B. Vice-President
1. Performs the duties of the President in his/her absence.
  2. Presides over the general and board meetings in the event that the president is unable to attend.
- C. Secretary
1. Records accurate Minutes of all GBC meetings and distributes them to the members no later than 2 weeks subsequent to the meeting.
  2. Creates and maintains a GBC directory.
  3. Provides an agenda to the general membership one week prior to meetings.
  4. Maintains the Volunteer Hours Log.
- D. Treasurer
1. Maintains financial records of the GBC.
  2. Reports on all significant revenues, disbursements and outstanding debts at each GBC meeting.
  3. Maintains individual "accounts" to insure equal participation.
  4. At the Annual Meeting, the Treasurer shall present a final accounting of the completed competitive season.
  5. At the Annual Meeting, the new Treasurer will present a projected budget.
  6. Maintains a record of all Individual, General and Equipment Funds.
  7. Informs members and the Executive Board of each member's individual account balances on a quarterly basis.
  8. Verifies and informs members and the Executive Board if a member's individual account has insufficient funds.

- E. The Executive Board shall meet at least twice per year to conduct regular business of the GBC.

VIII. VOLUNTEER REQUIREMENTS:

- A. The volunteer work requirement for each family is fulfilled by working home meets in the various capacities listed below. Families will be charged a lack of participation penalty/girl calculated as total amount raised by general fundraiser meet/# of girls on team/# of requirements(5) or \$50 per requirement, whichever is higher, and to be deposited into the General Fund for each of the following:

- (1)Failing to participate in pre-cleaning of gym or set up of gym prior to Swiss fundraising meet(s).
- (1)Failing to participate in clean up and take down following Swiss fundraising meet(s).
- (2)Failing to work at least two (2) competitive sessions during the Swiss fundraising meet(s).
- (1)Failing to actively serve on at least one committee for the Swiss fundraising meet(s).

- B. Officers and Chairs will fulfill 100% of their work requirement by holding these positions and working home meets in the capacities listed in Section VIII.A.2 (see above). If an officer or committee chair is removed from office during the year, regular work requirements will apply from that day forward.

- C. The Executive Board has the authority to review cases brought to its attention where hardship circumstances may prevent a gymnast from competing unless GBC assistance is provided. The Executive Board may make recommendations in such circumstances for a vote of the GBC.

IX. FEES AND ASSESSMENTS:

- A. An annual budget will be proposed by the Treasurer. This budget amount will be divided by the number of members.
1. A portion of the total budget amount shall be allocated to GBC fund-raising activities.
  2. The remaining portion will be the responsibility of the members and allocated to their Individual Accounts. Funding of these accounts may be accomplished by:
    - a. Individual fundraising
    - b. Out-Of-Pocket
    - c. Combination of the above
  3. All moneys will be due at a date chosen by the Executive Board. Members not fulfilling these requirements forfeit financial and Booster Club

support.

4. Membership of good standing can be reestablished by fulfilling the above requirements.
5. The Executive Board will review cases brought to their attention where hardship circumstances may prevent a gymnast from competing unless GBC assistance is provided. The Executive Board may make recommendations in such circumstances for a vote of the GBC.

X. REVENUES ASSETS, AND DISBURSEMENTS OF FUNDS:

- A. All funds acquired through the efforts of individual members of through group fundraising shall remain the property of GBC and shall be disbursed as follows:
  1. USAG registration fees for every competitor, as funds allow.
  2. Entry fees for USAG sanctioned events deemed appropriate by the girls head coach and Executive Board.
  3. Reasonable coaching fees and a reimbursement of each coach's out-of-pocket lodging, food and travel expenses for out of state meets. Travel expenses will be paid for in state meets with special exceptions for additional reimbursement for lodging and food expenses subject to GBC approval.
  2. Expenses for the National Competition. These costs must be approved by and deemed appropriate by GBC prior to disbursement of the funds.
    - a. In no event shall funding for National Competition reduce the general fund below an amount equal to 3 times the cost of USAG registration fees based on the current team enrollment for the upcoming USAG competitive year.
    - b. Coaches' expenses - reasonable coaching fees and reimbursement of transportation, lodging (the cost of a single room), food allowances and car rental if necessary.
    - c. Gymnast's expenses - the amount approved the by GBC for National Competition shall be divided equally among all attendees.
- B. At the end of each fiscal year, May 31, the GBC general fund shall not fall below \$2500.00.
- C. Each competing gymnast is responsible for returning her permission slip for competition on the due date listed. Failure to do so releases the GBC of all registration responsibilities and all financial obligations for that meet.

XI. FUNDRAISING:

- A. General Fundraising – All general fundraising will be deposited into the General Fund. General fundraising is necessary to maintain funds in the General Fund Account. The primary fundraising activities for GBC are home gymnastic meets.
- B. Individual Fundraising – One hundred percent (100%) of all individual fundraising will be deposited into the individual accounts. Individual fundraising is not mandatory. Funds earned through individual fundraising are not refundable and may be used to defer gymnastic costs only.
- C. Equipment Fundraising – The Executive Board shall establish the amount of money from general fundraising to be earmarked for equipment purchases.

XII. FUNDING: Bookkeeping will be maintained in two accounts: the General fund and the Individual Fund.

A. General Fund:

- 1. The General Fund is comprised of money raised by the general membership for the purpose of supporting the competitive program.
- 2. Support may be in many forms including:
  - a. Purchase of new equipment.
  - b. Paying a portion of national competitor's fees for all gymnasts making it to that level, based on availability of funds.
  - c. Paying the team fee portion of meet registrations.
- 3. Money in the General Fund is the sole property of the GBC, and is not owned by any individual.

B. Individual Fund:

- 1. The Individual fund is comprised on an individual account for each member. Members deposit personal funds directly into this account; any may fundraise to earn money for this account using the "Swiss Turners Girls Booster Club" name.
- 2. The gymnast's meet registration fees, coach's fees and USAG annual registration fees are taken from the individual account.
  - a. GBC will register gymnasts for the meets and send in the registration money accordingly.
  - b. Sufficient funds to cover meet costs must be in the individual account for a gymnast to participate in an upcoming meet.
- 3. Other expenses to be taken from the individual account may include team leotards and warm-ups, an off-season meet fees. These expenses may be drawn from monies in individual accounts that are in excess of

team assessment payments.

4. All checks for deposit in an individual account should be made payable to "Swiss Turners Girls Booster Club." Payments in an envelope marked INDIVIDUAL ACCOUNT are to be placed in the Treasurer's mailbox. Please indicate the gymnast's name if different than the parents' name.
5. Registration and coaches fees established at the Annual meeting must be deposited into the individual account, according to the schedule established at the Annual meeting.
6. If withdrawals from the individual account exceed the pre-determined amount, the treasurer will notify the member of the account shortage to be made up.
7. Members Leaving – Upon notification of a gymnast leaving STGA, the individual account will be audited.
  - a. Funds earned through individual fundraising efforts that have not been dispersed for meet fees, will be transferred to the General Fund. Meet fees and disbursements will be withdrawn from individual fundraised contributions first.
  - b. Personal money that was deposited and is not expended pursuant to XII.B.7.a. will be refunded to the member, within the same fiscal year (June 1 through May 31) in which the gymnast participated.

Note: State law does not allow a reimbursement of money from fundraising activities.

### XIII. MEET ORGANIZATION:

- A. Meets are chaired by the STGA Director, the coaches and a GBC representative.
- B. The GBC is responsible for running the entire meet, including set-up prior to the meet, and take-down after the meet.
- C. Meet profits go directly to the General Fund.
- D. Each family is responsible for making in-kind contributions, to be determined by the GBC, in addition to working the meet.

### XIV. DISSOLUTION:

- A. Upon dissolution of the GBC, funds will be dispersed as follows:
  1. Pay all outstanding debt.
  2. Any remaining funds will be allocated to a non-profit organization selected by the Executive Board.

