

By-Laws
Haydens Gymnastics Booster Club
EIN: 26-033774

ARTICLE I – NAME

Section 1.1 – Name – The name of the organization is the Haydens Gymnastics Booster Club (HGBC).

ARTICLE II – PURPOSE

Section 2.1 – Purpose – The HGBC is an organization whose purpose is to foster and support the athletes of the Haydens Gymnastics competitive program, as well as provide the resources needed to administer the business and affairs of the Haydens Gymnastics competitive program. This competitive program provides members of the CSRA an opportunity to participate in the sport of gymnastics, an opportunity not available in the public school system.

ARTICLE III – FISCAL YEAR

Section 3.1 – Fiscal year – The fiscal year of the HGBC will be from May 1st to April 30th.

ARTICLE IV – MEMBERS

Section 4.1 – Members – Members of the HGBC will be parents of active gymnasts and no membership dues are charged. An active team member is defined as a gymnast who has been chosen by the program director and coaches of the Haydens International Gymnastics Academy to participate in the current competition season and whose parents have signed an agreement acknowledging their commitment and financial obligation. Participation is also open to anyone interested in supporting the sport of gymnastics. **ALL** participants are encouraged to volunteer their time and talents to create a successful program.

ARTICLE V – EXECUTIVE BOARD

Section 5.1 – Executive Board – The Executive Board shall be the governing body of the HGBC and shall have the power to administer the business and affairs of the club and to make such decisions and to take such action consistent with the Articles of Incorporation and By-Laws as in its judgment may be necessary for the welfare of the program.

Section 5.2 – Officers of the Board – The Board shall consist of 9 members who include the President, the Boys Vice-President, the Girls Vice-President, the Treasurer, the Girls Meet Treasurer, the Boys Meet Treasurer, the Secretary, the Corresponding Secretary, and the Fundraising Chairperson. The Special Events Coordinator, the Travel Coordinator, and the Team Parent(s) are invited and strongly encouraged to attend each Executive Board meeting in order to enhance the communication process of the program. All members must have an active gymnast enrolled in the Haydens International Gymnastics Academy.

Section 5.3 – Election and Terms of Officers – If enough interested people come forward, the officers of the Board will be elected by the participants of the HGBC each year in March for the following year. If the interest level does not warrant an election, the Board may be appointed. The newly elected/appointed board will officially take office on May 1st of each year, after the fiscal year ends. No individual is allowed to serve in the same officer position more than two consecutive years. All participants placed on the ballot for elections must be current with all of their financial obligations to the

program, including all tuition costs. No employee of Haydens Gymnastics can hold a seat on the Executive Board.

Section 5.4 – Removal of Officers and Others – Any officer may be removed from his/her duties with proper notice after a hearing by the executive board and a majority vote. All documents (electronic and/or paper) and funds in his/her possession should be returned promptly.

Section 5.5 – Vacancies – In case of any vacancy in the Executive Board, the remaining Board may appoint a successor to hold office for the un-expired portion of the term until the next election.

Section 5.6 – Compensation – The Executive Board shall be entitled to no compensation for services rendered to the HGBC.

Section 5.7 – Officer Duties

- a) **President** – The President is a voting member of the Executive Board who has a general knowledge of each specialized area of the organization. He/she will direct and oversee all activities of the Board. The president shall preside over all meetings of the Executive Board. The President shall ensure that all members of the Executive Board and committee chairpersons are effectively performing their duties and shall perform all other duties as ordinarily pertain to such office. He/she will also oversee all financial aspects of the HGBC by working closely with the Treasurer. He/she will be primary coordinator of budget formulation and verification by working with the Treasurer, Vice-President(s), Program Director and Coaching Staff. The President will serve as primary communicator for the Board to the HGBC participants, committee chairpersons and team parent(s). He/she will also serve as the liaison to the Program director, Meet Director, and Coaching Staff of Haydens International Gymnastics.
- b) **Vice-President(s)** – The Vice-President(s) (both Boys and Girls) are voting members of the Executive Board who will ensure a general knowledge of each specialized area of the organization. The Vice-President(s) shall serve as the President in the absence or incapacity of one or both President. The Vice-President(s) will act as an assistant and advisor to the President. The Vice-President(s) shall perform all duties and exercise such authority as the President and/or Executive Board deems necessary. He/she act as a liaison and advisor to the committee chairpersons including but not limited to the Fundraising chairperson and Fundraising vice-chairperson, Special Events Coordinator, Travel Coordinator, and Team Parent(s). He/she will work closely with the Secretary to ensure all correspondence is both accurate and timely. He/she will work with the President, Treasurer, and Program Director to formulate the budget annually.
- c) **Treasurer** – The Treasurer holds a voting position on the Executive Board. It shall be the duty of the Treasurer to oversee the financial accounts of the club, perform all accounts payable and receivable functions, maintain individual accounts for club participants and provide monthly statements to participants of these accounts, notify members of the board and program director of delinquent participant accounts, provide a treasurer report at each Executive Board meeting and each general meeting to include a hard copy to each participant for review and vote, works with meet treasurers to coordinate meet registration fees are accurate and timely, work with incoming Treasurer, President, Vice-President(s), and Program Director on the budget for the subsequent year, file an annual tax return for the HGBC. Copies of all tax returns filings must be given to the Secretary for the permanent records, check the booster club box at least 3 times per week for correspondence, ensure that the monthly transactions are entered into the permanent record by a vote of the Board, and make sure the HGBC is adequately covered by insurance yearly. Failure to file IRS tax documents in a timely manner will constitute immediate removal from the board. Upon

his/her retirement from office, he/she shall turn over to his/her successor or President all funds, files (electronic and paper) in his/her possession.

- d) Meet Treasurer(s)** – The Boys Meet treasurer and the Girls Meet treasurer are voting positions of the Executive Board. He/she is responsible for the calculation and on time payment of all competition events. Works closely with the Secretary and Treasurer to maintain accurate and updated lists of each team participant's personal information (name, address, birthday, etc...), and ensuring all financial obligations are fulfilled prior to meet registration. If participants account is delinquent, meet fees for that participant are not to be paid until his/her account is paid in full. This may result in participant's inability to compete depending upon the timeliness of resolution. The Treasurer obtains meet information from the President of the board and coordinates with the Meet Treasurer(s) to ensure accurate meet fees are transferred to Meet Treasurer account prior to payment. Provides copies of all registrations to the Treasurer for permanent record.
- e) Secretary** – The Secretary is a voting member of the Executive Board. It shall be his/her duty to keep the official records of the HGBC. The Secretary is also in charge of keeping the official records and renewing the certificate of incorporation each year. These records include By-Laws, legal forms (Articles of Incorporation, tax forms, etc...), all correspondence sent by and received by the HGBC, all forms/booklets/policies and procedures, minutes/agenda from each board meeting, newsletters, and official team rosters. He/she is responsible for the compilation and formulation of the HGBC gymnast database, updating as necessary and providing it in readable format to all Board members both voting and non-voting. He/she is responsible for maintaining a current and accurate record of the HGBC handbook acknowledgement form and informing President of missing forms. He/she will update, keep, and maintain all HGBC files (electronic and/or paper) and records past and present. He/she is responsible for attending all Executive Board meetings, records attendance at the meetings, records and preserves the minutes of the meetings and performs such other duties as customarily pertain to such office. The Secretary reports directly to the President and Vice-President(s) for guidance and assistance.
- f) Corresponding Secretary - The Corresponding Secretary** is a voting member of the Executive Board. He/she will be responsible for keeping all members current on the business and events of the HGBC. He/she will keep current official team rosters and the contact information for each member. He/she sends out e-mails at least 5 days in advance notifying executive board/committee personnel of meeting date/time/place. Will notify HGBC participants via e-mail at least 5 days in advance of general meeting date/time/place. **E-mail is the PRIMARY form of communication.** Reminds everyone the day before the meeting via e-mail. He/she is responsible for agenda formulation for all meetings, attends all Executive Board meetings, and performs such other duties as customarily pertain to such office. He/she is responsible for communicating with all Board members to compile information necessary to complete quarterly newsletter. The Corresponding Secretary works closely with the Secretary and reports directly to the President and Vice-President(s) for guidance and assistance.
- g) Fundraising Chairperson** – He/she holds a voting position on the Executive Board. He/she reports directly to and obtains approval from the Vice-President(s) for fundraising events. Primarily responsible for seeking out fundraising opportunities for the booster club not limited to but including home meets and corporate advertising. Recruits assistance from HGBC participants as required. Coordinates approved fundraising projects with team parent(s) and ensures follow-up actions are completed in a timely manner. Works with the Corresponding Secretary as needed to promote said fundraisers. Completes HGBC voucher forms for reimbursement of expenses (receipts must be attached) and HGBC deposit forms upon completion of each fundraising event. Forms may be obtained from Treasurer or Secretary

and must be returned to Treasurer upon completion for accurate accounting purposes. Attends all board meetings and provides updates regarding completed/current/future fundraising events.

- h) Travel Coordinator** – The Travel Coordinator is a non-voting member of the HGBC Board. This person is responsible for coordinating travel arrangements for the coaching staff. He or she will work closely with the Treasurer to ensure arrangements are made in a timely manner and that they meet the travel guidelines set forth by the HGBC Board.
- i) Special Events Coordinator** – He/she holds a non-voting position on the Executive Board but is strongly encouraged to attend each meeting to promote the communication process of the program. Primary responsibilities include coordinating charitable /community involvement events as chosen by the Executive Board (coat drive, Spooky to be Hungry, Toys for Tots, and Children’s Miracle Network), and any other special events deemed necessary by the Board. Responsible for meeting with the Board and Program Director in January to begin coordinating end of year banquet requirements and finalizing a date. Responsible for assisting with Board elections if necessary (January-February). Recruits assistance from participants as needed for each event. Coordinates with the Secretary if needed to promote events. Works with other Board members as needed.
- j) Team Parents** – He/she holds a non-voting position on the Executive Board but is strongly encouraged to attend each meeting to promote the communication process of the program. Primary responsibilities include serving as a liaison between the Executive Board and the participants on his/her team. He/she will also serve as a liaison between the coaches and the participants if needed. He/she will promote and foster activities among the team participants that encourage and support the team relationship (dinners after meets, goody bags, group hotel arrangements, etc...). Don’t forget to include your coaches. The participants benefit from positive reinforcement from them as well.

ARTICLE VI – MEETINGS

Section 6.1 – Regular Meetings – Regular Executive Board meetings shall be held as needed at a specified date/time/place. The Secretary will send out via e-mail a reminder notice for all meetings, at the minimum 5 days in advance.

Section 6.2 – Invitees to Regular Meetings – All Executive Board members should be present at regular meetings. Also invited will be committee chairperson(s) overseeing certain areas of the club such as Special Events Coordinator and all Team Parents. If a special committee has been formed by the Executive Board, the chairperson for that committee will also be invited. Regular attendance promotes the communication process of our program and is essential for the success of it.

Section 6.3 – Regular Meetings – Order of Business – For the Executive Board, regular monthly meetings, the following is the suggested orders of business, unless otherwise stated:

- a) Call to order - President
- b) Minutes of the preceding meeting - Secretary
- c) Treasurer Report
- d) Fundraising Report

- e) Unfinished Business (To Do List)
- f) New Business or Voting Issues

For the remainder of the meeting, the suggested order of business shall be:

- g) Chairperson Updates (including To Do List items) – Special Events Coordinator, etc...
- h) Miscellaneous Business
- i) Adjournment

Section 6.4 – Special Meetings – The Executive Board will hold general meetings as needed. Notice of these meetings will be sent to all participants via e-mail, as well as being posted on the information board in the gym at least one week prior to the meeting.

Section 6.5 – General Meetings – The Executive Board will hold four quarterly meetings. Two of these meetings will be held in conjunction with the Christmas party and the Awards banquet. We will hold additional meetings if deemed necessary. All meetings will have a specified date, time, and place. Notice of these meetings will be sent to all participants via e-mail, as well as being posted on the information board in the gym at least one week prior to the meeting. These meetings are designed to inform parents of the HGBC activities. A general meeting may be called by the members of the HGBC provided the Executive Board is given at least fifteen days notice of said meeting and the desired topic(s) of discussion have been presented in writing.

ARTICLE VII – QUORUM AND EXECUTIVE BOARD VOTING

Section 7.1 – Quorum – Fifty percent (50%) of the Executive Board must be present to constitute a quorum for all purposes. One of those 50% must be the President or a Vice-President. Any member of the Executive Board shall be considered present at any meeting of the Board notwithstanding his/her physical presence at a different location when he/she shall be in communication with the other members present at such meeting, either by phone, or e-mail, and capable of both receiving and sending messages.

Section 7.2 – Voting – Each board member has one vote. A majority vote will rule. Voting may take place at board meetings via phone or e-mail and such votes will be documented and entered into the record.

Section 7.3 – Proxies – An Executive Board member may vote by proxy executed in writing by the member. Such proxy shall be filed with the Secretary before the time of the meeting.

ARTICLE VIII – MISCELLANEOUS PROVISIONS

Section 8.1 – Distribution of Funds – Distribution and use of funds will be determined by a majority vote of the Executive Board. No Board member may be reimbursed for any personal expenditure made on behalf of the club without proper receipts and prior approval to spend the money given by the President or Vice-President(s) and after consultation with the HGBC Treasurer.

Section 8.2 – Communications – Official communication regarding Executive Board activities or Board decisions made public to the general participants must get prior approval from the Chairperson before going out.

Section 8.3 – Budget/Finance – Not later than March of each year, the HGBC President, Treasurer, Incoming Treasurer, and Program Director will work together to come up with a budget for the upcoming season. This budget will be voted on by the Executive Board for approval. In December there will be an audit of the books held by the Treasurer and the President of the Board. Also, in April there will be an end of the season audit of the books held by the Treasurer, Incoming Treasurer, and the President to create a clean transition for new fiscal year beginning May 1st.

ARTICLE IX – INDEMNIFICATION OF BOARD AND OFFICERS

Section 9.1 – Indemnification – Each officer of the Board now or hereafter serving on the board, and all committee chairpersons serving with the Board now or hereafter shall be indemnified to the fullest extent provided by law against all costs, expenses, judgments, and liabilities, including attorney fees, reasonable incurred by or imposed upon him/her in connection with or resulting from any claim, action, suit, or proceeding, civil or criminal, in which he or she is or may be made a party by reason of his being or having been such officer by reason of any action alleged to have been taken or omitted by him/her as such officer, whether or not he/she is a officer at the time of incurring such costs, expenses, judgments and liabilities, provided that he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the club. The termination of any action, suit or proceeding by judgment, order settlement or conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did no act in good faith and in a manner which he reasonable believed to be in or not opposed to the best interest of the club. The foregoing rights of indemnification shall no be exclusive of other rights to which such officer(s) may be entitled as a matter of the law. The Executive Board may obtain insurance on behalf of any person who is or was an officer against any liability arising out of his status as such, whether or not the club would have power to indemnify him/her against such liability.

ARTICLE X – CHANGES TO THE BY-LAWS

Section 10.1 – Changes – These by-laws may be amended, altered or added to by a majority vote of the Executive board. These by-laws and the Articles of Incorporation will be reviewed annually before the end of the fiscal year and any needed changes voted on by the Board and made by the Secretary and filed legally.

We, the undersigned, being the current Executive Board of the HGBC, do hereby certify that these by-laws were duly voted on and adopted by a majority vote of the Executive Board at a meeting held on

_____.

Executive board Approval

President

Boys Vice- President

Girls Vice-President

Treasurer

Boys Meet Treasurer

Girls Meet Treasurer

Secretary

Corresponding Secretary

Fundraising Chairperson

Member at Large

