



2009-2010 By-Laws

The Palmer's Gymnastics & Dance Booster Club, herein after referred to as the "Booster Club", Board of Directors has established the following by-laws as guidelines for the club's members and Board of Directors members in the governance of the Booster Club. The Board of Directors reserves the right to modify the by-laws as deemed appropriate when new circumstances and/or concerns arise.

Section 1 Overview

The Palmer's Gymnastics & Dance Booster Club (Booster Club) is a non-profit organization that was formed to create a "booster club" to support the competitive gymnastics and dance program at Palmer's Gym. The group elects officers, meets regularly, and organizes contributions of your time and labor to support the competitive program.

Section 2 Mission

The mission of the Booster Club is twofold

- To support the growth and well being of the Palmer's Sports Competitive Gymnastics and Dance Program through volunteer support
- To assist competitive gymnasts' and dancers' families in defraying the costs of participation in the competitive program

The Booster Club is a separate and distinct entity from Palmer's Gym. However, fostering a strong relationship between the Booster Club and Palmer's Gym is paramount to the success of both organizations.

Section 3 Membership

Membership is automatic for all families participating in the competitive gymnastics and dance program at Palmer's Gym.

Section 4 Fiscal Year

The fiscal year of the Booster Club runs from September 1st – August 31st.

Section 5 Organization of the Booster Club

The Booster Club consists of the board of directors, committees, and general membership.

The Board of Directors is composed of officers filling the roles of President, Vice President, Treasurer and Secretary. Any member of the Booster Club is eligible to run for a Board of Director position. Each level should select a Level Representative.

The Board of Directors will also ask that one Palmer's Gym owner act as a consultant/advisor to the Board of Directors. The owner would be a non-voting member of the Board but would provide input to the Board on developing the annual operating plan, provide advice on developing the budget, provide advice and guidance on conducting the meets held at Palmer's Gym and help facilitate communication between the competitive teams, coaches, Booster Club, etc.

Section 6 Duties of the President

The President is responsible for the overall operation of the Booster Club and is the primary interface to Palmer's Gym. Other responsibilities include:

- Ensure the By-Laws are maintained and followed
- Work with Palmer's Gym and the Treasurer to establish the operating budget for the upcoming competitive season
- Ensure that all committees are chaired and staffed, are executing their responsibilities, and obtaining the expected results
- Shall prepare an agenda prior to each Executive Board meeting. The President will prepare an agenda prior to each meeting.
- Shall preside over all meetings unless another Board of Director is appointed in their absence.
- Shall be responsible for maintaining order of the meeting and a positive atmosphere at all times.
- Has the authority to call special meetings.
- Shall call a vote of the Board of Directors to replace a member to complete the term should a vacancy on the Board occur.
- Should attend Board of Directors Meetings.

Section 7 Duties of the Vice President

The Vice President will fill in for the President in their absence. In the event that the President cannot fulfill their duties, the Vice President can assume the role of President. Other responsibilities include:

- Oversee the fund raising activities and update the fund raising calendar for distribution to members. Finalize and approved by the 1st Board of Directors meeting each year.
- Ensure that all committees are chaired and functioning properly.
- Should attend Board of Director Meetings.

Section 8 Duties of the Secretary

The Secretary is responsible for keeping the minutes of the meetings. Other responsibilities include:

- Ensure that notices of meetings are issued in proper timeframes
- Develop team roster for distribution to members
- Shall post the minutes on the booster club bulletin board and send to all Booster Club members who have an email address.
- Shall update and maintain the Booster Club bulletin board.
- Shall record the attendance of all members at the meetings and events.
- Shall maintain a list of members eligible to vote.
- Shall be responsible for maintaining and updating e-mail addresses of all members.
- Should attend Board of Director Meetings.

Section 9 Duties of the Treasurer

The Treasurer:

- Shall keep all records for the general and reimbursement accounts.
- Shall keep an itemized account of all receipts and disbursements to be reported at each meeting.
- Shall disburse funds as determined by the Board of Directors. The Board of Directors must approve all disbursements in advance. All checks over \$1000 will require two signatures.
- Shall submit all records and books at the beginning of September to be audited by a committee of non-Board of Director members.
- Shall be responsible for informing parents on the status of their child's reimbursement account. Statements will be distributed throughout the year, and year-end statements will be distributed by August 31st. This information can also be obtained at any time by attending the monthly meetings or by contacting the Treasurer.
- Aid the President in coordinating the annual budget by the October meeting of each year.
- Should attend Board of Director Meetings.

Section 10 Fulfillment of Responsibilities

- Any Board of Director member may be removed from office by a majority vote of the Board of Directors if they do not fulfill all of their responsibilities.

Section 11 Terms of Office

- The 2 year term of office for members of the Board of Directors shall run from September 1st through August 31st. The President and Secretary positions will end terms in even years. The Vice President and Treasurer will end terms in odd years. This will allow for some continuity on the Board as new board members are elected into office.

Section 12 Meetings

- Executive Board meetings shall be held once a month at a time determined by the Board of Directors. Executive Board meetings are open to attendance by any general member.
- The Board of Directors reserves the right to call special meetings as deemed necessary.
- Committee meetings will be scheduled and convened by the Committee Chairperson.
- All meetings will be conducted according to Parliamentary Procedures to maintain order and accomplish the primary tasks of planning fundraising activities.
- Each Board of Directors member will give a report of his or her office at the meeting.

Section 13 Voting/Elections

Nominations for officers will be taken from the floor during the May general meeting or via nomination forms submitted by general membership. Elections of the officers shall be held at the regular general meeting in June. During the month of July and August previous officers and newly elected officers shall work together to assure a smooth transition. Members who meet the qualifications in Section 3 have the right to vote. These members shall be entitled to 1 vote per family on all general matters. The method of voting shall be as follows:

- The vote shall be made by ballot or show of hands.
- Votes will be tallied by at least two appointed members of the Booster Club.
- A 2/3 majority of those voting shall elect.
- In the event that a 2/3 majority is not achieved, a re-vote will be called.

Section 15 General Account /Family Reimbursement Accounts

The general account will be funded by:

- 100% of all general fundraisers that are tax deductible to the donor
- 100% of general/corporate donations that are tax deductible to the donor

The general account will be used for:

- Booster Club operating expenses.
- Initiating fundraising activities, related supplies and expenses.
- National Level of Competition expenses
- Supporting team coaches' educational training
- Graduating Senior Scholarships
- If funds are available, the general account shall reimburse competitive gymnast and dancer expenses as detailed in Section 21.

The family reimbursement accounts will be funded by:

- Those fundraisers where the family members are readily discernable (i.e. candy sales, coupon book sales, cookie dough sales, etc.)

The family accounts will be used for:

- Reimbursement of competitive gymnast's/dancer's competitive expenses.

Section 16 By-Laws Revision Process

- Each year at the May meeting, general membership will be asked to submit by-law revisions no later than the June meeting.
- The Board of Directors will review these suggestions and take these into consideration with any other revisions deemed necessary by the Board of Directors.
- Any revisions made will be finalized and issued no later than August 1st.
- The Board of Directors reserves the right to modify the by-laws as deemed appropriate when new circumstances and/or concerns arise.

Section 17 Dissolution Process

In the event that the Palmers Gymnastics & Dance Booster Club decides to dissolve itself the following procedures will go into effect:

All current year expenses will be reimbursed to the families that meet the qualifications in Section 3 at the time of dissolution. Any remaining funds will be given to a charity voted on by the Booster Club.

Section 18 Non-Sufficient Funds (NSF) / Returned Check Fees

Any payment made by check that is returned to the Booster Club as non-payable will be assessed the greater of a **\$20.00 service charge** or whatever the bank assesses the Booster Club. Upon receipt of a returned check, the Booster Club will notify the individual by mail and/or telephone. The individual has 7 calendar days to present payment in the form of cashiers check or cash.

Section 19 Scholarship

The following scholarship opportunity is available to Booster Club members. Any team member meeting the following requirements may apply. Please see a Board of Directors member for further information.

Graduating Senior:

To qualify, the applicant must be a team member, have a current cumulative grade point average of 3.0 or "C" or better, presently a high school senior who plans to attend college, university, or trade school for the following year. The completed application packet must be submitted by April 1st of each year with announcement of the scholarship recipient at the annual Team Banquet in June. Scholarship committee made up of the Board of Directors and 2 coach representatives will make the selection based on applications received.

Section 20 National Level of Competition

If funds are available, competitive team gymnasts that have qualified and competed in a national level competition are eligible for reimbursement of expenses as detailed in Section 21.

Section 21 Disbursements of Funds/Grants

All funds acquired through the efforts of Individual members or through group fund-raising shall remain the property of the Booster Club.

It is the intention of the Booster Club to disburse grants to the gymnasts and dancers based on the fund raising efforts made throughout the year. Grants will vary from year to year; however, the annual grant amount will not exceed the gymnasts/dancers total competitive expenses from the previous year.

Grants will be made to cover expenses listed below, up to the actual amount paid by the gymnast/dancer, as funds allow.

- All competitive entry fees
- Coaches fees (divided by the number of team members)
- Team fees (divided by the number of team members)
- GIJO membership
- USAG membership
- Girls Gymnastics Team Apparel (Warm-Up Suit, Warm-Up and Competition Leotards, Brief and Bra)
- Girls Dance Team Apparel (costumes and warm-up suits)
- Boys Gymnastics Team Apparel (Shirt, Shorts, Pants and Warm-Up Suit)
- Team Winter Jacket
- Chorographer fees for optional level gymnastic routine development
- Gymnast's/Dancer's airfare
- Team gym bag
- Any USAG camps and clinics deemed necessary by the team program director

There are no reimbursements in the event that a gymnast's/dancer's family leaves the gym or competitive team. Any monies that are in a family's family reimbursement account shall be transferred to the general account.