

# **BYLAWS OF THE CHEYENNE GYMNASTICS PARENT BOOSTER CLUB**

## **Article 1- Name**

The name of the organization is Cheyenne Gymnastics Parent Booster Club, a non-profit corporation ("CGPBC" or the "Club").

## **Article II- Articles of Organization**

The CGPBC exists as a non-profit corporation of its members. Its "Articles of Organization" compose these Bylaws and can be amended as outlined in Article XIV.

## **Article III- Purposes**

1. The objectives of the Club are:

- a. To bring a closer relationship between the parents/guardians of gymnasts and the Cheyenne Gymnastics Program (the "Gym").
- b. To develop between the Gym, the Club and the general public of the community the least restrictive environment that will allow a child the opportunity to advance their skills as gymnasts.
- c. To raise and appropriate funds for individual club members for use on certain activities defined below, Cheyenne Gymnastics Team, and the Gym.

2. The Club's objectives are promoted through programs directed toward parents, coaches and the general public; are developed through committees, projects and program; and governed and qualified by the basic policies set forth in Article V.

## **Article IV- Dissolution**

If dissolved, all remaining funds from this organization revshall be donated to the Special Olympics Wyoming.

## **Article V- Basic Policies**

The policies of the Club are as follows:

- a. The organization will be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities cannot be used in connection with any commercial concern or with any

partisan interest or for any purpose not appropriately related to promotion of the objectives of the Club.

c. The Club shall work with the gym to provide quality instruction for all children and youth.

d. The Club may cooperate with other organizations and agencies concerned with gymnastics or child welfare, but Club representatives can make no commitments that bind the group he/she represents.

e. The Club will keep permanent books of gross income, receipts and disbursements of this organization.

f. The officers and members of the Club may establish policies, procedures and rules for conducting the business of this organization as set forth below.

## **Article VI- Membership**

1. Membership is established annually by completing and signing the Membership Form. Potential members may obtain the Membership Form from the Secretary.

### **General Membership**

2. Membership is defined as one membership per family unit. This provides for:

a. One vote per membership;

b. ~~One account per membership.~~ **Each gymnast within a family unit will have a separate account. Amended 8/9/16**

3. In order to become a member of the Club, you must:

a. Be interested in the objectives of the Club, be willing to uphold its policies, and subscribe to these Bylaws, and

b. Be a parent, guardian, or representative of a gymnast of the Gym that is approved to compete in level 3 or higher, **in the Xcel or Junior Olympic (JO) programs Amended 8/9/16** as defined by Gymnastics Specialists and USA Gymnastics Guidelines, or

c. Be a program supporter who is a parent, guardian or interested person who wants

to further the club's mission, but who does not have a gymnast competing in level 3 or higher. Any funds raised by program supporters will be deposited into the Coach's Fund.

**In order to maintain active status in the club, members must meet the following minimum requirement:**

**a: Attend the monthly membership meeting OR send notification to a member of the board that they will not be able to attend.**

**b. 6 months of missing meetings/inactive status will trigger unenrollment from Boosters and conversion of funds to Club Operating funds per Article XI Section 7.b. Amended 11/18/18**

4. All **active** members have the right to vote **and receive disbursements from the Club for club-wide fundraisers.** Amended 11/18/18

5. There are no membership fees.

6. Each member shall gain the information necessary to make an informed decision. All members have the responsibility to listen and consider all opinions.

7. Conflict of interest may arise whenever the personal or professional interest of a member is potentially at odds with the best interests of the organization. It is the intention and policy of this organization to avoid, where possible, impropriety.

a. If an issue is to be decided by the Club that involves potential conflict for a member, it is the responsibility of the member to:

i. Identify the potential conflict of interest.

ii. Not participate in discussion of a program or motion being considered.

iii. Not vote on the issue.

b. It is the responsibility of the Club to:

i. Only hire or contract with the member if they are the best qualified individual(s) available and willing to provide the goods and services needed at the best price.

ii. Record the minutes of the meeting the potential conflict of interest, and the use of the policy and process to avoid the potential conflict of interest. Although it is not a conflict of interest to reimburse members for expenses incurred, Officers are prohibited from being paid for serving in the capacity of an elected position.

8. An annual enrollment of members will be conducted by the Club in August of each year. The Club will not discriminate against anyone who wants to be a member based on race, color, creed, religion, national origin, etc. Members will be accepted at any time.

## **Article VII- Officers and Their Election**

1. The Officers of the Club are: President, Vice President, Secretary, and Treasurer. The Officers also comprise the Executive Board.

2. Election of officers should be held annually in August at the General Meeting. The elected officers will take office at the end of this meeting and will service under the following terms:

a. Elections for the President and Secretary will be held in August of 2013 and every two (2) years thereafter;

b. Elections for the Vice President and Treasurer will be held in 2014 and every two (2) years thereafter.

3. The consent of each nominee must be obtained before his/her name is placed in nomination.

4. A vacancy occurring in an office will be filled by calling a special election where a majority vote of the members' present will elect the replacement to serve out that term.

5. In the case a vacancy occurs in the office of President, the Vice President shall service out the term, and an election will be held for the vacant Vice President position in accordance with these Bylaws.

6. In the event an officer has a personal situation that prevents him/her from performing the duties of their elected office temporarily during their term, the Board shall appoint another

member of the Club to fulfill the duties temporarily ("Temporary Designate"), with the individual's consent.

7. The head coach of the Gym shall serve as a member ex officio of the Executive Board. Ex officio members retain no voting rights.

### **Article VIII- Duties of the Officers**

1. The Executive Board, along with coaching staff, shall have thirty (30) days following officer elections to create a strategic plan for current season (September 1 through August 30). The strategic plan shall be a living document which outlines the meets, fundraising activities, projected budget, and other Club activities for the year.

2. The President will preside over all the meetings of the Club, including officer meetings and can be a member ex-officio of all committees. The President shall provide an agenda to club members prior to each meeting. When possible, such meetings shall be scheduled at a time and day when the head coach and other coaches are available to attend the meeting. The President will maintain communication and will coordinate with the head coach and coaching staff at all times. The President will perform all other duties usually pertaining to the office.

3. The Vice President will act as aide to the President and will preside in the absence of the President.

4. The Secretary will send reminders for Club meetings and reminder of fees due, send notice of yearly votes passed, will maintain a list of current membership and related records, and will keep detailed minutes of all meetings, including officer meetings. The Secretary will compose and post correspondence of the organization within one week, or within a reasonable period of time thereafter, following a meeting. The Secretary will also perform other administrative functions as determined by the officers.

5. The Secretary will act as the custodian of all books and past records pertaining to the business of the Club, except those records of the Treasurer. Specifically, the Secretary shall maintain the following records:

a. A binder for each term consisting of:

- i. All meeting minutes;
- ii. fiscal reports;
- iii. membership list and documentation;

- iv. individual account fund requests;
- v. receipts, tax records, and yearly audit report; and
- vi. Secretary of State annual report information and annual filing information.

b. Binders shall be kept in the head coach's office of Cheyenne Gymnastics for a minimum of ten (10) years.

6. The Treasurer will receive all money of the Club and keep accurate record of receipts and expenditures and will pay out funds only in such a manner as authorized by the Club. The Treasurer or Treasurer's designee shall prepare a statement and present a treasurer's report at every Club meeting. It shall be reviewed and approved as part of the Club's minutes at each meeting.

7. The Treasurer will have the unilateral authority to use up to \$100.00 monthly from the Operating Expense Fund for day-to-day expenditures, provided that amount is available. The Treasurer will have the authority to determine the validity of the expenditure. The Treasurer will act in accordance with his/her duties and these Bylaws.

8. Thirty days prior to the General Meeting the President shall appoint two members who are not officers to audit the treasurer's account(s). The audit report shall be given at the General Meeting.

9. In the event that an officer has a personal situation where he/she cannot perform the duties of their appointed office temporarily, the Board shall appoint another member of the Club to fulfill that officer's duties temporarily (with the appointed person's consent).

10. All officers shall deliver to their successors all materials pertaining to their office within 14 days after the General Meeting of the year.

### **Article IX- Meetings**

1. Meetings will be set and determined by the officers. This decision will be made at the first meeting of the year. Additional meetings can be held as often as necessary to help conduct the business of the organization.

2. There will be a General Meeting held in August of each year to elect new officers.

3. All meetings requiring a quorum shall be public.

4. A minimum of three-quarters (3/4) of the officers shall constitute a quorum. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date. In the event of a time-sensitive matter that requires a vote, the Board may elect to conduct a vote through e-mail. Passage of a motion requires simple majority (i.e. more than one half the Members present).

5. The Secretary shall provide notice of meetings. Notice shall, at a minimum, be posted on the notice board and e-mailed to each member.

6. Meetings will be conducted, to the extent possible, in accordance with Robert's Rules of Order.

**a. Suggested Meeting format**

- 1. Call meeting to order**
- 2. Treasurer's Report**
- 3. President's Report**
- 4. Old Business**
- 5. New Business**
- 6. Adjourn**

**b. Motions and discussion process**

- 1. President will ask for motion, or board member makes motion**
- 2. President asks for Second, board member provides second**
- 3. President calls for discussion, which allows all members to discuss topic.**
- 4. Motion is restated and amended as needed, followed by vote of all active members. Amended 11/18/18**

## **Article X- Committees**

The officers may create committees when necessary, to promote the objectives and to carry on the work of the Club.

The officers will make up the Executive Committee, which all committees created will report to.

## **Article XI- Fiscal Policies**

1. The fiscal year of the Club shall be May 1 to April 30 of each year.

2. The Operating Expense Fund will carry over, at a minimum, \$500 at the end of each fiscally ear. The operating expense fund will be used to offset costs related to fundraising.

3. The Individual Accounts can be used to offset costs for competitive gymnastics, including but not limited to, meet fees, pre-approved athletic apparel, equipment, warm-ups, and Club-endorsed gymnastic camp fees. Individual accounts cannot be used for tuition. Individual account holders can designate money in their individual account to go to any club related activity.

4. Funds in Individual Accounts are strictly limited to the individual(s) listed on the account.

5. All requests for use of funds in Individual Account must be made in writing to, and approved by, the Treasurer.

~~6. The Club encourages each member to deplete all funds within his/her Individual Account at the end of each fiscal year. In the event that there is a balance on an Individual Account at the end of any fiscal year, taxes will be charged to each account proportionately.~~ **Amended 9/10/19**

~~7. Loss of membership, leaving of the program, or other termination of membership after six (6) months will result in account funds being re-appropriated to the operating expense account. Funds will not be disbursed to the participant.~~

**7. A member will be considered “terminated” if they meet one of the following circumstances:**

- a. **Voluntarily leaving of the program by notifying a board member in writing**
- b. **Involuntary termination of membership after six (6) months of inactive status** **Amended 11/18/18**

**8. Funds in membership accounts of terminated members will be reappropriated to the operating expense account. Funds will not be disbursed to the participant.** **Amended 11/18/18**

- a. In the event an Individual Account is terminated, the only other allowable redirection of funds will be to a qualified account of the same household (i.e., sister to sister, brother to sister).

**9. Financial statements will be available at monthly meetings. The Club may seek assistance from an external, qualified volunteer in establishing best practices for accounting and record-keeping. Financial audits shall be conducted each year by two non-board members OR an external, qualified volunteer.** **Amended 9/10/19**

**10. The Club bank account will maintain two designated signers at all times from the board; this may be any combination of President, Vice President, or Secretary. The Treasurer will hold deposit privileges only to the Club bank account.** **Amended 9/10/19**



## **Article XII- Fundraising Policies.**

1. Types of fundraisers: **All fundraisers will be “Standard” unless a vote is taken to designate otherwise. Members may request a vote for any fundraiser to change the type.** **Amended 11/18/18**

a. ~~General: Standard.~~ **Amended 11/18/18** Fundraising will be distributed among the participating ~~Club members of the fundraising event.~~ **gymnast accounts of the fundraising event.** **Amended 8/9/16** Funds from this type of fundraiser shall be distributed as follows: 70% of profits equally to participating members' Individual Accounts (including Coach's Fund) and 30% to operating expenses.

~~b. Special: Prior to fundraising, a quorum vote will determine how the funds will be distributed for each specific fundraiser under this category.~~

**b. Club-Wide: Fundraising will be distributed among all members of the club retaining active status for the month in which the fundraiser is held. A vote will be held to determine whether 30% or cost-only will be distributed to operating account, with a recommendation from the treasurer to precede the vote.**

**c. Individual: Fundraising will be distributed on an “as-earned” basis. A vote will be held to determine whether 30% or cost-only will be distributed to operating account, with a recommendation from the treasurer to precede the vote.** **Amended 11/18/18**

d. Special Use. Fundraising will be used for the Gym. This will be used for gym improvements, team apparel, gymnastics equipment, and general team interests. The members will determine the special use prior to fundraising.

## **2. Fundraiser Participation**

- a. **Members may participate in as many or as few fundraisers as they wish.**
- b. **Gymnasts may participate in fundraisers provided they**
  - i. **Are 12 years old or by exception with joint approval by board and coach**  
**OR**
  - ii. **Have a parent present OR**
  - iii. **Parent has made arrangements for another adult to be responsible for the gymnast.**

**Members who fail to participate in a fundraiser for the full commitment for which they signed up may, at the discretion of the board, have their account distribution reduced for that fundraiser commensurate to their participation level (this applies to gymnasts that participate without parental supervision as well). In an effort to maintain a positive and inclusive environment in the club, these matters will be addressed privately by the board. Members are encouraged to provide concerns to the board in a professional and discreet manner. *Amended 11/18/18***

### **Article XIII- Parliamentary Authority**

Any rules governing this organization must be consistent with these Bylaws.

### **Article XIV- Amendments**

These Bylaws may be amended at the annual meeting or a special meeting called for this Specific purpose by a majority vote of the members, provided that notice of the proposed amendment was given at the previous meeting.

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Specific purpose by a majority vote of the members, provided that notice of the proposed amendment was given at the previous meeting.

- 1. Once voted on and accepted by the club, amendments will be integrated into bylaws for ease of understanding and access of members. Copies of old versions of bylaws with amendments separated out will be retained by the secretary in the term binder for the year in which the change occurred.**

***Amended 11/18/18***