

## Team GymNation Booster Club Constitution and By-Laws

### **CONSTITUTION OF TEAM GYMNATIONBOOSTER**

#### **ARTICLE I: NAME**

The name of this organization shall be the Team GymNation Booster Club. (TGBC)

#### **ARTICLE II: PURPOSE AND FUNCTION**

(a) It is the purpose of the Team GymNation Booster Club to encourage and support the Team GymNation competitive team and the recreational feeder programs. GymNation, the competitive training staff and gymnastics facility shall be the focus of this organization.

(b) To stimulate the interest and participation of members of the GymNation Team and others in gymnastics and, to that end, to promote and participate in such activities as will further the objectives of the Booster Club, promoting meets, clinics and competitions, publicizing activities, adopting rules of national and international sports and athletic organizations, adopting rules of competitions and offering, granting and contributing towards prizes, awards and distinctions;

(c) To raise money to fulfill the purposes of the Booster Club;

(d) To provide financial and other assistance for the participation of members in gymnastics and Trampoline.

(e) To represent the interests of all branches of artistic gymnastics, trampoline gymnastics, and Gymnastics for all at Team Gymnation at a national, provincial, regional and association level;

(f) To coordinate, promote, encourage and assist all branches of artistic gymnastics, trampoline gymnastics, and Gymnastics for All at Team Gymnation; and

(g) To manage fundraising efforts for Team GymNation.

(h) All equipment is for the booster club, but can be used by gymnations feeder programs to train. This will prepare gymnasts for the competitive program and help continue to grow the competitive program.

#### **ARTICLE III: MEMBERSHIP**

Membership in the Booster Club will be restricted to:

(a) any person who subscribes to the purpose and function of the Booster Club; is over 18 years of age; has a child on the competitive team and is a member in good standing.

(b) those Persons who are Members in good standing on the date these Bylaws come into force;

(c) those Persons whose subsequent application for admission as a Member has been accepted by the Club Manager provided, in each case, that such Person has not ceased to be a Member, there will be one class of voting membership, being the Voting Members, and one class of non-voting membership, being the Non-Voting Members.

*Members not in Good Standing:* A Member who is not in good standing has the right to receive notice of, and to attend, all General Meetings, but is suspended from all the other rights and privileges.

**A member will be removed or not permitted to participate in the Booster Club in the following, but not limited to, situations:**

A Member who has failed to pay membership dues and fees as are determined by the Club Owner/Manager, if any, when due and owing and such Member is not in good standing so long as such amount remains unpaid; and

**A Member who has been suspended by club owner/Manager Compliance Policies:**

Every Member will, at all times:

uphold the Constitution and comply with these Bylaws, the regulations and the policies of The Booster Club in effect from time to time;

abide by such codes of conduct and ethics adopted by The Booster Club and GymNation and

is improper or unbecoming for a Member;

#### **ARTICLE IV: BOARD OF DIRECTORS**

##### *Section I: Number and Term of Office*

The business and operation of the club shall be managed and controlled by a board of four (4) directors who shall be elected by a plurality vote of the members at the annual meeting.

##### *Section II: Vacancies*

In case of any vacancy on the Board, a successor for the un-expired term shall be elected by the membership.

##### *Section III: Meetings Board of Director's*

Meetings shall be held at a time and place called by the President.

##### *Section IV: Quorum*

A majority of the directors present at a scheduled meeting shall constitute a quorum.

##### *Section V: Qualifications (Membership)*

(a) Membership is open to persons who subscribe to the purpose and function of the Booster Club.

(b) A member must be in good standing with GymNation Gymnastics in order to participate in the Booster Club. This means that all monthly dues, insurance, attire fees, meet fees and any other costs related to participating on the competitive team, are up to date and paid in full.

##### *Selection V1: Nominations and Elections of Board of Directors*

Nominations for election as Chair must be made in accordance with the applicable provisions of these Bylaws, including this section, and such policies and procedures as are established by the Board from time to time, provided that such policies or procedures do not conflict with these Bylaws. All nominations are subject to the following rules:

(a) a nomination must be made in writing, in a form established by The Booster Club.

(c) a Person need not be a Member to be nominated as Chair, however if a Member is nominated, he or she must be in good standing to be nominated and must remain in good standing in order to stand for election.

(d) an eligible Person may nominate him or herself, and the nomination must be signed by the Person and by one (1) other Member;

(e) a Member may not nominate more nominees than the number of Director positions available for election; and

(f) nominations must be submitted in advance of an election, in accordance with such deadlines as may be established by policy. Nominations will not be permitted from the floor at a General Meeting. Elections Generally Directors will be elected by acclamation or by vote of the Members, in accordance with the applicable provisions of these Bylaws and such election policies and procedures as are established by The Booster Club from time to time. Election at Annual General Meeting Election of Directors will normally take place at, or prior to, the annual general meeting and Directors so elected will take office commencing at the close of such meeting. Election by Acclamation In elections where the number of eligible nominees at the close of the nomination period is equal to or less than the number of positions for Directors that will become vacant at the close of the next annual general meeting, then the eligible nominees are deemed to be elected by acclamation and no vote will be required. Election by Secret Ballot In elections where there are more eligible nominees than vacant positions for Directors at the close of the nomination period, election will be by secret ballot and the following rules will apply:

(a) the secret ballot may be conducted by written ballot or Electronic Means, either at or prior to the annual general meeting, all at the discretion of the Board;

(b) ballots will be sent or otherwise made accessible to all Voting Members, and only to those Persons;

(c) each ballot will include the name of each eligible nominee and the number of vacancies to be filled;

(d) no Member will vote for more Directors than the number of vacant positions. Any ballot will be deemed to be void if it records votes for more nominees than there are vacant positions;

(e) ballots will be counted following the close of the election period by scrutineers appointed by the Board;

(f) nominees will be deemed to be elected in order of those nominees receiving the most votes;

(g) in the event of a tie between two (2) or more eligible nominees for the final vacant position, the scrutineers will place one (1) ballot marked for each tied nominee into a suitable container and the Chair will draw one (1) ballot from the container at random, which nominee selected will be elected to the final vacant position; and

(h) the results of an election by secret ballot will be announced to all Members following the counting of the ballots. Election of Chair will be elected in accordance with this Part in alternating years.

Nomination and Election Policies the Board may establish, by Board Resolution from time to time, such additional policies and procedures related to the nomination and election of Directors as it determines are necessary or prudent for The Booster Club, provided that no such policy and procedure is valid to the extent that it is contrary to the Act or these Bylaws.

(i) will normally be two (2) years. However, the Board may by Board Resolution determine that some or all such vacant Directors' positions will have a term of less than two (2) years, the length of such term to be determined by the Directors in their discretion. For purposes of calculating the duration of an elected Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which such Director was elected. If, however, the Director was elected at an extraordinary general meeting his or her term of office will be deemed to have commenced at the close of the annual general meeting next following such extraordinary general meeting. The term of office for Directors will be one (1) year, renewable at the Board's discretion. Extension of Term to Maintain Minimum Number of Directors Notwithstanding the previous section, if insufficient successors are elected and the result is that the number of Directors would fall below four (4), the Person or Persons previously serving as Directors may, if they consent, continue to hold office, and the term of such Director or Directors is deemed to be extended, until such time as successor Directors are elected. Appointment to fill Vacancy If an elected Director ceases to hold office before the expiry of his or her term, the Board, by Board Resolution, may appoint a Non-Voting Member qualified to fill the resulting vacancy. The position occupied by an appointed replacement Director will become available for election at the next annual general meeting and each such appointed replacement Director will continue in office until the conclusion of the next annual general meeting unless sooner ceasing to be a Director. The appointed replacement Director may run for the vacant position.

### **Removal of Director**

A Director may be removed before the expiration of his or her term of office by either of the following method

(a) by Special Resolution; or (b) by Board Resolution If by Special Resolution, the Members may elect a replacement Director by Ordinary Resolution to serve for the balance of the removed Director's term of office. If by Board Resolution, the Director proposed for removal has a conflict of interest but is entitled to not less than seven (7) days' advance notice in writing of the proposed Board Resolution and to address the Board prior to the vote on the resolution. Ceasing to be a Director A Person will immediately and automatically cease to be a Director:

(a) upon the date which is the later of: (1) the date of delivering his or her resignation in writing to the Chair or to the Address of The Booster Club; and (2) the effective date of the resignation stated therein;

(b) upon the expiry of his or her term, unless re-elected or re-appointed, as the case may be; (c) in the case of a Director appointed pursuant upon his or her appointment being revoked by Board Resolution;

(d) upon the date such Person is no longer qualified pursuant

(e) upon his or her removal; or

(f) upon his or her death.

## **ARTICLE V: OFFICERS**

### *Section I: Officers*

The officers shall be elected at annual meeting. The Board, from their number, shall elect for the ensuring year, a President, Chairperson, Secretary, Treasurer.

### *Section II: Vacancies*

In case of a vacancy of any office, The Board of Directors shall fill the vacancy.

### *Section III: Duties*

#### **A. The President: (2 Years)**

1. To preside at all general meetings of the members of the Club and at all meetings of the Board
2. To oversee and direct the business and affairs in accordance with the constitution of the Booster Club, by delegation of duties to the Board and GymNation Gymnastics;
3. To maintain a communication link with all members, the Board of Directors and GymNation Gymnastics Club Owner/Manager on a reasonable and regular basis;
6. To cast tie breaking votes.
7. To consult all members of the Board and the Club Owner/Manger on all major decisions.
8. To be responsible to oversee the promotion and development of the Booster Club
9. To prepare an annual President's report for the Annual General Meeting of the Booster Club.
10. Shall personally represent the Booster club or appoint a delegate as needed.
11. Shall appoint committees and committee chairpersons with the majority approval of all board members.
12. Shall affect compliance with the rules, regulations, and policies of the Team Gymnation Booster Club and the Team GymNation owner/Manager.
13. To maintain signing authority on Booster Club funds with either the Booster Club Manager or with the owner/Manager of GymNation Gymnastics.
14. To maintain signing authority on Club funds.

#### **E. The Membership Chairman (1 Year)**

1. Shall keep all membership records and update all rolls on a monthly basis.
2. Shall keep a database of past and present members for club use.
3. Shall advise the club on membership commitments from the competitive team.
4. Shall organize yearly membership mailings to past, current and potential members.
5. Shall have such powers and perform such duties as delegated by the President.
6. In the absence or disability of the President, he/she shall perform the duties and exercise the powers on the President
7. To be responsible for personnel matters within the Booster Club;
8. To perform all other duties as assigned by the President.

**C: The Secretary: (1 Year)**

1. Shall keep all minutes of all Board of Directors and membership meetings.
2. Shall keep such other records as directed by the Board of Directors.
3. Shall sign with the President, or with the Chairperson, all contracts.
4. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board of Directors.

**D: The Treasurer: (2 Years)**

1. Shall keep the financial records of the club, collect dues, and authorize payment on approval of the Board. All funds are to be deposited into the Booster Club Bank account.
2. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.
3. To maintain signing authority on Booster Club funds with either the Booster Club Manager or with the owner/Manager of GymNation Gymnastics.
4. To perform all other duties as assigned by the President.

**ARTICLE VI: MEETINGS**

*Section I:*

**MEETINGS OF MEMBERS Time and Place of General Meetings.**

- (a) The Annual General Meeting of the Club shall be held on or before June 30th in each year. Notice of the date, time and place of the Annual General Meeting shall be given to Full Members in a manner to be determined by the Board of Directors, provided that such notice shall be given no less than one full week prior to the date of the meeting.
- (b) At every Annual General Meeting of the Club, the vacant positions on the Board of Directors shall be filled by means of a general election. The Board of Directors may appoint a Nominating Committee from among the Members of the Club to present a slate of nominees for vacant positions. Nominations shall also be received from the floor at the Annual General Meeting.
- (c) A Special General Meeting may be called at any time by the President or in his/her absence, the Vice-President. Notice of the date, time and place of any Special Meeting shall be given to Full Members in a manner to be determined by the Board of Directors, provided that such notice shall be given no less than one full week prior to the date of the meeting. All meetings shall be conducted under "Bourinot's Rules of Order" (Canadian).
- (d) A majority of the directors present at a scheduled meeting shall constitute a quorum
- (e) Voting on Club elections shall be by secret ballot and a simple majority of those Full and Honorary Members who are in good standing present at the meeting shall decide the election. Voting on all other matters may be by a show of hands.
- (f) In the interval between Annual General Meetings, any action that might lawfully be taken at a Special General Meeting may be so taken by vote conducted by e-mail, fax or telephone. In such circumstances, the vote shall be taken by the Secretary and the ballots of each member casting a vote must be preserved in the Secretary's files for a period of at least one (1) year.
- (g) The President, as chairperson, shall only vote to break a tie.
- (h) At Annual General Meetings, the Treasurer and Secretary shall make available all books and records. The Secretary shall keep and prepare all the minutes of proceedings from General Meetings of the Club and executive meetings, and all other written records of the Club.

(i) Any eight (8) members may call a meeting by presenting a signed request to the President, who shall call a special meeting within fifteen (15) days after receipt of such request.

(j) A majority Board of Directors will constitute a quorum at any Board of Directors meeting, however conducted.

(k) The General Meetings of The Booster Club will be held at such time and place, in accordance with the Act, as the Board decides. Annual General Meetings An annual general meeting will be held at least once in every calendar year and in accordance with the Act.

#### *Article VI:*

##### **Section I: Representation and Voting Rights**

(a) Every member of GymNation Gymnastics is entitled to attend all general meetings of the Booster Club and all meetings of the Board of Directors;

(b) Each Full Member and Honorary Member shall be entitled to one (1) vote at general meetings.

(c) Athletic Members shall not be entitled to vote.

(d) Any Full Member and any Honorary Member of the Club is eligible to hold a position on the Board of Directors.

(e) Each member of the Board of Directors shall be entitled to one (1) vote at all General and Board of Directors Meetings.

(f) Any member whose conduct is considered detrimental to the Club may be expelled by resolution passed by majority by the Board of Directors of the Club.

(g) A member of the Club may at any time, by letter addressed to the Secretary or by non-payment of annual fees, withdraw as a member of the Club.

#### **ARTICLE VII: FINANCE**

##### *Section I: Bank Account*

(a) The funds are to be deposited in a bank approved by the Club Owner/Manager and may be withdrawn on the signature of the Team GymNation Booster Club Treasurer or the President in combination with the GymNation Club Owner/Manager and/ or the Booster Club Manager.

(b) All cheques, drafts, promissory notes and valuable documents shall be made, drawn, accepted, endorsed or signed by any two signing authorities consisting of a combination of either the President or treasurer along with the club owner and manager.

##### *Section II: Fundraising Fees*

(c) Fund raising fees will be set at the Annual General Meeting or a Special General Meeting. Members who wish to NOT participate in fundraising efforts have the option to "buy out" their volunteer hours.

#### **ARTICLE VIII: FISCAL YEAR**

The fiscal year of the Booster Club shall begin September 1st and end Aug 31<sup>st</sup>.

## **ARTICLE IX: BASIC POLICIES OF OPERATION**

*The following section defines policy for the Team GymNation Booster Club. (TGBC)*

- (a) The club shall be non-political and non-sectarian.
- (b) The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interests.
- (c) The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Political candidates may pay for advertisements in the Booster Club athletic program.
- (d) Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.
- (e) In the event of the dissolution of the club, its assets shall be distributed to the Team GymNation Owner/Manager and in accordance with current Internal Revenue Codes.
- (e) The Booster Club shall have the following standing committee:  
Booster Club Fund-Raising. Any additional committees can be created upon a 2/3 vote at any monthly meeting.

### **Competitions**

No athlete shall be eligible to compete in any event which is sponsored and/or organized by the Club unless she/he registered as a member of the Club, and all fees are paid. (A member in good standing)

## **ARTICLE X: AMENDMENTS**

These By-Laws may be amended at a meeting of the membership by a 2/3 affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

Bourinot's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.

## **ARTICLE XII: FINANCES:**

### *Section I: Bank Account*

- (a) The funds are to be deposited in a bank approved by the Club Owner/Manager and may be withdrawn on the signature of the Team GymNation Booster Club Treasurer and GymNation Club Owner/Manager.
- (b) All cheques, drafts, promissory notes and valuable documents shall be made, drawn, accepted, endorsed or signed by any two signing authorities consisting of the President, treasurer, and the club owner and manager.



## *Section II: Fundraising Fees*

- (c) Fund raising fees will be set at the Annual General Meeting or a Special General Meeting
- (d) The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Only Booster Club Treasurer in conjunction with GymNation Club Owner/Manager and upon the approval of the Board of Directors, shall be authorized to disburse funds.
- (e) The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$200.00) each month when it is not feasible to call a special meeting of the Board of Directors. A report of expenditures shall be given at the next meeting.
- (f) This association is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to GymNation Gymnastics to be allocated to the expenses of the competitive team.
- (g) All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Board and GymNation Gymnastics Club Owner/Manager.
- (h) The Treasurer of the association shall authorize payment by check of all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.
- (i) All projects that require financial obligation of the club as proposed by the Club Owner/Manager will be presented to the Board of Directors on the approved forms. This will be done at monthly meetings in order for the Board of Directors to plan their budget. The budget shall normally be voted on at the yearly scheduled budget meeting, but may be changed by a vote of the Board.
- (j) Total expenditures cannot exceed approved budgeted amounts without approval of the Board of Directors. No expenditure can exceed \$ 1000.00. Items are to be those approved by the Booster Club, listed on the itemized request for funds form and submitted to the Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors. The \$1000 expenditure ceiling may be adjusted yearly upon a 2/3 vote of those in attendance at the annual budget meeting.
- (k) A bi-annual audit by GymNation Gymnastics Financial officer shall be required. The treasurer will be required to submit a detailed report at the end of each year.

### **ARTICLE XIII: AMENDMENTS:**

This Constitution may be amended at any Annual Meeting of the association by the affirmative vote of two-thirds (2/3) of the members present, provided that any proposed change shall be presented for discussion and debate no later than the April meeting and that it be listed on the agenda for the Annual Meeting each May. Revision approved and effective June 1, 2005.

### **Article XIV: The Seal of Gymnation Gymnastics**

- (a) The President shall have the authority to affix the seal of the Association on any instrument or document on behalf of the Association, in the presence of at least one other officer.

**Article XV: Equipment**

Equipment purchased by the booster club is for the use of all gymnation programs, there fore is the responsibility of gymnation gymnastics to maintain and repair. Personal equipment bought for booster club members (grips, body suits, track suits ect.) that need replacing overtime because of normal wear and use, can be funded again through fundraising if it is in the budget, or will have to be bought by the gymnast.

**ARTICLE XVI:**

(a) Booster Club Manager

The Booster Club Manager is an employee of GymNation Gymnastics. It is the job of the Booster club manager to attend all meetings, provide a report to GymNation Gymnastics club owner/Manager on a monthly basis, handle all administration of the booster club not otherwise delegated to members of the board of directors, communicate with the club members, handle all advertising and promotions of events and/or fundraisers, be present at events, organize volunteers, schedule event agendas, serve as the liaison between the GymNation Gymnastics and the Booster Club under the direct supervision of the owner/manager of GymNation Gymnastics, will work closely with the Booster Club during the budget cycle to avoid cost overruns and to ensure program needs are met.

(b) GymNation Gymnastics owner/Manager

The owner/manager of GymNation Gymnastics is responsible for approving the formation of a Booster Club as well as club fundraising activities. The owner/manager of GymNation Gymnastics should be welcome at booster club meetings (but is not required to attend) and must approve any activity of the booster club that affects the gym. (i.e., fundraising on gym property, banquets or other events). Booster Clubs do not have the authority to direct the duties of GymNation Gymnastics employees nor do Booster Clubs have the authority to spend money for the gym’s benefit without the knowledge and approval of the owner/manager of GymNation Gymnastics. The scheduling of contests, rules for participation, and all other criteria dealing with gym programs are under the jurisdiction of the gym administration. If the owner/manager of GymNation Gymnastics determines that the Booster Club is not functioning in a way consistent with the gym or its’ policies, the owner/manager of GymNation Gymnastics has the authority to dissolve the Booster Club at any time.

Signatures:

PRESIDENT \_\_\_\_\_ Date \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_ Date \_\_\_\_\_

SECRETARY \_\_\_\_\_ Date \_\_\_\_\_

TREASURER \_\_\_\_\_ Date \_\_\_\_\_

Booster Club Manager \_\_\_\_\_ Date: \_\_\_\_\_

GGTC Owner/Manager \_\_\_\_\_ Date: \_\_\_\_\_