

## CONSTITUTION AND BY-LAWS

### CARTERSVILLE **TWISTERS** BOOSTER CLUB AS AMENDED JANUARY, 2009

This constitution and these By-laws as amended, duly enacted by a majority vote of the members of the Cartersville **Twisters** Booster Club (herein referred to as "BC") on \_\_\_\_\_, 2009, shall be the procedural guides for the operation for the BC in addition to and consonant with policies set forth by the Cartersville Recreation Department (herein referred to as "CR") which sponsors the gymnastics and tumbling programs.

#### ARTICLE I. NAME

The name of this organization shall be the Cartersville Twisters Booster Club abbreviated as "BC".

#### ARTICLE II. PURPOSE AND GOALS

- Section 1. The Cartersville Twisters Booster Club is a non-profit organization, established to provide and organizational structure, to support the Cartersville performing/competitive program offered by the Cartersville Recreation Department.
- Section 2. Major goals of the Cartersville Twisters Booster Club include:
- a. To support and insure the ideas of good sportsmanship, honesty, courage, integrity, and respect for authority, so that each participant may be well-adjusted, stronger, and more confident through the experience with this program.
  - b. To provide a mechanism for effective communication among parents, coaches, and the Recreation Department.
  - c. To raise moneys through our concessions and fund-raising projects which will help support the performing and competitive teams, and other projects deemed appropriate by the Cartersville Twisters Booster Club. **All moneys will go into the general fund to benefit all club members.**
  - d. To cultivate and maintain the best image by encouraging better knowledge and understanding of the program's goals, benefits and operation, and effectively communicating information to the general public about the program and the sport of gymnastics.
  - e. To establish and maintain guidelines for parents, gymnasts, and tumblers participation in the Cartersville Twisters Booster Club so that parents are aware of the expectations of the Club, in order for the children to derive benefits from moneys raised by the BC.

### ARTICLE III: MEMBERSHIP

- Section 1. The BC will include parents/guardians of all members of the competitive/performing teams. Participation is mandatory for at least one adult family member/parent/guardian. **Participation shall be defined as 1) attending monthly booster club meetings, and 2) working the required sessions at the home meets.**
- Section 2. **A member must pay annual sponsorship fees to be determined by the Executive Committee.**
- Section 3. Each Twister must have one parent active on a BC committee throughout the year. Both parents, however, are encouraged to participate whenever possible. **Parents, or a qualified replacement, must work specified sessions as determined by the Executive Committee at all home meets or be subject to fines as determined by the Executive Committee.**
- Section 4. Active voting members are those parents who are current with their dues and who are in good standing with committee participation.
- Section 5. A member must volunteer to serve on any one or more of the standing committees. Chairpersons and co-chairpersons of standing committees are appointed and/or volunteer to serve for one year terms from **July 1 through June 30.**
- Section 6. A member may be nominated and elected to serve as an officer and/or committee chairperson for a one year term from **July 1 through June 30.**

### ARTICLE IV: DUES AND ASSESSMENT FEES

- Section 1. The **sponsorship fees** shall be payable by **August 1** or **within a reasonable time after eligibility**. Any person in arrears after September shall not be a member of the club and shall not be eligible for any of the financial benefits afforded to team gymnasts. **A member must pay sponsorship fees as determined by the BC to remain in good financial standing. In the event a child joins the club in the middle of the competitive season, sponsorship fees will be prorated based on expenses due.**
- Section 2. Annual dues are to be paid to the Cartersville Twisters Booster Club and given to the Treasurer of the BC. Dues will be kept and recorded in the BC account.
- Section 3. **The amount due for sponsorship fees will be evaluated annually and adjusted if necessary.**

## ARTICLE V: BUDGET

An annual budget will be developed by the outgoing and incoming Executive Committee of the BC each **June** and adopted by the BC at the first general CB meeting every **July**.

## ARTICLE VI: MEETINGS

- Section 1. General Booster Club meetings shall be held every month. The first meeting of the fiscal year will be in **July** on a day and at a time set by the President at the last meeting of the fiscal ending year.
- Section 2. The Executive Board, composed of the President, Vice-President, Secretary, Treasurer, **Assistant Treasurer, Girls Member-at-Large, Boys Member-at-Large, Tumblers Member-at-Large**, and the **Gymnastics Director** as ex-officio member, will be meet monthly at a regularly scheduled time. **All members of the Executive Board must be in good financial standing with the BC and the Cartersville Parks and Recreation Department.**
- Section 3. General Booster Club meetings may be called by the President or Executive Committee. Committee meetings shall be held as needed or as called by the committee chairperson.

## ARTICLE VII: OFFICERS

- Section 1. The President will schedule and preside at all meetings and provide the general direction for the BC with the assistance of the Executive Committee. The President will be a member ex-officio of all committees.
- Section 2. The Vice-President will preside at all General BC meetings in the absence of the President and will assume the responsibility of all duties of that office in the event that the President is unable to function. The Vice-President shall **oversee the collection of Sponsorship Fees and maintain sponsorship records. The Vice-President will also assign members, chairs and co-chairs for all committees.**
- Section 3. The Secretary will attend all General BC meetings and keep minutes. The Secretary will also preserve all books, records and documents and handle all correspondence pertaining to this office.
- Section 4. The Treasurer and Assistant Treasurer shall have primary responsibility to account for BC funds.
- a. The Treasure and Assistant Treasurer have the authority, along with the President **and Secretary**, to sign all BC checks. **Two signatures will be required on all BC checks.**

- b. They will maintain accurate and complete records of all disbursements and income (concessions, meet fees, sales, etc.).
- c. They will report on the account status each month to an assembled group of members at an Executive Committee meeting or BC meeting.
- d. At general BC meetings, the Treasurer will report, in brief form, the status of income and expenses incurred.
- e. As of **June 30** of each year, the out-going Treasurer will prepare a year-end summary report that will be read at the BC meeting in **August**.
- f. They may reimburse any parent of business for supplies and services rendered upon the receipt of adequate documentation of expenses incurred.
- g. Parents elected Treasurer and Assistant Treasurer will represent different competitive **groups**. They will be responsible for preparing checks to pay meet fees and/or other expenses as assigned by the President **and/or Gymnastics Director**.
- h. The Treasurer will work with the club's accountant in maintaining and providing the necessary documentation required by the current year's Internal Revenue Service code.

Section 5. **Members-at-Large** will head the team parent **committees**. They will be responsible for disseminating information to team representatives at each level. The **members-at-large** will be **liaisons** with the Gymnastics Director. **The members-at-large will consist of a representative for the boys, the compulsory girls, the optional girls and the tumblers.**

#### ARTICLE VIII: STANDING COMMITTEES AND RESPONSIBILITIES

- Section 1. The Concession Committee will be headed by a chairperson and co-chairperson, and will be responsible for the operation and management of the concessions stand at all home meets. Responsibilities include:
- a. Stocking the concession stand with appropriate items and supplies. Obtaining food and beverage donations from the parents of gymnasts and/or through team committees.
  - b. Staffing workers to operate the concessions stand at all scheduled home meets and other designated events.
  - c. All moneys and documentation are to be turned over to the Treasurer. Concessions stand records will be incorporated into the Treasurer's reports and reviewed as needed by the Executive Committee.

**SECTION 1 HAS NOT BEEN REVISED YET.**

Section 2. **The Fundraising Committee will be headed by the Vice-President and co-chairperson. They will conceive, initiate, and follow up on fundraising projects for the support of the competitive teams. Funds raised must be turned over to the Treasurer. Records of all projects, income and disbursements must be maintained and incorporated into the Treasurer's reports and reviewed as needed by the Executive Committee. (Section Deleted – no longer applicable)**

Section 3. **The Home Meet Committee will be headed by a chairperson and a co-assistant chairperson and will be responsible for:**

- a. **The score-keeping aspects of all home meets.**
- b. **Assigning workers to record scores at all home meets.**
- c. **Assigning gymnast/tumblers (from those not competing) to be runners and flashers.**
- d. **Collecting admissions.**
- e. **Feeding the judges.**
- f. **Assigning workers for decorating, where needed.**
- g. **Assigning workers for clean-up duty.**
- h. **Prepare financial statement for the Treasurer and the Gymnastics Director.**

**(Section Deleted – no longer applicable)**

Section 4. **The Publicity Committee will be headed by a chairperson and will be assisted by the team parent from each team. The chairperson will inform the public on the the performing/competitive programs at the Cartersville Gymnastics Center, the progress of the various teams, and the special events. Responsibilities will include but not be limited to:**

- a. **Developing procedures which will include both feature articles and coverage of team competition.**
- b. **Maintaining a display area of publicity materials on the bulletin board of the gym.**

**(Section Deleted – no longer applicable)**

Section 5. **The Team Parents Committee will be headed by the member-at-large. Membership must include at least one team parent from each of the competitive and performing teams.**

- a. **They will inform the parents of the gymnasts of any information or activity involving the participation of that particular team.**
- b. **Team parents will plan special events for gymnasts which afford opportunities for fun, such as recreational outings, parties, etc. and assign chaperones for such events.**
- c. **This committee will also plan an awards banquet to culminate the gymnastics season**

- d. This committee will present an appropriate remembrance to the gymnasts and/or their immediate family in the event of a major illness/injury or death.
- e. The Team Parents Committee will also be responsible for contacting new members of the BC to inform them of all policies and procedures of the BC by means of a brief orientation.

(Section Deleted – no longer applicable)

- Section 6. The Program Committee will be headed by a chairperson and assistant chairperson and will be responsible for organizing the annual publication of the program which will be distributed at each home meet.
- a. This committee will organized the annual campaign to sell advertising space for the gymnastics program.
  - b. All moneys derived form advertising sales for the program are to be turned over to the Treasurer. The records of such program advertising sales must be incorporated into the Treasurer's reports and reviewed once a year by a committee selected by the Executive Committee.

(Section Deleted – no longer applicable)

- Section 7. The Awards Committee is responsible for ordering medals and trophies for home meets as well as goody bags for participating gymnasts. This committee will also order awards and sponsor plaques for Awards Night.

#### NEW COMMITTEE

- Section 8. The Decorations Committee is responsible for decorating for all home meets, the Christmas Party, and Awards Night (the end of year banquet). Areas decorated for home meets include, but are not limited to, the entrance, the ticket table, judge's tables, coaches food tables and the judge's eating area. Decorating normally occurs during Set Up and decorations are put away during Tear Down.

#### NEW COMMITTEE

- Section 9. The Public Relations Committee is responsible for designing and preparing the program for the home meets, maintain proper inventory of direction signs, put up and take down direction signs for home meets. This committee will prepare the monthly newsletter, "The Twister Times" and be the liaison between the local newspaper and the gymnastics/tumbling program.

#### NEW COMMITTEE

Section 10. The Sales Committee is responsible for researching, coordinating and purchasing items on the behalf of the BC with the purpose of selling said items at home meets and/or any other designated events. Chairperson and co-chairperson are responsible for maintaining records of all projects, income and disbursements, as well as scheduling booth coverage at home meets and/or designated events. All funds shall be turned over to the Treasurer in a timely manner. These records shall be incorporated into the Treasurer's report and reviewed as needed by the BC Executive Committee.

Section 11. The Set-Up and Tear-Down Committee is considered the most physical of all the committees. As a male you will be asked to lift equipment around the gym, this includes beams, mats, and so on. The equipment is not light, so if you have any problems lifting equipment over 40 pounds, you might need someone else to do it for you. The men will also be asked to sweep and mop when needed. The women have to make sure the bathrooms, dressing rooms, and dance room are clean. They are also responsible for cleaning under the bleachers and stairs, and not forgetting to dust anything and everything. The women also have to assist with sweeping, mopping, and vacuuming the gym. The chairperson and coaches will be there to assist you for more direction if needed. Once the gym is set this committee needs to assist the decorating committee or sales committee to ensure timely departure.

Section 12. The Social Committee is responsible for purchasing and preparing food for the coaches and judges for all home meets as well as help organize the food for the Christmas Party and Awards Night. Members of this committee should sign up for Food Hostess or General Duties on the work poster. Members of this committee may also have the opportunity to prepare a meal in place of a work session at the cost of the person preparing the meal. Committee members will not be reimbursed for expenses if they are preparing

the meal instead of working a session. Allocation of meal preparations will be decided by the Social Chairs.

Section 13. All chairpersons and co-chairpersons are strongly encouraged to equally share the responsibilities of their committee.

## ARTICLE IX: ELECTIONS

- Section 1. All officers and committee chairpersons will be selected by a majority vote of the attending members at the last General BC meeting in April of each year. At the election meeting in April, a slate of those nominated for offices and committee positions will be presented to the membership. This slate will have been prepared by the Executive Committee prior to the meeting. At the meeting, additional nominations will be accepted from the floor.
- Section 2. All officers and committee chairpersons and assistant chairpersons will serve for terms of one year.
- Section 3. A vacancy in office occurring during the year will be filled by and Executive Committee appointment.
- Section 4. All outgoing officers and committee chairpersons and assistant chairpersons will complete their duties and transfer all accounts, records, and files to the new officers and chairpersons within fourteen (14) days of the installation.
- Section 5. Officers and chairpersons shall serve for no more than two (2) consecutive terms in the same office.

## ARTICLE X: DISSOLUTION OF FUNDS

In the event of dissolution, the residual assets of the organization will be as per the appropriate Internal Revenue Service Code.

## ARTICLE XI: AMENDMENTS

This Constitution and these By-laws may be amended at any meeting of the BC provided that two-thirds (2/3) of the members present at the meeting vote in favor of such an amendment. Such amendments shall be compatible with the policies of the Cartersville Recreation Department.