

1 **CARTERSVILLE GYMNASTICS BOOSTER CLUB BY-LAWS**

2  
3 Revised June 2010

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5 **ARTICLE I: NAME**

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7 The name of this organization is the Cartersville Gymnastics Booster Club, Inc., Cartersville, Georgia. It  
8 will follow the procedural guidelines for operation set forth by the Cartersville Parks and Recreation  
9 Department. The Cartersville Gymnastics Booster Club will be referred to as "BC" and the Cartersville  
10 Parks and Recreation Department will be referred to as "CPRD".

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12 **ARTICLE II: PURPOSES**

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14 **Section 1.** The purposes of the BC are:

- 15 a. To support and nurture the Cartersville competitive team offered by the CPRD;
- 16 b. To instill the ideas of good sportsmanship, honesty, courage, integrity, and respect for
- 17 authority and others, so that each participant may be well-adjusted, stronger, and more
- 18 confident through the experience with this program;
- 19 c. To provide a mechanism for effective communication among parents, coaches, and the
- 20 CPRD;
- 21 d. To raise monies through our concessions and fund-raising projects which will help support
- 22 the competitive teams and other projects deemed appropriate by the BC. All monies will go
- 23 into the general fund to benefit all club members;
- 24 e. To cultivate and maintain the best image by encouraging better knowledge and
- 25 understanding of the program's goals, benefits and operation, and effectively
- 26 communicating information to the general public about the program and the sport of
- 27 gymnastics;
- 28 f. To establish and maintain guidelines for parents and gymnasts participation in the BC, so
- 29 parents are aware of the expectations of the Club, in order for the children to derive
- 30 benefits from monies raised by the BC.

31 **Section 2.** The purposes of the BC are promoted through an advocacy and educational program  
32 directed towards the parents, gymnasts and general public; developed through meetings, committees  
33 and fundraising programs; and are governed and qualified by the basic policies set forth in Article III.

34 **Section 3.** The BC is organized exclusively for the charitable, scientific or educational purposes within  
35 the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future  
36 federal tax code (hereinafter "Internal Revenue Code").

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38 **ARTICLE III: BASIC POLICIES**

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40 The following are basic policies of the BC:

- 41 a. The organization shall be noncommercial, nonsectarian and nonpartisan;
- 42 b. The organization shall work with the CPRD to provide quality instruction for all children and
- 43 shall seek to participate in the decision-making process establishing gym policy, recognizing
- 44 that the legal responsibility to make decisions has been delegated by the CPRD;
- 45 c. The organization shall work to promote the health and welfare of all children and shall seek
- 46 to promote collaboration between, parents, CPRD and the community at large;
- 47 d. No part of the net earnings of the organization shall inure to the benefit of, or be
- 48 distributable to its members, directors, trustees, officers, or other private persons except

- 49 that the organization shall be authorized and empowered to pay reasonable compensation  
50 for services rendered and to make payments and distributions in furtherance of the  
51 purposes set forth in Article II hereof;
- 52 e. Notwithstanding any other provision of these articles, the organization shall not carry on  
53 any other activities not permitted to be carried on(i) by an organization exempt from federal  
54 income tax under Section 501 (c)(3) of the Internal Revenue Code or (ii) by an organization,  
55 contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue  
56 Code;
- 57 f. Upon dissolution of the organization, after paying or adequately providing for the debts and  
58 obligations of the organization, the remaining assets shall be distributed to one or more  
59 nonprofit funds, foundations, or organizations that have established their tax-exempt status  
60 under Section 501 (c)(3) of the Internal Revenue Code and whose purposes are similar; and
- 61 g. The organization or members in their official capacities shall not, directly or indirectly,  
62 participate or intervene (in any way, including the publishing or distributing of statements)  
63 in any political campaign on behalf of, or in opposition to, any candidate for public office; or  
64 devote more than an insubstantial part of its activities to attempting to influence legislation  
65 by propaganda or otherwise.

#### 66 67 **ARTICLE IV: MEMBERSHIP AND DUES**

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69 **Section 1.** The BC will include parents/guardians of all members of the competitive teams. Participation  
70 is mandatory for at least one adult family member/parent/guardian. Participation shall be defined as  
71 attending mandatory booster club meetings and working the required sessions at home meets. If meet  
72 session work is not completed a mandatory fine of \$100 per session will need to be incurred. If not paid,  
73 the member is not in good standing.

74 **Section 2.** A member must pay annual sponsorship fees to be determined by the Executive Committee  
75 due on August 1st.

76 **Section 3.** Each member must be active on a BC committee throughout the year. Both parents,  
77 however, are encouraged to participate. Committee Chairs or Co-chairs are voluntary positions and are  
78 appointed by the Executive Committee. These positions are for a period of one year.

79 **Section 4.** Active voting members are those parents who are current with their dues and who are in  
80 good standing with committee participation.

81 **Section 5.** Members of good-standing are defined as those with sponsorship fees and all related  
82 program costs are current, as well as committee obligations fulfilled. Members not in good standing will  
83 not be eligible for any benefits of the BC, such as, but not limited to meet participation, fundraising  
84 opportunities, parties, etc.

#### 85 86 **ARTICLE V: OFFICERS AND THEIR ELECTION**

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88 **Section 1.** The officers of the BC shall consist of:

- 89 • one (1) President
- 90 • one (1) Vice-President
- 91 • one (1) Secretary
- 92 • one (1) Treasurer
- 93 • one (1) Compulsory Girls Representative
- 94 • one (1) Boys Representative
- 95 • one(1) Optionals Girl Representative

- 96 **Section 2.** Each individual officer shall have one Vote.
- 97 **Section 3.** Officers shall be elected in the month of April.
- 98 **Section 4.** The vote shall be conducted by ballot. When there is one candidate for an office, the ballot
- 99 for that office may be dispensed and election held by voice vote. A majority vote shall be required for
- 100 election.
- 101 **Section 5.** The following provisions shall govern the qualifications and eligibility of individuals to be
- 102 offices of this Booster Club:
- 103 **a.** Each officer shall be a member in good-standing of this BC;
- 104 **b.** No officer may be eligible to serve more than two consecutive terms in the same office.
- 105 **c.** A person who has served in an office for more than one half of a full term shall be deemed to
- 106 have served a full term in such office.
- 107 **Section 6.** Officers shall assume their official duties on June 1<sup>st</sup> and serve for a term of one year or until
- 108 their successor is elected.
- 109 **Section 7.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by
- 110 a majority vote of the Board of Directors, notice of such election having been given to the Board of
- 111 Directors. In case of vacancy occurs in the office of president, the vice-president shall serve notice of
- 112 the election.
- 113 **Section 8.** The slate of the proposed officers shall be posted at least ten (10) days prior to the election.

**ARTICLE VI: DUTIES OF OFFICERS**

- 117 **Section 1.** The President shall:
  - 118 **a.** Preside at all meetings of the BC;
  - 119 **b.** Serve as an ex officio member of all committees;
  - 120 **c.** Coordinate the work of the officers and committees of the BC in order that the purposes
  - 121 may be promoted;
  - 122 **d.** Appoint special committees;
  - 123 **e.** Be a signatory on all financial accounts of the BC;
  - 124 **f.** Sign and execute all contracts, agreements or other obligations in the name of this BC as
  - 125 authorized by the Board of Directors or Executive Committee; and
  - 126 **g.** Perform such other duties as may be provided by these bylaws or directed by the Board of
  - 127 Directors or Executive Committee.
- 128 **Section 2.** The Vice President shall:
  - 129 **a.** Act as an aide to the president;
  - 130 **b.** Oversee the collection of Sponsorship fees and maintain sponsorship records;
  - 131 **c.** Assign all committee chairs and all members to such committees as deemed necessary;
  - 132 **d.** In their designated order perform the duties of the president in the president's absence or
  - 133 inability to serve; and
  - 134 **e.** Perform such other duties as may be provided by these bylaws, or directed by the president,
  - 135 the Board of Directors or the Executive Committee.
- 136 **Section 3.** The Secretary shall:
  - 137 **a.** Record the minutes of each general, Executive Committee and board meeting of this BC;
  - 138 **b.** Read or distribute printed copies of the minutes of the previous meeting for approval;
  - 139 **c.** Maintain an accurate membership list;
  - 140 **d.** Have a current copy of the bylaws;
  - 141 **e.** Have minutes from previous meetings for reference at each meeting;
  - 142 **f.** Determine the presence of quorum prior to any business being conducted;

- 143 g. Call the meeting to order in the absence of the president and vice-president, unless the  
144 bylaws specify otherwise, and preside until a temporary chair is elected;  
145 h. Perform such other duties as may be provided by these bylaws or directed by the president,  
146 the Board of Directors or the Executive Committee.

147 **Section 4.** The Treasurer shall:

- 148 a. Have custody of the funds of this BC;  
149 b. Maintain a full account of the funds of this BC;  
150 c. Make disbursements as authorized by the president, or Board of Directors of this BC in  
151 accordance with the budget adopted by this BC;  
152 d. Have checks or vouchers signed by two people: the treasurer and one other person.  
153 Individuals authorized to sign checks shall not be related to each other by marriage or any  
154 other relationship;  
155 e. Never sign a blank check;  
156 f. Pay all bills by check or charge card;  
157 g. Never deposit funds of this BC in a personal account;  
158 h. Always issue a receipt for cash received;  
159 i. Maintain a full and accurate account of the receipts and disbursements in the books  
160 belonging to the BC;  
161 j. Be prepared to answer all questions promptly and to have records available at all meetings;  
162 k. Provide a written financial statement at each meeting of the general membership, Board of  
163 Directors and Executive Committee;  
164 l. Present an annual report of the financial condition of the organization;  
165 m. Have the accounts examined annually at the end of the fiscal year or upon the change of  
166 treasurer by an auditor;  
167 n. Not sign checks for this BC after the books are closed for audit;  
168 o. Report the findings of the annual audit to this BC no later than the first general meeting of  
169 the new year;  
170 p. Determine the gross receipts for the previous fiscal year and file the appropriate federal tax  
171 forms with the IRS;  
172 q. Reconcile the bank statements monthly and have the statements reviewed, signed and  
173 dated by a BC member. This BC member shall not be related to the treasurer by marriage or  
174 other relationship; and  
175 r. Perform such other duties as may be provided for by these bylaws or directed by the  
176 president, the Board of Directors or the Executive Committee.

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178 **ARTICLE VII: THE BC AUDIT**  
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180 **Section 1.** The BC audit is a financial review that involves following financial transactions through the  
181 records to be sure that receipts have been properly accounted for and expenditures made as authorized  
182 in the minutes and in conformity with BC bylaws and budget limitations.

183 **Section 2.** The purpose of an audit is:

- 184 a. To certify the accuracy of the books and records of the treasurer; and  
185 b. To assure the membership that BC resources/funds are being managed in accordance with  
186 the financial policies and procedures adopted by the BC.

187 **Section 3.** An annual audit shall take place at the end of the fiscal year and a copy submitted to the BC  
188 membership no later than the August meeting.

189 **Section 4.** An auditor shall not be related to any signees on the checking account by marriage or any  
190 other relationship.

191 **Section 5.** The annual audit report must be signed, dated and included in the minutes of the secretary.  
192 **Section 6.** The outgoing officers cannot sign checks for this BC after the books are closed for audit.  
193 **Section 7.** During the audit process it is recommended that expenditures within an adopted budget be  
194 limited to those of an emergency nature.

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196 **ARTICLE VIII: REMOVAL FROM OFFICE**  
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198 **Section 1.** Any action regarding the process for removal from office shall not be conducted by  
199 videoconference, e-mail or teleconference.

200 **Section 2.** Request for removal

- 201 a. Any member of this BC can request that an elected officer be removed from office. A  
202 written request for the removal of any officer must be sent to all members of this BC  
203 Executive Committee, and shall state the reasons for removal.
- 204 b. Within seven (7) days of receiving the written request for removal from office, this BC  
205 Executive Committee shall meet to determine by 2/3 vote whether or not to hold a hearing  
206 based solely upon the information presented in the written request.
- 207 c. This BC Executive Committee shall communicate its decision in writing within three (3) days  
208 to the member who submitted the request, to this BC. A copy of the original request for  
209 removal shall be attached to the board copy.

210 **Section 3.** Hearing

- 211 a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before this  
212 BC Board of Directors.
- 213 b. A hearing for the removal of an officer shall be held within seven (7) days of the decision to  
214 hold a hearing.
- 215 c. The elected officer must be notified by registered mail at least three (3) days prior to the  
216 hearing. If the elected official fails to appear, that individual's rights for a hearing are  
217 forfeited.
- 218 d. The BC Executive Committee shall appoint a representative of the Board of Directors to  
219 conduct the hearing.
- 220 e. Based upon the information presented at the hearing, the board may, by 2/3 vote,  
221 recommend removal from office.

222 **Section 4.** Action

223 After the hearing of this BC Board of Directors, any recommendation for removal of office must be  
224 submitted to the memberships for action at the next general meeting. An officer may be removed by  
225 2/3 vote of the membership present and voting, a quorum having been established.

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227 **ARTICLE IX: BOARD OF DIRECTORS**  
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229 **Section 1.** The affairs of this BC shall be managed by the Board of Directors in the intervals between  
230 general membership meetings.

231 **Section 2.** Each board member shall be a member of this BC.

232 **Section 3.** The members of the board shall be:

- 233 a. Elected officers;
- 234 b. Chairpersons of standing committees;
- 235 c. Gym Director;

236 **Section 4.** Duties of the Board of Directors shall be to:

- 237 a. Transact such business as may be referred to it by the membership of the association;
- 238 b. Create or dissolve special committees;

- 239 c. Present a report at the regular general membership meetings of this BC;
- 240 d. Select and auditor to audit the treasurer's accounts;
- 241 e. Prepare and submit an annual budget to this local BC's general membership for adoption;
- 242 f. Approve payment of routine bills within the limits of the approved budget;
- 243 g. Fill all vacancies in office; and
- 244 h. Conduct hearings for removal from office.

245 **Section 5.** If any standing committee chairperson shall at any time cease to meet the qualifications or  
246 fulfill the duties of the position, that person may be removed from the board by a 2/3 vote of the Board  
247 of Directors.

248 **Section 6.** Regular meetings of the board shall be held with the date and time to be fixed by the board  
249 at its first meeting of the year. Three (3) days' notice shall be given of a cancellation or change of date  
250 or time unless emergency conditions prevent such notice being given.

251 **Section 7.** Special meetings of the board may be called by the president or when requested by the  
252 majority of the board members upon three (3) days' written notice to each member of the board.

253 **Section 8.** At all meetings of the board, a majority of the members of the board shall constitute a  
254 quorum for the transaction of business.

255 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position that  
256 entitles them to be a member of the board, they shall automatically cease to be a member of the board  
257 and shall be relieved of all duties and relinquished to the president within fourteen (14) days.

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#### 259 **ARTICLE X: EXECUTIVE COMMITTEE**

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261 **Section 1.** There shall be an Executive Committee of this BC, the members shall be:

- 262 a. All elected officers; and
- 263 b. Gym Director

264 **Section 2.** Regular meetings of the Executive Committee shall be held with the date and time to be fixed  
265 at its first meeting of the year. Three (3) days' notice shall be given of a cancellation or change of date  
266 or time unless emergency conditions prevent such notice being given.

267 **Section 3.** Special meetings of the Executive Committee may be called by the president or upon written  
268 request of a majority of the Executive Committee members within three (3) days' notice to each  
269 member of the Executive Committee.

270 **Section 4.** A majority of the Executive Committee shall constitute a quorum for the transaction of  
271 business.

272 **Section 5.** Duties of the Executive Committee shall be to:

- 273 a. Transact business as referred to it by the board;
- 274 b. Determine standing committees necessary to promote the purposes of this BC;
- 275 c. Appoint standing committee chairpersons and members;
- 276 d. Receive plans of work from committee chairpersons and approve them before their use is  
277 authorized;
- 278 e. Act in emergencies between meetings of the board; and
- 279 f. Make a report at each board meeting.

280 **Section 6.** The Executive Committee shall take no action in conflict with any action taken the general  
281 membership or the Board of Directors.

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#### 283 **ARTICLE XI: STANDING AND SPECIAL COMMITTEES**

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285 **Section 1.** Only members of this BC shall be eligible to serve in any elective or appointive positions.

286 **Section 2.** The Board of Directors may create or dissolve such special committees as it may deem  
287 necessary to promote the purposes of the BC and carry on the work of this BC.

288 **Section 3.** The term of office of a committee chairperson shall be one (1) year or until the selection of a  
289 successor.

290 **Section 4.** The chair of each committee shall present a plan of work to the Executive Committee for  
291 approval. No committee work shall be undertaken without the approval of the Executive Committee.

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## ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

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295 **Section 1.** At least two (2) regular meetings of this BC shall be held during the year. Dates and times of  
296 the meeting shall be determined by the Executive Committee and announced at the first regular  
297 meeting of the year. Three (3) days' notice shall be given of a cancellation or change of date or time  
298 unless emergency conditions prevent such notice being given.

299 **Section 2.** Special meetings of this BC may be called by the president or by a majority of the Board of  
300 Directors, three (3) days' notice having been given.

301 **Section 3.** The election meeting shall be held in April. (Must be the same month as in ARTICLE V:  
302 OFFICERS AND THEIR ELECTION, Section 3.)

303 **Section 4.** The last regular meeting of this BC shall be known as the annual meeting for annual  
304 committee reports and the installation of officers.

305 **Section 5.** The privilege of making motions, debating and voting shall be limited to members of this BC  
306 who have paid their sponsorship fees for the current year.

307 **Section 6.** 10 members shall constitute a quorum for the transaction of business in any meeting of this  
308 BC.

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## ARTICLE XIII: FISCAL YEAR AND IRS FORM(S)

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312 **Section 1.** The fiscal year of this BC shall begin on June 1 and end on the following May 31.

313 **Section 2.** The fiscal year is:

- 314 a. A twelve month period used for filing the appropriate 990; and  
315 b. Registered with the IRS when the first 990 is filed.

316 **Section 3.** We are required to file a 990N, 990 or 990EZ regardless of gross receipts. The appropriate  
317 990 is due the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the fiscal year.

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## ARTICLE XIV: PARLIMENTARY AUTHORITY

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321 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this BC  
322 and in all cases in which they are applicable and in which they are not in conflict with these bylaws or  
323 the articles of incorporation.

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## ARTICLE XV: AMENDMENTS

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327 **Section 1.** These bylaws may be amended at any regular general membership meeting of this BC with  
328 the following provisions:

- 329 a. Notification of the proposed amendment(s) has been provided to the membership thirty  
330 (30) days prior to voting;  
331 b. A two-thirds vote is required, a quorum being present; and  
332 c. The amendment (s) shall become effective upon an affirmative vote.