

HGC GIRLS TEAM BOOSTER CLUB BYLAWS

1. Name

This organization shall be named the HGC Girls Team Booster Club ("Booster Club"). The principal place of business shall be in the City of Houston, County of Harris, State of Texas. The current address is 5601 S. Braeswood, c/o JCC Houston, Houston, TX 77096.

2. Purpose

The MISSION and PURPOSE of the Booster Club is to financially support all levels of the TEAM by helping fund competitions, social functions and pay for coaching expenses. The Booster Club will help the HGC Staff to run any club sponsored competitions, and will also orient new parents into the club and provide positive support to all the team gymnasts.

3. Membership

Parents or guardians of the team members MUST be members of the Booster Club. Booster Club annual membership fee is \$25 for each family per fiscal year. Membership fees are due to the Booster Club treasurer by August 15th of each year. Unpaid dues may cause suspension of participation in team competitions. Membership dues are used for administrative purposes.

Voting Members:

- a. All Officers of the Organization
- b. Any parent or guardian members who have attended a minimum of 50% of the meetings within a six (6) month period of time and have met financial obligations.
- c. Any parent or guardian of a gymnast will have voting rights for the purpose of the election of officers at the Annual Meeting.

4. Budget

- a. The Board, after receiving available information from the coach of the HGC Gymnastics Team, shall prepare and present a proposed annual budget to the membership no later than June 15th for compulsories and September 1st for optionals for the fiscal year ending on the following May 31st.
- b. Coaches' fees for Optional Westerns and Nationals are to always be spread over all competing gymnasts in Levels 4 - 10 to help subsidize these expenses.
- c. The final budget must be approved by the Jewish Community Center's Director of Gymnastics.
- d. Competition fees may be paid on an installment basis. Compulsory Fee installments are due beginning July 1st. Optional fees are due beginning November 1st. Unpaid competition fees will cause suspension of participation in team competitions.

5. Finances

- a. Donations and Funds – all donations and funds raised by the Booster Club will be used to finance gymnastics competitions and related motivational activities.
- b. Dissolution – In the event the Booster Club is dissolved, all property belonging thereto shall be immediately transferred, without any consideration whatsoever, to the USAG or such other nonprofit similar organization indicated by the affirmative vote of members, provided that any such done must be an organization in good standing pursuant to Internal Revenue Service Code Section 501 I(3) at the time of the transfer.
- c. Fiscal Year – the fiscal year shall begin June 1st and end May 31st.
- d. Checks, drafts or orders – All checks, draft or orders for the payment of money shall be signed by one appointed member of the organization, but any check to the treasurer should always be signed by someone other than the treasurer.
- e. Deposits – All funds of the Organization in such banks, trust companies, or other depositories as the Board of Directors may select.
- f. Funds Review – The Board of Directors will appoint a minimum of one individuals to examine the financial records of the treasurer at the end of each fiscal year.
- g. A detailed Booster Club financial report will be distributed to all members no later than August 15th.

6. Quorum

- a. A quorum of the Organization shall consist 20% of the membership present at a regular scheduled meeting. Notice of time and place shall be posted on the bulletin board and distributed electronically at least (1) week prior to any general meeting being held.
- b. A quorum of the Board of Directors shall consist of a majority of the members of the Board.

7. Officers - shall consist of the following and as defined in appendix "A" attached.

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

President, Vice-President, Secretary and Treasurer shall each receive a \$250 annual stipend paid in the form of a non-accumulative reduction to their fees.

8. Meetings

- a. The Board of Directors shall meet at the call of the President or any other member of the board.
- b. The Annual meeting of members shall be held within six weeks of the end of the fiscal year.

9. Appointment and Election of Officers and Committees

- a. The voting members shall elect the officers and other directors at the annual meeting. the term for all officers is two years.
- b. All members of the Board of Directors shall be eligible for re-election or appointment.

HNI Meet Coordinator to receive \$250 annual stipend paid in the form of a non-accumulative reduction to fees.

10. Rule of Order

Roberts Rules of Order, Revised shall govern the parliamentary procedures of the Organization and its meetings of the Board of Directors.

11. Amendments

These bylaws may be amended by the following procedures:

- a. Proposed amendment given to the President in writing at least one week prior to a scheduled meeting.
- b. Discussion of the amendment at the meeting.
- c. Subsequent to discussion, the amendment must receive a vote of 2/3 of the voting members present, for adoption of the amendment.

I hereby acknowledge that the above bylaws were duly adopted by the unanimous consent of the membership of the Booster Club on July 19, 2005, amended on November 6, 2008 and October 20, 2009.

Appendix A: HCG GIRLS TEAM BOOSTER CLUB

Duties of Officers

Section 1.

President shall:

- a. Preside at all meetings.
- b. Oversee committees.
- c. Serve as liaison between the Booster Club members and the HGC coaching staff.

Section 2.

Vice-President shall:

- a. Act as assistant to the President and shall perform the duties of the President in the absence or inability of that officer to act.
- b. Oversee fund-raising activities.

Section 3.

Secretary of the team shall:

- a. Record minutes of meetings.
- b. Distribute copies of minutes to all members within one week of meeting. Distribution may be done electronically.
- c. Conduct necessary correspondence to the Booster Club.

Section 4.

Treasurer of team shall:

- a. Have custody of all funds relating to their team.
- b. Keep accurate record of general fund and team accounts.
- c. Keep a full and accurate account of receipts and disbursements as authorized by the Booster Club.
- d. Make a monthly summary report to members at each group meeting, and/or general booster meeting.
- e. Submit annual report to maintain non-profit status.
- f. Submit a detailed annual Booster Club financial report to all members no later than August 15th.

Appendix B: Meeting Structure

1. Agenda - list the important points to be presented to the council. These should be drawn up the day before the meeting by the President, other officers and committee chairs and electronically distributed to all club members. This saves time and ensures that everything important is covered.
2. Call to Order - official opening of the meeting by the presiding officer, the President or Vice-President.
3. Roll Call - a quorum, i.e., more than 20% of the membership must be present. Check-in sheets may be used.
4. Reading of Minutes - the Secretary's brief summary of what was done at the last meeting. Council may vote to skip this.
5. Officer's Reports - including the Treasurer's report: last reported balance, transactions since last meeting, and the present balance.
6. Committee Reports - from groups having met since the last meeting. A brief summary, signed by the committee chairperson, is filed with the Secretary.
7. Unfinished Business - including long-range plans, votes on bills or motions already introduced but not yet decided, and other items on the agenda.
8. New Business - may be introduced by any member who asks to be recognized by the presiding officer, usually by raising a hand. Subject may involve forming a new committee, introducing a new piece of legislation, requesting a council study of change in rules. Non-members may ask to address the council too.
9. Announcements - reminders about coming events.
10. Adjournment - formal ending of the meeting by a vote.

VOTES on important matters that affect the body should be taken only after members have had a chance to talk over proposed changes with their class so that members can express the will of the group they represent.