

EGO Booster ByLaws-5/2017

Elite Gymnastics Organization (EGO) Booster Club

Article I: Name

The name of this organization will be the Elite Gymnastics Organization (EGO) Booster Club.

Article II: Purpose

The purpose of this not-for-profit association is to assist gymnasts and coaches with the support necessary to develop and maintain a gymnastics program as well as providing enthusiastic moral support for gymnasts of Central Florida.

Article III: Membership

Participating membership: Shall include, but is not limited to, any parent or legal guardian of, any gymnast enrolled at Orlando Metro Gymnastics who pays the annual membership fee.

Nonparticipating membership: Shall include any person who supports the EGO Booster Club, even if the person did not pay the annual membership fees. Those who are nonparticipating members do not have voting privileges and cannot participate in EGO Booster Club fundraisers.

Article IV: Board of Directors

President:

- A. Shall be the chief presiding officer of the EGO Booster Club.
- B. Shall arrange and preside at all meetings.
- C. Shall act as a liaison between Orlando Metro Gymnastics and the EGO Booster Club

Vice-President/Fundraising Chair:

- A. Shall be the acting president in the absence of the President.
- B. Shall serve as an assistant to the President in coordinating all activities.
- C. Shall coordinate all EGO Booster Club fundraisers.
- D. Shall be responsible for identifying opportunities to raise funds for the Champion's Fund and other club initiatives.
- E. Shall work with liaisons and parents to promote participation in fundraising.

Secretary:

- A. Shall maintain minutes of each meeting and post copies on the gym bulletin board within one week of each meeting.
- B. Shall read the minutes of the previous meeting at the appropriate time.
- C. Shall keep permanent records of all the minutes.
- D. Shall be responsible for posting of meeting announcements.

Treasurer:

- A. Shall keep financial records for the organization in accordance with generally accepted accounting procedures.
- B. Shall assure that all necessary reports are filed with the state and federal governments.
- C. Shall give an oral and written Treasurer's report at each regularly scheduled meeting.
- D. Shall provide for an annual audit at the end of the fiscal year.
- E. Shall be Pre-Approved by President prior to being placed on ballot for election.

Value Award Coordinator:

- A. Shall be responsible for recording the Value Awards earned by the participating members and the coordination there of with the Treasurer.
- B. Shall be responsible for the recording of the sign-up sheets for each job eligible to earn award points.
- C. Shall be responsible to record membership attendance at all general meetings.

Boys Team Liaison:

- A. Shall be responsible for coordinating efforts between the coaches, boy gymnasts, and the EGO Booster Club.
- B. Shall be responsible for posting team scores of the boys and reporting these to the newsletter chairperson.

Girls Team Liaison:

- A. Shall be responsible for coordinating efforts between the coaches, girl gymnasts, and the EGO Booster Club.
- B. Shall be responsible for posting team scores of the girls and reporting these to the newsletter chairperson.
- C. Shall be responsible for appointing all other sub-liaisons (by level or location) and reserves the right to replace non-performing sub-liaison should the need arise.

Community Service Coordinator

- A. Shall be responsible for identifying and coordinating community service events.
- B. Shall review any community service activities that are proposed by other members to ensure they are consistent with overall club goals.

Membership Coordinator

- A. Shall be responsible for coordinating with Orlando Metro Gymnastics to recruit new members for the EGO Booster Club.
- B. Shall maintain membership forms and collect membership dues and forms from members.
- C. Shall maintain current membership roster and record attendance at booster club meetings.

Other duties may be assigned to a director by the Board of Directors from time to time, as needed, to carry out the purpose of the organization.

Resignations and vacancies of Board of Directors:

Any officer may resign at any time by serving written notice to the Board of Directors, which in turn will determine the action to take to fill the vacancy.

Committees:

The EGO Booster Club reserves the right to form ad hoc or permanent committees should the need arise. The chairperson of any committee that is formed MUST be a member of the board.

Article V: Meetings

Board Meetings:

The board of directors of the EGO Booster Club shall meet monthly or as needed, with the primary purpose of establishing the agenda and/or addressing specific membership concerns. If a member has a concern to be addressed, the member must contact a board member so the concern or item can be placed on the agenda.

General Meetings:

The EGO Booster Club shall meet monthly on a date announced each month. In special circumstances, this meeting may not occur and if this is the case all relevant agenda items will be transferred to the next agenda. Under no circumstances shall two (2) consecutive meetings be cancelled.

Annual Meeting:

The annual meeting shall be held in May for the purpose of election of the board of directors and a review of the past year's budget. The Treasurer will prepare a detailed report for the membership which included a detailed depiction of expenditures and revenue. This report will be used to prepare the budget for the following year. This report MUST be presented to the membership at the annual meeting and the Treasurer and President MUST be available to answer any and all concerns.

Article VI: Quorum and Voting

For the purposes of voting, quorum is defined as twenty percent (20%) of all participating members (based on one vote per family). At least one board member must be in attendance. All participating members (family units) may vote on any issue or item presented. A family unit is one vote. Voting on all items other than bylaws and policy changes require a simple majority vote. Bylaws and policy changes require a two-thirds majority vote of the quorum.

Article VII: Amendments

Amendments to the bylaws may be proposed by any member. (Reference Article VI: Quorum and Voting for guidelines.)

Article VIII: Finances

EGO Booster Club will present a detailed suggested budget and fee structure at the Annual EGO Booster Club Meeting. This budget must be approved by the board of directors prior to the meeting and may be modified over the course of the year to accommodate revenue changes or other needs of the organization.

Once the budget is approved, when an actual expenditure takes place it will be subject to an approval process. Any expenditure consistent with the approved budget and/or expenditures under \$500.00 dollars can be approved by the board of directors. Expenditures \$500.00 or over/more outside of the approved budget must be presented to the participating membership for a vote. Only the President and Treasurer are authorized to directly handle funds for the EGO Booster Club. All checks must be signed by both the President and the Treasurer, and the checkbook shall be available for board review at periodic intervals or upon request. Any member of the EGO Booster Club can also request a review of the checkbook or banking records, which shall then be made available within a reasonable timeframe.

Article IX: Policy

The EGO Booster Club will from time to time create policies that are consistent with the bylaws of the EGO Booster Club. Changes, deletions, or additions may be proposed by any member.

Article X: Dissolution

Dissolution of the EGO Booster Club must be presented at a special meeting with a two thirds majority vote of the quorum approving of the dissolution. This meeting cannot take place unless 30 days advance notice is given to the entire membership.

Article XI: Anti-Discrimination Policy

The EGO Booster Club is an "equal opportunity organization." The EGO will not discriminate and will take "affirmative action" measures to ensure against discrimination conditions against any member on the bases of race, creed, color, national origin, or sex.

Article XII: Anti-Harassment Policy

The EGO Booster Club is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All members, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment