

AERIALS BOOSTER CLUB

BYLAWS AND POLICIES

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TABLE OF CONTENTS
AERIALS BOOSTER CLUB, INC. BY-LAWS
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<u>ARTICLE I – CORPORATE DEFINITION AND PURPOSE</u>	<u>1</u>
<u>SECTION 1 – GENERAL</u>	
<u>SECTION 2 – MISSION AND PURPOSE</u>	
<u>SECTION 3 – OBJECTIVES</u>	
<u>SECTION 4 – LIABILITY</u>	
<u>SECTION 5 – STOCK</u>	
<u>SECTION 6 – DISSOLUTION OF THE CORPORATION</u>	
<u>SECTION 7 – AMENDMENTS</u>	
<u>ARTICLE II - MEMBERSHIP</u>	<u>2</u>
<u>SECTION 1 - GENERAL MEMBERSHIP</u>	
<u>SECTION 2 – REPRESENTATION</u>	
<u>SECTION 3 - REQUIREMENTS OF MEMBERSHIP</u>	
<u>SECTION 4 - FAILURE TO MEET MEMBERSHIP REQUIREMENTS</u>	
<u>SECTION 5 - WITHDRAWING FROM THE CLUB/TEAM</u>	
<u>ARTICLE III - CLUB ORGANIZATION</u>	<u>4</u>
<u>SECTION 1 - BOARD OF DIRECTORS</u>	
<u>SECTION 2 - INDIVIDUAL DUTIES</u>	
<u>SECTION 3 - EXECUTIVE COMMITTEE</u>	
<u>SECTION 4 - OTHER BOOSTER CLUB POSITIONS</u>	
<u>SECTION 5 – ELECTIONS</u>	
<u>SECTION 6 - REMOVAL OF OFFICERS</u>	
<u>ARTICLE IV - MEETINGS</u>	<u>7</u>
<u>SECTION 1 – MEETINGS</u>	
<u>SECTION 2 - VOTING</u>	
<u>SECTION 3 – MISCELLANEOUS</u>	
<u>ARTICLE V – FINANCE AND BUDGET</u>	<u>9</u>
<u>SECTION 1 – FINANCE</u>	
<u>SECTION 2 – BUDGET</u>	
<u>SECTION 3 - MEMBERSHIP DUES</u>	
<u>SECTION 4 - FUNDRAISING ACCOUNT</u>	
<u>SECTION 5 - FINANCIAL PENALTIES</u>	
<u>ARTICLE VI - FUND RAISING</u>	<u>10</u>
<u>SECTION 1 - GENERAL INFORMATION</u>	
<u>ARTICLE VII – INDEMNIFICATION</u>	<u>11</u>

BY-LAWS
Aerials Booster Club, Inc

ARTICLE I – CORPORATE DEFINITION AND PURPOSE

SECTION 1 - GENERAL

1. The name of the organization is Aerials Booster Club, Inc. hereafter referred to as the “Booster Club” or “ABC”.
2. The location of the registered office of this corporation shall be the address of the acting President of the Board.
3. Members, Officers or Board Members are prohibited from using the Booster Club as a means of obtaining private profit and/or to further individual purposes and gain. Members, Officers and Board Members shall not receive compensation or salary from the Booster Club for his/her services.

SECTION 2 – MISSION AND PURPOSE

It is the mission of Aerials Booster Club, Inc. to promote instruction and education in gymnastics skills and to foster local and national amateur gymnastics competition for the teams of Minnesota Aerials, Inc. .

The purpose of this corporation is exclusively charitable and educational within the meaning of Section 501 (c)(3) of the code. All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

SECTION 3 - OBJECTIVES

The Booster Club provides administrative support and fundraising opportunities for athletes participating in local, state, regional, national and international competitions. These objectives will be accomplished by:

1. Financially sponsor and support the competitive gymnastics team in all levels of competition.
2. Providing effective and efficient methods of communication among Booster Club members, competitive gymnastics team members, and the community.
3. Supporting the development of all gymnasts as complete individuals - emotionally, mentally, and physically.
4. Promoting sportsmanship and fellowship throughout the entire membership.
5. Conducting all activities in accordance with U.S.A.G. and M.A.G.A rules.
6. Conducting all activities in an ethical manner, pursuing fairness and reason in all decisions.
7. Following the directives and guidelines of Minnesota Aerials Gymnastics.

SECTION 4 – LIABILITY

No member of the corporation, no director and no officer will be personally liable for any corporate obligation or liability whatsoever.

SECTION 5 – STOCK

This corporation shall have no capital stock.

SECTION 6 – DISSOLUTION OF THE CORPORATION

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of any remaining assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and pursuant of youth athletics in our community.

SECTION 7 – AMENDMENTS

If any of the provisions contained in these By-Laws is for any reason found to be in conflict or needs any clarification or determination it will be subject to the approval of the Board at a membership meeting.

The Articles of Incorporation and/or the By Laws of this organization may be amended by the affirmative vote of two-thirds of the voting members present, so long as specific amendments to be voted upon are provided (mailed, emailed, online via the website) to the membership of record not less than 7 days prior to the meeting in which the question shall be decided. A quorum of Board Members must be present at the occasion of the Board's resolution.

ARTICLE II - MEMBERSHIP

To assure a non-partisan organization, all elected officers shall not run for or assume a position where there will be a conflict of interest. Should any conflict arise, they will be presented to the board for further determination.

Members, Officers or Board Members are prohibited from using the Booster Club, as a means of obtaining private profit and/or to further individual purpose and gain. Members, Officers and Board Members shall not receive compensation or salary from the Booster Club for his/her services.

SECTION 1 - GENERAL MEMBERSHIP

1. Membership in Aerials Booster Club, Inc. requires being a member on one of Minnesota Aerials Gymnastics' competitive teams.
2. Each competitive gymnast will have an adult family member as a Booster Club member.
3. Families with more than one gymnast assume all obligations for each gymnast.
4. A gymnast who joins ABC between September 1 and March 31st will pay the full membership fee. A gymnast who joins ABC between April 1 – August 31, will be responsible for 50% of the membership fee.

SECTION 2 - REPRESENTATION

1. All members will be given 1 vote per gymnast.
2. All members will be given a forum to express their views regularly.

SECTION 3 - REQUIREMENTS OF MEMBERSHIP

1. Yearly Booster Club membership dues must be current.
2. Each gymnast will be required to purchase a competition team leotard, warm-up, gym bag, and other items as required by the coaches in order to compete. Payment for these expenses is the responsibility of the members for their individual gymnasts. These expenses may be covered by funds in gymnasts' fundraising account.
3. Gymnasts are responsible for all costs associated with meets. For example, registration fees, coaches' fees and travel expenses, meals, etc. These expenses may be covered by funds in gymnasts' fundraising account.
4. Gymnasts are expected to compete in all meets scheduled for their level of competition. Since meet fees are prepaid, no refund can be given for meet fees associated with missed meets.
5. When Minnesota Aerials hosts a competition, all Booster Club members are expected to work the meet. All competitive gymnasts over the age of 13 are required to work at the meet unless all slots are filled, or they receive prior approval from the Board due to extenuating circumstances.

SECTION 4 - FAILURE TO MEET MEMBERSHIP REQUIREMENTS

1. Yearly Booster Club membership dues must be paid in full to be a member in good standing. If payment is not received, the Booster Club Board of Directors will not recommend your Minnesota Aerials Gymnastics application for membership.
2. There must be a minimum of \$100 in your gymnast combined accounts to cover registration fees or your gymnast will not be registered for any meet that cannot be covered by available funds. All competitive gymnasts must have funds in their family fundraising account by September 15th. Please see the Treasurer to check the balance of your account. The Board is willing to work with anyone going through extenuating circumstances. Booster Club members in this situation should speak directly with the Board of Directors.
3. Failure to meet requirements will result in a loss of voting privileges at all meetings.

SECTION 5 - WITHDRAWING FROM THE CLUB/TEAM

1. Please notify the Board within 30 days if your gymnast withdraws from the team.

2. Funds left in meet account and fundraising account of a gymnast who withdraws cannot be refunded, but can be used for any gymnastics related expense (such as classes, camps, leotards, etc.).
3. If a family has more than one gymnast, money in the fundraising account will remain for the other sibling.
4. Any funds remaining in the meet account on September 1st will revert to the Booster Club State/Regional Account or Adversity Fund to be determined at the Board of Director's discretion.

ARTICLE III - CLUB ORGANIZATION

SECTION 1 - BOARD OF DIRECTORS

A Board of Directors, hereinafter called "the Board", shall manage the affairs and business of the corporation. The Officers of the Corporation shall be those holding the offices of:

President	Secretary
Vice President	Treasurer
Director of Fundraising	Director of Communication
Director of Media	

1. Only Active Members in good standing with the Booster Club are eligible to be nominated and serve on the Board of Directors.
2. A Board of Directors consisting of seven voting members shall manage the property and business of the Booster Club.
3. A quorum of the Board must be present in order to conduct business (vote). A quorum of the Board is defined as two-thirds (2/3) of active officers.
4. A simple majority of the quorum will carry Board votes.
5. The Board may establish, modify and terminate committees and the membership thereof, as it deems necessary to conduct the business of the Booster Club.
6. Officers shall be elected to a term of two (2) years commencing on the first day of June. The offices of President, Vice President Director of Fundraising, and Director of Media shall be filled in even numbered years. The offices of Secretary, Treasurer and Director of Communication shall be filled in odd numbered years.
7. In the case of resignation or removal from office, the Board as a whole will assume the responsibilities of the vacant position. Within a reasonable amount of time, the Board will present a replacement to the general membership for approval. Once approved by the general membership, the replacing Officer will serve the remainder of the original term.

SECTION 2 - INDIVIDUAL DUTIES OF OFFICERS

President

The President will preside over all board meetings and set the agenda. This Officer will provide leadership and organization to the Booster Club and assure all orders and resolutions are carried out according to the by-laws and polices of the Booster Club. The President shall maintain the count for all volunteer credit earned by members and report them to the Treasurer. The President shall renew the Annual Business Renewal with the Secretary of State no later than December 31st of each year. The President is also the primary individual in charge of picking up the Club's mail and distributing to the appropriate person.

Vice President

The Vice President will assume all duties of the President should the President be absent or fail to act according to the requirements of the office of the President. This officer shall preside over the Winter Blast Planning Committee and act as Meet Coordinator if one is not appointed by the Board.

Secretary

The Secretary will maintain all records and minutes of all meetings. This Officer, along with the President, will be responsible for sending out notices for all meetings. This Officer shall be responsible for distributing Booster Club applications to all members and returning them to the Booster Club. This officer will also be responsible for keeping members informed of decisive actions and issues to be brought before the board. This officer will assume all duties of the President should the President and Vice-President be absent or fail to act according to the requirements of the office of the President.

Treasurer

The Treasurer will maintain banking and bookkeeping records for the Booster Club. This officer will render a monthly accounting of the transactions and financial condition of the Booster Club. The Treasurer will control the budget and disseminate funds appropriately. The Treasurer will make all deposits and withdrawals for meets, fundraisers, and other team related activities as outlined in the budget or approved by the Board of Directors. The Treasurer will track, maintain and report all volunteer hours/points/credits.

Director of Fundraising

The Director of Fundraising is responsible for all activities relating to fundraising for the Booster Club and will create a fundraising plan annually that meets 100% of expenses. This Officer shall recruit volunteers to lead fundraisers and is responsible for the overall organization, communication and development of all fundraising activities. Duties include, but are not limited to establishing and updating guidelines for fundraisers, monitoring the financial progress of each fundraiser and reporting results to the Board at its monthly meetings. This officer shall assume the Chair position for any fundraiser without a volunteer chair.

Director of Communication

The Director of Communication shall act as a liaison with Team Level Representatives to ensure communication between the Board and teams is effective and that team needs are being met. This officer shall also preside over the Banquet Planning Committee.

Director of Media

This Officer shall publish an ABC newsletter and manage postings to the ABC website. This Officer will determine the most appropriate method for reaching the greatest number of Members in a timely fashion with news and information related to the Booster Club and competitive teams. Club information shall be updated on a regular basis and shall include, but is not limited to, ABC Meeting Minutes, contact list of current Board Members, and any relevant news and information related to the Booster Club. In addition, this Officer shall notify area newspapers of events and meet results whenever applicable and update members on the progress of competitive teams and events at the gym.

SECTION 3 - EXECUTIVE COMMITTEE

1. The Executive Committee shall be composed of the President, Vice President, Treasurer, Secretary, Director of Fundraising, Director of Media, and the Director of Communication.
2. The Executive Committee will constitute the governing body of the Booster Club. It will be responsible for authorization and control of all Booster Club activities, expenditures and policies in a manner consistent with the Booster Club by-laws.
3. The Officers shall serve no more than 2 consecutive terms in the same office.
4. Each board member will have one (1) vote in board decisions. In the event of a tie, the presiding officer shall have one additional vote.

SECTION 4 - OTHER BOOSTER CLUB POSITIONS

1. The Booster Club has other non-Board of Directors positions available, such as fundraising chairs and meet coordinators. The Board appoints these positions. Individuals remain in the position until resignation, or termination by the Board.
2. Each year a Team Level Representatives will be nominated by the team parents and appointed by the Board based on team recommendation for a one-year term. This will be done prior to the start of the fall season.
 - a. A Team Level Representative acts as a liaison between the Aerials Booster Club and the parents/families of the team gymnasts. Responsibilities include:
 - i. Attending Booster Club meetings and communicating Booster Club information to parents and/or gymnasts.
 - ii. Posting meet scores on the team bulletin board.
 - iii. Assisting in coordinating volunteers for hosted meets.
 - iv. Communicating concerns/ideas from team parents to the Board.

- v. Reporting injuries or major illnesses of gymnasts or gymnasts with major injuries or illnesses (gifts to be approved by Booster Club Executive Board).
3. The Meet Coordinator is a specific Board appointed position with significant responsibilities. The Meet Coordinator is responsible for overseeing all activities related to meets held by Aerials Booster Club. Responsibilities include but are not limited to overseeing a Meet Committee, coordinating all aspects of this fundraiser, fiscal review and responsibility, and communications with members and community.

SECTION 5 - ELECTIONS

1. Nominations for Board members will be made each March at the monthly member meeting.
2. Elections will be held at the monthly meeting in May. Elections will be held by secret ballot. The Board will be elected by a simple majority of Booster Club members casting ballots.

SECTION 6 - REMOVAL OF OFFICERS

1. Any Active Member of the Booster Club may submit in writing a signed petition to the Board of Directors requesting the removal of an Officer from the Board. The petition should clearly state the reasons for the request.
2. Within thirty days from receiving the petition, the Board shall schedule an Executive Committee Meeting to review the petition. From this meeting, one of three resolutions must occur:
 - a. The Petitioner may elect to withdraw the petition.
 - b. The Board may elect to move the petition to a Special Meeting of the general membership for a vote no later than 30 days from the date of the Executive Committee Meeting.
 - c. The Board and the Petitioner may agree to remedial actions, and the petition will be withdrawn.
3. Minutes from the Executive Committee Meeting will be kept and provided to the general membership.
4. If the petition is moved to a Special Meeting of the general membership, the minutes from the Executive Committee Meeting will be read and approved. Time will be allotted for a general discussion on the petition. The general membership will then vote to approve or deny the petition.

ARTICLE IV – MEETINGS

SECTION 1 - MEETINGS

General Membership Meetings

There shall be two general membership meetings per calendar year. One meeting will be held in May and include the annual election of the Board of Directors. The other will

be held at least one month prior to the start of the regular competitive season and shall include the approval of the annual budget. The Board of Directors as necessary may adjust these dates.

The call for a general membership meeting must be made with 7 days advanced written notice and must state the main purpose for the meeting.

The standard agenda that will be used for all meetings and includes:

1. Call the Meeting to Order
2. Approve Minutes for the previous meeting
3. Officer Reports
4. Unfinished Business
5. New Business
6. Set Next Meeting
7. Adjourn

Minutes will be kept and posted online for all Booster Club meetings.

Special Meetings.

The Board may call additional meetings requiring the attendance of the general membership, as it deems necessary for the best interest of the organization. Specifically, business requiring a general membership vote should be performed at a Special Meeting. The call for a Special Meeting must be made with 7 days advanced written notice and must state the main purpose for the meeting.

Board Meetings.

Board meetings shall be held monthly on a date to be determined by the current board. Written notice shall be emailed with the proposed agenda as soon as possible to all Board Members. Changes to the date and time, or the cancellation of the regularly scheduled meeting may occur at the Board's recommendation however, a minimum of ten Board Meetings per year shall be held.

Board meetings are open to all members. Every effort shall be made to notify members of any change or cancellation of the regularly scheduled meeting.

Executive Committee Meetings.

The Executive Committee is made up of the members of the Board. The Board may call an Executive Committee Meeting as needed. Executive Committee Meetings may be closed to members and are for discussion purposes only. No business will be decided by vote in an Executive Session.

SECTION 2 - VOTING

A simple majority of Board Members present at a general meeting shall carry the act, except that a minimum of two-thirds of the voting members present shall be required to carry any act concerning amendments to the Articles of Incorporation or the By-Laws of the corporation.

1. Active Members have voting privileges. Only one vote may be cast per competitive gymnast.

2. The general membership shall vote on the following items.
 - a. The approval of the Annual Budget.
 - b. The annual election of Board Members.
 - c. The approval of Board recommendations for interim Board members.
 - d. Petitions requesting the removal of a Board member from office.
 - e. A change to the By Laws.
 - f. The approval and/or change to any written Procedures.
 - g. The approval of any non-budgeted item over \$200.
3. Unless otherwise stated in these By Laws, a simple majority of active members present will carry these motions. The Board of Directors will conduct all other business of the Booster Club.
4. At all meetings, except for the election of Board Members, all votes shall be by voice. For election of Board Members, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

SECTION 3 - MISCELLANEOUS

1. The Articles of Incorporation and/or the By Laws of this organization may be amended by the affirmative vote of two-thirds of the voting members present, so long as specific amendments to be voted upon are provided (mailed, emailed, online via the website or in their box) to the membership of record not less than 7 days prior to the meeting in which the question shall be decided. A quorum of Board Members must be present at the occasion of the Board's resolution.
2. Roberts Rules of Order, Revised. Unless specifically directed by these by-laws or any approved, supporting procedure, meetings will be governed by Roberts Rules of Order.
3. These by-laws supersede any and all previous by-laws and written procedures.

ARTICLE V – FINANCE AND BUDGET

SECTION 1 – FINANCE

1. The Booster Club fiscal year is January 1 – December 31.
2. The Booster Club shall maintain a general fund for the purpose of operating expenses.
3. If needed, the Booster Club will conduct a fundraiser to add money to the general fund. All members are expected to assist in these fundraisers.
4. Membership dues or any other payments should be made by check to the Aerials Booster Club, Inc. (ABC, Inc.)
5. Each parent/guardian will donate into the Booster Club treasury to offset costs associated with competitive gymnastics. This donation may be paid outright or

may be raised by participating in scheduled fundraisers. Donations may not cover all estimated expenses.

6. The funds of the Booster Club shall be kept in financial institutions selected by the Board. Withdrawals of funds shall be made with the signatures of authorized Board Members.
7. Authorized signatories shall be the President, Treasurer and Secretary.
8. No withdrawals will be authorized by any Board Member for non-budgeted items in excess of \$200. Non-budgeted items less than \$200 must have the authorization of the President, or in his/her absence, either the Vice President or Secretary.

SECTION 2 - BUDGET

1. The Board shall prepare and present to the general membership a proposed annual budget no later than one month prior to the first competition of the regular competitive season. The budget must be approved by two-thirds of the membership present.
2. Any amendments or changes to the approved budget in excess of \$200 must be approved by two-thirds of the membership present at a special meeting.

SECTION 3 - MEMBERSHIP DUES

1. The annual Booster Club membership dues are to be paid by September 1st each year. See Section 5 for penalties associated with non-payment. Payment may be made out of gymnasts fundraising account.
2. Any family with more than 1 competing gymnast will be assigned a Booster Club membership fee for each gymnast. The payment for the first child will be payable in full. Membership dues for any remaining children will be at 50%.
3. The Annual Membership dues will be waived for all Board of Directors during their term in office.

SECTION 4 - FUNDRAISING ACCOUNT

1. A fundraising account will be established for each family.
2. Funds raised during an individual fundraiser will be credited to your family account.
3. Funds in this account can be used to cover gymnastic related expenses for the gymnast only. These items include, but are not limited to meet fees, camp fees, leotards, membership dues, and hotels associated with meets.
4. Request for reimbursements will be paid out of this account. All requests must be in writing, along with receipts or written proof of expense, and given to the Treasurer.
5. Any balance remaining in a family fundraising account at the end of the fiscal year will be carried forward to the next fiscal year.

6. If a family/gymnast leaves the team, any remaining balance in their fundraising account on September 1st will be forfeited to the General Fund, State/Regional Fund, or Adversity Fund at the discretion of the Board of Directors.

SECTION 5 - FINANCIAL PENALTIES

1. If the Booster Club is charged a fee for a returned check, the person who wrote the check will reimburse Booster Club for these charges. This will appear as a debit to the gymnast's account.
2. The Board is willing to work with anyone going through extenuating circumstances. Booster Club members in this situation should speak directly with the Treasurer or another member of the Board..

ARTICLE VI - FUNDRAISING

SECTION 1 - GENERAL INFORMATION

1. Fundraising is a way to defer cost associated with competition and membership dues.
2. Booster Club membership is required to participate in a fundraiser for competitive gymnasts.
3. Individual Fundraising is strictly voluntary. You may choose to participate or not, but only those participating will receive a portion of the profits.
4. ABC will occasionally hold "Group Fundraisers" for a particular cause such as, but not limited to, the Booster Club General Fund, Post Season Fund or Adversity Fund. All gymnasts are expected to help with these events and 25% of the total proceeds will be contributed to the Booster Club Fund designated by the Board. The remaining 75% will be shared on a pro-rated basis by the participants.
5. ABC will occasionally hold "Team Fundraisers" for a particular cause such as, but not limited to, the Booster Club General Fund, Post Season Fund or Adversity Fund. All gymnasts are expected to help with these events as part of their team commitment.
6. Fundraising accounts will be set up for every family to help pay for Booster Club dues and any gymnastics related expense.
7. Hosting meets can be a great way for the Club to raise money, but it does require the cooperation of all of the membership. Each family is required to work the meet. After meet expenses, an hourly credit rate will be shared by those participating in the meet. The amount will vary with the size of the meet. Member of the club who earn credits must have a daughter that is an active team member.
8. Individuals with fundraising ideas should present them at a monthly Booster Club meeting. If approved, that individual, or a volunteer if that individual declines, will become the Chairperson for that particular fundraiser.

ARTICLE VII - INDEMNIFICATION

To the fullest extent permitted by the Minnesota Nonprofit Corporation Act, as amended from time to time, or by other provisions of law, each person who, from and after the adoption of these Bylaws, is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, wherever and by whomsoever brought (including any such proceeding, by or in the right of the corporation), whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a Member, director or officer of the corporation, or he or she is or was serving at the specific request of the Board of Directors of the corporation, shall be indemnified by the corporation by the affirmative vote of a majority of the directors present at a duly held meeting of the Board of Directors for which notice stating such purpose has been given against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding; provided, however, that the indemnification shall apply only to the extent such person is not otherwise indemnified by any other corporation, partnership, joint venture, trust or other enterprise. The indemnification provided by this Article shall inure to the benefit of the heirs, executors and administrators of such person and shall to claims against such person arising out of matters occurring subsequent to the adoption of this provision of the Bylaws.