

BIG Booster Club (BBC) Bylaws

Adopted: August 3, 2007

Amended: May 25, 2011

Article I: NAME

Section 1. The name of the organization shall be BIG Booster Club. It will hereafter be referred to as BBC.

Article II: OFFICE

Section 1. The principle office of the organization shall be located at 16 W 110 83rd Street, Burr Ridge, IL 60527, which shall also be the registered office.

Article III: PURPOSE AND POLICY

Section 1. This shall be a not-for-profit organization dedicated to promoting the sport of gymnastics and offer expanded opportunities for the competitive team members of the Balance Institute of Gymnastics, hereafter referred to as B.I.G.

This shall be accomplished by the following organization objectives:

- (a) To assist in defraying the costs incurred by the competitive gymnastics team and its members, as directed by the board of directors.
- (b) Support the competitive team and coaches through community outreach and fundraising.
- (c) To provide an opportunity for team gymnasts to compete at local, state, regional and national events.
- (d) To promote physical, mental and moral development of participants and gymnastics team members as outlined in the USAG Code of Conduct.
- (e) To provide an effective and efficient means of communicating among the organization members, gymnasts, parents, coaches and the community.

Section 2. BBC is established for charitable and educational purposes, and power is limited to this. All money raised will be used to fund and support the gymnastics team program at B.I.G.

Section 3. It is the policy of the BBC that the support of any gymnastics team member will not depend on the fundraising effort of a team member's parents. We will make this policy clearly known to our members.

Section 4. Payment of all B.I.G. fees (EXCLUDING Team Administrative Fees and monthly tuition) shall be made through the BBC. These fees include, but will not be limited to, Meet Fees, Coaches Fees, USAG fees, uniforms, social events and other gym related expenses. Team Administrative Fees and monthly tuition payments will be made directly to B.I.G.

Section 5. The BBC will create and maintain three separate accounts: individual accounts, the general team fund, and a post-season travel fund. Money deposited into individual gymnasts' accounts will allow for payment of meet fees, USAG fees, uniforms and other costs that may differ from one gymnast to another. Profits earned from general team fundraisers can be deposited into individual accounts as long as all money is deposited equally amongst all team members.

The general team fund will be allocated to offset the cost of Coaches Fees (including coach's session fees, hotel, and travel costs), BBC operating expenses, and other expenses that benefit the welfare of the team as a whole) during the regular meet season (not including post-season meets).

The post-season travel fund will be allocated to offset the cost of fees incurred during post-season regional and national meets. Team members in Levels 8, 9, and 10 will be responsible for contributing a portion of the total amount of post-season fees, to the fund. The financial requirement will be determined each year by the BBC Executive Board. The remaining portion of the post-season fees will be the equally divided responsibility of all Team Members, Levels 4-10.

Section 6. The BBC will not participate in any fundraising for the general team fund where there is direct benefit to the member who raises the funds. For example, we will adopt no system where a parent receives a point or other credit for their fundraising participation that can be used to offset a team member's expense from the general team funds.

Article IV: MEMBERSHIP

Section 1. General Membership to the BBC shall be open to any parent or legal guardian of a B.I.G. team member who participates in gymnastics competitions and agrees to abide by all applicable BBC rules and regulations. Membership is not mandatory, but is highly recommended since payments of mandatory fees and expenses shall be processed through the BBC.

Section 2. The board of directors shall recommend an initial/ annual suggested donation amount per team gymnast that shall go towards the General Fund for team expenses incurred.

Section 3. Each member family shall be entitled to one vote on issues put forth to the general membership of the BBC. Families with multiple gymnasts are considered as one member family. All voting will be made by numbered paper ballots cast into the BBC's mailbox. The Board of Directors, on an as-needed basis, will consider absentee voting via e-mail. Resolutions will be passed by a majority of votes cast.

Section 4. Any member who fails to abide by the rules and regulations of the BBC may have their membership revoked. Any member subject to revocation of membership shall be granted a hearing before the Board of Directors. Revocation of membership shall require a 3/5-majority vote by the Board of Directors.

Article V: OFFICERS

Section 1. The elected officers (Board of Directors) of the BBC shall be President, Vice President, Treasurer and Secretary, and will be comprised solely of parents of members of the B.I.G. gymnastics team. The Meet Director is a voting board member of the Executive Board, appointed by the gym owner. The elected officers shall perform the duties prescribed by these by-laws. These officers will serve as the Executive Committee.

5.1 President

- 5.1.1 Control the general and active management of the business of the club
- 5.1.2 Preside at all meetings of the membership and Board, and prepare meeting agendas
- 5.1.3 Appoint special committees as needed
- 5.1.4 Call all general or special meetings
- 5.1.5 Have check writing authority to disburse funds

5.2 Vice President

- 5.2.1 In the absence of the President, or in case of his/her failure to act, assume the responsibility of the office
- 5.2.2 Act as Director of all fund raising
- 5.2.3 Perform other duties as the Board may require
- 5.2.4 Have check writing authority to disburse funds

5.3 Treasurer

- 5.3.1 Collect and deposit all money and properties in the name of and to the credit of the team general fund or to an individual account
- 5.3.2 Have check writing authority to disburse funds
- 5.3.3 Keep full and accurate accounts of receipts and disbursements
- 5.3.4 Render a monthly accounting report of the transactions and financial condition of the club to the Executive Committee at the monthly board meeting, preparing these in a written manner that can be made available to the general membership
- 5.3.5 Present an annual financial statement at the first meeting ^{at} the beginning of fiscal year, which begins August 1st.
- 5.3.6 Prepare and disburse a monthly statement to each individual member of the activity and balance in his or her individual account during the competitive season (October through May) or as frequently as is deemed necessary by the board

5.3.7 Reconcile the BBC funds with the monthly bank statement on a monthly basis.

5.3.8 Maintain the nonprofit status of the BBC and file all appropriate taxes as per state and federal law.

5.4 Meet Director

5.4.1 Organize the BIG DREAM CLASSIC annually

5.4.2 Budgeting responsibilities for the meet.

5.4.3 All meet chairmen/women report to Meet Director for any activities planned in their particular committee.

5.4.4 An Assistant Meet Director will be appointed and agreed upon by the Meet Director and owner of B.I. G. This role will work to aid and assist the Meet Director as needed. The Assistant Director will be trained to replace the Director when needed.

5.5 Secretary

5.5.1 Assume responsibility

5.5.2 To maintain all club records

5.5.3 Record and keep minutes of all meetings of the membership and the Board

5.5.4 Maintain a current copy of the Bylaws of the club

5.5.5 Maintain a current membership list

5.5.6 Conduct the club's general correspondence

5.5.7 Contact all new members to the gym

Section 2. Each officer shall serve a term of one year with open nominations to be held in May. The voting shall take place during the first two weeks of June and the new term for an officer shall begin on July 1st.

Section 3. ***Members eligible for nomination and election, is open to those in good standing for one year in the BBC and who approve of their nomination.***

Section 4. Election of officers shall be held in July. Numbered ballots will be distributed to each team member's mailbox. The ballots will be cast into the BBC's mailbox and results will be communicated to the membership. Officers will be elected by a majority of votes cast with no minimum number of votes required. In case of a tie, a revote will occur. The officers will be installed August 1st and shall serve a minimum one-year term. The Executive Committee will appoint members to chair committees as necessary.

Section 5. Any officer may be re-elected to his or her office or any of the other three board positions at the end of their one-year period. Any officer may serve up to three consecutive terms in the same position.

In the absence of new nominations for any board position, the incumbent has the right to accept nomination to serve additional term(s) beyond the three-year term limitation.

- Section 6. If the office of President is vacated, the Vice President shall assume and execute the duties of the President for the remainder of the term. In the event any other elected officer is unable to complete their term of office, the Executive Committee may appoint a member (in good standing) to fill the unexpired term.
- Section 7. Upon leaving the office of President, in good standing, the former President may choose to serve on the Executive Board in a non-voting, advisory capacity for a one year term to promote continuity and to assist the next term of Officers..
- Section 8. Any member of the Executive Committee may be removed by a vote of the general membership. Such a vote to remove an officer will take place at a special meeting (Art. VI, Sect. 2), which must be called by a vote of 3 out of 4 Executive Committee members, or by a majority petition of the BBC membership. The membership will be notified of the special ballot voting and the procedures to follow (Art. IV, Sect. 3).

Article VI: GENERAL MEMBERSHIP MEETINGS

- Section 1. The general membership shall meet as called by the President (except as prescribed in Article VI, Section 2). An annual spring/summer meeting shall be held and be known as the "Annual Meeting."
- Section 2. A special meeting of the general membership can be called by the President, Executive Committee, or by petition by 30% of the membership and submitted to the Executive Committee. The purpose of the meeting shall be stated in the call.

Article VII: EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall meet on a monthly basis or as needed.
- Section 2. The Committee shall consist of all elected officers, appointed representative(s), and immediate past president (in a non-voting capacity), as a consultant. In addition, any general member may attend a Committee meeting in a non-voting capacity.
- Section 3. The Committee shall constitute the governing body of the BBC and shall be responsible for the authorization and control of all BBC activities, expenditures, and policies.
- Section 4. At all Executive Committee meetings 75% of the Executive Committee must be present to constitute a quorum.
- Section 5. Any executive committee member can propose a motion to vote on a particular issue. Issues will be voted on at Executive Committee meetings. **Three of Five (3/5)** votes are required to pass any issue voted on. An executive committee member, who is absent, may vote on an issue by absentee ballot.

Article VIII: STANDING COMMITTEES

Section 1. The following standing committees shall be as formed when deemed necessary with chairpersons to be appointed by the Executive Committee. ***The following committees are standing committees. The BBC Executive Board will appoint Chairpersons for each committee.***

Spirit/Social
Fundraising
Publicity

Section 2. Additional committees (if deemed necessary) shall be appointed by the President to carry on the work of the BBC. The President and Vice President shall be overseers for all committees.

Section 3. ***Each Team Level should have a volunteer parent representative. This parent is the main communicator for their respective level and is required to attend scheduled BBC membership meetings***One of these representatives will act as coordinator of this group.

Article IX: FINANCES AND FUNDRAISERS

Section 1. The fiscal year shall begin with the election of new officers, August 1st.

Section 2. The BBC Treasurer/owner(s) of B.I.G. shall work jointly to agree on an annual budget by the beginning of the fiscal year. This budget must be approved by a majority vote of the Executive Committee.

Section 3. Two separate accounts shall be created and maintained: the individual gymnast's account (which will consist of each individual gymnast having a separate account – the total constituting the balance of this account) and the General Team Fund.

The money that is personally deposited into individual accounts will be made available for the BBC to pay for meet fees, uniforms or other expenses allocated for the individual gymnast. Money raised through general team fundraisers will be deposited into the General Team Fund and be used to alleviate fees encountered equally by team members (coaches' fees, travel, and meal costs), and other expenses related to operation of the BBC. Profits earned from general team fundraisers can be deposited into individual accounts as long as all money is deposited equally amongst all team members.

The BBC will hold coaches fees for one full year for any gymnast who does not compete for the entire regular season. If the gymnast competes in one meet during any time of the said year, entire amount of coaches fees due for that gymnast will apply. Does not include post season meet fees.

Section 4. Funds shall be used as determined by the Executive Committee, provided the only purpose of such expenditures shall be for the welfare of the gymnastics team and for the BBC as a whole. It is not the aim of the BBC to amass a capital fund, but rather to furnish adequate current financial support for the competitive gymnastics team. BBC will not hold general team fundraisers to fund specific "social events". If excess money exists in the general team fund, the committee may choose to utilize this money for these events as they arise. The membership can expect to be charged a nominal fee to cover any social events.

- Section 5. Per the policy prescribed in Article III, no one individual team member will benefit more than another team member from funds generated for allocation to the general team fund. These will be equally allocated for approved expenditures. Any approved fees not covered due to lack of general team funds shall be paid directly by the parent or legal guardian of each gymnast.
- Section 6. All gymnasts are highly encouraged to participate in fundraising activities to reduce out-of-pocket expenses. However, no gymnast will be forced to participate in fundraising events, and will not be assessed with a penalty for not participating.
- Section 7. If a gymnast leaves the competitive team all profits generated from fundraising will be forfeited. This money is separate from money paid by parents for individual accounts.
- Section 8. If a gymnast leaves B.I.G. to switch to another gymnastics club, or for any reason, the balance of any unused fees deposited by the parent or legal guardian into their individual account shall be refunded to the gymnast within 30 days. These fees to be refunded, if any, shall be only that money paid directly into the account by the gymnast's family. Any fees that have been paid out of the individual account in anticipation of participating in upcoming events cannot be refunded.
- Section 9. All checks issued by the BBC must have the joint signatures of the Treasurer AND one signature of either the President or Vice President. If the expenditure is more than \$200 and not from the approved budget, a verbal approval from another Executive Committee member followed up with a written expense report must be filed. Monthly financial reports will be submitted to the Executive Committee by the Treasurer at the monthly board meetings, and will be made available to the general membership upon request.
- Section 10. All checks payable to BBC that are returned by the bank will be charged an additional \$30 returned check fee.
- Section 11. All late payments will be assessed a \$10 late fee.

Article X: IN GOOD STANDING

- Section 1. Gymnast has met all conditions in team member agreement.
- Section 2. Parents have met all conditions in team parent agreement.

Article XI: HOSTING HOME MEETS

- Section 1. BBC parents are expected to volunteer for a determined amount of time when B.I.G. and/or the BBC hosts a meet. If parents are unable to do so due to extenuating circumstances, parents should notify the owner(s) of B.I.G. and an Executive Board member in advance so that alternative arrangements can be made and agreed upon. The home meet is a function of fund-raising.
- Section 2. BBC will provide volunteer manpower not limited to the following areas:
- set-up and tear down of the gym
 - decorations
 - collecting admissions

- registering gymnasts
- selling programs, t-shirts, etc.
- timing events (both during warm-ups and competition)
- playing floor music
- selling food at concessions stand
- floor runners and score flashers
- announcer and score table
- hospitality for judges and coaches

Article XII: COMPETITIVE ENTRANCE (MEET) FEES

- Section 1. As directed by the coaching staff, the BBC will submit entry fees for gymnasts in good standing for competitive meets as approved. Payments will automatically be deducted from individual accounts as they become due. If there are insufficient funds in a gymnast's individual account to cover a disbursement, the family will be notified and billed accordingly. If insufficient funds remain in the account after notification, that individual gymnast will not be entered into upcoming meets where fees are due. The BBC will not be responsible for the handling of meet fees if the parent or legal guardian of the gymnast has chosen not to deposit money into the BBC individual accounts.
- Section 2. Meet fees, according to gymnast's competitive level, will be set on a yearly basis depending on approved meet schedule.
- Section 3. Additional funds (above those required) can be deposited into an individual gymnast's account at any time.

Article XIII: MEET AND TRAVEL POLICIES

Section 1. Travel Expenses

1. A motel room allowance will be paid for the coach (s) responsible for the competitors. This allowance shall not exceed the "gym rate" for that meet, or if one is unavailable, the best rate available.
2. Additional coaches of the same sex are expected to stay in the same motel room.
3. The owner(s) of B.I.G. retains sole responsibility to decide the number of coaches necessary for coaching purposes at any meet. Only coaches necessary for coaching purposes at a particular meet will have their expenses paid. (Coaches traveling to a meet for reasons other than coaching competitors in that meet must cover their own expenses.)
4. Coaches choosing to make arrangements other than the above stated guidelines will assume responsibility for expenses incurred.

Section 2. Travel Reimbursement - Coaches

1. Coaches will be reimbursed at a 'session rate' to be determined by the BBC on a per meet basis.
2. The BBC will reimburse Coaches for travel expenses at the approved IRS mileage rate. Airfare may be paid upon pre-approval of the Committee if distance traveled exceeds 6 hours or 400 miles

one way.

3. Any coaches' expenses will be equally divided amongst all gymnasts.

Section 3. Food Cost

1. Coach(s) food will be reimbursed at an amount not to exceed \$50/per coach/per day unless pre-approved by the Committee.

Section 4. Meet Selection

1. The owner(s) of B.I.G. shall retain exclusive rights to make meet selections and all decisions of team wear/gear.

Article XIV: BBC LEGAL AND PROFESSIONAL EXPENSES

Section 1. The BBC, with the approval of the Executive Committee, shall pay all attorney, certified public accountant, and/or bank expenses incurred for the administration of the BBC.

Section 2. Annual tax statements shall be prepared and filed if necessary. A licensed professional may be retained for such purpose with approval of the Executive Committee at the expense of the BBC.

Article XV: SURPLUS MONEY

Section 1. Surplus money (if any) from the general team fund will be carried into the next fiscal year. Funds from the BBC cannot be used to purchase or upgrade equipment for B.I.G. due to IRS regulations.

Article XVI: AMENDMENTS/CHANGES TO BYLAWS

Section 1. The bylaws of the BBC may be amended or changed at any time provided the proposed amendments have been:

Submitted in writing with notice of intent to amend bylaws with the proposed changes.

The proposed changes will be posted on the BBC bulletin board for review by the membership and to request feedback. After a two-week period a general meeting will be called to vote on the proposed changes. Those in attendance must have a majority vote to pass any changes.

Article XVII: DISSOLUTION

Section 1. If the BBC is involuntarily dissolved, all available funds in the General Account shall be distributed to a non-profit organization operated exclusively for charitable or educational purposes, preferably related to gymnastics, unless there is an incoming gymnastics team that would benefit from use of said funds. This distribution of funds must be approved by a vote of the general membership. This distribution of funds must be according to the Dissolution Provisions of the Articles of Incorporation.

Section 2. The BBC can be voluntarily dissolved by majority vote of the general membership present at a special meeting. A minimum of 66% of members in good standing must be present to vote on dissolution. In the case of voluntary dissolution, all monies available in the General Account shall be distributed to a non-profit organization operated exclusively for charitable or educational purposes, excluding any non-profit booster club of a gym in direct competition with B.I.G.

BALANCE INSTITUTE OF GYMNASTICS

PARENT AGREEMENT

Attached are the bylaws of the BIG Booster Club (BBC). Participation by your child in the Team program of Balance Institute of Gymnastics constitutes agreement to the terms and stipulations outlined in these by-laws. Please read this information carefully, and, to the best of your ability, undertake the parent responsibilities listed below.

PARENT RESPONSIBILITIES:

- To make a sincere effort to get gymnast to ALL practices.
- To not interrupt or interfere with coaches or gymnasts during practice sessions.
- To pay ALL fees when they are DUE (Instructional and Booster Club)
- To aid & assist as needed at meets, fundraisers and special events
- To attend all parent meetings.
- To insure that gymnast has a properly fitting uniform for each meet.
- To be a member in Good Standing as defined in the BBC By-Laws, standing rules and point code.
- I understand that I am not to discuss scores with judges, coaches and gymnasts during meets.
- I understand that I will not contact gymnasts once turned over to the coach during a meet.
- I understand that I am not to enter the competition area during a meet.
- To provide transportation to and from meets, etc. when necessary.
- In the event of an injury, I will notify the gym within 24 hours.
- To check my folder in the gym weekly.

BALANCE INSTITUTE OF GYMNASTICS

GYMNAST AGREEMENT

GYMNAST RESPONSIBILITIES

As a Competitive Team Member of Balance Institute of Gymnastics, it is necessary for all gymnasts to adhere to the following responsibilities, to the best of their abilities:

- Attend all practice sessions.
- Be on time for all practice sessions.
- Listen to my coaches and do my best at practice
- Be respectful of other gymnasts and coaches.
- Wear a leotard to all practices.
- Keep long hair tied back during all practices and competitions.
- Wear no jewelry during practice, except approved *post* earrings.
- Eat a balanced, healthy diet.
- Get enough sleep to be rested for practice and meets.
- Study hard, be a good citizen and keep up my grades at school.
- Be a good sport at all meets; wear my team uniform with pride.
- Keep the gym clean by proper disposal of trash, and by returning equipment to its proper place.
- Report any injury immediately to my coach.
- Be safety conscious for my teammates and myself.
- Behave properly when traveling to, during and from a competition
- Show support of the B.I.G. team by working at meets and fundraisers and generating TEAM SPIRIT through active participation.