



Bylaws of the LGA Team Booster Club

Statement from the Board of Directors: The Board of Directors shall support and reinforce the rules and regulations as set forth by the coaching staff.

Article I - Name

Section 1

The name of the Corporation shall be the LGA Team Booster Club, hereinafter referred to as the Booster Club.

Article II - Purpose

Section 1

The purpose for which the Booster Club is formed is to provide guidance and support for children on the competitive Livonia Gymnastics Academy gymnastics team. This support can be categorized as follows:

- (a) Gymnast enrichment: team building activities and year end award ceremonies.
- (b) Family and community activities: various activities encouraging the gymnasts to support their local communities and other programs as deemed appropriate.
- (c) Coach and administrative support: payment of coaches and related expenses to allow gymnasts to attend USAG competitive and fun meets.

Article III - Board of Directors

Section 1

The Booster Club shall be managed by a Board of Directors consisting of at least four (4) members. The Board of Directors shall consist of a President, Vice President, Secretary and Treasurer and such other representatives and chairpersons of committees as deemed appropriate by the Board of Directors. Each officer shall serve for a term of two years, with option for re-election of one additional term, for a total of four consecutive years. Elections will be held every two years in June. The newly elected officers shall take office no later than June 30th.

Section 2

Any member of the Board of Directors who ceases to hold Active Membership in the Booster Club automatically will cease to be a member of the Board of Directors. Except as otherwise referenced in Article VIII, Section 4, vacancies in the Board of Directors shall be appointed by the remaining members of the board, and each person so appointed shall be a Director until his/her successor is elected by the members at the next annual meeting.

Section 3

The Board of Directors shall transact all Booster Club business and shall have the authority to make and amend rules and regulations for the operation of the Booster Club. It may appoint and remove independent contractors or agents as it may deem necessary and may fix their duties and compensation. The Board may appoint committees and define the powers and duties of the same.

Section 4

The Board of Directors shall designate the bank or banks in which the funds of the Booster Club shall be deposited and determine the manner in which checks, drafts and other instruments for the payment of funds of the Booster Club shall be executed.

Section 5

Any member of the Board of Directors may be removed from office by the members of the Booster Club at a special meeting called in accordance with these bylaws.

Section 6

The Board of Directors shall meet at least once a month during the months of September through May and at other times as it may deem appropriate. The Board shall be presided over by the president and in his/her absence, the vice-president. A majority of the members of the board present in person shall constitute a quorum. A majority vote of the board members present at a meeting shall be required to carry a resolution or motion. Special meetings may be called by the president.

Section 7

In the event a question before the Board of Directors results in a tie vote and cannot be resolved, the question may then be submitted to the membership for decision.

Section 8

The Board of Directors shall have the power to make meet related expenditures from available cash, in accordance with compensation schedule approved by the general membership. All non-meet related expenditures in excess of \$100 that are to be spent by the Booster Club must be brought before and approved at a general membership meeting. Any expenditures made by any officer or member of the Booster Club must be accompanied by a proper receipt, indicating date of purchase, item purchased and cost of item; before reimbursement can be made. The president and treasurer of the Booster Club may not be from the same household or family due to the fact that these two officers have access to the bank account.

Article IV - Officers

Section 1

The president shall preside at all meetings of the general membership and Board of Directors. He/she shall be the administrative officer of the Booster Club. He/she shall set an agenda with the secretary prior to each meeting of the Board of Directors and general membership meeting. The president has the authority to call special emergency meetings as deemed necessary. He/she also is a secondary signer on the bank account.

Section 2

The vice president shall preside over all meetings of the Board of Directors and general membership, in the absence or temporary disability of the president. He/she shall appoint, subject to confirmation by the Board of Directors, all standing and special committees. He/she shall oversee and/or delegate all fundraising activities.

Section 3

The secretary shall record minutes of all meetings of the board and general membership. He/she shall set an agenda with the president prior to each meeting. The secretary shall post minutes of all meetings, and notices of upcoming meetings, with date, time, location and proposed agenda within one week following meetings, on the Booster Club bulletin board. He/she shall distribute copies of previous meeting's minutes and agenda at each meeting. The secretary is responsible for all miscellaneous mailings and correspondence.

Section 4

The treasurer shall collect, record, and deposit meet and fundraising revenues and disburse funds in accordance with the Booster Club bylaws. He/she shall coordinate accounting for fundraising activities with vice president and fundraising committee chair. The treasurer shall record and prepare a treasurer's report for each meeting.

Article V - Amending the Bylaws

Section 1

A two-thirds vote of all the membership shall be required to amend the Livonia Gymnastics Academy Booster Club bylaws. Such vote may be a voice vote at a membership meeting following a membership meeting at which the proposed amendment is motioned, seconded, and voted to be put to the membership by a majority of members in attendance at that meeting. An amendment motioned, seconded, and voted to be put to the membership by a majority of members in attendance at a membership meeting may be decided by a paper vote distributed through gymnasts mailboxes. If all members provide e-mail addresses in the creation of a membership directory, an amendment motioned, seconded, and voted to be put to the membership by a majority of members in attendance at a membership meeting may be voted on by e-mail, or a website-based voting system. Voting by paper, e-mail, or via the website is to close 10 days after notification of the vote.

Article VI - Membership

Section 1

Membership is mandatory and will consist of all parents or legal guardians of gymnasts who are competing in the USAG meets. Membership dues will be determined by the Booster Club, and assessed per gymnast and will be collected annually as part of the all-inclusive fee described in detail in Article VII. Membership is by invitation of the Livonia Gymnastics Academy competitive team coaches.

Section 2

Any member may be suspended for a period not exceeding three months by a two-thirds (2/3) vote of the members of the Board of Directors. Cause of suspension shall, in general, consist of violation of these bylaws or the rules and regulations of the Booster Club, or seriously objectionable and/or offensive conduct. Any member being considered for suspension shall be given the opportunity for a hearing.

Section 3

Parents or legal guardian of all competing gymnasts must sign a hold harmless agreement annually before the gymnast will be allowed to compete.

Section 4

All members of the Booster Club shall be given a current copy of the bylaws upon receipt of membership dues.

Article VII - Dues and Other Fees

Section 1

The annual amount is to be determined by the Board of Directors and voted on and approved by the general membership prior to September for that upcoming competition year. The dues are used to support special gym activities, cover miscellaneous expenses and to help offset coach's fees. To be a member in good standing, the membership dues must be paid in full for the current year. A gymnast will not be allowed to compete in any meet until the outstanding membership dues are paid in full. If a gymnast joins later in the season, 100 % of the annual membership dues must be paid. The Booster Club will offer a sibling discount of 50% with one full paid membership. Any special meets and dues for non-members will be voted on individually as the need arises.

Section 2

In addition to the annual dues, the members are required to pay for a competition leotard, warm-ups and gym bag.

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Beginning with the 2008/2009 season, the booster club will collect one fee to include:

- All meet fees & supplemental fees
- All Coaching fees (during meets, this does not include tuition fees)
- Competition warm-up (this will vary by level and need each season)
- End of Season Banquet

The all-inclusive fee is determined by the Board of Directors and voted on by the membership each year, at a membership meeting in June. The all-inclusive fee is to be paid in 3 installments as follows:

- 1st installment due by August 10th
- 2nd installment due by October 10th
- 3rd installment due by February 10th

Installment amounts will be determined by the Board of Directors and voted on by the membership. A late fee of \$25 will be added to any payment not received by the 15th of the each of the above listed months.

Families with more than one child in the competitive program will be able to make alternate payment arrangements with the approval of the Board of Directors. In addition, families with more than one child in the competitive program will receive a 50% credit towards the amount designated for dues in the all-inclusive fee.

The all-inclusive fee is calculated on the previous season's expenses, remaining bank balance, anticipated new expenses, and number of girls in the program. This method alleviates some of the financial burden on every family by averaging expenses and utilizing the remaining bank balance. If the fees were paid separately for meets, leotards, warm-ups, bags, and other expenses, each family's cost would be MORE than the all-inclusive fee. Therefore, there will be no reimbursement for missed meets. If an injury or illness keeps a gymnast out of more than one meet, any reimbursement to the family would be presented to the membership for a vote. Any reimbursement will incur a \$25 administrative fee.

A budget will be presented by the Board to the membership prior to start of the competition season. A majority vote of the members in attendance will decide acceptance of the proposed budget.

Note that if the booster club purchases leotards and/or warm-ups, these items are property of the Booster Club for the two-year cycle in which they are used for competition. If a gymnast leaves the program, they must either turn in the leotard and/or warm-up, or reimburse the booster club for the cost.

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The cost of these items may be prorated; each case will be handled individually. A majority vote of the Board will determine the reimbursement amount. At the end of the two-year cycle, the

gymnast is welcome to keep the leotard and/or warm-up without charge. Payments to the Booster Club must be made by check or money order, payable to LGA Booster Club.

Article VIII - Membership Meetings

Section 1

All scheduled general membership meetings shall be posted on the Booster Club bulletin board at least one week prior to the meeting. All meetings will be conducted in accordance with Robert's Rules of Order. There shall be a general membership meeting for all Booster Club members monthly.

Section 2

Only active members shall be entitled to vote at meetings of the Booster Club. Each active membership shall be entitled to one vote. Voting may be in person, by proxy, by written ballot or by voice.

Section 3

A majority vote of the active members present in person or by proxy at a constituted meeting shall be sufficient to carry a resolution or a motion.

Section 4

Elections for candidates for Board of Directors shall be decided based on majority vote of the general membership. In the case of a tie, a second vote shall be taken. If a tie shall result from the second vote, a majority vote of the Board of Directors present in person at the meeting shall determine the winner.

Article IX - Fundraising Activities

Section 1

Any fundraising activities must be approved by the General Membership. All fundraising monies will be used to support individual fundraising activity accounts, special gym activities and / or purchase equipment for the gym as determined by the Booster Club.

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Gymnasts may set up a personal savings account through the Booster Club. Gymnasts may fundraise under the Livonia Gymnastic Academy title and save it in a personal savings account. This account will be overseen by the Board of Directors and the member who is in charge of the account records.

Monies earned through his/her personal savings account may be used for:

1. Meet fees
2. Booster Club fees
3. Gymnastic camp fees
4. Competition leotards and warm-ups
5. Choreography fees

If a gymnast leaves the Booster Club, he/she may transfer any money left in the account to a sibling.

Money cannot be transferred to a non-family member's account. Unused funds will be deposited into the general fund.

Article X - Compensation of Coaches

Section 1

The Booster Club will pay for two head coaches, per level, to attend the meets with their gymnasts with level 3 fun meets being the only exception. For level 3 meet, only one coach will be paid for unless the number of gymnasts competing is 8 or more. Then, the Booster Club will pay for two coaches to be at the meet. The coaching fee will be set by the membership yearly. The Booster Club will also reimburse for mileage and meals, when necessary. With the prior approval of the Board of Directors, overnight stays will be reimbursed. Refer to addendum A for summary of coach's compensation.

Article XI - Dissolution of LGA Team Booster Club

Section 1

Upon dissolution of the Booster Club, the assets of the Booster Club shall be applied and distributed as follows:

- (a) First, all liabilities and obligations of the Booster Club shall be paid and discharged or adequate provision shall be made for settling debts.
- (b) Second, membership shall determine if any funds shall be allocated to the gymnastics program operated by Livonia Public Schools to purchase equipment supporting the children's gymnastic program.
- (c) Lastly, all remaining assets of the Booster Club shall be liquidated and the proceeds shall be distributed to the active members on a pro rata basis. The active members shall be entitled to the pro rata distribution after payment of all debts and liquidation of all liabilities.

Addendum A - Compensation of Coaches

The following information is a guideline for the hiring of the coaching staff for competitions. This is only a guideline; any special circumstances shall be considered on an individual basis. These guidelines may be changed by the Board of Directors of the Booster Club.

1. Number of Coaches

The Booster Club will pay for 2 head coaches to attend the meets with their gymnast, levels 4 & up. These will include coaches for Fun Meets and Team Competitions. Only one coach will be paid for level 3 meets, unless the number of gymnasts competing is 8 or more; then the booster club will pay for 2 coaches.

2. Coaches Wages:

Coaches will be paid as follows:

Head Coaches, Valarie Mailloux & Carylyn Baase will be paid \$100 per session up to 4.5 hours. Sessions exceeding 4.5 hours will be paid at an hourly rate determined annually by the Board of Directors, and voted on by the membership, prior to the start of the competition season.

Other safety-certified coaches will be paid an hourly rate of \$20 per hour for each meet. Coaches that are not safety certified will receive pay at their normal LPS (Livonia Public Schools) coaching wage, not to exceed \$18 per hour.

All coaching wages will be reviewed in June. Any change to coaching wages must be presented to the membership to be voted on.

3. Mileage and Parking:

Each coach will be reimbursed for all mileage at the current IRS reportable rate. Coaches will carpool whenever possible. Mileage will be reimbursed from the gym to the meet location. Map Quest will be used as the standard for total miles. All parking will be paid if a receipt is provided.

4. Meals:

Coaches will be paid up to \$20 per day for meals. A receipt is required for reimbursement.

5. Overnight Stays:

The Booster Club will reimburse overnight stays to meets which are at least 70 miles (one way) from the gym, with a check in time of 8:00 or earlier. In the case of inclement weather, or if the meet extends to 8 hours or more, coaches overnight stay will be reimbursed with a receipt and board approval.

Addendum B - LGA Booster Club General Information

The Booster Club sponsors the gymnasts in competition. The competitive team is **NOT** part of the Livonia Public Schools. The Booster Club hires the coaches to go to the meets. However, it is up to the coaches to decide when a gymnast is ready to compete. LGA Booster Club has no authority over what goes on during gymnastic classes.

To be eligible to compete, a gymnast must have a USAG athletic membership, except Level 3 gymnasts. Please see the Head Coach for complete details.

Gymnastic competitions are conducted in Michigan and neighboring states. Michigan is in Region 5, which consists of Michigan, Ohio, Indiana, Illinois, and Kentucky. Depending on the meet location, you may wish to stay overnight. The Club advises you to make your own hotel reservations in advance. Your coach will not know your gymnast's check in time until approximately 7 days before the meet.

If a meet is scheduled during school hours, that meet shall be considered non-mandatory and participation in that meet is up to the parent or legal guardian.

The host clubs charge a meet fee for each gymnast to compete. This fee is included in the all-inclusive fee charged to each member.

Gymnasts will not be able to compete until all outstanding balances are paid in full.

If the club has expenses not met by fundraising or the all-inclusive fee, additional mandatory fundraisers will be held to raise the necessary funds. This is to avoid collecting additional fees from booster club families at any time (i.e. Balance Billing). The type of fundraiser held in this situation will be determined by a majority vote at a membership meeting.

Notices will be posted for meets at appropriate times. There will also be a notice in your child's mailbox. A master competition schedule will be published when the coaches have all the information.