CUMBERLAND GYMNASTICS

Booster Club

Bylaws

Article I: Name

The name of the organization shall be Cumberland Gymnastics Booster Club hereafter referred to as CGBC.

The CGBC is a subsidiary of Cumberland Gymnastics, Inc.

Article II: Mission

The CGBC is here to support the gymnasts and coaching staff of Cumberland Gymnastics, Inc. emotionally, physically, and financially. Through mandatory and voluntary fundraising, the CGBC will help defray the expenses of competitive gymnastics and contribute monies for equipment that is deemed necessary by the Gym Owner, defined below, for the training and safety of the competitive gymnasts.

Article III: Membership

Section 1. General Membership

The General Membership of the CGBC is comprised of at least one representative (parent/guardian) of gymnasts who have been selected as Team Members by the Gym Owner.

Section 2. Rights of Membership

General Members are eligible to hold office on the Executive Board of CGBC or serve as a Committee Chair; to nominate and vote for Executive Board Officers; and to vote on matters of CGBC business that must be voted on by the General Membership, as defined herein.

Section 3. Responsibilities of Membership

The General Membership is expected to support the mission of CGBC and Cumberland Gymnastics by actively participating in CGBC meetings and activities, supporting our gymnasts, and fulfilling all volunteer and fundraising requirements as outlined within this document and the Team Contract.

Article IV: Organization

Section 1. The Executive Board

The regulation and management of the affairs of the CGBC shall be vested in an Executive Board (the "Board").

Section 2. Members of the Executive Board and their Election

The Officers of the Board shall consist of the Owner/President of Cumberland Gymnastics, Inc. ("Gym Owner"), President, Vice President, Treasurer and Secretary.

A. New Officers will be elected by a simple majority vote of the General Membership in attendance at the Spring General Membership Meeting.
B. The offices of President and Secretary will be elected in opposite two-year cycles from the offices of Treasurer and Vice President to ensure consistency.

C. There can be no more than one General Member representing the same gymnast serving on the Board in the same year.
D. With the exception of the Gym Owner, no Cumberland Gymnastics employee may serve as a Board member while employed by Cumberland Gymnastics, Inc.

Section 3. Special Committees

There are six Committees that support the activities and functions of the CGBC. Each Committee shall be required to have at least one General Member serve as Chair of the Committee who shall serve as liaison between the Committee and the Board and who shall oversee and manage any budget provided to the Committee. No Committee shall implement actions without the approval of the Board. At least one representative for every gymnast shall be required to actively serve on a Committee. Special Committees include:

A. Fundraising Committee – Assists with supplementing the funding of competition and non-competition related expenses identified by the CGBC through the coordination and execution of several General Membership fundraisers each year. This Committee will also seek to identify Corporate and Individual Sponsors for Cumberland Gymnastics and related Team activities/meets, as appropriate, as well as oversee terms of sponsorship contracts.
B. Meet Committee – Assists with all planning related to hosting and executing all meets hosted by Cumberland Gymnastics. Activities include volunteer management; coordination of meet themes and giveaways; meal and hotel accommodations for judges; and all activities deemed necessary for a successful event.
C. Concessions Committee – In support of the Meet Committee, plans menus, coordinates food donations, and solicits donations for concessions to be provided at all Cumberland Gymnastics hosted meets. As needed and/or requested by the Meet Committee Chair/Co-Chairs, the Concessions Chair will attend Meet Committee meetings to communicate needs and progress.
D. Yearbook Committee – Assists with taking and collecting photographs from competitive and social Team events for inclusion in the annual team yearbook. Coordinates with a publisher/vendor, to be secured with the approval of the Board, to design and publish the yearbook. Committee members should have digital photography skills and/or desktop publishing experience.
E. Special Events Committee – Assists with coordinating and executing all team special events, to include the end-of-year banquet, holiday parties, and the annual summer picnic.
F. Public Relations – Assist with promoting the individual and team competitive accomplishments as well as the community service work of the Cumberland Gymnastics Team and its gymnasts. Prepares and distributes news releases for media outlets; works to establish connections with local media; posts/prepares news and feature items for distribution via social networks; maintains bulletin board in the team gym to highlight team and individual accomplishments and other relevant news. Committee members should have strong writing and/or editing skills, familiarity with social networks, and/or connections with local media.

Article V: Tenure and Vacancies

Section 1. Tenure
The term of the Board Officers shall be for two years, with terms beginning on July 1 and ending two years later on June 30. Officers are permitted to serve consecutive terms.

Section 2. Vacancies
If an Officer cannot fulfill their term for any reason, the CGBC will accept nominations from the General Membership and hold an election for the vacant position at the next scheduled General Membership Meeting. The newly elected Officer will only serve out the remaining time until new elections occur on the regular cycle.

Article VI: Duties and Powers

Section 1. The Executive Board
A. The Board shall be the governing body of the CGBC and shall be responsible for the management, control, and development of the CGBC. The Board shall assist in the advancement of the mission of the CGBC and Cumberland Gymnastics, Inc. as well as represent and support the interests of the General Membership.
B. Each member of the Board shall be expected to attend all meetings of the Board and the General Membership. A member of the Board who will not be present for compelling reasons shall notify the Gym Owner or President at least 24 hours prior to the meeting, circumstances permitting. If a member misses two or more consecutive meetings without prior notification and/or due cause, the Board by majority vote may declare the position vacant.

Section 2. Gym Owner
The Gym Owner is Melanie Sheriff, President of Cumberland Gymnastics, Inc., a Pennsylvania corporation:

A. Makes all decisions regarding gym operations, fees, coaching gymnasts and determining annual level of competition.
B. Determines invitational meets the gym will attend to ensure staff is available to support the gymnasts.
C. Makes all staffing decisions for practices, as well as competitions.
D. Works with the Board and guides discussions prior to voting on issues that involve the CGBC.

Section 3. President
A. Serves as main liaison between General Members, Board, and Gym Owner.
B. Provides overall direction to Board and General Members.
C. Finalizes yearly budget.
D. Conducts Board meetings (three times a year) and General Membership meetings (three times a year).
E. Presides at all General Membership and Board meetings.

F. Takes an active role in attracting funds to organization, in cooperation with Fundraising Committee and Board.
G. Provides strategic direction for on-going work and future programming of the CGBC.

Section 4. Vice President

A. Supports President and acts for President if President is not available.
B. Meets with Committee Chairs one week prior to Board meeting (three times a year) to act as liaison between the groups.
C. Assists with tracking fundraising and volunteer activities to ensure each family is meeting volunteer expectations.
D. Takes an active role in attracting funds to organization, in cooperation with Fundraising Committee and Board.

Section 5. Treasurer

A. Maintains custody of all funds of the CGBC.
B. Keeps books of account and records—including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks— for seven years.
C. Makes disbursements as authorized by the Board in accordance with the budget.
D. Signor on all CGBC checks and CGBC bank accounts.
E. Presents the CGBC financial statement at General Membership meetings, Executive Board meetings, and at other times when required by the Board.
F. Constructs a full report on the year's activities at the end of each fiscal year.
G. Prepares an annual budget, to include committee budgets, to be reviewed and presented at the first General Membership meeting of the year.
H. Assists the accountant for Cumberland Gymnastics, Inc. with year-end tax preparations, to include providing information needed to close the fiscal year.

Section 6. Secretary

A. Maintains up-to-date contact list and information for all current General Members.
B. Tracks attendance of mandatory General Membership meetings.
C. Records and posts meeting minutes on website within 10 days of meeting date.
D. Serves as primary liaison between and among Board and General Membership.
E. Oversees volunteer/event sign-ups and participation.
F. Keeps and maintains current copy of CGBC bylaws.

Article VII: Meetings

Section 1. Meetings of the Executive Board

A. One week prior to the General Membership meeting, the Board will meet to set an agenda. Prior to the meeting, the Board will share the agenda with the General Membership via email and on the Cumberland Gymnastics, Inc. website.

B. Special meetings may be called at other times as deemed necessary by the Gym Owner or President.

Section 2. Meetings of the Special Committees
The Special Committees as established under Article IV Section 3 shall meet as necessary to accomplish their objectives, but no less than two times each year. The Chair or Co-Chairs of each Committee may call meetings provided at least three weeks' notice is given to Committee members.

Section 3. Meetings of the General Membership
A. General Membership Meetings will occur on a trimester basis. Meeting dates will be announced by the first July meeting of the year so that Members can plan to attend.
B. One representative of each gymnast must attend at least two out of the three trimester meetings. If a gymnast's representative is unable to attend, they must notify the Secretary prior to the meeting via email, voicemail, or written notice. On a case-by-case basis, exceptions may need to be considered for any General Members who also serve as coaches for Cumberland Gymnastics, Inc. and whose coaching requirements conflict with meeting times.
C. Failure to attend two of the three meetings may result in forfeiture of any refund provided to families at the end of the competitive season (as well as additional penalties as outlined in the Team Contract).

Article VIII: CGBC Assessments and Finance

Section 1. Assessments
A. The Assessments for each gymnast are determined on a yearly basis by the CGBC Board in consultation with the Gym Owner and as ratified by the General Membership.
B. A discount in an amount to be determined by the Board will be given to families with multiple team gymnasts.

Section 2. Finance
A. Purpose – The purpose of financial management in the operation of all CGBC activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including parents/guardians, the Gym Owner, and any other interested parties. In order to accomplish this, the Board commits to providing accurate and complete financial data for internal and external use. The funds raised by CGBC shall be placed in the CGBC General Fund Account and be designated for use through a system of Individual Accounts.
B. Authority – The Board is ultimately responsible for the financial management of all CGBC activities. The Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board, but such actions shall be within the approved budget.

1. The Treasurer is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Board on variances and the reason for these variances.
2. The Treasurer and President are authorized to approach families in violation of these financial policies to remediate and work toward a goal. Financial information regarding an individual account will NOT be shared with anyone outside of the Board.
3. The Treasurer will consult with a qualified tax accountant, designated by Gym Owner, yearly and at any other interval deemed appropriate for advice or assistance. The tax accountant will prepare yearly taxes and other requirements, such as 1099 forms for those paid directly by the CGBC. This includes issuing 1099s to families who have benefited from fundraising over the allowable limit.
4. Treasurer will report to the Board and the Gym Owner anyone who has not paid assessments in full at 45 days.
5. The Board shall:
    a. Review financial reports at each Board meeting.
    b. Support the Treasurer in enforcing the policies with all team members and lead by example by maintaining zero balance of personal assessments.
    c. Review this financial policy yearly and update as necessary.
6. The Gym Owner shall uphold all terms pertaining to financial policies, as outlined in the Team Contract.

C. Budget – In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board-approved priorities and long-range organization goals, the Treasurer shall:
    1. Submit operating budgets to the Board in time for reasonable approval prior to each fiscal year.
    2. Use responsible assumptions and projection background, with a general goal of a balanced budget.

D. Asset Protection – In order to ensure that the assets of CGBC are adequately protected and maintained, the President and Treasurer shall:
    1. Avoid actions that would expose the organization, its Board, or Cumberland Gymnastics, Inc. and its staff to claims of liability.
    2. Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

E. Meet Fees, Coaches Fees, and Coaches Reimbursements
    1. Coaching fees will be assessed to each gymnast competing in USAIGC or USAG (compulsory and optional levels) to help defray the expenses of providing coaching staff at all meets. These fees will be factored into the CGBC Assessment.

2. CGBC will reimburse reasonable and customary travel expenses for coaches who attend away league and invitational meets. The payment of such reimbursements will be made to Cumberland Gymnastics, Inc. and passed to coaches through regular payroll. These reimbursements will be factored into the CGBC Assessment.
3. CGBC will collect and pay all invitational meet fees.

F. Financial Transactions with Insiders
   1. No advances of funds to parents or Executive Officers are authorized. Direct and necessary expenses including travel and other activities related to carrying out responsibilities shall be reimbursed when proper receipts are provided.
   2. In no case shall CGBC borrow funds from any parent/guardian, Board Member, or Gym Owner without specific authorization from the Board.

G. Discretionary Funds – A set amount of discretionary funds shall be established in the budget for the Board to spend at its discretion. If expenditure exceeds $500 for any one gymnast, the Board will seek approval from the General Membership.

H. Gift Acceptance – CGBC will gladly accept donations and contributions of goods or services that are related to the programs and operations of Cumberland Gymnastics, Inc. and CGBC.

I. Senior Gift – Senior girls who have trained at Cumberland Gymnastics, Inc. for a minimum of three consecutive years and who submit an application for a scholarship may receive a monetary gift at the end-of-year banquet. The Board will review applications and make the determination of awards.

Article IX: Fundraising

Section 1. Proceeds

A. Fundraising proceeds, both team and individual, are run through the CGBC budget. Individual accounts are credited for individual fundraisers at the conclusion of the event and are applied to individual accounts.

B. The Board will distribute monies from fundraisers into accounts as deemed necessary. The Board, based on recommendation of the Fundraising Committee Chair, will set the percentages/dollar amounts to be allocated.

Section 2. Fundraising Participation Requirements

Every family must participate in required team fundraisers and volunteer activities as outlined in the Team Contract and the Handbook.

Article X: Changes to Bylaws

These Bylaws may be temporarily modified until the spring General Membership meeting on the recommendation of the Board and approval by a simple majority vote of the General Members at a General Membership meeting. Permanent changes to the Bylaws must be made by a simple majority vote of the membership at the spring General Membership meeting.