

Sapphire Gymnastics Booster Club

Bylaws

October 6, 2023

Version 1

Revision History

Version One	Proposed October 6, 2023	Adopted:
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Board Members

President - DP	Nichole McDowell
Vice President - DP	Amber Kelley
Secretary - DP	Beth Lemley
Treasurer - DP	Megan Dean
President - Xcel	Jackie Lewis
Vice President - Xcel	Amanda Peer
Secretary - Xcel	Nikki Hunter & Sarah Brown
Treasurer - Xcel	Chris Harrington
Board President	Nichole McDowell

Overview

The Sapphire Gymnastics Booster Club (SGBC) is a non-profit organization that was formed to create a booster club to support the competitive gymnastics program at Sapphire Gymnastics Academy (SGA). The booster club elects officers, meets regularly, and organizes contributions of volunteer time and labor to support the competitive program.

SGBC recognizes the importance of fundraising. It is estimated that the parent or guardian of a competitive gymnast will spend approximately \$2,000 per meet season for leotards, warm-ups, meet registration fees, coaches' meet expenses, etc. This is in addition to the tuition paid directly to SGA. To help offset the costs associated with meet season and make it possible for gymnasts of all economic backgrounds to follow their dreams of competing in a highly rated competitive gymnastics program, SGBC arranges and stages fundraising efforts throughout the year. Fundraising efforts also help SGBC earn money to offset gymnastic expenses.

This handbook will provide information regarding SGBC, obligations associated with SGBC, and the bylaws that govern the SGBC. In short, it gives an overview of why the SGBC exists and why 100% participation in fundraising and/or committees is essential in making the SGBC run smoothly and successfully.

Mission, Purpose, & Objectives

The Sapphire Gymnastics Booster Club (SGBC) is intended to operate as a 501(c)(3) non-profit to foster and promote the art of youth girls gymnastics in amateur gymnastics competitions and training with the ultimate objective of fostering and preparing the team for local, state, & national competitions. The SGBC aims to promote youth gymnastics and character development. The SGBC is a non-profit, fundraising entity which exists to support the Developmental, HUGS, and Xcel gymnasts of Sapphire Gymnastics Academy.

SGBC supports the emotional, mental, & physical development of all gymnasts throughout their career as competitive gymnasts representing Sapphire Gymnastics Academy. The SGBC promotes sportsmanship and fellowship within the booster club, provides financial support for Sapphire Gymnastics Booster Club competitive gymnasts in all levels of competition, and conducts activities in accordance with the USA Gymnastics rules and in an ethical manner, ensuring fairness and reason in all decisions.

Basic Policies

The SGBC shall be noncommercial, nonsectarian, and nonpartisan. No portion of the net earnings of the SGBC shall inure to the personal benefit of its members, elected Board officials, or other private persons for services rendered with the exception that the SGBC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance with SGBC's Mission, Purpose, & Objectives.

Notwithstanding any other provision of these articles, the SGBC shall not carry on any other activities not permitted to be carried out by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Upon the dissolution of the SGBC, after paying or adequately providing for all debts and obligations of the SGBC, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax-exempt status under 501(c)(3) of the Internal Revenue Code.

Communication

The Board of the SGBC works to ensure that the SGBC operates efficiently and effectively. Therefore, any suggestions, issues or concerns should be brought directly to a Board Member. Please note that while team coaching staff do have Ex Officio membership, Sapphire Gymnastics Academy is a separate entity from Sapphire Gymnastics Booster Club. Booster club related matters should be communicated directly to the Board or voiced during a monthly meeting. Conversely, any specific issues with coaching, evaluations, or progress of an individual athlete are to be directed to the coaching staff at Sapphire Gymnastics Academy.

Email is the primary mode of communication between the SGBC and members. Other means of communication include meetings, the booster club website, & each team's private social media group. As a member of the SGBC it is each member's responsibility to keep their contact information current.

Organization of the Sapphire Gymnastics Booster Club

The SGBC consists of the board, committees, and general membership. This section describes the roles and responsibilities of each organizational entity. Each Board member shall have one vote. In the event of a tie, the Board President shall have an additional vote. An affirmative vote by the majority of the Board Members represented at any meeting shall be the act of the Board unless otherwise required herein. Any proposed changes to the Bylaws must first be approved by the Board. Upon approval, the proposed changes will be brought before the general membership for ratification.

Both DP and Xcel programs have a Board consisting of elected officers. The Board consists of elected officers filling the roles of President, Vice-President, Secretary, and Treasurer. One President shall serve as the Board President.

The **President** is responsible for the overall operation of the SGBC and will ensure that the Bylaws are maintained and followed. If necessary the President will work to amend the Bylaws. Working with the Board, the President shall establish the operating budget for the following year's competition season. The President must ensure that all committees are chaired and staffed and are executing their responsibilities.

The **Vice President** will fill in for the President in their absence. The Vice President will assist the President in the overall operation of the SGBC.

The **Secretary** is responsible for keeping the minutes of the meetings and ensuring that notices of meetings are issued in the proper timeframes. In addition, the Secretary maintains or delegates the updating of the SGBC Bylaws.

The **Treasurer** is responsible for creating competition season invoices, receiving and tracking all payments, as well as working directly with families in arrears. The Treasurer will work closely with the President to develop an annual operating budget. The Treasurer will provide a financial update at all booster club meetings. The Treasurer shall file the taxes for the SGBC on a yearly basis and is responsible for the filing of the biennial reports with the State of Iowa.

The **Board President** shall serve as the overall leader of the elected Board Officials. The Board President shall preside over all meetings, have general supervision and direction over all other officers to ensure their duties properly performed, shall be responsible for overseeing any gymnastics meet which SGBC hosts, shall be a member Ex Officio of all committees, and shall perform other duties as assigned by the Board or amended by these bylaws.

Board Procedures

Each Board member will serve a one year term from July 1 of the current year to June 30 of the following year OR until their successor has been elected. If a Board member is appointed during the current fiscal year, their term will end upon the completion of the Fiscal Year. Officers shall not receive any financial compensation for their service.

A Sapphire Gymnastics Booster Club Annual Meeting shall be held prior to the coming competitive season. The SGBC Annual Meeting will cover the following:

- To perform an after action review of SGBC during the previous season
- To present the budget as well as proposed financial support for the upcoming season
- To discuss any issues or concerns from general membership

Attendance at the SGBC Annual meeting by the SGBC membership is **HIGHLY ENCOURAGED**.

Elections will be held at the end of the competitive season, typically during the May meeting. If more than one candidate exists for an office, the voting shall be done by secret ballot. A simple majority is necessary to win an election. Proxy votes are not permitted for elections.

If an officer relinquishes their position prior to the end of term, the Board will elect a replacement. If an elected officer is not fulfilling their responsibilities, is operating outside the scope of their power, or is no longer acting in the best interest of the SGBC, the SGBC members have the authority to remove and replace that person by a majority vote and replace them by special election.

If no nomination is received, the SGBC will temporarily assign the duties of the vacant position to another board member.

Membership

Only members of the Sapphire Gymnastics Booster Club who are in current good standing shall be eligible to serve in any elected position, participate in club business and activities, and vote.

Individuals eligible for membership in the organization are limited to all parents, adopted parents, stepparents, grandparents, guardians, or custodians of designated competitive team gymnasts of Sapphire Gymnastics Academy.

The DP, HUGS, & Xcel coaching staff of Sapphire Gymnastics Academy will be given Ex Officio Membership to the SGBC. Ex Officio members will be kept informed of all activities, invited to attend meetings and functions, but will not be eligible for voting within the SGBC.

Membership shall be open, without discrimination, to anyone who is part of Sapphire Gymnastics Academy's competitive team.

Membership Requirements

Any individual eligible for membership shall be required to pay the following in a timely manner:

Each family shall pay an annual membership fee per gymnast due every September. New members must pay upon joining the organization. The membership fee shall be voted and agreed upon for the upcoming fiscal year by its members during the May Booster Club Meeting.

Coaches expenses and competition fees based on the competitive level of the gymnasts must be paid directly to Sapphire Gymnastics Booster Club on a schedule determined by Sapphire Gymnastics Booster Club. The SGBC Treasurers will remit payment for competition and coaching fees as requested and invoiced by Sapphire Gymnastics Academy.

Members having more than one gymnast within the competitive program must assume all financial obligations for each gymnast.

All members, excluding Ex Officio members, will be given one vote per membership. The term "Membership" shall include all members in any family. Accordingly, each family (which may include one member and/or one gymnast) shall receive one vote on any matter presented to the members. Members must be present to vote. Some votes may allow votes to be cast through video conferences, such as Zoom, as determined by the Board.

While the Board will make efforts to provide the opportunity for members to vote on Booster related matters (including but not limited to - fundraising endeavors, hosting meets, gymnast social events, etc) the Board reserves the right to make decisions necessary for the Booster Club at their discretion. The Board will communicate such decisions to the Booster Club via email, the Booster Club website, posts within private social media groups, or at monthly Booster meetings. All members will be given a forum to express their views at the monthly meetings. All members are encouraged to approach any Board member in the manner of their choosing (email, text, phone, face to face, etc) to discuss concerns between meetings.

Committees

Committees will be appointed by the Board to direct the activity of fundraising programs, organizational hosted meets, award banquets, and other endeavors the SGBC might undertake.

Committees will be directed by a Committee Chair who will keep the Board apprised of the committee's action. The Committee Chair is responsible for any of the following: advertising their event, soliciting help, establishing guidelines for their event, reporting financial information to the Treasurer, & running the event. For a fundraising event, the Committee Chair is responsible for sending a report and funds raised to the SGBC Treasurer within two weeks of fundraiser completion. Reporting requirements shall be set and communicated in advance by the SGBC Treasurer.

Volunteer Positions

Participation within the SGBC is critical to the success of meeting the SGBC goals and objectives. As a member of the SGBC, it is highly encouraged that each member takes an active role in a volunteer position. There are different categories of volunteer positions and each category requires different levels of effort on the part of the volunteer.

Examples include team building activities, philanthropic activities, social events, awards banquets, general committees and meet committees.

Liability

The Board members shall not be personally liable for the debts, liabilities, or other obligations of the organization.

Budget

An annual budget for the upcoming fiscal year is to be submitted for approval by the Board prior to the beginning of the fiscal year. Funds shall be used as determined by the Board. The Board defines the fiscal year as July 1 through June 30.

Meet/Coaches Fees

Meets attended, meet fees, & coaches fees are determined solely by the DP, HUGS, & Xcel coaching staff of the Sapphire Gymnastics Academy. Upon final determination of the meets attending for an upcoming meet season, the Board will calculate and create invoices for each competitive gymnast.

Invoices will be sent to the family of each competitive gymnast. Payment schedules, as well as payment methods accepted, will be listed on each invoice. If an alternative payment method or schedule is needed and requested by the family of the competitive gymnast, it may be approved by the Treasurer. The Treasurer will communicate with families regarding delinquent accounts. If no action or communication is received by the Treasurer, the Treasurer will advise the head coach of the athlete's competitive program. A delinquent account may result in the team member being ineligible to be entered in competitions.

Meet registration fees are invoiced to the SGBC by Sapphire Gymnastics Academy upon registering gymnasts for meets. Coaching and travel fees are invoiced to the SGBC by Sapphire Gymnastics Academy upon completion of each meet.

Meetings

The SGBC will meet monthly with a planned summer break in the months of June, July, and August. The Board President will preside over all meetings. The Board will schedule all general meetings. The Board will meet on a minimum quarterly basis. The DP & Xcel President are recommended to meet on a regular basis conducive to both party's schedules.

Fundraising

Any and all fundraising performed on behalf of or through the organization shall fully comply with the Iowa Non-Profit Corporations Code and be consistent with those activities permitted of a tax-exempt 501(c)(3) organization. Subject to these requirements and in addition thereto:

Fundraising programs will be conducted in accordance with USA Gymnastics and National Collegiate Athletic Association (NCAA) eligibility guidelines.

Funds raised during the fiscal year (July 1 - June 30) will be used to fund further fundraisers, support approved team related activities (including but not limited to meet season kickoff, send off to state, awards banquet, etc) and used the **following** fiscal year to offset the meet season invoice presented to each gymnast's family and support approved team building activities. Funds will be distributed fairly and voted on by the Board.

The Sapphire Gymnastics Booster Club has adopted the following policies with regards to funds raised:

- An operating expense account will be maintained with an appropriate balance to fund all operating expenses the Board anticipates. (Examples - insurance policies, venue rental for meets, equipment rental for meets)
- A sub-account for both DP and Xcel teams will be maintained with an appropriate balance to fund expenses specific to each team. (Examples - end of year coach gifts, program specific parties)
- The Board will determine the amount each fundraiser will equally split amongst the DP and Xcel sub-account.
- Funds raised jointly that are allocated to the DP sub-account to offset Meet Season Invoices will be split equally amongst all gymnasts.
- Funds raised jointly that are allocated to the Xcel sub-account will be allocated on a percentage based upon the number of meets the individual gymnast will compete in that fiscal year. This allows funds to be split equitably amongst Xcel gymnasts.
- Funds raised and easily tracked to an individual gymnast will be allocated for the benefit of that gymnast. (Example - RaiseRight, t-shirt, etc)
- The Board will not request nor accept donations for the benefit of an individual gymnast.

The Board shall in good faith explore and furnish sufficient fundraising opportunities and activities to the general membership. The Board shall offer opportunities for both individual and group fundraising under the umbrella of the Sapphire Gymnastics Booster Club. This allows members to participate in as many or as few individual fundraisers that suit their family's ability while retaining group fundraising efforts.

Examples of individual fundraisers - RaiseRight, T-Shirt through Fan Club

Examples of group fundraisers - Yard Sign Sales, Trivia Night, Hosted Meets.

Donations of goods, products, and/or outside services required to run a fundraising event are not considered as an individual fundraiser track to an individual gymnast.

Carryover fund balances from year to year are allowed for each family as long as they remain a part of the Sapphire Gymnastics Academy Competitive Team.

If a SGBC member leaves the SGA Competitive Team, the money earned from their fundraising participation will revert to the applicable SGBC sub-account. The exception to this is if a family with multiple gymnasts on the competitive team has a gymnast leave the Competitive Team while another gymnast remains on the Competitive Team. The funds raised by the exiting gymnast will revert to the remaining gymnast.

All fundraising checks should be made payable to Sapphire Gymnastics Booster Club. The SGBC will write checks to vendors to cover expenses. The SGBC is also able to accept cash, Zelle, Venmo, & paypal.

Hosted Meets

Typically a hosted meet is a booster club's most successful fundraising event of the year. There is, however, a considerable amount of planning that takes place to sponsor a competitive meet. The SGBC has agreed to host at least one meeting during the regular meet season - the Sapphire Jewelry Box Invitational. Additionally, the SJBC may place a bid to host DP or Xcel State.

Every SGBC member is required to participate in a SGBC sponsored meet. The SGBC membership helps plan, run, set-up and tear down every hosted meet. SGBC membership participation is critical to the success of all SGBC hosted meets.

In the event that an SGBC member finds themselves unable to help during the meet weekend, it is the SGBC member's responsibility to find a substitute, to communicate said substitution to the Board, or to work with the Board to find a solution.

Expenses

In addition to monthly tuition paid directly to Sapphire Gymnastics Academy for each competitive gymnast, the following are typical required costs for participation in a meet season:

Sapphire Gymnastics Academy Annual Registration Fee
USAG Membership Fee
Choreographers Fee
Competitive Meets/Meet Fees
Competitive Meets/Coaching Fees
Competitive Meets/Coaches Per Diem
Competitive Meets/Leotards and Warmups

Sundry

The Board may authorize any officer or member to enter into any contract or execute and deliver any instrument on behalf of the organization, and such authority may be general or confined to specific instances.

No loans shall be contracted on behalf of the organization and no evidence of indebtedness shall be issued in its name.

All checks or other orders for payment of money issued in the name of the organization shall be signed by the Treasurer.

Bylaws Amendments

These bylaws may be amended at any meeting of the Booster Club, by two-thirds vote of the members present. Notice of each proposed amendment shall be provided to the membership through regular channels thirty days prior to the meeting at which the amendment is voted upon or at the previously scheduled meeting.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the SGBC or a two-thirds vote of the Board. Upon approval by a two-thirds vote majority, the adopted amendment or revision of the bylaws will take immediate effect.

The bylaws shall be revised and amendments published within ten business days.