

**EVHS
GYMNASTICS
BOOSTER
CLUB**

BY-LAWS

NOVEMBER, 1997

**ARTICLE I
NAME AND ADDRESS**

SECTION 1: NAME

The official name of this organization is **EVHS Gymnastics Booster Club.**
(Booster Club)

SECTION 2: ADDRESS

The principal office site shall be: **Eastview High School, c/o Gymnastics Booster Club,**
6200 140th Street, Apple Valley, MN 55124

**ARTICLE II
PURPOSE**

SECTION 1: PURPOSE

It is the purpose of the **Booster Club** to serve as an active forum for promoting interest in gymnastics at the high school level and supporting the high school program. Objectives are not limited to but include the following:

- a. To promote and publicize gymnastics in the EVHS attendance area.
- b. To encourage good sportsmanship and develop team unity.
- c. To develop a sense of pride and tradition.
- d. To provide support, financial and otherwise.

SECTION 2: FUNCTION

The function of the **Booster Club** is to promote gymnast and parent involvement through **Booster Club** sponsored activities and to provide all team gymnasts and their families the opportunity to raise funds through the following means:

- a. Operational Support in all areas.
- b. By provide fund-raising opportunities.

**ARTICLE III
BASIC POLICIES**

SECTION 1: BASIC POLICIES

The following are the basic policies of the Booster Club:

- a. The Booster Club is a non-profit organization.
- b. The name of the organization or names of any members in their official capacities shall not be used to endorse or promote a commercial concern in connection with any partisan interest or for any purpose not appropriately related to the purpose of the Booster Club.
- c. Unless so authorized by the Executive Board, no member, agent, or employee shall have the power or authority to bind the organization by any contract or engagement or to pledge its credit to render it liable for any purpose or to any amount.

**ARTICLE IV
MEMBERSHIP**

SECTION 1: MEMBERSHIP

Membership in this organization shall consist of any current gymnastic team member's parent or guardian.

SECTION 2: RESPONSIBILITY OF THE BOOSTER CLUB IS AS FOLLOWS:

- a. To annually set financial goals based on the budget, submitted by the head coach/es.
- b. To establish fund-raising policies and guidelines relative to the annual expenditures.
- c. To organize and promote the fund-raising necessary to sustain the annual budget.
- d. To maintain fund-raising accounts.

SECTION 3:

**RESPONSIBILITIES OF TEAM GYMNASTS AND THEIR FAMILIES
ARE AS FOLLOWS:**

- a. To attend all Booster Club meetings.
- b. To elect officers.
- c. To support the team gymnasts and the Booster Club by participating in Booster Club sponsored activities.
- d. To understand and abide by the Booster Club by-laws and policies found in the Booster Club Handbook.

SECTION 4:

ORIENTATION

An information flyer, Booster Club handbook and Booster Club by-laws will be provided for new team families at the first meeting in the fall.

**ARTICLE V
OFFICERS AND ELECTION**

SECTION 1:

OFFICERS AND ELECTION

Officers of the Booster Club shall be President, Secretary, Treasurer and Co-Treasurer and the EVHS Gymnastics Head Coach (a non-elected position).

- a. 1 vote per registered team member will be allowed per family.
- b. Ballots for election will be distributed at the Booster Club meeting.
- c. Each office shall be elected for a 1 year term at the beginning of the season, by a majority vote.

SECTION 2:

NOMINATIONS

The nomination process shall be one of self-nomination or nomination by another member, either through written correspondence or a specially called meeting.

SECTION 3:

VACANCIES

Absence of the secretary at any regular meeting shall be filled by appointment by the president. A permanent vacancy in the office of President or Treasurer will necessitate a new election process.

ARTICLE VI DUTIES OF OFFICERS

SECTION 1: DUTIES OF THE HEAD COACH

- a. Represent the EVHS Gymnastics Team in communications between the EVHS Gymnastics Team, Athletic Director and the Booster Club.

SECTION 2: DUTIES OF THE PRESIDENT

- a. To prepare agendas prior to meetings.
- b. To convene meetings.
- c. To preside at meetings.
- d. To facilitate any group discussions.
- e. To call for members of committees.
- f. To review minutes.
- g. To work closely with the head coach and the treasurer on the annual budget.
- h. To facilitate the fall new team meeting.
- i. To orientate the new president.

SECTION 3: DUTIES OF THE SECRETARY

- a. To distribute and post notices of meetings.
- b. To record proceedings of all meetings of the Booster Club.
- c. To distribute and post meeting minutes.
- d. To handle any necessary correspondence.
- e. To keep, distribute and post a fund-raising calendar of events.

SECTION 4:

DUTIES OF THE TREASURER / CO-TREASURER

- a. To receive all Booster Club monies.
- b. To keep an accurate record of receipts and expenditures.
- c. To make payments as authorized by the Booster Club.
- d. To give a report of account standing at each Booster Club meeting.
- e. To work closely with the head coach and the president on the annual budget.

**ARTICLE VII
EXECUTIVE BOARD**

SECTION 1:

EXECUTIVE BOARD

The executive board shall consist of the present officers.

SECTION 2:

FUNCTION

The function of the executive board is as follows:

- a. To transact business between regular meetings.
- b. To fill chairperson positions if empty.
- c. To approve plans presented by the action team chairs.
- d. To have the action team chairs present reports at regular meetings.
- e. To submit to the Booster Club the annual budget.
- f. To approve routine bills within the limits of the budget.

SECTION 4: PARLIAMENTARY PROCEDURES

Any recognized parliamentary rules of order may be employed by any member who desires. These rules of order, along with these by-laws, will serve as a guide to answer questions regarding the meeting procedure.

**ARTICLE X
BY-LAWS AND AMENDMENTS**

SECTION 1: BY-LAWS

These by-laws become effective upon their acceptance by a majority.

SECTION 2: AMENDMENTS

These by-laws may be amended at any regular meeting of the Booster Club by a two-thirds vote of the members present, provided that notice has been given at the previous regular meeting.

**ARTICLE XI
DISSOLUTION**

SECTION 1: DISSOLUTION

In the event of dissolution of the EVHS Gymnastics Booster Club, any assets remaining after paying all or adequately providing for the debts or obligations of the Booster Club, shall be distributed by the Executive Board or persons in charge of the liquidation, to the Eastview High School for use in support of gymnastic athletic activities only.

**ARTICLE XII
FISCAL YEAR**

SECTION 1: FISCAL YEAR

The fiscal year for the Booster Club shall be from August 1, through July 31, of the following year.

**ARTICLE VIII
ACTION TEAM CHAIRS**

SECTION 1: ACTION TEAM CHAIRS

Action Team Chairs shall be a voluntary position.

- a. Action Team Chairs shall be responsible for putting out notices and informational flyers about their event.**
- b. Action Team Chairs shall be responsible for arranging product delivery.**
- c. Action Team Chairs shall be responsible for collecting all monies and sending in a completed account sheet (contact the treasurer / co-treasurer for your forms) with the money, to the treasurer at the completion of their fund-raiser.**
- d. Action Team Chairs shall accept checks only for payment on fund-raisers-----
NO Cash!!**
- e. Chairpersons may serve in the same position for more than 1 year if no one else is interested.**
- f. Booster Club Officers may chair a fund-raiser if no one else is interested.**

**ARTICLE IX
MEETINGS**

SECTION 1: MEETINGS

The Booster Club shall meet when necessary, but at least 2 times per year.

SECTION 2: NOTIFICATION

Meeting dates are distributed as a flyer. Special meetings may be called with notification.

SECTION 3: QUORUM

A simple majority of the members present will be considered a quorum and be necessary to act.