

**Bylaws**  
**of**  
**NGTC Boosters, Inc.**  
**Nashville, Tennessee**

**ARTICLE I**

**General**

**Section 1: Name**

The name of this organization is NGTC Boosters, Inc. (the “Booster Club”).

**Section 2: Principle Office**

The principle office of the Booster Club is located at 3317 Charlotte Avenue, Nashville, Davidson County, Tennessee 37209. The Booster Club may have offices at such other places within the State of Tennessee as the Board of Directors may decide.

**Section 3: Purpose**

The Booster Club exists to foster national or international amateur gymnastics competition through the provision and promotion of gymnastics training and meets in the metropolitan Nashville area. The Booster Club shall not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies, gifts, or programs.

**Section 4: Prohibition; Compensation**

Members, Officers or Board Members are prohibited from using the Booster Club as a means of obtaining private profit and/or to further individual purposes and gain. All monies raised by the Booster Club will be used to fund and support activities consistent with the purposes set forth in Article I, Section 3. Members, Officers and Board Members shall not receive compensation or salary from the Booster Club for their services.

**ARTICLE II**

**Membership**

### **Section 1: General Membership**

1. All parents or legal guardians of gymnasts who have accepted the invitation to join the Nashville Gymnastics Training Center team (“Team”) are automatically Booster Club members.
2. Members must be in good standing (in compliance with all financial and time obligations) to exercise their voting rights and to enjoy the sponsorship of the Booster Club.

### **Section 2: Ex Officio Membership**

The Head Coach of the Team shall be an ex officio Board Member. He or she shall attend and actively participate in all board meetings, but shall not have voting privileges.

### **Section 3: Voting Rights**

1. Members in good standing have voting privileges. There may be one (1) vote cast per member.
2. The general membership shall vote on the following items.
  - 2.1 The approval of the annual budget.
  - 2.2 The annual election of Board Members.
  - 2.3 The approval of Board recommendations for interim Board Members.
  - 2.4 Petitions requesting the removal of a Board Member from office.
  - 2.5 The approval of any change to these Bylaws.
  - 2.6 The approval of any non-budgeted expenditure over \$500.

Unless otherwise stated in these Bylaws, a simple majority of members present and in good standing will carry these motions. All other business of the Booster Club will be conducted by the Board of Directors.

3. A majority of the Booster Club Officers must approve any non-budgeted expenditure of \$200 - \$500.
4. At all meetings, except for the election of Board Members, all votes shall be by voice. For election of Board Members, ballots shall be provided and there shall

not appear any place on such ballot that might tend to indicate the person who cast the ballot.

### **ARTICLE III**

#### **Organization**

##### **Section 1: Officers; Election**

1. The membership shall elect officers of the Booster Club, through secret ballot, to lead and coordinate the Booster Club and its activities.
2. The elected officers shall have the positions of President, Vice President, Treasurer and Secretary.
3. The nomination process shall be one of self-nomination or nomination by another member in good standing. If nominated by another member, the nominee must accept the nomination. Nominations will be taken during the two (2) weeks prior to the meeting at which the election will be held.
4. The officers shall serve a term of two (2) years. The terms shall be staggered to prevent a complete turn-over of the officers in any one year. The treasurer and vice president shall be elected in even numbered years. The president and secretary shall be elected in odd numbered years. The treasurer shall not serve more than four (4) consecutive years in that position.

##### **Section 2: Duties of Officers**

1. President
  1. Control the general and active management of the business of the Booster Club.
  2. Preside at all meetings of the membership and the Board.
  3. Appoint special committees.
  4. Work with the Treasurer and Head Coach to prepare the annual budget.
  5. Sign all checks for budgeted expenses over \$200.00 and for unbudgeted items in any amount with one other Officer.

6. Facilitate the fall new team meeting with the Head Coach and provide copies of these Bylaws to all new members.
7. Register all gymnasts for all meets.
8. Maintain the Team Handbook along with the Head Coach.
9. Meet with the Head Coach to set the meet schedule and coaches' fees for the season.
10. Act as the director of all sponsorship activity.
11. Prepare and file the Booster Club's Annual Report.
12. Serve as registered agent of the Booster Club.
13. Perform other duties as assigned customarily to the office of President.
14. Coordinate the ordering of all competitive apparel

2. Vice President

1. Act as presiding officer of the Booster Club in the absence of the President.
2. Assume the duties of the Secretary or Treasurer in case of the absence or disability of that officer or on the request of the President.
3. Oversee the collection of all meet statistics as required by the Head Coach.
4. Act as the director of all fundraising.
5. Perform other duties as assigned customarily pertaining to the office of Vice President.

3. Secretary

1. Keep and distribute minutes of all the meetings.
2. Maintain a permanent record of all correspondence and meeting minutes.
3. Oversee the annual election of officers.

4. Update new and existing team membership information with USAG.
  5. Register all coaches with USAG and ensure current safety certification and background checks, as needed.
  6. Perform other duties as assigned customarily pertaining to the office of Secretary.
4. Treasurer
1. Receive all dues, fees and monies for the Booster Club.
  2. Keep an accurate and detailed record of all receipts and expenditures.
  3. Pay bills authorized by the Booster Club.
  4. Render a statement of accounts at least quarterly to the Booster Club members.
  5. Present an annual financial statement at the annual membership meeting.
  6. Pay coaches' meet expenses as authorized by the Booster Club.
  7. File or oversee the filing of the appropriate tax returns and reports with the State of Tennessee or Internal Revenue Service.
  8. Work with the President and the Head Coach to prepare the annual budget that is to be presented at the August membership meeting.
  9. Perform other duties as assigned customarily pertaining to the office of Treasurer.

### **Section 3: Replacement of Officers**

1. If an officer relinquishes his/her office before the end of their term, the Board will nominate a replacement and a special meeting shall be called to obtain approval of the nomination by the general membership.
2. If an elected officer is not fulfilling their responsibilities, the Board has the authority to remove that person by a majority vote and replace them by a special election following the procedure set forth above in Art. III, Sec. 3, Para. 1.

#### **Section 4: Board of Directors**

1. The Board of Directors shall consist of the Officers of the Booster Club and one (1) team level representative for each of the compulsory/Xcel team and the optional team.
2. The Team Level Representatives shall be appointed by the Board for a term of 2 years. The compulsory/Xcel team representative shall be appointed in odd numbered years and the optional team representative shall be appointed in even number years. The duties of the level representatives will be to facilitate communication of accurate team information among the Members and to co-lead a spirit committee responsible for post meet recognition activities, coaches' appreciation, annual banquet, etc.
3. The Board shall constitute the governing body of the Booster Club.

### **Article IV**

#### **Meetings**

##### **Section 1: Annual Meeting**

The general membership shall meet at least once a year at the annual meeting to be held in July to elect new officers and approve the annual budget and to conduct any other necessary business.

##### **Section 2: Special Meetings**

A special meeting of the general membership can be called by the President or Board of Directors, or by petition of 50% of the general membership which petition must be in writing and submitted to the Board of Directors. Specifically, business, other than the annual election of officers and approval of the budget, requiring a general membership vote should be performed at a Special Meeting. The call for a Special Meeting must be made ten (10) days in advance and must state the main purpose for the meeting.

##### **Section 3: Board of Director Meetings**

The Board of Directors shall meet at least once a quarter (January, April, July, October).

##### **Section 4: Quorum**

1. A simple majority of the members in good standing present will be considered a quorum and will be necessary to act.
2. A quorum of the Board of Directors will be constituted by the simple majority of the Board.

## **ARTICLE V**

### **Fiscal Policies**

#### **Section 1: General**

1. Each parent/guardian will donate into the Booster Club treasury to offset costs associated with competitive gymnastics. This donation may be paid outright or may be raised by participating in scheduled fundraisers. Donations may not cover all of the estimated expenses.
2. A ten percent (10%) discount off of the annual dues shall be given to coaches' children and the second and subsequent siblings of team members.
3. The funds of the Booster Club shall be kept in a financial institution selected by the Board. Withdrawals of funds shall be made with the signatures of two authorized Board Members. No withdrawals will be authorized by any Board Member for non-budgeted items except as follows: items in excess of \$200 but less than \$500 require prior approval of a majority of the Booster Club Officers; items in excess of \$500 require prior approval of the majority of the members in good standing in attendance at the Special Meeting called for the purpose of approving the expenditure. Non-budgeted items of less than \$200 must have the approval of the President, or in his/her absence, the Vice President.

#### **Section 2: Fiscal Year**

The Booster Club's fiscal year shall run from August 1 through July 31.

#### **Section 3: Budget**

1. The President, Treasurer and Head Coach shall prepare a proposed annual budget and present it to the full Board prior to the Annual Meeting. Upon approval of the full Board, the proposed budget shall be presented to the general membership at the annual meeting in July. The budget must be approved by two-thirds of the membership present at the meeting.

2. Any amendments or changes to the approved budget in excess of \$500 must be approved by two-thirds of the membership present at a special meeting.

#### **Section 4: Post Season Meets**

Examples of post-season meets are Regional and National meets, and any other “added” meet following the season. If not included in the budget and funded directly by dues or otherwise by fundraising or sponsorship, fees and coaches’ expenses for these meets will be paid by those gymnasts attending the meet. If sufficient money exists in the budget, the Booster Club may offset some or all of the coaches’ expenses for post-season meets.

### **ARTICLE VI**

#### **Fundraising**

##### **Section 1: General**

1. The fund raising program is the principal, and possibly sole, means for generating money to support the Team’s expenses. All families are encouraged to support the Booster Club programs as necessary to ensure their success.
2. All funds raised will be equitably disbursed to support all competitive gymnasts.
3. All fundraising will support the entire competitive program and not any specific gymnast, in accordance with United States of America Gymnastics (USAG) and National Collegiate Athletic Association (NCAA) eligibility guidelines.
4. Members can participate to whatever degree they wish in the majority of the fundraising activities. Each year there will be a specified minority of the fundraisers in which participation will be required.
5. The dues assessed and the fundraising opportunities are to ensure sufficient funds are maintained to cover anticipated and approved expenses. A family can use fundraising opportunities to offset all or some of its financial obligation to the Booster Club. A family may also choose to satisfy its entire obligation through a cash donation to the Booster Club.
6. It is incumbent on the officers of the Booster Club to ensure sufficient fund raising opportunities are available to the general membership.

##### **Section 2: Types of Fundraisers**



1. General Fundraisers. General Fundraisers are for the benefit of the Booster Club as a whole, where the use of the earnings is determined in the next year's budget process.
2. Level Specific Fundraiser. A Level-Specific Fundraiser is for the benefit of a specific level of competition. An example would be a fundraiser designated for the regional competition.

### **Section 3: Fundraising Chairpersons**

1. Individuals who volunteer to chair a Booster Club fundraising event have the responsibility of collecting the funds resulting from the event and appropriately accounting to the Treasurer for all member funds earned. If a fundraising event results in a shortage of money either due to member participants or the club, the Fundraising Chairperson is responsible for accounting for the shortage at the time it becomes known.

### **Section 4: Corporate Sponsorships**

[Reserved]

## **ARTICLE VII**

### **Travel Policy**

#### **Section 1: Policy**

It is the policy of the Booster Club to reimburse the coaches of the Team for necessary travel and other expenditures incurred at competitive gymnastics meets in accordance with these Bylaws. Such expenditures must be reasonable and properly documented. Only coaches necessary for coaching purposes at a particular meet will have their expenses paid.

#### **Section 2: Requirements for Reimbursement**

Receipts are required to obtain reimbursement for any expenses that are properly chargeable to the Booster Club. Requests for reimbursement must be submitted to the Treasurer with the required documentation attached. If a temporary cash advance exceeds the amount due, a check should be made payable to NGTC Boosters and reconciled after each meet.

#### **Section 3: Meet Per Diem**

The Head Coach will be paid a \$150 per diem for each session coached in a meet.  
Professional coaches will be paid a \$100 per diem for each session coached in a meet.

Rookie coaches will be paid a \$75 per diem for each session coached in a meet. The meet per diem will be paid in advance of the meet.

#### **Section 4: Reimbursable Expenses**

1. Air Travel: Airfare is to be reserved at coach or special reduced fares, when available. Personal travel insurance is not reimbursable.
2. Personal Vehicles: The allowable mileage reimbursement rate for using personal vehicles for meet related travel is 90% of the current IRS mileage rate. Mileage will be calculated using MapQuest from the gym to the meet site. No additional mileage will be reimbursed. Carpooling is required. Mileage reimbursement will be paid in advance of the meet.
3. Lodging: Reasonable accommodations close to the meet facility are to be used. When available, special rates afforded by the host gym are to be utilized.
4. Meals: No food expenses in excess of the per diem will be reimbursed.
5. Rental Vehicles: If more economical than accumulated taxi fares, or otherwise required due to the nature of the trip, rental vehicles of an appropriate size may be used. Rental rates at the lowest available price for any economy car at the time of reservation will be reimbursed.
6. Miscellaneous: Certain other expenses may be submitted for reimbursement that are necessary, reasonable, and related to Team business.

### **ARTICLE VIII**

#### **Amendments**

The Bylaws of the NGTC Boosters may be amended at any general membership meeting by the affirmative vote of a majority of the voting members in good standing present provided that the proposed amendments have been either submitted in writing at the previous regular meeting, or sent in writing with notice of intent to amend bylaws to each member at least seven (7) days prior to the meeting.

Certified as the official Bylaws of NGTC Boosters, Inc.

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President