

Virginia Gymnastics Booster Club

Parents Handbook

1. VGBC Overview

The Virginia Gymnastics Booster Club (VGBC) is a non-profit organization that was formed to create a “booster club” to support the girls’ competitive gymnastics program at APEX Gym. The group elects officers, meets regularly, and organizes contributions of your time and labor to support the competitive program.

The most important reason for the VGBC, however, is fund raising. It is estimated as a parent or guardian of a competitive gymnast, you will spend approximately \$2,000 per year for uniforms, meet participation fees, registration fees and other expenses in participating in the competitive gymnastics program at APEX. This is IN ADDITION to the tuition you pay at APEX. In order to defray these required expenses, and make it possible for kids of all economic backgrounds to follow their dreams/desires to compete in a top rated competitive gymnastics program, the booster club arranges and stages fund raising efforts throughout the year. Fund raising efforts help the VGBC earn money to offset the gymnastic expenses.

This handbook provides you with information about the VGBC, your obligations associated with the VGBC, and the by-laws of the VGBC. In short, it gives you an understanding of why the VGBC exists and why 100% participation in fund raising and or VGBC committees is essential to make our booster club successful.

1.1 Mission of the VGBC

The mission of the Virginia Gymnastics Booster Club (VGBC) is twofold

- to enhance the competitive gymnastics program at APEX, through volunteer support
- to assist competitive gymnast’s families in defraying the costs of participation in the competitive program

Simply stated, the families of the VGBC are the bloodline to activities sponsored by APEX and the VGBC, and contribute money or participate in fund raising to cover expenses above and beyond the standard tuition fees imposed by APEX.

1.2 APEX/VGBC Relationship

APEX Gymnastics, Inc. is a registered corporation in Virginia, whose primary business is conducting gymnastics classes for all ages of children. APEX offers a wide range of activities that includes recreational and competitive gymnastics and is a member of the United States Gymnastics Association (USGA).

APEX offers a highly competitive gymnastics program beginning with Level 3 and advancing through Level 10. Gymnasts participate year round in practices and competitions, when ready. Compulsory gymnasts practice 12 hours per week during the school year and 16 hours during the summer months. Optional gymnasts practice between 15 - 17 hours per week during the school year and 20 hours during the summer months. Competition begins in November and ends in April/May. Gymnasts compete regularly in Virginia, Maryland & Pennsylvania and optionally, once per year attend a

travel meet in places such as Florida, Bermuda or Arizona. APEX Gymnastics has qualified gymnasts to states, regional, and national competitions, and has crowned over 100 state champions since opening in 1996.

The VGBC is a separate and distinct entity from APEX. However, fostering a strong relationship between the VGBC and APEX is paramount to the success of both organizations. Matters dealing with fund raising and the operation of the booster club are the responsibility of the VGBC. Matters dealing with the gymnastics are the responsibility of APEX.

2. Organization of the VGBC

The VGBC consists of the board of directors, level representatives, committees, and general membership. This section describes the roles and responsibilities of each organizational entity.

2.1 The Board of Directors

The Board of Directors is composed of officers filling the roles of President, Vice President, Co-Vice President, Treasurer, Co-Treasurer and Secretary. The Board of Directors can also be composed of Level Representatives. The Level Representatives can either be elected (at the annual meeting) or appointed by the Board of Directors. Other member(s) can be voted onto the Board by the membership.

The Board of Directors may also include one or more advisors representing interested parties to the activities of the VGBC. The Board of Directors can ask that one APEX owner or coach act as a consultant or advisor to the Board. They would be a non-voting member of the Board but would provide input to the Board on developing the annual operating plan, provide advice on developing the budget, provide advice and guidance on conducting the meets held at APEX and help facilitate communication between the competitive team, other APEX owners/coaches and the VGBC.

President - The President is responsible for the overall operation of the VGBC, and is the primary interface to APEX gym. The President will ensure that the Bylaws are maintained and followed. If necessary, he/she will work to modify the Bylaws. Working with APEX and the Treasurer, the President will establish the operating budget for the coming competitive season. He/she must ensure that all committees are chaired and staffed, and are executing their responsibilities, and obtaining the expected results. The President is a designated co-signer of checks written on behalf of the VGBC.

Vice President - The Vice President will fill in for the President in their absence. In the event that the President cannot fulfill their duties, the Vice President can assume the role of President. The Vice President will assist the President in overall operation of the VGBC and is the secondary interface to APEX.

Co-Vice President for Fundraising- The Co-Vice President works with the Vice President to oversee the activities of the VGBC fundraisers and acts as a liaison to those volunteer positions as appointed by the Volunteer Coordinator.

Secretary - The Secretary is responsible for keeping the minutes of the meetings (both annual membership and Board), ensuring that notices of meetings are issued in the proper timeframes, and all business correspondence is conducted. In addition, the Secretary maintains or delegates updating of the Parents Handbook, and is the historian of all VGBC material. The Secretary is a designated co-signer of checks written on behalf of the VGBC.

Treasurer - The Treasurer is responsible for developing the annual operating budget, reporting on budget compared to actuals on a monthly basis to the Board and providing a summary to the membership, creating all financial reports as well as issuing an end of year statement on the closing of the books. In addition to the reports, the Treasurer is to ensure that the taxes for the VGBC are filed each year and arrange for an audit of the financial books. The Treasurer is permitted to sign checks and is required to obtain a 2nd approved signature on all checks exceeding \$500.00. All appropriate documentation (example is receipts) must be collected and maintained for all expenses paid.

As a check and balance for the VGBC, the Board will periodically review (audit) the records and reports of the Treasurer and Financial Secretary.

Co-Treasurer – The Co-Treasurer is responsible for the billing for all fees owed to the VGBC, assisting the treasurer in the collection of those fees, and ensuring that all bills are paid on time. The Co-Treasurer is responsible for emptying all money from the vending machines each month, rolling all coins, and preparing and making regular bank deposits. The Co-Treasurer acts as intermediary with the Vending committee and (purchasers and stockers) as needed to resolve any issues that arise.

The Co-Treasurer is permitted to sign checks and is required to obtain a 2nd approved signature on all checks exceeding \$500. All appropriate documentation (example is receipts) must be collected and maintained for all expenses paid. The Co-Treasurer will be held personally liable for all funds under his/her responsibility.

2.1.1 Board Procedures

Terms for Board Members - 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 his or her successor have been elected. If a Board member is appointed during the fiscal year, their term will end upon the next election.

Elections - Elections will be held at the end of the competitive season. 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. Proxies are not permitted.

Special Elections - There is no need for special elections. If vacancies develop during the season, the Board can appoint members to fill those vacancies as per the current Bylaws.

Board Meetings - All Board meetings will be conducted in accordance to the Bylaws. There is at least one annual Board meeting required by the Bylaws. This annual board meeting is generally held immediately after the annual general membership meeting. From time-to-time the Board will hold other meetings as necessary to conduct the business of the VGBC.

VGBC Annual Meeting - A VGBC Annual Meeting is held prior to the new competitive season. The VGBC annual meeting will cover the following agenda items:

- To discuss the previous and upcoming seasons
- To present the budget and dues assessment packages for the upcoming year
- To discuss any issues or concerns from the general membership

Following the standard “Roberts Rules of Order”, various topics are placed before the membership for discussion and voting. As required by the Bylaws, a simple majority of the membership must be in attendance for any binding votes to take place. Meeting minutes are kept by the Secretary and published after the meeting.

Attendance at the VGBC Annual meeting by the VGBC membership is mandatory.

Other VGBC Membership Meetings - Due to the size of the club, the number of families involved, and the expenses to be managed, additional meetings may be requested by the Board. Agenda items for these meetings will generally include:

- Review of open actions from the previous meeting
- Presentation of the budget and cash outlay reports to date
- Recommendation and voting on any changes to the budget
- Review of completed, in process and planned fund raising activities
- Discussion of any concerns or issues from the general membership

Attendance at these meetings is mandatory, unless otherwise announced by the Board.

2.2 VGBC Volunteer Positions

Participation within the VGBC volunteer positions is critical to the success of meeting the VGBC goals and objectives. As a member of the VGBC you are required to take an active role in one or more of the volunteer positions. There are different categories of volunteer positions, and each of those categories requires different levels of effort on the part of the volunteer.

There are volunteer positions that require minimal effort, and those positions receive no monetary credit toward VGBC assessments. These positions include, but are not limited to:

- Level Representatives – responsible for communicating info to the members of your child’s level, the liaison to the VGBC Board
- Team building – organize out of gym activities for kids in your child’s level
- Vending machine – buying and stocking the vending machine (broken up by yearly quarters)
- Recognition banners – assembling information to be sent and made into banners
- Meet goody bags – prepare gifts for each child participating in their respective State Meet
- Parties – Christmas and End of the season
- Miscellaneous activities
- Nominating/Election committee – works with those who are interested in board positions
- In house meet assistance for Boys
- In house meet assistance for Girls
- Photo day coordinator
- USAG membership
- Beach Day volunteer
- Meet committee for Emerald City Classic (ECC)
- Meet committee for States (on those years APEX hosts a State meet)
- Spirit wear uniform distribution

There are also volunteer positions that involve fundraising and have a chairperson or chairpersons. These positions include, but are not limited to:

- Gianni’s
- Yankee Candle
- Evergreen wreaths
- Kettle Corn
- Scrip
- Scentsy
- Yard sale
- Cartwheel-a-thon
- Leo Sales (new and used)
- Corporate Sponsorship

With these positions, there is time and greater level of effort involved. As such, VGBC members who volunteer to chair these particular fundraising positions will receive 5% of the total sales of the fundraiser toward their assessments for their services as the chair for the particular fundraiser.

With these activities, the chairperson(s) coordinates the particular event. Chairpersons are responsible for advertising their event, soliciting help, establishing the ground rules for the event, reporting financial information to the VGBC Treasurer, and running the event.

Any conflicts associated with any particular event should be escalated to the chairperson for that fundraising event. The chairperson will attempt to resolve the conflict. A member does have the right to escalate to the VGBC board if he/she does not feel they are being treated fairly. The VGBC board will render a final decision if the conflict cannot be decided between the affected parties.

The chairperson of a fundraising activity receives 5% of sales for their services, which is deducted from the overall profit of the activity. The remaining profit is distributed to each participating individual involved in the fundraising activity (minus any other associated costs such as shipping, etc.), which is put toward their quarterly assessment.

For each such fundraising event, the chairperson sends a report (and money) to the VGBC Treasurer within 2 weeks of the completion of the fundraising event. Failure to close out the fundraiser within 2 weeks will result in the chairperson(s) losing their 5% of sales. Reporting requirements are set by the VGBC Treasurer.

Donations of goods, products, and/or outside services required to run the fundraising event are not eligible for individual credit.

Any carryover fund balances from year to year are allowed for each family, to be used within the family for items in the approved budget.

If a VGBC member leaves the APEX team, the money earned from their fundraising participation reverts to the VGBC general fund.

All fundraising checks should be made out to VGBC. The VGBC will write checks to vendors to cover expenses. Those fundraisers that deal specifically with cash will be excluded from having checks written out to the VGBC. The VGBC will accept cash transactions along with adequate documentation in order to perform basic check and balance reviews.

If the chairperson for a particular fundraising activity does not follow the procedures set forth in this VGBC Handbook, the chairperson will not receive the 5% of sales for their services as the chairperson. Additionally, if there are any monetary shortfalls for a particular fundraiser, the chairperson will be held responsible for ensuring the monies are paid immediately.

The VGBC Board encourages the membership to come up with new fundraising ideas and opportunities and has established the following guidelines for getting started.

- a) The member should contact the Vice President or the Co-Vice President who oversee the fundraising activities to ensure the fundraiser in question has not already been proposed and does not conflict with other ongoing or pre-established fundraiser by either the Girls' or Boys' team.
- b) The member should provide a written proposal to the VGBC Board for review. This proposal should include the details of the activity and proposed distribution of monies.
- c) If necessary, the proposal will be open to general membership for a vote, either by ballot or email.

- d) Once approved, the chairperson will coordinate the date of the fundraiser with the VGBC Vice President and Co-Vice President to ensure there is no significant overlap of activities with other fundraising activities.
- e) Unless approved by the VGBC Board and the membership, the VGBC will not have funds available for initial investment for any particular fundraising activity.

2.3 APEX Hosted Meets.

The APEX hosted meets are traditionally one of the VGBC's most successful fund raising events of the year. There is a considerable amount of planning that takes place to sponsor a competitive meet. APEX and the VGBC have agreed to host and sponsor at least one (1) meet during the regular meet season – the Emerald City Classic. Additionally, in the past, APEX has been asked by the Virginia state gymnastics organization to also host a state and/or sectional meet.

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

In the event that an APEX family fails to meet that requirement by not showing up for their required session, INCLUDING set up and/ or tear down, a \$350 fee will be assessed by the VGBC. Failure to pay the \$350 assessment may result in the gymnast not being able to compete/practice with the team, and it may ultimately result in removal from the team.

2.4 Communications.

The Board of the VGBC is the primary vehicle to assure that the VGBC operates efficiently and effectively, and therefore any suggestions, issues or concerns should be brought to the attention of the VGBC Board.

Note: APEX is a separate entity from the VGBC – any communications about VGBC efforts should be brought directly to the attention of a Board member, and not to or via APEX. Conversely, any specific issues or questions about the coaching, evaluation or progress of an individual gymnast are more appropriately directed to APEX.

E-Mail is the primary mode of communication between the VGBC and its members. Additionally, the VGBC provides information via the gymnast mailbox. The VGBC publishes periodic communications to keep the membership informed of the results of any activities to date, upcoming projects and activities, a general status of the budget, and other information that would be useful to the membership. APEX, from time to time, also contributes information to the VGBC communications.

The VGBC works with APEX to create and update the team roster which contains e-mail accounts, phone numbers, and other useful information to facilitate communications. Typical communications may include: reminders to the membership of an upcoming meeting, information to plan and coordinate participation in fundraisers and to pass along news of interest to the membership as needed.

3. VGBC Financial Overview

As with any corporation, the VGBC has expenses (i.e., costs) and revenues (i.e., incomes) as well as an approved budget. The VGBC goal for fund raising is to raise enough money to cover required expenses and costs associated with the competitive program and APEX hosted meets. While the VGBC uses the APEX hosted meets and other fund raisers as an opportunity to generate income, past experience has shown the VGBC generally cannot meet the entire yearly budget with profits from the APEX hosted meet(s). The VGBC members paid several assessments (or direct contributions) during the year to cover the all expenses.

3.1.1 Revenue (Income). The revenues or income are generated from various fundraising activities conducted throughout the year. There are several sources of revenues currently established that attempt to cover all expenses of the competitive program. The Fund Raising Committee is responsible for identifying revenue making opportunities, sponsoring the activity, and ensuring the fund raising efforts meet or exceed the goals set each season. The Co-Vice President for Fundraising is responsible for ensuring all fund raising efforts are executed as planned, and works closely with the Treasurer to ensure revenues adequately cover expenses.

Typical revenue generating activities are listed below:

- Leotard (“Leo”) Sales – the VGBC and APEX have teamed to provide leotard sales display space at the gym facility. The VGBC arranges for the delivery of leotards on consignment from the vendor, and provides a sales person for selected dates/times to sell leotards to APEX gymnasts (competitive and non-competitive) as well as sell leotards at APEX hosted meets.
- Corporate Sponsorship Banner (Advertising) – APEX has provided display space on the walls of the gym to display banners advertising area businesses and services. These banners are sold by the VGBC to generate revenues for the booster club.
- Vending – APEX has provided display space in the entrance area for a drink and snack vending machine. Monies generated from these vending machines are counted as revenues towards covering expenses.
- Meet Fees (APEX hosted meets) – each gymnast participating at a VGBC sponsored, APEX hosted competitive meet is charged a meet participation fee. These fees cover much of the expense of running the meets, including judging fees, chair and table rental, etc.
- Meet Concessions (APEX hosted meets) – at APEX hosted meets, the VGBC generally takes the opportunity to sell food and drink for revenue generation.
- Meet Programs (APEX hosted meets) – at APEX hosted meets, the VGBC generally takes the opportunity to sell programs. Programs typically contain a listing of all gymnasts competing in the meet, and space for parents to record the scores of gymnasts as they compete. Programs also may contain advertising by local businesses, whose donation is used to offset printing costs. A VGBC member may also purchase an advertisement in the program for their business

or gymnast. However, these purchases are considered voluntary donations and do not decrease your financial obligation.

- Scrip – the easiest way to fundraise is by purchasing scrip to purchase anything from groceries to hotel rooms. Depending on which scrip card purchased determines the percentage that the member receives.

3.1.2 Expenses (Costs). Expenses are pre-approved and contained within the yearly VGBC budget. As expenses are incurred, receipts or other appropriate documentation are required if a VGBC member arranges for or pays for an item that is to be reimbursed.

In addition to monthly tuition paid to APEX for each competitive gymnast, the following are the typical required costs for participation in the program:

- **APEX Gymnastics Registration Fee** – each competitive team member must register with APEX no later than September 1st for the upcoming competitive year. This annual registration fee provides insurance coverage for gym practices and is mandatory even though the gymnast is likely already covered by a family insurance policy. This fee is covered thru the VGBC for all members participating in the prior year. For new members, this fee is paid directly to APEX.
- **USGA Membership Fee** – each competitive gymnast must complete a USGA registration form with APEX at the beginning on each competitive year (usually paid by mid July). The form must be accompanied by the membership fee. The USGA registered gymnast receives a bi-monthly publication to the USGA Magazine, and a limited injury insurance policy for meet competitions. Obtaining this USGA injury policy is mandatory even though the gymnast may already be covered by a family insurance policy. This fee is covered thru the VGBC for all members participating in the prior year. For new members, this fee is paid directly to APEX.
- **Choreographers Fees (optional level gymnasts only)** – optional level gymnasts have a floor routine that is especially arranged for them by a choreographer. A separate fee is charged for the music and the routine. The fee is set by the choreographer and is paid directly to him/her. Normally a gymnast uses this music for two years. If the gymnast leaves APEX, her rights to the routine and music are forfeited.
- **Competitive Meets / Meet Fees** – competitive meets are usually scheduled from October through June, and are generally held on weekends (with an occasional weekday (holiday) meet scheduled). The coaching staff determines which meet(s) the gymnast attends. Each meet has a registration fee that is paid by the gymnast, ranging from \$55 to \$100 per meet. Depending on gymnasts “readiness” or injury, APEX may choose to include or exclude a gymnast from a meet, or from events within a meet. This fee is covered thru the VGBC for all members.
- **Competitive Meets / Coaching Fees** – each coach attending the competitive meet is paid for his/her time per meet session. APEX determines the number of

coaches that attend each meet session, basing this decision on meet session schedules, session overlap and number of gymnasts. This fee is covered thru the VGBC for all members.

- **Competitive Meets / Coaches Travel & Living** – each coach attending the competitive meets is reimbursed for travel, lodging and meal costs. Travel could include mileage or airfare if applicable. Guidelines for travel, lodging and per diem / meal reimbursement are provided to the coaches and budgeted accordingly. This fee is covered thru the VGBC for all members.

- **Competitive Meets / Uniforms** – each gymnast is required to purchase and wear the designated competition uniform. This uniform includes a leotard, a warm-up jacket and warm-up pants. A vigorous second-hand swap/barter system exists among the parents that can reduce the cost of uniforms if gymnasts outgrow their outfits. Typically, the uniform is changed every 2-3 years, at the discretion of APEX. Uniforms are usually ordered in July. This fee is paid directly to APEX.
- **Dance** – gymnasts have the option of paying for private dance instruction onsite at APEX. Dance is a critical component of the floor routine, and the grace and style of dance forms can add to the polish of a gymnast's bar and beam routines as well. Dance is an optional expense, arranged directly with APEX.
- **Other Expenses** – the parent/guardian of the competitive gymnast can expect to spend additional monies on goodie bags, travel and meals for 'away' meets, purchasing programs at meets to record scores, "pin" collecting, practice leotards, athletic tape, grips, t-shirts, pictures, and other similar types of costs. The bulk of these are, of course, optional to the parent/guardian making the purchase.
- **APEX Meet Costs** – the following are some examples of the costs associated with the an APEX hosted meet and are covered through the VGBC:

Judges Fees – paying for the time and expertise of the judges who provide scoring for each event at an APEX hosted meet is the primary cost of a competitive meet. Eight judges are required – 2 for each event (Bars, Beam, Floor, Vault).

Judges Hospitality – for APEX hosted meets, members of the VGBC provides donated or purchased food, snacks and beverages for the judges during the meet.

Coaches Food –the VGBC ensures that the coaches are provided with meals, snacks and beverages during APEX hosted meets.

Concessions – when APEX hosts a competitive meet, the VGBC uses that opportunity to generate revenues by concession sales. The costs associated with concessions generally include food purchased for resale, equipment rentals such as a popcorn popper, supplies such as napkins and condiments, and display equipment such as tables.

Programs – when APEX hosts a competitive meet, the VGBC uses that opportunity to generate revenues by program sales. Advertising space is sold to cover the costs of program printing.

Competitors Supplies – for an APEX hosted meet, the gym is required to provide supplies to all gymnasts for safety reasons. The primary need is chalk for the uneven bars events.

Table/Chair/Truck Rentals – to host a meet at APEX, tables are rented for the judges stations, for set up of the judges' hospitality area and meeting place, as well as for concession display space. Chairs are rented to supplement the bleacher seating for the audience. A truck is rented to provide temporary storage of equipment in the gym that is not needed for the meet (extra balance beams, bars, mats, trampolines, etc).

Cleaning/Sanitary Supplies – to manage the health and safety of meet attendees and gymnasts, supplies such as cleaning solutions, paper towels, toilet paper and the like are provided during an APEX hosted meet.

3.1.3 VGBC Budget. The VGBC financial obligation varies depending on the approved budget for that competitive season. Each member is given notice as to the planned financial obligation and it is discussed at the membership meeting usually conducted at the beginning of the fiscal year. The membership votes on the proposed budget, and agrees to be obligated by the approved budget.

Each year, the VGBC consolidates a budget of expenses and expected revenues, and creates a spending plan to ensure all obligations are met. The membership of the VGBC approves the budget each year, accepting or rejecting each expense item proposed for the year. By accepting expense items, the VGBC membership agrees to cover the approved expenses, either by direct contribution, or fund raising efforts.

No VGBC member has the authority to overrun the expense item budget without prior approval from the Board, and will be held personally liable for any unapproved overruns. All chairpersons should check with the Treasurer to verify their budgets before spending.

If an expense budget item appears to run the risk of being overrun, the Board itself has the authority to approve the overrun if the overrun is less than \$100, and the total amount of Board approved budget overruns does not exceed \$500 cumulative in a given year. If the cumulative budget overrun exceeds \$500 in a year, any other overruns must be approved by the VGBC membership.

While the VGBC makes every attempt to capture all expected expenses for a year, from time to time changes must be made to the budget. The Treasurer, working closely with the other officers and board members, identifies all requested changes (in writing) from the Board, committee chairs, and other VGBC members and presents them for general membership or board approval.

3.1.4 Operating Assessments

At the General Membership meeting held in June (the end of the competitive season), the annual VGBC Assessment Operating Plan is reviewed and adopted by the VGBC membership. The VGBC Assessment Operating Plan is effective starting on July 1st of the current year. Under the plan, the parents of the VGBC have three ways to cover the

operating expenses (VGBC Team Fundraisers, and VGBC Dues) for the competitive gymnastics season defined as July 1 of the current year through June 30 of the following year. Any money collected via the Team Fundraisers, and VGBC dues can only be used to pay for items in the approved budget. If, at the end of a competitive season, there are excess funds from Team Fundraisers, the money can be equally distributed amongst team members that are active and in good standing at the end of the season (June 30th), or the membership can vote as a group to designate use of the funds for one time purchases that benefit the membership as a whole.

3.1.4.1 Quarterly VGBC Dues.

Once paid, the dues paid become part of the VGBC General Fund and is used to pay for items in the budget. Any remaining surplus will be used to offset the next quarter's assessment or other expenses as they arise, or credited across the membership in good standing for that fiscal year. The VGBC will assess member's quarterly dues to cover gymnastics expenses as outlined in the approved budget. The schedule of assessment payments will be during the first half of each quarter. The quarters are defined as follows: 1st Quarter (July, August, September); 2nd Quarter (October, November, December); 3rd Quarter (January, February, March); 4th Quarter (April, May, June). The assessments are based upon the approved fiscal year budget. Each member starts with the same assessment. Deductions are made to the assessment based upon the team fundraisers and throughout the year. If a gymnast leaves the team, the VGBC member is responsible for the assessment for the last quarter in which the gymnast was a member. i.e., if the gymnast leaves in November, the VGBC member is responsible for the 2nd Quarter assessment. Payment of assessments is required to remain in good standing of the VGBC. Because the majority of each assessment covers the cost of meet entry fees and coaches' fees, non-payment of assessments puts your gymnast at risk of not competing.

3.1.4.1.1 Refunds

Refunds of assessments will be given only under the following circumstances:

a. If at the beginning of the season, the family's assessment has been paid and the gymnast quits prior to any entry fees being paid, a refund equal to the amount assessed for meet fees will be refunded.

b. If the family's assessment has been paid and the gymnast is injured and therefore not entered in the meet for which the assessment was collected, the amount assessed for the meet fee will be refunded.

c. If the family's assessment has been paid and the gymnast is scratched due to injury from the meet prior to the scratch deadline AND we receive a refund from the host gym, the amount assessed for the meet fee will be refunded.

d. If the family's assessment has been paid and the assessment is for a meet that requires qualification and the gymnast does not qualify, an amount equal to the amount assessed for the meet fee will be refunded. This only applies to sectional and state meets. There are instances where it is known ahead of time that a gymnast has not qualified and that amount is not included in the assessment.

Monies collected for Coaches fees and Other Expenses will not be refunded at any time as the coaches still go to the meet whether or not a specific gymnast doesn't and the other expenses still need to be paid. The surplus monies (if any) will be distributed to all members in good standing for that fiscal year.

Appendix 1

VGBC By-Laws

Articles of Incorporation of Virginia Gymnastics Booster Club, Inc (2007)

ARTICLE I – NAME; OFFICE

1. Name. The name of this corporation is Virginia Gymnastics Booster Club (the “Corporation”).
2. Address. The mailing address and principal office the Corporation shall be established as directed by the Board of Directors of the Corporation (the “Board”). The Corporation may have other offices as the Board may determine from time to time. The Corporation shall have, and continuously maintain in the Commonwealth of Virginia, a registered office in accordance with [section] 13.1-833 of the Code of Virginia. The registered office may be, but need not be, identical with the principal office.

ARTICLE II - PURPOSE

The Corporation is organized and shall be operated exclusively for educational and charitable purposes, including, for such purposes, the making of distributions to organizations under section 501 (C) (3) of the Internal Revenue Code of 1986, as amended, or any corresponding provisions of future Internal Revenue laws, and the regulations pertinent thereto (the “Internal Revenue Code”).

The Corporation is to be operated to develop and support gymnastic athletic programs, support area gymnasts, foster local, national and international amateur Gymnastics competition, and encourage and foster the awareness and support of such programs in the Leesburg, Virginia metropolitan area community. The foregoing statement of purpose shall not be considered as limiting or restricting in any manner the powers conferred upon corporations by Chapter 10 of Title 13.1, of the Code of Virginia of 1950, as amended, and, therefore, the Corporation shall have the power to transact any business not prohibited by law or required to be stated therein. No substantial part of the activities of the Corporation shall be carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provision of these Bylaws, the Corporation shall only carry on any activities permitted to be carried on (i) by a corporation exempt from federal income tax under section 501 (C) (3) of the Internal Revenue Code, or (ii) by a corporation, contributions to which are deductible under section 170 (C) (2) of the Internal Revenue Code.

ARTICLE III – MEMBERS

Member. It is the policy of the VGBC to support all team gymnasts even if the gymnast’s parents are not our members or even if the gymnast’s parents do not participate in fund-raising activities. This policy will be clearly known to our members.

Voting Rights. Each member is entitled to one vote on each matter submitted to a vote of the members.

Termination of Membership. The Board may (i) by affirmative vote of two-thirds of all directors, suspend or expel a member for cause or for conduct prejudicial to the best interests of the Corporation, provided that a statement of the charges shall have been mailed to the last recorded address of the member at least 15 days before final action is taken thereon, and (ii) by a majority vote of those present at any regular constituted meeting, terminate the membership of any member who is in default in the payment of dues for the period fixed in Article XIV of the Bylaws. A member may resign by filing a written resignation with the Secretary, once the member's child(ren) are no longer participants of the gymnastics team.

Reinstatement. Upon written request signed by a former member and filed with the Secretary, the Board may, by the affirmative vote of two-thirds of the members of the Board, reinstate the former member to membership upon such terms as the Board may deem appropriate.

Non-Transferability of Membership. Membership in this Corporation is not transferable.

Meetings. An annual meeting of members will be held during the last quarter of each fiscal year, or 30 days written notice prior to the meeting if changed. The purpose of this meeting shall be:

1. To discuss the season as a whole.
2. To present the Budget and Assessment packages for the ensuing year.
3. To elect members to the Board of Directors.
4. To discuss activities of the Corporation, if any.
5. To discuss any other issues of concern to the general membership.

There shall be at least one additional meeting of the members during each fiscal year, with the number of meetings and location being determined by the directors. The purpose of these meetings shall be:

1. To welcome new members to the Corporation.
2. To go over the upcoming season.
3. To discuss fund raising.
4. To discuss any other issues of concern to the general membership.
5. To deliver an end-of-the-year financial report to the membership. Special meetings of the members may be called by the President, the Board, or by not less than one-tenth of the members.

Place and Notice of Meetings. The Board shall designate the place of the annual and other meetings. Written notice stating the place, day and hour of any meeting will be delivered, either personally or by e-mail, to each member not less than ten (10) nor more than fifty (50) days before the date of the meeting by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting. In the case of a special meeting, or when required by statute or by these Bylaws, the purpose or purposes for which the meeting is called will be stated in notice. If mailed, the notice of a meeting will be deemed delivered when deposited in the United States mail addressed to the member at his or her address as it appears on the records of the Corporation, with postage thereon prepaid.

Quorum And Voting. A majority of the members shall constitute a quorum for the transaction of business at any meeting of the members. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the members, unless the act of a greater

number is required by law or by these Bylaws. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting from time to time without further notice. Any member may waive notice of any meeting, and the attendance of a member at such meeting shall constitute a waiver of notice of such meeting, except where a member attending a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

ARTICLE IV – BOARD OF DIRECTORS

1. Definition. The Corporation will elect from its members a Board of Directors. Individuals will also be elected or asked to be on the Board as representatives (Level Representatives) of the different levels of the team's classes. The Corporation President and other selected officers may also serve as a member of the Board. The number of directors shall be fixed from time to time by the members, and shall consist of not less than three (3) nor more than fifteen (15) members. All Board members will act as Representatives of the general membership, and Administrators of the Corporation. Each Board member will have one (1) vote on the Board. Each Board member shall serve for a term of one (1) year or until his or her successor shall have been duly elected and qualified. A director may serve for successive, consecutive or non-consecutive multiple terms. Directors shall be elected by the members at their annual meeting, provided, however that if there is a vacancy in the Board between annual meetings, the remaining Directors then in office may fill said vacancy. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. Each director shall have one (1) vote.

2. Meetings. The dates and places for other meetings of the Board shall be designated by the Board and notification of such dates and places will be forwarded to all directors at least ten (10) days prior to said date. Special meetings of the Board may be held at any time at such place as shall be designated in the notice thereof, upon the call of the President, by the Board, whenever it is deemed necessary, or by the call of the Secretary whenever so requested in a written request signed by at least three (3) directors describing the purpose or purposes for the requested meeting.

3. Notice of Meetings. Notice of any meeting, regular or special, of the Board shall be given at least five (5) days previously thereto by written notice delivered personally or sent by e-mail and posted to the VGBC website to each director at his or her address as shown by the records of the Corporation. Such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any director may waive notice of any meeting, and the attendance of a director at such meeting shall constitute a waiver of notice of such meeting, except where a director attending a meeting for the purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of the notice of such meeting, specifically required by law or by these Bylaws.

4. Removal of Directors. Any director may be removed, with or without cause, by a majority vote of the directors present at a meeting of the Board or of the members present at a meeting of the members, subject only to the quorum provisions provided herein. Prior to any such removal, reasonable notice shall be given to the affected director of such proposed action. If any directors are so removed, new directors may be elected immediately thereafter.

5. Quorum and Voting. A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these Bylaws.

ARTICLE V – OFFICERS

1. List of Officers. The officers of the Corporation shall be a President, Vice President, Co-Vice President, Secretary, Treasurer, and Co-Treasurer, and such other officers as may be elected in accordance with the provisions of this article. The Board may elect or appoint such other officers as it shall deem desirable, such officers to have the authority and perform the duties prescribed from time to time, by the Board.

2. Election of Officers. The officers shall be elected at the annual meeting of the Board and shall hold office for a term of one (1) year or until their successors are elected and qualify, or until removed by the Board. An officer may serve for successive, consecutive or non-consecutive multiple terms. Vacancies among the officers shall be filled by election by the Board at any regular meeting. The officers shall receive no compensation for their services.

3. Removal of Officers. Any officer elected, or appointed, by the Board, may be removed by the Board, with or without cause, by a majority vote of the director's present subject only to the quorum provisions as stated in Article IV, Section 5. If any so officers are removed, new officers may be appointed by the Board. Prior to any such removal, reasonable notice shall be given to the affected officer of such proposed actions. An officer appointed to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

4. Duties of the President or Co-Presidents. The President or Co-Presidents (who is elected from within the Board of Directors) shall preside at all meetings of the Board and the Membership meetings. He or she may sign with the Secretary or any other proper officer of the Corporation authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws or by statute to some other officer or agent of the Corporation; and, in general, he or she shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board from time to time. The President shall present at the annual meeting of members a general outline of goals and priorities for the Corporation.

5. Duties of the Vice President. In the absence of the President or in the event of his or her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The [Vice] President shall assist the President and shall perform other duties as from time to time may be assigned to them by the President or by the Board.

6. Duties of the Co-Vice President. Oversees all activities surrounding fundraising. Seeks and appoints volunteers from the general VGBC membership to chair and participate in the following sub committees, which may change from year to year.

7. Duties of the Treasurer/Co-Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation, receive and give receipts for moneys due and payable to the Corporation from and source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trusts or other depositories as shall be selected in accordance with the provisions of these Bylaws; and, in general, perform all the duties incident to the office of the Treasurer and such other duties or from time to time may be assigned to him or her by the President or by the Board. The Treasurer shall pay the expenses of the Corporation in excess of \$100.00 only upon the direction and approval of the Board of Directors. The Treasurer may pay non budgeted disbursements of up to \$500.00 from available funds of the Corporation without the specific approval of the members if so authorized by the Board.

8. Duties of the Secretary. The Secretary shall keep the minutes of the meetings of the Board and of the members in one or more books provided for that purpose, and handle any business correspondence of the Corporation. The Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws, or as required by law; be custodian of the Corporation's records and of the seal of the Corporation if one is created, and if required see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; keep a roster of the name and post office address of each Board Member which shall be furnished to the Secretary by such members, and in general perform all other duties incident to the office of the secretary and such other duties as from time to time may be assigned to him or her by the President or the Board.

ARTICLE VI – ELECTIONS

1. Nominations. The Nominating Committee shall nominate at least one candidate for each office and available position on the Board.
2. Election Procedures. Elections shall be held annually at the Annual meeting of the members. Additional names may be placed in nomination from the floor. Proxies will not be recognized either at meetings of members or of the Board. If there is more than one candidate for an office or directorship, voting for that position shall be done by secret ballot.
3. Terms. The term of all directors and officers of the Corporation shall be as stated in Article IV, Section 1 and Article V, Section 2 of these Bylaws.

ARTICLE VII – COMMITTEES

1. Board Appointment. The Board, by resolution adopted by a majority of the directors, may designate, one or more committees, each of which shall consist of one (1) director, which committees, only to the extent explicitly provided in said resolution of the Board, shall have and exercise the authority of the Board, but the delegation thereto of authority shall not operate to relieve the Board, and individual directors, of any responsibility imposed upon it, him or her by law.
2. Other Committees. Other committees may be designated by a resolution adopted by a majority of the directors present at a meeting whenever, in its judgment, the best interests of the Corporation shall be served by such removal.

3. Term. Each member of a committee shall continue as such until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee.
4. Chairperson. One member of each committee shall be elected within the committee.
5. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointment.
6. Quorum and Vote. Unless otherwise provided in the resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
7. Rules. Each committee may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Board.
8. Nominating Committee. A Nominating Committee may be appointed and shall consist of at least three (3) members of the Board elected by the Board at its annual meeting after consulting with the President. The Nominating Committee shall serve until the next annual meeting. Vacancies on the Nominating Committee shall be filled by the President with the approval of the Board. The chairperson of the Nominating Committee shall be appointed by the President from among the members of the Nominating Committee.

The Nominating Committee shall present at the annual meeting of the Board a slate of nominees for membership on the Board, a nominee for each office, and a slate of nominees for Nominating Committee membership. The slate of nominees shall be mailed to all directors and nominees at least ten (10) days before the annual meeting.

At the annual meeting, additional nominations may be made from the floor with the prior consent of the nominee. Where there is more than one (1) nominee for a position, election shall be by secret ballot and a plurality of votes cast shall elect. If there is only one (1) nominee for a position, election shall be by voice unless any director requests that the vote be taken by ballot.

9. Other Committees and Honorary Members. The Board may establish from time to time such other committees as it deems necessary. The Board may also appoint, upon the vote of a majority of the Board at any meeting at which a quorum is present, honorary Board members to serve as Board members without the right to vote.

ARTICLE VIII – FUND-RAISING

The VGBC will from time to time participate in team fund-raising programs. The proceeds of all team fundraising will equally benefit all VGBC members.

It is the policy of the VGBC, for every fund-raising event to publicize, in advance of the event, the fair market value of the benefit received in such a way that our contribution can clearly determine how much is deductible and how much is not.

The VGBC will not provide equipment or facilities to the owners or operators of the associated for-profit gymnasium.

ARTICLE IX - CONFLICTS OF INTEREST

No contract or other transaction between the Corporation and one or more of its officers or directors or in which one or more of its officers or directors are interested, and no contracting or other transactions between the Corporation and any other organization in which one or more of its officers or directors are directors, officers, partners or trustees, or are interested, shall be void because of such relationship or interest or because such director or directors are present at the meeting of the Board or a Committee thereof which authorizes, approves, or ratifies such contract or transaction or because his, her or their votes are counted for such purpose: if: (a) the fact of such relationship or interest is disclosed or known to the Board or Committee that authorizes, approves or ratifies the contract or transaction by a vote or consent sufficient for the purpose without counting the votes or consents of such interested directors, or (b) the contract or transaction is fair and reasonable to the Corporation. Common or interested directors may be counted in determining the presence of a quorum at a meeting of the Board or a Committee thereof that approves or ratifies such contract or transaction.

ARTICLE X – BOOKS AND RECORDS

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of meetings of its Board and committees having of the authority of the Board, and shall keep at the registered or principal office a record giving the names and addresses of the directors entitle[d] to vote. All books and records of the Corporation may be inspected by any director or his or her agent attorney for any proper at any reasonable time.

ARTICLE XI – PARLIMENTARY AUTHORITY

The rules contained in the latest edition of Robert’s Rules of Order shall govern the meetings of the Corporation in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, the Articles of the Incorporation and the words “Corporate Seal”.

ARTICLE XII – SEAL

The Board may provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Corporate and the words “Corporate Seal”.

ARTICLE XIII – WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of laws or under the provisions of the Articles of the Incorporation or by the Bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time state[d] herein, shall be deemed equivalent to the giving of such notice.

ARTICLES XIV – DUES; FISCAL YEAR

1. Dues. The Board may determine from time to time the amount of initiation fee, if any, and dues payable to the Corporation by the members.
2. Payment of Dues. Dues shall be payable based on the guidelines established by the Board or elected officers, in advance of the fall general membership meeting. Dues of a new member shall be prorated from the first day of the month in which such new member is elected to membership, for the remainder of the fiscal year of the Corporation.
3. Default. When any member shall be in default in the payment of dues for a period of four months from the beginning of the fiscal year or period for which such dues become payable, his or her membership may thereupon be terminated by the Board in the manner provided in Articles III of these Bylaws. Additionally, the gymnast of any family who has not paid, or made arrangements to pay, within 10 days of the due date will not be permitted to compete in any meet, and/or may not be allowed to participate in team events until payment or arrangements for payment have been made with the VGBC treasurer. Once arrangements are made, failure to comply with those arrangements may result in the gymnast not being allowed to compete, and/or participate in team events until the account is brought current.
4. Fiscal Year. The fiscal year of the Corporation shall commence on the first day of July of each year and shall end on the last day of June of each year.

ARTICLE XV – AMENDMENT OF BYLAWS

These Bylaws may amended by either (i) a majority vote of those present and voting at a meeting of the members, or (ii) a majority of those present and voting at a meeting of the Board; provided, notice in writing of the proposed changes has been given prior to the meeting and a quorum is established at such meeting.

Bylaws of the Corporation
Duly adopted by the
Membership as of
September 10, 2013