

Central Minnesota Gymnastics Association Bylaws

ARTICLE I – GENERAL

Section A: NAME, LOCATION AND AFFILIATION:

1. The name of the organization is the Central Minnesota Gymnastics Association, hereafter referred to as “CMGA”.
2. Our mailing address will be our current affiliated gym and may be subject to change. The mailing address is:
CMGA c/o Granite City Gymnastics
806 Sundial Drive
Waite Park, MN 56387
3. A single affiliated gym will be proposed and voted on annually at our May meeting and will be reflected in our Bylaws by the mailing address listed in Article 1, Section A.2. Our affiliated gym may change at any time by a quorum at any member meeting of 51% of the voting members present.

Section B: ORGANIZATIONAL STRUCTURE: The CMGA is a not-for-profit Corporation organized exclusively for charitable and educational purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

Section C: PURPOSE: The CMGA exists to help support our pre-team and competitive gymnasts in the USA Gymnastics Program (USAG) at our affiliated gym.

Section D: OBJECTIVES:

1. Support the development of all member gymnasts as complete individuals – emotionally, mentally, and physically.
2. Promote sportsmanship and fellowship throughout the entire CMGA membership.
3. Financially sponsor and support the CMGA member gymnasts.
4. Conduct all activities in accordance with USAG rules.
5. Conduct all activities in an ethical manner, pursuing fairness and reason in all decisions.

ARTICLE II - MEMBERSHIP

Section A: Requirements of Membership:

1. To apply for or maintain membership, gymnasts must be current members of our affiliated pre-team or USAG competitive team.
2. Yearly CMGA membership dues:
 - a) Annual dues are \$40.00 per family.
 - b) Dues are to be paid each fiscal year by July 1.
 - c) A CMGA application must be submitted annually by July 1st for verification by a Board member.
 - d) Gymnasts new to the affiliated team will fill out a required application and pay dues upon joining. Membership dues for new members will be pro-rated based on the following: July-December = \$40, January-June=\$20.

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3. Each member family should have one family representative present at all CMGA monthly meetings.
4. Volunteer hours:
 - a) A total of 15 volunteer hours are required per family, per year.
 - i. Examples of volunteer hours could include attending CMGA meetings, serving as a chairperson for any of our fundraising activities, helping distribute wreathes, plants, etc.
 - ii. Volunteer opportunities will be shared at monthly CMGA meetings.
 - b) New members joining the CMGA after the fiscal year starts will have volunteer hours pro-rated to 1 hour per month for the number of months remaining.
 - c) Members may choose to buy-out the balance of their volunteer hour requirements at a rate of \$25 per hour. These will be paid at fiscal year-end or taken out of individual CMGA accounts. This money will be payable to the general fund.
 - d) CMGA board members fulfill the volunteer hour requirements.
 - e) Members are responsible for recording volunteer hours in the Volunteer Hours Log Book located at the affiliated gym.
5. Members are required to maintain a positive balance in their individual accounts at all times. The Board is willing to work with anyone going through extenuating circumstances. CMGA members in this situation should speak directly with the Treasurer.

Section B: Failure to Meet Membership Requirements:

1. Failure to meet all requirements will result in a loss of voting privileges at all meetings.
2. Failure to pay the annual membership fee within 30 days of July 1st will result in a suspension of all membership privileges.
3. Withdrawing from our affiliated pre-team or competitive team constitutes a failure to meet the membership requirements, and membership will be revoked from the CMGA effective the notification date at the affiliated gym (Refer to Bylaws Article II, Section D.).
4. The Board has the authority to revoke membership if it deems necessary for failure to meet membership requirements.
5. Notification of membership termination will be done in writing to the affected member family.

Section C: Representation:

1. All CMGA members present at meetings will be given one vote per family.
2. Non-family representatives do not have voting privileges.
3. All CMGA members will be given a forum to express their views regularly.

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Section D: Withdrawal Procedures:

1. Members should notify the Board immediately if their gymnast withdraws from the affiliated gym's pre-team or competitive team program.
2. Funds in the family's individual account may be requested within 30 days from withdrawing from the affiliated gym's pre-team or competitive team program. After all CMGA related expenses and fees have been paid, the remaining funds will be dispersed. These funds may be used for gymnastics-related expenses only (receipts will be required) or may be transferred to another 501(c) (3) gymnastics booster club (Proof of membership may be required.).
3. Any other funds left in the individual CMGA account after 30 days from withdrawing from the affiliated pre-team or competitive team will go into the CMGA general fund.
4. The effective date of CMGA termination will be the withdrawal date from the affiliated gym.

ARTICLE III – FINANCE

Section A: General Fund:

1. The CMGA fiscal year is July 1 of one year to June 30 of the following year.
2. Membership dues will be deposited into the general fund.
3. The CMGA shall maintain a general fund for the purpose of operating expenses.
4. If needed, the CMGA will conduct a fundraiser to add money to the general fund. All members are expected to assist in these fundraisers.
5. Membership dues or any other payments should be made by check or cash to CMGA.

Section B: Individual Account:

1. Members with negative balances will be given 30 days from the statement date to clear up negative balances. After 30 days, a late fee of 5% or \$5.00, whichever is greater, will be assessed or billed.
2. Meet Registrations:
 - a) Compulsory levels must have money in their individual accounts by September 10.
 - b) Optional levels must have money in their individual accounts by October 30.
 - c) The Treasurer will be allowed to withdraw money from individual accounts for the purpose of meet registration, paying coaches fees, and any other team fees that are necessary without approval each time from member families. This is necessary due to the time-line limits for registration for meets. Members should see the Treasurer to check the balance of their accounts. The Board is willing to work with anyone going through extenuating circumstances. CMGA members in this situation should speak directly with the Treasurer.
3. The Treasurer will be allowed to withdraw money or assess fees from individual accounts in accordance with the Bylaws (Examples include volunteer hour buy-outs, negative balance late fees, and requests for individual account funds withdrawal.).

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Section C: Requesting Funds from Individual Account:

1. A Request Form must be filled out with receipts attached and given to the Treasurer in a timely manner to receive funds from an individual account.
2. Receipts are not required if payment is made to our affiliated gym. Samples of acceptable requests include but are not limited to the following:
 - a) Monthly tuition at our affiliated gym, annual membership dues, leotards, competition leotards, warm-up pants and jacket, camps, travel meet expenses, etc.
 - b) All requests for funds must be directed to the Treasurer.

Section D: Fundraising:

1. Only CMGA members are eligible to participate in and earn profits from fundraisers.
2. Joint fundraisers will be considered and voted on at monthly meetings.
3. Individual fundraisers – All monies earned, after fundraiser expenses have been paid, will be directly deposited into the individual gymnast's account. (I.e. plant sales, wreath sales, etc.) Individual fundraising is strictly voluntary. You may choose to participate or not.
4. Major fundraisers – Fundraisers that are scheduled as “Major Fundraisers” will require additional fundraising hours. (I.e. hosting a meet, steak fry, etc.). A percentage for allocation into the general fund will be decided by a majority vote at a scheduled CMGA meeting. The remaining profits would be divided (by using point system or shares, as first specified before fundraiser is started) among the members who worked.
5. Hosting a meet – The rules and policies for hosting a meet will be put in writing and given to all members prior to each hosted meet.

ARTICLE IV – TEAM COMPETITION FEES

Section A: Coaches' Meet Fees:

1. Coach Session Fees - \$75.00
2. Mileage - \$.505 per mile.
3. Airfare – Coach Class (with receipts and for travel meets only).
4. Lodging – Will pay according to host hotel – or coach will pay the difference (with receipts and for travel meets only).
5. Food - \$28.00 per day (with receipts when meals are not provided by meet).
6. Car rental – see Section B below (with receipts).
7. Bylaws pertaining to coaches meet fees will be reviewed by the Board annually in May.
8. The President will inform the affiliated gym of the approved coaches' meet fees.

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Section B: Travel Meet Expenses:

1. When traveling as a team and a coach is responsible for each gymnast (with chaperones), we will pay for room and meals for coaches and chaperones on non-competing days. These fees will be divided among each registered gymnast traveling, whether competing or not.
2. Competing days will be paid according to coach's session fees. These fees will be divided among each gymnast competing.
3. If car rental is needed to transport gymnasts, the rental cost will be divided among each gymnast traveling, whether competing or not.
 - a) If a coach wants his/her own vehicle, then he/she must pay the cost.
 - b) Car rental receipts and gas receipts must be provided.
4. When traveling as a team, member families are responsible to pay for any activity the coach is involved in, if it is defined as a team activity. (I.e. San Diego Zoo, movie, bowling).
 - a) Ideas are to be presented along with costs to team member families prior to leaving (Itinerary must include all fees, including airfare, car rental, hotel, etc.).
 - b) Team itinerary and fees should be provided by the affiliated competitive coach or gym director prior to the team activity for approval by treasurer.
5. In the event that a registered gymnast elects not to attend a travel meet after the registration deadline established at our affiliated gym, (excluding a significant injury or illness), the member family will still be responsible for their share of all coach's expenses.
6. When traveling as a team, if parents decide to leave early and take their child with them, the member family would still be responsible for all team fees incurred.
7. The Treasurer will be given one week to review a coach's expenses. The affiliated team coach will submit these expenses to the Treasurer.
8. The CMGA will not pay for any extracurricular activities not defined as a team activity.
9. Bylaws pertaining to travel meet expenses will be reviewed by the Board annually in May.
10. The President will inform the affiliated gym of the approved travel meet expenses.

Section C: Local Meet Expenses:

1. Local meets are defined as any meet within 90 miles of the affiliated gym.
2. Airfare, lodging, and car rental will not be paid for local competitions unless affiliated competitive coaches get prior approval from the CMGA Board.

ARTICLE V – CLUB ORGANIZATION

Section A: Board of Directors:

1. The membership shall elect officers, referred to collectively as the Board, to lead and coordinate CMGA and its activities.

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2. The Board will consist of four members serving the positions of President, Vice-President, Treasurer, and Secretary.
3. The Board will serve a term of 13 months beginning July 1st and ending August 1st of the following year allowing for a one month overlap of officers.

Section B: Officers' Duties: - See Attachment A

Section C: Election Procedures:

1. CMGA members will nominate a Vice-President, Secretary, and Treasurer in April or May, and the nominations will be posted until the next scheduled meeting. Note: The Vice-President from the previous year shall become the President for the following fiscal year.
2. Elections will be held at the meeting following nominations.
3. If more than one member is running for the same office, the election shall be held by secret ballot, if running unopposed then by a show of hands.
4. The Board will be elected by a simple majority of CMGA members present at the meeting.
5. In case of a mid-term vacancy, a special election will be held. Should the President vacate the position, however; the Vice-President will assume the President's responsibilities, and a new Vice-President will be elected.

Section D: Meetings:

1. CMGA members will meet on a specified date to be determined once the fall schedule is available. If the next meeting will fall on or near a holiday, a new time will be designated and posted. The President will set the time for the meeting. The President will chair all meetings. If the president is absent, it will go in succession of board members to chair the meeting.
2. The Board will meet as needed. The President will chair the meetings. Only the President may call a meeting.
3. Any voting member may request a special meeting of the CMGA by speaking with the President. Only the President may call a meeting.
4. A quorum at any member meeting will be 51% of voting members present.
5. Voting at all meetings will be done by a show of hands, except for the election of board members according to Bylaws Article V, Section C.3.
6. The meetings will be conducted using modified Parliamentary Procedures with motions being made, seconded, and voted on by a majority show of hands.

ARTICLE VI – AMENDING THE BYLAWS

Section A: Bylaws Committee:

1. A Bylaws Committee will form and meet each spring, and as needed, to review the Bylaws, to propose amendments to the Board, and to create a revised copy of the Bylaws.
2. Any CMGA member may submit Bylaws amendment proposals in writing or at a CMGA monthly meeting to the Committee for consideration.
3. The Board will be encouraged to participate in the Bylaws Committee.

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Section B: Bylaws Amendment

1. Amendments will be submitted by the Bylaws Committee to the Board for review.
2. The Board will present the amended Bylaws at the next scheduled monthly meeting at which time there will be the opportunity for discussion and revision.
3. The amended Bylaws will be posted until the next scheduled monthly meeting to be voted on. The Bylaws posting may be waived at the discretion of the majority of the Board.
4. The Bylaws will be approved by a quorum at any member meeting of 51% of the voting members present.
5. The Bylaws will be reviewed annually in May.
6. The Bylaws may be amended as necessary throughout the year following Bylaws Article VI.

ARTICLE VII – DISSOLUTION

The CMGA shall be dissolved only upon a motion made by a member of the CMGA, such motion to be made at a regularly scheduled monthly meeting, considered, and voted upon at the next regularly scheduled meeting. The motion shall not pass unless two-thirds of the members vote in favor of the motion.

Upon the passing of the dissolution motion, the CMGA will pay or make provisions for the payment of all liabilities of the CMGA. The membership will have 30 days to request remaining individual account funds for gymnastics-related expenditures. Thirty days after the passage of the dissolution motion, if no requests are made the remaining funds in individual accounts will transfer to the general fund. Approved individual account dispersals will not be made until all CMGA liabilities are paid. Covering of CMGA liabilities may require individual account funds.

The CMGA shall, after paying or making provisions for the payment of all liabilities of the CMGA, dispose of all assets of the CMGA exclusively for the purpose of the Association in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of a receiver elected by a majority vote of the members of the CMGA. In disposing of assets, the receiver shall act in a manner consistent with the by-laws of the CMGA, and any applicable state and/or federal statutes or regulations. In the event no proposed receiver can be elected because no proposed receiver receives a majority of votes of the membership, the CMGA will apply to the District Court of Stearns County, Minnesota for the appointment of a Receiver to dispose of the remaining assets.

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ATTACHMENT A

BOARD MEMBER RESPONSIBILITIES

1. President - The President will preside at all Board Meetings and monthly meetings of the membership of the CMGA. The President sets the agenda of the meetings. The President is authorized to act on behalf of the CMGA when action is necessary prior to the next scheduled monthly meeting of the membership of the CMGA and, in the discretion of the President; a special meeting of the CMGA is not practical. The President must, at all times, act in a manner consistent with the By-Laws of the CMGA, and all actions of the President will be reported at the next monthly meeting.
2. Vice-President - The Vice-President shall assume the duties of the President in absence of the President and shall assist the President as directed. In addition, The Vice-President shall maintain all records including but not limited to the volunteer hours log book and specific details regarding each activity or event. The Vice President will become the President the following year (this is a 2 year commitment).
3. Secretary - The Secretary shall keep minutes of all meetings of both the membership and Board meetings. He/she will be responsible for maintaining the CMGA bulletin board and shall post notification of membership meetings, as well as a preliminary agenda and minutes of membership meeting and Board meetings. The Secretary shall retain all documents and records belonging to the organization and will, if so directed by the President, prepare and answer mail and conduct official correspondence. In the event that the Secretary is unable to attend a meeting, the President or other member of the Board will ensure that all necessary books and/or papers are conveyed to the meeting place. An assistant Secretary may be appointed by the President/Vice-President to act in place of the Secretary.
4. Treasurer - The Treasurer shall collect and disperse all funds and keep a balanced account of all financial transactions. The Treasurer shall report on the financial condition of the CMGA at each membership meeting, and shall perform other duties as directed by the President. He/she will maintain a current list of all members of the organization including their addresses and telephone numbers.