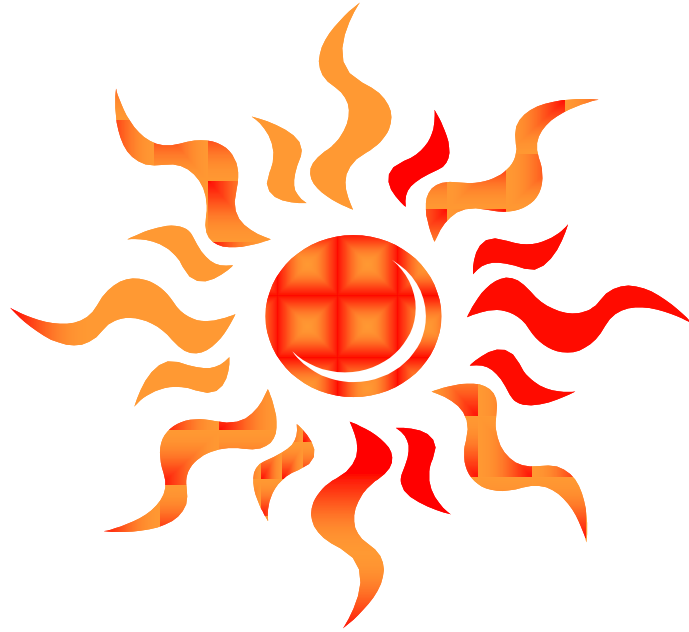


Apollo Gymnastics Parent Association



By-Laws



APOLLO GYMNASTICS PARENT ASSOCIATION
Table of Contents

<u>ARTICLE I:</u>	<u>NAME</u>	2
<u>ARTICLE II:</u>	<u>PURPOSE</u>	2
	<i>Section 1: Vision -</i>	2
	<i>Section 2: Compliance</i>	2
	<i>Section 3: Political Policy</i>	2
<u>ARTICLE III:</u>	<u>MEMBERSHIP</u>	2
	<i>Section 1: Eligibility</i>	2
	<i>Section 2: Voting Rights</i>	2
<u>ARTICLE IV:</u>	<u>MEETINGS AND VOTING</u>	2
	<i>Section 1: Rules of Order</i>	2
	<i>Section 2: Annual Meeting</i>	2
	<i>Section 3: Quarterly Meetings</i>	2
	<i>Section 4: Special Meetings</i>	2
	<i>Section 5: General Quorum</i>	2
	<i>Section 6: Constitutional Quorum</i>	2
	<i>Section 7: Employment Restriction</i>	2
	<i>Section 8: Eligibility</i>	2
	<i>Section 9: Co-Chair Restriction</i>	2
<u>ARTICLE V:</u>	<u>OFFICERS AND BOARD MEMBERS</u>	2
	<i>Section 1: Governance</i>	2
	<i>Section 2: Structure -</i>	2
	<i>Section 3: Officers of the Board Roles and Responsibilities</i>	2
	<i>Section 4: Members of the Board Roles and Responsibilities</i>	2
	<i>Section 5: Vacancy Rule</i>	2
	<i>Section 6: Committees</i>	2
<u>ARTICLE VI:</u>	<u>CAUSE FOR REMOVAL</u>	2
	<i>Section 1: General</i>	2
	<i>Section 2: Grievance</i>	2
	<i>Section 3: Grounds for Dismissal</i>	2
<u>ARTICLE VII:</u>	<u>CONTRACTS, LOANS, CHECKS AND DEPOSITS</u>	2
	<i>Section 1: Contracts</i>	2
	<i>Section 2: Loans</i>	2
	<i>Section 3: Checks, drafts, etc.</i>	2
	<i>Section 4: Deposits</i>	2
<u>ARTICLE VIII:</u>	<u>USE OF FUNDS</u>	2
<u>ARTICLE IX:</u>	<u>FISCAL YEAR</u>	2
<u>ARTICLE X:</u>	<u>AMENDMENTS</u>	2
	<i>Section 1: Proposals</i>	2
	<i>Section 2: Changes</i>	2
<u>ARTICLE XI:</u>	<u>DISSOLUTION</u>	2
<u>ARTICLE XII:</u>	<u>EFFECTIVE DATE</u>	2



APOLLO GYMNASTICS PARENT ASSOCIATION
Signature Sheet

SIGNED: _____
(Scott Peloquin – President)

SIGNED: _____
(Sharon Mullen – Vice President)

SIGNED: _____
(Jennifer Johnson - Treasurer)

SIGNED: _____
(Terri Bernard - Secretary)

SIGNED: _____
(Johnene Dana - Fundraising Chair)

SIGNED: _____
(Cheri Delaney – Meet Coordinator)

APPROVED: _____
(DATE)



APOLLO GYMNASTICS PARENT ASSOCIATION
By-Laws

ARTICLE I: NAME

The name of the organization shall be Apollo Gymnastics Parent Association (AGPA), hereafter referred to as the "Association."

ARTICLE II: PURPOSE

Section 1: Vision - The Association was organized for the sole purpose of providing support for the amateur athletic competitive programs of Apollo Gymnastics, which compete under the governance of the United States Association of Gymnastics (USAG).

Section 2: Compliance - No part of the net earnings of the Association shall be used to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section 3: Political Policy - No substantial part of the activities of the Association shall be in the carrying on of lobbying or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility - All parent(s)/guardian(s) with a child in a competitive program at Apollo Gymnastics are automatically considered an active member of the Association and are required to complete the Association membership registration form. Annual dues for parents/guardians are due at the time of registration for the competitive year.

Section 2: Voting Rights - Families of the competitive team members are considered Members of the Association and have one vote per family.

ARTICLE IV: MEETINGS AND VOTING

Section 1: Rules of Order - All meetings shall be run according to *Robert's Rules of Order*.

Section 2: Annual Meeting - The Annual Meeting will be held in the month of June each year for the purpose of electing officers. All members are requested to be in attendance for this meeting.

Section 3: Quarterly Meetings - Quarterly general membership meetings shall be held at the discretion of the Board during the competitive year. The date and time will be announced one week prior to the meeting.

Section 4: Special Meetings - Special meetings may be called by any of the elected officers of the Board or by five general members.

Section 5: General Quorum - At least 51% of the Board must be present in person, by ballot or via e-mail to the secretary to constitute a quorum. A simple majority of the votes by the quorum present and proxy shall be necessary for the adoption of matter voted upon by the Board.

Section 6: Constitutional Quorum - At least 2/3 majority vote of the general membership, in person, by ballot or via e-mail to the secretary to constitute a quorum. At all meetings of members, a member may vote in person or by a valid written proxy vote. Proxy votes will be disseminated to all members with 1) agenda for upcoming meeting, 2) proxy vote card to be completed and delivered to the AGPA lock box or via e-mail to secretary two hours prior to the meeting. **Votes must be received two hours prior to the meeting to be counted.**

Section 7: Employment Restriction - Board members and level representatives may not be employed by the gym.

Section 8: Eligibility - Only one representative from a family can be a voting member of the Board.

Section 9: Co-Chair Restriction- In the event a co-chair is assigned, the Chair maintains voting rights. The Chair has the right to confer with the co-chair on matters related to their responsibilities; however, the Chair only maintains voting rights.

ARTICLE V: OFFICERS AND BOARD MEMBERS

The business and affairs of the Association shall be managed by the officers of the Board.

Section 1: Governance - The governing structure of the Association is as follows: President, Vice-President, Secretary, Treasurer, Fundraising Chair, Meet Coordinator and Level Representatives.

Section 2: Structure - All officers of the Board shall both have a voice and a vote. Term of the office shall be July 1 – June 30. Officers of the Board will be elected on a yearly basis and may not serve more than 3 consecutive years in the same position; unless voted to remain by a 2/3 majority vote of the Board.

Section 3: Officers of the Board Roles and Responsibilities

President

- General: Ensures the effective action of the board in governing and supporting the organization, and oversees board affairs. Acts as the representative of the board as a whole, rather than as an individual supervisor to staff.
- Community: Speaks to the AGPA community on behalf of the organization; represents the association in the community.
- Meetings: Assists/Approves agendas for Board meetings in concert with the Secretary. Presides at board meetings.
- Board Affairs: Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.

Vice President

- General: Acts as the president/chair in his or her absence; assists the president/chair on the above or other specified duties.
- Special Responsibilities: Frequently assigned to a special area of responsibility, such as membership, facility, Chair or personnel.
- Committees: Recommends to the board which committees are to be established. Seeks volunteers for committees and coordinates individual board member assignments. Makes sure each committee has a chair, and stays in touch with chairs to be sure that their work is carried out; identifies committee recommendations that should be presented to the full board. Determines whether executive committee meetings are necessary and convenes the committee accordingly.

Treasurer

- General: Manages the board's review of, and action related to, the board's financial responsibilities. May work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems.
- Reports: Ensures that appropriate financial reports are made available to the board. Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health.
- Finance Committee: Chairs the Finance Committee and prepares agendas for meetings, including

a year-long calendar of issues. In larger organizations, a separate Audit Committee may be chaired by a different person.

- Auditor: Recommends to the board whether the organization should have an audit. If so, selects and meets annually with the auditor in conjunction with the Finance and/or Audit Committees.
- Cash Management and Investments: Ensures, through the Finance Committee, sound management and maximization of cash and investments.

Secretary

- General: Fosters communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws. Active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
- Special Role: Knowledgeable of the organization's records and related materials, provides advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.
- Records: As the custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible. Secretary will also be responsible for sharing website documentation in a timely manner, ie, roster, agendas, minutes, new members that need access, etc.

Section 4: Members of the Board Roles and Responsibilities

Fundraising Chair

- General: Supervises all fundraising activities of the Association
- Coordination: Ensures a coordinator is present for all fundraising events
- Plans: Develop an AGPA annual fundraising plan for approval by the Board, based on the projected budget prepared by the budget committee.
- Reports: Ensure appropriate fundraising financial reports are provided to the AGPA Treasurer in a timely fashion (one week prior to all Scheduled Board meetings).
- Status: Apprises the Board on the progress of all fundraising activities
- Special Responsibilities: Performs all duties incident to the office of the fundraising chair and such other duties prescribed by the Officers of the Board.

Meet Coordinator

- General: Is the main interface between the AGPA and Apollo gymnastics for the coordination of all home and away gymnastic meets.
- Plans: Develops all policies and operating procedures related to the coordination and operation of all home meets and for the coordination of all away meets.
- Responsibility: Shall ensure parents/guardians fulfill their obligations during Apollo home gymnastic meets.
- Coordinate: Work with concession and judge's room committees to solicit contributions of food and other refreshments during all home meets.
- Oversee: Oversee and assist all committees ensuring the AGPA is prepared prior to and during all meets.
- Prepare: Ensure all volunteer supplies and equipment is ready and available for each home meet.
- Special Responsibilities: Perform all duties incident to the office of the meet coordinator and such

other duties prescribed by the Officers of the Board.

Representatives

- General: Level Representatives will be the main interface between the AGPA and the parents of the Association and represents individual Levels as needed. Attend monthly Board meetings and general membership meetings.
- Plans: Develop and maintains all policies and operating procedures related to the Level representative position.
- Responsibility: Welcome new team members and familiarize them to the Association; inform parents of schedule changes and relay pertinent information.
- Recognized as members of the Board with a voice and a vote that is representative of the members.

Section 5: Vacancy Rule - When any office becomes vacant except that of President, the other officers may designate another Association member who must be approved by the majority of the Board to act temporarily in that officer's place for the unexpired term. The Vice President will fill the office of the President for the unexpired term. Thereafter, the line of succession to fill the office of President will be as outlined in Robert's Rules of Order.

Section 6: Committees - The officers of the Board may appoint such committees, as it deems necessary for the operation of the Association.

ARTICLE VI: CAUSE FOR REMOVAL

Section 1: General - Any member of the Board who by direct or indirect action is deemed a detriment to the Association may be removed by the remaining officers by majority vote.

Section 2: Grievance - Any officer removed from the Association by majority vote, may request an emergency session to plead their case or request clarification.

Section 3: Grounds for Dismissal - (but not limited to):

- Failure to provide reports or information related to their position on a reoccurring basis
- Failure to attend two (2) or more consecutive meetings
- Inappropriate behavior (Personal attacks via email, meetings, or within the gym, lack of respect during Board meetings)
- Habitual failure to complete assigned tasks
- Failure to perform the prescribed duties of their elected position

ARTICLE VII: CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 1: Contracts - The Executive Board may authorize any Committee Chair or Coordinator to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Association, and such authority may be general or confined to specific instances.

Section 2: Loans - No loans shall be contracted on behalf of the Association and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 3: Checks, drafts, etc. - All checks, drafts or other orders for payment of money, or other evidences of indebtedness approved by the Board and issues in the name of the Association shall be signed by two of the following officers, President, Vice President, Treasurer or Secretary of the Association.

Section 4: Deposits – All funds of the Association not otherwise employed shall be deposited in a timely manner to the credit of the Association in such banks, trust companies or other depositories as the Board may select.

ARTICLE VIII: USE OF FUNDS

All funds received by the Association shall first be applied to those expenses incurred by the Association in carrying on its operation. All remaining funds shall be used for the benefit of the Apollo Competitive Gymnastics' Teams to compete locally, nationally and internationally. The Association will do this by remuneration of Coaches expenses for coaching the team at competitive meets (travel expense reimbursements) and session fees paid to the coaches for attending meets.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Association shall begin on the first day of July of each year and end on the last day of June of the following year.

ARTICLE X: AMENDMENTS

Section 1: Proposals - Proposed amendments may be originated by the officers of the Board or by the general membership. Any proposed amendment must be posted 7 days prior to the meeting at which the vote will be taken.

Section 2: Changes - Changes to these bylaws may be made by a 2/3 majority vote of the membership, in person, by ballot or via e-mail to the secretary.

ARTICLE XI: DISSOLUTION

Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code), or shall be distributed to the Federal government, or to state or local government, for a public purpose.

ARTICLE XII: EFFECTIVE DATE

These bylaws shall become effective immediately upon adoption by a 2/3 vote of the membership, in person by ballot or via e-mail to the secretary to constitute a quorum. They shall remain in effect until amended or repealed in the manner provided herein.

SIGNED COPIES ARE ON FILE