

# Texas Gymnastics Foundation

## CONSTITUTION ARTICLES AND BYLAWS

Proposed June 19, 2003  
Adopted June 26, 2003  
Amended March 29, 2004  
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Amended August 9, 2004  
Amended October 22, 2004  
Amended June 8, 2005

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## **ARTICLE I - GENERAL**

### **1) Name**

- a) The name of the organization is the Texas Gymnastics Foundation, hereafter referred to as the TGF. This is not to be confused with Flips Gymnastics.

### **2) Purpose**

- a) TGF exists to support the Flips Girls USAG Competitive Gymnastics Teams as a non-profit organization through encouragement in all aspects of the gymnasts' growth. This organization is solely run for the support of the Flips Girls USAG Competitive Gymnastics Teams and its purpose is not to direct or suggest how the team is coached or scheduled.

### **3) Objectives**

- a) Support the development of all gymnasts as complete individuals - emotionally, mentally, and physically.
- b) Promote sportsmanship and fellowship throughout the entire membership.
- c) Sponsor and support the competitive gymnastics teams in all levels of USAG competition.
- d) Conduct all activities in accordance with USAG rules.
- e) Conduct all activities in an ethical manner, ensuring fairness and reason in all decisions.
- f) Follow the directives and guidelines of Flips as illustrated in the Team Handbook.

## **ARTICLE II - MEMBERSHIP**

### 1) General Membership

- a) All families of USAG Competitive Girls Team gymnasts are required to be TGF members.
- b) Members must maintain all specified requirements or they will be unable to enjoy the sponsorship of TGF until such time that all requirements are current.

### 2) Participation

- a) Annual assessments will be set forth based on workout group or competition level.
- b) TGF will ensure that sufficient activities are held during the year to help all families meet all or part of their assessments. The TGF board will sponsor a minimum of three (3) fundraising activities.
- c) Membership in TGF is per family, not per gymnast. Assessments are collected per gymnast.
- d) Meetings will be held approximately 6 times a year and posted at least 1 week in advance on the Girls Team's clips and on the Girls Team bulletin board.
- e) Those in attendance at a general membership meeting will constitute a general quorum.

### 3) Representation

- a) All members will be given one (1) vote per family.
- b) All members will be given a forum to express their views on a regular basis, and additionally as conditions warrant.
- c) A special meeting of the general membership will be called upon request of 50% of the general membership.
- d) Voting at all meetings will be done by a show of hands, with the exception of the election of officers.
- e) Each workout group will appoint a representative. This representative will attend all meetings and keep all members of the workout group informed of TGF activities.

## **ARTICLE III - ORGANIZATION**

### 1) Officers

- a) The membership shall elect officers of TGF, through secret ballot, to lead and coordinate TGF and its activities. Nominations will be collected and posted in April and elections held in May after Junior Olympic Nationals.
- b) The officers shall serve a term of one (1) year, June through May.
- c) No officer shall serve more than three (3) consecutive terms in the same office.
- d) Current TGF members with a minimum of 1 competition year and a current team member child may hold a board position. The President must have a minimum of one (1) year's board experience as well.
- e) If for any reason the gymnast leaves the team, the board member will no longer be eligible to hold a position effective immediately.
- f) The Board, and only the Board, may speak for TGF, or use the TGF name in discussing travel arrangements, sponsorships, or any other business matter with regards to TGF involvement unless the President extends this privilege/responsibility to a TGF member.
- g) The elected officers shall have the positions of President, Vice President, Treasurer, and Secretary.
  - i) President
    - (1) Control the general and active management of the business of TGF.
    - (2) Preside at all meetings of the membership and Board.
    - (3) Appoint special committees.
    - (4) Call all general and special meetings.
  - ii) Vice President
    - (1) In the absence of the President, or in case of his/her failure to act, assume the responsibilities of that office.
    - (2) Act as Director of all fund raising.
    - (3) Perform other duties as the Board may require.
  - iii) Treasurer
    - (1) Collect and deposit all moneys, other properties, and effects in the name of and to the credit of TGF.
    - (2) Keep full and accurate accounts of receipts, disbursements and assessments.
    - (3) Render a monthly accounting of the transactions and financial condition of TGF.

- (4) Present an annual financial statement at the first meeting following the end of the competition year.
- (5) Present a preliminary budget to the membership in August and an updated budget in December.
- (6) Perform any and all duties considered standard practice of the office of the Treasurer.

iv) Secretary

- (1) Assume Responsibility to maintain all records of TGF.
- (2) Record and keep the minutes of all meetings of the membership and the Board.
- (3) Maintain a current copy of the Constitution-Articles and Bylaws of TGF.
- (4) Maintain a current membership list.
- (5) Conduct TGF's general correspondence.
- (6) Be responsible, with the President, for keeping the membership informed of notices, calls for meetings, and major issues coming before the membership.

2) Replacement of Officers

- a) If an officer relinquishes his/her office before the end of term, the Board will elect a replacement.
- b) If an elected officer is not fulfilling their responsibilities, the Board has the authority to remove and replace that person by a majority vote and replace them by special election.
- c) If no suitable nomination is received for an officer, the responsibility for this office will revert to the Board for disposition of those duties.

3) Board of Directors

- a) The Board of Directors shall consist of the Officers of TGF.
- b) The Board will constitute the governing body of TGF. It will be responsible for, authorize, and control all TGF activities, expenditures, and policies in a manner consistent with the Constitution-Articles and Bylaws of TGF.
- c) Each Board member shall have one vote in Board decisions. In the event of a tie, the presiding officer shall have one additional vote.
- d) Any proposed changes to the Constitution must first be approved by the Board. Upon approval, the proposed change will be brought before the general membership for ratification. All changes must be by a simple majority vote of the general membership to pass.

4) Committees

- a) Formation of committees will be called for by the Board to direct TGF sponsored activities and as conditions warrant.

- b) Each committee will have a chairperson that will direct, be responsible for, and report progress of that committee activity to the Board. The chairperson must also submit the budget for the activity to the Board. The following are standing committees:
  - i) **Publicity** - Each competition level will appoint a chairperson to be responsible for publicity of the group. Their responsibilities include, but are not limited to, submitting articles and pictures to the local newspapers, posting items on the bulletin board and submitting photos, meet results.
  - ii) **Travel** – This committee will be responsible for booking all travel arrangements for the coaching staff for all meets. They will also notify the parent group of current rates and travel specials available. There should be at least 1 parent from the Compulsory group and 1 from the Optional group.
  - iii) **Work Out Group Representatives** – Each work out group will appoint one Work Out Group Representative. These representatives are the liaison between the board and the group. Their responsibilities include, but are not limited to, attending general meetings and relaying information to the members of their group. They, along with the Board, will be responsible for researching fundraising opportunities for the group. They will not be responsible for chairing a fundraising activity unless they so desire.
  - iv) **Sponsorship** – This committee will produce a sponsorship book and recognition plan.

#### 5) Elections

- a) Nominations will be made for officers each April by a posting on the Girls Team bulletin board at Flips.
- b) An annual meeting will be held in May. Elections will be held at the annual meeting by secret ballot by simple majority. Elections will be for officers.

## **ARTICLE IV – FINANCE**

### **1) Budget**

- a) An annual budget for the upcoming competition year is to be submitted for approval by the Officers. A preliminary budget will be presented in August and an updated budget will be presented in December once the Optional season's meets are determined.**

### **2) Assessments**

- a) Assessments for each level or work out group will be set at the beginning of each competition year as determined by the Officers.**

### **3) Distribution of Funds**

- a) Funds shall be used as determined by the Board within the general framework of the budget.**
- b) The priority is to pay for meet entry fees, team entry fees and coaches' meet expenses.**
- c) TGF will also strive to pay for travel and lodging expenses for Level 10 Junior Olympic National competitors and travel expenses for Level 9 Western National competitors. A portion of the TGF General Fund will be used for this purpose.**

## **ARTICLE V – FISCAL POLICY**

- 1) The Fiscal Policy of the Texas Gymnastics Foundation is intended to promote and develop the Flips Girls Gymnastics Teams by providing financial and personnel support.
- 2) All fundraising will support the entire competitive program and not any specific gymnast, in accordance with United States of America Gymnastics (USAG) and National Collegiate Athletic Association (NCAA) eligibility guidelines.
- 3) The assessments collected and 4-6 assessment payment periods are to ensure sufficient funds are maintained. A family can use fundraising opportunities to reduce some or all of the assessment. If anyone so chooses, part or all of the assessment can be satisfied by a cash payment.
- 4) The competition year runs from June 1 through May 31.
- 5) The term “assessment” refers to money spent for competitions and related expenses, not to be confused with Flips tuition.
- 6) Texas Gymnastics Foundation (TGF) will pay 100% of the following expenses associated with regular season competitions providing gymnast’s assessments are current. The regular season for Compulsories is August through December. The regular season for Optionals is December through May.
- 7) Each gymnast is responsible for her own lodging, travel, and meals while traveling with the team. The exception would be travel expenses for Level 9 Western National competitors and travel and lodging expenses for Level 10 Junior Olympic National competitors.
- 8) Member’s assessments will be billed and are due the 15th day of the month. If assessments for a gymnast are not current by the first meet of the month that assessments are due, the gymnast will not be allowed to compete until their account is current. A \$10 monthly late fee will be assessed, with a five-day grace period, for any unpaid balance that was due on the 15th of the month. There will be a \$25 returned check fee for any returned check. Any late or returned check fees collected will be put in the General TGF Fund.
- 9) The TGF General Fund is defined as any money deposited into TGF that has not been designated for a specific purpose.
- 10) Assessments may be met by paying cash, fundraising, or outside donations of cash.
- 11) Cash donations secured by an individual to TGF will be credited as following: 50% will be used to reduce the costs of the Girls Teams’ competition expenses and 50% will go to the General Fund to help defray cost associated with donor recognition and National Competition expenses.
- 12) Money raised in excess of the member’s assessments will be carried over to the next monthly assessment due date. Should there be any additional credits left in an individual’s account, once their annual assessment has been met, or should the gymnast leave for any reason, the credits will be credited to the TGF General Fund. Assessment credits may not be transferred to another gymnast with the exception of an immediate family member. Work credits may be carried over to the next competition year’s assessment. NOTE: Excess fund raising cannot be used to pay tuition or any “gymnast specific” debts.
- 13) Any money won by any Competitive Flips Girls Team will become part of the TGF General Fund in accordance with NCAA and USAG guidelines.

- 14) Members who join TGF will be expected to pay the full annual assessment and the annual membership fee. If the new member joins mid-competing season, they then have the right to petition the Board for potential adjustments.
- 15) Due to major injury or illness, members may petition the Board, in writing, for a review and possible adjustment in assessments. The Board must respond to the petitioner within 30 days after receipt of the member's petition. Any adjustments in assessments will be based on the percentage of expenses incurred on behalf of the affected gymnast, relative to the average expenses of all gymnasts at the same level of competition for the year. There will be no refunds of assessments. Any unused funds in the account will be carried forward into the next applicable assessment due date.
- 16) Member assessments will be determined by adding the meet fees, team fees, and expected coaches expenses and dividing by the number of gymnasts per group. In addition, a family membership fee will be required and added to the annual assessment to cover general TGF operating costs and help defray the cost of Western National and Junior Olympic National Competitions.
- 17) Member's initial billing amount will be at the level/work out group the gymnast is placed for practicing at the beginning of each competition year and that initial amount will be adjusted upward if the gymnast's practice level rises during the competition year. The level at which the gymnast will ultimately be assessed for the entire competition year will be determined by the level at which the gymnast competes for the majority of the competitions attended, by that gymnast, that competition year. Any increase/decrease will then be retroactively reflected in the gymnast's statement to cover the entire competition year, provided however, that if TGF has spent more on the gymnast that competition year than the gymnast has been assessed that competition year; no such decrease will be permitted. If a gymnast competes 2 complete USAG levels in one competition year, they will be expected to pay both annual assessments, but not 2 membership fees.
- 18) Assessments are due as follows:
  - a) Compulsories (Levels 5 & 6) -- Four equal payments due on: July 15, August 15, September 15, and October 15.
  - b) Optionals (Levels 7-10) – Six equal payments due on November 15, December 15, January 15, February 15, March 15, and April 15.
- 19) It is expected that the actual cost of the Optional season may not be available by November 15. The November 15 and December 15 payments will be estimated based on previous seasons' expenditures. The remaining payments will be adjusted once the season is determined.
- 20) If there are adjustments to the season, i.e. meets added or dropped, adjustments will be made to the final assessment accordingly.
- 21) Any Fiscal Policy change must be presented to the general membership and approved by a majority of the members present. Changes shall not be made retroactive.
- 22) All members have the right to petition the Board in writing for "special requests or considerations".
- 23) TGF will plan and execute a minimum of three (3) major fundraisers. All fundraisers are open to all current TGF members and no fundraiser is mandatory. Families who have already met their assessment for the year must allow those who have not met their assessment the right of their refusal in programs with participation limits. The percentage of profit allocated to each individual account will be determined and announced in advance of the fundraiser. As a general guideline, profit will be allocated as follows:
  - a) All profit from a member's sale of items such as cookie dough, candles, etc. will be credited towards the individual's assessment unless otherwise noted before the sale.
  - b) Work credits from a group activity such a garage sales, car washes, etc. will be determined or estimated in advance of the activity. A participant may not receive double credit for working 2 shifts or having both parents participate. The exception is a family with 2 or more gymnasts on the Girls Team may work 2 or more shifts and receive credit in all girls' accounts.

- c) The TGF Board must approve all fundraisers.
  - d) Once an individual's annual assessment has been met, all additional fundraising profits will be credited to the TGF General Fund.
  - e) All money earmarked for other objectives, not utilized by the end of the competition year, will be credited to the TGF General Fund. Work credits will be carried over to the following competition year.
- 24) In addition, members may earn work credits for their extraordinary support of the club.
- 25) All expense reports must be submitted in writing within 10 days of the incurred expense for a guarantee of reimbursement. Any request submitted after this time may or may not be reimbursed at the Board's discretion. Extensions may be requested in writing within the 10 day time period.
- 26) A minimum of \$2000 will be carried over to the next competition year's budget. All remaining money in the TGF General Fund will be allocated by majority vote of the general membership. The remaining money **MUST** be used to benefit the entire team as a whole. Possible allocations could include, but are not limited to, gym approved training camps, coaches' development, and equipment purchases. It is recommended that money in excess of \$5000 be used to benefit the team.

**Texas Gymnastics Foundation**  
**CONSTITUTION**  
**ARTICLES AND BYLAWS**

March 28, 2004

**Addendum**

**ARTICLE III – ORGANIZATION**

v) Assistant to The Treasurer

- (1) Assist Treasurer in collecting assessments, maintaining records and setting budgets.
- (2) Learn the duties of Treasurer for possible future assumption of role.

vi) Ways and Means Chairperson

- (3) Coordinate, with the Vice president, all fundraising activities.
- (4) Set annual fundraising goals for TGF.
- (5) Maintain records of member participation in fundraising activities (work credits) and report to the treasurer.

8/9/04

## Proposed Bylaws changes for "Membership Fee" related items

### **ARTICLE V – FISCAL POLICY**

14) **Members** who join TGF will be expected to pay the full annual assessment. If the new member joins mid-competing season, they then have the right to petition the Board for potential adjustments.

15)

16) **Member** assessments will be determined by adding the meet fees, team fees, expected coach's expenses and general TGF operating costs, and dividing by the number of gymnasts per group.

### **ARTICLE V – FISCAL POLICY**

Addendum approved June 17, 2004 (BLUE)  
Suggested addition (BURGANDY)

17)

18) The number of **assessment payments and assessment dues dates** are to be annually determined by the board, based on the financial needs for the meet season. The number of **assessment payments and payment periods** will be indicated on the annual TGF Assessment Policy each June.

June 8, 2005

## **Proposed amendments to the Constitution Articles and Bylaws**

### **Article III – Organization**

1 (d) Current TGF members with a minimum of 1 competition year and a current team member child may hold a board position. The President must have a minimum of one (1) year's board experience as well.

#### **Proposed Change:**

Current TGF members with a minimum of 1 competition year and a current team member child may hold a board position. The President must have a minimum of one (1) year's board experience as well.

However, at the time of elections there are no board members willing to accept the president position, then membership shall nominate and hold an election to fill the position.

### **Article V – Fiscal Policy**

#### **Proposed Change:**

**Add:** 27) If whole or part of the team should involuntarily dissolve, all funds remaining, minus expenses, will be distributed on a percentage basis, to be determined by the Board. Prior to fund distribution, the Board will research and distribute according to the Texas law.