

***Gloucester Community
Gymnastics Challengers (GCGC)***

By-Laws

May 2013

Gloucester Community Gymnastics Challengers
(GCGC)

MISSION STATEMENT

It is the mandate of the Gloucester Community Gymnastics Challengers (GCGC) as a non profit gymnastic club in the City of Gloucester, Ontario to promote the sport of gymnastics as an ongoing activity. The Gloucester Community Gymnastics Challengers (GCGC) shall provide safe, structured and challenging programs to all participants so that each may reach his or her desired level of expertise in the sport and/or increase fitness levels for healthier lifestyles. All by-laws enacted by the Gloucester Community Gymnastics Challengers (GCGC) and the conduct of all affairs of the said Club shall be perused in accordance with the aforementioned mandate.

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Gloucester Community Gymnastics Challengers (GCGC)

By-Law #1

A by-law relating generally to the translation of the affairs of the Gloucester Community Gymnastics Challengers (GCGC).

Be it enacted as a by-law of the Gloucester Community Gymnastics Challengers (GCGC), referred hereafter as the “club”.

1.00 Club Objectives

- To provide fun, fitness and fundamentals of gymnastics and other fitness activities.
- To provide enrichment and challenge by offering advanced programs where deemed necessary.
- To provide safe, disciplined and structured environment with caring, qualified and responsible coaches.
- To develop character building skills such as honesty, co-operation, responsibility, fairness, respect for property and others.

These shall be reached in accordance with the rules and policies as set-down by the Ontario Gymnastics Federation.

1.01 Location

The seat and head office of the club shall be in the City of Gloucester in the Province of Ontario.

1.02 Executive Board

The affairs of the club shall be managed by a volunteer Executive Board comprised of a President; Vice President; Secretary; Treasurer; Director of Publicity and Promotion; Director, Fund-Raising; Director, Facilities and Promotional Demos; an immediate Past-President (non-voting); Head Coach; Registrar (non-voting) and two member- at-large (one of which should be a GCGC coach). The board members shall be reimbursed for all reasonable expenses incurred by them while fulfilling their duties as representatives of the Executive Board.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #1

1.03 Quorum and Meetings, Executive Board

A minimum of five (5) voting members of the executive board is deemed necessary to form a quorum for the transaction of business.

Executive meetings shall be held once a month or as deemed necessary by the President. Executive Board members must attend fifty (50) percent of these meetings or forfeit their position. No formal notice of the next meeting shall be sent out if all members are present when the meeting is announced. If an Executive Board member was absent at the last meeting, that member shall be notified of the next meeting by the Secretary and that member is expected to write the Secretary in writing of absences. Executive meetings shall be no longer than two (2) hours.

General meetings of the members shall be held at intervals as deemed necessary by the Executive Board.

An annual general meeting of the members shall be held once a year.

In addition, a special meeting of members may be called by the Executive Board in an emergency.

Action may be taken at such a meeting upon vote of the representing quorum.

The executive may consider or transact any business, either special or general, at any of their meetings provided a quorum is present. (Refer to 1.23 for definition of a quorum at Annual General Meeting)

1.04 Terms of Office of Executive Board

The term of office for each executive position will be determined by the last digit of each year. This digit will be considered as an odd year (Years ending – 1, 3, 5, 7, and 9) or an even year (years ending- 2, 4, 6, and 8).

The offices due for election in even years (years ending- 2, 4, 6, and 8) will be:

President

Secretary

Director, Publicity and Promotion

Director, Facilities and Promotional Demos

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By-Law #1

The offices due for election in odd years (years ending in 1,3,5,7, and 9) will be:

Vice-President

Treasurer

Director, Fund Raising

The offices due for election annually will be:

Two Members-at-large

The term of office to the Executive Board, unless otherwise specified in these by-laws, shall be two (2) years which can be extended for a maximum of one (1) second term. Therefore, the elected length of service in any office shall not exceed four (4) consecutive years.

1.05 Vacancies, Executive Board

Vacancies on the Executive Board, however caused, may, so long as a quorum of the executive remains in office is filled by the Executive Board from among the general membership of the club. The election of the officers shall be at the Annual Meeting.

1.06 Voting, Executive Board

Questions arising at any meeting of the board shall be decoded by a majority of votes. In the case of a tie, the President casts the deciding vote.

1.07 Powers

The Executive Board may administer the affairs of the club and make or cause to be made for the club, in its name, any kind of contract which the club may lawfully enter into and, save as herein provided, generally, may exercise all such power as the club is by its charter authorized to.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #1

1.08 Remuneration

The members of the Executive Board shall receive no remuneration for acting as such.

1.09 Officers of the Executive Board

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Director, Publicity and Promotion
- f. Director, Fund Raising
- g. Director, Facilities and Promotional Demos
- h. Head Coach
- i. Immediate Past President (Non-voting)
- j. Registrar(s) (Non-voting)
- k. Two Members-at-Large (One of which should be a GCGC Coach)

Note: At least sixty percent (60%) of the Executive Board shall be parents or registered gymnasts.

1.10 Duties of the President

The President shall call and preside over all Executive Board and general meetings of the club. The President shall represent the club at all official meetings and/or functions. The person shall be an ex-member of all ad hoc committees. The President shall be a signing officer along with the Treasurer for all cheques issued by the club.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #1

1.11 Duties of the Vice-President

The Vice-President shall succeed the President for any reason the President is unable to fulfill the duties of the President.

The Vice-President shall be responsible for any activities from time-to-time that may be assigned by the President or the Executive Board.

1.12 Duties of the Secretary

The Secretary shall attend all meetings and be responsible for all facts and minutes of all proceedings for the Executive Board and the general meetings and minute circulation. The Secretary shall be responsible for all club correspondence and shall keep a register of the post office address of each member (Registrar shall maintain a record of addresses). The Secretary shall be responsible to keep all books, papers, correspondence, contacts and others documents and deliver same when requested or do so. The Secretary is reasonable for co-ordinating the Parent Volunteer phone list.

If an Executive Board member was absent at the last meeting, that member shall be notified of the next meeting by the Secretary.

1.13 Duties of the Treasurer

The Treasurer shall be responsible for the administration of the club funds and accounts. That person shall present a financial statement at each general and executive meeting. The Treasurer shall maintain a bank account in the name of the club and shall with the President be the second signing officer for all cheques issued on the club's behalf.

The Treasurer shall coordinate a yearly budget and development for a five (5) year financial plan to be presented to the Executive Board one (1) month prior to the Annual General Meeting.

In conjunction with the other Directors, the Treasurer shall establish clear guidelines and time frames for settlement of accounts.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #1

1.14 Duties of the Director, Publicity and Promotion

The Director of Publicity and Promotion shall be responsible for the duties outlined by the Executive Board to promote the club, and to increase registration. The Directors of Publicity and Promotion shall also work with the Director of Fund Raising with respect to sponsorship activities.

1.15 Duties of the Director, Fund Raising

The Director of Fund Raising shall be responsible for the organization and administration of all fund-raising and sponsorship activities for the club. The director shall be responsible for the liaison with the funds agencies.

The Director of Fund Raising shall be responsible for the coordinating the fundraising committees, including the establishment of Yearly Fund Raising schedule.

1.16 Duties of the Director, Facilities and Promotional Demos

The Director of Facilities and promotional Demos shall be responsible for the duties outlined by the Executive Board as deemed necessary for designated and adequate facility/facilities for the club.

The Director of Facilities and Promotional Demos shall be responsible for the coordination of transportation and to form demo sites outside the club facilities.

The Director shall appoint a parent member to head a sub-committee responsible for facility cleaning.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #1

1.17 Duties of the Head Coach

The Head Coach is a non-elected member on the Executive Board and will be the club liaison with the Ontario Gymnastic Federation.

The Head Coach with other coaches shall be responsible for overseeing the continued development of programs.

This Head Coach in conjunction with the Director, Facilities and Promotional Demos will ensure that club equipment meets safety standards. The Head Coach shall maintain quality control for programs and coaches.

The Head Coach shall be responsible for the recruitment and monitoring of all instructors and coaching staffs for the programs—recreational and competitive. The person shall chair the Coaches' Committee and keep attendance records for monthly payroll. The Head Coach shall be responsible for technical development of curriculum and serve as the advisor to the Committees set up as needed for hosting the Annual gymnastic meets/Gymstradas, Demos, etc. The Head Coach shall be responsible for the development of curriculum and administration of all programs.

1.18 Duties of Registrar(s)

Registrar(s) shall be responsible for the coordination of the registration process for all gymnasts to the Club which includes the registration of gymnasts, coaches and Executive Board members with the Ontario Gymnastic Federation within prescribed deadlines. Registrar(s) shall be responsible for maintenance and updating of all registration lists as well as to secure registration on an ongoing basis of the day to day registration information and that assure that a copy of this information is on the site at all times and available to coaching staff.

Additionally, Registrar(s) shall be responsible for the collection and remittance to the Treasurer of all registration and membership fees and properly kept.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #1

1.19 Books and Records

The Executive Board shall see that all necessary books and records of the club required by the by-laws of the club are regularly and properly kept.

1.20 Membership

Membership shall be open to the parents or other guardians of present and former gymnasts and interested parties. An annual membership fee shall be determined by the Executive Board.

1.21 Registration/Membership Fees

The annual registration fee and payment shall be determined by that Executive Board. No gymnasts may commence training until those fees have been received. Pre-team and Team gymnasts must register in those programs for the entire year. (Post-dated cheques will be accepted- first cheque to be dated before the beginning of classes).

1.22 Rights of Members

The members may attend and participate in all meetings of the club's general membership. They may participate/serve in any of the positions on the Executive Board and the ad hoc committees. They may exercise their votes in accordance with the club's by-laws. They may and are encouraged to participate in all the club's activities and to share in the club's enterprises.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #1

1.23 Quorum of Members/Voting

A quorum of business at a meeting of the members shall consist of not less than ten (10) percent in person or represented by a delegate. All voting members shall have the right to vote at the Annual General Meeting or Special General Meeting(s).

1.24 Amendments- By Voting Members

Amendments to the by-laws may only be made at the Annual General Meeting or at Special General Meeting of the full membership. The proposed amendments must be received in writing by the Secretary no later than ten (10) days prior to the meeting to the general meeting. Such proposed amendments require a quorum majority to pass.

Order of Business

- Meeting called to order
- Reading of minutes of last meeting
- Treasurer's report
- Committee reports
- Correspondents and business arising
- Unfinished business
- New business
- Adjournment

1.25 Nominations

Nominations may be made in response to a call for nominations as put forward by the Executive Board or from the floor during a meeting.

1.26 Financial Year

The fiscal year of the club shall terminate the thirty-first (31) of August in each year.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #1

1.27

Indemnification

The club may purchase and maintain such insurance for the benefit of its board and the other offices except insurance for errors, omissions under the Corporation Act.

No board member, officer or coach shall be liable for the acts, receipts, neglects or defaults of any other board member, officer or coach. In addition, every board member officer, or coach and his/her heirs, executors and administrators, estate an effects respectively, shall from time to time and at all times, be indentified and saved harmless from and against:

1. All costs, charges and expenses whatsoever with such board member or officer or coach sustains or incurs in any or about any action, suit or proceeding which is brought, commended or prosecuted against him/her, in respect to any act, deed, or matter or thing whatsoever, made, done or permitted by him/her, in or about the execution of the duties of his office; and
2. All other costs, charges, and expenses that he/she sustains or incurs in or about or in relation to the affairs thereof; except such costs, charges or expenses that are occasioned by his/her own wilful neglect or default.

Enacted the day of , 2013 in the City of Gloucester

Witness the seat of the GCGC

President

Treasurer

Unanimously sanctioned and confirmed by all the members at a general meeting of the club, duly held on the aforementioned date.

President

Treasurer

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #2

A by-law respecting the borrowing of the monies by the Club.

2.00 Borrowing of Monies

In addition to, and without limiting such other powers which the club may by law possess, the executive of the Club may without authorization of the shareholders,

- a) Borrow money upon the credit of the club
- b) Issue, re-issue, sell or pledge debt obligations of the Club; and
- c) Mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Club, owned or subsequently acquired, to secure any obligation of the club.

The words “debt obligation” as used in this paragraph means a bond, debenture, note or other similar obligation or guarantee of such an obligation of the Club, whether secured or unsecured.

2.01 Delegation of Powers

The Executive Board may from time to time by resolution delegate the powers conferred on them by paragraph 2.00 of this by-law to an executive, a committee of executives or an officer of the Club.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #2

2.02

Supplementary Powers

The powers hereby conferred shall be deemed to be in supplement of and not in substitution for any powers to borrow money for the purposes of the Club posed by its executive or officers independently of a borrowing by-law.

Enacted the day of , 2013 in the City of Gloucester

Witness the seat of the GCGC

President

Treasurer

Unanimously sanctioned and confirmed by all the members at a general meeting of the club, duly held on the aforementioned date.

President

Treasurer

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #3

A by-law pertaining to employees, sub-committees, ad hoc committees be it enacted and it is hereby enacted as a by-law of Gloucester Community Gymnastics Challengers (GCGC in relation to employees, sub-committees and ad hoc committees, and described herein with more particularly as follows:

3.00 Employees

The Executive Board shall be empowered to determine the employment positions of the club and shall fix the duties and remuneration of such employees.

3.01 Sub-Committees, Ad Hoc Committees

A. General

- i) A sub or ad hoc committee shall consist of those officers and members designated and shall be ratified by the Executive Board.
- ii) In the absence of a designated officer as a chairman, the President shall appoint a chair for the committee.
- iii) Each chairman shall present a program (business plan) for his /her committee to carry out the assigned duties as required for the discipline.
- iv) Each chairman shall appoint a committee member as the designated chair in his/her absence.
- v) Each committee shall consist of a chairman plus a minimum of two (2) members.
- vi) All committees are responsible to the Executive Board
- vii) All committees shall operate in the fashion as the executive Board as to the chairman and voting. Each committee shall maintain a quorum at meetings for the transaction of business and a quorum shall be deemed as a majority of voting members.
- viii) Any and each member of the executive Board shall be an ex-officio member of any sub-committee or ad hoc committee.

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #3

3.01 Sub-Committees and Ad Hoc Committees

B. Specific

The sub-committees and/or ad hoc committees of the Gloucester Community Gymnastics Challengers shall be as follows:

- i) Coach's committee
- ii) Meet and organizing committee
- iii) Judges and officials committee
- iv) Gymathon committee
- v) Public relations committee
- vi) Membership recruitment committee
- vii) Equipment and supply committee
- viii) Telephone committee
- ix) Social committee
- x) Food concession committee
- xi) Various fund raising committees

Enacted the day of , 2013 in the City of Gloucester

Witness the seat of the GCGC

President

Treasurer

Unanimously sanctioned and confirmed by all the members at a general meeting of the club, duly held on the aforementioned date.

President

Treasurer

Gloucester Community Gymnastics Challengers (GCGC)

By-Law #4

A by-law pertaining to the disposal of the assets on the dissolution of the Gloucester Community Gymnastics Challengers (GCGC).

4.00 Be it enacted as a by-law of the GCGC as follows:

Upon dissolution of the GCGC, after the discharge of all debts and liabilities, any remaining assets, or part thereof, be disposed as of follows:

A. Assets

Upon termination of the Club, all the assets of the Club shall be granted to such similar organization or local school board as may continue the objectives of the Club within the same jurisdiction as the Club.

B. Members

Upon termination of the Club, every effort shall be made by Executive to place its members with organisations serving the same needs of the members or who have similar objectives as the Club. The assets of the Club may be made available to said organization as a condition of accepting Club members.

C. Staff

Upon termination of the Club, the Executive shall give due notice to the paid staff and make a reasonable effort to place the paid staff if they so desire with other organizations with similar objectives as the Club.

Enacted the day of , 2013 in the City of Gloucester

Witness the seat of the GCGC

President

Treasurer

Unanimously sanctioned and confirmed by all the members at a general meeting of the club, duly held on the aforementioned date.

President

Treasurer

