

CONSTITUTION AND BYLAWS OF
RIVER VALLEY GYMNASTICS INCORPORATED
Amended November 21, 2022

Article 1. Name

The official name shall be River Valley Gymnastics Incorporated, hereafter called the 'Club'.

Article 2. Location

The club shall be located in the municipality of Florenceville, or surrounding area in the Province of New Brunswick

Article 3. Purpose

To provide females and males in Florenceville and surrounding areas, with the opportunity to participate and excel in gymnastics to their level of ability and interest.

Article 4. Programming Objective

4.1 The organization and conduct of financially viable in-house and inter-club activities for all its' members.

4.2 The provision of extra programs such as clinics, courses, and awards as required by its' members.

4.3 The provision of a complete program of instruction and coaching for all ages.

Article 5. Facility

5.1 The provision of an adequate facility to allow the program goals to be met.

5.2 The provision of facility time to outside organizations after its own needs are accommodated.

Article 6. Planning

Active participation in general co-operative sport planning in the community.

Article 7. Promotions

To promote widespread interest in gymnastics that allows people ample time and opportunity to sign up for sessions, camps, and other like activities.

Article 8. Finance

To support, by submitting to required membership fees, the New Brunswick Gymnastics Association, the Gym Canada-Gymnastiques Canada, and any other organizations to which the Club chooses to affiliate.

Article 9. Leadership

The development and promotions of leadership standards on a club, provincial, and national basis. To provide assistance to other clubs in terms of advice, coaching, and consultations.

Article 10. Scope

The Club is a non-denominational and non-profit organization.

Article 11. Membership

11.1 There will be two types of membership:

- (a) Athletic Members – Which pertains to all those individuals registered as a gymnast with all fees paid up to date.
- (b) Voting Members – Parents or guardians of athletic members, head coach, assistant head coach, and any person whose application has been approved by the Club's Executive Committee. Parents or guardians may cast only one vote per family at the Annual and General Meetings.

11.2 Duties of Members

- (a) To pay the membership fees and other duties as levied by the Club
- (b) To observe the provisions of the Club's constitution and the rules and regulations of the gymnastics governing bodies of New Brunswick and Canada
- (c) Be a supporting and positive ambassador of the Club and the Sport
- (d) To abide by all the resolutions and decisions of the Club's Annual and General Meetings as well as the Club's Executive Committee
- (e) Be in good standing – having all fees and dues paid in full and up-to-date.

11.3 Rights of Athletic Members

- (a) To attend and participate in the Club's Annual and General Meetings
- (b) To participate in all Club activities, share in the Club's enterprises and enjoy all the benefits arising from the Club's membership in the gymnastics governing bodies of New Brunswick and Canada

11.4 Rights of Voting Members

- (a) To have all the rights of Athletic Members
- (b) To exercise his/her vote in accordance with the provisions of the Club's Constitution

11.5 Termination of Membership

The Club's Executive Committee may terminate a membership by the following two ways:

- (a) Upon receipt, by the Club's Executive Committee, of written notice of the withdrawal by the member
- (b) Upon failure to comply with the duties of Members

Article 12. General Meetings

12.0 Annual Meeting

The Club's Executive Committee shall call the Annual Meeting of the Club within 3 months after the Club's fiscal year-end.

12.1 Powers of the Annual Meeting

- (a) Elect officers of the Club
- (b) Consider and ratify all acts of the Club
- (c) Determine activities and policies of the Club

12.2 Special General Meeting:

In addition to the Annual Meeting, a special meeting of the voting members may be called at any time deemed necessary by the Club's Executive Committee or upon request from either one third of all the Club's voting members or from the New Brunswick Gymnastics Association.

12.3 Voting Procedures

Votes at any General Meeting shall be exercised by a show of hands, open, or secret ballot at the discretion of the meeting. A two-thirds majority of those present and voting shall prevail. The President shall, in the event of a tie, cast the deciding vote.

12.4 Adding Policies

Policies may be added if required at Executive Board meetings, however existing policies approved at an AGM may not be amended

Article 13 Executive Committee

13.0 An Executive Committee Member must be in good standing for one year prior to being elected to the committee. Employees of the club may not be members of the Executive. Exception is given to the Head Coach and the Recreation Director. Exception is given to The Town of Florenceville representative

13.1 Powers

The Club's Executive Committee shall manage the activities of the Club in accordance with policies established at the Annual Meeting.

13.2 Membership

Members of the Executive Committee shall be the Club's Officers elected yearly at the annual meeting:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) (1) Treasurer
(2) Co-Treasurer to Membership of Executive (in years when deemed necessary)
- (e) Head Coach
- (f) Recreation Director
- (g) Member at Large
- (h) Member at Large
- (i) Member at Large
- (j) Town of Florenceville representative

13.3 Terms of office

- (a) The terms of office shall be from the date elected at the Annual Meeting to the date of the following election at the next Annual Meeting
- (b) A retiring officer is eligible for re-election or re-appointment to another position or the same position

13.4 Duties of Officers

- (a) Past President – The Past President shall act as a resource person for the Executive without voting privileges
- (b) President – The President shall act as chair at all Executive, Annual and General Meetings of the Club and generally shall exercise such authority as is usually associated with such office, including:
 - (1) Act as a liaison between the Club and other agencies as needed or shall appoint an alternate liaison in specific instances
 - (2) Plan the agenda for each meeting in consultation with the other Executive Members
 - (3) Work with Treasurer on creating a working balanced budget each year
- (c) Vice-President – The Vice-President shall:
 - (1) Be responsible for the routine duties that would otherwise be the responsibilities of the President
 - (2) Shall, in the absence of the President, assume the duties and exercise the authority of the President
 - (3) Assume the chair of ad hoc planning committee
- (d) Secretary – Secretary shall perform such duties as appertain to the office which shall include, without restricting the generality of the foregoing, the duties of keeping minutes, conducting correspondence, giving notice of all meetings and issuing minutes of all meeting
- (e) Treasurer – The Treasurer will over see the duties as appertain to the office which shall, without restricting the generality of the foregoing, include:
 - (1) Shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the funds of the Club
 - (2) Under the direction of the Executive, shall control the deposit of money, the safekeeping of securities and the disbursements of funds of the Club

- (3) He/she shall render to the Executive Committee at meetings thereof, or whenever required of him/her, account of all his/her transactions as Treasurer and the financial position of the club
 - (4) He/she shall prepare and present at the Annual and General Meetings financial statement of the Club
 - (5) He/she shall perform such other duties as may from time to time be prescribed by the Executive
 - (6) Work with President of creating a working balanced budget each year
- (f) Co-Treasurer-The Co-Treasurer will assist the Treasurer in duties as necessary
- (g) Head Coach – The duties of the Head Coach shall include but not be limited to the following:
- (1) Initiate and implement activities for the development of gymnastics in the Club
 - (2) Work towards locating and developing qualified instructors and coaches for classes
 - (3) Promote or implement regular courses and clinics for the upgrading and development of gymnastics, coaches, and judges
 - (4) Obtain qualified instructors with the appropriate expertise for the clinics and courses
 - (5) Plan and implement regular clinics, competitions, and displays for the promotion of gymnastics and the development of gymnastics, coaches, and judges
 - (6) Keep informed on all technical and judging requirements and changes
 - (7) Keep informed on gymnastics clinics, competitions, meetings, or summer programs in which Club Members could participate
 - (8) Oversee office administrator and in the absence of an office administrator, assume the administration duties
 - (9) Supervise all coaches
- (h) Recreation Director – Shall provide Recreation report, participate in Executive Committee meetings but will not have voting privileges
- (i) Members at Large – Members at Large shall:
- (1) Be responsible for representing the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.
 - (2) Aid in the general matters of the club – fundraising and registration for example.

13.5 Meetings

Meetings of the executive shall be held on a monthly basis, minimum 6 per year, the time, date and place to be established by a two-thirds majority of an Executive quorum.

13.6 Committees

The Executive shall have the authority to appoint ad hoc committees.

13.7 Vacancies

A vacancy in any of the offices may be filled by a two-thirds majority vote of the Executive except for the position of President. From season to season, the person fulfilling this role must be a past board member or someone who is currently on the board. The Person must have served on the board for a full season in order to be considered for the role of President.

13.8 Voting

All motions may be passed by a two-thirds vote of an Executive quorum.

13.9 Quorum

Five members of the executive shall constitute a quorum.

Article 14. Finances

14.1 Fiscal Year

The Club's fiscal year shall be from September to August of the following year.

14.2 Fund-Raising

The activities of the club shall be financed by:

- (1) Fees from Athletic Members as established by the Executive
- (2) All monies raised from Fund-raising except the percentage withheld for deposit into the Athlete Development Fund
- (3) Grants
- (4) Events
- (5) Sales of Pro-shop Merchandise

14.3 Signing Officers

The first signing officer of the organization shall be the treasurer of the club. The treasurer shall execute a banking resolution as required by any chartered bank in Canada concerning the signing of cheques, notes, and any other instruments of any kind whatsoever. The second signing officer shall be a member of the Executive voted on and approved by two-thirds majority of the Executive quorum.

14.4 Auditors

Every third year, the voting Members shall appoint an auditor to audit the accounts of the club.

14.5 Winding Up

The club shall be wound up if two thirds of the voting members present at a properly convened general meeting vote in favor of a resolution that the Club be wound up. Upon winding up, and distribution of all remaining assets, after payment of due debts, shall be made to any community-based organization as determined by the Executive at that time.

Article 15. Rules of Order

Roberts Rules of Order shall apply at all meetings

Article 16. Bylaw Amendment

If a bylaw must be amended, this must be done at the AGM. Advance notice must be given to the general members, the precise changes must be put in writing, and then the amendments must be presented and voted on at the AGM. A two-thirds majority must be achieved to pass the amended bylaw.

Article 17. The Articles of these Bylaws hereby take effect
