

**Synergy Sportz
Parent Association, Inc.
Constitution & Bylaws**

Revised August 13, 2023

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Article I. General

Section I: Purpose

The Synergy Sportz Parent Association, Inc. (herein referred to as the SSPA) exists to provide support for the Synergy Sportz competitive gymnastics team program, gymnasts in this program, coaches and the gym (herein referred to as Synergy) as a whole. Support is provided by both monetary and voluntary efforts of the members of the SSPA, as well as fostering cooperation between Synergy staff and SSPA members. The SSPA is not organized for profit; therefore, net earnings or assets of the association may not benefit individual members. The SSPA will implement all rights given as it is an organized nonprofit corporation and will abide by the laws specified by the State of Maryland.

Section II: Membership

General Membership consists of the parents/legal guardians of registered Synergy competitive team members. The Board of Directors (BOD) is a seven-member group that consists of five voting positions and two non-voting positions. The elected voting position are President, Vice President, Secretary and two Co-Treasurers. The elected non-voting positions are Event Coordinator and Sponsorship Coordinator. Additional positions may be approved by a unanimous vote of the BOD members.

Membership in the SSPA runs from August 1st through July 31st of the current season.

Section III: Responsibilities

Training for the Synergy competitive gymnastics team is solely the responsibility of the Synergy management and coaching staff. Below is a list of primary responsibilities of all SSPA members:

1. The SSPA members will strive to support and enhance the operation of the team and development of its gymnasts through cooperative efforts with Synergy management, owners and coaches.
2. Parents are required to read and provide to the Secretary of the BOD the signature page of these bylaws within 15 days following the first SSPA parent meeting of the competition season year.
3. Parents are responsible for ensuring that the Board has accurate contact information for ensuring effective communication; this includes phone number(s) and an email address that is used on a regular basis. A team roster will be jointly managed by Synergy and the SSPA, however it is the members' responsibility to ensure contact information is current.
4. Parents are responsible for communicating any changes in their intent to participate in any committees and/or events in support of SSPA activities.

Section IV: Limitations

1. No person shall use the name, mailing list or official insignia/title of the SSPA for anything unrelated to the SSPA. This provision cannot be waived. Only the SSPA BOD can grant permission to other members to use the name, mailing list or official insignia/title of the SSPA to conduct official SSPA business.
2. No officer or member may enter into any contract, expressed or implied, which obligates the SSPA in any way without the express authority of the BOD. Authority may be granted via vote during a meeting or via written communications.
3. No officer or member shall disburse any funds or transfer any property, which belongs to the SSPA, to their custody without the express authorization of each member of the BOD.
4. The SSPA shall be authorized and empowered to pay compensation for services rendered, and to make payments and distributions in furtherance of Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law) purposes.
5. No substantial part of the activities of the SSPA shall be the carrying on of propaganda or otherwise attempting to influence legislation. The SSPA shall not participate in or intervene in (including the publishing and distributing of statements) any political campaign on behalf of any candidate for public office.
6. Notwithstanding any other provisions of these articles, the SSPA shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law); or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

Section V: Amendments

This constitution and bylaws may be amended and/or new laws adopted at any meeting of the BOD. In certain instances, the Secretary in consultation with the President of the BOD may determine that the vote does not require a formal meeting of the BOD and may be carried out by email. To amend the bylaws, a motion must first be made by an active member of the BOD at a scheduled board meeting, or by email if deemed appropriate, and seconded by a separate member of the BOD. To adopt the amendment, a majority of the members of the BOD shall vote in support. Any minority dissension must be noted in the minutes of the current meeting, or if done by email, the next meeting of the BOD. Any general member may suggest an amendment to the bylaws but must do so in writing through the BOD Secretary and request the motion be made at a formal meeting of the BOD. Once an amendment is approved by the BOD, a notice of intent to amend the constitution and bylaws must be given, in writing, to each voting member for at least ten (10) calendar days prior to the amendments taking effect. Once provided to all

general membership for comment, any general member may request the amendment be presented to the general membership for a vote. If taken to the general membership for a vote, approval of the amendment requires a simple majority of affirmative votes of a quorum of those members eligible to vote, either in person or by written proxy. A quorum will be considered the simple majority of general SSPA membership (i.e., 50% or more), with only one vote per family.

Article II. Board of Directors, Officers and Committees

Section I. Board of Directors (BOD)

1. The SSPA will elect from its members a BOD consisting of five voting SSPA Officers and two non-voting SSPA Officers. All board members will act as representatives of the general membership and administrators of the SSPA. Each voting member will have one (1) vote on the board.
2. Officers of the SSPA shall be elected at the spring quarterly meeting. The nominee for each position receiving the greatest number of votes shall be elected and shall serve a two (2) year term beginning at the August meeting of the BOD. Officers may seek a second two (2) year term to hold a different role. After the second term concludes, officers must end their time on the BOD.
3. Each officer shall serve in his/her respective capacity until such time as his or her successor is duly elected, qualified and naturally takes office. Should an officer's child resign from the Synergy competitive team, duties of that officer will become nullified and a new member appointed. If an officer is not current with their respective financial commitment with the SSPA and/or Synergy, duties of that officer will become nullified and a new member appointed.
4. In the event of death, resignation, officer's child terminates the Synergy competitive program, inability to fulfill financial obligations, or incapacity of any officer, a majority of the remaining Board of Directors may elect a successor to hold office for the unexpired portion of the term of the officer whose place shall so become vacant and until his/her successor shall have been duly elected and qualified.

Section II. Officers

All board members must have a registered, participating gymnast on the Synergy competitive team to hold an office. In the event a gymnast leaves the Synergy competitive team program, the office held will be terminated immediately.

The following are the primary voting BOD positions:

- **President:** The president shall preside at all meetings of the SSPA board of directors and general assembly. The president is also the primary contact between the SSPA and the Synergy Sportz owner and coaches. The president shall:
 - Sign all corporate documents and agreements on behalf of the corporation, unless the president or the board instructs that the signing be done with or by some other officer or agent
 - See that all actions taken by the board are executed and shall perform all other duties incident to the office
- **Vice President:** The vice president, in the event of absence, resignation, disability or death of the president, shall possess the powers and perform the duties of the president. If the vice president is unable to perform these functions, the board of directors shall elect one of its members to fill the vacancy. The vice president shall:
 - Maintain the SSPA website
 - Investigate, propose and oversee the coordination and implementation of fundraising opportunities
 - Perform duties assigned to him/her by the president
- **Secretary:** The secretary will serve as the central point for information dispersal to and from the BOD as well as represent the SSPA to all outside parties. The secretary shall:
 - Record and distribute all minutes of the board of directors and general membership meetings.
 - Keep attendance records at all meetings
 - Be responsible for providing notice to each member as required by law, the articles of incorporation, or these bylaws
 - Keep a register of the names and addresses of each gymnast and their families, as well as listing the board directors
 - Relay any pertinent SSPA information through the communication service utilized
 - Create and distribute the monthly SSPA newsletter
 - In general, questions and information requested by members shall be directed to the secretary
- **Co-Treasurer (2):** The co-treasurers have charge and custody over corporate funds and securities. The co-treasurers shall:
 - Collect revenues and deposit all monies received by the corporation at such depositories in the corporation's name that may be designated by the board
 - Sign checks and make timely payment of all expenses
 - Keep accurate records of receipts and disbursements
 - Establish a season budget and work with Synergy staff to determine the annual Team Commitments in advance of the first SSPA Parent Meeting of the competition season

- Oversight of Booster Club compliance with all laws and regulations regarding not-for-profit status & 501c3 standing
- Complete all required corporate filings

The following are the non-voting BOD positions:

- **Event Coordinator:** The event coordinator shall:
 - Be in charge of the end of year banquet and holiday parties
 - Investigate, propose, and oversee the coordination and implementation of team building events for the SSPA, gymnastics team families, team gymnasts, as well as owners, coaches and staff
 - Develop a calendar of team building events for the fiscal year with requested budgets for each event
 - Form sub-committees to coordinate and implement all events

- **Sponsorship Coordinator:** The sponsorship coordinator shall:
 - Investigate, propose and oversee the coordination of seasonal sponsorships
 - Oversee the acquisition of sponsorships by families for the Anti-Bullying Invitational meet
 - Maintain sponsorship solicitation letter
 - Maintain records of past sponsors

The President is empowered to create special positions and committees as is deemed necessary from time to time in order to fill the needs of the SSPA. These are non-voting positions and may be filled by any member of the SSPA and serve at the discretion of the president and the BOD.

All officers are subject to recall. To recall a board member, a written petition signed by at least 2/3 of the general membership requesting the recall shall be submitted to the BOD through either the Secretary or President of the BOD. A special meeting of the general membership shall then be called within 15 days of the submitted petition with at least 2/3 of all voting members present. The board member shall be offered the opportunity to answer questions or address concerns related to the recall. To enact a recall, a motion must then be made and seconded by general members present. The board member shall be removed by a simple majority vote of the membership by written proxy. The votes shall be counted and confirmed by one nonrecalled member of the.

Section III. Level Representative

Members from each competitive team level will be responsible for selecting a representative from their level. A member's level is within the group into which the gymnast is placed by a Synergy coach (for example, USAG, Levels 2 - 10). Level representatives are responsible for coordinating level specific activities (for example: dinner together after meets, gymnast recognition at meets, and other positive team bonding type activities).

In general, there shall be one representative per competitive level. In the event there are fewer than three (3) gymnasts in a level, two or more levels may be combined, and a representative shall be elected from the SSPA members from those levels. Each level representative shall serve in his/her respective capacity for one competitive season or until such time as his/her successor is duly elected, qualified and actually takes office. A level representative may designate any other member at the same level to substitute for him/her at meetings. A level representative may also be a member of the Board of Directors.

Article III. Membership

Section I. Annual SSPA Membership and Team Commitment

The annual membership period of the SSPA is from August 1st through July 31st. Most competitive gymnast teams require annual team commitments per gymnast to help defray gymnast specific costs and activities such as coaches' expenses, flowers/gifts at States and Championships, hosted holiday parties and the End of the Year Banquet.

Section II. Suspension, Resignation, and Reinstatement of Members

1. A member will be considered to have resigned from the SSPA, whether or not a formal letter of resignation has been submitted, when two (2) consecutive gym fee tuition payments to Synergy and/or two (2) consecutive SSPA team commitment payments are missed. It is the responsibility of Synergy to notify the board when this occurs.
2. Upon resignation, suspension or expulsion of a member, he or she shall return all equipment of the SSPA within five (5) business days.
3. Conduct deemed by the BOD to be detrimental and unfavorable to the reputation of Synergy and SSPA shall be cause for dismissal upon a majority vote of the voting members of the BOD.
4. All members who have not met policy and procedure requirements as established by the SSPA, and the Synergy Gymnast Handbook, including all financial commitments, are subject to suspension from membership and shall thereafter not be eligible to participate in any organizational function or receive any benefits from the SSPA.
5. Members who have resigned, been suspended or removed from the SSPA may be reinstated by a majority vote of the BOD.

Article IV. Meetings

Section I. General Format

All meetings of the SSPA shall be conducted as follows:

1. Opening
2. Old business
3. Treasurer's report
4. Committee reports by committee chairs
5. New business
6. Adjournment

Meeting minutes will be provided to the BOD and Synergy by the Secretary within one week of each meeting and will be available for review to any SSPA member in good standing upon request. The SSPA respects the privacy of all members, therefore the Secretary reserves the right to edit any meeting minutes that reference specific family/gymnast information prior to dissemination to any other group besides the BOD or Synergy.

Section II. General Meetings – Member Meetings

1. The BOD will hold general membership meetings as deemed necessary and may change and/or cancel meetings with sufficient notice to all members.
2. At least two annual meetings shall be convened as follows:
 - a. A summer meeting no later than September 15th. The primary purpose of this meeting is to welcome new members, review plans for the upcoming season, discuss team commitment fees, fundraising, and the financial status for the SSPA.
 - b. A spring meeting to be held at the end of the competitive season. The purpose of this meeting is to review the season and elect new board members (if applicable).
3. General membership meetings must be announced by written notification via email.

Section III. BOD Meetings

The BOD will meet frequently and as deemed necessary to effectively plan and execute all functions of the BOD. Any member of the board may call a meeting of the BOD and the date coordinated by the Secretary. All meetings, no matter the length will have recorded minutes. If the Secretary is not present at a meeting, it is the responsibility of the other BOD members to provide meeting updates to the Secretary within 48 hours.

Section IV. Meeting Quorums

1. For the transaction of any business at a meeting of the general membership, a quorum will be considered the simple majority of general SSPA membership (i.e., 50% or more) in good standing, either in attendance or represented by written proxy.
2. For voting purposes, each family receives one (1) vote. Families with more than one gymnast on the competitive team only gets one vote.

Article V. Finance

Section I. General Funds

The general fund is a checking account with a financial institution in the name of the SSPA. A minimum of \$1,000 will be considered baseline funds for each competitive season. No purchases will be approved if the baseline funds decrease below that level. Any interest accrued by the account will remain a part of the general fund. This account is the recipient of all monies paid from team commitments and earned through fundraising.

Section II. Team Commitment

The Team Commitment (i.e., parent commitment) is levied in order to cover the cost of meet registration fees, coaches' expenses at meets (local and away), team social activities, team awards, association supplies (stationery, stamps, etc.) and other team supported activities as determined and approved by the BOD.

1. Each year team commitments will be reviewed, and recommendations made for the upcoming year, to include the amount of the commitment. See Section IV for payment schedule.
2. Commitments must still be made in the event of injury, illness or vacation. You are still a member of the competitive team even when you are unable to attend practice due to an injury, illness, etc.
3. Team commitment fees are payable to SSPA. Team commitments are due per individual gymnast regardless of the number of gymnasts registered in the Synergy competitive team program.
4. The team commitment may vary for new members, members that may change competitive levels during the season or members that sustain a season ending injury. In this event, the following guidelines will be applied to the financial responsibility for commitment fees:

- a. If a gymnast joins the competitive team during the competitive season, the member's team commitment will be prorated in coordination with the treasurer.
 - b. If a gymnast changes competitive levels during the competitive season, the member's team commitment will be prorated to the appropriate level.
5. A schedule for payment of the team commitment will be established by the first parent meeting on an annual basis by the BOD and may be adjusted during the season if deemed necessary by the Board. Overpayments of team commitments will be offered as credits in the parent account to be used for the following competitive season or paid out at the end of the season once the financial books are closed out.

Section III. Due Date of Team Commitments

Once the meet schedule is determined, the BOD, through the Treasurer, will determine the annual team commitments. The total annual commitment will be divided into 6 (six) equal monthly installments and must be paid between August and February of the current competitive season. Payments are due the 30th of each month. This information will be shared with the general membership at the first SSPA parent meeting of the season.

1. The BOD, in coordination with the Treasurer, will offer optional payment plans for all SSPA members in an attempt to meet individual needs. Members may make payments to their account at any time, even during the noncompetitive season. However, the payment must note "Team Commitment for (year of competitive season)". For example, "Team Commitment, Joy Jumper, 2015/2016".
2. If a member chooses to pay the team commitment in full by August 30th, a 10% discount will be provided. For example, if the team commitment for USAG, level 6 is \$750 for the year, payment by August 30th will be \$675.

Section IV. Nonpayment of Commitments

1. Late payments will accrue a \$25.00 late fee per month until brought up to date according to the agreed upon payment choice/schedule.
2. A bounced check fee will be charged for checks that do not clear based on the fee charged by the bank.
3. All members who have not met all financial commitments are subject to suspension from membership and shall thereafter not be eligible to participate in any organizational function or receive any benefits from the SSPA..

Section V. Receipt for Payment

A canceled check will be the receipt of payment for any assessment paid by check. Payments of any other form will be acknowledged by written receipt. Payments made via credit or debit cards may be subject to additional fees as assessed by the financial institution, PayPal, etc.

Section VI. Annual Budget

The annual budget will be prepared by the Board as early in the season as possible, but no later than the first parent meeting. Prior to the final vote by the Board for approval, a copy of the proposed budget will be distributed to general membership for comments for a period of ten (10) days. The commitment amounts are derived from this budget. Any changes to commitment fees must be approved by the BOD and will require a prior review of any impact on the current approved budget.

Article VI. Fundraising and Social Activities

Section I. Fundraising

The SSPA participates in a variety of fundraising activities during the year. These include but are not limited to restaurant nights, raffles, fill the calendar and SSPA hosted events (i.e., bingo, golf tournament, yard sale, etc.).

The committee chair of any fundraising event is required to maintain complete and accurate records of all income and expenditures associated with the fundraiser. Such records will be turned over to the treasurer within 10 calendar days following the event's conclusion and will be available for review by any member of the SSPA. Organizers should also provide a summary of the fundraising activity in writing to the Board.

Section III. Team Social Activities

The SSPA will periodically sponsor competitive team activities for the general wellbeing of all members (i.e., annual lock-in, end of year banquet, etc.). SSPA funds may be used for these activities at the Board's discretion.

Article VII. Dissolution

Upon dissolution of the SSPA, the board of directors shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all monetary and physical assets of the organization exclusively for charitable, educational, religious or scientific purposes as at the time shall qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code (or corresponding provisions of any United States Internal Revenue Law), as the board of directors shall determine. However, if the named recipient is not then in existence or no longer a qualified distributee or unwilling or unable to

accept the distribution, then the assets of SSPA shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purpose specified in Section 501 (c) (3) of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by the court of common pleas of the county in which the principal office of the SSPA is then located, exclusively for such purposes or to such organizations as said court shall determine which are organized and operated for such purposes.

**Synergy Sportz Parent Association, Inc.
2023-2024 Constitution & Bylaws**

As a member of the SSPA, I have read, understand, and will abide by these bylaws. I will also abide by changes to the bylaws that are enacted as described in Article I Section IV (Amendments).

Signature of Member (one per family)

Date

Printed Name

Contact Information:

Address

City, State, Zip

Name/Email #1

Name/Email #2

Name/Phone #1

Name/Phone #2