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OCT - 5 1978

M. A. JORJE de St. JORJE
REGISTRAR OF COMPANIES

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OCT - 5 1978

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ASSISTANT DEPUTY REGISTRAR OF COMPANIES
FOR THE PROVINCE OF BRITISH COLUMBIA

SOCIETIES ACT

CONSTITUTION

1. The name of the Society is: SURREY GYMNASTIC SOCIETY
2. The purposes of the Society are:
 - a) to carry on, to encourage, to develop, to promote, to establish, to maintain, to conduct, to assist, and to foster gymnastic and other sports programmes of various types for the community;
 - b) to do everything incidental and necessary to promote and attain the foregoing purposes.
3. In the event of winding up or dissolution of the Society, funds and assets of the Society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organization or organizations concerned with the social problems or organizations promoting the same objects of this Society, as may be determined by the members of the Society at the time of winding up or dissolution, and if effect cannot be given to the fore-said provisions, then such funds shall be given or transferred to some other organizations, provided however that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act of Canada from time to time

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in effect.

4. The purposes of the Society shall be carried out without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its objects.
5. Paragraphs 3 and 4 of the Constitution are unalterable in accordance with the Societies Act.

BY-LAWS

The By-Laws of the Society are those set out in Schedule B to the Societies Act with the following variations, deletions, and additions:

1. Section 4 of the By-laws is deleted and the following substituted:

"A person may become a member by fulfilling the conditions and procedures prescribed by the directors".

2. Section 6 of the By-laws is deleted and the following substituted:

"The Directors may determine the membership dues, if any".

3. Section 7(d) is deleted and the following substituted:

"on having been a member not in good standing for a period of time prescribed by the Board, and failing to respond to a notice of the Directors to bring himself into good standing, in the manner and time prescribed by the Directors in the notice.

4. Section 9 of the By-laws is deleted and the following substituted:

"All members are in good standing except a member who has failed to pay his current annual membership fee or other subscription or debt due and owing by him to the Society and in addition fails to respond to a notice given to him to pay the same by the Board".

5. Section 26(3) of the By-laws is deleted and the following added:

"Election procedure shall be determined by the members present".

BY-LAWS (cont'd)

6. Section 61 of the By-laws is deleted and the following substituted:

"After being admitted to membership a member is entitled to a copy of the Constitution and By-laws upon paying the sum of \$1.00".

DATED the 29 day of SEPTEMBER 1978.

Mission Statement:

We will introduce the sport of gymnastics to as many athletes as possible and encourage each and every athlete to reach his/her full potential in a safe, healthy and positive environment.

We will introduce the sport by:

- Offering a wide variety of classes for all age groups and skill levels.
- Promoting our facility through various advertising media.
- Participating in as many community events as possible.
- Keeping our fees as low as reasonable.

We will encourage our athletes to reach their full potential by:

- Having structured classes that progressively challenge each athlete's ability.
- Ensuring that our facilities have the equipment necessary to teach new skills.
- Ensuring that our coaches have the training necessary to teach new skills.
- Recognizing and rewarding each new skill that is learned and perfected.
- Offering a venue where all our athletes can proudly display their skills.

We will keep our athletes safe by:

- Maintaining and upgrading our equipment to a high standard of quality.
- Promoting good workplace habits among our employees.
- Ensuring every employee is adequately trained in first aid.

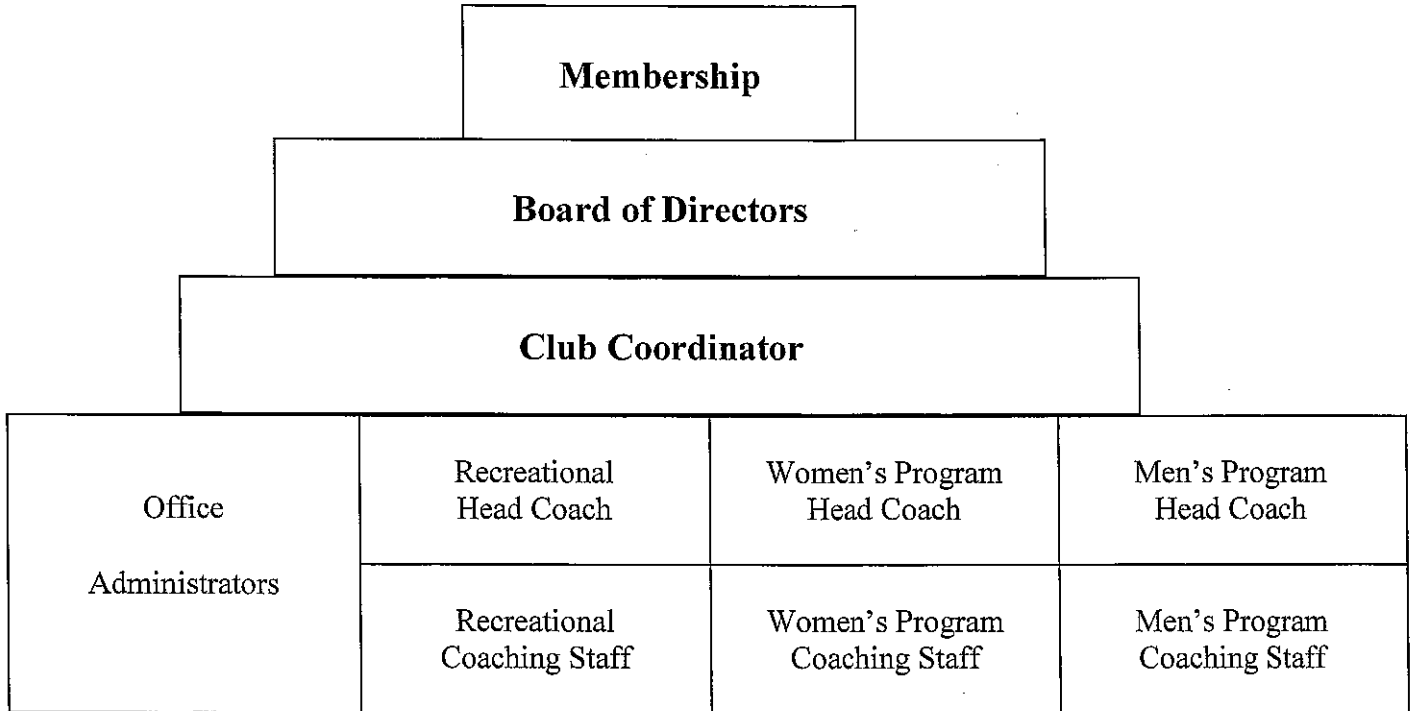
We will keep our athletes healthy by:

- Keeping our facilities as clean as possible.
- Promoting good dietary practices.
- Explaining how drugs such as alcohol and nicotine impair their abilities.

We will have a positive environment by:

- Keeping fun activities in all levels of classes.
- Attracting and keeping passionate coaches that love the sport.
- Focusing on an athlete's abilities and challenging those abilities.
- Allowing our athletes to develop at their own pace.

Organization Structure



Board of Director's Code of Ethics:

1. Represent the interest of all people served by the organization.
2. Not use the organization or serve on the board for his/her own personal advantage or for the individual advantage of his/her friends or supporters.
3. Keep confidential information confidential
4. Approach all board issues with an open mind, prepared to make the best decision for the whole organization.
5. Do nothing to violate the trust of those who elected him/her to the board or the members.
6. Focus his/her efforts on the mission of the organization and not his/her personal goals.
7. Never exercise authority as a board member except when acting in a meeting with the full board or as delegated by the board.

Role and Responsibilities of the Board of Directors:

1. In electing the directors, the members have transferred power to the Board of Directors to assume the overall responsibility for determining the broad courses of action and the policy-making decisions that will enable the society to meet its goals and objectives.
2. The Board may resolve club matters of expenditures of up to \$10,000.00. Matters over \$10,000.00 are referred to the General Membership by special vote.

Policy Establishment:

1. The board will formulate, approve, direct and establish all matters of policy, procedure, budgeting and planning.
2. Policies are the rules established by the board of directors that give concrete form to the intentions of the society.

Leadership:

The directors will provide leadership as follows:

1. Set goals in keeping with the wishes of the membership.
2. Evaluate the organizational performance and program results in relation to the goals.
3. Establish and monitor committees as necessary to facilitate the progress towards the achievement of goals.
4. Motivate volunteers and inspire continuity within the club.

Trusteeship:

1. The board of directors is responsible for the effective management of the club as pertaining to all financial, legal and administrative matters in accordance with the constitution and bylaws, Staff Handbook, Members' Handbook and Directors' Handbook.
2. These responsibilities include:
 - 2.1 Ensuring that all members uphold the constitution and bylaws of the Society.
 - 2.2 Establishing financial signing authority within the society.
 - 2.3 Reviewing all financial reports and the formulation of financial recommendations to the members at a general meeting.
 - 2.4 Establishment and monitoring of the terms and conditions of employment and the evaluation of all staff employed by the society.
 - 2.5 Acting as an appeal committee on all matters of conflict.

Representation:

1. Uphold the constitution and bylaws of the club, guidelines of the Directors' Handbook, Staff Handbook and Members' Handbook.
2. Report and explain the club policies, activities and operations to the members.
3. An individual director should endeavour to attend all meetings of the board of directors and general meetings of the club.
4. An individual director should have no authority to commit the Club to any policy. Each director has one vote on the board of directors.
5. A director's authority must not go beyond his individual vote and he/she must abide by the decisions of the board.
6. Generally, a member of the board of directors should realize that he/she is no longer the parent of a single athlete, but really a trustee who must look out for the interests of all the athletes in the club, both competitive and recreational.
7. The best way for a director to fulfill this obligation is to ensure that systems and policies are established in the club that deal with the organization as a whole in areas such as:
 - a. Safety Procedures and establish safety logs of all regularly scheduled equipment and facilities inspections.
 - b. Employee Manual/Contract
 - c. Club Policy and goals Manual
 - d. Board and Staff Responsibilities
8. Board members should never deal with specific individual cases of athletes or coaches unless a defined, written appeal procedure has been followed.

Role and Responsibilities of the Officers:

The board of directors is elected at the Annual General Meeting. It is composed of the number of directors as provided for, in the bylaws of the organization. Each officer of the society has a specific role to play in the society, often stated in the bylaws.

The following is a description of the role and responsibilities of the officers of the Surrey Gymnastic Society:

President:

Role:

- a. The president shall report to the Board of Directors and on behalf of the Board of Directors to the membership.
- b. The president is the chief executive officer of the society and shall supervise the other officers in the execution of their duties.

Responsibilities:

- a. Shall represent the gym club in an official capacity to the public and to GBC
- b. Shall generally supervise all operations under the auspices of the Surrey Gymnastic Society to ensure that all activities are being conducted in accordance with the constitution and bylaws of the Surrey Gymnastic Society, Directors' Handbook, Staff Handbook and Members' Handbook.
- c. Shall prepare agendas for and act as Chairperson for all general meetings, Board of Directors' Meetings and Executive Committee meetings.
- d. Shall present a written report to the members at the Annual General Meeting.
- e. Ex-officio member of all committees.
- f. Facilitates communication between Board members and the staff.
- g. Shall be one of the signing authorities for the gym club.

Vice-President:

Role:

- a. Shall be elected by the members at the Annual General Meeting
- b. Shall be responsible to the president, the Board of directors and the members.

Responsibilities:

- a. Shall assume the role, responsibilities and powers of the president during his/her absence or inability to execute such duties.
- b. Shall act as member liaison to communicate and publicize the club policies and procedures.
- c. Carries out special project assignments from the President.

Secretary:

Role:

- a. Shall be elected by the members at the Annual General Meeting.
- b. Shall be responsible to the president, the board of directors and the members.
- c. Shall keep or cause to be kept all records and documents of the society except those required to be kept by the treasurer.

Responsibilities:

- a. Shall keep minutes of general, board of directors' and executive committee meetings and ensure prompt circulation of the same to the members.
- b. Ensure that an annual report is filed with the registrar of companies within 30 days of the preceding Annual General Meeting.

Treasurer:

Role:

- a. The members at the Annual General Meeting elect the treasurer.
- b. The treasurer is responsible to the president, the board of directors and the members.

Responsibilities:

- a. Shall prepare all documents necessary for the submission of the financial reports.
- b. Shall act as chairperson for all budget meetings for the purpose of compiling the annual budget.
- c. Shall prepare the year-end statement to be presented at the Annual General Meeting.
- d. Shall be one of the financial signing officers of the society.
- e. Shall sit on the Personnel Committee.

Committees:

The officers of a society can delegate their authority to various committees to allow for better, more efficient management of the organization. This is an important feature of a club and a lot of care and attention should be put in creating a certain number of working committees to ensure that all the vital areas of operations of the society are covered.

Committees allow for the delegation of a specific task to one group of people. The committee may or may not be headed by a director and allows non-elected members to make a contribution of their expertise in a specific field. It facilitates the recruitment of volunteers, as the tasks are usually limited in scope and terms. But the essential ingredient to a successful committee system is a clear definition of the goals and tasks of each committee.

Members-at-Large (Committee Heads):

Role:

- a. The members at the Annual General Meeting elect the members-at-large (usually between 6 and 10).
- b. The members-at-large are responsible to the president, the other members of the board of directors and the members.

Responsibilities:

- a. The members-at-large shall take on a board portfolio as requested by the Executive
- b. Shall supervise the necessary tasks for their portfolio.
- c. Shall distribute necessary information to the membership regarding their portfolio needs.
- d. Shall report on their portfolio at board meetings when necessary.

Potential Portfolios:

1. Personnel Committee
2. Fundraising Committee
3. Gaming / Grants Committee
4. Building Maintenance and School District #36 Liaison
5. Surrey Invitational Committee
6. Communication Committee
7. Equipment Upgrade/Maintenance Liaison
8. Recreational Program Liaison
9. Women's Competitive Program Liaison
10. Men's Competitive Program Liaison
11. Volunteer Committee
12. Surrey Gymnastics Alumni Committee

Personnel Committee:

Role:

- a. Shall be responsible to the president, board of directors and the members.
- b. Deal with all aspects of the Surrey Gymnastic Society's employees and give recommendations to the board of directors.

Composition:

- a. President
- b. Treasurer
- c. At least one other member of the Board of Directors,

Functions and Responsibilities:

- a. Prepares complete detailed job description for the Head Coaches, Administrator and Club coordinator.
- b. Prepares grievance procedures for Board approval.
- c. Settles grievances from Staff as per grievance procedures.

Fundraising Committee:

Composition:

- a. One Director

Functions and Responsibilities:

- a. Establish the fundraising sub-committee for the year.
- b. With the committee establish the number of fundraising events for the year.
- b. Organize volunteers to run the different fundraising activities.
- c. Ensure that all competitive parents are involved in at least one fundraising event.
- d. In the selection of fundraising events, give consideration to GBC sponsors, past records of successful campaigns and the track records of companies proposing fundraising events.
- e. The fundraising Director is responsible to assign volunteer's commitment points to the Points Co-ordinator upon completion of a project.

Gaming committee:

The Gaming Committee Director is responsible for maintaining control over all aspects of the Club's Gaming fundraiser that runs at the Bingo Hall year round.

Composition:

- a. One Director

Functions and responsibilities:

- a. Ensures volunteers are adequately supplied.
- b. Inform volunteers of board-sanctioned policies.
- c. Ensures the club reports to the government:
 - i. Gaming revenues
 - ii. Use of proceeds
- d. Informs executive of bingo license expiration.
- e. Responsible to the Bingo Hall and Association
- f. Attends Bingo Hall Meetings
- g. Attends to correspondence regarding the Bingo license.

Grants committee:

The Grant Committee Director is responsible for reporting to the board the plans for grant applications from the Grants Committee.

Composition:

- a. One Director

Functions and responsibilities:

- a. Reports to the board the timeline of grant applications and the application outcome.

Equipment Upgrade + Maintenance Liaison:

Committee Composition:

- a. One Director
- b. Head coach from each program.

Functions and Responsibilities:

- a. Ensure that SGS equipment is maintained in safe working order
- b. Record and maintain equipment inventory and keep a log of all inspections.
- c. Recommend equipment upgrades
- c. Coordinate volunteers to assist when equipment is needed for displays etc...
- d. Responsible to arrange for equipment take down and set up for the yearly gym cleaning (usually last week in June).

Communication Liaison:

Composition:

- a. One Director
- b. Club Co-ordinator

Functions and Responsibilities:

- a. Establish the communication sub-committee for the year.
- b. Responsible to see that newsletters are created on a regular basis
- a. Recommend to the Board any needs for Website upgrading
- b. Establish good communication network for volunteers

Recreational Program Liaison:

Composition:

- a. One Director

Functions and Responsibilities:

- a. Responsible to ensure that the needs of the recreational program are voiced from a board perspective
- b. Communicate with the Recreational Head Coach, program needs or achievements
- c. Bring forward the Head Coach's concerns or queries in their absence
- d. Communicate the outcomes of board meetings with the Recreational Head Coach and staff

Women's Competitive Program Liaison:

Composition:

- a. One Director

Functions and Responsibilities:

- a. Responsible to ensure that the needs of the women's program are voiced from a board perspective
- b. Communicate with the Women's Head Coach, program needs or achievements
- c. Bring forward the Head Coach's concerns or queries in their absence
- d. Communicate the outcomes of board meetings with the Women's Head Coach and staff

Men's Competitive Program Liaison:

Composition:

- a. One Director

Functions and Responsibilities:

- a. Responsible to ensure that the needs of the men's program are voiced from a board perspective
- b. Communicate with the Men's Head Coach, program needs or achievements
- c. Bring forward the Head Coach's concerns or queries in their absence
- d. Communicate the outcomes of board meetings with the Men's Head Coach and staff

Commitment Point Coordinator:

Functions and Responsibilities:

- a. Responsible to ensure that all SGS members fulfill their requirements of the family commitment plan during the gymnastic season.
- b. Responsible to encourage volunteers and keep them informed of how they are progressing over the year.
- c. Responsible for volunteer appreciation.

Budget Structure:

REVENUE

ML Development Fund Revenue
Gaming Revenue
Fundraising buy out
Chocolate Revenue
Miscellaneous Fundraising
Provincials Meet Revenue
Gymnaestrada Group Revenue
Corporate Fundraising
Pro-Shop Revenue
Team Trip Fundraising
Commitment point buy out
Coaching Fees - Recreational
Coaching Fees - Competitive Girls
Coaching Fees - Competitive Boys
Gym Rental
Gymathon
Birthday Parties
Field Trips/Daycare
Interest/NSF revenue
Other Meets
Miscellaneous Revenue
Surrey Invitational Revenue
GBC Club Fee
GBC Registration Fees
Travel Rebate Revenue from GBC
Equipment Sales
Adult-Drop-In Revenue

EXPENSES

Advertising & Promotion
Amortization
Badges & Report Cards
Birthday Party
Membership & Business Licenses
GBC Membership - Expense - ALL
Gymnaestrada Group Expenses
Men's Program Wages
Surrey Invitational Expenses
Other Meet Expenses
First Aid
Team Meet Fundraising Expense
Miscellaneous Fundraising Expense
Provincials Meet Expenses
Equipment Purchases
Uniforms-Pro Shop
Insurance Expense
Interest & Bank Charges
Members/Staff Goodwill
Miscellaneous Expense
Office Supplies
Office Wages
Club Coordinator
Office Equipment Maintenance
Canadian Springs Water Delivery
Professional Fees
Repairs & Maintenance
Staff Upgrading
Telephone/Internet
Travel Assistance
Visa/MCard/Interac Discounts
WCB
Year End Banquet Expense
Disposal of Assets

The above budget structure is only a guideline. The board of directors will approve the actual annual budget.