

Braden River High School Athletic Booster Club, Inc.
By-Laws
Adopted September 14, 2015

Article I. Name

The name of the organization shall be the Braden River High School Athletic Booster Club, Inc., hereinafter referred to as the “Booster Club”.

Article II. Definitions

For purposes of this document:

Section 2.01 Athletic programs

Any sport sanctioned by the FHSAA, the cheerleading squad, the Black Pearl dance team, athletic facilities, and athletic training.

Section 2.02 Athlete

Any student member of an Athletic Program.

Article III. Purpose and Objectives

Section 3.01 Purpose

It is the purpose of the Booster Club to encourage and support the Braden River High School (hereinafter referred to as BRHS) athletic philosophy as well as all athletic programs.

Section 3.02 Objectives

- (a) We will assist athletic programs financially by providing monetary assistance for away games, training camps, uniforms not provided by the school, and any other program which the Athletic Director deems necessary.
- (b) We will conduct various fundraising efforts throughout the year to enable our organization to financially assist athletic programs.
- (c) We will help with parking, concession sales, and other "man-power" needs at all athletic events.
- (d) We will sponsor end-of-season banquets for awards and accolades.
- (e) We will coordinate community business sponsorships.
- (f) We will support the school community by working closely with all BRHS organizations.
- (g) We will hold events to encourage a sense of family and community at BRHS, including barbeques and other similar get-togethers.

Article IV. Membership

Section 4.01 Eligibility

Membership shall be open to any person who subscribes to the purpose and function of the Booster Club regardless of race, color, sex, age, creed or national or ethnic origin. Members do not have to have students currently enrolled at BRHS to join.

Section 4.02 Term

The membership year is from July 1st to June 30th of the following year.

Section 4.03 Dues

Membership dues shall be recommended determined by Executive Board.

Article V. Organization

Section 5.01 General

The BRHS Athletic Boosters include Officers, a Board, Committees, and General Membership.

Section 5.02 Officers

The Principal and Athletic Director of BRHS shall be officers and ex-officio members of the Booster Club. Additionally, The President, 1st Vice-President, Recording Secretary, and Treasurer shall be elected officers.

Section 5.03 Executive Committee

The President, 1st Vice-President, Recording Secretary, and Treasurer shall be known as the Executive Committee.

Section 5.04 Executive Board

The Principal, Athletic Director, Executive Committee and selected/certain committee chairs shall be known as the Executive Board, hereinafter referred to as "The Board".

Section 5.05 Committees

Committees include, but are not limited to, Membership, Communications, Apparel, Team Representative, Concessions, Nominating, and Scholarship.

Article VI. Meetings

Section 6.01 General meetings

Regular meetings shall normally be held on the second Monday of the month, unless a schedule conflict requires rescheduling.

Section 6.02 Special Meetings

The President may call a special meeting at any time, providing the nature of the called meeting is urgent and sufficient advance notice of the meeting is given.

Section 6.03 Executive Board Meetings

Executive Board meetings may be held as determined by the President. The membership shall be informed of such meetings and any action taken at the next regularly scheduled meeting.

Section 6.04 Committee Meetings

Committee meetings may be held as determined by the committee chairperson(s).

Section 6.05 Order of Business

Order of all business meetings shall be substantially as follows:

- (a) Call to Order
- (b) Secretary's Report
- (c) Treasurer's Report
- (d) Membership Report
- (e) Team Rep Reports
- (f) Athletic Department Report
- (g) Allocation Requests
- (h) Projects
- (i) New Business
- (j) Adjournment

Section 6.06 Voting

- (a) To become eligible for General Membership voting privileges, a person must be a member and have attended at least two (2) meetings in the previous 6 meetings, excluding the current meeting.
- (b) All Executive Board members and Committee Chairpersons are granted the immediate right to vote upon being elected and/or being appointed.
- (c) Members must be present at the meeting to be eligible to vote.
- (d) Ex officio members are considered to not have voting rights under Section 6.06(b) above.

Section 6.07 Robert's Rules of Order

Robert's Rule of Order, the latest edition, shall be recognized as the authority governing the meeting of the Boosters, its Executive Board, and its committees.

Section 6.08 Quorum

A quorum must be present to conduct business. A quorum shall be at least one-half of The Board.

Article VII. Duties of Officers

Section 7.01 President

The Presidents duties are to:

- (a) Preside over regular meetings
- (b) Make whatever appointments necessary in the interest of the Booster Club affairs
- (c) Cast the deciding vote in case of a tie.

Section 7.02 Vice-Presidents

The Vice Presidents duties are to:

- (a) Oversee the various committees as determined by the President.
- (b) Act as the Chairperson of their respective committees if one has not been appointed.
- (c) Assist the President whenever possible,
- (d) Assume the duties of the President in his/her absence,
- (e) Become President in case of the President leaving office permanently other than the natural end of the elected term.

Section 7.03 Recording Secretary

The recording secretary's duties are to:

- (a) Keep accurate minutes of all meetings,
- (b) Compose all necessary correspondence,
- (c) Keep a register of members and their eligibility to vote,
- (d) Keep all records not specifically assigned to other officers.
- (e) Provide copies of minutes for Board Member review no later than 10 days prior to the regularly scheduled monthly meetings.

Section 7.04 Treasurer

The treasurer's duties are to:

- (a) Keep accurate records of receipts and disbursements, and present a full report of same at each meeting.
- (b) Hold open the books for inspection by the Booster Club or committee appointed to inspect same.
- (c) Keep Booster Club funds in a local recognized financial institution.
- (d) Provide change for all functions the Booster Club participates.
- (e) File forms with organizations of the federal, state, and local governments, as required by law.
- (f) Perform other finance-related actions, as assigned by the President.
- (g) Take the necessary steps to maintain the Booster Club's 501 (C)(3) Status.
- (h) Maintain banking relationships and accounts in good status.

Section 7.05 Immediate Past President

Duties include providing advice to the President and Board as needed. The position is a non-voting advisory position. This officer may also hold another position on the board.

Article VIII. Executive Board

Section 8.01 Members

The Executive Board will consist of the President, Vice-President, Secretary, Treasurer, and selected/certain committee chairs.

Section 8.02 Executive Board Duties

The duties of the Executive Board are to:

4

- (a) Transact any required business of the Booster Club that may arise between meetings of the general membership.
- (b) Establish/dissolve committees, as required.
- (c) Coordinate fund-raising activities conducted by the Booster Club and by individual teams to avoid conflicts.
- (d) Establish an audit/financial committee that will review the financial records on an annual basis.
- (e) The Board, by a Two-Thirds (2/3) vote of those present by virtue of a quorum, shall have the authority to recommend discipline, suspend, or terminate membership of any Officer or Member, when the conduct of such person is considered detrimental to the best interests and objectives of the Boosters. Once this recommendation passes by Two-Thirds (2/3) vote, the Executive Committee shall recommend to the Athletic Director that a special meeting take place to formally notify the Officer or Member of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges. Only the Athletic Director or Principal shall Chair this meeting, and only the Chair shall have the authority to formally render a formal decision to discipline said Officer or Member or overrule the Board of Director recommendation. Only the Athletic Director or Principal shall determine any discipline, suspension or termination of Booster Officership or Membership.

Article IX. Committees

Section 9.01 Membership

The Membership Committee is responsible for processing membership applications, conducting membership campaigns, and maintaining a current membership list including contact information. The chairperson will report the current membership status at each monthly business meeting of the general membership.

Section 9.02 Corporate Sponsorship

The Corporate Sponsorship Committee is responsible for soliciting sponsorships from businesses in the community. Additionally this committee shall be responsible for all corporate signage at athletic facilities.

Section 9.03 Communications

The Communications Committee is responsible for publicizing the Booster Club organization and its activities through the print and electronic media along with recognizing the accomplishments of our student athletes.

Section 9.04 Team Representatives

Team Representatives act as the communication link between the Booster Club and the team members, coaches, and parents. Specific responsibilities include:

- (a) Provide chairperson with a report monthly on the team's activities, accomplishments, etc.
- (b) Present requests for financial support to the Booster Club for consideration.
- (c) Distribute information from the Booster Club to team members, coaches, and parents.
- (d) Recruit new Booster Club members from the team parents.
- (e) Recruit volunteers from team parents when needed for a specific activity involving the team.

Section 9.05 Concessions

The Concessions Committee is responsible for Booster participation in running the concession stand(s) at home athletic events. Specific duties include obtaining volunteers to staff the concession stand(s), ordering all products to be offered for sale along with required supply items, maintaining control over cash boxes, and coordinating the disbursement of profits among the appropriate teams.

Section 9.06 Scholarship

Prepare and distribute applications, review applications to ensure each applicant meets the qualifications, and recommend student athletes for this award.

Section 9.07 Nominating

Prepare a slate of nominees for the following year's officers and present at the April meeting. Ensure that each nominee meets the eligibility requirements under Section 10.02.

Section 9.08 Annual Event

The Annual Event committee is responsible for organizing the Booster Club's major fundraiser for the year.

Article X. Election of Officers and Appointments

Section 10.01 Nominating Committee

In April, a Nominating Committee will be established consisting of at least three members, with at least one member being a non-officer. This committee will prepare a slate of nominees for the following year's officers, and present it at the May business meeting of the general membership. Nominations from the floor will also be accepted at the April meeting provided they receive a second. No person will be nominated without first agreeing to serve if elected.

Section 10.02 Eligibility

For consideration, nominees for officers require ten (10) hours of active participation within the preceding twelve (12) month period which includes attendance at a minimum of two (2) monthly general membership meetings.

Section 10.03 Election Meeting

The annual election of the Executive Committee shall be held no later than the first Monday in June for the following school term.

Section 10.04 Term of Office

The President, Vice-President, Recording Secretary and Treasurer shall serve two (2) year terms. All terms start July 1st. The President and Secretary are elected for years that end in an even number. For example, the President and Secretary would be elected in June of 2015 for the 2015-2016 fiscal year and would remain in office until June 30, 2017. The Vice-President and

Treasurer are elected for years that end in an odd number. Officers may succeed themselves. No person may hold more than one elected office at the same time.

Section 10.05 Removal and Replacement

When a Board Member, Committee Chairperson, or other appointed member either resigns or fails to attend Three (3) consecutive regularly scheduled meetings without adequate excuse, or when an Executive Committee member fails to perform the prescribed duties of the office, the Board may declare the office vacant by a Two-Thirds (2/3) vote of those present at any duty constituting a Board meeting. The president has the discretion to replace an officer or committee chairperson who has resigned from the Board midterm.

Section 10.06 Election Procedures

- (a) Voting
 - (i) Only one person per paid membership shall be eligible to vote during annual elections of the Officers.
 - (ii) Ex-officio members as described in Section 5.02 are not eligible to vote for Officers.
- (b) Procedures
 - (i) Numbered ballots shall be used during annual elections.
 - (ii) The recording secretary shall record the number assigned to each member. This recording shall be referred to as the "Ballot List".
 - (iii) The Ballot list shall be sealed in an envelope prior to counting the votes.
 - (iv) The ballots shall be counted by the Treasurer and confirmed by at least 2 other members.
 - (v) In the event of a tie, the President shall cast an unnumbered ballot.
 - (vi) Once the ballots are tabulated, all ballots, along with the sealed ballot list, shall be sealed again and delivered to an Officer of the organization. This package shall be referred to as the "Official Results."
- (c) In the event of a dispute, the Officers shall confirm election results by examination of contents of the Official Results.

Section 10.07 Appointments

The President shall appoint chairpersons for the appropriate committees which are necessary to conduct the affairs of the Booster Club.

Article XI. Financial Procedures

Section 11.01 Fiscal Year

The fiscal year of the Booster Club is from July 1 through June 30 of the following calendar year.

Section 11.02 General Fund

Membership dues, donations, and money collected from general fund-raising activities are deposited in the General Account. These funds shall be used for general expenses of the Booster Club, or in support of activities as authorized following the procedures of Section 11.05.

Section 11.03 Special Funds

Money collected from fund-raising activities for a specific project shall be designated for that project. These funds may only be used to support that project, and for expenses of the Booster Club directly related to that project, as authorized following the procedures of Section 11.05.

Section 11.04 Team Funds

Money collected from fund-raising activities sponsored by a specific team shall be designated for that team. These funds may only be used to support that team, as authorized by the team's officials and the Athletic Director. If the team dissolves, any funds remaining in its account will be transferred to the Booster Club General Fund. Teams planning separate fund-raising activities should discuss their plans with the Executive Board, to avoid conflicts with fund-raising activities conducted by the Booster Club and by other teams.

Section 11.05 Approvals

All allocation requests in excess of \$5,000 must be authorized by a majority vote of the general membership at a regular monthly business meeting provided that the request and discussion of such disbursement(s) were held at a prior general or special meeting. The head coach should be present when any allocation request is being made for the benefit of their team. Disbursements up to \$5,000 may be authorized by a majority vote of the Executive Board at any time. Disbursements made by the Executive Board must be reported at the following business meeting of the general membership.

Section 11.06 Budgets

Prior to the start of each school year, the Athletic Director shall provide the Booster Club with each individual sport's funding needs for the upcoming school year. The Athletic Director may present additional requests during the course of the school year on an 'as needed' basis.

Section 11.07 Discretion

All projects that require financial obligation of the Booster Club will be under the sole direction of the Athletic Director who shall have final determination over the use of Booster Club funds.

Section 11.08 Disposition of Assets

The officers of the Booster Club, are directed, in case of dissolution of the organization, to assign all assets of the organization to the Athletic Department of BRHS, to be administered as needed in the athletic programs.

Section 11.09 Non-Profit Status

The Booster Club is a non-profit organization as defined in section 501(c)(3) of the Internal Revenue Code. Any funds received by the organization for carrying out its purpose shall not accrue to the benefit of the individual members.

Article XII. Scholarships

Section 12.01 Candidates

Any BRHS senior athlete, cheerleader, dance team member, or athletic trainer shall be eligible to receive a Booster Club scholarship. Eligible individuals are hereinafter referred to as "Candidates".

Section 12.02 Criteria

The following criteria will be used in selecting the scholarship recipient(s):

- (a) The Candidate shall be nominated by the BRHS Athletic Director, a BRHS coach and/or member of the BRHS teaching staff and a bio of the student must be submitted to the Booster Club;
- (b) A selection committee, appointed by the Executive Board, will select from the nominations submitted by the coaches, teachers, or Athletic Director;
- (c) Parents of the Candidate(s) cannot serve on the selection committee;
- (d) The parent/guardian of the Candidate must be a member of the Booster Club;
- (e) The number of and amount of each scholarship awarded will be determined annually by the Board. The available scholarships will be announced at the January general meeting.

Article XIII. By-Laws

These bylaws may be amended, repealed and/or replaced with new bylaws, by a two third's (2/3) majority vote at any general membership meeting. The amended or new bylaws must be made available for review by all members at least one month prior to the vote.

Article XIV. Restrictions and Limitations

Section 14.01 Involvement

Unless so directed by the Principal and/or Athletic Director: At no time should the Booster Club or any member of the Board or Club make recommendations or become involved with the day-to-day operations of any of the school's athletic programs. At no time will the Booster Club or any member of the Board or Club engage in any activity which will influence athletic policy, training methods, eligibility requirements, the management of athletic personnel, or other practices of the BRHS Athletic Department or BRHS Administration.

Article XV. Governing Authority

The governing authority for this organization shall be the Articles of Association. However, the final governing authority for this organization shall be the Florida High School Athletic Association By-Laws.