

**By-Laws of the
Navarre Raiders Quarterback Club, Inc.
(Revised 4-3-2012)**

ARTICLE I

Section 1. NAME: The name of the organization shall be “Navarre Raiders Quarterback Club, INC”.

Section 2. PURPOSE: The purpose of the Navarre Raiders Quarterback Club, INC. shall be to promote the participation in both scholastic and athletic activities; to encourage good sportsmanship; to assist in all worthy projects for the advancement of the school programs; to provide leadership, equipment and supplies necessary to support a progressive football and cheerleading program; to boost morale and encourage good fellowship and citizenship among its students, teachers, and parents.

ARTICLE II

Section 1. MEMBERSHIP: Only members of the organization shall be eligible to vote in its business meetings, or serve in any of its elective or appointed positions. Each adult of the membership household shall have one vote with a limit of 2 votes per household. Membership in this organization shall be available without discrimination. Anyone is welcome to observe/participate. Membership shall run from January 1 to December 31 of each year. Vote by proxy will not be accepted during regular meetings. For elections of Executive Officers and/or By Law changes, proxy votes will be counted when completed on an official Quarterback Club Ballot, notarized, and submitted prior to the start of stated meeting for the aforementioned. The Membership Committee Chairperson or a duly assigned alternate shall have a membership roll to validate membership prior to handing out ballots to ensure validity of votes cast.

Section 2. MEMBERSHIP DUES: Membership dues will be on tiered participation levels. **Maroon Level:** \$25.00 voting membership; **Black Level:** \$50.00 2 voting memberships, parking pass. There shall be a Single Parent/Head of Household clause for the Black Level. The cost for Single Parent/Head of Household will be \$25.00. Membership merchandise may be purchased by anyone at any of the three tiered membership levels.

Section 3. RESERVED SEATING POLICIES: Any member from any tiered level of membership may purchase seats. The following rules will remain in effect until revision of these By Laws:

1. Any seats sold under previous guidelines, costs, or time periods will be honored until expiration.
2. Seat prices will be established annually at a regular meeting prior to the first meeting in March.

3. Members in good standing with paid memberships may renew their existing seats at the newly established price prior to April 1st. Those wishing to change their seating location may do so only after April 1st to permit other renewing members the same opportunity.
4. Seats will be sold for a period of one year, from January through December.
5. No family will be permitted to purchase more than four seats unless special circumstances dictate, such as adult dependent parents, large families, etc. In such circumstances, a formal request must be made to the membership at a regular meeting to obtain approval.
6. Corporate sponsors may receive seats as part of sponsor package benefits when approved by the membership. Reservations may not be made in the name of a company unless that company is a corporate sponsor.
7. On April 1st, any non-renewed seats become available to the general membership. At this time, renewing members may opt to change seating positions to any available location, first come, first served.
8. New members may purchase available seats after April 1st.
9. After April 1st, any new or renewing members renew may purchase available seats on a first come, first served basis.
10. Row 8, seats 7 through 10 shall be reserved for the Quarterback Club President at no cost for sponsorship. These seating positions will recognize sponsors for their commitments to the football and cheerleading programs. The outgoing President will be able to renew seating upon membership renewal, but in another location.
11. Any remaining seats that have not been sold by August 1st will be made available to football, cheer, and band parents that are not Quarterback Club members on a first come, first served basis. After August 15th, any remaining seats will be made available to the general public.

Section 4. Financial Reports Requests: Requests by an individual for a copy of the most recently filed annual return (and no more than the two previous years' returns) shall be submitted in writing (including e-mail). The copy will be provided at a cost of \$.20 per page and postage at the concurrent "first-class flat" rate. The requestor will be notified of these costs and acceptable forms of payment within seven days by return mail/e-mail. Acceptable forms of payment are: cash, personal check or money order, the latter payable to "NHS QBC." Upon receipt of payment, and verification by the bank in the event of a personal check, the copy will be mailed to the requestor within 30 days of the request."

ARTICLE III

Section 1. OFFICERS: The officers of the organization shall be President, Vice-President, Secretary, and Treasurer.

Section 2. TERM OF OFFICE: The term of office for officers shall be one year. Officers will be nominated the first week of November and elected by the end of the second week of November. No household will hold more than one office during the same term. New officers assume responsibilities on January 1st after proper turnover of all official duties.

Section 3. VACANCIES: Vacancies shall be filled by vote of the membership by accepting nominations from the members present at the next meeting following the vacancy.

Section 4. DUTIES OF OFFICERS:

A. The President shall preside at all meetings of the organization; shall appoint any special committee as is required to fulfill the purpose of the organization; represent the organization as necessary.

B. The Vice-President shall fulfill the duties of the President in the President's absence.

C. The Secretary shall maintain a written record of all meetings of the organization; shall provide requested assistance in all correspondence for the organization whether or not initiated by the Secretary. The Secretary shall forward to his/her successor all records in his/her possession at the end of the service year.

D. The Treasurer shall maintain all monies of the organization; shall maintain an accurate account of all receipts and disbursement of the organization's money; shall submit to the organization not less than a monthly written account of all transactions; shall render all information as is required to accomplish the auditing process; shall forward to his/her successor all records in his/her possession at the end of the service year. The Treasurer is to pay taxes semi-annually without prior approval from the board.

E. All monies raised by any football committee to include the Mom's Club will be deposited into the NRQBC account. All expenditures from the NRQBC account will receive an affirmative vote of the membership with the exception of the coach's earmarked funds, which can be expensed by the head coach, as he deems necessary. Officers shall however have the authority to disburse \$100.00 before receiving an affirmative vote in the event such monies must be used immediately. The membership will be given an account of the expenditure at the next meeting. In the event of an emergency, funds up to \$250.00 can be disbursed by a majority vote of officers.

F. All checks must be signed by two (2) Officers or by one officer and the approved treasurer's assistant who is assigned by the general membership.

G. All Officers shall participate in the Nomination Committee as part of their duties.

ARTICLE IV

Section 1. MEETINGS: The organization shall meet as often as needed to fulfill its purpose.

Section 2. QUORUM: The presence of 10% of the members shall constitute a quorum for the conducting of business at an organizational meeting. A proxy vote will ONLY be accepted if 10% of members are not present and withholding a vote would cause undue delay of progress. If a proxy vote is required details regarding the motion will be distributed to all members and will allow a minimum of 48 hours for members to respond.

Section 3. SPECIAL MEETING: It shall be the authority of the officers to call a special meeting. At any special meeting called, decisions will be made by 10% of the membership. Attempt to notify members shall be made 48 hours prior to the meeting.

ARTICLE V

Section 1. DUTIES AND RIGHTS OF MEMBERS:

A. DUTIES:

1. To obtain the floor before speaking.
2. To avoid speaking upon any matter until it is properly brought before the meeting.
3. To keep upon the question then pending.
4. To yield the floor to call for order.
5. To abstain from all personalities in debate.
6. To avoid disturbing, in any way, speakers of the meeting.

B. RIGHTS:

1. To offer any motion that is pertinent to this organization.
2. To explain and/or discuss that motion, or any other motion that has been properly brought before the meeting.
3. To hold the floor until through speaking.

ARTICLE VI

Section 1. PROCEDURES: In order to conduct business as rapidly as possible, “Robert’s Rules of Order” shall be the parliamentary authority for all matters of procedure.

Section 2. ORDER OF BUSINESS: The order of business at regular meetings shall be as follows:

- A. Call to Order
- B. Welcome New Members/Guests
- C. Quorum to Conduct Business
- D. Secretary’s Report
- E. Treasurer’s Report
- F. Committee Reports
- G. Cheerleading Comments
- H. Coach’s Comments
- I. Old Business
- J. New Business
- K. Administrative Comments
- L. Adjournment

ARTICLE VII

Section 1. AMENDMENTS TO THE GUIDELINES: Amendments to the By Laws can be made by a vote of 10% of membership on a quarterly basis; January 1st, April 1st, July 1st, October 1st.

ARTICLE VIII

Section 1. DISSOLUTION: Should a majority of the membership so vote the organization shall be dissolved. In this event, the money shall be split among the existing booster organizations of Navarre High School.