

**NAVARRE RAIDERS QUARTERBACK CLUB, INC. BYLAWS
(REVISED 10-1-2019)**

The following bylaws are set forth for the normal operation and administration of the group and will be directed on, and used as, a guide for the executive officers and members.

ARTICLE I. GENERAL

Section 1. NAME: The name of the organization shall be the Navarre Raiders Quarterback Club, Inc., hereinafter referred to as "NRQBC". (Amendments to the Bylaws can be made by a vote of 10% of membership on a quarterly basis; January 1st, April 1st, July 1st, and October 1st.)

Section 2. PURPOSE: The purpose of the NRQBC is an all-volunteer club that is committed to supporting coaches, athletes, and school programs in a positive way both on and off the field. The purpose of the NRQBC is to promote, develop, encourage and support Navarre High School (NHS). Our goal is to enhance a more integrated relationship among the parents, administration, faculty, coaching staff, football players, and all local community. The NRQBC wants to foster and promote a spirit of unity and goodwill among its members. The NRQBC shall operate exclusively for charitable purposes, with all funds directly targeting the mission of promoting school spirit, fellowship between student athletes, teachers, parents, school administration, and all local community.

Section 3. OBJECTIVES: The primary NRQBC objectives include;

- a. To encourage growth and development of the NHS football program.
- b. To provide leadership, manpower, moral and financial support to the football program.
- c. To increase the attendance and support of all football programs.
- d. To act as a support to the Football Coaches, always working in a cooperative manner to see that the
- e. football program is kept at its highest level of efficiency.

The mission of NRQBC shall be carried out in compliance of Florida State Law, Santa Rosa County Public SchoolBoard, and NHS Administration policies.

ARTICLE II. MEMBERSHIP

Section 1. MEMBERSHIP: Membership is open to everyone regardless of race, color, creed, or national origin, nor in conflict with the provisions of NRQBC. The membership year shall run from 1 March through the last day in February. (An "Active" member is defined as a member who has attended two meetings and who has volunteered for at least two NRQBC football sponsored events).

Membership Eligibility:

- a. An eligible person may become a member by paying the annual membership dues.
- b. The membership levels and dues for each year will be set by the NRQBC Executive Board after consideration of the budget that is adopted for the upcoming year.
- c. Members must remain in good standing which shall be subject to and conditioned upon the following:
 1. Payment of required annual fees as and when payable.
 2. Adherence to the NRQBC rules and regulations under these Bylaws.
- d. The individual has not been declared by the NRQBC Board to be ineligible based on grounds such as, but not limited to, conduct, language or action contrary to these Bylaws or to the NRQBC rules, regulations or code of conduct.
- e. Only members in good standing shall be entitled to vote and hold office in committees and appointed positions.

Section 2. MEMBERSHIP DUES: Membership dues will be on the following tiered participation levels:

- a. **General Membership:** Non-voting Membership
- b. **Maroon Level:** Consists of two voting memberships
- c. **Black Level:** Consists of two voting memberships and a single parking pass.

**Single Parent households get ½ off this Membership and only one vote.*

**Alumni Students are defined as a single student who graduated from NHS.*

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

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- a. Any seats sold under previous guidelines, costs, or time periods will be honored until expiration.
- b. Seat prices will be established annually at the last regular meeting of the calendar year.
- c. Members in good standing with paid memberships may renew their previous year's reserved seats at the newly established price March 1st through April 30th. Those wishing to change their seating location may do so soon after March 1st to permit other renewing members the same opportunity.
- d. Seats will be sold for a period of one membership year for all football events (boys tackle football).
- e. 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.
- f. On May 1st, any non-renewed seats become available to NRQBC members in good standing with paid memberships for purchase or to swap previous seating locations. No seat shall be assigned or reserved without payment.
- g. The Quarterback Club President at no cost for sponsorship shall have four seats in Row 8, reserved. These seats will be assigned after the yearly seat renewal date. The outgoing President will be able to renew seating upon membership renewal, but in another location.
- h. Any remaining seats that have not been sold by August 1st will be made available to all football, cheer, band, dance and NJROTC parents on a first come, first served basis. No seat shall be assigned or reserved without payment.
- i. Any remaining seats will be made available to the general public on/after 15 August.

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 semiannually 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.

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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. 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.