

By Laws of Beachside Athletic Booster Club

Adopted: April 28, 2022

The Beachside Athletic Booster Club is a nonprofit organization of parents, coaches, students, faculty, alumni, and community member committed to promoting excellence in Beachside High School athletes by enriching the high school experience with sports on and off the field.

Article I - Name

The name of this organization shall be Beachside Athletic Booster Club, Inc. The organization will commonly be known as BABC. The mailing address for the organization is 200 Great Barracuda Way, St Johns, FL 32259.

Article II - Purpose

Section 1: The purpose of BABC shall be to promote the cooperation of the home, school and community in support of athletic programs at Beachside High School. Said cooperation shall effectively encourage athletic training of students attending Beachside High School, educate the school community and general public to the needs of the athletic program and promote financial support from the community to the athletic department.

Section 2: The BABC shall operate exclusively for the benefit of the athletic and related auxiliary programs of Beachside High School and Athletic Director.

Section 3: No substantial part of the activities of this BABC shall consist of carrying on propaganda, or otherwise attempt to influence legislation, except as provided in section 501(h) of the Internal Revenue Code of 1986, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office, except as provided in section 501(h) of the Internal Code of 1986.

Section 4: Notwithstanding any other provision of these articles, the BABC shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law), or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law.)

Section 5: The property of this BABC is irrevocably dedicated to section 501(c)(3) exempt purposes and no part of the net income or assets of the BABC shall ever inure to the benefit of any private purpose.

Article III – Board of Directors

Section 1: The management and control of the business of the BABC shall be vested in a Board of Directors comprised of officers and directors who are members in good standing of the BABC.

Section 2: The officers of the BABC, also known as the Executive Board, will consist of a president, 1st vice president, 2nd vice president, secretary and treasurer.

Section 3: The officers of the BABC shall be elected for a one (1) year period, and shall hold office until their successors are elected and qualify. Elected terms shall run from June 1st to May 31st.

Section 4: All officers shall be elected at the annual meeting by a simple majority vote of the members present. An officer or director may be elected for a second year.

Section 5: All officers can serve a maximum of 2 consecutive years in the same position.

Section 6: It shall be necessary for all Board of Directors to be members in good standing and shall not be absent from more than two (2) consecutive meetings, either regular or special.

Section 7: Directors and officers shall not receive compensation for their services.

Article IV – Vacancies

Section 1: A vacancy occurring in any office other than president shall be filled for the unexpired term by a person elected by a majority vote of the Board (defined in Article V, Section 4), inclusive of at least two officers.

Section 2: A vacancy in the office of president shall require an election by the general membership. The 1st vice president shall serve notice of the election.

Section 3: A vacancy of an officer or director position shall be declared to exist should its holder miss two consecutive meetings. Exceptions may be granted by a majority vote of the Board, inclusive of at least two officers.

Article V – Meetings

Section 1: The annual meeting of the BABC shall be held during the month of May each year. The annual meeting of the members for any year shall be held no later than thirteen months after the last preceding annual meeting of the members. Business transacted at the annual meeting shall include the election of officers and directors of the BABC.

Section 2: The Board of Directors meetings shall be scheduled monthly at the discretion of the Board of Directors and the athletic director. Members shall be contacted through appropriate methods.

Section 3: The Board of Directors cannot conduct business unless a quorum is present. A quorum of the Board of Directors shall be the president or a vice president and one half (½) of the Board of Directors.

Section 4: A majority vote of the Board of Directors shall be one more than one-half (1/2) of the Board members present. Each Board member will be entitled to one vote. The Board president will vote only in the case of a tie.

Section 5: Any two directors or officers may call special meetings of the Board of Directors at any time. Notice of special meeting shall be given to each member of the Board of Directors at least five (5) days in advance of the meeting.

Section 6: Special meetings of the Board of Directors may be called by the president, Athletic Director, or any two directors. Notice of special meetings of the Board of Directors shall be given to each director with five days' notice.

Section 7: In the event that there may be issues that need to be resolved prior to our next meeting, those items may be emailed to the Board of Directors and voted on prior to the meeting with a majority vote.

Article VI – Officers

Section 1: The officers of the BABC shall consist of the president, 1st vice president, 2nd vice president, secretary, and treasurer. All officers will be elected for a one-year term by a majority vote of the general membership at the annual meeting. All officers may be elected for a second consecutive term.

All officers shall be elected by a simple majority vote of the members present. All elected officers must be a member in good standing and may only serve in that capacity not more than two years successively.

Section 2: The duties of elected officers shall be as follows:

President:

It is advisable, but not required, that the president has been a BABC member and a member of the Board at least one year previous to serving as president.

- a) Chairman of the Board of Directors. Keeps the board informed of BABC affairs.
- b) Preside at all board and general meetings of this organization.
- c) Vote only in the event of a tie.
- d) Acts as spokesperson for BABC.
- e) Direct, with concurrence of the board, the overall policy of the Booster Club
- f) Appoint, with approval of the Board, all committee chairmen.

- g) Empowered to co-sign all checks with the treasurer or other officer (1st vice president, 2nd vice president, or secretary).
- h) Sign all contracts.

1st Vice President

- a) Act as aide to the president.
- b) Perform the duties of president in the absence or inability of that officer to serve.
- c) Empowered to sign checks of an amount equal to or less than \$5,000.
- d) Empowered to co-sign all checks with the treasurer or other officer (president, 2nd vice president, or secretary).
- e) Voting member of the Board of Directors.

2nd Vice President

- a) Act as aid to the 1st vice president.
- b) Perform the duties of president in the absence or inability of that officer to serve.
- c) Maintain a close working relationship with the 1st vice president.
- d) Empowered to co-sign all checks with the treasurer or other officer (president, 1st vice president, or secretary).
- e) Voting member of the Board of Directors.

Secretary

- a) Record the minutes of all Board, Committee and General meetings.
- b) Distribute meeting minutes to all Board members and the Athletic Director within ten (10) days of said meeting.
- c) Handle any necessary correspondence.
- d) Act as parliamentarian to confirm that the Rules of Order are followed.
- e) Empowered to co-sign all checks with the treasurer or other officer (president, 1st vice president, or 2nd vice president).
- f) Voting member of the Board of Directors.

Treasurer

It is advisable, but not required, that the treasurer have previous financial or accounting experience along with the ability to generate financial statements for BABC.

- a) Chief custodian of Booster Club's funds and will handle all BABC deposits and money as required for proper operation of the club.
- b) Submit a written financial statement covering all transactions for the year-to-date at all Board meetings.
- c) Issue checks to cover all expenses approved by concurrence of the Board of Directors or expenses incurred with the personal limitations of designated representatives as outlined in Article X.
- d) Keep accurate records and accounts of BABC funds and file all necessary financial reports and forms.
- e) Have the books audited quarterly by the Director of Finance.
- f) Voting member of the Board of Directors.

Article VII - Directors

Section 1: The directors of the BABC shall be elected for a one-year period and shall hold office until their successors are elected and qualify. All directors may be elected for a second consecutive term.

If there are co-director positions elected, each position only can cast one vote per position.

Section 2: Duties of elected directors shall be as follows:

Principal of Beachside High School

The Principal and Athletic Director are liaisons to coaches, faculty, and staff. The Principal is a nonvoting, advisory-only Board position.

Athletic Director Beachside High School

The Principal and Athletic Director are liaisons to coaches, faculty, and staff. The Athletic Director is a nonvoting, advisory-only Board position.

Director of Communications: Responsible for promoting the activities and special needs of the athletic programs to the general public on the BABC website. Update and maintain the BABC website. This position is a voting member of the Board of Directors.

Director of Fundraising Events: Responsible for planning and implementing appropriate fund-raising activities for the BABC.

Director of Membership: Responsible for enlisting new members, retaining existing members for the BABC, maintaining up-to-date membership lists, membership level rewards, coordinating volunteer information from membership forms, entering membership information onto the BABC website, tracking membership payment information, tracking meeting attendance for fee sharing, and the sale of reserved seating for home football games. This position is a voting member of the Board of Directors.

Director of Sponsorship: Responsible for the creating and selling of sponsorships to local businesses for home football games, provide and print football program with sponsorship help. This position is a voting member of the Board of Directors.

Director of Apparel: Responsible for the design, acquisition, sale, and distribution of apparel and other related items that will be sold by the BABC. This position is a voting member of the Board of Directors.

Director of Finance: Responsible for preparing the annual budget with the president and as defined at the Annual Board Retreat. The annual budget will be presented to the Board of Directors in May for approval. Also responsible for auditing the treasurer. This position is a voting member of the Board of Directors.

Director of Liaisons: Responsible for facilitating communication between the team liaisons and the Booster Club. This position is a voting member of the Board of Directors.

Article VIII – Membership

Section 1: Types of Memberships.

- A. Anyone who subscribes to the objectives and basic policies of this organization may become a member of this organization.
- B. The organization shall conduct an annual enrollment of members, but new members may be admitted to the organization’s membership at any time.
- C. Members serving as officers or directors must have a BHS student attending the school or within a year after the student has left the school.

Section 2: General Membership Voting Privileges

- A. Voting membership is obtained by the payment of required BABC membership fees as determined by the board of directors in consultation with the athletic director.
- B. Voting for the general membership will be limited to the election of officers and directors. The business of the BABC will be run by the board of directors as outlined in ARTICLE III.
- C. Voting privileges will be limited to one per family.

Article IX – Committees

Section 1: Committees may be established as needed to implement the work of the BABC. Committee members shall consist of officers, directors and members. At least one director or officer shall serve on the committee. Committees shall meet regularly at the discretion of the committee chair. Committees shall be responsible for maintaining accurate records at all activities and reporting such to the BABC.

Section 2: The president shall be a member ex officio of all standing committees.

Article X – Rules of Order of Board Meetings

Section 1: The following rules of order will apply to the meetings of the BABC:

- A. The president shall occupy the chair and start meetings promptly at the time specified.
- B. No business shall be taken up except in regular order unless a majority vote of those present to the contrary.
- C. No motion shall be received or placed before the meeting unless duly moved and seconded. It shall not be open for discussion until the president has so stated.

- D. Any recommendation of the Board of Directors or any duly elected or appointed committee shall carry with it a motion to concur which motion shall have precedence over any motion.
- E. When a question is before the body, no other motion shall be in order except (1) to adjourn; (2) to lay on table; (3) to previous question; (4) postpone; (5) to refer; (6) to amend. These exceptions shall have precedence in order named. The first three shall be without debate and each motion, in order, requires a vote.
- F. When a Board member desires to make a motion or speak to the question, he shall rise and first obtain the president's recognition. Such Board member must confine himself strictly to the question under consideration and shall not be interrupted unless on a point of order.
- G. No Board members shall be allowed to speak twice on the same question until all who wish to speak have been heard.
- H. The president shall be privileged to debate upon any subject upon vacating the chair.
- I. Should more than one Board member rise to speak at the same time, the president or presiding officer shall determine who shall be recognized.
- J. An amendment takes the precedence over a motion and shall be put to vote first.
- K. Voting shall be via voice unless otherwise approved or called for.
- L. In the event of a tie vote, the president or presiding officer shall cast the deciding vote.
- M. A motion to reconsider shall not be entertained unless made by a Board member who voted in the majority. A majority vote shall be necessary to reconsider.
- N. The Board may adopt additional Rules of Order for any meeting, by majority vote, of the Board members in attendance.
- O. The Robert's Rules of Order shall decide all questions of procedures not provided by these rules.

Section 2: The following order of business shall apply:

- A. President Welcome
- B. Voting of Minutes
- C. Individual Team Reports
- D. Report of Treasurer
- E. Report of Athletic Director
- F. Report by all Directors
- G. Community Announcements
- H. Old Business
- I. New Business
- J. Election of Officers (when applicable)
- K. Adjourn

Article XI - Finance

Section 1: The fiscal year for the BABC shall be June 1st – May 31st.

Section 2: The treasurer, in consultation with the Board of Directors, shall be responsible for selecting an appropriate financial institution or school fund for maintaining the BABC's finances.

Section 3: Membership fees shall be determined by the Board of Directors and Athletic Director. Fees are non-refundable except in cases of extreme hardship as determined at a regularly scheduled meeting by majority of the Board of Directors in consultation with the Athletic Director.

Section 4: The president, director of finance, Athletic Director and treasurer shall prepare a budget for approval by the Board of Directors at the May meeting. The budget shall show anticipated income and expenditures for the fiscal year and shall govern and control the amounts expended by the BABC.

Section 5: All major expenditures not included in the budget shall be discussed with the Athletic Director and voted on by a simple majority vote at any duly called or scheduled Board of Directors meeting at which a quorum is present.

Section 6: All sports team-funding requests not included in the annual budget shall be submitted to the BABC by the Athletic Director.

Section 7: Monies received from fund-raising shall be exclusively used to promote athletic programs.

Section 8: A quorum of the Board of Directors may authorize any officer(s) to enter into any contract or execute and deliver any instrument in the name of and on behalf of such authority shall be confided to specific instances. All contracts must be signed by the president.

Section 9: No loan shall be contracted on behalf of the BABC and no evidence of indebtedness shall be issued in its name unless authorized by resolution of 75% of the Board or Directors. Such authority shall be confined to specific instances.

Section 10: All checks are to be signed by the treasurer, president, 1st vice president, 2nd vice president or secretary. All Checks require the signature of any two of the above.

Section 11: All funds of the BABC shall be deposited in a timely manner to the credit of the BABC in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 12: Individual officers and directors are authorized to spend up to \$25.00 without obtaining approval for any item not in their budget. Budget increase must be approved by

75% the Board of Directors. Approval of the president is required for expenditures up to \$250.00, once within any calendar month. Expenditures of more than \$250.00 require the approval of a quorum of the Board of Directors. Expenditures of more than \$1500.00 require approval of 75% of the Board of Directors. All expenditures must be accounted for in the treasurer's report.

Article XII – Amending of By-Laws

Section 1: These by-laws may be amended or repealed at any meeting of the BABC provided that the proposed amendment(s) have been read at two (2) consecutive Board of Directors meetings. The amendment(s) must be passed and approved by two-thirds (2/3) of all voting Board members at such second meeting. Prior to the first reading of amendment(s) the Board of Directors must inform the general body of membership of their right to attend the Board meeting and address the proposed changes.

Article XIII - Nominations and Election of Officers and Directors

Section 1: The election of officers and directors shall be held at the annual meeting.

Section 2: Voting shall be by ballot and shall not be cumulative. Only active, present members in good standing may vote. There shall not be voting by proxy. Only one (1) vote allowed per family.

Section 3: The president will appoint a nominating committee at a regular Board of Directors meeting at least eight (8) weeks prior to the date of the annual meeting. The nominating committee will consist of the president, Athletic Director, and three (3) Board members. The president shall designate the chairperson of the nominating committee. The duties of the nominating committee will be to make nominations, with consent of those nominated, and to prepare a ballot for the election of such officers and directors.

Section 4: The list of nominees and their biographies will be posted on the BABC website in no less than two (2) weeks prior to the annual meeting.

Article XIV - Removal of Officers or Directors

Section 1: Any elected officer who fails to perform his/her duties may be removed by a majority vote of the Board, inclusive of at least two officers, at the next Board meeting.

Section 2: It may be necessary or desirable by the body of the BABC to recall members of the Board of the BABC. The procedure for doing so is outlined below:

- A. When fifteen (15) members in good standing of the BABC present a written petition to the Board of Directors disclosing their desire to recall any member of the BABC, the Board shall establish a date for a recall

meeting with five (5) days after receipt of the petition. The meeting shall be held no later than fifteen (15) days from receipt of the petitions.

- B. Persons who petitioned for a recall will state briefly their reasons for recalling any Board member of the BABC, followed by any member(s) desiring to speak against the recall. A time limit for speaking and the voting method shall be established by the Board of Directors prior to the recall meeting and announced by the chairperson at the meeting.
- C. The recall meeting shall be chaired by the Athletic Director.
- D. The sole question posed shall be “Shall (name of board member) be recalled?” If the majority of those present and eligible to vote, vote in affirmative, the Board member ceases to be a member of the Board. If the majority of those present and eligible to vote, vote in the negative, the Board member shall serve the remainder of the term unless recalled again.

Article XV - Dissolution

Section 1: Upon dissolution of the BABC, all assets shall be given to Beachside High School, or if the high school ceases to exist then to St. Johns County Schools for use in a mutually agreed manner. However, if the named recipient is not then in existence or no longer a qualified recipient or unwilling or unable to accept the distribution, then the assets of the BABC shall be distributed to a fund, foundation or organization which is organized and operated exclusively for the purposes specified in section 501 c (3) of the Internal Revenue Code.