

#1 of members
Team Liaison - Ann - 7

Mark
Matt
Buddy
Bryan

Man+Lo
Amelia
Cathy
Dana

BYLAWS OF THE SARASOTA FOOTBALL BOOSTERS II, INC.

ARTICLE I

NAME

The name of this organization shall be The Sarasota Football Boosters Club II, Inc.

ARTICLE II

Sarasota High School Football Boosters Mission Statement

The Sarasota High School Football Boosters is an organization of involved parents, guardians, and community representatives who provide support to the football program at Sarasota High School. We encourage and support teamwork, discipline and respect for others that comes from participating in athletic competition. We provide financial support for the additional athletic training of our players and coaches, and for the auxiliary equipment that benefits the football team. In order to facilitate this, the Boosters Club will organize social and fundraising events for players, coaches, and its families throughout the year. We promote enthusiastic and positive behavior at football games by letting our players play and our coaches coach. We uphold the highest standards of spirit and sportsmanship. We will also act as a liaison between the football teams, coaches, parents, school administration and the general public.

ARTICLE III

NATURE OF ORGANIZATION

- A. To promote, aid, and provide financial contributions (by way of collecting contributions and donating same) to the Sarasota High Football Program.
- B. This organization was formed exclusively for charitable and educational purposes, including for such purposes, the making of distribution to organizations that qualify as exempt organizations under Section 501(3) of the Internal Revenue Code of 1954 (or any of the corresponding provisions of any future United States Internal Revenue Laws).
- C. No part of the earnings of this corporation shall be inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons, except that the corporation shall be authorized to pay reasonable compensations for services rendered.

ARTICLE IV

PURPOSES AND ACTIVITIES

- A. The purposes of the Sarasota Football Boosters Club are:
 - 1. To support and enhance the football athletic program of Sarasota High School in cooperation with the school administration and football coaches.
 - 2. To build goodwill for the school, to motivate and encourage a healthy, competitive spirit among the young men and women who participate in the football athletic program of Sarasota High School.
- B. Activities of the Sarasota Football Boosters Club include, but are not limited to the following:
 - 1. Selling concessions during football games, graduation and any additional event as needed
 - 2. Supporting and promoting activities to honor the athletes in the football program.
 - 3. Organize and serve team meals on game days

- SAME
4. Providing support to the football athletic program of Sarasota High School through dues, donations, and fundraisers
 5. Providing financial support to the football athletic program of Sarasota High School through dues, donations, and fundraisers

ARTICLE V
MEMBERSHIP

- A. The membership of this corporation shall consist of companies and individuals who have made an annual contribution of \$40 or greater to the corporation.
- B. Voting members consist of all members in good standing with the Sarasota Football Booster Club. One vote per member
- C. A member in good standing is a member who is current on the annual membership dues of at least \$40, and who represents the Sarasota Football Booster Club with sportsmanship, courtesy, and respect at meetings, booster club sponsored activities, school events, including sporting events.
- D. Termination of the membership can only be the result of 2/3 affirmative vote in favor of the termination by the Officers of the Sarasota Football Boosters Club within 10 days following the termination.

ARTICLE VI
OFFICERS

- A. The business and affairs of this corporation shall be managed by Officers composed of **not fewer than eight (8)** persons as follows:
- B. *In order to properly conduct business of the corporation, elected officers are expected to attend and participate in the regularly scheduled general meetings.*

1. **President:** The President shall be the principal executive officer of the corporation and shall supervise and control all of the business affairs of the corporation, including such duties as presiding at all meetings, communication between the Sarasota Football Booster Club and the current Head Coach, Athletic Director, and as necessary to the School Board, signing and authorizing all instruments which the corporation authorizes to be executed, and in general shall perform all duties required of the office of the President. The President will work with designated coaching staff to obtain game rosters for distribution. The President will assist the Class/Team Representatives and with additional membership recruitment duties. The President will assist with the Hospitality Committee Press Box coordination.
2. **1st Vice President:** The 1st Vice President will perform the duties that may be assigned by the President. The 1st Vice President is also responsible to assist the Concession and Parking Committee Chairpersons.
3. **2nd Vice President:** The main duties of the 2nd Vice President will be to serve as the Hospitality Suite Coordinator and the Fundraising Co-Chair Person. The 2nd Vice President will work with appointed Committee Designated Chairpersons for specific fundraising efforts.

Examples of Fundraising Efforts: Corporate Sponsorships, Golf Tournament, Ford Drive 4 UR School, 7 on 7 Tournament, Fence Sign Solicitation, Media Guide

4. **Secretary:** The Secretary shall record and keep the minutes of any and all meetings of the organization, be responsible for general correspondence, maintain files of minutes and correspondence, post the upcoming agenda on the website, take attendance at all meetings, provide written notice of upcoming events and meetings, see that all notices are duly given in accordance with these bylaws, or as required by law, be the

* Press Box Corp. Sponsorship have access

Wash Signs

Tina Gonzalez has Brian charge \$10 for program Sarasota Football Boosters Bylaws
Team photos \$10/ea

on signs on FB full
- Corner Stone printing -

Ford - Matt Buchanan
? Secretary
Dillon Committee Sponsorship

custodian of the records of the corporation, keep a register of the post office and email address of each member, and in general perform all duties incident to the office of Secretary. The Secretary will assist with the delivery of mass communication of important dates, upcoming events and meetings via text messages, social media, updating the website, emails, etc.

5. **Treasurer:** The Treasurer shall keep full account of receipts and expenditures, write checks, prepare financial statement and present the treasurer report at each board/general meeting, maintain non-profit status, submit annual federal report, submit records for annual audit, and serve as Budget Committee chair. The Treasurer shall have charge and custody of and be responsible for funds and/or securities of the corporation, receive/give receipts for money due and payable to the corporation from any source, and deposit all such moneys in the name of the corporation in such banks, trust companies and other depositories as selected by the Officers and in general perform all duties incident to the office of Treasurer. The Treasurer will provide support for the Membership Chairperson. The treasurer will provide the treasurer report at the monthly meetings.

6. **Team Representatives/Liaisons:** There will be at least one (1) team representative appointed from each football team.

- Need new proposal*
- Varsity Team Representative – responsibilities include but are not limited to: *Ernie Dubose*
 - to assist the 2nd Vice President
 - assist with development, organization, and promotion of the Football Media Guide
 - assist with the organization and serving of Varsity team meals
 - to assist the Parking Committee chair with Varsity home game parking coordination
 - co-chair the concession committee to assist with JV and Freshman concession assignments
 - assist Head Coach, President, and Secretary in the maintenance of up to date Varsity parent and player contact information
 - assist with picture day coordination
 - general correspondence with Varsity team parents as directed by the President, Head Coach, and Secretary
 - provide team reports at regular scheduled meetings
 - Junior Varsity Team Representative – responsibilities include but are not limited to: *Alana Deason*
 - assist the Varsity Team Representative
 - act as co-chair of the Senior Night event
 - assist with development, organization, and promotion of the Football Media Guide
 - assist with the organization and serving of Junior Varsity team meals
 - co-chair the concession committee to assist with Varsity and Freshman concession assignments
 - assist Head Coach, President, and Secretary in the maintenance of up to date JV parent and player contact information
 - assist with picture day coordination
 - general correspondence with Junior Varsity team parents as directed by the President, Head Coach, and Secretary
 - provide team reports at regular scheduled meetings

• **Freshman Team Representative** – responsibilities include but are not limited to:

- assist the Secretary as needed
- act as co-chair of the Senior Night event
- assist with development, organization, and promotion of the Football Media Guide
- assist with the organization and serving of Freshman team meals
- co-chair the concession committee to assist with JV and Varsity concession assignments.
- assist Head Coach, President, and Secretary in the maintenance of up to date Varsity parent and player contact information
- assist with picture day coordination
- general correspondence with Varsity team parents as directed by the President, Head Coach, and Secretary
- provide team reports at regular scheduled meetings

Wsu 7. **Membership Chair:** The Membership Chair shall be responsible for collecting dues and keeping an up-to-date membership list including membership level. The membership chair will be responsible for obtaining and distributing sponsorship level items such as, polo shirts, parking passes, media guide ads, program recognition, etc. The membership chair will work with the Media Guide chair to ensure proper media guide recognition. *Corporate Sponsorships*

C. **The Officers shall be elected annually by the General Membership by nominations from the floor.**

D. Any Officer or Booster Member may be removed with (or without) cause by a 2/3 vote of the Officers. Misfeasance, malfeasance or disability shall constitute cause for the removal of an officer. Such removal will be completed through a secret ballot.

**ARTICLE VII
MEETINGS**

- A. **Regularly Scheduled Meetings:** The Sarasota Football Booster Club will choose a "standing" time and place for monthly meetings, which will be a suitable location within the Sarasota School District.
- B. **Provisions for Special Meetings:** Special Meetings may be called by the Officers with a majority vote. All members must be given verbal or written notice forty-eight (48) hours in advance of such meetings.
- C. If at any time the membership becomes deadlocked on a subject or event and the meeting becomes unruly the President may table the subject until the next meeting and call for the Officers to have a special meeting to further discuss and research the matter before the next meeting. The Officers may then choose to bring the subject or event back to the membership for reconsideration, or to avoid further complications the Officers, in the best interest of the membership, may rule on the subject or event.

**ARTICLE VIII
COMMITTEES**

- A. A chairperson(s) shall represent each committee
 - a. A chairperson is responsible for familiarizing his/herself with all the duties, requirements and responsibilities of the committee.
 - b. A chairperson will serve for a term of one year

- c. A chairperson shall be eligible to serve consecutive terms in the same person. This person must submit a volunteer form.
 - d. A chairperson shall begin planning at least 6-8 weeks before an event.
 - e. A chairperson is responsible for coordinating meetings, volunteers, and event objectives and outlines
 - f. A chairperson(s) must make his/her volunteers accountable (if applicable). It must be made clear to volunteers that if they cannot attend on the day that they signed up for, it is their responsibility to find a replacement. (if applicable)
 - g. A chairperson(s) must see his/her project through to the end and be available for both set up, break down; attempt to contact and speak with those who have had prior work experience on their particular project.
 - h. A chairperson(s) is responsible for the transfer of all materials to their designated officer upon completion of their project.
 - i. A chairperson(s) is responsible for all money collected deliver to the Treasurer, President, or directly deposit at the bank.
 - j. The chairperson of each committee shall present a plan of work to the Officers for approval before taking action.
 - k. Shall report their progress to their designated Officer.
 - l. Shall be responsible for maintaining accurate records and data of their project
- B. **Standing Committees:** Standing committees, or permanent committees, will be established when deemed necessary. All standing committees will be appointed by the Officers.
- C. **Special Committees:** Special Committees, which are by nature temporary, will be established when needed. All special committees will be appointed by the Officers.
- D. **Committee Reports:** All committee reports will be a regular part of the order of business in each monthly meeting

ARTICLE IX

QUORUM AND VOTING

- A. **Quorum:** A minimum of four (4) Officers must be present to conduct business at any regular scheduled meeting.
- B. **Voting:** The number of votes needed for passage of any action will be a simple majority of members.

ARTICLE X

ELECTION OF OFFICERS

- A. **Nominating procedures are as follows:**
 - 1. The Officers shall be elected annually by the General Membership by nominations from the floor.
 - 2. Nominations will be accepted during the 1st meeting of the calendar year.
 - 3. All officers must be members in good standing at the time of election and remain so during the term of office.
- B. **Election procedures will be as follows:**
 - 1. The election will take place at the 2nd meeting of the calendar year.
 - 2. The installation of officers will be at the 2nd meeting of the calendar year.
 - 3. The method of election will be by secret ballot vote for offices in which there is more than one person seeking a given officer position.
 - 4. The number of votes required for election will be a simple majority of the General Membership.

Report of Finance
1/20/20

5. Voting members must be present at the 2nd meeting of the calendar year in order to vote for the Officer positions.

ARTICLE XI

CONTRACTS AND MONEYS

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→ B.
- A. Any fundraising events must first be presented to and approved by the Sarasota Football Boosters Club and Head Coach.
 - B. The Officers may authorize any officer of the corporation to enter into contract(s) on behalf of the corporation.
 - C. The Officers and General Membership must approve expenditures exceeding \$500.00 by a majority vote; this excludes funds used from the head coach discretionary fund. Expenditures less than \$500.00 may be approved by majority vote of the Officers with written documentation of the request and receipts, to be presented to the General Membership at the next regular meeting.
 - D. A head coach discretionary fund will be established and included in the annual budget to allow for time sensitive allocation of unexpected/last minute expenditures over \$250 with approval by majority vote of the Officers with written documentation of the request and receipts, to be presented to the General Membership at the next regular meeting.
 - E. All moneys raised by the Sarasota Football Boosters Club must be accounted for and deposited in the general booster club account within thirty (30) days following the fundraising event or immediately following the next scheduled meeting, whichever is earliest.
 - F. All money raised by the Sarasota Football Boosters Club members in a year's time does not belong to any one class of that year. It belongs to all members and classes and is to be used to enhance the football program this year and years to come.
 - G. The forwarding balance in the general Sarasota Football Boosters Club account will be determined during the annual budget meeting. Other accounts must maintain the balances that they were earmarked for by the majority vote of the General Membership.
 - H. A yearly audit must be obtained. An audit by the outgoing Officers will be completed no later than December 31 annually, thereby providing cleared and approved books for the incoming Treasurer.

ARTICLE XII

FISCAL YEAR and BUDGET

- A. The fiscal year of this corporation shall end on the 31st day of December each year.
- B. Expenditures in addition to, or in excess of, the approved budget must be approved by 2/3 vote by the Officers and the majority vote of the General Membership.
- C. The annual budget will be reviewed during the 3rd meeting of the calendar year and approved no later than the 4th meeting of the calendar year by 2/3 vote by the Officers and the majority vote of the General Membership.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

"Robert's Rules of Order Newly Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

ARTICLE XIV

PROCEDURES AND AMENDING BYLAWS

- A. All changes to these bylaws must be presented one (1) month in advance at the general membership meeting.
- B. A vote of 2/3 of the Officers and the majority vote of the General Membership present at the time of voting is required to change these bylaws.
- C. The Officers and the General Membership shall review these Bylaws to ensure all portions are current at the beginning of each fiscal year.

These Bylaws are current and in effect as of December 16, 2014



SHS FOOTBALL BOOSTERS CLUB
OFFICER and COMMITTEE POSITIONS



Officers:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- Membership Chair:
- Varsity Team Representative
- Junior Varsity Team Representative
- Freshman Team Representative

Committees:

- Tailgate Social
- 7 on 7
- Golf Tournament
- Mass Communication
- Corporate Sponsorship
- Fence Signs
- Media Guide
- Drive 4UR School
- Hospitality Team: Team Meal/Press Box Meal Sponsorship:
- Concession
 - Graduation Concession Night
- Parking
- Senior Night
- End of Season Celebration
- Social Media/Website
- Novelty / Apparel

*Homecoming
← Driving*

Sarasota Football Boosters – Timeline Information

January

- Collect concession funds, and finalize year end profit and loss and final statement.
- Year End Awards Banquet

February –

- Finalize all income and expenses from prior year. Review last years activities.
- Submit fiscal year statement to Athletic Director (TSR)
- Request interest for new board positions and nominations at General Membership meeting. (Must be members in good standing) (SECY)
- PRESIDENT
- 1ST VP
- 2nd VP
- Secretary
- Treasurer
- Membership
- Communication
- Varsity Liaison
- JV Liaison
- Team Meals, Press Box, Novelties, Homecoming, Senior Night Committee Chairs

MARCH

- Hold General Member meeting for election of officers (SECTY AND PRES)
- TSR to change over after slate of officers is voted on. Obtain Minutes of the meeting signed by Secretary confirming election of Treasurer and President.
- Contact Gateway Bank with the minutes and to obtain new signature cards.. (They will need your Driver's license and SS to present to them). Treasurer and President to sign forms to obtain Ok to write checks.
- If debit cards are needed, then Gateway Bank rep will have to create this request.
- On line User ID is provided by outgoing Treasurer.
- Set up Pay Pal access code, and also Visa card access for novelties. (Square reader)
-
- BOARD:
- Distribute tax exempt form for expenses, and set up guidelines for expenses by board members.,Change officers on SunBiz site. (TSR)

Committees:

- Team Meals
- Spring Fundraiser
- Discount Card Fundraiser
- Media Guide
- Fence Signs
- Communications / Social Media / Website
- 7 on 7 Tournament
- Parking
- Concessions
- Graduation Water Sales
- Teambuilding Activities
- Food Pantry
- Novelty Sales
- Summer BBQ
- End of Season Celebration
- Hospitality / Press Box
- Senior Night
- Youth Night
- Alumni Night
- 5th Quarter Celebration
- Community Service / Outreach
- Additional Committees As Needed

Officers must be members in good standing and remain so for the duration of their term in office.
Election is decided by simple majority at the second meeting of the calendar year.



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Officers:

President – principal executive officer, supervises all business and presides over all meetings

1st Vice President – in addition to duties assigned by the President, position oversees Parking and Concessions

2nd Vice President – in addition to duties assigned by the President, position oversees Hospitality and Fundraising (events, corporate sponsorships, fence signs, media guide)

Secretary – records minutes, correspondence, meeting notices, communications (Communications Chair was appointed as a standing committee chair this year)

Treasurer – keep full account of receipts, expenditures, financial records, prepare and present budget and financial statements, maintain non-profit status, submit annual federal report and audit statements, be responsible for fiscal matters of the organization

Team Representatives (a minimum of 1 from each team)

- **Varsity** – assist 2nd Vice-President, assist with media guide, organization and serving of team meals, parking and concessions, picture day, assist in maintaining current records of Varsity players, provide team reports and provide communication to Varsity team players and parents and the Board on behalf of the team
- **JV** – assist with media guide, co-chair Senior Night, assist with organization and serving of JV meals, parking and concessions, picture day, provide team reports and provide communication to Junior Varsity team players and parents and the Board on behalf of the team
- **Freshman** – assist Secretary, co-chair Senior Night, assist with organizing and serving Freshman team meals, assist with parking, concessions, and picture day. provide team reports and provide communication to Freshman team players and parents and the Board on behalf of the team

Membership Chair – responsible for collecting dues and maintaining up to date membership roster, obtains and distributes sponsorship items (parking passes, media guide ads, program recognition, etc.) working with the 2nd VP and Media Guide Chair