

**VIPER FOOTBALL BOOSTER CLUB
CONSTITUTION AND BY-LAWS
PORT ST. JOHN, FLORIDA**

ARTICLE 1 – NAME

Section 1 - Name

The name of this organization shall be “Viper Football Booster Club.” (For the purpose of identification and brevity, any mention of the “Viper Football Booster Club” hereinafter shall be referred to as the club).

ARTICLE II - OBJECTIVES

The objective of the Club shall be:

- A. To arouse and maintain an enthusiastic interest in the Football program of Space Coast High School.
- B. To lend all possible support, both moral and financial, to the Football program in the school.
- C. To act as an advisory organization to the Football Coach, Athletic Director, Administrator, Superintendent, and the School Board, always working in a cooperative manner to see that the Football program is kept at its highest level of efficiency.
- D. To build and maintain an organization which will help promote the principles of:
 1. Health
 2. Vocation
 3. Citizenship
 4. Worthy use of leisure time
 5. Ethical character
 6. Good Sportsmanship
 7. Academics
- E. To encourage the active support of other civic and school organizations who are interested in the development and progress of the youth for the purpose of further reinforcing the objectives of the club.

Section I - Membership & Dues

The membership of this Club will be eighteen (18) years and older. There are three (3) types of membership:

1. **FAMILY \$15.00:** The head of the household and spouse shall have voting rights in the operation of the Club, including the right to hold office or be a member of the Board if they meet the requirements in Article IV, Sections I and II regarding Booster Club Officers and Board Members.
2. **INDIVIDUAL \$10.00 :** Shall have voting rights in the operation of the Club, including the right to hold office or be a member of the Board if they meet the requirements in Article IV, Sections I and II regarding Booster Club Officers and Board Members.
3. **COMMERCIAL \$100.00:** When a business, company, or an approved organization wishes to provide their support to the Football program of Space Coast High School, the company shall designate a representative who may have voting rights or hold office in the Club if they meet the requirements in Article IV, Sections I and II regarding Booster Club Officers and Board Members.

Each type of membership requires annual dues payment as recommended by the Board and approved by the membership.

Section II - Application

Application for membership shall be made by application to the Club and the payment of the dues thereof.

Section III - Suspension and Expulsion

Any member whose conduct shall be detrimental to the best interest of the Club, or who shall willfully violate its By-Laws, the Constitution, or other rules and regulations, may be suspended or expelled from the Club by a majority vote of the Board of the Club. When such action is contemplated in the case of any member, he/she shall be entitled to receive specific charges in writing from the Board of the Club shall, if he/she desires, be afforded a hearing before the Board at the next regular Board meeting.

Section IV – Resignations/Vacancies

1. Any member of the Club may resign at anytime, but such resignation shall not entitle such a member to a rebate of dues paid.
2. In the event of resignations or other unplanned events that result in a vacancy being created in the Vice President, Secretary, Treasurer, Information Director or other Board position, the President shall fill such vacancy by appointment for the unexpired term and the appointment shall be confirmed by a majority vote of the Board.
3. In the event of resignations or other unplanned events that result in a vacancy of both the President and Vice-President positions, then the School Principal, School Athletic Director, and Head Football Coach shall fill such vacancies by appointment for the unexpired term.

ARTICLE III - MEETINGS

Section I - Annual Club Meetings

An annual business meeting for the election of officers and directors and the transaction of other business relative to the affairs of the Club shall be held in the first week of October each year. The secretary shall make public notice of the annual meeting. Officers and Directors elected shall take office January 1. The fiscal year of the Club shall be January 1 through December 31.

Section II - Regular Club Meetings

The Club shall meet each week during the football season or when called by the President or Board of Directors. The regular club meetings should not exceed one hour.

Section III - Special Club Meetings

Special meetings of the Club may be held at any time upon the authorization of the Board of Directors or President, or upon the written request of 10% of the members. Membership shall be notified 48 hours in advance.

Section IV - Board Meetings

The Board shall meet as deemed necessary by the Board to provide direction and guidance for operating the Club and special Club activities.

Section V - Quorum

A quorum shall represent 2/3 of the board and membership present.

ARTICLE IV - OFFICERS/DIRECTORS

Section I - Officers

1. The officers of the Club shall be President, Vice President, Treasurer, Secretary, and Football Information Director. All officers of the Club shall have a child that is participating in the School's Football Program.
2. To be elected to the office of President, Vice President, Treasurer, Secretary or Football Information Director, a candidate must be member in good standing having paid their club membership fee; must have attended a minimum of 10 board meetings and must have volunteered at least 12 or more hours during the course of the year, prior to their election to such position.

Section II - The Board

1. The Board shall consist of the President, Vice President, Treasurer, Secretary, Football Information Director, Head Football Coach and up to five (5) members at large may be appointed by the President with the majority vote of the board.
2. Members at Large can be assigned in any of the following five areas: Golf Tournament Coordinator; Game Day Activities Coordinator; Sponsorship/Football Program Coordinator; Merchandise Sales Coordinator and Team Meals Coordinator.

Section III - Election of The Board

A nomination meeting shall be held at the first meeting in October with elections to follow at the first meeting in November. The term of office for the President, Vice-President, Secretary, Treasurer, and Football Information Director will be one year. In order to vote, you must be a paid member in good standing at least 30 days prior to the nomination meeting. A member in good standing must have attend no less than 4 meetings (one a quarter) and volunteer 6 hours during the course of the year to be considered a member in good standing. All members must be present to cast a ballot at the elections. On a family membership only one family member needs to be present at the meetings.

Section IV - Board Membership

All members of the Board must be dues paying members of the Club in good standing during the fiscal year that they serve in this capacity.

Section V - Duties of the President

The President shall be the Chief Executive Officer of the Club. He/she shall preside at all meetings of the Club and of its Board, and shall call such meeting as he/she deems necessary. The President shall appoint standing committees and other such committees as deemed necessary. It shall be the duty of the President to exercise supervision over the activities and welfare of the Club and keep in constant touch with the members of the Board relative to the matters of policy. The President is Ex-Officio member of all committees. The President shall only vote on motions in the event of a tie. The President will maintain possession of one post office key.

Section VI - Duties of the Vice President

The Vice President shall, in the absence of or during the incapacity of the President, perform all duties and assume all responsibilities of the President until the Board shall revoke such authority. The Vice President is Ex-Officio member of all committees.

Section VII - Duties of the Treasurer

The Treasurer shall receive and disburse the funds of the Club as established in the budget or authorized by the Board. He/she shall keep and preserve vouchers and books of accounts, which shall be open to inspection by the Board, and subject to an audit at anytime. Funds of the Club shall be deposited in such banks as may be approved by the Board. All checks drawn upon the funds of the Club shall require the signature of the President, or Vice President and the Treasurer of the Club. The Treasurer shall submit financial report to the Board at each scheduled meeting. A final audit of the books shall be completed the month prior to the new Board taking office. The Treasurer will not be of family to any other Club officer. The Treasurer will be responsible for the 2nd post office key and for picking up mail 1 to 2 times a week.

Section VIII - Duties of the Secretary

The Secretary shall prepare and keep minutes of all the Club and Board meetings and prepare necessary reports of the Club. The Secretary shall keep a roster of membership, issue notices of all meetings, and perform such other duties as maybe assigned by the President of the Board.

Section IX - Duties of the Board

The Board shall have charge of the property, control and management of the affairs and funds of the Club, to act with full powers for the members at all times, except during regular meetings of the Club. All Board action must be ratified by a majority vote of all the Board members in attendance at meetings, above the quorum required in Article IV, section V (B). The Board is expected to attend 75% of all Club and Board meetings, unless excused by the President.

Section X - Duties of Football Information Director

The Football Information Director shall update the Viper Football web site, send out communications via email and perform other such duties as maybe assigned by the President and/or Vice President of the Board.

ARTICLE V - AMENDMENT

A committee appointed by the President and approved by the Board shall review the By- Laws annually. Proposed changes to the By-Laws will be ratified by a 2/3 majority vote of the Board.

ARTICLE VI - PURCHASES

Purchases under \$300.00 each can be made with approval from the President or Vice- President. These purchases do not need to be voted on by the board. Any purchase over \$300.00, need a majority of the votes from the board.

ARTICLE VII - DISSOLUTION

Upon dissolution, the net assets of the Club will not insure to the benefit of any private member or individual but will be distributed to the Athletic Department of the Space Coast High School or Brevard County School Board or to any organization operated exclusively for charitable or education purposes.

ARTICLE VIII – DISTRIBUTION OF MONIES FROM FUND RAISERS

Section I – Fundraisers

All monies collected from Booster Club fundraisers (Daytona, Parking, Programs, Merchandise, Golf Tournament, Purple/Silver Game, etc.) will go into the Booster Club’s general fund.

ARTICLE IX – SCHOLARSHIP

Each year a scholarship of \$1,000 will be awarded to the player who scores the highest on the scholarship application. The School Scholarship Committee will go through the application, add the scores and determine the recipient. Scholarship money will be held in the Booster Club account until the Booster Club receives a letter from the college of the scholarship winner’s choice stating that they are enrolled there as a student. Once this letter is received, the Booster Club will forward the scholarship money to that institution for higher learning. The amount of the scholarship cannot be changed without a majority vote from the Booster Club members.

Rick Barnett, President

Date

Dori Swift, Vice President

Date

Sheri Miller, Treasurer

Date

Brenda Adams, Secretary

Date

Shari McDonald, Football Information Director

Date