

**By- Laws of the
Navarre Raiders Quarterback Club, Inc.
Revised 12-19-2005**

Article 1

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.

Section 2. MEMBERSHIP DUES: Membership dues will be on a tiered participation levels. **Maroon Level:** \$25.00 nonvoting, **Black Level:** \$50.00 2 voting memberships, 2 T-Shirts, **Silver Level:** \$100.00 2 voting memberships, 2 Polo or Hat, food coupons. There shall be a Single Parent/Head of Household clause for the Black and Silver Levels. The cost for Single Parent/Head of Household will be Black -\$25.00, Silver - \$50.00

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. 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.

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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 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 predecessor 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 a written account of all transactions; shall render all information as is required to accomplish the auditing process; shall forward to his/her predecessor 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. The Officers shall have the authority to disburse \$100.00 before receiving an affirmative vote of the membership 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 15% of the members shall constitute a quorum for the conducting of business at an organizational meeting.

Section 3. SPECIAL MEETING: It shall be the authority of the officers to call special meeting. At any special meeting called, decisions will be made by 15% of the membership. Attempt to notify members shall be made within 48 hours of 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.

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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. Old Business
- H. New Business
- I. Administrative Comments
- J. Adjournment

ARTICLE VII

Section 1. AMENDMENTS TO THE GUIDELINES: Amendments to the GUIDELINES can be made by a vote of 15% of membership on a quarterly basis; January 1st, April 1st, July 1st, October 1st.

ARTICLE VII

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