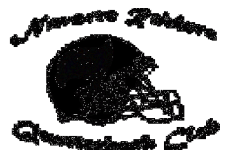




Navarre Raiders Quarterback Club
Bylaws
Revised February 13, 2023



The following bylaws are set forth for the normal operation and administration of the Navarre Raiders Quarterback Club (NRQBC) and will be directed upon, 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 proposing the amendment for review by the executive committee (officers and Head Coach), Executive Committee bringing to the membership a vote to amend or restate the by-laws and a vote of 10% of membership in good standing in the months of; February, May, August and November.

Section 2. PURPOSE: The NRQBC is an all-volunteer non-profit, Outside Support Organization (as defined by the Santa Rosa School District) that is committed to supporting the Navarre High School Football program including its 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 the Navarre High School (NHS) Football Program. Our goal is to enhance a more integrated relationship among the parents, administration, faculty, coaching staff, athletes, and the community. The NRQBC intends 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 the Navarre High School Football Program, 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 serve as support to the Football Coaches, always working in a cooperative manner.

The mission and purpose of NRQBC shall be carried out in compliance with Florida State Law, Santa Rosa County Public School Board Outside Support Organization Guidelines, and Navarre High School Administration policies. <https://nrqbc.org/outside-support-organizations/>

ARTICLE II. MEMBERSHIP

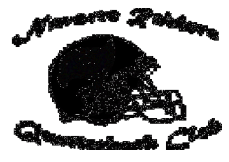
Section 1. MEMBERSHIP: Membership is open to everyone regardless of race, color, creed, or national origin and who is not in conflict with the provisions of NRQBC. The membership year shall run from March 1 through the last day in February. An “Active” **member in good standing is defined as a member who has paid all fees, who has attended two NRQBC meetings, who has volunteered for at least two NRQBC football sponsored events** (e.g. Donating to Raider closet, helping on Raider Dog Wednesday, serving meals, selling sponsorships, etc.).

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.



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c. Members must remain in good standing which shall be subject to and conditioned upon the following:

1. Payment of required annual fees when due.
2. Adherence to the NRQBC rules and regulations under these Bylaws.
3. 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 the SRCSD/NHS Volunteer Contract and Code of Conduct.
4. The member must serve in a volunteer capacity two times during the membership year (this can be serving a meal and donating to the Raider food closet, serving twice for Raider Dog Wednesday, etc.)

d. Only members in good standing shall be entitled to vote, purchase VIP seats, hold office, serve as committee leads and on committees and/or serve in other appointed positions.

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

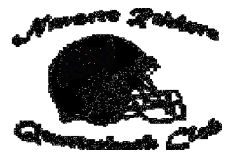
- a. General/Alumni Membership*: Non-voting Membership
*Alumni Students are defined as a single student who graduated from NHS.
 - b. Maroon Level: Consists of two voting memberships.
 - c. Black Level: Consists of two voting memberships and a single parking pass.
- **Single Parent households receive ½ off the Black Membership and only **one vote**.

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:

- a. Any seats sold under previous guidelines, costs, or time periods will be honored until expiration. Expiration is defined as the end of the year in which the seats were purchased.
- b. Seat prices will be established annually no later than the last regular meeting in February.
- c. Members in good standing with **paid memberships** may renew their previous year's reserved seats at the newly established price from **March 1 through March 31**. Those wishing to change their seating location may do so **April 1 – April 31** to permit other renewing members the same opportunity.
- d. Each VIP seat sold will be for a period of one membership year for all football events (boys tackle football). A membership year is defined as March 1 – Last day of February.
- 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. From **April 1 – April 30** any non-renewed seats become available for purchase to NRQBC members in good standing with paid membership. No seat shall be assigned or reserved without payment.
- g. The Quarterback Club President, at no cost or sponsorship, shall have four seats in Row 2 seat numbers 12-15 reserved, (or another row if there are not four consecutive seats available). These seats will be assigned after the yearly seat renewal date. The outgoing President will be able to renew VIP seating upon membership renewal, but in another location.



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- h. Any remaining seats that have not been sold by **May 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 **June 1st**.

ARTICLE III

Section 1. OFFICERS: The officers of the organization shall be President, Vice-President,

Secretary, and Treasurer. Officers will be brought forward by the nominating committee, appointed by the Head Coach of the NHS Football Program and will be voted by the membership.

Section 2. TERM OF OFFICE: The term of office for officers shall be one year beginning March 1st and ending the last day of February. Officers will be nominated/appointed during the month of February and elected by the end of the last day of February. No household will hold more than one office during the same term. New officers assume responsibilities on March 1st after proper turnover of all official duties.

Section 3. VACANCIES: Vacancies shall be filled by appointment of 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 by using QuickBooks or another comparable on-line accounting program. The Treasurer 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. If necessary, the Treasurer is to pay taxes semiannually without prior approval from the board. All monies raised by any football committee will be deposited into the NRQBC account. All expenditures from the NRQBC account will receive an affirmative vote of the membership in good standing 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 \$200.00 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 \$500.00 can be disbursed by a majority vote of officers. All checks must be signed by two (2) Officers.



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- e. All Officers shall participate in the Nominating Committee as part of their duties.

Section 5. ADVISORY MEMBER:

From time to time, the Officers may elect to have an Advisory Member. This advisory member may be appointed by the NHS Head Coach or the Executive Committee.

1. An Advisory Member is intended to guide the Officers in their duties, responsibilities and other issues as necessary.
2. An Advisory Member must be an NRQBC member in good standing or a sponsor in good standing.

ARTICLE IV

Section 1. MEETINGS: The organization shall meet as often as needed to fulfill its purpose. Typically, the meetings are weekly during season and bi-weekly when not in season.

Section 2. QUORUM: The presence of 10% of the total membership 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. MEMBER DUTIES:

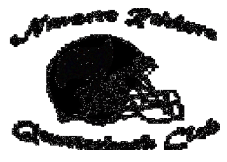
1. To obtain the floor before speaking.
2. To avoid speaking about any matter until it is properly brought before the meeting.
3. To keep upon the question then pending.
4. To yield the floor to call for order.
5. To abstain from all personalities in debate.
6. To avoid disturbing, in any way, speakers at the meeting.
7. To pay dues/fees when due.
8. To volunteer at least two times during the membership year.
9. To follow the Santa Rosa County School District/NHS volunteer Code of Conduct.
10. Attend at least two meetings of the NRQBC.

b. MEMBER RIGHTS:

1. To offer any motion that is pertinent to this organization.



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2. To explain and/or discuss that motion, or any other motion that has been properly presented at 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: A member may choose to bring the subject of dissolution to the executive committee 30 days in advance of a regular meeting for review. The executive committee, in its sole discretion, may choose to move the subject of dissolution to a vote at a regular meeting. Should a majority of the membership vote the organization shall be dissolved. In this event, the money shall be transferred to the Navarre High School Football Program.

As adopted this 13th Day of February, 2024.

Bethany Manuel, Secretary
Navarre Raiders Quarterback Club