



Navarre Raiders Quarterback Club Bylaws



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. (NRQBC)**. Amendments to these Bylaws may be proposed for review by the Executive Committee and brought before membership for a vote. Amendments or restatements require approval by ten percent (10%) of the membership in good standing and may be considered during the months of February, May, August, and November.

Section 2. PURPOSE

NRQBC is an all-volunteer, non-profit Outside Support Organization (OSO) committed to supporting the Navarre High School Football Program in a positive manner on and off the field. The organization exists to promote unity, school spirit, and community engagement while providing leadership, manpower, moral support, and financial assistance in compliance with Florida law, Santa Rosa County School District OSO guidelines, and Navarre High School policies.

Section 3. OBJECTIVES

1. Encourage growth and development of the Navarre High School football program.
2. Provide leadership, manpower, moral, and financial support.
3. Increase attendance and community support for football-related activities.
4. Serve in a cooperative and supportive role with the football coaching staff.

ARTICLE II. MEMBERSHIP

Section 1. MEMBERSHIP ELIGIBILITY

Membership is open to all individuals without regard to race, color, creed, or national origin who are not in conflict with these Bylaws. The membership year shall run from March 1 through the last day of February.

A **member in good standing** is defined as one who: - Has paid all required dues and has not been deemed ineligible due to conduct inconsistent with NRQBC rules or school district volunteer standards. Only members in good standing may vote, hold offices, chair committees, or purchase reserved seating.



Navarre Raiders Quarterback Club Bylaws



Section 2. MEMBERSHIP LEVELS & DUES

NRQBC should offer the following membership levels only:

1. **Black Membership** – Consists of two voting memberships and a single parking pass. Voting privileges are limited to members in good standing. Single-parent households shall receive a 50 percent discount and only ONE vote.

Membership dues for each level shall be established annually by the Executive Committee following budget review and presented to the membership.

Section 3. ENFORCEMENT & LOSS OF GOOD STANDING

The Executive Committee shall determine loss of good standing. Members shall be notified in writing and provided an opportunity to correct deficiencies prior to revocation of rights, except in cases involving conduct violations requiring immediate action.

ARTICLE III. SEATING

Section 1. PRESIDENTIAL SEATING

The President of NRQBC may elect to utilize the four (4) designated presidential reserved seats or retain and renew previously held reserved seats for the duration of their term. The President must declare their seating preference no later than March 31 of each membership year. Any unused designated presidential seats shall revert to the general reserved seating pool.

Section 2. RESERVED SEATING – GENERAL PROVISIONS

Reserved seating shall be offered on an annual basis for the duration of the NRQBC membership year. Seat pricing shall be established annually by the Executive Committee and presented to the membership. Reserved seating is a privilege associated with membership and may be revoked if a member is no longer in good standing.

Section 3. RESERVED SEATING – LEGACY AND PURCHASE RULES

- a. Any member from any tiered level of membership may purchase seats.
- b. 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.
- c. Seat prices will be established annually no later than the last regular meeting in February.
- d. 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. Members wishing to change their seating location may do so from April 1



Navarre Raiders Quarterback Club Bylaws



- through April 30.
- e. Each VIP seat sold shall be valid for one (1) membership year for all football events (boys tackle football). A membership year is defined as March 1 through the last day of February.
 - f. No family shall be permitted to purchase more than four (4) seats unless special circumstances dictate. Such circumstances require approval by the membership at a regular meeting.
 - g. From April 1 through April 30, any non-renew seats shall be made available for purchase to NRQBC members in good standing on a first-come, first-served basis. No seat shall be assigned or reserved without full payment.
 - h. These seats shall be assigned after the yearly seat renewal date. The outgoing President may renew VIP seating upon membership renewal, but in a different location.
 - i. Any remaining seats not sold by May 1 shall be made available to all football, cheer, band, dance, and NJROTC parents on a first-come, first-served basis.
 - j. Any remaining seats shall be made available to the public on or after June 1.

ARTICLE IV. LEADERSHIP & GOVERNANCE

Section 1. OFFICERS

The officers of the organization shall be **President, Vice President, Secretary, and Treasurer**. Officers must be members in good standing. Officers will be brought forward by the nominating committee, appointed by the Head Coach of the NHS Football Program and will be voted for by the membership.

Section 2. EXECUTIVE COMMITTEE

The **Executive Committee** shall consist of the elected officers of NRQBC. The Executive Committee shall: - Provide strategic direction - Ensure compliance with applicable laws, district policies, and OSO requirements - Oversee financial stewardship - Make urgent operational decisions between general membership meetings

Section 3. ADVISORY ROLE OF THE HEAD COACH

The Head Coach of the Navarre High School Football Program shall serve in a **non-voting advisory capacity** to the Executive Committee. The Head Coach may provide recommendations and program-related guidance but shall not participate in governance decisions, officer votes, financial approvals, membership determinations, elections, or disciplinary matters.

Section 4. TERM OF OFFICE

Officers shall serve one-year terms beginning March 1 and ending the last day of February. No household may hold more than one office simultaneously.



Navarre Raiders Quarterback Club Bylaws



Section 5. VACANCIES

Officer vacancies shall be filled by nomination and majority vote of the membership at the next regular meeting.

Section 6. OFFICER REMOVAL

An officer may be removed for failure to perform duties, violation of bylaws, or conduct detrimental to NRQBC by a two-thirds (2/3) vote of the Executive Committee, subject to membership ratification.

Section 7. 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 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 expenditure from the NRQBC account will receive an affirmative vote of the membership in good standing except for the coach's earmarked funds, which can be expended 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.
- e. All officers shall participate in the Nominating Committee as part of their duties.

Section 8. 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.



Navarre Raiders Quarterback Club Bylaws



1. An Advisory Member intends 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 V. FINANCIAL OVERSIGHT

Section 1. TREASURER RESPONSIBILITIES

The Treasurer shall maintain accurate financial records using approved accounting software and provide monthly financial reports. The treasurer will ensure that all taxes, federal and state reporting requirements and annual reviews are completed. All checks shall require two (2) officer signatures.

Section 2. EXPENDITURE AUTHORITY

- Routine expenditure shall follow the approved annual budget
- Emergency expenditures up to \$200 may be approved by an officer
- Emergency expenditures up to \$500 require majority approval of the Executive Committee
- All emergency expenditures must be documented and reported at the next meeting

Section 3. AUDIT & REVIEW

A financial review or audit may be conducted annually or at officer transition if deemed necessary.

ARTICLE VI. MEETINGS

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. Attempts to notify members shall be made 48 hours prior to the meeting.



Navarre Raiders Quarterback Club Bylaws



ARTICLE VII. MEMBER RIGHTS

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.
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 VIII. BUSINESS

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



Navarre Raiders Quarterback Club Bylaws



ARTICLE IX. ETHICS & CONFLICT OF INTEREST

All officers shall act in the best interest of NRQBC. Any potential conflict of interest must be disclosed, and affected officers shall recuse themselves from related decisions.

ARTICLE X. DISSOLUTION

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 for the organization be dissolved. In this event, the money shall be transferred to the Navarre High School Football Program.

RESERVED SEATING – PRESIDENTIAL SEATING CLARIFICATION

The President of the Navarre Raiders Quarterback Club shall have the option to utilize the four (4) designated presidential reserved seats as established by the organization **or** may elect to retain and renew their previously held reserved seats for the duration of their term. The President shall not be required to relocate to the designated presidential seats if they choose to keep their existing seating. Any unused designated presidential seats shall revert to the general reserved seating pool for that membership year.

As adopted this 24th Day of February, 2026.

Bethany Manuel, Secretary
Navarre Raiders Quarterback Club