

BY-LAWS
Of
Satellite Touchdown Club (T.D.C.), Inc

A 501-(c) (3) Not-For-Profit
City of Satellite Beach, Brevard County, Florida

The charter as presented is complete dated February 8,
1998 Charter amended January 11, 2000
Charter amended February 12, 2001
Charter amended January 13, 2002
Charter amended December 12, 2004
Charter amended January 16, 2005
The Charter's title was changed to Bylaws and further amended Aug 3,
2015 Charter amended February 2018-By-laws (revisions throughout)
Charter amended January 26, 2022
Charter amended August 22, 2022
Charter amended November 1, 2023
Charter amended August 1, 2025

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Article I

Name

This organization shall be known as the Satellite Touchdown Club (T.D.C.), Inc.

Article II

Objectives

Section 1. This organization is primarily formed for the purpose of providing direct financial support to the Satellite High School Football team.

Section 2. Promoting and maintaining a safe and fun athletic environment by providing the best quality safety equipment for the players.

Section 3. Involving parents/guardians, the community, the Satellite High School student body, administration, and local businesses to maintain the financial needs and success of the Satellite Football team. Go Scorps! Sting 'em!

Article III

Membership

Section 1. Qualifications: All parents/guardians of football players are automatically members of the T.D.C. club, following full payment of all player fees. Parents/Guardians are eligible to attend meetings, participate with the T.D.C., voice opinions/concerns and vote for Executive Board members. The Executive Board is the governing body of the T.D.C.

Section 2. Regulations: All parents/guardians of incoming and current football players are automatically members of the Touchdown Club. Parents/guardians can attend meetings, participate in T.D.C. functions and voice opinions or concerns. All Parents/Guardians whose players' fees are paid are eligible to vote for the Executive Board members. Incoming players will be allowed time to fulfill their respective player fees within a time frame designated by the T.D.C.

Article IV

Executive Board/Officers

Section 1. The Executive Board is the governing body of the T.D.C. and shall consist of ten (10) offices: the President, Vice President, Field Director, Special Events Director, Volunteer/Merchandise Director, Recording Secretary, Communications Director, Webmaster, Social Media Director and Treasurer.

Section 2. Any member elected to serve any office may be re-elected to the same office for as many years of terms as the membership may see fit to re-elect him/her to. The minimum expected term is two years.

Section 3. The Executive Board shall have the authority to exercise all financial and administrative powers of the T.D.C. No individual or group of organizations may financially obligate the T.D.C., without Executive Board approval.

Section 4. The Executive Board may create, appoint or alter standing committees and any new committee (Chair of members) during the year for the common good of the T.D.C. by a simple majority vote. In the event of a tie vote the financial committee will be the final vote.

Article V

Nominations and Qualifications for Executive Board/Officers

Section 1. Nominations of the Executive Board/Officers of this organization shall be held at the first regular meeting in October of each year. If the nominations and voting do not

occur prior to the January regular meeting of the TDC, the Executive Board may vote to extend the tenure of the existing board for an additional three months.

Section 2. Any Parent/Guardian is eligible to submit for the candidacy of any office in the TDC who meets the following requirements: must be the parent/guardian of an incoming, current, or former player who previously played within a prior three-year period. All current players must be in good standing, all incoming players will be allowed time to fulfill their respective player fees within a time frame designated by the T.D.C. In addition, the parent/guardian must have attended at least two monthly meetings or any special TDC events or meetings.

Section 3. Any nominee who wishes to decline his/her nomination shall do so at the time of his/her nomination, or in writing to the President within ten days after his/her nomination; otherwise his/her name shall appear on the ballot.

Section 4. No member shall be nominated, or be a candidate for, more than one office at the same election.

Section 5. No two Executive Members may serve who reside in the same household.

Section 6. Time commitment can vary from 2-10 hours per month.

Section 7. Current Board Members will have their player's fees waived.

Article VI

Election and Installation of Executive Board/Officers

Section 1. The election of Officers to the TDC shall be by secret ballot in the month of November of each year. The date, hour and place of this election shall be selected by the Executive Board and advertised via email and social media. The nominee receiving the largest number of votes for each elective office shall be declared elected.

Section 2. Ballots will be tallied by the Vice President. If the President finds the count/report of the Vice President to be correct, he/she shall declare the winner(s) accordingly.

Section 3. No Member of the TDC shall be entitled to vote at any election unless he/she is in good standing. New Executive Board officers shall be installed at the regular meeting in the month of January of each year.

Article VII

Vacancies/Removal/Resignations

Section 1. In the event of death, reassignment, suspension or the occurrence of a vacancy for any reason in any office, except that of the TDC President, the vacancy shall be filled by a majority vote of the Executive Board. In the case of a vacancy in the office of the

President, the Vice President shall succeed to that office and the office of the Vice President shall be declared vacant.

Section 2. If any officer shall be absent (unexcused) from four consecutive meetings, except on the account of illness or unavoidable absence, the office can be declared vacant by a majority vote of the TDC Executive Board. All vacancies shall be filled in the above manner.

Section 3. Any member of the Executive Board may be removed for the cause with the recommendation of a majority vote of the Executive Board. Resignations must be made in writing to the President.

Article VIII

Parliamentary Procedure

Section 1. Except as provided in the by-laws, “Robert’s Rules of Order” shall govern the conduct and deliberation of the T.D.C. and meetings of the Executive Board.

Section 2. Order of Business (regular monthly meetings)

- A. Call of meeting to order
- B. Roll call of Executive Board
- C. Introduction of Executive Board
- D. Introduction of new members/parents present
- E. Reading of minutes of last regular or special meeting
- F. Budget Committee report (Treasurer)
- G. Coach’s report
- H. Old business
- I. New business
- J. Committee reports
- K. Adjournment

Article IX

Alterations and Amendments

Section 1. Any TDC member may propose amendments to the by-laws.

Section 2. Amendment procedure: The proposed changes shall be submitted to the Executive Board and Head Football Coach in writing. The Executive Board and Head Coach shall study the proposal and make recommendations to the President. After consideration and discussion, the President will call for a vote at the next regular meeting of the Executive Board for approval or denial.

Article X

Meetings and Quorum

Section 1. The TDC shall meet at a minimum one time each month. The hours of the

meeting shall be announced one week in advance via email and social media, and said meeting shall be called to order promptly, provided there is a quorum present. In January of each year, the TDC can set a regular meeting day each month for the calendar year, if so desired. The specified day of the meeting may vary upon the approval of the Executive Board of the TDC. There will be one meeting in December of each year.

Section 2. A quorum shall constitute four Executive Board officers and shall be necessary to conduct legal transactions of business at any regular or special meeting.

Section 3. The President shall have the power to call a special meeting of the Executive Board, whenever an emergency arises and upon petition of a majority of the members of the Executive Board.

Section 4. If necessary, the Executive Board may also conduct time sensitive T.D.C. business outside of regular and/or special meetings and conduct votes by email. This shall be a necessary exception, and not the rule of business coming before the Executive Board. The President shall email the ten Executive Board Members. The board members shall vote using the “reply all” feature, so all board members can see each individual board member’s vote. The final majority vote tally and business shall be forwarded and recorded by the Recording Secretary. The item/decision shall be reported at the next regular meeting.

Article XI

Duties of Officers

Section 1. The President: shall preside at all meetings of the TDC and Executive Board and shall enforce order and strict compliance of the by-laws. The President will appoint the Chairperson of all Committees not otherwise provided for and see that the officers perform their respective duties faithfully. He/she shall sign all official documents that are authorized by the TDC. He/she shall fill all vacancies in the offices caused by absence, or other causes, unless otherwise provided for. He/she shall also transact such other business as may be the custom pertaining to his/her office and direct all standing and special committees. The President, of his/her designee can and when need be represent this organization publicly, being able to speak on behalf of the T.D.C. and the Executive Board. Qualifications include knowledge of high school football, maintain relationship with Satellite High School administration/football staff, ability to learn and ensure By-Laws are followed, strong communication and leadership skills, conflict resolution and a positive outlook. The President shall be a voting member of the Executive Board and will maintain a turnover file for his/her successor.

Section 2. The Vice-President: Shall assist the President in the performance of his/her duties. In the absence of the President, the duties of the office shall be performed by the Vice President. The Vice President shall chair the Fundraising/Sponsors Committee and be a member of the Budget Committee. Qualifications include very strong organizational and communication skills, great at networking and strong leadership

ability. The Vice President shall be a voting member of the Executive Board and will maintain a turnover file for his/her successor.

Section 3. The Field Director: Shall assist the President in the performance of his/her duties. He/she shall also perform all duties as required by the President and/or Executive Board and are in keeping with his/her office. He/she shall provide a monthly report of those activities and will maintain a turnover file for his/her successor. The Field Director shall chair the Field Maintenance Committee. Qualifications include knowledge of field painting, learning to use the field painting tools available and ability to paint the fields for gamedays and practices. He/she shall be a voting member of the Executive Board.

Section 4. The Special Events Director: Shall assist the President in the performance of his/her duties. He/she shall also perform all duties as required by the President and/or Executive Board and are in keeping with his/her office. He/she shall provide a monthly report of those activities and will maintain a turnover file for his/her successor. The Special Events Director shall chair the Special Events/Pre-Game meal Committee. Qualifications include strong relationship building and organizational skills. He/she shall be a voting member of the Executive Board.

Section 5. The Volunteer/Merchandise Director: Shall assist the President in the performance of his/her duties. He/she shall also perform all duties as are required by the President and/or Executive Board and are in keeping with his/her office. He/she shall provide a monthly report of those activities and will maintain a turnover file for his/her successor. The Volunteer/Merchandise Director shall chair the JV Merchandise Committee and keep a log of volunteer hours. Qualifications include a passion for design, strong organizational/communication skills and basic knowledge of Excel. He/she shall be a voting member of the Executive Board.

Section 6. Recording Secretary: the duties of the Secretary shall be to keep a correct record of the proceedings of all meetings in an electronic date file provided for that purpose. He/she shall preserve all records relating to his/her office and have meeting minutes prepared within 5 days after a meeting for review. At the expiration of his/her official term of office, he shall hand over the books, papers, turnover file and all other property belonging to the T.D.C. to his/her successor in office. He/she shall ensure that the T.D.C. is updating and following the by-laws and the meeting agenda is being followed. Qualifications include knowledge of MS Word, ability to learn By-Laws, organizational and communication skills. He/she shall be a voting member of the Executive Board.

Section 7. Communications Director: He/she shall answer all communications addressed to the T.D.C. and maintain all address lists of the Executive Board, parents and guardians of football players, team supporters & advertisers. He/she will maintain all electronic files for effective communication with the football team's parents/guardians and send a written notice, together with the Treasurer, to members in arrears for football/player fees. He/she will serve as the focal point for any/all email accounts and social media sites the T.D.C. uses and oversees they are maintained/updated accordingly. The Communications Director will not post/send/disseminate any official T.D.C. communication without the

approval of the President and/or the Executive Board. Qualifications include very strong communication, organization and writing skills. He/she shall be a voting member of the Executive Board.

Section 8. Treasurer: it shall be the duty of the Treasurer to receive all monies paid/dues to the T.D.C. and deposit the same. The Treasurer shall pay all authorized T.D.C. bills. He/she shall at such times as the President or Executive Board may direct or require, present for examination his/her books that may be necessary for proper review of his/her accounts. The Treasurer shall chair the Budget Committee. He/she shall give the Budget committee report at each regular meeting. He/she shall also perform such other treasurer related duties as are required by the Executive Board and are in keeping with his/her office including the proper filing of tax returns and the annual filing with the Secretary of State and turnover T.D.C. Treasurer Gmail account to his/her successor. Qualifications include basic knowledge of bookkeeping, attention to detail, excel and communication skills. He/she shall be a voting member of the Executive Board.

Section 9. Webmaster: He/she shall assist the President in the performance of his/her duties. He/she shall also perform all duties as required by the President and/or Executive Board and in keeping with his/her office. He/she shall provide a monthly report of those activities and will maintain a turnover file and the T.D.C. Webmaster Gmail account for his/her successor. Qualifications include basic knowledge of website platforms, ability to make things work, attention to detail, good communication skills and ability to work independently. He/she shall be a voting member of the Executive Board.

Section 10: Social Media Director: He/she shall maintain all social media accounts/log in credentials associated with the T.D.C. He/she will serve as the focal point for any/all social media accounts the T.D.C. uses and oversees they are maintained/updated accordingly. The Social Media Director will not post/send/disseminate any official T.D.C. communication without the approval of the President and/or the Executive Board. Qualifications include communication and graphic design skills. He/she shall be a voting member of the Executive Board.

Section 11: JV Liaison: The JV Liaison shall assist the President in the performance of his/her duties. He/she shall also perform all duties as are required by the President and/or Executive Board and are in keeping with his/her office. He/she shall provide a monthly report of those activities and will maintain a turnover file for his/her successor. The JV Liaison shall chair the JV Committee and be the face of the T.D.C. to introduce the JV team and ensure they feel included. He/she shall work with the JV coaches to ensure gameday prep is set up/taken down by the JV team, own parking and any other needs deemed necessary for varsity games. Qualifications include strong communication, coordinating and team building skills. He/she shall be a voting member of the Executive Board.

Section 12. Head Football Coach: Communication with the Head Football Coach is

essential for the success of the T.D.C. in providing direct support to the football team.
To facilitate success, the T.D.C. requests the following from the Coach:

- Participate in regular and special meetings by providing input/insight.
- Prepare a Coach's budget outlining needs/wants for the team by
January Communicating team goals to the Executive Board.
- Obtain approval of the Budget Committee prior to expenditure or commitment of
T.D.C. funds outside the approved budget.
- Coach is a non-voting member of the T.D.C./Executive Board.

Article XII

Players Fees

Section 1. Player fees are determined each year by the Budget Committee and the Head Coach and approved by the Executive Board. Hardships are available as determined and approved by the Budget Committee. Failure to pay player fees or obtain a hardship will eliminate the opportunity for a player to participate in the Satellite High School Football games .

Section 3. All refund requests are approved/disapproved by the Budget Committee on a case by case basis.

Article XIII

Committees

Section 1. All committee chairs shall be appointed by the President. The Chairperson shall provide a monthly report/update of all activities at the regular meeting. No individual or committee may financially obligate the TDC without Budget Committee approval.

Section 2. The following standing committees shall be a part of the TDC.

Budget Committee
Fundraising/Sponsor Committee
Field Maintenance Committee
Gameday preparation & clean up Committee
Special Events Committee
Pregame Meals Committee
JV Committee

The budget committee shall consist of the Chairperson (Treasurer), the President, the Vice President and the Head Coach as a non-voting member. Duties include:

1. Reviewing and approving the budget for executive board vote.
2. Determining player fees to be approved by the Executive Board.
3. Reviewing and approving/denying all hardship player fee requests.
4. Reviewing and approving/denying all player fee refund requests.
5. Approve all spending above and beyond the budget on a case by case basis.

The budget committee should have regular meetings outside of the monthly board meetings. These meetings should be held separate so that any sensitive financial issues can be discussed and agreed upon. Monthly meetings are open to members and guests and should present the T.D.C. as the positive and successful organization that it is.

Section 3. The Fundraising/Sponsor Committee shall consist of a Chairperson (VP) and preferable at a minimum 2 members. Examples of fundraising are sponsorships, golf tournaments and the American flag fundraiser.

Section 4. The Merchandise committee shall consist of a Chairperson (Volunteer/Merchandise Director) and preferably at a minimum 2 members. This committee will be in charge of all ensuring programs and merchandise sales and will have an adequate number of volunteers and their needs will be met. Examples of needs: Tables, Tablecloths, Programs, Merchandise, Limited Concessions (if approved by V/M Director), money for change and Credit Card Terminal.

Section 5. The special events committee shall consist of a chairperson (Special Events Director) and preferably at a minimum 2 members. This committee shall be responsible for planning all of the special events throughout the year including but not limited to: all pre-game meals, travel meals, Senior Night, End of Season Banquet etc.

Section 6. The JV Committee shall consist of a Chairperson (JV Liaison) and preferably a minimum of 2 member/parent volunteers. This committee shall be responsible for planning all JV events throughout the year including but not limited to: pre/post varsity game prep, Varsity gameday parking, JV team building, etc. The Head JV Coach is also a member of this committee.

Article XIV

Expulsion

Section 1. The TDC shall have the power to suspend or expel any member for any violation of the provisions of the by-laws or for any dishonorable, disruptive conduct that negatively impacts the TDC or the Satellite High School Football program. The Head Coach will be consulted to provide input to the vote. The expulsion can occur by a simple majority vote of the Executive Board.