

Constitution and By-Laws

SFHS Raider Baseball Club

P.O. Box 1533

Alachua, FL 32615-1533

ATHLETIC BOOSTER CLUB

Role of the Club

The SFHS Raider Baseball Booster Club exists as an organization of parents and community persons dedicated to:

- 1) **Supporting, encouraging and advancing** the SFHS Raider Baseball Club and related activities of Santa Fe High School, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- 2) **The Club shall promote** projects to improve facilities, equipment, and team related needs necessary to provide an adequate baseball program for the school.
- 3) **The club shall not seek to influence or direct** the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the baseball program of the school.
- 4) **The club shall do nothing** which violates the rules of the Florida High School Athletic Association or in any way jeopardizes the membership of the school in the association.

b. Financial

The SFHS Raider Baseball Club operates on a calendar year, January thru December; annual taxes and tax exemption status shall be filed and reviewed on an annual basis. The booster club

will contribute financially to meet the needs of the Santa Fe Raider baseball team that otherwise would not be available. Primarily, the monies of the Booster Club will be expended for 1) capital improvements of the athletic facilities, 2) major purchases for the sport, 3) warm-ups and uniforms, 4) reconditioning, and 5) awards. Monthly Patron Booster reports shall be provided to the Santa Fe High School accountant.

If for any reason the SFHS Raider Baseball Club disbands, IRS demands that the remaining funds and assets shall be given to another IRS recognized charity organization.

c. Relationship with Coaches

The Head Coach and the Booster Club should work together to determine which team needs the Booster Club will support and to prioritize them. The Booster Club should always consult with the Head Coach and be sure their goals and activities are aligned to the vision of the Head Coach for the sport program. The Booster Club shall not attempt to get involved with the coaching aspect of the sport. No discussions should take place concerning item such as: player selection, playing time, strategies, play selection, etc.

d. Relationship with the School Administration

The school Head Coach will attend all athletic booster meetings and act as official liaison between the school and the booster club.

CONSTITUTION

Article I

BOOSTER CLUB NAME

This organization shall be known as SFHS Raider Baseball Club, herein referred to as the club.

Article II

MISSION STATEMENT

To provide support for athletes and coaches participating in the SFHS Raider Baseball Club program, an organization of interested parents and local individuals.

To ensure SFHS Raider Baseball Club is representative of the code of ethics established by the Florida High School Activities Association (FHSA) and Santa Fe High Schools.

To create opportunities to provide financial support and to disburse funds in a fiscally responsible manner to provide quality coaching for player development, facilities, equipment, and academic standards for all players in the Santa Fe Baseball program.

Article III

MEMBERSHIP

Any person interested in the purpose of this association shall be eligible for membership upon payment of the annual dues. (To be established yearly by the Board of Directors)

The dues of this association shall be determined by the current board. Memberships will be designated as family, individual and business involvements.

Outright gifts will be accepted.

Article IV
GOVERNING BODY

The SFHS Raider Baseball Club shall be governed by a Board of Directors elected from its membership. Those officers shall consist of the following:

President
Treasurer
Secretary
Concessions Coordinator
Facilities Management Coordinator
Ways and Means Coordinator
Player Development Coordinator
Historian

The varsity Head Coach serves as a **non-voting** member of the Board of Directors. **Voting** members of the Board of Directors include the Treasurer, Secretary, Concessions coordinator, Facilities Management coordinator, Ways and Means coordinator, Player Development coordinator, and Historian. The President votes only in the case of a tie.

Each Board of Director Officer's shall conduct themselves in a consistent manner with the Club's Mission Statement and shall govern themselves accordingly. The Board of Directors shall meet regularly to properly conduct the business of the club. Board member(s) who miss two consecutive board meetings, without reasonable cause, will need to re-evaluate their position on the Board, and by majority vote of the Club at large, may be removed from the Board.

Each board members shall create and maintain manuals that contain position description and basic information of their responsibilities and operating procedures to pass off to future Board Members.

Article V
MEMBERSHIP DUES

Section 1. If established, annual dues shall be set by the Club Membership

Section 2. annual dues shall be due and payable at or before the last regular Club meeting before the start of the baseball season.

Section 3. Any member whose dues are not paid at this time shall be automatically dropped from the rolls of the Club, unless the Board of Directors has granted prior approval.

Article VI
QUORUM

A quorum shall consist of at least (5) Club members in good standing and a majority of the Board of Directors at each Club meeting. For meetings of the Board of Directors, a quorum shall consist of a majority of the Board Members.

Article VII
AMENDMENTS

*Any member in good standing who wishes to propose amendments to the Constitution and By-Laws, may do so by forwarding, in writing (email acceptable), any proposed Constitution and By-Law amendments to the Club secretary at least (7) calendar days prior to an established meeting date for the election of Club Officers. All submittals for proposed amendments, to the Constitution and By-Laws, shall set forth the Article number to be amended and the verbatim language of the proposed amendment. The Club Secretary shall submit, in writing (email acceptable), all proposed Constitution and By-Law amendments to the Club membership at least (3) calendar days prior to established meeting date for the election of Club Officers (see By-Laws: Article II). Proposed amendments receiving a two-thirds (2/3) vote of the Club membership present, shall be deemed ratified by the membership and **become part of the Club's Constitution and By-Laws. Voting for proposed amendments to the Constitution***

and By-Laws shall take place annually during the Club meeting for the election of the Club Officers.

Article VIII

NON-DISCRIMINATION POLICY

The SHFS Raider Baseball Club does not discriminate on the basis of race, color, religion, national origin, sex (gender), marital status, disability (Section 504/ADA), sexual orientation, gender identity, age, genetics, or legally-protected characteristics in its operations and fundraising activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

President P.O. Box 1533 Alachua, FL 32615-1533	Treasurer P.O. Box 1533 Alachua, FL 32615-1533
--	--

Article IX

CONFLICT OF INTEREST POLICY

The SFHS Raider Baseball Club resolves that no member of the Board of Directors, or any member of the Club, shall participate in any discussion or vote on any matter in which, he or she, or a member of their family, has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the Board member or Club member must announce their potential conflict, and be excused from further discussion or decision. The President, or any person acting in the capacity of President in their absence, is expected to make inquiry if such conflict appears to exist and the Board member has not made it known.

BY LAWS

Article I ORDER OF BUSINESS

The Board of Directors shall establish the time and dates of all meetings, and shall notify the membership accordingly.

All meetings shall be conducted in an orderly manner, and shall relate to the business of Santa Fe Raider baseball.

Procedure – the following procedure shall be used in all meetings of the Club to maintain order and expediency.

1. Meetings shall be called to order by the President, or assigned Board Member in the absence of the President.
2. Minutes from the previous meeting shall be reviewed and (1) approved as written, or (2) revised as noted and accepted by a majority vote following a motion from the floor.
3. Treasurer shall provide the financial report.
4. Head coach will be given the opportunity to update the Club on the status of the teams, and make any funding request for equipment, facilities improvement, player development, or other business they deem necessary for the improvement of Santa Fe Raider Baseball. Any discussion requiring approval from the Club shall be by majority vote of those attending.
5. Committee reports shall be presented by each responsible Board member or committee chairperson, with discussion following. For items requiring approval by the Club, majority vote of those attending will decide the matter.
6. Any unfinished business from a previous meeting will be discussed.
7. Any new business to be brought before the Club shall be given to the President prior to the meeting, if possible, but if not, a request for time to discuss can be made for consideration by the Club.
8. Miscellaneous discussion and announcements will be made.

9. Announcement of upcoming meetings will be made.
10. Motion to adjourn shall be made and the meeting adjourned by the President or Acting Chairman.

Article II
ELECTION OF OFFICERS

Section 1. The members of the Club shall select those within the Club who desire to perform the duties of the officers set forth under Article III. **Anyone interested in the President/Treasurer Board position shall be notified of the legal responsibilities of filing annual taxes; it is preferred to have a member with a financial background voted into the Treasurer position.**

Section 2. Names shall be presented for each of the officer positions from the membership of the Club. Nominations shall be received at a regular meeting of the Club *or submitted in writing (email acceptable) to the Club Secretary*, by April 15th each year. The names of the new officers shall be identified by April 15th so as to provide the names of the new officers to the State of Florida for annual renewal purposes of tax exemption and 501(c)3 status.

Section 3. The nominee receiving a plurality of the votes shall be declared elected to the office for which he/she was nominated. In the event that two or more of the nominees receive an equal number of votes, the current Board President will cast the deciding vote.

Section 4. The election of officers shall be held at a regular meeting of the Club, prior to April 15th each year. Incoming officers shall take office following the annual awards banquet. All outgoing officers shall provide position description, duties, basic information, and other helpful information to pass onto each incoming officer for a smooth transition.

Section 5. Vacancies on the Board will be filled *as soon as possible, preferably* at the next Club meeting. Nominations will be *solicited from the club membership and those nominations will be distributed to the Club membership, in writing (email acceptable), by Club Secretary. Once nominations have been received, and at the next club meeting, for the vacant Board*

positions will be held. The nominee receiving a plurality of the votes of the membership present shall be declared elected to the office for which he/she was nominated.

Article III
OFFICERS

President – Leads the membership in all matters of Club activities including, but not limited to:

1. Chair Club meetings by providing an agenda and directing meetings in an orderly manner.
2. Represent the Club at any school or civic function requiring such representation from the Club.
3. Prepare any correspondence for the Club.
4. Gather and disperse any correspondence (Merge #4 & #5?)
5. Distribute reminders of all Club and Board meetings in a timely manner (minimum one week's notice prior to the meetings).
6. Work with the treasurer to oversee and monitor the proper disbursement of funds and any purchase made by the Club. *With assistance of the Treasurer, coordinate all IRS and Florida Department of State requirements for the Club These items include, but are limited to: IRS tax preparation, Annual Incorporation filing with the Florida Department of State, as needed, renewal of the Club's sales tax exemption, and any requirements associated with the retention of the Club's 501(c)(3) status.*

Treasurer – Acts as financial officer of the Club including, but not limited to the following:

1. Consult with the Head Coach and Coordinators of Ways and Means, Concessions, and Facilities Management to prepare an annual budget for operating the baseball program. Present the budget to the Board for consideration at the September meeting. Following approval of the budget by the Board, present the budget for consideration by Club members at the September meeting. The budget must be approved by a majority vote of the Club members in attendance at the September meeting.
2. Collect all funds generated by the Club and deposit into the Club bank account(s).
NOTE: all cash funds must be counted by two members, not within the same family, and recorded prior to handing funds to Treasurer.

3. Disburse Club funds, as needed, by issuance of checks and/or cash, as approved by the Club Board and membership.
4. Maintain the Club bank account (s) and prepare statements of financial condition and present to the Board and Club membership at regular Club meetings.
5. When applicable, maintain a list of membership dues paid and disburse membership cards and season passes, and other items accordingly.
6. Maintain a list of advertisements and signs paid/unpaid, or coordinate with the Ways and Means Coordinator to ensure that this is done.
7. Prepare and submit, in a timely manner, the required monthly reports to SFHS
8. ***Coordinate all IRS and Florida Department of State requirements for the Club. These items include, but are limited to: IRS tax preparation, Annual Incorporation filing with the Florida Department of State, as needed, renewal of the Club's sales tax exemption, and any requirements associated with the retention of the Club's 501(c)(3) status.***

Secretary -Performs administrative duties for the Club including, but not limited to:

1. Prepare and maintain minutes of all Club meetings and disburse such minutes to the membership.
2. Prepare and maintain minutes of all Board meetings and disburse such minutes to the Board.
3. Maintain a current list of all Club members and players with appropriate contact information.
4. Write and mail thank you notes to contributors as recommended by the Board.
5. Prepare any documentation required of the Club for volunteer time verification to school officials, including monthly meetings, board meetings, concessions, and all fundraisers.

Facilities Management Coordinator – Acts as the coordinator for the Club’s facilities management activities including, but not limited to:

1. Organize committees, as needed, to carry out the facilities management activities of the Club. Ensure that meetings of such committees are conducted in an orderly and productive manner.
2. Prepare reports to be presented to the Board and the Club with results of such meetings.
3. Present reports to the Club regarding the status of maintenance matters and answer any questions from Club membership.
4. Assist the Treasurer, Head Coach, and other members of the Board in developing a budget proposal for the baseball program.
5. Organize and oversee all volunteers from the Club membership in the maintenance of the baseball facilities and coordinate such with school officials and/or Head Coach.

Player Development Coordinator – Acts as the coordinator for the Club’s player development activities including, but not limited to:

1. Organize committees, as needed, to carry out the player development activities of the Club. Ensure that meetings of such committees are conducted in an orderly and productive manner.
2. Prepare reports to be presented to the Board and the Club as to the results of such meetings.
3. Present reports to the Club membership as to the status of player development and answer any questions from the membership.
4. Work with the coaching staff and school officials to ensure that players are informed of athletic and academic opportunities.
5. The Player Development Coordinator acts as a liaison between coaches and players.
6. The Player Development Coordinator advocates for players and their player development.
7. The Player Development Coordinator makes recommendations to the coaching staff for player development and practice engagement for all players.
8. The Player Development Coordinator creates and schedules team building activities for all players.

9. The Player Development Coordinator works with all players to ensure academic success.

Ways and Means Coordinator – Acts as coordinator for the Club’s fundraising efforts, with the exception of concessions, including, but not limited to:

1. Organize committees, as needed, to carry out the various fundraising efforts of the Club. Ensure that meetings of such committees are conducted in an orderly and productive manner.
2. Prepare reports to be presented to the Board and the Club as to the results of such meetings.
3. Present reports generated by the committees to the Board and the Club, and answer any questions from the membership regarding these reports and other fundraising activities
4. Assist the Treasurer, Head Coach, and other members of the Board in developing a budget proposal for fundraising. (i.e. banners, fishing tournament, other fundraising activities.)

Concession Coordinator – Acts as a chairperson for the Club’s concession activities including, but not limited to:

1. Organize committees, as needed, to carry out the concession activities of the Club. Ensure that meetings of such committees are conducted in an orderly and productive manner.
2. Prepare reports to be presented at the Board and the Club as to the results of such meetings.
3. Present reports generated by the committees to the Club and answer any questions from the Club membership related to these reports and other concession activities.
4. Oversee the organization of all concessions, all purchases, and make recommendations for OSHA and equipment needs.
5. Reconcile and report all financial operations to the Treasurer. Prepare inventory report at the end of each season.

6. Assist the Treasurer, Head Coach, and other members of the Board in developing a budget for the concessions.

Historian – Performs administrative duties for the Club, but not limited to:

1. Organize committees, as needed, to carry out the activities of the Historian. Ensure that meetings of such committees are conducted in an orderly and productive manner.
2. Prepare reports to be presented to the Board and the Club as to the results of such meetings.
3. Present reports to Board and the Club as to the results of such meetings and be prepared to answer any questions from the Club membership related to the activities of the Historian.
4. Collect all published articles, news events, and/or any other media information regarding Raider baseball. All such information and related photos will be identified and displayed chronologically in a scrapbook for viewing at the end of season annual awards banquet.
5. Coordinate the end of season annual awards banquet video.
6. Write Raider baseball news releases for local and regional media.
7. Ensure that pictures of field signs are taken for distribution to businesses that purchased them.

Head Coach – Assists the Club in successfully running a competitive baseball program and to inform the Club as to the needs of the overall program.

Article IV

TERM OF OFFICE

The term of office for each elected Board member shall be for one (1) year. *The term of office for newly elected Board members shall commence immediately following the annual awards banquet.*

It shall be the option of the Past-President to serve on the Board of Directors the following year, after serving his/her term, in an advisory, non-voting capacity.

Article V
COMMITTEES

The Club shall establish committees, as needed, for the purpose of providing direction and services required for achieving the goals of the Club's Mission Statement. These committees shall be made up of interested members of the Club and/or members of the coaching staff who wish to volunteer their time and effort toward the work of that committee. Committee chairs need not be members of the Board of Directors, but each committee shall serve under the overall supervision of a member of the Board, who shall coordinate all communications to the Club membership.

Any recommendations or actions taken by Club members must first have approval of the Board of Directors or the Club membership, and no committee or office shall have the authority to proceed on any such recommendation or action without such approval.

Article VII
LIMITS OF AUTHORITY

It shall be expressly known that no one officer or member may at any time commit or propose to commit the Club to any financial obligation of other type of manpower commitment without the approval of the membership as outlined above. If prior approval is not received, the entire financial obligation shall be the sole responsibility of the person(s) incurring the debt or obligation.

The President or Treasurer shall have the authority to purchase from a petty cash voucher any items up to a total amount of \$250.00 without prior approval by the membership. Such purchase must be announced at the next scheduled Club meeting with the limit of one purchase per seven (7) days.

