

**BYLAWS OF
PUTNAM SHARKS BOOSTER CLUB, INC.
A NON-PROFIT CORPORATION**

Established 2023

Revised: April 23, 2023

ARTICLE 1

NAME

The name of this organization shall be "Putnam Sharks Booster Club, Inc.", and sometimes hereinafter referred to as the "Booster Club."

ARTICLE 2

OBJECTIVES

1. To support, encourage and advance the athletic program and related activities of Putnam Sharks Swim Club.
2. To support projects to improve facility and equipment necessary to provide an excellent athletic program for Putnam Sharks Swim Club.
3. To support swimming throughout Putnam County, including but not limited to Putnam Aquatics Center, Arc of Putnam County, and Palatka High Swim Team.
4. This Booster Club shall do nothing which violates the rules and laws of the State of Florida or in any way jeopardizes the membership of the Putnam Sharks Swim Club in any affiliated athletic associations.

ARTICLE 3

MEMBERSHIP

Section 1. Qualifications.

- a. Parents and/or guardians of active and/or retired swimmers of Putnam Sharks Swim Club, who subscribe to the purpose and function of the Booster Club.
- b. Special exceptions shall be granted to non-swimmer affiliated prospective members from the community stakeholders, including but not limited to Putnam County Parks and Recreation, Putnam Aquatics Center, Arc of Putnam County, Putnam County Schools, Palatka High Swim Team, who subscribe to the purpose and function of the Booster Club.
- c. Annual dues for membership shall be proposed each year by the Membership Committee and confirmed by the vote of the Board of Directors before the Annual Meeting. Suggested membership fee of \$1 but not higher than \$5 annually.

Section 2. Representation.

Each member is entitled to one vote when personally in attendance at the general meeting of the Club.

Section 3. Meetings.

a. Annual Meeting. The annual meeting of the members shall be held each May on a date, time, and place to be determined by the Board of Directors. The Directors and Officers of the Club shall be elected at the annual meeting.

b. Regular Meetings. The Club will meet quarterly at a time and place to be determined by the Board of Directors. The Board, at their discretion, may elect not to hold a regular monthly meeting during any given month.

c. Special Meetings. Special meetings of the members may be called at any time by the President, Vice President or any two or more Directors.

d. Notice of Meetings. Notice of each meeting of the Club shall be given by, or at the direction of, the Secretary, by email and/or distributed on social media sponsored communications not less than seven (7) days nor more than sixty (60) days before such meeting to each member. Such notice shall specify the place, date and time of the meeting and in the case of a Special meeting, the purpose of the meeting.

e. Quorum. The presence at the meeting of twenty percent (20%) of the members of the Booster Club shall constitute a quorum for the transaction of business.

f. Proxies. At all meetings of the members each member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary.

g. Order. The order of business at meetings of members, as far as practical, shall be:

(1) If needed, a roll call and certification of proxies.

(2) Review and approval of minutes.

(3) Presentation of a current financial report.

(4) Reports from active committees.

(5) Unfinished business.

(6) New business.

(7) Head Coach's report.

(8) Adjournment.

h. Vote Required for Action. The act of a majority of members at a meeting at which a quorum was present shall be the act for all of the members.

ARTICLE 4

BOARD OF DIRECTORS

Section 1. Elections. Board members shall be elected by the majority vote of the members of the Booster Club who are present at the meeting voting from nominations received from the general membership. Board members shall be elected for one (1) year term. The new Directors shall take office at the close of the Annual Meeting.

Section 2. Duties of the Board. The business of the Booster Club shall be managed by the Board of Directors. The board shall have all powers of the Booster Club that are not required by law to be exercised by the members.

Section 3. Qualifications. Each Director must be a member of the Club.

Section 4. Nominations. Nomination for election to the Board of Directors shall be made by a Nominating Committee in the manner prescribed under Article 4, Section 1 of these Bylaws.

Section 5. Number. The number of Directors of the corporation shall be six (6) consisting of the Booster Club's President, Vice President, Secretary, Treasurer, Fundraising Director and Swim Club Representative from the coaching staff. All members, five (5), other than the Swim Club Representative are voting members.

Section 6. Term. Each Director shall serve for a term of one (1) year.

Section 7. Resignation. Any Director may resign at any time by giving written notice of such resignation to the Board.

Section 8. Vacancies. Any vacancy in the Board of Directors occurring during the year may be filled for the unexpired portion of the term by affirmative vote of the majority of existing Board members. Any directors so elected by the Board of Directors shall hold office for the unexpired portion of the former director's term and until the election and qualification of a successor. Vacancy shall be defined to include lack of attendance at meetings or lack of participation in Booster Club activities, as determined by a majority vote of the Board of Directors.

Section 9. Meetings

- a. Regular meetings. Regular meetings of the Board shall be held at least once every quarter on a regular schedule established by the Board.
- b. Special meetings. Special meetings of the Board may be called by the President, the Vice President or any two (2) Directors.
- c. Notice of meetings. No notice shall be required for regularly scheduled meetings. Notice of special meeting shall be given to each Director stating the time, place and purpose of the meeting. The notice shall be communicated to Board Members at least five (5) days before the meeting date.
- d. Quorum. A quorum shall be deemed present throughout any meeting of the Directors where a majority of the members of the Board are present.
- e. Voting. Except as otherwise provided by law, the act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.
- f. Action by Board without a meeting. Any action required or permitted to be taken by a member of the Board may be taken without a meeting if a written consent is endorsed by all of the Directors and is filed with the minutes of the Board prior to the action being taken. (This consent may be given via electronic communication.)

ARTICLE 5

OFFICERS

Section 1. Number. The Officers of the corporation shall consist of a President, Vice president, Secretary, Treasurer, Fundraising Director, and a Swim Club Representative.

Section 2. Election and Term. The officers of the corporation shall be elected by the members of the Club at the annual meeting of the membership. Each officer shall hold office for one (1) year or until his successor is elected and qualified. Any member of the Board of Directors may be elected as an officer of the corporation. When his/her term has expired, an officer may be re-nominated to run for another term.

Section 3. Duties of Officers.

a. The President:

- 1. Shall preside at all meetings of the Booster Club.
- 2. Shall personally represent the Booster Club or appoint a delegate where representation is deemed advisable.

3. May appoint special committees.

b. The Vice President:

1. Shall have such powers and perform such duties as may be delegated to him/her by the President or the membership.
2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers of the President.
3. Shall seek election with future aspiration of running for President to ensure smooth transition for the outgoing President.

c. The Secretary:

1. Shall keep the minutes of all meetings.
2. Shall keep such other records as directed by the board of Directors.
3. Shall sign with the president, or with the Vice President, all contracts in the name of the Club.
4. Shall perform all the duties usually incident to the office of Secretary.

d. The Treasurer:

1. Shall keep the financial records of the Club, pay bills on approval of the Board of Directors, have custody of all the funds, and shall maintain records of all Club property.
2. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.

e. The Fundraising Director:

1. Shall keep organize and lead fundraising efforts for the Booster Club.
2. Shall report to the President and Treasurer.
3. Shall oversee the Fundraising committee.

e. The Swim Club Representative:

1. Shall report to the Board of Directors all needs of the coaching staff and the organization in an effort to advise the purpose for ongoing fundraising and community outreach.

ARTICLE 6

COMMITTEES

Section 1. Standing Committees.

- a. Membership committee. This committee shall prepare for the Secretary the name, phone number, and email address of all members of the club. This committee shall propose annually the specific terms and conditions for membership. This committee shall propose and promote programs which encourage membership.
- b. Fundraising committee. This committee shall propose and promote programs and projects to raise funds for the Booster Club. The Chairperson of this committee shall have the delegated power of the President to select any member to promote and complete all projects. The Chairperson of this committee shall present tentative plans of all fund-raising programs and projects to the Director of Fundraising and the Board for approval. The Treasurer shall be an official member of this committee and be responsible for all funds received and spent.

Section 2. Special Committees.

- a. Nominations committee. The President shall appoint himself/herself, and at least four (4) members of the Board of Directors to serve as a Nominating Committee. The Nominating Committee shall meet during the month of April and nominate at least one (1) candidate each for President, Vice President, Secretary, Treasurer, and Director to represent each standing committee and two Directors at Large. The list of nominees shall be presented at the Annual Meeting of the membership.

ARTICLE 7

FINANCE

- a. This Booster Club is organized as a non-profit organization per the State of Florida and Section 501(C)(3) of the Internal Revenue code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this Booster Club, any funds or property remaining shall be transferred to a non-profit corporation with similar goals within Putnam County, Florida.
- b. The funds of this Booster Club shall be used to further the purpose expressed in Article 2 of these Bylaws. The funds shall be disbursed only upon the approval of the Board of Directors by properly drawn warrant upon the deposits of the Booster Club.

c. All funds collected by the officers or members of the Booster Club shall be deposited in an account approved by the Board.

d. The Treasurer of the Booster Club shall pay all debts after receipt or on approval by the Board of Directors.

e. Total expenditures should not exceed approved amounts for specific items without the approval of the Board of Directors. Unused funds cannot be applied to other items without the approval of the Board of Directors.

f. The Treasurer shall be required to provide a financial report at each quarterly meeting and a detailed financial report at the end of each year. The incoming President and one other officer shall select a non-Board member, or members, to conduct and complete an annual audit in December and shall be filed in the records of the Club.

ARTICLE 8

FISCAL YEAR

The fiscal year of this corporation shall begin on the 1st day of July of each year and end at midnight on the 30th day of June of each year.

ARTICLE 9

PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

All earnings of the corporation shall be retained by the corporation solely for the objectives outlined in Article 2, with no personal benefits allowed for any individual other than board-approved payments of reasonable charges for service rendered. Upon dissolution of the corporation for any reason, all assets shall be transferred to a non-profit corporation with similar goals within Putnam County, Florida.

ARTICLE 10

PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the special rules of order of this corporation.

ARTICLE 11

AMENDMENTS

These Bylaws may be amended, repealed, altered, in whole or in part, at a regular meeting of the membership by a two-thirds affirmative vote of the members present and voting, provided that the proposed amendment has been discussed at at least one previous meeting.

ARTICLE 12

GRADUATING SENIOR ATHLETE SCHOLARSHIP

As funds are available and at the discretion of the Board, a selection of a male and female student athlete award shall be conducted by a committee of three (3) consisting of active Booster Club members and at least one of these members MUST be a current Officer of the Board. The President of the Booster Club shall preside over the selection process, and can serve as an alternate member.