Revisions:
February 19, 2019, April 24, 2017, April 12, 2016, November 2009

The Creekside Knights Athletic Booster Club is a nonprofit organization of parents, coaches, students, faculty, alumni, and community members committed to promoting excellence in Creekside High School interscholastic athletics by voluntarily helping to enrich the high school experience and foster success in the classroom for all students by building "Knights Pride" through all sports.

Article I - Name

Section 1. The name of the organization shall be the Creekside Knights Athletic Boosters Club, herein also referred to as the Association. The mailing address for this organization is 100 Knights Lane, Saint Johns, FL 32259.

Article II - Purpose

Section 1. The purpose of this Association shall be to promote the cooperation of home, school and community in support of the athletic programs of Creekside High School, Saint Johns, Florida. Said cooperation shall effectively encourage the Athletic training of the children attending Creekside High School, educate the school community and general public to needs of the athletic programs and promote financial support from the community to the Athletic Department.

Section 2. The Association shall operate exclusively for the benefit of the athletic and related auxiliary programs of Creekside High School.

Section 3. No substantial part of the activities of this Association shall consist of carrying on propaganda, or otherwise attempt to influence legislation, except as provided in section 501(h) of the Internal Revenue Code of 1986, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office, except as provided in section 501(h) of the Internal Code of 1986.

Section 4. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), or (b) by an organization's contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law.)

Section 5. The property of this Association is irrevocably dedicated to section 501(c)(3) exempt purposes and no part of the net income or assets of this Association shall ever inure to the benefit of any private purpose.

Article III - Board of Directors

Section 1. The management and control of the business of the Association shall be vested in the Board of Directors comprised of Officers and Directors who are members in good standing of the Association.

Section 2. The Officers of the Association shall be elected for a one (1) year period and shall hold office until their successors are elected and qualify. Elected terms shall run from June 1st to May 31st.

Section 3. All of the officers including the President and Vice-President may be elected for a second year at the discretion of the Board of Directors. The Directors of the Association shall be elected for a one (1) year period and shall hold office until their successors are elected and qualify.

Section-4. It shall be necessary for all Board of Directors to be members in good standing and shall not be absent from more than two (2) consecutive meetings, either regular or special, without a written notice showing good cause.

Section 5. A majority vote of the Board of Directors shall be one more than one-half of the board members present. Each board member shall be entitled to only one vote, regardless of the number of offices held. An abstention vote shall be counted as a majority vote.

Section 6. Directors and Officers shall not receive any compensation for their services.

Article IV – Vacancies

Section 1. Any vacancies of the Board of Directors caused by resignation, death, or otherwise, except as may be otherwise provided for in the Articles of Incorporation, will be appointed by the Board of Directors at a special meeting or regular meeting. The person so chosen as Director shall hold office until his/her successor is elected and qualifies at the next scheduled election.

Section-2. A vacancy of an officer or director position shall be declared to exist should its holder miss two consecutive meetings. Exceptions may be granted by a majority vote of the board, inclusive of at least two officers.

Article V - Meetings

Section 1. Board of Directors meetings shall be scheduled monthly at the discretion of the Board of Directors and the Athletic Director. Members shall be notified through telephone, mailings, electronic communication and other appropriate methods.

Section 2. An annual meeting of members shall be held during the month of May of each year, on such a day and at such place and hour as determined by the Board of Directors. Business transacted at the annual meeting shall include the election of officers and directors of the Association.

Section 3. Special meetings of the Board of Directors may be called by the President, Athletic Director or any two Directors to be held in a place or places as the Directors from time to time designate. Notice of special meetings of the Board of Directors shall be given to each Director by five days notice by letter, electronic mail or personally.

Section 4. General Membership meetings shall be scheduled at least three (3) times per year or at the discretion of the Board of Directors and the Athletic Director. The purpose of the General Membership meetings will be to disseminate information to the General Membership about the upcoming activities of the Association. When held, the General Membership meeting shall be in conjunction with the monthly Board of

Directors meeting.

Section 5. An emergency meeting of the Board of Directors may be called by any member, with quorum approval, to address any issue which requires attention within less than five days. Meeting is permitted in person or electronically (e.g. email, Skype). If a motion is placed, it is permitted for the Board of Directors to take a vote and solicit additional commentary with a quorum. The general Rules of Order must be followed for voting and passing any motion placed before the Board of Directors whether in person or via electronic means.

Section 6. A quorum of the Board of Directors shall be the President or Vice President and half of the Board of Directors. If a quorum is not present, any lesser number may adjourn the meeting without further notice. It is permitted for the members present to take a vote and solicit additional commentary and votes for a quorum via email of the other directors not present.

Article VI - Officers and Directors

Part 1 — Officer's

The officers of the Association shall consist of the President, Vice President, Secretary and a Treasurer, who shall be elected for one year by the General Membership at the first May meeting of the Association, and who shall hold office until their successors are elected and qualify.

All officers shall be elected by a simple majority vote of the members present. All elected officers must be a member in good standing and may only serve in that capacity not more than two (2) years successively.

The President shall vote only in the event of a tie. If applicable, the immediate past President shall serve on the Board for one (1) year immediately following his/her term as President as an Advisor to the Association Board and shall not have voting rights.

Should there be an open Officer or Board position that has not received any interest, the Board, at its discretion, shall make the recommendation that the person currently holding that Office or Board position, be allowed to keep that position for a one (1) year term, with a one-time only extension.

All Board positions that have an assigned Co-Director for that position, shall only have one (1) vote per position. The Co-Director is a non-voting position.

Section 1. President

It is advisable, but not required, that the President has been an Association member and a member of the Board at least one year previous to serving as President.

a) Consults with and endeavors to keep the Board informed of Association affairs.
b) Acts as spokesperson for the Association.
c) Sets up, coordinates, and prepares agendas and notifications of Association Meetings.
d) Conducts all General and Board Meetings.
e) Oversees and coordinates all Association functions.
f) Establishes sub-committees as needed for specific functions and appoints committee chair people.
g) The President shall be an ex-officio member of all committees.
h) Shall vote only in the event of a tie.

Section 2. Vice President

a) Reports to and assists the President as required.
b) Liaison for meeting agenda items from various Association members and Board Members.
c) Provides Board with lists of possible candidates for committee chair positions and future Board Members.
d) In the event the President is unable or unwilling to serve the remainder of their term as President, the Vice President will assume the position of President for the remainder of the term.

e) Serves as the Board representative for special event committees, such as homecoming, sports banquets, etc. which are NOT fundraising-related.
f) Serves as the chairperson of any committee established to work on special projects OTHER THAN FUNDRAISING.
g) Attends coach's meetings, if President is unable to attend.
h) Voting member of the Board of Directors.

Section 3. Secretary
a) Reports to the President.
b) Maintains minutes of the Association meetings.
c) Distributes meeting agenda, notifies Board or General Membership of meetings, Expense Requests, events, and activities.
d) The Secretary is the custodian of the Association records and reports.
e) Voting member of the Board of Directors.

Section 4. Treasurer
It is advisable, but not required, that the Treasurer have previous financial or accounting experience along with the ability to generate Profit/Loss statements and tax reporting.
a) Reports to the President.
b) Handles all Association Club monies and deposits as required for the proper and efficient operation of the Club.
c) The Treasurer, with the advice and consent of the Board, shall employ standard accounting practices and other reasonable and adequate safeguards to protect the integrity of Association's financial operations.
d) Maintains a clear and standardized ledger of general and restricted incoming funds and itemized disbursements, in a standardized computer format, which can be easily transmitted to other officers and an Association accountant, as needed.
e) Shall present statements of Association's financial condition at all regular Board meetings and at other times as requested by the President or the Board.
f) Hold an accounting assessment meeting in May to review the fiscal year books. Audit members are current treasurer, treasurer from the FY in review (if different), a representative of the tax accounting firm, president from the FY in review, and the Athletic Director.
g) At the end of the fiscal year, shall deliver over to their successor all books, monies, and other property in their charge, or, in the absence of a successor, shall deliver such properties to the High School for storage.
h) Voting member of the Board of Directors.

Part 2 — Other Members of the Board of Directors
Section 1. Principal Creekside High School
a) Both Principal and Athletic Director are liaisons to coaches, faculty, and advisers and other staff.
b) Nonvoting, advisory only board position.

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a) Both Principal and Athletic Director are liaisons to coaches, faculty, and advisers and other staff.
b) Nonvoting, advisory only board position.

Section 3. Director of Athletic Team Liaison *Athletic Volunteer Coordinator*
a) Reports to the President.
b) Responsible for conducting background checks and clearances for all athletic volunteers.
c) Recruits a parent to represent each sport or activity to serve as liaison between the Association and the coaches and other parents of the athletes. Responsible for Association communication to parent reps including fundraising ideas, funding request information, membership drives, and volunteer requirements.
d) Responsible for training parent reps regarding expectations and regular duties.
e) Maintains a master list of volunteers; including hours worked.

f) Voting member of the Board of Directors.
g) Will require District training to assist school vol coordinator when performing background checks for all athletic volunteers.

Section 4. Director of Membership
a) Reports to the President.
b) Implements membership drives at school orientations, seasonal sports meetings and general booster club meetings.
c) Creates and maintains membership database; tracks and reports membership to board/general membership. Distributes membership packages.
d) Coordinates ordering/printing of season passes, parking passes, and concessions vouchers for leveled membership. Coordinates parking for those with the parking passes.
e) Tracks membership by team and reports % membership to Director of Team Liaisons when booster bucks goals are met.
f) Handles membership deposits and communicates with Treasurer in regard to all monies collected from membership sales.
g) Communication responsibility to the general membership of the booster club and the teams.
h) Voting member of the Board of Directors.
i) One co-director position may be elected.

Section 5. Director of Communications
a) Reports to the President.
b) In charge of communication/promotional materials to Association membership at large and to community about events and activities [i.e. Brochure, Newsletter, post cards, Knights News].
c) Serves as liaison to local newspapers.
d) Communicates with members via e-mail regarding upcoming school sports activities and events.
e) Coordinates with the designated webmaster to maintain the website.
f) Voting member of the Board of Directors.
g) One co-director position may be elected.

Section 6. Director of Business Sponsorship
a) Reports to the President.
b) Identifies and establishes fundraising events
c) Provides support to any Association fundraising committee established to solicit sponsorships. (i.e., Running of the Knights, Golf outings, Car Shows)
d) Manages and coordinates general sponsorship solicitation activities
e) Voting member of the Board of Directors.
f) One co-director position may be elected.

Section 7. Director of Apparel
a) Reports to the President.
b) Responsible for the acquisition and sale of apparel and other related items, that will be sold by the Association.
c) Deposit all funds as directed by the Treasurer.
d) Develops/maintains accounting of apparel inventory as directed by the Treasurer.
e) Voting member of the Board of Directors.
f) One co-director position may be elected.

Section 8. Director of Special Events
a) Reports to the President.
b) Serves as Chairperson for the spring fundraiser, currently named Running of the Knights.

c) Manages and coordinates sponsorship fundraising efforts for Running of the Knights with CKABC Director of Business Sponsorship.
d) Manages and coordinates registration for Running of the Knights.
e) Manages and coordinates press releases with Director of Communications.
f) Manages and coordinates special event day activities.
g) Coordinates volunteer opportunities and sign-up with the CHS volunteer coordinator and the Athletic Volunteer Coordinator.
h) Voting member of the Board of Directors.
i) One co-director position may be elected.

Article VII – Membership

Section 1. **Dues** — Standard levels of participation (Annual Dues) shall be established each year by the Board of Directors.

Section 2. **Eligibility**:
a) All parents or guardians of students enrolled at Creekside High School and those parents or guardians whose 8th grade students will be attending Creekside High School.
b) Regular membership in the Association shall be open to all parents or guardians of students, at Creekside High School, in addition to other designated members listed herein.
c) Associate membership in the Association shall be open to adults subscribing to the objectives of the Association. Associate members cannot hold office in the Association, unless by an affirmative vote of not less than three fourths of the members of the Board of Directors, although they may become members of a committee and special work groups authorized by the Association's Board of Directors.
d) Special sustaining memberships may be established for large financial and corporate contributors or other individuals as determined by the board.
e) The Athletic Director of Creekside High School shall be considered an ex officio member of the Association. Other honorary memberships may be granted by a vote of the Executive Committee.

Section 3. **Members in Good Standing and Enrollment**:
a) A member shall be deemed in good standing after joining as a member of association, and annual dues are contributed.
b) Enrollment shall consist of providing the Membership Director with each individual's name, mailing address, phone number, and e-mail, if available, and other data deemed useful by the Membership Director or the Board.
c) Membership is by family and will be limited to one vote per family.

Section 4. **Termination of Membership —** Membership in the Association may be terminated:
a) For nonpayment of joining association.
b) Through resignation—any member may voluntarily resign from the Association.
c) For cause—any member that engages in activities detrimental to the Association may be terminated as a member after an appropriate hearing, if requested, before the Board of Directors and an affirmative vote of not less than three fourths of the members of the Board of Directors.

Article VIII - Committees

Section 1. Committees shall be established, as needed, to plan and implement the work of the Association. Committee members may consist of officers, directors and members. At least one director or officer shall serve on the committee. Committees shall meet regularly at the discretion of the chair. Committees shall be responsible for maintaining accurate records of all activities and reporting such to the Association.

Article IX - Rules of Order of Board Meetings

Section 1. The following rules of order will apply to the meetings of the Association:

a) The President shall occupy the chair and start meetings promptly at the time specified.
b) No business shall be taken up except in regular order unless a majority vote of those present vote to the contrary.
c) No motion shall be received or placed before the meeting unless duly moved and seconded. It shall not be open for discussion until the President has so stated.
d) Any recommendation of the Board of Directors or any duly elected or appointed committee shall carry with it a motion to concur which motion shall have precedence over any motion.
e) When a question is before the body, no other motion shall be in order except (1) to adjourn; (2) to lay on table; (3) to previous question; (4) to postpone; (5) to refer; (6) to amend. These exceptions shall have precedence in order named. The first three shall be without debate and each motion, in order, requires a vote.
f) When a Board member desires to make a motion or speak to the question, he/she shall rise and first obtain the President's recognition. Such Board member must confine themselves strictly to the question under consideration and shall not be interrupted unless on a point of order.
g) No Board member shall be allowed to speak twice on the same questions until all who wish to speak have been heard.
h) The President shall be privileged to debate upon any subject upon vacating the chair.
i) Should more than one Board member rise to speak at the same time, the President or presiding officer shall determine who shall be recognized.
j) An amendment takes the precedence over a motion and shall be put to vote first.
k) Voting shall be via voice unless otherwise proved or called for.
l) In the event of a tie vote, the President or presiding officer shall cast the deciding vote.
m) A motion to reconsider shall not be entertained unless made by a Board member who voted in the majority. A majority vote shall be necessary to reconsider.
n) The Robert's Rules of Order shall decide all questions of procedures not provided by these rules.
o) The Board may adopt additional Rules of Order for any meeting, by majority vote, of the Board members in attendance.
p) No one other than a member of the Board will be allowed to participate in a debate.

Section 2. The following order of business shall apply:

a) Roll Call (when applicable).
b) Reading of Minutes/ Acceptance of the Minutes.
c) Report of Treasurer.
d) General Membership or Public Comments (maximum 15 minute time period with 3 minutes allotted per speaker).
e) Report of Committee.
f) Report of the Board of Directors.
g) Community Announcements.
h) Old Business.
i) New Business.
j) Election of Officers (when applicable).
k) Adjourn.

Article X - Finance

Section 1. The fiscal year for the Association shall be July 1st to June 30.

Section 2. The treasurer, in consultation with the Board of Directors shall be responsible for selecting an appropriate financial institution or school fund for maintaining the Association's finances.

Section 3. Fees shall be determined by the Board of Directors and the Athletic Director. Fees are non-refundable except in cases of extreme hardship as determined by majority of the Board of Directors, in consultation with the Athletic Director, at a regularly scheduled meeting.

Section 4. The President, Athletic Director and Treasurer, shall prepare a budget for approval by the Board of Directors at the August meeting. The budget shall show anticipated income and expenditures for the fiscal year and shall govern and control the amounts expended by the Association.

All major expenditures over $250.00 not included in the budget shall be discussed with the Athletic Director and voted on by a simple majority vote at any duly called or scheduled Board of Directors meeting at which a quorum is present.

All sport team funding requests not included in the annual budget shall be submitted to the Association by the Athletic Director.

Monies received from fundraising shall be exclusively used to promote athletics and dance programs.

Section 5. The Board of Directors may authorize any Officer or Director, in addition to those so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association. Such authority may be general or confined to specific instances.

Section 6. No loan shall be contracted on behalf of the Association and no evidence of indebtedness shall be issued in its name unless authorized by resolution of 75% of the Board of Directors. Such authority may be general or confined to specific instances.

Section 7. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness, issued in the name of the Association, shall be signed by the Treasurer or the President or Vice President. Checks over $3,000 may be written out by treasurer and require the Board's approval.

Section 8. All funds of the Association shall be deposited in a timely manner to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 9. The Board of Directors may accept on behalf of the Association, any contribution, gift, bequest, or device for the general purpose or for any special and or restricted purpose of the Association.

Section 10. Individual officers and directors are authorized to spend up to $25.00 without obtaining approval. Approval of the President is required for expenditures from $26.00 up to $250.00. Expenditures of more than $250.00 require the approval of a quorum of the Board of Directors. Expenditures of more than $1,500 require a majority vote of the members of the Board of Directors present at the Board Meeting for approval. All expenditures must be accounted for in the Treasurer's report.

Article XI – Amending Bylaws

Section 1. These Bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a majority of the entire Board of Directors at any meeting of the Board, provided that at least five (5) days written notice is given of intention to alter, amend, repeal, or to adopt new Bylaws at such meeting. Email is an acceptable form of written notice.

Section 2. When any amendments of the Bylaws have been made, copies of such amendments, or a complete revised copy of the Bylaws as amended, shall be mailed, hand delivered or sent by electronic communication (email) within forty-five (45) days to each member of the Board of Directors.

Article XI - Nominations and Election of Officers and Directors

Section 1. The election of officers and directors may be held at the second to last meeting of the board, but no later than May of that school year.

Section 2. Voting shall be by ballot and shall not be cumulative. Only active, present members in good standing may vote. There shall be no voting by proxy.

Section 3. At a regular meeting of the Association at least six (6) weeks prior to the date of the annual meeting, the President shall appoint a committee be known as the nominating Committee. This committee shall consist of the President, Athletic Director and three (3) board members. The President shall designate the chairperson of this committee. The duties of this committee shall be to make nominations, with consent of those nominated, and to prepare a ballot for the election of such officers and directors.

Section 4. At least three (3) weeks before the annual meeting, the Nominating Committee shall submit a list of nominees for each office to be filled.

Article XII - Removal of Officers or Directors

Section 1. It may be necessary or desirable by the body of the Association to recall Members of the Board of the Association. The procedure for doing so is as outlined.

A. When fifteen (15) members in good standing of the Association present a petition, in writing, to the Board of Directors disclosing their desire to recall any member of the Board of the Association, the Board shall establish a date for the meeting within five (5) days after receipt of the petition. The meeting shall be held no later than fifteen (15) days from receipt of the petition.

B. At this meeting, the persons desiring to have a recall shall state briefly their reasons for desiring to recall a Board Member of this Association, followed by any member(s) desiring to speak against the recall. A time limit for speaking and the voting method shall be established by the Board prior to this meeting and announced by the Chairperson for this meeting.

C. The recall meeting shall be chaired by an Independent party selected by the Board.

D. The sole question posed shall be "Shall (name of Board Member) be recalled?". If the majority of those present and eligible to vote, vote in the affirmative, the Board Member ceases to be a member of the Board. If the majority of those present and eligible to vote, vote in a negative the Board Member shall serve the remainder of the term unless recalled again.

Article XIII - Dissolution

Section 1. Upon dissolution of the Association, all assets shall be given to Creekside High School or, if it ceases to exist, The St. Johns County School District, for use in their discretion. However, if the named recipient is not then in existence or no longer a qualified distributee or unwilling or unable to accept the distribution, then the assets of the association shall be distributed to a fund, foundation or organization which is organized and operated exclusively for the purposes specified in 501(C)(3) of the Internal Revenue Code and which has established its tax-exempt status under that section.

Article XIV - Adoption of By-Laws

These Bylaws were duly adopted by a majority vote of all in favor and no one opposed via e-mail by the Board of Directors on this 19th day of FEB, 2019

President: _____

(print name) _Gordon Goodyear_____

Secretary Kim Moore

(print name) _Kimberly Moore_____