

**BY-LAWS
OF
GEORGE STEINBRENNER HIGH SCHOOL
ATHLETIC BOOSTER CLUB, INC.**

ARTICLE I - GENERAL

SECTION I - NAME AND PURPOSE

The corporation is known as "George Steinbrenner High School Athletic Booster Club, Inc." or d/b/a the "Steinbrenner Athletic Booster Club" (the "Club"). The purpose of the Club shall be to provide nonprofit, nonpartisan and nonsectarian support for the athletic teams, athletic coaching staff, and student athletes of George M. Steinbrenner High School ("Steinbrenner HS").

SECTION II - PRINCIPAL OFFICE/ REGISTERED AGENT

The principal office of the Club shall be at Steinbrenner HS, having an address of: 5575 West Lutz Lake Fern Road, Lutz, FL 33558. The Board of Directors ("Board") of the Club shall designate a registered agent for service of process on the corporation. The initial registered agent for service of process in the state of incorporation of the Club shall be set forth in its Articles of Incorporation.

SECTION III - POWER TO RECEIVE CONTRIBUTIONS, DONATIONS AND GRANTS/LIMITATION ON CLUB

The Club shall have the power to receive and make contributions, donations, and grants and to render other financial assistance for the tax-exempt purposes expressed in these Bylaws or in the Club's Articles of Incorporation. The Club shall use its funds only to accomplish the purposes specified in these By-Laws, or in the Club's Articles of Incorporation, and no part of said funds shall inure to the benefit of any coach (volunteer or paid), Member, Director, or Officer of the Club or any private individual.

ARTICLE II - CLUB MEMBERSHIP

SECTION I - REQUIREMENTS OF MEMBERSHIP

To be a member (each, a "Member" or collectively the "Members") of the Club, a person or business entity must (a) complete and submit to the Club all membership document(s) required by the Club for membership; and (b) pay all membership dues (the "Membership Dues") established by the Club in accordance with the terms of these Bylaws.

SECTION II - MEMBERSHIP PRIVILEGES

All Members of the Club shall have the right to attend all general meetings of the Club and participate in, and vote on, all decisions of the Club made at those general meetings. Each Member's vote shall be weighted equally.

SECTION III - MEMBERSHIP ROLL

The Club's Membership Committee Chair shall be responsible for compiling and maintaining at least annually an accurate roll (the "Membership Roll") of all Members of the Club. The Membership Roll shall be used to determine the Members who are qualified to vote at the general meetings of the Club.

SECTION IV - MEMBERSHIP DUES

The Membership Committee (as hereinafter defined) of the Club shall recommend annually the Membership Dues as part of the Club's budgeting process. Within a reasonable time after the Club's annual meeting, but prior to the next regular Board meeting, the Membership Committee will convene to discuss, and determine a recommendation for, the membership levels, the Membership Dues payable for each membership level, and the benefits accruing to each Member at each membership level, for the Club's upcoming fiscal year (the "Fiscal Year"), which Fiscal Year shall commence on July 1st and end on June 30th of the following year. At the next regular Board meeting after the Club's annual meeting, the Membership Committee will present its recommendations regarding the membership levels, Membership Dues and membership benefits for the next Fiscal Year, and the Board shall discuss and approve of the final membership levels, Membership Dues and membership benefits for the next Fiscal Year. Once approved by the Board, the Membership Committee, on behalf of the Club, shall thereafter assess to, and collect from, the Members, such Membership Dues each Fiscal Year as part of the Club membership process.

SECTION V - PERIOD OF MEMBERSHIP

At the regular Board meeting, the Board determines the amount of the Membership Dues for the following Fiscal Year. The period of membership for the Members shall be one fiscal year.

SECTION VI - REVOCATION OF MEMBERSHIP

Anything to the contrary contained herein notwithstanding, the Board may revoke the membership of any Member, when, in the Board's sole opinion, the actions of the Member have been detrimental to the rules, regulations, aims and/or purposes of the Club. Such revocation of the membership of any Member may occur (a) only at a regular Board meeting; and (b) by a 2/3 vote of the Board present at such regular Board meeting. The Member, whose membership is subject to such potential revocation, shall be (1) notified in advance in writing that the potential revocation of its membership shall be addressed at such regular Board meeting; (2) informed of the general nature of the reasons for such potential membership revocation; and (3) given the opportunity to appear at the regular Board meeting to respond to such reasons.

ARTICLE III - SPONSORSHIP OF CLUB, TEAM, OR EVENT

SECTION I - REQUIREMENTS OF SPONSORSHIP

In addition to, or without, being a Member of the Club, any person or business entity may be a sponsor (each, a "Sponsor" or collectively the "Sponsors") of (a) the Club; (b) one of the athletic teams at Steinbrenner HS; and/or (c) any of the Club's various fund-raising events. To be a Sponsor, a person or business entity must (a) complete and submit to the Club all sponsorship document(s) required by the Club for a sponsorship; and (b) pay all sponsorship fees (the "Sponsorship Fees") which are established by the Club on an annual or other basis, or otherwise agreed to by the Club. Sponsorship Fees will be allocated to the Club's general fund unless otherwise specified in writing by the Sponsor at the time the Sponsorship Fees are paid. If a Sponsor indicates (1) a specific Steinbrenner HS athletic team or teams, or (2) Club event(s), to be the beneficiary(ies) of its Sponsorship Fees, then a predetermined portion of the Sponsorship Fees will be directed to that Steinbrenner HS team's or teams' account(s), or towards that specific Club event indicated by the Sponsor.

SECTION II - SPONSORSHIP FEES

The Membership Committee of the Club shall recommend annually various levels of Sponsorship Fees as part of the Club's budgeting process. Within a reasonable time after the Club's annual meeting, but prior to the next regular Board meeting, the Membership Committee will convene to discuss, and determine a

recommendation for, the sponsorship levels, the Sponsorship Fees payable for the Club, any Steinbrenner HS athletic team, or any Club event, for the Club's upcoming Fiscal Year. At the next regular Board meeting after the Club's annual meeting, the Membership Committee will present its recommendations regarding the sponsorship levels, Sponsorship Fees and sponsorship benefits for the next Fiscal Year, and the Board shall discuss and approve of the final sponsorship levels, Sponsorship Fees and sponsorship benefits for the next Fiscal Year. Once approved by the Board, the Membership Committee, on behalf of the Club, shall thereafter assess to, and collect from, any Sponsors, such Sponsorship Fees each Fiscal Year.

SECTION III – PERIOD OF SPONSORSHIP

At the regular Board meeting in which the Board determines the amount of the Sponsorship Fees for the following Fiscal Year, the Board may additionally determine the period of sponsorship for the Sponsors, which period of sponsorship shall typically be no longer than one (1) Fiscal Year.

SECTION IV - REVOCATION OF SPONSORSHIP

Anything to the contrary contained herein notwithstanding, the Board may terminate any sponsorship, when, in the Board's sole opinion, the actions of a Sponsor have been detrimental to the rules, regulations, aims and/or purposes of the Club. Such termination of a sponsorship may occur (a) only at a regular Board meeting; and (b) by a 2/3 vote of the Board present at such regular Board meeting. The Sponsor, whose sponsorship is subject to such potential termination, shall be (1) notified in advance in writing that the potential termination of its sponsorship shall be addressed at such regular Board meeting; (2) informed of the general nature of the reasons for such potential sponsorship termination; and (3) given the opportunity to appear at the regular Board meeting to respond to such reasons.

ARTICLE IV - BOARD OF DIRECTORS

SECTION I - BOARD OF DIRECTORS/NUMBER OF DIRECTORS

The Board shall consist of the following directors (the "Directors"): the Officers (as hereinafter defined), the Assistant Principal of Administration of Steinbrenner HS ("AP Of Administration"), the appointed chair of each standing committee of the Club, up to two (2) Steinbrenner HS athletic team coach representatives who are either appointed by the AP of Administration or by the Officers, and up to two (2) additional at-large Directors appointed by the Officers. Notwithstanding the foregoing, the AP of Administration shall be a non voting member of the Board who retains veto power over the Board's decisions solely in the event such decisions violate Hillsborough County ordinances, rules or regulations pertaining to public high schools or high school athletic booster clubs. The number of Directors may be increased or decreased by amendment to these Bylaws duly adopted by the Board, but in no event shall the number of Directors be less than three (3) and in no event shall a decrease in the number of Directors have the effect of shortening the term of any incumbent Director.

SECTION II - BOARD OF DIRECTORS NOMINATIONS

At the Club's general meeting in February of each Fiscal Year, the Members present will elect a nominating committee (the "Nominating Committee"). The Nominating Committee shall consist of no less than three

(3) Members of the Club. The President shall appoint the chairperson of the Nominating Committee.

Notwithstanding the foregoing, (a) the Nominating Committee may nominate an existing Director to continue on the Board; and (b) no person may serve more than two (2) consecutive Fiscal Years in the same position on the Board, except the AP of Administration, unless the Board votes to allow such continuing service.

All Directors must be Members of the Club for the Fiscal Year in which they will serve.

SECTION III - GENERAL POWERS/ DUTIES OF THE BOARD

The Board shall have the management and control of the business of the Club, and, in addition to the power and authority expressly conferred upon it by these Bylaws, the Board may exercise all such powers as are expressly or by implication conferred on the Board by the Articles of Incorporation, these Bylaws or the laws of Florida not inconsistent with the exempt purposes of the Club, including, without limitation, the power to appoint and determine the function of temporary or select committees.

SECTION IV - TERM OF OFFICE

All Directors shall hold their position on an unpaid basis, until the earlier of (a) the resignation, termination, or replacement of the Director, or (b) April 30th of the following Fiscal Year. Notwithstanding the foregoing, the outgoing Directors shall remain available, after the expiration of their respective terms, through May 31st to assist the incoming Board.

SECTION V - VACANCIES

If any vacancy occurs in the Board, by resignation or otherwise, it may be filled by a person receiving a majority vote of the remaining Directors at a regular or special Board meeting called for that purpose.

SECTION VI - REMOVAL OF BOARD MEMBERS

After written notice to a Director and that Director being given an opportunity to respond in writing to any allegations of misfeasance, malfeasance, or nonfeasance of position; at or before the next regular Board meeting, a Director may be removed from his/her position by a majority vote of the Board. Anything to the contrary contained herein notwithstanding, no Director who is the subject of removal shall be entitled to vote with respect to such removal.

A Director may be removed from the Board after three (3) consecutive unexcused absences from regularly scheduled Board meetings. Any Director removed because of such absences, can regain his/her position by petitioning the Board and receiving a two-thirds (2/3) vote of the Directors present at any duly constituted Board meeting.

ARTICLE V - OFFICERS

SECTION I - OFFICERS

The Officers of the Club shall consist of a President, and up to two (2) Vice-Presidents, a Secretary, a Treasurer, and a Financial Director; all of whom shall hold office for the ensuing Fiscal Year or until their successors are duly elected. Any two or more offices may be held by the same individual. Should the Club at any time fail to elect a President, a Secretary, or a Treasurer, such failure shall not affect the legal existence of the Club.

SECTION II - OFFICER NOMINATION

At the Club's general meeting in February, the Nominating Committee will take nominations for the Officers. Nominations for President, up to two (2) Vice-Presidents, Secretary, Treasurer, and Financial Director must be made specifically for those positions. At the request of the Board, the Nominating Committee will also make nominations for the Club's committee chairs.

The Nominating Committee has the responsibility of placing in nomination only those candidates that have exhibited a willingness to contribute toward the betterment of athletics at Steinbrenner HS. A slate of candidates for elected office selected by the Nominating Committee will be presented annually at the regular Board meeting in March. An announcement of the slate of candidates will be made in advance of such regular Board meeting in March, on the Club's active social media, which may include the Club's website and/or Facebook page. For a period of two (2) weeks (the "Additional Nominating Period") following the announcement of the slate, any Member may contact the Nominating Committee to make additional nominations. The Nominating Committee will contact each nominated Member to make sure he/she is willing to serve. The Nominating Committee will then create a ballot of all nominees.

All Officers must be Members of the Club for the Fiscal Year in which they will serve.

SECTION III - ELECTION OF OFFICERS

The election of Officers shall be held at the Annual Meeting (as hereinafter defined). The ballot will consist of the slate from the Nominating Committee and nominations from the general membership that were timely made during the Additional Nominating Period. Election will be by a majority vote of those Members present at the Annual Membership Meeting.

SECTION IV - DUTIES OF OFFICERS

A. PRESIDENT

The President shall:

1. Preside at all meetings of the Membership.
2. Serve as an ex-officio member of all committees.
3. Be authorized to sign on all money accounts.
4. Present "State of the Club" Report at the Annual Meeting.
5. Be responsible for the conduct of the Club in strict conformity to the policies, principles, and By-Laws.
6. Investigate complaints, irregularities and conditions detrimental to the Club and report thereon to the Board as circumstances warrant.
7. Communicate with each committee chair on regular basis.
8. Be the chief executive officer of the Club, having general and active management of the business and affairs of the Club subject to the directions of the Board, have general supervision and direction over all other Officers, to see that their respective duties are properly performed, operate and conduct the business and affairs of the Club according to the orders and resolutions of the Board, submit a report of the operations of the Club to the Board at each regular Board meeting, from time to time report to the Board on matters within his or her knowledge that should be brought to their attention and perform such other duties and have such other powers and authority as may be set forth elsewhere in these Bylaws or as may be prescribed by the Board from time to time.

B. VICE-PRESIDENTS

The 1st Vice-President shall:

1. In the case of the absence or disability of the President, shall perform the duties of the President, and when so acting, shall have all the powers of that Office.
2. Have such other duties as from time to time may be assigned by the Board or by the President.
3. Be authorized to sign on all money accounts.

C. The 2nd Vice-President (when elected) shall:

1. In the case of the absence or disability of the 1st Vice-President, and the President, shall perform the duties of the 1st Vice-President and President, and when so acting, shall have all the powers of that Office.
2. Have such other duties as from time to time may be assigned by the Board or by the President and Vice President.
3. Be authorized to sign on all money accounts.

D. SECRETARY

The Secretary shall:

1. Notify all Members of meetings as per these By-Laws and those established by law, unless such responsibility for the sending of such notices is specifically assumed by the President of the Club or otherwise specifically delegated by the Board.
2. Be responsible for all letters or other correspondence from the Club to outsiders; letters of thanks, confirmation, etc.
3. Be responsible for taking the minutes of all meetings of the Club, insuring that copies are made for distribution to the membership at the next General, Board, Committee, Annual, or Special meeting.
4. Be custodian of, and maintain, all of the Club's records, except the financial records or any other records assigned to others.
5. Maintain the historical records of the Club.
6. Keep a calendar of all Club events.
7. Be responsible for the preparation or acquisition of all forms needed by the Club throughout the year.
8. May present an Assistant Secretary to the Board for approval. In the absence of or delegation of the Secretary, the Assistant Secretary shall perform the responsibilities as assigned by the Secretary.
9. Shall maintain a record of the names and addresses of all Directors of the Club.

E. TREASURER

The Treasurer shall:

1. Be responsible for the safeguarding of all funds received by the Club and for their proper disbursement, including, without limitation, the Membership Dues and the Sponsorship Fees.
2. Be authorized to sign checks drawn on any money accounts.
3. Be responsible for submitting financial reports at each Board and General meeting.
4. Provide necessary information to the Financial Director (if elected) to prepare the annual financial statement for the Annual Meeting and any required filings.

F. FINANCIAL DIRECTOR

The Financial Director shall:

1. Investigate ways and means of financing the Club.
2. Generally oversee all of the Club's fund-raising activities.
3. Be responsible for preparing and presenting the annual financial statement at the Annual meeting.

4. Be responsible for preparing and presenting the annual budget at the September membership meeting.
5. Be authorized to sign checks drawn on any money accounts.
6. File all required corporate, governmental, or financial reports on behalf of the Club, including, without limitation, the Uniform Business Report with the Florida Department of State, Division of Corporations by May 1st each year. Pay Monthly Sales & Use Taxes
7. Be responsible for developing, or periodically updating, financial controls and procedures for the Club.

G. AP OF ADMINISTRATION (not elected, as this position is appointed by Steinbrenner HS)

1. Be responsible for updating the Board, at regular Board meetings, regarding recent athletic team successes and activities.
2. Will receive and bring to the Board for a vote, all ordinary and extraordinary expenditure requests from the any athletic team's coaching staff
3. Review and approve athletic team fundraisers
4. Advise the Board and the Club's membership on Hillsborough County or Steinbrenner HS rules and regulations
5. Review and sign all athletic team check requests prior to the Treasurer disbursing monies to the athletic teams
6. Be prepared to veto the vote of the Board that violates Hillsborough County ordinances, rules, or regulations

SECTION V - TERM OF OFFICE

All Officers of the Club shall hold their offices on an unpaid basis, until the earlier of (a) the resignation, termination, or replacement of the Officer, or (b) April 30th of the following Fiscal Year. Notwithstanding the foregoing, the outgoing Officers shall remain available, after the expiration of their respective terms, through May 31st to assist the incoming Officers.

SECTION VI - VACANCIES

If a vacancy occurs in any office, by resignation or otherwise, it may be filled by a person receiving a majority vote at a regular or special meeting of the Board called for that purpose.

SECTION VII - REMOVAL OF OFFICER

After due notice to an Officer and the Officer being given an opportunity to respond to any allegations of misfeasance, malfeasance, or nonfeasance of office, at or before the next regular Board meeting, the Officer may be removed from office by a majority vote of the Board.

ARTICLE VI - COMMITTEES

SECTION I - TERM OF OFFICE

The term of office for all standing committees shall be concurrent with the term of office of the Board.

SECTION II - APPOINTMENT OF STANDING COMMITTEE CHAIRS AND ANCILLARY POSITIONS/ESTABLISHMENT OF STANDING OR OTHER COMMITTEES

Immediately following the election of Officers at the Annual Meeting, the Officers shall appoint chairpersons for all of the standing committees and certain other ancillary positions as listed below. The chair of each standing committee shall have the authority to establish a committee of any size that the chair determines is reasonably necessary to carry out the duties of said committee. Notwithstanding the foregoing, the Board may create additional committees as it shall consider necessary and appropriate and with such duties and powers as the Board shall from time to time designate or authorize.

SECTION III - STANDING COMMITTEES/ANCILLARY POSITIONS

The Club's standing committees are:

- A. **MEMBERSHIP.** The membership committee (the "Membership Committee") shall investigate recruitment of new Sponsors and new Members to the Club. The Membership Committee shall keep a current file with of all Members' and Sponsors' names, addresses, telephones, and emails (when available). Shall distribute all benefits and documentation to all Members and Sponsors.
- B. **COMMUNICATIONS.** The communications committee (the "Communications Committee") shall be responsible for keeping the Members and potential members of the Club aware of Club activities and purpose. It shall help publicize, promote events, as well as supervise all publicity relating to the Club via the Club's annual membership email list, or via any of the Club's social media, including, without limitation, the Club's website, and the Club's Facebook page, in addition to writing and circulating a monthly newsletter to all Members.
- C. **CONCESSIONS.** The concessions committee (the "Concessions Committee will be responsible for overall operation of the concession stand at Steinbrenner HS, including procurement, staffing, and maintenance. All funds received and disbursed for concessions will be deposited and disbursed through the Club's account. Workers will be a combination of athletes and volunteers from various athletic teams. The chair of the Concessions Committee will follow all policies and procedures established by the Club.
- D. **SCHOLARSHIP** – This committee will follow the timeline for setting up and promoting the yearly scholarships, organize and oversee the judging, plan and organize the scholarship ceremony.
- E. **FUNDRAISING** – This committee is responsible for creating and executing fundraising efforts for the club
- F. **PRINTING SERVICES** – This committee will help create and donate printing services to help cover the costs of posters and flyers the club creates for various events throughout the year.

The Club's ancillary positions are:

- A. **Coaches Liaison** – Represent the coaches at regular Board meetings and relay information back to coaches. This position must be filled by a then-current Steinbrenner HS coach.

- B. Members at Large – Attend the regular monthly Board meetings, participate in the Board’s discussions, and helps volunteer at Club events.
- C. Team Liaison – Promotes communication between the individual athletic teams and coaches and the Board, represents the Board at athletic team meetings, coordinates with athletic teams to volunteer at the concession stand and other fundraising opportunities.

SECTION IV - SELECT COMMITTEES

The Board may appoint temporary or "Select" committees for whatever purposes needed and for whatever time required. Upon termination of any Select Committee, the committee chairperson shall present a report to the membership.

SECTION V - REPORTING

Each Committee Chair shall on a regular basis communicate with President or other Officer designated by the President.

ARTICLE VII - MEETINGS

SECTION I - ANNUAL MEETING

The Annual Meeting (the “Annual Meeting”) of the Club will be held in April of each year and all Members will be notified of its date and time. The purpose of the Annual Meeting will be electing Officers and Directors, receiving the Annual report and for transacting such other business as may come before the Annual Meeting. Only active Members in good standing shall be entitled to vote at the Annual Meeting. During the Annual Meeting of the Club, the President will present a "State of the Club" report and the Financial Director will present the annual financial statement.

SECTION II - GENERAL MEETINGS

General membership meetings (the “General Meetings”) will be held in November and February of each school year. A General Meeting may be dispensed with by a majority vote of the membership present at the prior General Meeting. If a General Meeting must be postponed, the postponement date will be exactly 1 week following the original date, the time and location remaining the same.

SECTION III - BOARD OF DIRECTORS' MEETINGS

Regular Board meetings will be held every month during each Fiscal Year. A Board meeting may be dispensed with a majority vote of the Board present at the prior Board meeting, but two (2) Board meetings may not be dispensed during any Fiscal Year. Notice of any meeting of the Board shall be deemed to have been validly given to any Director who signs a waiver of notice of such special or annual meeting, whether such waiver of notice be signed either before or after the meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the place of the meeting, the time or the meeting, or the manner in which the meeting has been called or convened, except when a Director states, at the beginning of the meeting, any objection to the transaction of business because the meeting is not lawfully called or convened.

Any action required to be taken or which may be taken at any meeting of the Board may be taken without a meeting if a consent in writing, setting forth the action to be taken, signed by all Directors is filed in the minutes of the proceedings of the Board. Such consent shall have the same effect as a unanimous vote if filed in the minute book of the Club, and shall be effective as of the date specified in the written consent.

Board meetings may be observed by any Member who expresses an interest.

SECTION IV - SPECIAL MEETINGS

Special meetings (each, a "Special Meeting") of the Club, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President, or the Board, at its discretion. Special Meetings may also be called upon the written request of twenty (20) Members in good standing in order to consider a specific subject. No business other than that specified in the notice of the Special Meeting shall be transacted at any Special Meeting.

SECTION V - NOTICE OF MEETINGS

Notice of any Annual Meeting and General Meetings to the Membership, whether mailed or otherwise delivered to each Member at each Member's last known mailing address or email address, stating the place, day, and hour of the upcoming Annual or General Meeting, shall, unless otherwise prescribed by statute, be delivered not less than ten (10) days before the date of any such meeting. Notice of meeting shall be made by mail, email, or by the club social media, at the discretion of the President, by the Secretary, and shall be sent to each Member of record entitled to vote at such meetings. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail.

This rule will be deemed to be met if notices of the entire year's Board, General, and Annual meetings are stated in a Club newsletter, by mail, or by other mass or social media sources to all Members. Specific care should be given that Members, joining after a mass mailing has been achieved, are informed of all meeting dates and times.

SECTION VI - QUORUM

1. Annual, General, or Special Meeting: ten (10) Members in good standing shall constitute a quorum.
2. Board Meeting: a majority of the current Board shall constitute a quorum.
3. Standing Committee: a majority of the current committee shall constitute a quorum.

SECTION VII - VOTING

Only active Members in good standing shall be entitled to vote at any Annual or General Meeting of the Club. Prior to any vote, each Member may be asked to show his/her membership card as proof of entitlement to vote.

SECTION VIII - RULES OF ORDER

Robert's Rules of Order shall apply in all cases of parliamentary authority not provided for in these By-Laws. At Board meetings, (a) the vote of a majority of the Directors present at the Board meeting wins; and (b) a two-thirds majority is required to overturn a prior Board vote on the same item.

ARTICLE VIII - FINANCE

SECTION I - CLASSIFICATION

All finances of this Club shall be controlled by the Treasurer and shall be of two (2) classifications:

- A. General funds shall be used for maintaining and conducting the current, ordinary affairs, and business of the Club in accordance with the terms of these Bylaws.

- B. Team funds shall be expendable for the approved purchases of said athletic team.

SECTION II - REVENUE

The revenue of the Club shall be derived from Membership Dues, Sponsorship Fees, and any other donations, concessions sales, merchandise sales or other revenue sources as may be approved in advance by the Board. All such revenues of the Club, except for revenue from team-specific fundraisers (previously approved by the AP of Administration) and donations specifically designated to a team by the Sponsor shall be deposited in the name and to the credit of the Club in the Club's general fund account at such bank or banks as the Board shall select.

Any sharing agreements between the general fund and specific team funds for sponsorships, concessions, merchandise or other funds raised must be approved in advance by the Board.

Team funds shall be retained in the Club bank account under a segregated accounting system.

At large fundraising events (i.e. the Club's annual casino night), at which (a) at least two (2) Directors attend, and (b) a minimum of \$250.00 is raised, two (2) Directors must jointly count all money received and jointly agree on such amount before departing the applicable fundraising event.

SECTION III - EXPENDITURES

A. ORDINARY GENERAL FUNDEXPENDITURES

Prior to the Board's first regular meeting of each Fiscal Year in July, each head coach from every athletic team at Steinbrenner HS can submit a request (each, a "Request" or, if several, the "Requests") to the AP of Administration, on a form reasonably acceptable to the AP of Administration, for any expenditure he/she may have for the following school year. While it is understood this list cannot be all-inclusive, it should be a best estimate of financial support the head coach would desire from the Club for the following Fiscal Year. An accurate representation will allow the Financial Director to prepare an appropriate budget.

Each Request shall thereafter be reviewed by the AP of Administration to determine if Steinbrenner HS or Hillsborough County can fulfill any of the Requests. Thereafter, the Requests will be forwarded to the Financial Director. The Board will consider these items at the time the annual budget is approved by the Board.

B. TEAM FUND EXPENDITURES

An athletic team's coach or representative can request expenditures from the team fund, as long as it is for the benefit of the athletes on the said team at Steinbrenner HS. Such expenditures require the AP of Administration's and Treasurer's approval.

SECTION IV - INDEBTEDNESS

No Member, team, officer, or committee of the Club shall incur any indebtedness against said Club, in any amount without prior approval of a majority of a quorum of the Board.

SECTION V - SIGNATURES

The signature of two (2) persons authorized to disburse funds from the Club shall be required for all checks unless the Board approves a policy where a nominal amount under which, one signature is

acceptable. Persons signing checks shall require supporting evidence and shall initial the invoice and statement accompanying each check before signing the checks.

SECTION VI - RECORDS/ AUDIT

The Treasurer shall maintain and complete proper records of all financial transactions of this Club. At the Treasurer's option, receipts may be issued and received for all monies received and disbursed. All check requests submitted to the Treasurer must be completely filled out and have all applicable invoices attached thereto before any monies can be disbursed by the Treasurer. The Treasurer shall maintain copies of all check requests, and all other electronic financial files and information of the Club for a minimum of seven (7) years. The financial records of this Club shall be audited annually by the Financial Director or a designated independent professional auditor approved by the Board. A full report is to be furnished and reviewed at the Annual Meeting. Records and Audit Reports shall be available for inspection by any Member in good standing at a General Meeting, provided a ten (10) day prior written notice is given to the Treasurer and the President.

SECTION VII - PERSONNEL CHANGE

If and when a change in the Treasurer or Financial Director occurs, an audit should be promptly conducted.

ARTICLE IX - DISSOLUTION

SECTION I - PROCEDURE

In the event that the Club shall dissolve, any funds remaining shall be distributed by the AP of Administration under the supervision of the Principal of Steinbrenner HS, in a manner which would best benefit the athletic programs of Steinbrenner HS or the school as a whole. If, at the time of dissolution, a Board of the Club still exists, the Board shall approve the distribution.

ARTICLE X - AMENDMENTS

These By-Laws may be amended or altered, and new Bylaws adopted by a two-thirds (2/3) vote of the Members present at a Special or General Meeting of the Club called for that purpose. In accordance with these Bylaws, proper notice of the Special or General Meeting must be made to the membership and the AP of Administration. All proposed amendments or alterations shall be presented in writing to the Board at least ten (10) days prior to the Special or General Meeting at which the amendment will be presented.

Executed on this 8 day of FEBRUARY, 2017.

	<u>Vickii L. Johnson</u>
Club	Printed Name
	<u>Salima Gardner</u>
	Printed Name
	<u>STEVE Coleman</u>
	Printed Name