

Articles of Organization and Bylaws Of
Trinity Preparatory School of Florida ATHLETICS BOOSTERS Club

ARTICLE I
Name

The name of this organization shall be TRINITY PREPARATORY SCHOOL of FLORIDA ATHLETICS BOOSTERS CLUB (hereinafter referred to as “ATHLETICS BOOSTERS”).

ARTICLE II
Purpose

The mission of the ATHLETICS BOOSTERS is to support and enhance the Trinity Preparatory School of Florida (hereinafter referred to as “TPS”) Department of Athletics and enhance the experience of student athletes.

ARTICLE III
Members

Section 1. The members of this club shall be parents or guardians of current students attending TPS.

ARTICLE IV
Officers and Their Election

Section 1. Each officer of this organization shall be an ATHLETICS BOOSTERS’ member.

Section 2. Executive Committee Officers and their election.

- a. The “elected officers” of this organization shall consist of a President, Vice President, Treasurer, and Secretary. These officers shall constitute the “Executive Committee”.
- b. Election of officers shall be held at the final General Membership meeting of the fiscal year and shall be determined by the majority of those present and voting.
- c. Officers shall assume their official duties following the end of the school year.
- d. The following offices are two-year terms: President, Vice President, Treasurer, and Secretary.
 - No officer shall be eligible for re-election to the same office after serving two consecutive two-year terms.

- The Treasurer and the Secretary shall be elected in odd years.
- The President and the Vice President shall be elected in even years.
- Should a vacancy in any ATHLETICS BOOSTERS' Executive Office arise during the school year, the Nominating Committee shall nominate a nominee to fill the remainder of the vacated term with the approval of the rest of the ATHLETICS BOOSTERS' Executive Committee. If the vacancy involves the President, the Vice President shall finish out the remainder of the President's term. This, however, shall not count towards one of the two years of the two years served.
- The officers shall serve without compensation.

ARTICLE V Nominating Committee

The Executive Committee shall appoint a Nominating Committee Chair prior to the first general membership meeting of the year. The Nominating Committee Chair shall serve for a one-year term and report regularly to the Board of Directors. The Chair will assemble his or her committee comprised of at least two ATHLETICS BOOSTERS' members representing the Middle School and two ATHLETICS BOOSTERS' members representing the Upper School. All members of the Nominating Committee shall be ATHLETICS BOOSTERS' members in good standing. Current members of the Executive Committee are not eligible to serve on the Nominating Committee.

The Nominating Committee is committed to work throughout the year to seek qualified members of the TPS community to serve on the Executive Committee, Board of Directors and as Standing Committee Chairs.

ARTICLE VI Executive Committee

The Executive Committee shall consist of the President, the Vice President, the Treasurer, and the Secretary. These members shall serve until the election and qualification of their successors.

The duties of the Executive Committee shall be to transact emergency business, as needed. Three quarters of the Executive Committee shall constitute a quorum. The Board of Directors must approve or veto the actions of the Executive Committee.

- Section 1. President.
- a. Shall preside at all General Membership ATHLETICS BOOSTERS' meetings and any other necessary meetings involving the Board of Directors and the Executive Committee to ensure that all orders and resolutions of the ATHLETICS BOOSTERS, Board of Directors, and the Executive Committee are carried into effect.
 - b. May create other committees not specified by the Bylaws and may designate the powers and responsibilities of the committees and terms for the committees' appointment.
 - c. Is an ex-officio member of all committees.
 - d. Shall vote only in the case of a tie.
 - e. Is a non-voting member of the TPS Board of Trustees.

- Section 2. Vice-President.
- a. The Vice President shall assist the President and shall perform all of the duties and responsibilities of the President in his/her absence or disability. Shall serve as an ex-officio member of all committees on his/her council.
 - b. Shall serve as a liaison between all sports' team representatives, coaches and the Athletic Department.
 - c. Shall oversee all major special events for athletics sponsored by the ATHLETICS BOOSTERS.

- Section 3. Secretary.
- a. Shall record, preserve, and keep the minutes and attendance of all meetings of the ATHLETICS BOOSTERS, the Board of Directors, and the Executive Committee.
 - b. Shall act as parliamentarian at all meetings.
 - c. Shall assist the President with all general correspondence and give notice of all meetings.
 - d. Shall keep & maintain copies of all procedural documents for Executive Committee and standing committee chair roles.

Section 4. Treasurer.

- a. Shall prepare and submit a preliminary budget for the fiscal year.
- b. Shall be the custodian of all the funds and financial records of the ATHLETICS BOOSTERS.
- c. Shall report and submit the ATHLETICS BOOSTERS' financial statement during each ATHLETICS BOOSTERS' Board of Directors meeting.
- d. Shall submit the financial records of the ATHLETICS BOOSTERS annually for audit as directed. The Head of School and his/her appointed parties have the authority to review/request all financial records at any time.

Section 5. All officers shall:

- a. Perform the duties prescribed in the parliamentary authority adopted by the ATHLETICS BOOSTERS in addition to those outlined in these Bylaws and those assigned from time to time by the members, Board of Directors, or Executive Committee.
- b. Deliver to their successors all official materials and notebooks by the end of the school year.

ARTICLE VII
Board of Directors

Section 1. The ATHLETICS BOOSTERS' Board of Directors shall consist of the elected officers of the Executive Committee and the chairs of the standing committees, the Head of School and a representative of the Athletic Department (who shall be ex-officio members of the Board of Directors).

Each member of the ATHLETICS BOOSTERS' Board of Directors is expected to be an enthusiastic, loyal supporter of the overall sports program at TPS. They should not publicly engage in negative behavior or criticism of the team coaches, players, opponents or officials but rather privately discuss any concerns directly with the Athletic Director.

Section 2. The duties of the ATHLETICS BOOSTERS' Board of Directors may include, but are not limited to:

- a. Present reports at the Board of Directors and General Membership meetings;
and
- b. Transact necessary business.

- Section 3. Each member of the Board of Directors, upon expiration of his/her term of office, or in case of resignation, shall turn over to the Secretary, without delay, all records, books, funds, or other materials pertaining to the position.
- Section 4. The Board of Directors shall meet at the direction of the President and shall call for a special meeting when requested to do so by a majority of the Board of Directors.
- Section 5. A quorum shall consist of 5 Board of Directors Members.
- Section 6. Any Board of Directors member who misses three meetings in one school year shall be subject to having his/her position declared vacant by the Board of Directors and the Nominating Committee may then recommend a successor to serve the balance of the term.

ARTICLE VIII Standing and Special Committees

- Section 1. The ATHLETICS BOOSTERS' General Membership, Board of Directors, or the Executive Committee may create standing committees as deemed necessary to promote the purposes and carry on the work of the organization. Each standing committee chair shall serve a one-year term.
- Section 2. The Chair and Co-Chair of any standing committee shall be a Board of Directors member.
- Section 3. When a chair of a standing committee is unable to perform his/her duties, the Executive Committee shall declare such a position vacant. Any such vacancy for a chair of a standing committee, shall be appointed by the Executive Committee with recommendations from the Nominating Committee.

ARTICLE IX Meetings

- Section 1. Meetings of the organization shall be held at such places and time as decided upon by the Executive Committee.
- a. Executive Committee Meetings:
- The Executive Committee shall meet, as necessary, to determine policy and discuss matters of importance to TPS and act in emergencies between Board of Directors meetings.
 - The Head of School and/or his/her school appointed representative shall be invited to attend all Executive Committee meetings.

- The President may invite to an Executive Committee meeting any individual whose presence may be helpful in forwarding the specific business for which such individual was invited.
- b. Board of Directors Meeting:
- The Board of Directors shall meet at least quarterly to hear reports of Committee Chairs and to carry out other business.
- c. General Membership Meetings:
- The General Membership Meetings are open to all ATHLETICS BOOSTERS’ members. The organization shall have two general membership meetings per year: one in the fall to approve the annual budget and one in the spring to elect officers for the following year and to address any other business that comes before the meeting.
 - Those members in attendance and in good standing are eligible to vote. All motions shall be decided by a majority of members present, except to amend the Bylaws.
 - When action is required to be taken by the Board of Directors and cannot be delayed, a vote may, at the direction of the President, be taken by electronic means. Electronic votes require a majority of the Board of Directors to vote.

Section 2. Special meetings may be called by the President or by a majority of the Board of Directors, but five (5) days written notice of the date, place and purpose of such special meetings shall be given to the active members.

**ARTICLE X
Parliamentary Authority**

The rules outlined in Robert’s Rules of Order, Newly Revised shall govern the organization except where they are in conflict with these Bylaws.

**ARTICLE XI
Amendments to the Bylaws**

These Bylaws may be amended by a two-thirds (2/3) vote of the Board of Directors present at a regularly scheduled meeting, provided always that the proposed amendment shall have been sent to the entire Board of Directors in writing 15 calendar days prior to such meeting and such notice of amendment shall state the time and place of the proposed meeting at which the proposed amendment will be considered.

A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote at a regular meeting of the organization, or by a two-thirds (2/3) vote of the ATHLETICS BOOSTERS' Board of Directors. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

Date Adopted: 7/22/24

Date Revised: 7/22/24