

N21000013989

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

PICK-UP WAIT MAIL

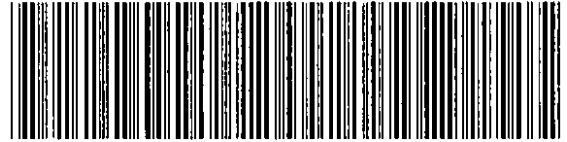
(Business Entity Name)

(Document Number)

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FLORIDA DEPARTMENT OF STATE
Division of Corporations

July 26, 2023

HELEN B STILES
9701 SE 38TH CT
BELLEVIEW, FL 34420

SUBJECT: BELLEVIEW HS AF JROTC FL-20022 BOOSTER CLUB INC
Ref. Number: N21000013989

We have received your document and check(s) totaling \$35.00. However, the enclosed document has not been filed and is being returned to you for the following reason(s):

The form you submitted is for a PROFIT CORPORATION, but your entity is a NON PROFIT CORPORATION. Please complete and return the enclosed blank form(s).

We are enclosing the proper form(s) with instructions for your convenience.

Please return your document, along with a copy of this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call (850) 245-6050.

Shaunteria Cobbs
Regulatory Specialist II

Letter Number: 823A00016808

AUG 23 2023



FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

Attached is a form for filing *Articles of Amendment* to amend the articles of incorporation of a *Florida Not for Profit Corporation* pursuant to section 617.1006, Florida Statutes. This is a basic amendment form and may not satisfy all statutory requirements for amending.

A corporation can amend or add as many articles as necessary in one amendment.

- The original incorporators cannot be amended.
- If amending the name of the corporation, the new name must be distinguishable on the records of the Florida Department of State. A preliminary search for name availability can be made through the Division's website at www.sunbiz.org. You are responsible for any name infringement that may result from your corporate name selection.
- If amending the registered agent, the new agent must sign accepting the appointment and state that he/she is familiar with the obligations of the position.
- If amending/adding officers/directors, list titles and addresses for each officer/director.

If a section is not being amended, enter N/A or Not Applicable.
The document must be typed or printed and must be legible.

The document must be typed or printed and must be legible.

Pursuant to section 617.0123, Florida Statutes, a delayed effective date may be specified but may not be later than the 90th day after the date on which the document is filed.

Filing Fee	\$35.00 (Includes a letter of acknowledgment)
Certified Copy (optional)	\$8.75
Certificate of Status (optional)	\$8.75

on file

Send one check in the total amount made payable to the Florida Department of State.

Please include a letter containing your telephone number, return address and certification requirements, or complete the attached cover letter.

Mailing Address
Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address
Amendment Section
Division of Corporations
The Centre of Tallahassee
2415 N. Monroe Street, Suite 810
Tallahassee, FL 32303

For further information, you may call the Amendment Section at (850) 245-6050

COVER LETTER

TO: Amendment Section
Division of Corporations

NAME OF CORPORATION: Bellevue HS AFJROTC FL-20022 Booster Club Inc.

DOCUMENT NUMBER: N21000013989

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

Helen B Stiles
(Name of Contact Person)

Bellevue HS AFJROTC FL-20022 Booster Club Inc.
(Firm/ Company)

9701 SE 38th Ct
(Address)

Bellevue, FL 34420
(City/ State and Zip Code)

hbstiles50@yahoo.com
E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Helen B Stiles at 352 438-4428
(Name of Contact Person) (Area Code) (Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> \$35 Filing Fee | <input type="checkbox"/> \$43.75 Filing Fee & Certificate of Status | <input type="checkbox"/> \$43.75 Filing Fee & Certified Copy (Additional copy is enclosed) | <input type="checkbox"/> \$52.50 Filing Fee Certificate of Status Certified Copy (Additional Copy is Enclosed) |
|---|---|--|--|

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2415 N. Monroe Street, Suite 810
Tallahassee, FL 32303

Articles of Amendment
to
Articles of Incorporation
of

Bellevue HS AFJROTC FL-20022 Booster Club Inc.

(Name of Corporation as currently filed with the Florida Dept. of State)

N21000013989

(Document Number of Corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this *Florida Not For Profit Corporation* adopts the following amendment(s) to its Articles of Incorporation:

A. If amending name, enter the new name of the corporation:

N/A

The new name must be distinguishable and contain the word "corporation" or "incorporated" or the abbreviation "Corp." or "Inc." "Company" or "Co." may not be used in the name

B. Enter new principal office address, if applicable:

N/A

(Principal office address **MUST BE A STREET ADDRESS**)

C. Enter new mailing address, if applicable:

N/A

(Mailing address **MAY BE A POST OFFICE BOX**)

D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:

Name of New Registered Agent: N/A

New Registered Office Address:

N/A

(City)

Florida

(Zip Code)

New Registered Agent's Signature, if changing Registered Agent:

I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.

Signature of New Registered Agent, if changing

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If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:

(Attach additional sheets, if necessary)

Please note the officer/director title by the first letter of the office title:

P = President; V = Vice President; T = Treasurer; S = Secretary; D = Director; TR = Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.

Changes should be noted in the following manner. Currently John Doe is listed as the PST and Mike Jones is listed as the V. There is a change. Mike Jones leaves the corporation, Sally Smith is named the V and S. These should be noted as John Doe, PT as a Change, Mike Jones, V as Remove, and Sally Smith, SV as an Add.

Example:

<input checked="" type="checkbox"/> Change	<u>PT</u>	<u>John Doe</u>
<input checked="" type="checkbox"/> Remove	<u>V</u>	<u>Mike Jones</u>
<input checked="" type="checkbox"/> Add	<u>SV</u>	<u>Sally Smith</u>

<u>Type of Action</u> (Check One)	<u>Title</u>	<u>Name</u>	<u>Address</u>
1) <input type="checkbox"/> Change <input type="checkbox"/> Add	<u>P</u>	<u>Brandie Violette-Tanner</u>	<u>79 Dogwood Dr Pass</u> <u>Ocala, FL 34472</u>
<input checked="" type="checkbox"/> Remove			
2) <input type="checkbox"/> Change <input type="checkbox"/> Add	<u>P</u>	<u>Sonia Elizabeth Neuron</u>	<u>2321 SW 156th Loop</u> <u>Ocala, FL 34473</u>
<input type="checkbox"/> Remove			
3) <input type="checkbox"/> Change <input checked="" type="checkbox"/> Add <input type="checkbox"/> Remove	<u>V</u>	<u>Micah Romano</u>	<u>9609 SE 38th Ct</u> <u>Belleview, FL 34420</u>
4) <input checked="" type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Remove	<u>S</u>	<u>Christina Ebey</u>	<u>54 Walnut Pl</u> <u>Ocala, FL 34480</u>
5) <input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Remove			
6) <input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Remove			

E. If amending or adding additional Articles, enter change(s) here:

(attach additional sheets, if necessary). (Be specific)

Changed Meeting Dates from Wednesday to Thursday. Starting the 1st Thursday of the month from September through May

See attached :

There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

Dated 05/24/2023

Signature Helen B Stiles

(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator - if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

Helen B Stiles

(Typed or printed name of person signing)

Treasurer

(Title of person signing)

**BY-LAWS FOR THE
BELLEVIEW HS AF JROTC FL-20022 BOOSTER CLUB**

ARTICLE I – PURPOSE STATEMENT

SECTION 1. NAME

The name of this organization shall be the Belleview HS AF JROTC FL-20022 Booster Club, and hereinafter be referred to as the Club or the Booster Club.

SECTION 2. PURPOSE

The purpose of the Club is to support and promote the Belleview HS AF JROTC FL-20022 program at Belleview High School by uniting students' parents, mentor, faculty staff, and the community in a way that magnified the spirit and values of the Corps and provides moral as well as financial support. To ensure the ongoing improvement to the Belleview HS AF JROTC FL-20022 program, the Club shall recognize and work in conjunction with students, parents, mentors, faculty, staff, and the community.

SECTION 3. ORGANIZATION

The Club shall be formed as a Florida Not-For-Profit Corporation and will maintain Internal Revenue Code Section 501 (c) (3) tax status.

ARTICLE II – MEMBERSHIP

SECTION 1. MEMBERSHIP

Any parent, guardian, or representative of a cadet will be granted automatic membership into the Booster Club general population.

SECTION 2. FEES

The Belleview HS AF JROTC FL-20022 Booster Club does not require a membership fee currently but reserves the right to amend this section in the future.

ARTICLE III – CLUB OFFICERS

SECTION 1. DESIGNATION OF OFFICERS

No person shall hold more than one Officer position. No two officers shall have either personal or professional relations outside of the Club while an office is held. No officer, representative, or general member shall be compensated for services of goods provided to the Club; this does not include reimbursement for goods or services purchased for the uses at or for a specific documented event. Proof of Purchase on behalf of the Club must be provided.

The Officers of the Club shall consist of:

- | | |
|--------------------|---------------|
| (A) President | (C) Secretary |
| (B) Vice-President | (D) Treasurer |

SECTION 2. DUTIES OF THE OFFICERS

The duties of the officers shall be described as follows:

The President:

Shall preside at all meetings and the Board of Directors.

Shall personally represent the club or appoint a delegate as needed.

Shall provide the Belleview High School Principal or their designee with the following at the beginning of each school year; annual budget, list of officers, list of authorized check signers, annual report from previous year, copy of by-laws, proof of insurance, and Sunbiz report.

Shall effect compliance with the rules, regulations and policies of Belleview High School, AF JROTC, and the Marion County Public School District.

The Vice-President:

Shall have powers and perform such duties as delegated by the President.

In the absence, or disability of the President, he/she shall perform the duties and exercise the powers of the President.

The Secretary:

Shall keep minutes of all Board and membership meetings.

Shall keep such records as directed by the Board.

Shall provide General and Special Meeting announcements and proposed agendas 72 hours prior to meetings.

Shall perform all duties usually incident to the office of Secretary, subject to the control of the Board.

The Treasurer:

Shall keep financial records of the Club, collect and deposit funds, and authorize payments on approval of the Board. All funds are to be deposited and available within 72 hours.

All funds are to be deposited in a bank approved by the Board.

Shall provide monthly financial statements at membership meetings as well as present, upon request, all records pertaining to the office.

Shall provide an annual report to the school prior to the close of the school year.

Shall ensure that monthly bank statements are mailed to the school from the band and opened by the school prior to reconciliation.

Shall obtain and maintain an insurance policy on behalf of the Club.

Shall perform all duties usually incident to the office of the Treasurer, subject to control of the Board.

Officers shall have the right to meet as a group, on an as-needed basis, to plan the agenda and the strategy of the General Club

SECTION 3. ELECTION OF OFFICERS

Election of Officers shall be conducted annually at the May meeting of the Club.

SECTION 4. TERMS OF OFFICE

The terms served by all Officers shall be held for one Calendar year from June 1 to May 31 of the consecutive calendar year. No individual may be elected to more than four consecutive terms in office.

SECTION 5. VACANCIES

Vacancies of Office shall be filled by appointment made by the remaining officers. The new appointee shall serve until the vacant term expires.

ARTICLE IV – MEETINGS

SECTION 1. REGULAR MEETINGS

Nine (9) regularly scheduled meetings shall be held annually. Meetings will be held the first Thursday of September, October, November, December, January, February, March, April, and May. Meetings other than the nine (9) regular meetings shall be conducted upon call of the President. A proposed agenda shall be sent to the general membership at least 72 hours in advance of all general Booster Club meetings.

SECTION 2. SPECIAL MEETINGS

Additional business or special meetings may be held as determined by the Executive Board or at the request of five or more members in writing to the Executive Board, at the call of the President or any two Executive Board Offices, or at the request of the SASI or ASI with 72-hours' notice. A proposed agenda shall be sent to the general membership with this 72-hour notice.

SECTION 3. CONDUCT OF MEETINGS

All membership meetings shall be conducted as follows:

In accordance with Roberts Rules of Order, except where they conflict with the by-laws of this document, in such event, these by-laws shall govern.

EQUAL TIME: It shall be the policy of this club to allow equal time to all people wishing to be heard on a specific issue. To fairly administer this policy, the President shall be

empowered to determine the amount of time allowed to each group to speak with identical limitation to all groups.

SECTION 4. QUORUM

General and Special Meeting a quorum shall consist of the members present at the meeting.

ARTICLE V – COMMITTEES

Committees shall be convened by the President at their discretion.

ARTICLE VI – FINANCES

SECTION 1. OPERATING FUND

Operating funds shall be maintained in a local financial institution and an accounting of such funds shall be presented at all meetings.

SECTION 2. ANNUAL STATEMENT

The Board shall present to the Belleview High School Principle and at the May membership meeting or when called by vote of the members, at any meeting, a full and clear statement of the financial condition of the Booster Club.

SECTION 3. GROUP EXEMPTION

This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501 (c) (3) or the Internal Revenue Code and its regulations as they now exist.

SECTION 4. BUDGET

The Board shall present to the membership at the August membership meeting a budget of anticipated revenue and expense for the year for membership approval. This budget shall be used to guide the activities of the Booster Club during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

SECTION 5. OBLIGATIONS

A majority of members must authorize an officer of officers to enter into a contract or agreement for the purchase of materials or services on behalf of the Booster Club.

SECTION 6. LOANS

No loans shall be made by the Booster Club to its officers or members.

SECTION 7. BANKING

The Treasurer shall deposit all funds of the Booster club in the current Booster Club account at the local financial institution. All payments/disbursements shall be made by check or debit card and require the signature of two Board Officers with Banking Privileges. All deposits and disbursements shall be made as soon as possible upon receipt of funds and/or orders of payments.

SECTION 8. FINANCIAL CONTROLS

The Booster Club shall adopt financial controls to ensure the integrity of its funds.

Specifically, without limitation, the Booster Club shall maintain separation of financial controls so that, minimally:

- a.) All expenses must be approved by the membership by way of approval of an annual budget, or amendments, or be approved by separate resolution of a majority of members.
- b.) All checks shall require two signatures and be signed by approved Board members. Persons authorized to sign checks may not be related or live in the same house. Checks shall bear notice of this requirement above the signature line as followed, "Two signatures required" if made available by issuing institution.
- c.) All Bank Statements shall be directly mailed to Belleview High School for the school principal or bookkeeper to open and review prior to reconciliation by the Treasurer.
- d.) The Belleview High School bookkeeper or outside accountant or auditing firm shall conduct a review of the Booster Club's financial records as outlined in section 9.
- e.) There will be a clear delineation between the school and the Booster Club with respect to internal controls and custody of money. Specifically, without limitation, no Belleview High School employee will handle Booster Club money. No Belleview High School employee shall be authorized to sign checks drawn on the Booster Club bank account.

SECTION 9. FINACIAL REPORT

The Treasurer shall present a financial report at each monthly meeting of the Booster Club and shall prepare a final report at the close of the year. The Board shall have the report and the accounts examined annually, if the Booster Club grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by the Belleview High School Bookkeeper and/or an internal audit committee. The internal audit committee shall consist of two (2) or more booster club members who are not involved in the routine handling of the Booster Club finances, including not having signature authority on bank accounts, and are not related or living with those in said positions. If the Booster Club grosses between \$100,000 and \$2000,000 in receipts, an external professional such as a Certified Public Accountant (CPA) shall be hired by the Board to perform a financial review or compilation. A full audit shall be conducted by CPS when annual gross receipts equal or exceed \$200,000.

SECTION 10. FISCAL YEAR

The fiscal year of the Booster Club shall be from June 30 to May 31.

SECTION 11. RECORD RETENTION

All records of the Booster Club shall be maintained and destroyed in accordance with law and standard record retention guidelines. Financial records shall be maintained per MCPS guidelines and standard legal requirements.

Record	How to Store	Period of Time
Treasurer's Financial Statement	Corporate Record Book	Permanent
Treasurer Reports (Periodic)	Compile, File on Yearly Basis	Three (3) Years
Bank Statements, Cancelled Checks, Check Registers, Invoices, Receipts, Cash Tally Sheets, Investment Statement, and related documents	Compile, File on Yearly Basis	Seven (7) Years

ARTICLE VII – CONFLICT OF INTEREST

Board Members, members and contractors of the Booster Club shall refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Booster Club., A conflict of interest may exist when the direct personal, financial, or other interest(s) if any Board Member, member, or contractor competes or appears to compete with the interest of the Booster Club. If any such conflict of interest arises, the interested person shall call it to the attention of the Board for resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on the matter. When there is doubt as to whether any conflict of interest exists, the matter shall be resolved by vote of the Board excluding the person who is subject of the possible conflict.

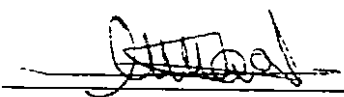
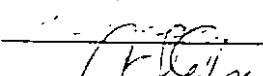
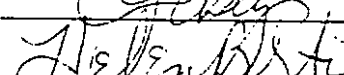

ARTICLE VIII – AMENDMENTS

These By-Laws may be amended at any meeting of the membership by two-thirds (2/3) affirmative vote of the adult members present, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven(7) days previous to the meeting.

ARTICLE IX – DISSOLUTION

In cases of dissolution of the organization, funds in the Treasury at the time will be issued to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be transferred to the Belleview High School internal funds account to be utilized by the school for the benefit of the Belleview AF JROTC students.

By-Laws Approved on this 30 day of May 2023.

President:  Date: 5/30/23
Vice-President:  Date: 5/30/23
Secretary:  Date: 5/30/23
Treasurer:  Date: 5/30/23