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COVER LETTER

Department of State Division of Corporations P. O. Box 6327 Tallahassee, FL 32314

SUBJECT:	Sunlake Hu	ah School Athletic Boosters, 1	nc.
	(PROPOSED'CO	ORPORATE NAME – <u>MUST INCLUDE SUFFIX</u>)	

Enclosed is an original and one(1) copy of the Articles of Incorporation and a check for:

\$70.00 \$78.75
Filing Fee \$\tilde{\text{Filing Fee}} \text{Eling Fee} \text{Eling Fee} \text{Eling Fee}, \text{Certificate of Status} \text{Certified Copy & Certificate} \text{ADDITIONAL COPY REQUIRED}

FROM: Jill M. Kern

Name (Printed or typed)

23134 Del Harbor Court

Address

Land O' Lakes FL 34639

City, State & Zip

813 - 453 - 5545

Daytime Telephone number

NOTE: Please provide the original and one copy of the articles.

Articles of Incorporation

In Compliance with Chapter 617, F. S. (Not for Profi

STATE OF SON The below subscribed Articles shall constitute the by-laws and rules governing the corporation known as the Sunlake High School Athletic Booster Club.

Article I Name

The name of the corporation shall be: Sunlake High School Athletic Boosters, Inc.

Principal Office Article II

The principal place of business and mailing address of this corporation shall be: Sunlake High School 3023 Sunlake Blvd. Land O' Lakes, FL 34638 Telephone (813) 346-1000

Article III Purpose

The general purpose of this association shall be charitable. This association will support the athletic programs, student athletes and coaches at Sunlake High School without regard to race, creed, gender or national origin.

Article IV Manner of Election

Elections shall be held at the annual membership meeting in May, for the term beginning June 1st. Members need to be present to vote and must be an eligible voting member (defined in Article V). Voting shall be by secret ballot unless ballot unless there is only one candidate for an office in which case the candidate will automatically fill that position. The vote of the current officers and Board of Directors will decide any tie votes. A committee of three booster members will tally votes, and the results will be announced prior to the end of the annual meeting.

Article V Initial Directors and /or Officers

List names, addresses, and specific title

President

Vicki Anderson 3821 Lake Padgett Drive Land O' Lakes FL 34639

Vice President

Susan Haskins 3528 Morgans Bluff Court Land O' Lakes FL 34639

Secretary

Jill Kern 23134 Del Harbor Court Land O' Lakes FL 34639

Treasurer

Carolyn Noble 20846 Sylvan Springs Road Land O' Lakes FL 34638

Article VI Initial Registered Agent and Street Address

Matt McDermott 6100 Weatherwood Circle Wesley Chapel, FL 33544

Article VII Incorporator

The name and address of the incorporator is:

Jill Kern 23134 Yel Harbor Court Land O Lakes TL 34639

Article VIII Members

The membership of this athletic association shall constitute all persons wishing to volunteer and/or contribute in support of the common goals of the association. Members need to have attended at least 60% meetings during the current school year to have voting privileges at the annual meeting held in May electing new officers of the association.

Article IX Officers and Board of Directors:

- Section 1 The officers of the association shall be: President, Vice President, Secretary, And Treasurer
- Section 2 The officers and directors shall be elected at the annual meeting of the Association.
- Section 3 The Board of Directors shall be made up of the Athletic Director, a School Administrator-appointed by the School Principal, and three additional directors, all of whom are members of the association.
- Section 4 All officers and directors will serve a term of one year, but may be re-elected to serve consecutive terms.

- Section 5 All elected officers and directors take office on June 1st.
- Section 6 Officers and directors selected must be accepted and approved by the Administration of SLHS.
- Section 7 Officers and directors may be removed from office for malfeasance, dereliction of duty, failure to perform assigned duties and commission of any acts that bring disrepute to the association or Sunlake High School. Should it be necessary to replace an officer, a majority vote of the Board of Directors is required.
- Section 8 The business affairs of the association shall be managed by the Board of Directors, while the officers are charged with the day-to-day operation of the association.

Article X Duties and Responsibilities:

President: Presiding officer of the association.

- 1. Appoints committee chairpersons, follows up with committees to make sure they are functioning as needed.
- 2. Liaison between the association and the school administration.
- 3. Conduct Business Meetings of the association.
 - Call meetings to order
 - Follow prepared agenda
 - Recognize members entitled to the floor
 - State and put to vote motions properly moved
 - Announce results of votes
 - Protect assembly from disruptive motions
 - Assist in expediting business
 - Enforce observance of order and decorum
 - Inform assembly on points of order as they pertain to pending business
 - To authenticate by signature, acts, orders and proceedings of the assembly
- 4. Perform other duties as necessary or at direction of the Board of Directors

Vice President: Assist the President and be ready to take his/her place if necessary

- 1. Preside in the absence of the President
- 2. Perform all duties of the President in his/her absence
- 3. Serve as chairperson of the nominating committee
- 4. Serve on committees when appointed
- 5. Perform other duties as necessary or at direction of Board of Directors
- 6. Serve as Fundraising Chairperson

Secretary: Corresponding officer of the association.

- 1. Record minutes of the meetings
- 2. Keep attendance at each meeting
- 3. Furnish copies of the By-laws to all members at the annual meeting
- 4. Maintain list of all officers, directors, and all committees

- 5. Maintain a membership list
- 6. Maintain and file all written committee reports
- 7. Sign all paperwork requiring the signature of the association secretary
- 8. Furnish copies of all meeting agenda and minutes to School Principal yearly

Treasurer: Chief financial officer of the association.

- 1. Maintain accurate and through financial records
- 2. Select, with Board approval, the bank for the association external account
- 3. Follow all policies and procedures set forth by the District School Board of Pasco County concerning collection and disbursement of funds
- 4. Prepare and present a monthly Treasurer's Report at the monthly association meeting
- 5. Prepare and annual report for the annual association meeting
- 6. Turn in Quarterly financial statements, including bank statements and corresponding treasurer's reports to the School Bookkeeper for audit purposes

Directors: Board members of the association.

- 1. Attend meetings of the association
- 2. Monitor the business and financial aspects of the association
- 3. Serve on committees as appointed
- 4. Assist in the operation of the association as needed

Article XI Quorum:

A quorum at any meeting of the association shall be the 4 members of the Board of Directors. These are the only members with voting privileges. Voting may take place by written ballot.

Article XII Meetings

Annual Meeting:

• The annual meeting shall be held in May or as specified by the Board of Directors. The agenda for this meeting shall include: election of officers; to be voted on by the general membership, the annual treasurer's report, reports of the sports directors, an annual athletic director's report and reports from all the standing committees.

Meetings:

- Regular meetings will be held once a month on the Third Tuesday of the month or as specified by the Board of Directors.
- Special Meetings may be called by the president or by four members of the Board as needed.
- All Board of Director meetings shall be held when deemed necessary.
- Committee meetings shall be called with date and time set by the committee chairperson.

Article XIII Committees:

The President may elect to appoint various committees as advisory or regulatory with the approval of the Board of Directors. Active committees will report to the Board at their monthly meetings. The President may select and appoint a chairperson or a chairperson may be selected by the committee at its' first meeting.

Standing committees: Nominating, Scholarship, Fundraising

The Nominating Committee shall be appointed by the President with Board approval at the April Meeting. The committee shall be chaired by the vice president and shall contain three members of the association and the Athletic Director. This committee will be responsible for preparing a slate of officers to be presented at the annual meeting. All nominations must be in writing to the vice president by April 30th. Nominations will not be taken from the floor at the annual meeting.

The Scholarship Committee shall consist of a chairperson appointed by the President and the officers of the athletic association.

The Fundraising Committee shall consist of a chairperson appointed by the President, the Athletic Director, the school administrator and at least three other members of the association. The responsibilities of this committee will be the coordination of all fundraising activities of the association. They shall follow all policies and procedures of the District School Board of Pasco County.

Article XIV Finances and Accounting:

- Section 1 All funds of the association shall be deposited in the treasury of the association at an institution selected by the treasurer and approved by the Board of Directors.
- Section 2 No person in the association shall open a separate account at any bank or other financial institution under any circumstances.
- Section 3 The treasurer shall present a monthly financial statement at the meetings of the association. An annual audited financial report shall be prepared and presented at the annual meeting.
- Section 4 The treasurer to the School Bookkeeper shall submit three quarterly financial reports, along with corresponding bank statements, as well as the annual audited report.
- Section 5 Deposited funds will be disbursed, upon approval of the Board of Directors, for purchase of equipment and support of SLHS programs and students.
- Section 6 All checks shall require two signatures.

Article XV Effective date of By-Laws

These By-Laws shall become effective immediately upon acceptance by the Executive Board, Sunlake High School Administration, and the Pasco County School Board Legal Department. Who will then sign these By-laws as charter subscribers.

Article XVI Dissolution of Corporation

Article XVII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Athletic Boosters in all cases to which they are applicable and in which they are consistent with these By-Laws and any special rules of order that the Athletics Boosters may adopt.

Article XVIII Amendments

- Upon proper notice, these by-laws may be amended, altered or rescinded by a majority vote of those members of the Board of Directors present at any regular meeting or special meeting called for that purpose.
- Section 2 Amendments to the by-laws may be made at a regular meeting of the membership, provided at least two weeks notice has been given that amendments will be presented at such meeting, by a three fourths vote of those present.

Adopted by Charter Subscribers:

Caroline Noble

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ity.
<u>6/27/07</u> Date
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