

Oregon City Pioneers Gridiron Club  
By- Laws

ARTICLE 1  
NAME

The name of the organization shall be the Oregon City Pioneers Gridiron Club (the “Club”).

ARTICLE II  
PURPOSE

The purpose of the Club shall be the support and promotion of the football program for students of Oregon City High School, Clackamas County, Oregon. The Club is an independent body of parents and supporters of the football program at Oregon City High School, but should at all times be aware of and responsive to those rules, regulations, and standards of conduct which govern participation of public school students in interscholastic football competition in the Oregon City School District, in the Three Rivers League and in the State of Oregon. The Club will establish an ongoing dialogue and working relationship with the Athletic Director, the Head Coach, the coaching staff, and the administration and faculty of Oregon City High School to insure that the Club’s participation in and support of the football program is at all times consistent with the highest goals and aspirations of athletic competition among high school student-athletes.

ARTICLE III  
MEMBERSHIP

Membership in the Club shall be open to parents of varsity, junior varsity, freshmen and youth football players as well as administrators, teachers, and friends and relatives of Oregon City High School students or other supporters of the football program at Oregon City High School.

#### ARTICLE IV THE CLUB YEAR

The business year for purposes of Club memberships shall run from the 1st day of August until the 1st day of August of the following year.

The year for the purposes of measuring the terms of office shall run from the date of election to the date of the next election.

The business year for the purposes of tax and other regulatory filings shall run from January 1 until December 31.

#### ARTICLE V DUES

Basic voting membership rights will be recognized by the Club upon receipt of a completed Oregon City Gridiron Membership form.

The basic annual voting membership dues shall be \$35.00 per family (two persons) or \$25.00 per individual. Additional levels of membership may be created for promotional or fund raising purposes by the majority vote of those attending a regular meeting. Basic voting membership dues are payable at the first regular meeting of the business year.

## ARTICLE VI ADMINISTRATION AND OFFICERS

All questions of interpretation of the Bylaws of the Club shall be decided solely by the Board of Directors.

The business affairs of the Club shall be managed by the Board of Directors, which also act as the officers of the association.

Directors need to be residents of the State of Oregon and reside within the Oregon City School District attendance boundary.

Nominations for President will be made by the head varsity football coach at Oregon City High School and elected by a majority vote of those members present at the first general membership meeting of the Club held after January 1 by a majority vote of those members present. One or more Vice Presidents, a Secretary and a Treasurer, will also be nominated and elected for the up-coming Club year at such meeting by a majority vote of those members present.

The President shall preside at all meetings of the general membership; shall serve as chief officer of the club in general management of its affairs; shall be responsible for all communications between the school administration, faculty, coaching staff, and the Club, and for communications between the Club and it's members and shall carry out the decisions of the general membership expressed by a majority vote at general meetings. The President may establish such committees as he/she deems necessary and appoint a chairperson or supervisor for each committee which is organized for events of the Club, including but not limited to, pre-game meals, concessions, and fundraising and any other events selected by the Club.

The Vice President(s) shall assist the President in all of his/her duties and act as President in the absence of the President. The Vice President(s) shall be responsible for the coordination of all pre-game meals, concessions, fundraising and any other events selected by the Club.

The Secretary shall record and keep the minutes of all meetings of the general membership; attend to all correspondence of the Club; prepare, mail, e-mail and otherwise disseminate notices of all general and special meetings, and have custody of and maintain all permanent records of Club affairs other than those entrusted to the Treasurer herein.

The Treasurer shall receive all monies of the club and disburse the same upon proper authorization; establish and maintain bank accounts for funds of the Club; prepare and present financial reports at each regular meeting; and prepare and present a detailed report at the last general meeting of each football year. An audit of the financial records of the Club may be performed annually and from time to time upon request by any officer.

One class representative for each class of freshman, sophomores, juniors and seniors will be elected to provide administrative and other support for officers and Club events.

## ARTICLE VII MEETINGS

General voting membership meetings shall be held at the high school at a predetermined time as determined by the officers during the prior month's meeting. No notice of these meetings is

required unless there is a change of location or time for the meeting.

Special meetings may be called by the President or upon the written request of four members addressed to the President. Written, electronic, or audio (telephone) notice of the time, place, and purpose of such special meetings shall be given no later than three business days prior to the scheduled meeting.

A quorum shall be four voting members. No official act may be taken or voted upon unless there is present at a regular or specially called meeting at least four voting members. Decisions shall be made by a majority vote of the members present (a quorum having been established). In the event of any tie, the head varsity football coach will cast the tie- breaking vote.

## ARTICLE VIII BUDGET AND FINANCE

An annual budget shall be prepared by the officers and presented for approval to the voting membership no later than the general meeting in March.

The President shall be authorized to direct the Treasurer to issue checks consistent with the budget which do not exceed \$500. Amounts in excess of \$500 shall be approved by a majority vote of the officers. Such vote may be taken by electronic or telephonic means.

All checks of The Club shall require the signature of the President or the Treasurer.

Requests by Oregon City High School or the coaching staff for funds or purchases shall be submitted in writing to The Club as

soon as practicable. The Treasurer shall develop a Requisition for Funds in a form or format to be approved by the officers. This Requisition shall be used to submit any request for funds.

No check shall be disbursed unless the Treasurer receives a signed Requisition for Funds. No check shall be disbursed unless the Club receives at the time of the disbursement a written invoice, purchase order, or a contemporaneous receipt from the vendor or person requesting the check. Every expenditure by The Club should be evidenced by a written Requisition for Funds, and an invoice, purchase order, receipt or other proof of purchase of the items or services for which the funds were requested.

All revenues of the Club will be used strictly to further the purpose of the Club in a manner consistent with an adopted budget or the expressed wishes of the voting membership. In no event will the revenues of the Club be used to pay, reimburse, or defray any fines or penalties incurred by football coaches of Oregon City High School levied by Oregon School Activities Association, the State Board of Education, or the Oregon City School District.

All officers shall serve without compensation.

## ARTICLE IX PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall govern the conduct of The Club meetings.

## ARTICLE X AMENDMENT

These bylaws may be amended by a two thirds majority vote of those members present at a general membership or special meeting.