

**Laguna Creek Gridiron Club**  
**9050 Vicino Dr.**  
**Elk Grove, CA. 95758**  
Bylaws Of:  
**The Laguna Creek Gridiron Club**  
**As of: October 4, 2016**

**ARTICLE I- NAME, PURPOSE AND MEMBERSHIP**

**Section 1. Name**

The name of this organization shall be "**Laguna Creek Gridiron Club**" (the "Club"), a non-profit, charitable organization, without stock.

**Section 2. Purpose**

The Club shall be operated specifically for the charitable purpose of lessening the financial burden on the Laguna Creek High School Football Program. The Club shall have as its primary purpose the provision of volunteer services and funds to the Program. These services and funds may include, but are not limited to, fundraising, promotion, marketing, and support that will enhance the stature of Laguna Creek Football within the school and the community.

**Section 3. Membership**

The membership in the Club is open to any and all parties interested in its purpose as set forth in these bylaws. Each such person is referred to as a "Member" in these bylaws.

**ARTICLE II- BOARD OF DIRECTORS**

The business of this organization shall be managed by a Board of Directors consisting of the Officers of this organization as described below and the Head Varsity Football Coach. The Board of Directors shall serve a term of one year.

**ARTICLE III- OFFICERS**

**Section 1. Officers**

The officers shall consist of a President, Vice President, Secretary, Treasurer and Varsity Head Coach. Officers shall serve a one-year term commencing on the date of election. Any vacancies shall be filled by the Members of the Club.

**Section 2. Duties of Executive Officers**

- A. *President*-The President shall be the chief elected officer. The President shall preside at all regular and special meetings and shall exercise general supervision and control of the

affairs of the Club. The President shall have powers incident to the office of the President of a non-profit organization and not inconsistent with the Articles of Organization.

**B. *Vice President***- The Vice President shall assist the President in the execution of his/her duties and shall in the absence of the President, preside over all meetings.

**C. *Treasurer***- The treasurer shall maintain custody of, and be responsible for, the funds, and securities of the Gridiron Club. Said funds are to be kept in an appropriate bank account or accounts as may be selected by the Treasurer, and with the approval and direction of the President. The Treasurer will supervise receipts and expenditures; and shall render an annual statement to the membership on the financial condition of the organization. Will arrange for the timely and accurate preparation and filing of all tax documents as required by law, or requested by any legal agency, as well as the timely payment to the appropriate taxing authority of all liabilities, which may result from such action. The Treasurer will maintain in a secure file all tax documents, legal documents, insurance documents, and any other business documents for records which must be maintained by the Club. The Treasurer will collect or arrange for collection of any debts or funds owing to the Club (e.g. accounts receivable, returned checks) and any costs associated with the collections therein.

**D. *Secretary***- The Secretary shall record and maintain minutes of all meetings; shall have charge of all papers, archives, records and property; shall issue all notices of meetings; maintain an up-to-date membership roster; and shall provide periodic reports as specified by the Board of Directors.

**E. *Varsity Head Coach***- The Varsity Head Coach is the current Varsity Head Football Coach at the time of the current meeting.

## **ARTICLE IV- ELECTION OF OFFICERS**

### **Section 1. Nominations**

The Officers will be filled by majority vote of the Members. Nominations for Officers shall be made by the Members during an election meeting agreed upon by the Members.

Members do not have to be present to be nominated, but must agree to the nomination and to hold the office within the Club.

## **ARTICLE V-MEETINGS**

Section 1: Meetings of the Club shall be held on a regular basis. A Special Club Meeting can be called with three-days written notice to the members. Electronic written notice via e-mail shall satisfy this requirement.

A quorum is defined as the minimum number of board members required to be present for official decisions to be made. For the purposes of the Club, a quorum is established by the majority of the Board of Directors in attendance at a regularly scheduled meeting.

## **ARTICLE VI COMMITTEES**

### **Section 1. Committees**

The Board may establish and dissolve any temporary or standing committee as it sees fit.

## **ARTICLE VII REVENUES/EXPENDITURES**

1. Expenditures will need to be approved prior to purchase by a majority vote of the Board members present at a regularly scheduled meeting. Rationale for expenditures should be formally presented with written estimate and benefits of said expenditure.
2. Payment will not be generated for any expenditure that has not been approved. An exception to this provision will be \$150 discretionary spending awarded to the head varsity Coach. Subsequent documentation and explanation will be provided by the Coach prior to reimbursement.
3. The secretary will keep records of all expenditure votes and generated payments in meeting minutes.
4. The individual making expenditure may contact treasurer with receipt of monies spent, invoice, or sales receipt for payment or reimbursement.
5. Treasurer may generate a check if above procedures have been followed and will notify President of completed process.

## **ARTICLE XI AMMENDMENT**

### **Section 1. Amendment of Bylaws**

1. These by-laws may be adapted, amended, or repealed during any official meeting of the Board by a majority vote of current Board members.
2. No amendment or alteration of these By-laws may change the purpose or mission of the Gridiron Club or divert funds to purposes other than the support of fundraising activities necessary to fund the competitive football programs of Laguna Creek High School.