

BYLAWS OF
LAKE OSWEGO HIGH SCHOOL PARENT (Laker) CLUB

ARTICLE I

NAME

The name of this organization shall be the Lake Oswego High School Parent Club. Also known as “Laker Club.”

ARTICLE II

PURPOSE

The Laker Club shall have as its purpose the support of Lake Oswego High School and its student body.

ARTICLE III

MEMBERSHIP

Any parent and/or guardian of enrolled LOHS students are offered and welcomed to be members of the Laker Club each year.

ARTICLE IV

OFFICERS

Each officer shall be a member of the Laker Club. The officers of the Laker Club shall consist of a President, Co-and/or Vice President, Secretary, Treasurer and Assistant Treasurer(s) and may include the past President.

ARTICLE V

Executive Board/Board of Directors

The Executive Board of the Laker Club shall consist of its President, Co-and/or Vice President, Secretary, Treasurer, Assistant Treasurer(s) and immediate past President (if applicable). The Board of Directors shall also be known as the Executive Board.

ARTICLE VI

AMENDMENTS

These Bylaws may be amended and/or revised at any regular meeting. The proposed changes must be submitted in writing and approved by the Executive Board prior to the general meeting. Proposed changes will be posted prior to the general meeting for members to review before the vote. A simple majority vote by the members in attendance at a general meeting shall change the Bylaws. The Laker Club Bylaws shall be reviewed every two years.

ARTICLE VII

GENERAL PROVISIONS

Section 1.0 No committee or member of the Laker Club may directly or indirectly obligate the club for any financial responsibility without prior authorization by the Executive Board.

Section 2.0 Robert's Rules of Order (revised) shall, in general, govern provided they do not conflict with these bylaws.

ARTICLE VIII

MEETINGS

Section 1.0 A schedule of Laker Club meetings shall be established and published by the Executive Board prior to the commencement of each school year.

Section 2.0 Special meetings of the Laker Club may be called by the Executive Board at the request of the President or seven (7) members of the Laker Club. The President shall give all members adequate notice of the meeting.

Section 3.0 Voting by Proxy is prohibited.

ARTICLE IX

DUTIES OF OFFICERS

Section 1.0 The President shall preside at all meetings of the Laker Club and the Executive Board. . The President shall appoint any and all committee chairpersons subject to the approval of the Executive Board and shall serve as an ex-officio member of all committees.

Section 2.0 The Vice President shall preside in the absence of the President and in the event of the inability of the President to serve, shall succeed to the Presidency until the next duly constituted election of officers.

Section 3.0 The Secretary shall record the minutes of all meetings of the Executive Board, and the regular meetings of the Laker Club, and shall maintain a permanent record thereof. The Secretary shall notify all members of the Executive Board as to the date, time and place of the meetings of the Board and shall ensure an announcement or announcements of the general Laker Club meetings are available at least one week prior to such meeting date and in such a manner so as to assure the

existing membership and potential membership of the opportunity to be present at the meeting. The Secretary shall ensure updated general meetings minutes are on the Laker Club website. The Secretary, along with the Executive Board, shall ensure all information on the Laker Club website is updated.

Section 4.0 The Treasurer shall keep a true and accurate accounting of all funds. The Treasurer shall submit a current financial report to the Executive Board at each regular meeting. Treasurer will ensure updated financial statements are posted on the Laker Club website.

ARTICLE X

FINANCES

Section 1.0 The Laker Club shall publish, maintain and abide by a set of Financial Controls and Audit Procedures.

Section 2.0 All disbursement of the funds of the Laker Club shall be made from the treasury with authorization by at least two of the following:

President

Vice President

Secretary

Treasurer(s)

Others designated by the Executive Board

Section 3.0 An auditing committee of at least three (3) members shall be appointed by the President to audit all financial accounts of the Laker Club. This committee shall report their findings by the second meeting of the following year. The

Audit Committee shall adhere to all Financial Controls and Audit Procedures.

Section 4.0 All bank accounts of the Laker Club shall be maintained at a banking or savings and loan institution as selected by the Executive Board.

Section 5.0 When requests for funds are made after the approval of the yearly budget, the following procedures will be followed:

Requests must be presented to the Laker Club Executive Board. The Board has the ability to approve up to \$500 in non-budgeted expenditures without a vote from the general membership.

Requests for more than \$500 must be presented by the Executive Board and placed before the general membership for a vote.

ARTICLE XI

REPLACEMENT OF OFFICERS

Section 1.0 In the event of the resignation, or inability of any officer to serve in his/her respective position or for his/her term of office, the President may appoint another member of the organization to fill the unexpired term.

Section 2.0 A nominating committee of not less than three (3) members shall be appointed by the President with approval of the Board. The committee shall select and submit names of nominees of each elective office of the club, so that an open election may be held by the last regular meeting of the Laker Club.

Section 3.0 Open nominations may be made from the floor by members of the club.

Section 4.0 The election of officers will be by secret ballot and those nominees

having a plurality of votes will be considered elected. However, if there is but one nominee for any office, election for that office may be by voice vote.

Section 5.0 Newly elected officers shall assume the responsibilities for their respective position of the Laker Club on July 1st of each year, and shall serve for the following school year, through June 30th.

Section 6.0 Any officer who is absent for three (3) consecutive general meetings and/or Executive Board meetings may be considered for replacement unless his/her absence is for good and sufficient reasons.

ARTICLE XII

DUTIES OF THE EXECUTIVE BOARD

Section 1.0 The Executive Board shall be the governing board of the club, having general charge of its affairs.

ARTICLE XIII

POLICIES

Section 1.0. Conflict of Interest Disclosure Policy and Procedure

a. If there is a perceived or actual conflict of interest among a board member with respect to certain transactions, such transactions with that member may be undertaken only if all of the following are observed: 1. The conflicting interest is fully disclosed; 2. The person with the conflict of interest is excluded from the discussion and approval of such transactions; and 3. The rest of the Board has determined that the transaction is in the best interest of the Laker Club.

b. Disclosure in the Laker Club should be made to the President and/or

Co-President, who shall bring the matter to the attention of the Board. The Board shall determine whether conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair and reasonable. The decision of the Board on these matters will rest in their sole discretion, and their concern must be the welfare of the Laker Club and the advancement of its purpose.

Section 2.0 Whistleblower Policy

a. It is contrary to the values of Laker Club for anyone to retaliate against any Board Member, Officer or volunteer who in good faith reports an ethics violation, or suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Laker Club.

b. The Laker Club is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

Section 3.0 Document Retention and Destruction Policy

a. All financial records, copies of tax returns and all supporting materials shall be kept for a period of six years following the filing of the year's tax return at which time they will be destroyed.

b. All other records, such as membership records and minutes shall be destroyed after four years.

Revised and Approved 3/3/2023