

**PACER CLUB INC, BYLAWS  
LAKERIDGE HIGH SCHOOL  
Lake Oswego, Oregon  
Amended 2-2008**

**ARTICLE I NAME**

The name of this organization shall be the Pacer Club, Inc., hereafter referred to as Pacer Club or PC. Its duration shall be perpetual.

**ARTICLE II PURPOSE**

1. The purpose of Pacer Club shall be to support and sponsor activities that provide a direct benefit to the students of Lakeridge High School and to subsidize expenses to the school not covered by the Lake Oswego School District. In addition, money may be donated to the Lake Oswego School District Foundation.

2. This organization may participate in any activity lawfully permitted to Oregon not for profit organizations.

**ARTICLE III MEMBERSHIP AND DUES**

**Section 1**

Any person who is interested in the objectives of this organization and is willing to uphold its policies and subscribe to its By-Laws, may become a voting member upon paying the annual dues as hereinafter provided. One payment of dues provides one vote for Pacer Club voting purposes.

**Section 2**

The annual dues for the succeeding school year shall be determined by the PC Board at the final meeting of the school year. The membership year shall be from September 1 through August 31. An annual enrollment of members shall be conducted with additional members accepted at any time.

**Section 3**

All members are entitled to vote; one vote per dues paying household.

## ARTICLE IV EXECUTIVE BOARD/OFFICERS

### Section 1

The executive officers or co-officers of this organization shall be:

- A. President or Co-Presidents
- B. Vice President (President Elect) or Co-Vice Presidents (Co-President Elect)
- C. Recording Secretary
- D. Treasurer
- E. Assistant Treasurer (Treasurer Elect)

### Section 2

The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between PC meetings and such other business as may be referred to its by the organization
- B. To approve the plans of work of the standing committees
- C. To hold regular meetings prior to regularly scheduled PC meetings
- D. To, at its discretion appoint an Expanded Executive Board that includes representatives from the Standing Committees and Parent Support Groups as defined in the By-Laws
- E. To conduct business via email provided all members vote on the issue to be decided

### Section 3

No officers shall serve for more than two consecutive years in the same position

## ARTICLE V DUTIES OF OFFICERS

### Section 1

The President or Co-Presidents shall:

- A. Preside at all meetings of the organization
- B. Preside at all Executive Board meetings
- C. Be a member ex-officio of all committees, except the Nominating Committee
- D. Perform all other duties pertaining to the office

E. Have the discretion to appoint any special committee

## Section 2

The Vice President or Co-Vice Presidents shall:

- A. Act as an aide to the President
- B. Perform the duties of the President in the absence of that officer
- C. Chair the Finance Committee
- D. Chair the Nominating Committee
- E. Succeed to the office of the President the following year
- F. Chair the By-Laws Committee
- G. Maintain the fund raising calendar

## Section 3

The Recording Secretary shall:

- A. Accurately record, prepare and present the minutes of all meetings of the PC and the Executive Board
- B. Be responsible for issuing meeting notices as designated by the Executive Board.

## Section 4

The Treasurer shall:

- A. Keep an accurate account of all receipts and disbursements using standard accepted bookkeeping practices
- B. Pay all bills as directed by of the PC Board. Bills shall be paid by check and signed by two of the following four officers: President, Vice President, Treasurer and/or Assistant Treasurer. No single check may be signed by two members of the same household. Co-officers do not constitute separate officers for the purpose of this section.
- C. Maintain all bank accounts of the PC at banking institution(s) selected by the Treasurer and approved by the Executive Board.
- D. Submit a written report, including but not limited to a balance sheet, and income statement, for each PC meeting, to the PC, to be filed with the minutes and create a year end financial statement within 30 days after the PC year end
- E. File annually the appropriate tax forms within the prescribed time limit with CPA assistance

F. Assist with transition of Assistant Treasurer or Treasurer over the summer months

G. Act as Treasurer for the annual Auction

H. Reconcile the monthly bank statements, although an officer aside from the Treasurer shall verify the reconciliation

## Section 7

The Assistant Treasurer shall:

A. Act as an aide to the Treasurer

B. Perform the duties of the Treasurer in the absence of that officer

C. Assist Treasurer for the annual Auction

D. Present a complete financial report of the Auction in a timely fashion following the Auction

E. Succeed to the office of the Treasurer the following year

F. Copy monthly Bank Statement, review and forward to the Treasurer

## ARTICLE VI THE GENERAL BOARD

### Section 1

The PC Board shall consist of the PC Executive Board, chairs or representatives of the standing committees, representatives from the parent support groups, the Lakeridge Principal, and faculty liaison.

### Section 2

Standing Committees shall include, but not be limited to: Finance, Membership, Directory, Pacer Report, Teacher Appreciation, Volunteer Coordinator, Parent Representatives for each class, Auction, Back to School Barbecue, Leave a Legacy, Graduation Activities, Communication, and Program Coordinators.

### Section 3

Parent Support Groups shall include, but not be limited to: Pacer Athletic Club, Choir Parent Group, POPS (Parents of Performing Students), and PEERS (Parents Encouraging Education Recognition and Service).

## ARTICLE VII NOMINATIONS AND ELECTIONS

### Section 1

A nominating committee of no less than 5 members shall be appointed by the President with the approval of the Executive Board. The nominating committee shall select and submit names of nominees for the Executive Board and Standing Committees so that the election may be held at the spring meeting of the PC. The Vice President shall chair the nominating committee

### Section 2

Additional nominations may be made from the floor. No member may be nominated for office unless he/she has first given consent to serve if elected.

### Section 3

A single slate of officers may be elected by unanimous consent. In the event of two or more nominees for a position, vote will be by secret ballot. A simple majority vote of the members present shall be required for election.

### Section 4

Other than Treasurer, newly elected officers shall assume the responsibility of their positions upon conclusion of the last regular meeting of the PC and shall serve through the following school year.

### Section 5

Any member of the Executive Board who is absent from more than 2 consecutive PC meetings shall be considered for removal unless his/her absence is for good and sufficient reasons.

### Section 6

Any member of the Executive Board may be removed by a majority vote of the membership at a meeting where this vote was on the agenda published to the membership no less than 14 days prior to the meeting

### Section 7

In the event of the resignation or inability of any officer to serve in the

respective position or for the term of office, the President shall appoint another member of the organization to fill the unexpired term. (Although, the Vice President shall succeed the President, and the Assistant Treasurer shall succeed the Treasurer, Article V, Sections 2 and 7).

## ARTICLE VIII PARENT SUPPORT GROUPS

### Section 1

Parent Support Groups shall operate under the auspices of Pacer Club and Lakeridge High School for purposes of insurance.

### Section 2

Parent Support Groups operate autonomously, elect their own officers, and shall designate a representative to the PC.

### Section 3

Parent Support Groups shall maintain their own financial records. The President and the Treasurer of each support group shall meet at least quarterly with the Finance Committee, prior to each Pacer Club meeting.

### Section 4

Parent Support Groups not having their own tax exempt status shall submit for tax purposes an annual financial report to the Treasurer or PC at the conclusion of PC's fiscal year or to Lakeridge High School.

### Section 5

Parent Support Groups must comply with all rules of section 501(c) (3) (See Article V, Section 3E) to preserve not-for-profit tax status.

## ARTICLE IX FINANCES

### Section 1

A Finance Committee of not fewer than 7 members (at least three of whom are not on the Executive Committee) shall be appointed by the President and chaired by the Vice President.

## Section 2

The Finance Committee and Treasurer shall: A) prepare and submit to the PC, for approval at the first business meeting of the school year, a preliminary budget that shall include the necessary expenses of the officers and committees.

B) The Finance Committee shall review all funding requests for allocation of funds raised by PC. After reviewing these requests, the Committee will submit a written recommendation (listing each requests), to the Executive Board. A final decision on allocation of funds shall be made by a majority vote of the Executive Board.

## Section 3

In the case of an "immediate" need for funding, at least 4 members of the Finance Committee must review the request and make a recommendation to the Executive Board. The final decision shall be made by polling a majority of the Executive Board, which can be done via email, provided every member casts a vote.

## Section 4

All financial accounts of the PC shall be reviewed annually by an independent CPA, these accounts shall also be reviewed by the Executive Board and shall be available to all members. PC's books will be turned over to the new Treasurer no later than the first week of August.

## ARTICLE X MEETINGS

### Section 1

The PC shall meet at least quarterly. Special meetings shall be called by the President at the request of any three members of the Executive Board, or at the request of 10 members of the PC. Such special meetings shall be publicized so as to give adequate notice to the members and no business except that which is stated in the call may be transacted.

### Section 2

A schedule of PC meetings shall be established prior to the commencement of

each school year, such schedule to be published at the beginning of each school year.

### Section 3

A simple majority vote of those voting members present shall be sufficient to pass all measures except, revisions of the By-Laws, Article XI, Section 2.

## ARTICLE XI REVIEW AND AMENDMENT

### Section 1

The PC By-Laws shall be reviewed annually by the Executive Board, if a committee is appointed it shall be chaired by the Vice President or Co-Vice Presidents.

### Section 2

The By-Laws may be amended at any regular meeting of the PC by a vote of two-thirds majority of the members present and voting, provided the amendment has been submitted in writing and read at the previous meeting.

## ARTICLE XII POLICIES

### Section 1

Except as otherwise stated in Article VIII Section 5, no person may directly or indirectly obligate the Pacer Club for any financial responsibility without the prior authorization of its officers. Likewise, no person may directly or indirectly obligate any interest group without the prior authorization of said interest group's officers.

### Section 2

This organization shall be non-commercial, non-sectarian, and non-partisan and shall not endorse either a commercial enterprise or a candidate. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or any purpose other than the regular work of the organization

### Section 3

This organization shall not seek to direct the administrative activities of the school or to control its policies.

### Section 4

The Pacer Club is committed to funding the Pacer Scholarship for the Merit Awards.

### Section 5

The rules contained in Robert's Rules of Order Newly Revised shall govern in all cases in which they are applicable.

### Section 6

This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.