

By-Laws

BY - LAWS of the RIVERSIDE HIGH SCHOOL GRIDIRON CLUB

ARTICLE I - NAME

This organization shall be known as the Riverside High School Gridiron Club.

ARTICLE II - AFFILIATIONS

This organization shall be affiliated with the Riverside Local School District.

ARTICLE III - OBJECTIVES

The objectives of the club are to actively promote the football program(s) and general welfare of the athletes of the Riverside Local School District and other programs on an as needed basis.

ARTICLE IV - MEETINGS

Regular monthly meetings shall be held.

Attendance will be calculated based on sign in sheet distributed at meeting.

Additional meetings may be held immediately prior to, during or after the conclusion of the High School football season.

The Executive Committee shall have the power to call, reschedule or postpone any regularly scheduled or special meeting.

Business may be transacted by a majority vote of the members in good standing present at the meeting.

ARTICLE V - ADMISSION TO THE MEMBERSHIP

Any person eighteen years of age or older and meeting one or more of the following criteria shall be eligible for membership of The Riverside High School Gridiron Club (Gridiron Club), regardless of race, religion, gender, color, creed, disability, or national origin (in accordance with governing Federal and State regulations).

Live within the boundaries of the Riverside Local School District.

Parent, Legal Guardian, or family member of a student attending school in the Riverside Local School District, and/or

Alumnus of the Riverside Local School District .

Faculty, Administration and Staff of the Riverside Local School District.

ARTICLE VI - MEMBERS RIGHTS

All members, in good standing, shall have equal rights. These rights shall include:

- Participation in all general meetings (as defined in Article IV)
- Vote, on proposals and issues, as put forth, during general meetings
- Serve on committees.

Good standing will be defined as any current member that has

1. Attended a minimum of five (5) meetings over the previous twelve months OR
2. Actively participates in the organization or execution of at least two club sponsored Fundraising events or other club activities (meetings excluded) in the previous 12 months. OR
3. Parent / Guardian of a current participant in good standing in grades 9-12 of the football or cheerleading programs

ARTICLE VII - DUES

There are NO dues levied for membership in the club.

ARTICLE VIII - OFFICERS, NOMINATIONS, ELECTIONS

The Executive Committee of this organization shall consist of the four elected officers. These elected officers are the President, Vice-President, Secretary and Treasurer. Additional Executive Committee members may include, but not limited to Trustees and immediate past president.

The Trustees may be:

- Athletic Director of the High School
- Head Football Coach
- an appointed member of the Riverside Local Booster Club, Inc.

The committee Chairpersons (assignment process and duties defined in Article IX may be:

- Publicity/ Programs
- Concessions
- Special Events
- Class Representatives (Grades 7 through 12)
- Banquet
- Fundraisers
- Social Media
- Team Meals

Nominations and Elections shall be held annually. Nominations shall be proposed by eligible voting members for the elected officers. The following criteria shall be adhered to:

- There shall be at least one (1) nominee for each office (President, Vice-President, Secretary, and Treasurer). Nominations can be made prior to the meeting and/or shall be accepted from the floor during the meeting. In the event there is any office(s) without at least one (1) nominee, the election will continue with nominated individuals for those offices. Filling offices will be the responsibility of the newly elected officers as described below.
- Nominations will be accepted beginning with the meeting held 30 days prior to election and will continue at each regular meeting up until the final meeting in October. Nominations will only be accepted at regular meetings in the month of October and acknowledgement of acceptance by the nominated party must be received prior to balloting.
- Officers shall be elected by a simple majority of the eligible voting members present at the last regularly scheduled October meeting. Eligible voting members are defined as any member who has attended a minimum of 5 regularly scheduled meetings over the previous 12 months and includes current officers and nominated individuals provided they meet the 5 meeting requirement.
- Installation of Officers shall immediately follow elections.
- Trustees shall not participate in the election process.
- The Officers official duties shall be assumed at the first regularly scheduled January meeting.
- The term of office shall be one (1) year. No one shall serve in one office for more than four (4) consecutive years.
- In the event that an elected officer resigns or office(s) remains empty after an election, a replacement shall be elected at the next regularly scheduled meeting upon successful nomination of individual(s).
- Nominees must meet criteria established to be a member in good standing

ARTICLE IX - DUTIES OF OFFICERS AND TRUSTEES

President:

- A. Shall preside at all meetings of the organization.
- B. Shall serve as an honorary member of every committee and shall be notified of each meeting.
- C. Shall appoint Chairpersons of all special and standing committees.
- D. To present a report of the executive committee at regular Gridiron meetings

Vice-President:

- A. Shall perform the duties of the President in the absence of that officer.
- B. Shall serve as an honorary member of every committee and shall be notified of each meeting.

Secretary:

- A. Shall keep accurate and permanent records of all meetings of this organization, including minutes of said meetings and attendance.

- B. Shall have present at all meetings of the organization, a copy of the by-laws and a list of all members with specific identification of those in good standing.
- C. Shall maintain records and certify eligibility to vote in annual officer elections

Treasurer:

- A. Shall keep accurate and permanent records of all receipts and expenditures.
- B. Shall pay out funds only as authorized by the Executive Committee of the organization and /or by membership vote as related to activities of the organization.
- C. Shall provide a financial report at each general meeting of the organization.
- D. Shall provide sufficient documentation, upon request, for the purposes of filing any financial documents with governmental offices, as required by law.

Trustees:

- A. Shall aid in formulating the plans and goals for each year's activities, on an as needed basis.
- B. Shall assist in the achievement of that plan and goals of the Gridiron Club.

Committee Chair(s):

- A. Shall be responsible for the planning and execution of any specifically defined event(s) that may be associated with the organization. Duties may be delegated, as needed, to committee members and/or sub-committees reporting back to the chairperson.
- B. Shall be responsible for all revenues and receipts collected, until those revenues are delivered to the Treasurer.
- C. Shall maintain event spending within budgetary parameters. (See Article 10, Number 2)
- D. Shall provide Secretary with "active participant" information for each Event.
- E. Shall provide committee status reports at general meetings.

Class Representatives:

- A. Shall be the liaison between the various parents of athletes participating in activities supported by the Gridiron Club.

Executive Committee:

- A. Shall be composed of the Officers and Trustees and Immediate Past President.
- B. Meetings shall be called by the President, Officer, or Trustee.
- C. A quorum at these meetings shall consist of those present.
- D. Shall advise on and approve plans of Standing Committees.

E. An annual report, and any papers, record books, logs, journals, notes, etcetera shall be forwarded by the President to their successor.

F. Shall appoint no more than three (3) auditors by the January meeting to audit the Treasurer's records.

G. Shall approve payment of routine bills/ invoices, as needed, for the operation of the organization.

ARTICLE X – FINANCES

1. Fiscal Year

The fiscal year shall be January 1 to December 31.

2. Budget

The Executive Committee shall present a proposed budget to the membership for approval at the January meeting. The budget shall be used to guide the activities of the Gridiron Club during the year. Any anticipated deviation of more than five (5) percent from the budget amount must be approved in advance by the membership or executive committee.

3. Obligations

The Executive Committee may authorize any officer(s) or committee chairperson to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. No officers or committee chairperson shall have the authority to enter into such agreements on behalf to the Gridiron Club without the expressed approval of the Executive Committee.

4. Club Expenses

All reimbursement for approved expenditures require proof of payment (receipt or invoice) prior to payment from the club.

5. Loans

No loans shall be made by the Gridiron Club to its officers or members.

6. Commercial Papers

All checks, drafts, or other orders for the payment of money on behalf of the Gridiron Club shall be signed by the Treasurer or by an Executive Committee authorized individual. The Treasurer shall deposit all funds of the Gridiron Club to the credit of the Club in such banks, trust company, or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits shall be made within a maximum of seven days from the receipt of the funds.

6. Audits

A. Annual Audit – An audit shall be made of the Gridiron Club's financial records by an Audit Committee of no more than three (3) members in good standing (excluding the current Treasurer and the Treasurer-Elect) appointed by the Executive Committee. Such audit shall be completed within thirty (30) days of the close of the fiscal year; a written report covering the audit shall be submitted to the Gridiron Club Executive Committee; and the records shall be transferred to the Treasurer-Elect.

B. Treasurer Vacancy Audit – In the event of a vacancy in the office of Treasurer, an audit shall be made of the Gridiron Club's financial records by an audit committee appointed by the Executive Committee (as described above). Such audit shall be completed within fifteen (15) days after receipt of the records; a written report covering the audit shall be submitted to the Executive Committee; and the records transferred as directed by the Executive Committee.

ARTICLE XI - AMENDMENTS

These By-Laws can only be amended or revised by proposing an amendment, in writing, to the organization and reading it at one (1) meeting and then having the membership vote upon the amendment at the next meeting. An amendment shall require a two-thirds (2/3) affirmative votes of the members in good standing present for adoption.

ARTICLE XII – DISSOLUTION

The Club will be dissolved upon a three-quarters vote of the members present at any annual or special meeting of the club provided that at least fifteen days advance notice in writing or via e-mail shall be given to all members, such notice to indicate that such action has been proposed.

In the event, a vote for dissolution is affirmative, all cash balances after approved expenses are satisfied will be transferred to the athletic department of Riverside Local Schools to be utilized at their discretion.

Revised: January, 2014

Adopted: TBD

2014 By-Law Revision Committee:

Bob Dawson

Brian Tornow

Bryan Stroski