

CONSTITUTION AND BYLAWS
CEDAR PARK HIGH SCHOOL BOYS BASKETBALL
BOOSTER CLUB

ARTICLE I

Name of Organization

The name of the organization shall be the Cedar Park High School Boys Basketball Booster Club (CPBBBC).

ARTICLE II

Purpose and Dissolution

Section 1. The purpose of the organization shall be to support the boys' basketball program at Cedar Park High School, and promote excellence, pride, and good sportsmanship amongst the student body and community. The organization shall encourage parent, guardian and community involvement and strive to ensure that opportunities continue to be available to the students of Cedar Park High School.

Section 2. The organization shall operate in accordance with established rules and policies of Cedar Park High School, Leander Independent School District, and the University Interscholastic League.

Section 3. Upon dissolution of the organization, the CPBBBC Board shall, after paying or making provisions for payment of all liabilities, dispose of all of the assets of the organization in such manner or to such other organizations organized or operated exclusively for charitable purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, as the Board shall determine.

ARTICLE III

Membership and Voting

Membership in the organization shall be open to all persons who desire to support Cedar Park High School Boys Basketball. Membership categories shall be as approved by the CPBBBC Board. Voting privileges shall be limited to one per membership.

ARTICLE IV

Officers

The officers shall consist of President, Vice President, Secretary, Treasurer, VP Communications, and 9th grade Representative. (Note: these may be combined but at least 3 officers must be specified.). Each office may be filled by two persons, but if so filled, shall have only one vote. Members eligible for office shall consist of parents or guardians of students attending Cedar Park High School

CONSTITUTION AND BYLAWS

CEDAR PARK HIGH SCHOOL BOYS BASKETBALL BOOSTER CLUB

during the next school term. Duties of the officers shall include, but are not limited to, the following:

President: The President shall preside at all general meetings and at all meetings of the Board. The President shall call special meetings as may be deemed necessary. The President shall preside over ceremonial events and provide general representation for the organization at all boys basketball events. The President and Secretary shall have custody of the CPBBBC Constitution and Bylaws of the organization. The President will automatically be an ex officio member of any and all committees. Also, the President will assist and train the Vice President.

Vice President: The Vice President shall assist the President and perform all duties of the President in that person's absence. The Vice President should take over the responsibilities of the President in the event that office is vacated.

Secretary: The Secretary shall keep an accurate record of all regular and special meetings, take care of the correspondence, shall have custody of the CPBBBC Constitution and Bylaws of the organization along with the President and shall attend to any duty prescribed by the President.

Treasurer: The Treasurer shall receive all funds and disburse those funds as approved by the CPBBBC Board. The Treasurer shall keep an accurate account of all funds received and disbursed and submit a financial report at all scheduled meetings as well as financial reports to the Financial Services department of LISD. The Treasurer shall oversee the collection and deposition of all money by means of receipt; keep complete ledger accounts of the finances, including data logging and properly classifying expenditures. The Treasurer shall be responsible for disbursement of funds and be custodian of the books, vouchers, and financial records of the organization.

VP Communication: The VP of Communications will be responsible for the development, integration, and implementation of a broad range of activities relative to the strategic direction and positioning of the organization and its leadership. This person will have overall responsibility of ensuring that all members of the booster club are aware of clubs related events and responsibilities for helping to make those events successful.

9th Grade Representative: The 9th Grade Representative's primary responsibility will be to ensure that those 9th grade parents new to the CPHS basketball program are actively involved in and aware of fundraising and volunteer opportunities.

ARTICLE V

The Board

Section 1. The affairs of the organization shall be conducted by the CPBBBC Board. The Board shall consist of the Officers (President, Vice President, Secretary, Treasurer, VP Communication and 9th Grade Rep.

Section 2. A quorum of the CPBBBC Board shall be defined as at least 3 officers.

Section 3. The CPBBBC Board shall act for the organization as necessary between regular meetings, set meeting time and place and make recommendations to the general membership. No actions taken shall conflict with actions taken by the general boys basketball membership in regular or called meetings.

ARTICLE VI

Elections

Section 1. The Nominating Committee shall consist of a chairman and three other members chosen by the CPBBBC Board from the membership at large. The Nominating Committee shall meet in February of each year, and with the exception of the Committee Representative present its nominees for officers for the following year at the annual meeting held in March of each year. Following the presentation of the report of the Nominating Committee, additional nominations may be made from the floor by any member. A nomination must receive a second in order for the person nominated to become a nominee.

Section 2. Following nominations, officers shall be elected by the membership at large for a one year term commencing September 1.

Section 3. All officers shall be eligible for re-election to the same position not to exceed two consecutive terms.

Section 4. Inability to perform or lack of attendance at three consecutive, regularly scheduled meetings may result in removal by a majority vote of the CPBBBC Board.

Section 5. Any vacancy in an office occurring during the term of office may be filled by appointment of the CPBBBC Board.

ARTICLE VII

Fiscal Year and Meetings

Section 1. The fiscal year of the organization shall begin July 1 and shall end on June of the following year.

Section 2. Meetings of the Boys Basketball Boosters shall occur a minimum of four times each year or at such other times as may be established by the CPBBBC Board. Special meetings shall be held at the call of the President or at the call of any two other officers.

CONSTITUTION AND BYLAWS
CEDAR PARK HIGH SCHOOL BOYS BASKETBALL
BOOSTER CLUB

Section 3. A quorum of the general membership shall be a quorum of the CPBBBC Board and at least 10% members-at-large.

Section 4. A reasonable effort shall be made to inform the general membership of time and place of each meeting of the organization, not less than five days prior to the date of the meeting.

Section 5. All questions of parliamentary procedure, not provided for in the forgoing Bylaws shall be decided by reference to Robert's Rules of Order.

**ARTICLE VIII
Committees**

Section 1. The following shall constitute the standing committees of the organization: Fundraising, Hospitality, Membership, Concessions, Sponsorships, and Attendance/Marketing..

Section 2. Committee chairs shall be appointed by the President with the consent of the officers. All committees shall be composed of a chairperson and volunteers from the membership. Any voting member in good standing shall be eligible for committee chairperson or committee membership.

Section 3. The Fundraising Committee shall be responsible for coordinating all Boys Basketball Booster fundraising projects, particularly with regards to the handling of Spirit Item sales. Responsibility for Concession fundraising shall reside with the Concessions Committee. All fundraising must be approved by the Financial Services Department of LISD and CPHS Athletic Coordinator.

Section 4. The Concessions Committee shall be responsible for ensuring the efficient operations of the concession stands including the provision of all products for sale, the scheduling of volunteers and payment of student groups operating the concession, accounting of receipts and reporting to the Treasurer.

Section 5. The Hospitality Committee shall be responsible for refreshments and door prizes at each regularly scheduled general membership meeting, arranging the attendance of special guests such as coaches, and coordinating the Athletic Banquets.

CONSTITUTION AND BYLAWS
CEDAR PARK HIGH SCHOOL BOYS BASKETBALL
BOOSTER CLUB

Section 6. The Membership Committee shall be responsible for soliciting potential members and maintaining a current roster of members, utilizing the website where appropriate.

Section 7. The By-laws Committee shall be responsible for maintaining the bylaws of the Booster club as prescribed by Article XI.

Section 8. The Nominating Committee shall be responsible for coordination of the annual officer election process established pursuant to Article VI of these bylaws.

Section 9. The Sponsorship Committee shall be responsible for coordinating and soliciting business sponsors and projects. All sponsorship projects must be approved by the Financial Services Department of LISD and CPHS Athletic Coordinator.

Section 10. The Attendance/Marketing Committee shall be responsible for developing a program or programs to increase attendance to home and away games by the students/parents and public.

Section 11. Other committees, either standing or temporary may be established by the Board.

ARTICLE X

Income and Expenditures

Section 1. Membership dues shall be established annually by the CPBBBC Board.

Section 2. Fundraising activities shall be those as determined by the CPBBBC Board, CPAPC and CPHS Athletic Coordinator. All funds raised in support of any sports activity shall inure to the benefit of the CPBBBC.

Section 3. All funds donated by the CPBBBC to the Athletic Department of Cedar Park High School shall be contributed in accordance with established rules of the University Interscholastic League.

Section 4. All funds donated to the support of sport activities shall be expended only in accordance with these Bylaws and supplementary procedures established by the CPBBBC Board.

**CONSTITUTION AND BYLAWS
CEDAR PARK HIGH SCHOOL BOYS BASKETBALL
BOOSTER CLUB**

- a) Request for funds shall be in the format attached to these Bylaws as Attachment A, and shall bear the signatures of the requesting coach (if applicable), and the CPHS Athletic Coordinator.
- b) Upon receipt of a properly compiled request for funds, the disbursement of funds may be authorized by majority vote of the CPBBBC Board, which majority shall not be less than four votes, or by a majority vote of the general membership.
- c) Disbursement, when properly approved, shall be only to the Board of Trustees of the Leander Independent School District with the request that they are dedicated to the purpose for which they were approved. Funds may not be given directly to the Athletic Department or to Cedar Park High School.
- d) Request for funds are to be considered in the following order of priority:
 - 1. Emergency;
 - 2. Safety;
 - 3. Capital Expenditures (minimum 2 year life).

Section 5. The CPBBBC Board shall present an annual budget to the membership of the CPBBBC at the first regular meeting of the fiscal year for approval. The CPBBBC Board authorizes expenditures and cannot deviate from budget by more than 20%, except on operating expenditures, without prior approval of the general membership.

Section 6. Funds required to pay any applicable sales taxes shall be paid by, and are the sole responsibility of, CPBBBC.

**ARTICLE XI
Amendments**

Section 1. Proposed amendments to these Bylaws may be submitted by any members to the Chair of the Bylaws Committee. If approved by the Bylaws Committee, the proposal shall be submitted to the CPBBBC Board.

Section 2. Any proposed amendment submitted to the CPBBBC Board shall be considered at the next regular meeting of the Boys Basketball Boosters. The amendment shall be adopted if it receives a majority vote of the membership in attendance at the meeting. The foregoing Constitution and Bylaws were duly adopted on 10/12/07 by persons interested in forming the Cedar Park High School Boys Basketball Booster Club, and most recently amended 01/08/19.