

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 determines.

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, and Vice President (VP) of Communications. 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 during the next school term. Duties of the officers shall include, but are not limited to, the following:

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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 the 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 of Communications: The Vice President of Communications is responsible for developing and executing the club's communication strategy across all platforms in coordination with the President. This includes managing social media, maintaining the website, and ensuring consistent, timely, and engaging communication with members, parents, school staff, and the broader community.

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 and VP of Communications.

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

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Section 3. The CPBBBC Board shall act for the organization as necessary between general 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 one other member chosen by the CPBBBC Board from the membership at large. The Nominating Committee shall meet in February of each year, and present its nominees for officers for the following year at the general 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 July 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 in June of the following year.

Section 2. General meetings of the Boys Basketball Booster Club shall occur a minimum of two 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.

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 the date, time, location, and agenda items for each meeting of the organization, not less than five (5) days prior to the meeting.

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Section 5. All questions of parliamentary procedure, not provided for in the foregoing 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, Concessions, Nominating, and Sponsorships.

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

Section 6. 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 7. Other committees, either standing or temporary, may be established by the Board.

ARTICLE IX

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, the CPHS Boys Basketball Sponsor, and CPHS Athletic Coordinator. All funds raised in support of any sports activity shall inure to the benefit of the CPBBBC.

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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. The CPBBBC Board shall present an annual budget to the membership of the CPBBBC at the first general 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 5. 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:

1. Upon receipt of a properly compiled request for funds, the disbursement of funds may be authorized by majority vote of the CPBBBC Board, whose majority shall not be less than four votes, or by a majority vote of the general membership.
2. 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.
3. Request for funds are to be considered in the following order of priority:
 - a. Emergency
 - b. Safety
 - c. Capital Expenditures (minimum 2 year life)

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

ARTICLE X
Amendments

Section 1. Proposed amendments to these Bylaws may be submitted by any members to the CPBBBC Board.

Section 2. Any proposed amendment submitted to the CPBBBC Board shall be considered at the next general meeting of the Boys Basketball Booster Club. 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, amended 01/08/19 and most recently on 9/29/25.