

**CEDAR PARK HIGH SCHOOL FOOTBALL BOOSTER CLUB**  
**CONSTITUTION AND BYLAWS**

**ARTICLE I**  
**Name of Organization**

The name of the organization shall be the Cedar Park High School Football Booster Club (CPHSFBC).

**ARTICLE II**  
**Purpose and Dissolution**

**Section 1.** The purpose of the organization shall be to support the football program at Cedar Park High School and promote excellence, pride, and good sportsmanship throughout 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 (UIL).

**Section 3.** Upon dissolution of the organization, the CPHSFBC Executive 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 operating exclusively for charitable purposes and qualify at such time as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, as determined by the Executive Board.

**ARTICLE III**  
**Membership and Voting**

Any person shall be eligible for membership in this organization and may become a member by completing a membership form and paying the required dues as set by the CPHSFBC Executive Board per Article IX. A member in good standing shall be entitled to one vote. No one shall be entitled to participate in the affairs of CPHSFBC or hold office therein except members in good standing with regard to payment of their dues.

**ARTICLE IV**  
**Officers**

The officers shall consist of President, President Pro Tem, Vice President, Secretary and Treasurer (Note: these positions may be combined but at least two officers must be specified.). With the exception of the president, each office may be filled by two individuals, but if so filled, shall have only one vote.

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 Executive Board. The President shall call special meetings as required. As the primary interface between the organization and the administration and community, the President shall preside over ceremonial events and provide general representation for the organization at all Football events and other activities as required. The President and Secretary shall maintain custody of the CPHSFBC Constitution and Bylaws. The President will automatically be an ex officio member of any and all committees. The President is responsible for CPHSFBC compliance with all LISD, UIL, and IRS rules and policies. The President will assist and train the Vice President and other officers as necessary.

**President Pro Tem:** The President Pro Tem will assume the authority and duties of the office of President in the President's absence or inability to act. The President Pro Tem supports the President in fulfilling the goals and objectives established by the Executive Board by providing continuity to established programs and formulating future programs in accordance with the Board's strategic plan. The President Pro Tem represents the CPHSFBC in all aspects and actions of the organization's activities as well as ceremonial events, providing general representation for the organization at all CPHS football events. The President Pro Tem shall attend all general meetings, all Executive Board meetings, and any special meetings called by the President. The President Pro Tem will automatically be an ex officio member of any and all committees.

**Vice President:** The Vice President shall assist the President and perform duties as assigned by the President. The Vice President serves as a partner in the leadership team with the President and President Pro Tem and assumes responsibilities of the President in the event that neither the President nor the President Pro Tem are able to fulfill that role. The Vice President shall be an ex officio member of any and all assigned committees and oversees committee chairpersons, providing guidance and direction as required and facilitating the budget process. The Vice President informs the President of all committee activities and events.

**Secretary:** The Secretary shall keep an accurate record of all regular and special meetings, manage official correspondence, shall maintain custody of the CPHSFBC Constitution and Bylaws together 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 CPHSFBC Executive Board. The Treasurer shall keep an accurate account of all funds received and disbursed and submit a financial report at all scheduled meetings. The Treasurer shall oversee, record, and properly classify all funds received or disbursed by means of receipt, maintain accurate and complete automated financial ledger accounting, and report the financial status of the organization at each meeting or as requested by the

President. The Treasurer is responsible for ensuring CPHSFBC compliance with Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

## **ARTICLE V Executive Board**

**Section 1.** The affairs of the organization shall be conducted by the CPHSFBC Executive Board. The Executive Board shall consist of the officers and the chairpersons of the standing committees established under Article VIII of these bylaws.

**Section 2.** A quorum of the CPHSFBC Executive Board shall be defined as at least 60% of its members and must include at least two (2) officers.

**Section 3.** The CPHSFBC Executive Board shall act on behalf of the organization as necessary between general membership meetings, set meeting times and locations, and make recommendations to the general membership. No actions taken shall conflict with actions taken by the general CPHSFBC membership in regular or called meetings.

## **ARTICLE VI Elections**

**Section 1.** The Nominating Committee shall consist of a chairman and at least three (3) other members chosen by the CPHSFBC Executive Board from the membership at large. The Nominating Committee shall meet in February of each year to select nominees for officers for the coming year.

**Section 2.** The Nominating Committee shall select nominees for office and present that slate of nominees at the general meeting held no later than the end of March. Following the presentation of nominees, additional nominations may be made from the floor by any member. A floor nomination must be seconded in order for the nomination to stand. Following closure of nominations, officers shall be elected by a counted vote from the membership at large. All officers are elected for a one-year term commencing April 1.

**Section 3.** All officers shall be eligible for re-election to the same position for a period not to exceed two (2) consecutive terms.

**Section 4.** Inability by any officer to perform or lack of attendance at three (3) consecutive, regularly scheduled meetings may result in removal by a majority vote of the CPHSFBC Executive Board.

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

## **ARTICLE VII Fiscal Year and Meetings**

**Section 1.** The fiscal year of the organization shall begin April 1 and shall end on March 31 of the following year.

**Section 2.** Meetings of the CPHSFBC shall occur a minimum of nine (9) times each year or at such other times as may be established by the CPHSFBC Executive 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 CPHSFBC Executive Board, and at least six (6) 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 (5) days prior to the date of the meeting via e-mail, website posting, or other media.

**Section 5.** All questions of parliamentary procedure not addressed 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, Hospitality, Membership, Bylaws, Nominating, and Communications.

**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 preferably a minimum of 2 other members. Any voting member of the CPHSFBC in good standing shall be eligible for committee chairperson or committee membership.

**Section 3.** The Fundraising Committee shall be responsible for coordinating all CPHSFBC fundraising projects. Responsibility for Concession fundraising shall reside with the Concessions Committee. All fundraising must be approved by the 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 non-Spirit 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 football banquet.

**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 Bylaws Committee shall be responsible for maintaining the bylaws of the CPHSFBC as prescribed by Article X.

**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 Communications Committee shall be responsible for facilitating the exchange of information between the CPHSFBC and all other constituencies, including the student body, parents, faculty, and coaches of CPHS students; the community-at-large, and news media, through multiple media outlets as appropriate. Specific responsibilities include, but are not limited to, the CPHSFBC newsletter, website, and football program.

**Section 10.** Other committees, either standing or temporary may be established by the Executive Board.

## **ARTICLE IX Income and Expenditures**

**Section 1.** Membership dues and term period shall be established annually by the CPHSFBC Executive Board.

**Section 2.** Fundraising activities shall be those as determined by the Fundraising Committee and approved by the CPHSFBC Executive Board and the CPHS Athletic Coordinator. All funds raised in support of CPHSFBC activity shall inure to the benefit of the CPHSFBC or other activities as recommended by the Athletic Coordinator and approved by the Executive Board.

**Section 3.** All funds donated by the CPHSFBC to the Athletic Department of Cedar Park High School shall be done so in accordance with established rules of the University Interscholastic League and Leander ISD.

**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 CPHSFBC Executive Board.

a) Each fiscal year, the Executive Board shall accept budget requests from individual members, existing committees, and proposed committees. The budget requests shall be completed on the prescribed form and submitted to the Executive Board for review and revision no later than February 1. The Executive Board will consider all budget requests and supporting information, make any necessary changes deemed necessary to meet the needs of the program, and approve the proposed final budget. Once approved by the Executive Board, the budget will be put before the general membership for

approval by vote on or before March 1. Requests for funds are to be considered in the following order of priority:

1. Emergency;
2. Safety;
3. Capital Expenditures (minimum 2 year life).

b) Expenditures related to approved budget items will be disbursed as needed to the appropriate vendor. The President and Treasurer of the CPHSFBC shall be authorized to disburse approved funds as needed.

**Section 5.** The CPHSFBC Executive Board authorizes budget amendment expenditures and cannot deviate from budget by more than 20%, except on operating expenditures, without prior approval of a majority vote of a quorum of the CPHSFBC Executive Board or by majority vote of the general membership.

## **ARTICLE X Adoption & Amendments**

**Section 1.** The foregoing Constitution and Bylaws were duly adopted on May 16, 2007, by persons interested in forming the Cedar Park High School Football Booster Club. They were subsequently amended on March 11, 2011, April 2, 2013 and March 9, 2015 by vote of the CPHSFBC Executive Board.

**Section 2.** 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 CPHSFBC Executive Board.

**Section 3.** Any proposed amendment submitted to the CPHSFBC Executive Board shall be considered at the next regular meeting of the CPHSFBC. The amendment shall be adopted if it receives a majority vote of the membership in attendance at the meeting.