

1 **Cypress Lakes Athletic Booster Club ByLaws**

2 **Adopted: 19 May 2008**

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5 **ARTICLE I – NAME**

6 The name of this organization shall be the CYPRESS LAKES ATHLETIC BOOSTER CLUB, hereinafter
7 referred to as the “CLABC”.
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9 **ARTICLE II – PURPOSE**

10 The CLABC is organized exclusively for charitable and educational purposes, including, for such
11 purposes, the making of distributions to organizations that qualify as exempt organizations under
12 section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future
13 United States Internal Revenue Law). No part of the net earnings of the corporation shall inure to the
14 benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the
15 organization shall be authorized and empowered to pay reasonable compensation for services rendered
16 and to make payments and distributions in furtherance of the purposes set forth in the paragraph above.
17 No substantial part of the activities of the organization shall be the carrying on of propaganda, or
18 otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in
19 (including the publishing or distribution of statements) any political campaign on behalf of any
20 candidate for public office. Notwithstanding any other provision of these by-laws, the organization shall
21 not carry on any other activities not permitted to be carried on (a) by an organization exempt from
22 Federal Income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the
23 corresponding provision of any future United States Internal Revenue Law) or (b) by an organization,
24 contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or
25 the corresponding provision of any future United States Internal Revenue Law).
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27 **ARTICLE III – OBJECTIVES**

28 The objectives of the CLABC shall be to provide support for the academic and athletic development of
29 students enrolled in the Athletics curriculum at Cypress Lakes High School, and to promote good
30 sportsmanship and school spirit in the school community.
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32 **ARTICLE IV – MEETINGS**

33 The CLABC shall conduct its regular general membership meetings at 7:00 on the second Monday of
34 the month, unless that date conflicts with a school holiday, in which case the meeting shall be held on
35 the third Monday. The annual Business Meeting, including election of officers, amendment of by-laws
36 and approval of long range budget items, shall be held as part of the May general meeting, unless
37 otherwise specified by the Executive Board. Alternate or special meetings may be called if publicized
38 via email and/or website at least seven (7) days in advance. A special meeting may be called by the
39 Executive Board for an announced purpose, or may be requested by an individual member after
40 presentation to an Executive Board member of a petition signed by at least twenty (20) members.
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42 General meetings will be run following a modified version of Robert's Rules of Order. These will
43 include:

- 44 • Calling the meeting to order
- 45 • Approval of minutes from the previous meeting
- 46 • Items requiring a vote shall require a motion in detail regarding the topic under discussion, and a
47 second to confirm.
- 48 • The President will call for further discussion and then a voice vote.
- 49 • If the voice vote is too close for decision, then a show of hands will be required.
- 50 • The President shall not vote except in the event of a tie.
- 51 • Adjournment of the meeting.

52 53 **ARTICLE V - MEMBERSHIP and DUES**

54 Membership for the fiscal year, July 1 through June 30, becomes automatic upon payment of dues. The
55 membership and accounting period for the inaugural year of the CLABC shall extend from May 19,
56 2008 to June 30, 2009. There shall be two levels of membership offered: RED (\$25 annually) and
57 SILVER (\$100 or more annually). Dues will not be prorated for a portion of a year.

58 59 **ARTICLE VI- VOTING**

60 Any person interested in supporting the stated goals of the CLABC may join; however, only adult
61 family members of currently enrolled athletes, or of incoming freshmen awaiting placement in athletics,
62 may vote. With this stipulation, a family membership entitles up to two registered adult family members
63 in attendance at a meeting to vote in person. All qualified members must be in good financial standing
64 (dues current, no uncollected checks or overdue payments) to be able to vote. Votes by proxy shall not
65 be accepted unless approved in advance by the Executive Board due to exceptional circumstances. For
66 the purpose of conducting a vote, a quorum shall be defined as forty percent (40%) of the number of
67 members who are registered and qualified to vote as of the preceding general meeting. General business
68 votes shall be decided by a simple majority of members in attendance. A quorum shall be required for
69 votes to be held on amendments and to elect officers. Elections shall be decided by a simple majority of
70 the quorum present; passage of amendments to the bylaws shall require two-thirds of the vote.

71 72 **ARTICLE VII – OFFICERS AND THEIR ELECTION**

73 The officers of the CLABC shall consist of:

- 74 • President
- 75 • 1st Vice-President(Communications)
- 76 • 2nd Vice-President(Spirit Items)
- 77 • 3rd Vice-President (Concessions)
- 78 • 4th Vice President (Programs/Advertising)
- 79 • 5th Vice President (Events)
- 80 • Secretary
- 81 • Treasurer
- 82 • Assistant Treasurer

84 No person shall serve in the same office more than two consecutive years unless it is determined by vote
85 to be in the best interest of the club. Terms of office will be one year, to coincide with the CLABC fiscal
86 year. After the inaugural year, officers shall be elected at the May Business Meeting and take office on
87 July 1. Elections may be held by voice, unless there are additional nominations from the floor, more
88 than one candidate for a position, or the vote is too close to call. In such cases, the vote shall be by
89 written ballot. Nominations of officers shall be presented for consideration to the membership by a
90 nominating committee at least one month prior to the election. The nominating committee shall consist
91 of the CLABC Secretary as chairperson, the Cypress Lakes Athletic Director, and five other members to
92 be appointed by the Executive Board. Two of the appointed members shall be from the Executive Board
93 and three from the membership at large. Every effort should be made to form a nominating committee
94 that represents many different sports.

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96 A vacancy in any elected or appointed office that occurs after general elections may be filled by
97 appointment by the consensus of the Executive Board.

98 99 **ARTICLE VIII- DUTIES OF OFFICERS**

100 All officers shall familiarize themselves with policy set by CFISD, UIL, and tax authorities that govern
101 the operation of the CLABC, with particular attention to their area of responsibility. The majority of
102 this information is available in the Booster Club Guidelines and Appendix provided by the CFISD
103 Internal Audit department.

104
105 The President shall establish an agenda, preside at all meetings of the club and the Executive Board, and
106 shall be a member ex-officio of all committees and shall perform other duties usually pertaining to the
107 office.

108
109 Each Vice President shall serve as chairperson for their designated committee and shall call and
110 facilitate committee meetings as needed. He or she may be appointed to other special committees as
111 requested by the President. In the absence of the President, the Vice Presidents shall be called upon in
112 order (1st through 5th) to perform the duties of the President.

113
114 The Secretary shall keep a record of all meetings of the club and of the Executive Board meetings,
115 develop an official calendar of important dates; maintain membership and attendance records, and shall
116 conduct the general correspondence of the club, including collaboration with the Treasurer to maintain
117 accountability filings and notices required by CFISD, the state of Texas, and the IRS.

118
119 The Treasurer and Assistant Treasurer shall be custodians of all CLABC funds and all receipt and
120 disbursement of these funds under guidelines listed below and ARTICLE XV. These officers may agree
121 between themselves on the division of labor for handling day-to-day cash flow, but shall submit their
122 plan of action in written format to the Executive Board for approval.

- 123 • Duplicate receipts for money received will be issued by the Treasurer or Assistant Treasurer,
124 with the Treasurer retaining the duplicate and the buyer receiving the original. Individual
125 receipts will not be required for concession stand and spirit item transactions; however, a funds
126 reconciliation sheet detailing opening balance, cash count and closing balance will be required.
- 127 • The signatures of the President, Treasurer and Assistant Treasurer are to be maintained on the
128 file at the financial institution in which the checking account is located:
- 129 • All checks are to have two (2) of these three (3) signatures.

- 130 • The Treasurer will be required to keep current and accurate ledgers indicating all accounts
131 payable and receivable. At the end of his/her term, the Booster Club shall have an organizational
132 committee conduct an annual review of the organization's revenues/expenditures for the prior
133 year. A copy of the report for the prior year will be submitted to the Principal's office and to the
134 Internal Audit Department by the deadline stipulated by CFISD.
- 135 • The Treasurer, with the support of the Executive Board, is required to complete all local, state
136 and federal tax filings.
- 137 • A financial statement of Booster Club funds shall be presented monthly, with a fiscal year-to-
138 date summary given at the May meeting in advance of officer elections.

139 **ARTICLE IX - EXECUTIVE BOARD**

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141 The Executive Board shall consist of the officers of the club and the Cypress Lakes Athletic Director.
142 The Athletic Director serves as campus liaison and advisor to the Board, but does not have the capacity
143 to vote. The Board's duties shall be to transact necessary business between club meetings and such other
144 business as may be referred to it by the club; to approve the
145 proposals of the standing committee chairpersons; to present reports at the regular meetings and to
146 propose a budget at the May Annual Business meeting. The Executive Board shall establish a mutually
147 convenient day and time to conduct a Board meeting each month at least one week in advance to prepare
148 for the scheduled general meeting. Special meetings of the Executive Committee may be called by the
149 President or by a majority of the committee's members.

150 **ARTICLE X – STANDING COMMITTEES**

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152 The chairpersons of the Communications, Spirit Items, Concessions, Programs & Advertising, and
153 Events committees shall be the 1st - 5th Vice Presidents, respectively. The Secretary shall be chairperson
154 of the Nominating Committee. There may be additional standing or ad hoc committees created by the
155 Executive Board as required to promote the objectives and purposes of the club. The chairpersons of
156 these committees shall be appointed or selected by the newly elected Executive Board. Their term of
157 office shall be from time appointed through the end of the current fiscal year. Creation of additional
158 standing committees will require an amendment to the bylaws; creation of ad hoc committees shall not.
159 Consideration of amendments to the bylaws for the purpose of forming a Standing Scholarship
160 committee shall be undertaken during the 2009-2010 fiscal year in anticipation of the school's first
161 graduating class in 2011. At that time, current IRS regulations governing the actions of 501(c)3
162 organizations, CFISD,UIL and NCAA policy shall be reviewed in detail prior to action.

163 **ARTICLE XI - COMMITTEE FUNCTIONS**

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165 The Communication committee shall be responsible for disseminating information to the membership
166 and the greater school community where appropriate, primarily via electronic means. This shall include
167 development and maintenance of a CLABC website, and email communication. Annually, the
168 committee shall develop or review a written privacy policy governing how these functions will be
169 handled, and submit it to the Executive Board for approval prior to the first general meeting of the fiscal
170 year.

171
172 The Spirit Item committee shall be responsible for research, recommendation, procurement and sales of
173 merchandise selected to promote spirit and sportsmanship in the community. Particular attention shall
174 be given to projecting the needs of all sports for the entire academic year, and to making merchandise
175 widely accessible for purchase.

176 The Concessions committee shall be responsible for management of on-campus athletic concession
 177 facilities, including recommendations for and procurement of food items, preparation and serving
 178 equipment. The Concessions committee will coordinate with the Sport Representatives to ensure
 179 adequate staffing is available to operate concessions. The Concessions committee is NOT responsible
 180 for manning the concession areas personally, but should provide an "Emergency Contact" list for team
 181 parents to access should an operations issue arise. Annually, the Concessions committee shall develop or
 182 review a written policy for operations of facilities, including menu prices, how to handle funds, and
 183 procedures for determining when and how the decision should be made to close early or not open
 184 because of staffing shortages, and submit it to the Executive Board for approval prior to the August
 185 general meeting.

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 187 The Program and Advertising committee shall be responsible for production, solicitation of advertising,
 188 sales and delivery of any printed Spirit Programs approved in advance by the General Membership.
 189 Pricing of ads must be approved by the Executive Board prior to solicitation, and a draft copy of the
 190 program presented for approval by the Board prior to printing.

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 192 The Events committee shall be responsible for planning and implementation of Fall and Spring Sports
 193 Banquets, as well as any special events approved by the Executive Board, such as homecoming
 194 festivities and signing ceremonies.

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 196 The Nominating Committee shall be responsible for recruiting a slate of candidates for officer positions,
 197 and providing that list to the Executive Board for inclusion on the agenda of the regular April meeting.
 198 The Nominating Committee shall make every effort to present candidates who will represent the views
 199 of three or more sports, and at least three levels of participation (Freshmen/Sophomore/JV/Varsity).

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 201 All committees shall take care to seek input from the Sport Representatives to ensure that every sport is
 202 treated in an equitable fashion, and to keep CFISD, UIL and tax policy in mind when making decisions.
 203 Budget requests for long-range planning items should be presented to the Executive Board by the March
 204 general meeting when possible, for inclusion in the budget to be presented in April and voted on at the
 205 May Annual Business meeting.

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207 **ARTICLE XII – SPORT REPRESENTATIVES**

208 Each sport shall designate one or two parents to represent the combined levels of competition in their
 209 program. Representatives should be selected by members with students enrolled in each sport, either by
 210 volunteering or election if contested, and their appointments shall be confirmed by the Executive Board.
 211 Sport representatives will serve as liaisons with other committees as needed, especially to aid
 212 communication and to help enlist parent volunteers as needed, in particular for the concession areas.
 213 One member may represent more than one sport if necessary. Sport Representatives shall include:

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215	Men's basketball	Women's basketball	Baseball
216	Men's cross country	Women's cross country	Football
217	Men's golf	Women's golf	Softball
218	Men's soccer	Women's soccer	Volleyball
219	Men's tennis	Women's tennis	Swimming/diving
220	Men's track	Women's track	Cheerleading
	Men's wrestling	Women's wrestling	Trainers

221 **ARTICLE XIII– FUNDRAISING**

222 All fundraising activities must be approved in advance by the Executive Board, the Athletic Director,
223 and the Principal of Cypress Lakes High School. All funds raised are to be used to further the stated
224 goals of the program.

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226 **ARTICLE XIV - DONATIONS**

227 Donations to the club must be accepted by the Executive Board, with the approval of the Athletic
228 Director, and appropriately receipted to the donor.

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230 **ARTICLE XV - EXPENDITURE GUIDELINES**

- 231 • The Athletic Director shall present an official list of items requested by the coaching staff, in
232 priority order, for consideration to be purchased by the CLABC in support of their programs.
233 Direct requests cannot be accepted from individual coaches. Supporting bids may be requested
234 at the discretion of the Board for high value or technically specific items.
- 235 • Items purchased in connection with a specific previously approved and budgeted event or
236 activity do not require further approval; however, such items should be discussed within the
237 appropriate committee and reported in detail in subsequent financial reports.
- 238 • Approval for non-budgeted expenditures: Less than \$100, the President and either Secretary or
239 Treasurer may approve. \$100 to \$250, must have the approval of the majority of the Executive
240 Board. Above \$250, must be approved by majority vote of members present at a General
241 Membership meeting after obtaining a recommendation by the Board.
- 242 • Expenditures in excess of budgeted amounts will not be made without Board approval.
- 243 • Receipts for purchases made and "Request for Funds" forms must be presented to the Treasurer
244 for reimbursement. Sales tax paid by a club member for purchases that should be tax exempt, but
245 were not handled appropriately, will not be reimbursed. No cash advances are allowed unless the
246 item has already been budgeted for and funds are available.
- 247 • Committees are encouraged to use CFISD approved vendors whenever possible.

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250 **ARTICLE XVI - RESIGNATION OF MEMBERS**

251 Any member may resign by notifying the Executive Board of that intent; such resignation shall take
252 effect immediately without need of acceptance. No refunds of membership fees will be given.
253 Nonpayment of dues in the next fiscal year shall be construed as notice of resignation.

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255 **ARTICLE XVII - SUSPENSION OR EXPULSION OF OFFICERS
256 AND/ OR MEMBERS**

257 Any officer or member may be expelled or suspended for conduct detrimental to the CLABC. Written
258 charges must be filed with the Executive Board and a special Board meeting called wherein the member
259 or officer shall have the opportunity to rebut the charges. If said meeting is waived by that person the
260 Executive Board must vote in favor of expulsion or suspension by a 2/3 vote of the members thereof to
261 make such action effective. The expelled or suspended member shall have the right to appeal such
262 decision to the CLABC as a whole upon demand of such member made within ten days after notice of
263 the vote of the Executive Board. If the action of the Executive Board is not sustained the accused shall
264 be restored to all rights and privileges of membership. The accused shall have no vote at such general

265 meeting but shall be given the opportunity to be heard in his own defense or by representative and the
 266 Executive Board may present such evidence as it sees fit in support of its actions.

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268 Any officer of the CLABC may be suspended or expelled from his office for any of the following
 269 reasons: three (3) unexcused absences from CLABC meetings held during each fiscal year; neglect of
 270 duties pertaining to his or her office or for conduct detrimental to the name or welfare of the CLABC.
 271 The procedures for such suspension or expulsion are identical to those set forth above. A resulting
 272 vacancy may be filled by appointment with the consensus of the Executive Board.

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ARTICLE XVIII - CODE OF ETHICS

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- All members and officers will follow the current UIL guidelines in all CLABC activities.
- All members and officers will follow the current Cypress Fairbanks Independent School District guidelines in all CLABC activities.
- The CLABC shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future tax code.
- The CLABC shall not carry on any other activities nor, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the purposes of this organization.
- No substantial part of the activities of the Cypress Lakes Athletic Booster Club shall be the carrying of propaganda or otherwise attempting to influence legislation and the CLABC shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

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ARTICLE XIX – AMENDMENT OF THESE BY-LAWS

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ARTICLE XX – DISSOLUTION

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Upon the dissolution of the CLABC, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific 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 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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Adoption of By-Laws:

These By-laws were duly adopted as written by a unanimous vote of the members in attendance at a specially called organizational meeting of the Cypress Lakes Athletic Booster Club on the 19th day of May, 2008.

Cypress Lakes Athletic Booster Club Officers – elected 19 May 2008:

President	Marty Kunz	Secretary	Allison Crawford
1st Vice President	Carl Taylor	Treasurer	Danielle Hopkins
Communications		Asst.	
2nd Vice President	Michelle Spees	Treasurer	Lori Smith
Spirit Items			
3rd Vice President	Tyron Mattox		
Concessions			
4th Vice President	Anna Blackburn		
Programs &			
Advertising			
5th Vice President	Susan Epperson		
Events			

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