

CONSTITUTION AND BYLAWS CEDAR PARK HIGH SCHOOL SWIMMING & DIVING BOOSTER CLUB

ARTICLE I

Name of Organization

The name of the organization shall be the Cedar Park High School Swimming & Diving Booster Club (CPSDBC).

Article II

Purpose and Dissolution

Section 1. The Purpose of the organization shall be to support the swimming and diving 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 (CPHS), Leander Independent School District (LISD) and the University Interscholastic League (UIL).

Section 3. Upon dissolution of the organization, the CPSDBC Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all of the assets of the organization in such a manner or to such organizations organized or operated exclusively for charitable purposes as 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 Executive 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 Swimming & Diving. Membership categories shall be as approved by the CPSDBC Executive Board. Voting privileges shall be limited to one per membership.

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ARTICLE IV

Officers

The officers shall consist of President, Vice President, Secretary, Treasurer and Merchandise Coordinator. Each office may be filled by two (2) persons, but if so, shall only have one vote. Members eligible for office shall consist of parents or guardians of students attending CPHS 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 Executive Board. The President shall call special meetings as may be determined necessary. The President shall preside over ceremonial events and provide general representation for the organization at all swimming events. The President and Secretary shall have custody of the CPSDBC 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 CPSDBC 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 CPSDBC 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 the collection of 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.

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Merchandising Coordinator: The Merchandise Coordinator shall be responsible for but not limited to coordinating with vendors, the ordering of team apparel, spirit wear and championship apparel.

Article V

Executive Board

Section 1. The affairs of the organization shall be conducted shall be conducted by the CPSDBC Executive Board. The Executive Board shall consist of the Officers.

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

Section 3. The CPSDBC Executive 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 swimming membership in regular or called meetings.

Article VI

Executive Board

Section 1. The Nominating Committee shall consist of a chairman and one other member chosen by the CPSDBC Executive Board from the membership at large. The Nominating Committee shall meet in March of each year and present its nominees for Officers for the following year at the annual meeting held in April 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 (1) year term commencing on May 1st.

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

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

Section 5. Any vacancy in an Office occurring during the term of that Office may be filled by appointment of the CPSDBC Executive Board.

Article VII

Fiscal Year and Meetings

Section 1. The fiscal year of the organization shall begin May 1st and end on April 30th of the following year.

Section 2. Meetings of the CPSDBC shall occur a minimum of two (2) times each year or at such other times as may be established by the CPSDBC Executive Board. Special meetings shall be held at the call of the President or at the call of any two (2) Officers.

Section 3. A quorum of the general membership shall be a quorum of the CPSDBC Executive Board (3 Officers) and at least three (3) 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.

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

Article VIII

Committees

Section 1. The following shall constitute the standing committees of the organization: Nominating.

Section 2. The Nominating Committee shall be responsible for coordination of the annual Officer election process established pursuant to Article VI of these Bylaws.

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Section 3. Other committees, either standing or temporary may be established by the CPSDBC Executive Board.

Article VII

Income and Expenditures

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

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

Section 3. All funds donated by CPSDBC to the CPHS Athletic Department shall be contributed in accordance with established rules of the University Interscholastic League (UIL).

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

- a) Request for funds shall be in the format attached to the 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 a majority vote of the CPSDBC Executive Board, which majority shall not be less than three (3) votes.
- 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 CPHS 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)

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

Article X
Amendments

Section 1. Proposed amendments to these Bylaws shall be submitted to and approved by the CPSDBC Executive Board.

Section 2. Any proposed amendment approved by the CPSDBC Executive Board shall be considered at the next regular meeting of the CPSDBC. The amendment shall be adopted if it receives a majority vote of the membership in attendance at the meeting.

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**Attachment A
Request for Funds/Donations**

Cedar Park High School Swimming and Diving Booster Club (CPSDBC) Explanation of Request: Give a brief description of the request, including amount of funds requested and the sport for which the funds or donation(s) are being requested.

Justification: (Explain why the funds or donation(s) are being requested and indicate the applicable categories.)

Category: ____Emergency ____Safety ____Capital Expenditure ____Other

Name of person making request

Date

Requestor's Position

_____.

Signature of Athletic Coordinator

Date

Board Action: ____Approved ____Disapproved

Comments/Explanation:

Signatures of Board Members:

Date of Decision_____

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Change History

Description of Change	Date
Bylaws adopted	8/8/2007
Amended bylaws to remove language referring to Cedar Park High School Athletic Club Organization (CPABC) since the organization was dissolved. Added Officer position Merchandising Coordinator.	1/17/2019