

By-Laws Of the Cypress Ranch Athletic Booster Club

ARTICLE I – NAME

The name of this organization shall be Cypress Ranch Athletic Booster Club, hereinafter referred to as “CRABC.”

ARTICLE II – PURPOSE

The purpose of the CRABC is to promote all athletic programs at Cypress Ranch High School in an atmosphere that is consistent with the educational philosophy of the school community. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III – OBJECTIVES

The objectives of the CRABC are as follows:

- (a) To develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of sex, race, socio-economic status or chosen sports activity.
- (b) To promote school spirit and sportsmanship and encourage attendance at all Cypress Ranch’ athletic events.
- (c) To encourage and support the academic endeavors of Cypress Ranch’ student athletes.
- (d) To provide supplementary financial support for the various athletic activities at Cypress Ranch High School.
- (e) To aid the coaching staff in organizing and staging special events and projects.
- (f) To aid and support the school staff in the areas of sports promotion, publicity, and program development.

ARTICLE IV –TYPE OF ASSISTANCE

- (a) To assist financially in purchasing equipment and supplies for all of the sports’ programs at Cypress Ranch High School.

Method: The Campus Athletic Coordinator shall present an official list of “prioritized” items in numerical order to the CRABC Executive Board for purchase of such items by the CRABC. Said list has been pre-determined by the Campus Athletic Coordinator per specific requirements from the Cypress Ranch Athletic Department Coaches and will not be deviated from.

- (b) To assist in fundraising, the sale of spirit items, supplying items for concession, and funding events for all athletic programs.
- (c) All projects must be approved by the CRABC.

ARTICLE V – NON-PROFIT STATUS

Notwithstanding any other provisions of these By-Laws, the CRABC shall carry out activities permitted by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE VI – MEMBERSHIP AND DUES

Any person interested in the purpose and objectives of this organization may become a member upon payment of dues.

- (a) Annual dues shall be \$25 per family or for an individual.
- (b) Annual dues shall be payable during the CRABC's fiscal year, beginning July 1 and ending June 30.

ARTICLE VII – OFFICERS AND THEIR ELECTION

The Executive Board of the CRABC shall consist of the following officers: Secretary, Treasurer, and seven Executive Board members. The Cypress Ranch High School Campus Athletic Coordinator shall be on the CRABC Board as the representative of the coaches and athletes. The Campus Athletic Coordinator shall be the liaison between the CRABC Board and the Administration. There shall also be appointed, at-large, members whose responsibilities will include chairperson of each Standing Committee.

- (a) Nominations and Elections: The officers shall be elected by a majority of the voting membership present at the Annual Business Meeting.

Process: At the March General Membership Meeting, the Executive Board shall appoint an Officer Nominating Committee consisting of three (3) active members of the CRABC and one (1) Executive Board Member. At the April meeting, this Committee will present a slate of nominees to be voted upon at the May Annual Business Meeting. Nominations will be accepted at this time if the nominee expresses a desire to serve, if elected. The Officer Nominating Committee will conduct the election by written ballot at the May Annual Business Meeting. Newly elected members will assume duties on July 1 of each year. Any retiring officers can serve as ex-office advisors for one year, if asked.

- (b) Term of office: A term is two fiscal years, each year beginning July 1 and ending June 30. An individual may not serve in the same office for more than two consecutive terms, unless a motion is made and a vote taken, that it is in the best interest of the CRABC to make a specific exception. Such a vote shall be required prior to placing said officer's name into nomination.
- (c) Vacancy: The Executive Board shall appoint any officer vacancy and any standing committee chairperson vacancy. A vacancy shall be filled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.
- (d) Qualifications: A candidate for office must be a current member of the CRABC. All officers must be at least twenty-one (21) years of age before the elections. No person may hold more than one elected office at any time. No person may be nominated or hold any office in the CRABC if that person is on the staff, whether paid or voluntary, of any professional sports organization, as all Executive Board meetings must maintain standards of confidentiality for the best interest of the CRABC.

ARTICLE VIII – DUTIES OF OFFICERS

- (a) Executive Board: The Executive Board shall preside at all meetings; appoint standing committee chairpersons; appoint and/or dissolve all other committees as required; serve as ex-officio member of all committees; act as representatives of the CRABC with administrations of the school, school district and other related organizations; approve the recommendations of all Committees and shall have ultimate responsibility for the actions of these committees; set the time and date of General Membership Meetings and give members timely notification; approve goals and budget targets annually; can approve emergency expenditures outside the budget in amounts not to exceed \$250; be responsible for an annual review of the By-laws, recommending revisions as deemed appropriate; and may perform other duties pertaining to said office.
- (b) Secretary: The Secretary shall keep a record of all the proceedings of the General Membership Meetings of the CRABC, conduct general correspondence and notify members of meetings. All minutes of the decisions made in these Meetings should go out to the general membership each month, and an official copy kept in the Campus Athletic Coordinator's office.
- (c) Treasurer: The Treasurer shall maintain a complete set of books of account in accordance with generally accepted accounting principles and practices. Expenditures in excess of budgeted amounts will not be expended without the Executive Board approval. The Treasurer shall make disbursements from the teams' encumbered funds and the general fund, and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof and shall receive and deposit moneys of the CRABC in the CRABC's checking and/or savings account. Monthly financial

statements shall be prepared by the Treasurer and presented for approval by the Executive Board at each monthly General Membership Meeting.

The Treasurer will be required to keep current and accurate ledgers showing all financial transactions of the CRABC. At the end of the term the outgoing Treasurer will be responsible for completing any tax returns or filings that may be required by any local, state or federal authority. At the request of the Executive Board the Treasurer will provide to an independent accountant all books and records necessary for an audit.

Any and all requests for the CRABC to purchase athletic equipment or supplies and provide them to the Cypress Ranch High School Athletic Department must first be reviewed and approved by the Campus Athletic Coordinator. Coaches with requests should present signed bids to the Campus Athletic Coordinator.

The signatures of the Secretary, Treasurer and one Executive Board member are to be maintained on file at the financial institutions where accounts are maintained. All accounts shall require two (2) signatures.

ARTICLE IX – STANDING COMMITTEES

Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the Executive Board and are required to attend all General Membership Meetings. Chairpersons are required to obtain approval on all projects from the Executive Board. Their term of office shall be the same as that of the Executive Board members. Such committees may include, but not be limited to, all sports' programs, newsletters, concessions, fundraising, banquets, etc. Standing Committee Chairpersons shall recruit as many members as necessary to discharge the responsibility of the Committee. The Chairperson shall also keep a file of the year's proceedings, for turnover to his/her successor.

ARTICLE X – TEAM REPRESENTATIVES

Each individual sport shall have a Team Representative. That Team Representative is required to attend all General Membership Meetings. Team Representatives shall disseminate information from the General Membership Meeting to the Head Coach of each sport, athletes, and parents. Each Team Representative is responsible to contribute to projects and fundraising activities as called upon.

ARTICLE XI – RESIGNATION OF MEMBERS

Any member may resign by notifying the Executive Board of the CRABC. Such resignation shall become effective upon receipt, without the necessity of acceptance.

ARTICLE XII - EXPULSION AND SUSPENSION OF OFFICERS AND MEMBERS

Any officer, chairperson, team representative, or member of the CRABC may be expelled or suspended from membership for conduct detrimental to the name or welfare of the CRABC, such expulsion or suspension working a vacancy in any office then held by such a member. Written charges shall be filed with the Executive Board and signed by a member or members of the Executive Board whereby a special meeting shall be set at which time the accused person shall have the opportunity to be heard in person and if said meeting is waived by that person the Executive Board must vote in favor of expulsion or suspension by a 2/3 vote of the members thereof to make such action effective. The expelled or suspended member shall have the right to appeal such decision to the CRABC as a whole and upon demand of such member make within ten days after notice of the vote of the Executive Board. If the action of the Executive Board is not sustained the accused shall be restored to all rights and privileges of membership. The accused shall have no vote at such general meeting but shall be given the opportunity to be heard in his own defense or be representative and the Executive Board may present such evidence as it sees fit in support of its actions.

Any officer of the CRABC may be suspended or expelled from his office for any of the following reasons: three (3) unexcused absences from CRABC meetings held during each fiscal year; neglect of duties pertaining to his or her office or for conduct detrimental to the name or welfare of the CRABC. The suspension or expulsion will work a vacancy in any such office. The procedures for such suspension or expulsion are identical to those set forth in Article XI hereof.

ARTICLE XIII – MEETINGS

The Annual Business Meeting of the CRABC shall be held at the May General Membership Meeting unless otherwise specified by the Executive Board.

General Membership Meetings shall be held quarterly as follows: 1Q Meeting-first Monday in August; 2Q Meeting-first Monday in November; 3Q Meeting-first Monday in February; 4Q Meeting-first Monday in May. Additional meetings and or

changes in meeting times can occur with at least seven (7) days advance notice to members. Any member may request a special General Membership Meeting by presenting a petition signed by twenty (20) members to the Executive Board. Members will be notified of special meeting dates and locations at least fourteen (14) days in advance of such meeting. The Executive Board of the CRABC may call special meetings of Executive Board Members only, whenever necessary, and if circumstances warrant. Any Executive Board Member may request such a meeting and must give seven (7) days advance notice of such meeting to fellow Board Members.

ARTICLE XIV – FINANCES

No part of the net earnings of the CRABC shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons except that the Cypress Ranch Athletic Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE XV – VOTING

Only due-paying members will be eligible to vote with one vote per membership (membership includes family or an individual).

ARTICLE XVI – CODE OF ETHICS

- (a) All members and officers will follow the current UIL guidelines in all CRABC activities.
- (b) All members and officers will follow the current Cypress Fairbanks Independent School District guidelines in all CRABC activities.
- (c) The CRABC 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.
- (d) The CRABC shall not carry on any other activities not, 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.
- (e) No substantial part of the activities of the Cypress Ranch Athletic Booster Club shall be the carrying of propaganda or otherwise attempting to influence legislation and the Cypress Ranch Athletic Booster Club shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE XVII – AMENDMENT OF THESE BY-LAWS

Amendments to the By-laws are to be submitted in writing at a regular Executive Board Meeting prior to the Annual Business Meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership at least two weeks prior to the Annual Business Meeting. Amendments may be adopted at the Annual Business Meeting by a 2/3 majority of those members voting, a quorum being present.* A special onetime amendment period shall be open for the first regular business meeting to be held the first Monday of August 2008.*

It is hereby understood and agreed that the Cypress Ranch Athletic Booster Club is organized and operated under the provisions of this Constitution and By-laws unless and until amended or rescinded in writing.

ARTICLE XVIII – DISSOLUTION OF CRABC

Upon the dissolution of the CRABC, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not 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.

ADOPTION OF BY-LAWS:

These By-laws were duly adopted by a majority vote of the Executive Board, in attendance, at a regularly scheduled Executive Board Meeting of the Cypress Ranch High School Athletic Booster Club on the 2nd day of June in the year 2008

ATTESTED:

Gene Johnson, Campus Athletic Coordinator

Toni Speer, Executive Board - Secretary

Stacey Townsell, Executive Board - Treasurer

Barbara Nunn, Executive Board - Memberships

John Schiegg, Executive Board - Communications/ Webmaster

Robert Alcala, Executive Board - Fundraising/Events

Darlene Dakus, Executive Board - Spirit Items

Holley Mata, Executive Board - Concessions

Jeff Spurlock, Executive Board - Team Rep Coordinator

Gary Nunn, Executive Board - Team Rep Coordinator