Bylaws
Of
The Cedar Park High School Celebrities Boosters
(A Non-Profit Organization)

Article 1
Name of Organization and Principal Office

1.01 The name of the organization shall be the Cedar Park High School Celebrities Boosters (Celebrities Boosters).

1.02 The principal office shall be CPHS Dance MPR, 2150 Cypress Creek Road, Cedar Park, TX 78613. All communications shall be directed to the 'Celebrities Boosters'.

Article 2
Purpose

2.01 Celebrities Boosters is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding sections of any future Federal tax code.

2.02 The Celebrities Boosters shall adhere to all policies of the Leander Independent School District (LISD) Booster Club Guidelines.

2.03 The property of Celebrities Boosters is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private person.

2.04 The organization shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the organization nor the names of any members of the Celebrities Boosters shall be used to: endorse or promote commercial concern, in connection with any partisan interest, or for any purpose not appropriately related to the promotion of the Cedar Park High School Celebrities Dance Team (Celebrities) or the Celebrities Boosters.

2.05 Celebrities Boosters shall not enter into membership with other organizations. This organization may cooperate with other organizations, but a representative shall make no commitments that bind the Celebrities Boosters without the approval of the Executive Board.

2.06 The purpose of the Celebrities Boosters shall be to:

- **a.** Support the objectives of the Celebrities as defined by the Director(s) of the Celebrities;
- **b.** Provide financial support for the Celebrities program as deemed necessary by the Director(s); and
- **c.** Promote, provide guidance, and assistance for Celebrities activities as requested by the Director(s).

2.07 The objectives of the Celebrities Boosters shall be to:

- **a.** Provide moral support to the Celebrities and the Director(s);
- **b.** Promote excellence, pride, scholarship, and community involvement through the Celebrities program;
- **c.** Encourage parent and legal guardian involvement; and
- **d.** Strive to ensure that opportunities are available to all students enrolled in the Celebrities program.

DRAFT

2.08 In pursuit of these purposes and objectives, Celebrities Boosters shall not seek: to direct, direct the administrative activities of the Celebrities program, or control the policies of the Celebrities program.

Article 3
Membership and Voting Rights

3.01 Membership of the Celebrities Boosters shall be open to and consist of the parents and/or legal guardians of students actively enrolled in the Celebrities, Rising Star and the Celebrities Director(s). In the event any member of the Celebrities or Rising Stars are represented by more than one household, the parents and/or legal guardians of each household are eligible for membership (Active Member).

3.02 In addition to those members identified in section 3.1, the Celebrities Boosters may admit additional Associate Members. Associate Members may participate in Celebrities Boosters activities as agreed by the Executive Board.

The criteria for Associate Membership shall consist of:

- **a.** Corporate Membership may be granted as determined by the Executive Board and upon receipt of a corporate donation.
- **b.** Alumni Membership shall be granted to former Celebrities and Celebrities Boosters upon receipt of a minimum annual donation as determined by the Executive Board.
- **c.** Honorary Membership shall be granted to those persons or organizations as determined by the Executive Board. Notwithstanding the foregoing, the principal of Cedar Park High School shall be deemed an Honorary Member of the Celebrities Boosters.
- **d.** Limited Membership shall be required of parents and/or legal guardians of students actively enrolled in the Junior Varsity Dance Team (JV Team) in order to process and maintain their financial obligations. There will be a required annual fee. Limited members having more than one student enrolled in the dance team programs shall be required to pay one membership fee per each actively enrolled JV or Celebrities dance team member.

3.03 The term of membership shall coincide with the school calendar determined by Leander Independent School District (LISD).

3.04 Membership fees shall be decided by the Executive Board and approved by the Active Members for the membership term. Membership fees for members entering Celebrities shall be due no later than August 1st of the Celebrities Boosters fiscal year. The Celebrities Director(s) shall not be required to pay membership fees. Active members having more than one student enrolled in the Celebrities program shall be required to pay one membership fee per each actively enrolled Celebrities Member.

3.05 Any member shall have the right to submit a written complaint to the Executive Board. The Executive Board shall make a reasonable effort to address any such complaint with the member in a timely manner. The Executive Board shall subsequently determine whether the complaint has merit and should be pursued or dismissed.

3.06 Voting privileges shall be limited to Active Members who are in good standing and have paid the applicable membership fees. Voting privileges shall be limited to one vote per actively enrolled Celebrities Member. Associate Members shall have no voting rights.

3.07 In the event a student is no longer enrolled in the Celebrities program, the parents and/or legal guardians of the student may continue to participate in Celebrities Boosters activities as Alumni Members at the discretion of the Executive Board.

DRAFT

3.08 There shall be no voting by proxy, written or otherwise.

3.09 All payments made in the months that school is not in session shall be mailed to the Current P.O. Box.

Article 4
Membership Meetings

4.01 General meetings of the Celebrities Boosters shall occur monthly on the first week of each month at the discretion of the director. The time and location of each meeting shall be established by the Executive Board. There will be no meeting in the months of June or July unless a special meeting is called by the President or by a majority of the Executive Board. Members will be notified by email a minimum of three business days prior to meeting with the date, time location, agenda, prior month minutes and current financials. All meetings shall be open to the public.

4.02 Special meetings of the Celebrities Boosters may be called by the President or by a majority of the Executive Board with a minimum of three business days notice, such notice shall include date, time, location and purpose of the meeting via email and other electronic means.

4.03 A quorum of the general membership shall be a majority of the Executive Board and at least three voting members at large.

4.04 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be used as a guide for the Celebrities Boosters in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Article 5
Officers and Officer Elections

5.01 The elected officers of the Celebrities Boosters shall be President, Vice President, Treasurer, and Secretary. The appointed members of the Board shall be Fundraising Coordinator, Hospitality Coordinator, Sponsorship Coordinator, Accounts Coordinator, Community Relations Coordinator, and Volunteer Coordinator. In the event any board position is not held by an Active Member having a sophomore student in the Celebrities program, the membership may opt to elect a Sophomore Liaison to serve as an officer. These positions shall be held by only Active Members, in good standing having paid all applicable membership fees. In the event a nominee for President or Vice President does not have the previous year experience required, it is at the discretion of the current Executive Board to accept the nomination.

5.02 The President will be elected for a term of one year. A member seeking the role of President shall have served as an Officer, Coordinator, or Committee Chair in the previous year.

5.03 The Vice President will be elected for a term of one year. A member seeking the role of Vice President shall have served as a Committee Chair, Coordinator or a committee member in the previous year.

5.04 The Secretary will be elected for a term of one year. A member seeking the role of Secretary shall have served as a Committee Chair, Coordinator or a committee member in a previous year.

5.05 The elected officers shall appoint coordinators and chair persons for a term of one year.

5.06 The Treasurer can be elected for a term of two years. They will serve as Treasurer Pro Tem for the months March through May and transition to Treasurer on June 1st.

DRAFT

5.07 Officer elections shall be held at the general meeting in March. To be elected, a candidate must receive a simple majority of votes. Voting shall be conducted by the Nominating Committee Chairperson and be held by a written ballot.

5.08 The newly elected officers shall attend the Executive Board meeting held in April and May in order to prepare for a transition of roles prior to assuming their duties June 1st. New officers shall be installed by the outgoing President at the general meeting held in May. Each officer must read the LISD Booster Club Guidelines and return a signed acceptance form to the campus principal before the first meeting of the school year.

5.09 The terms of office for all officers shall begin on June 1 and end on May 31 with the exception of Treasurer Pro Tem. Should a vacancy occur during the elected office term, the Active Members shall elect an officer to fill the vacancy for the unexpired portion of the term; however, in the event the office of President is vacated, the Vice President shall succeed to President.

5.10 A Nominating Committee consisting of three Active Members shall be appointed by the Vice President at the Membership Meeting held in January. The Nominating Committee shall include the Celebrities Director(s). Current officers may not serve as members of the Nominating Committee.

5.11 The Nominating Committee shall solicit the Active Members for nominations. Nominations will be presented at the general meeting held in February; nominations from the floor will be accepted at such meeting.

5.12 Active Members residing in the same household shall be considered as one nominee for purposes of holding office.

5.13 Any officer wishing not to complete his/her term of office shall submit a letter of resignation to the Executive Board.

5.14 An officer may be asked to resign due to dereliction of duty. Appointment of a replacement shall be the responsibility of the President with majority consent of the Executive Board. Dereliction of duty shall be determined by the Executive Board based on concerns expressed by members of the Celebrities Boosters.

5.15 Employees of LISD are not allowed to hold any LISD school PTA/PTO/Booster club officer position that has a financial capacity. "Financial capacity" shall include President, Vice President, Treasurer, Fundraising Coordinator and any other Booster member that serves in a Financial Review Committee, acts as a check signer for the club, or any other function that involve the receipt and distribution of money. (A LISD employee is anyone who receives a paycheck from the district including substitutes, crossing guards, bus drives, etc.)

Article 6
Executive Board

6.01 The executive board shall consist of the elected officers, the Celebrities Director(s), , Volunteer Coordinator, Fundraising Coordinator, Hospitality Coordinator, Sponsorship Coordinator, Accounts Coordinator, Community Relations Coordinator, and the Sophomore Liaison, if any.

6.02 A majority of the Executive Board shall constitute a quorum for the purpose of board meetings. The President or Vice President must be one of the elected officers present.

DRAFT

6.03 The Executive Board shall act for the organization as necessary between general meetings, set meeting times and places and make recommendations to the membership. No actions taken shall conflict with actions taken by the membership in general or special meetings.

6.04 Executive Board meeting of the Celebrities Boosters shall occur monthly on the first week of each month. The time of each meeting shall be established by the President and Vice President to accommodate a quorum. There will be no meetings in June or July unless a special meeting is call by the President or by a majority of the Executive Board.

Article 7
Officer Duties

7.01 The officers of the Executive Board shall provide supervision, control, and direction of the Celebrities Boosters pursuant to these Articles of Organization and Bylaws. The Executive Board shall keep the membership informed of actions, programs, activities, and functions of the organization, and shall be authorized to conduct business on behalf of the organization. The Executive Board may authorize any officer of the Celebrities Boosters to enter into a contract or execute any instrument in the name of and on behalf of the organization.

7.02 The President shall:

- **a.** set the agenda and preside at all the Celebrities Boosters meetings and Executive Board meetings,
- **b.** oversee all aspects of the Celebrities Boosters program including:
  - development of annual budget that reflects anticipated revenues and expenditures,
  - calling meetings of the membership and Executive Board,
  - serving as ex-officio member of all committees except the Nominating Committee,
  - appoint members to the Financial Audit Committee to be approved by the executive board (Section 8.7e)
- **c.** responsible for filing Leander Independent School District (LISD) Booster Club Membership Information Sheet,
- **d.** communicate the minutes to all members via email in order to inform Active Members of business conducted,
- **e.** serve as the second check signer on all accounts, and
- **f.** perform other duties as requested by the Executive Board.

7.03 The Vice President shall:

- **a.** assume the duties of the President in the absence of the President,
- **b.** assist the President as requested,
- **c.** identify members for the Nominating Committee (Section 5.8),
- **d.** serve as chairperson of the Scholarship Committee (Section 8.7), in the case that the Vice President is a parent of a graduating senior, the Executive Board will appoint another chairperson for the Scholarship Committee, and
- **e.** perform other duties as requested by the Executive Board.

7.04 The Treasurer shall:

- **a.** record all financial matters of the Celebrities Boosters,
- **b.** serve as first signature on Celebrities Boosters funds,
- **c.** receive and deposit all funds collected,
- **d.** collect receipts and/or bills for all disbursements,
- **e.** complete the filing of the annual tax returns with the IRS, (See Article 9.3)
- **f.** report on financial matters to the Executive Board and general membership, this should include a financial report of all monies received as well as all disbursements and the progress for the annual budget, this report shall be provided to the membership at least 3 business days prior to the general booster meeting.

DRAFT

g. submit annual financial documents to the Executive Board and the Financial Audit Committee, (see article 9.2)
h. receive all legal documents via the US Mail or other delivery methods,
i. provide yearly financial report and budget to the Executive Director of Finance for LISD by September 1,
j. Maintain a post office box renewable June of each year,
k. be the end receiver and maintainer of all financial records to be stored at the principal office, and
l. perform other duties as requested by the Executive Board.

7.05 The Treasurer Pro Tem shall:
a. be responsible for assisting the Treasurer in the performance of his/her duties as a prerequisite transition to becoming Treasurer on June 1 of the election year.

7.06 The Secretary shall:
a. record minutes of all Executive Board and General Membership meetings and submit minutes in electronic format to the President for review prior to approval at successive meetings, minutes should be taken at each meeting and kept on file at the principal office, and
b. perform other duties as requested by the Executive Board.

7.07 The Fundraising Coordinator shall:
a. oversee all fundraising events, chairpersons, and committees
b. file fundraising permission forms with LISD for approval,
c. report status of fundraising activities at booster and Executive Board meetings, and
d. perform other duties as requested by the Executive Board.

7.08 The Volunteer Coordinator shall:
a. be responsible for recruiting all volunteers requested by the Executive Board or Committee Chairpersons,
b. maintain LISD approved volunteer status list,
c. perform other duties as requested by the Executive Board.

7.09 The Hospitality Coordinator shall:
a. be responsible for arranging pick up and distribution of drinks/food for Celebrities at performances, parties, and other activities as requested by the Celebrities Director(s),
b. maintaining an accurate accounting of dietary restrictions or dietary allergies,
c. arrange for snack bags for football games and other events as requested by the Celebrities Director(s),
d. support activities as needed for member Try-Outs, Judges Meals, and
e. perform other duties as requested by the Executive Board.

7.10 The Sponsorship Coordinator shall:
a. be responsible for solicitation of corporate and individual sponsors on an ongoing basis operating within the rules set forth by LISD in the LISD Booster Club Handbook, and
b. perform other duties as requested by the Executive Board.

7.11 The Accounts Coordinator shall:
a. be responsible for maintaining an account balance sheet for all Active Members keeping all information confidential,
b. email each member their individual account balance by the last week of each month for a payment due the first Tuesday of each month,
c. maintain a roster of Active Members in good standing having paid all applicable fees, and
d. perform other duties as requested by the Executive Board.

DRAFT

7.12 The Community Relations Coordinator shall:

- **a.** assist with publicity for all events held by Celebrities booster club with deadlines for submission of information regarding events established by coordinator in consideration of outside publicity deadlines.
- **b.** submit articles and/or pictures as deemed appropriate regarding activities the celebrities are involved in throughout the year.
- **c.** seek opportunities for the Celebrities to participate in within the community, including elementary and middle schools that feed into CPHS and present these opportunities to director for approval.
- **d.** extend invitations to local community persons and local school personnel as appropriate to Celebrities events throughout the year.
- **e.** perform other duties as requested by the Executive Board.

7.13 The Sophomore Liaison, if any, shall:

- **a.** attend and participate in Executive Board meetings,
- **b.** assist in identifying any items that may need to be addressed for new members, and
- **c.** perform other duties as requested by the Executive Board.

Article 8
Committees and Chairpersons

8.01 The Executive Board shall appoint committees and Chairpersons. The Executive Board shall establish such committees and chairpersons as necessary to further the goals of the Celebrities Boosters. The Executive Board shall determine the purpose, scope, and responsibilities of each committee or chairperson.

8.02 Each committee shall be comprised of a chairperson (Committee Chairperson) and a reasonable number of Active Members as deemed necessary to support the Committee Chairperson. Any Active Member in good standing shall be eligible for the position of Committee Chairperson or committee membership.

8.03 Active Members shall be encouraged to volunteer for committees. In the absence of a sufficient number of volunteers for any committee, the Executive Board shall have the right to appoint Active Members to committees.

8.04 A Committee Chairperson may be asked to resign due to dereliction of duty. Removal of any Committee Chairperson and appointment of a replacement shall be the responsibility of the President with majority consent of the Executive Board. Dereliction of duty shall be determined by the Executive Board based on concerns expressed by Active Members.

8.05 The Committee Chairperson shall be responsible for maintaining a list of its committee members and conducting it meetings, and shall periodically report to the Executive Board on its activities. The term of each Committee Chairperson shall be for the then-current Membership Term as defined in section 3.3.

8.06 Each committee shall be bound by these Bylaws. No committee may expend or commit to expend monies of the Celebrities Boosters without the approval of the Executive Board.

8.07 Committees or Chairpersons shall be identified by the Executive Board. Such committees and/or Chairpersons may include, but are not be limited to:

- **a.** The Fundraising Committee –Chaired by the Fundraising Coordinator shall coordinate all Celebrities fundraising projects. These committees will support activities as needed for:
    - Concessions Chairperson shall be responsible for staffing and providing products for sales.

DRAFT

- Flowers Chairperson shall be responsible for staffing and providing products for sales at Spring Show, Fall Showcase, and any other event.
- Pet Clinic Chairperson shall be responsible for staffing collections of funds, and advertisement for all Pet Clinics.

b. The Hospitality Committee – Chaired by the Hospitality Coordinator, shall be responsible for arranging pick up and distribution of drinks/food for Celebrities at performances, parties and other activities as requested by the Celebrities Director(s). This committee will support activities as needed for Member Try-outs, Judges Meals, and Teacher Back to School Breakfast.

c. The Communications Coordinator – Shall be responsible for submitting photos and articles to local newspapers regarding Celebrities activities and maintaining the Celebrities website.

- Responsible for renewal of the website (www.cphscelebrities.org) in May of each year,
- Responsible for renewal of the domain name (cphscelebrities.org) in May of each year.

d. The Scholarship Committee – Chaired by the Vice President, shall be responsible for administering the scholarship program, including the review of scholarship applications during the selection process.

e. The Financial Audit Committee shall be appointed by the President and may not include any person or persons with access to the Celebrities Boosters Financial Accounts. The Financial Audit Committee shall be made up of three Active Members in good standing to perform an audit of the Celebrities Boosters financial records. (See Article 9.2)

8.08 Special committees may be established for Costumes, Construction, Major Trip Activities, Alumni Liaison, Community Outreach, and others as deemed necessary from time to time by the Executive Board. The committee is automatically dissolved as soon as that purpose is accomplished and the committee report is made. Special committees should complete their assignments within the current school year. If the objectives are not met at the end of the school year, officers will be required to reappoint members of the committee for the following year until the purpose of the committee has been achieved.

Article 9
Fiscal and Financial Activities

9.01 The fiscal year of the organization shall begin June 1 and end May 31.

9.02 A Financial Audit Committee shall be established to perform audits bi-annually December 5th through December 12th and June 5th through June 12th. At the completion of the June audit, the books will be transferred to the newly elected treasurer.

9.03 State and Federal tax returns must be filed by the current treasurer no later than June 15th. It is the responsibility of the current Treasurer to file documents with the IRS. Copies of the tax return shall be held at the principal office. The file shall be signed off by the Treasurer, President, and Director claiming the completion of the filing status.

9.04 The President and Treasurer, will work with the Celebrities Director(s) to create a budget to be presented to the Executive Board. Upon approval by the Executive Board, the budget will be presented to the membership for approval no later than the general meeting held in August. All disbursements or obligations must be within the limits and approved spending set by the annual budget. All disbursements, over $250, not included in the annual budget must be approved by the Executive Board

DRAFT

9.05 At the discretion of the Active Members, through a majority vote of those present at any scheduled meeting of the organization, an independent auditor shall be retained to perform a limited review or audit of the financial records of the organization.

9.06 All persons authorized to handle funds must be covered by a fidelity bond in an amount based on the Celebrities Booster's annual income and determined by the Executive Board.

9.07 The Celebrities Boosters shall insure its operations, property and cash handling. Executive board members should have personal liability insurance for board actions or omissions to protect the Executive board members from any litigation that might result from perceived poor decisions by the membership.

Article 10
Dissolution

10.01 A resolution to dissolve the Celebrities Boosters, as passed by a majority vote of the Executive Board, may ,be presented by the Celebrities Director(s) at a meeting of the membership, provided, however, that written notice is sent to each member at least 30 days prior to such meeting. A majority vote of eligible voting members in attendance at such meeting shall be required to approve the resolution.

10.02 Upon dissolution of the Celebrities Boosters, the Executive Board shall, after paying or providing for the repayment of all liabilities of the organization, dispose of all noncash assets and transfer the net cash assets to the Cedar Park High School Celebrities Activities Fund. However, if the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then, as determined by the Executive Board, the assets of the Celebrities Boosters shall be distributed to any fund, foundation or organization (a) which is organized and operated exclusively for the charitable and educational purposes specified in section 501 (c)(3) of the Internal Revenue Code, and (b) whose purpose is to serve students of the Leander Independent School District.

Article 11
Amendments

11.01 These Bylaws may be amended by the Executive Board at any time, and presented at any regular Celebrities Boosters meeting for the purpose of approval. Any amendment(s) shall be (a) made available to the members at least one week prior to such meeting in electronic format by way of email and posting on www.cphscelebrities.org and (b) subject to approval by a two-thirds vote of the members at a meeting where a quorum is present.

I certify that I am the duly elected and acting secretary of the Celebrities Boosters and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted by a two-thirds vote at a general meeting of the Celebrities Boosters held on October 4th, 2016.

Dated: _____/_____/_____

_____

Secretary of the Celebrities Booster Club

DRAFT