

Bylaws of the Creekwood Athletic Booster Club

ARTICLE I

NAME

The name of this organization shall be the Creekwood Athletic Booster Club (the "CABC").

ARTICLE II

PURPOSE

Section 1. The purpose of this club is to support the boys' and girls' athletic programs at Creekwood Middle School. In all matters in support of this purpose, this club shall adhere to the Texas University Interscholastic League (UIL) Guidelines.

Section 2. These bylaws shall govern the activities of the Creekwood Athletic Booster Club and shall be reviewed annually by the Board of Directors.

ARTICLE III

MEMBERSHIP AND DUES

Section 1. All parents or guardians of CMS athletic students must register to become a Creekwood Athletic Booster Club member.

Section 2. Creekwood Athletic Booster Club membership is free. No annual dues are required. All memberships shall expire on June 15 of each year.

Section 3. Any member of the Creekwood Athletic Booster Club in good standing shall be eligible to participate in the business meetings or to serve on any of the elective or appointive positions. The CMS Principal and Athletic Directors have approval authority over the Creekwood Athletic Booster Club and should be invited to all meetings.

Section 4. Regular meetings of the membership shall be held at the discretion of the Board of Directors. Special meetings may be called at the request of the President.

ARTICLE IV

ORGANIZATION

Section 1. General. The CABC is comprised of a Board of Directors, Executive Board, Committees and General Membership.

Section 2. Board of Directors. The Board of Directors of the CABC consists of the President, Vice-President, Secretary/Parliamentarian and Treasurer.

Section 3. Executive Board. The Executive Board consists of the Board of Directors and standing committee chairpersons. The Athletic Directors of Creekwood Middle School will be ex-officio members of the executive board.

Section 4. Committees. Committees include, but are not limited to Boys and Girls 7th and 8th Grade Managers, Game Meal Coordinator/Tournament Hospitality, Merchandise, Sponsorship, and Boys and Girls Athletic Banquets.

ARTICLE V

MEETINGS

Section 1. Executive Board Meetings. The Executive Board will be meet once per month from August to May as scheduled by the President. Executive Board meetings are open to the general membership and the date, time and location of such meetings shall be published on the CABC website.

Section 2. Committee Meetings. Committee meetings may be held as determined by the Committee Chairperson.

Section 3. Special Meetings. Special meetings of the Executive Board may be called by the President as needed. Members shall be given three days written notice of the date, time, place and purpose of the meeting. No other business than that specified shall be considered at this special meeting.

Section 4. Order of Business. Order of all business meeting shall be substantially as follows:

- A. Call to Order
- B. Secretary's Report
- C. Treasurer's Report
- D. Membership Report
- E. Team Representatives Reports
- F. Athletic Department Report.
- G. Allocation Requests
- H. Projects
- I. New Business
- J. Adjournment

Section 5. Voting. All Executive Board members and Committee Chairpersons are granted the immediate right to vote upon being elected and/or being appointed.

Section 6. Robert's Rules of Order. Robert's Rule of Order, the latest edition, shall be recognized as the authority governing the meeting of the CABC, its Executive Board and its committees.

ARTICLE VI

QUORUMS

At Executive Board meetings, a quorum consists of fifty percent (50%) of the Board members. With the exception of changing the bylaws, as described in Article XII, a simple majority of those present is required for approval of all actions requiring a vote.

ARTICLE VII

DUTIES OF OFFICERS

Section 1. President. The President's duties are as follows:

- A. Preside at meetings of the Executive Board.
- B. Be an ex-officio member of all committees.
- C. Provide general supervision, direction and control of the business of the CABC.
- D. Coordinate the work of the officers and committees.
- E. Represent, or appoint a representative for the CABC in meetings and discussions with school officials as necessary.
- F. Pay expenditures approved by the executive Board, in the absence of the Treasurer.
- G. Prepare an agenda for each meeting.
- H. The President shall have the final vote only in case of a tie.
- I. Subject to approval of the Executive Board, the President can establish, at his/her discretion any Committee that he/she deems necessary to conduct business for the CABC.
- J. The President shall have the sole authority to sign any and all contracts on behalf of the CABC.
- K. The President shall fill by appointment, subject to approval by the Executive Board, any vacancies that occur during his/her tenure in office.
- L. The President helps to ensure that the CABC is in compliance with rules and regulations regarding UIL, 501(c)(3), HISD, State Comptrollers and the IRS.

- M. Coordinates all aspects of Purchase Requests.
- N. Main contact with coaches regarding their prioritized wish list, researches products/services that coaches request, writes Purchase Request proposals for CABC Board to vote on and makes and delivers the purchases.
- O. Coordinates CABC Colt-Round-Up

Section 2. Vice-President. The Vice-President's Duties are as follows:

- A. Perform the duties of the President in his/her absence.
- B. Assist the President in his/her duties.
- C. Oversees the activities of the Nominating Committee, as decided in Article X, Section 1.
- D. Maintains the Creekwood Athletics website and works with President, Coaches and Committee Members on organizing and updating the website as needed.

Section 3. Secretary/Parliamentarian. The Secretary/Parliamentarian's duties are as follows:

- A. Keeps an accurate record of the proceedings of all meetings of the Executive Board.
- B. Prepare and emails preliminary copies of meeting minutes to the President and to other officers, committee chairpersons and individuals, as appropriate.
- C. Present the minutes of the previous meeting at the current meeting for approval.
- D. Acts as custodian of records of the CABC, including minutes of previous meetings and ensures that a hard copy of minutes is placed in the CABC notebook in the CMS front office, thus accessible to all CMS Athletic parents.
- E. Performs other administrative actions, as assigned by the President.
- F. Ensures that the bylaws are followed.
- G. Recommends changes to the bylaws, if necessary.
- H. Keeps history of all club functions.

- I. Ensures the CABC meetings run efficiently, effectively and in accordance with Robert's Rules of Order.

Section 4. Treasurer. The Treasurer's duties are as follows:

- A. Keeps accurate records of all income and expenditures to and from the General Fund and any Special Funds.
- B. Collects all CABC income and deposits it in the appropriate account(s).
- C. Pays all expenditures approved by the Executive Board.
- D. Prepares and presents a current financial report of the CABC at each regular business meeting.
- E. Prepares an annual financial report after the year end, including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the Board of Directors immediately and presented at the following September business meeting.
- F. Files forms with organizations of the federal, state and local governments, as required by law, including the yearly tax return and any internal HISD audit reports required.
- G. Performs other finance-related actions, as assigned by the President.
- H. Takes the necessary steps to maintain the CABC 501(c)(3) status.
- I. Maintains banking relationships and account(s) in good status.
- J. Prepares a proposed budget for the upcoming school year. (This is usually done by the Treasurer, President and Athletic Directors).

ARTICLE VIII

EXECUTIVE BOARD

Section 1. Executive Board. The Executive Board will consist of the President, Vice-President, Secretary/Parliamentarian, Treasurer, Boys and Girls 7th and 8th Grade Team Managers, Game Meal Coordinator/Tournament Hospitality, Merchandise, Sponsorship, Boys and Girls Athletic Banquet Chairpersons.

Section 2. Executive Board Duties. The duties of the Executive Board are as follows:

- A. Transact any required business of the CABC that may arise.
- B. Establish/Dissolve committees as required.
- C. Establish an audit/financial committee that will review the financial records on an annual basis.

ARTICLE IX

DUTIES OF THE COMMITTEES

- A. Team Managers. Acts as liaison between coaches and parent. Communicates with parents and athletes regarding athletic news through email and text. Works with Vice President to coordinate website information. Arranges for someone to take photos for each sport. Turns in photos to CMS yearbook staff. Works with coaches to organize 8th grade presentation. Works with coaches to coordinate the athletic packets that go out in the spring.
- B. Game Meals & Hospitality. Works with a local vendor to provide food and drinks to athletes and ensure that each game is covered for setup, sales, and cleanup. Coordinates hospitality food and drinks for CMS tournaments and CMS-hosted track meets.
- C. Athletic Banquet. Works with coaches to organize and plan the athletic banquets, including the decide date, time, place and menu. Calls volunteers to help. Responsible for contacting caterers, ordering tables and chairs (through HISD). Mails out invitations. Setup and cleanup.
- D. Merchandise. Coordinates ordering and distribution of all athletic merchandise. Works with coaches on t-shirt schedule, design, ordering, fee collection, and distribution.
- E. Sponsorship. Coordinates all aspects of CABC Sponsorship Plan; help define "Levels of Giving"; ensure sponsors receive their incentive rewards; work with Website to highlight sponsors.
- F. Nominating Committee. Prepares a slate of nominees for the following year's Board of Directors and presents at the April meeting.

ARTICLE X

ELECTION OF BOARD OF DIRECTORS

Section 1. Nominating Committee. In March, a Nominating Committee will be established consisting of at least three members, with at least one member being a non-officer. This committee will prepare a slate of nominees for the following year's Executive Board and present it at the April business meeting of the Executive Board. Nominations

from the floor will also be accepted at the April meeting provided they receive a second. No person will be nominated without first agreeing to serve if elected.

Section 2. Election Meeting. The election of the Executive Board for the following year will take place at the May business meeting of the Executive Board.

Section 3. Terms of Office. Executive Board members will serve a one-year term, starting June 1, and may succeed themselves. No person may hold more than one office on the Board of Directors at the same time.

Section 4. Removal and Replacement. The President has the discretion to replace an officer or committee chairperson who has resigned from the Executive Board midterm.

ARTICLE XI

FINANCES

Section 1. Fiscal Year. The fiscal year of the CABC is from August 1 to July 31 of the following calendar year.

Section 2. General Fund. All money belonging to this organization shall be deposited in a local bank under the name of the club. These funds may be used to support any activity of the CMS Athletic Department and for general expenses of the CABC as authorized following the procedures of Article XI, Section 5.

Section 3. Signatory Authority. Two signatures are required on all checks written on the club's account. Positions authorized to sign club checks include: Treasurer, President and one of the following positions which is to be determined the beginning of each year by the President: (1st Vice President, 2nd Vice President, or Secretary). The Parliamentarian is not authorized to sign checks and is responsible for reviewing and initialing monthly bank statements.

Section 4. Expenditures.

- A. All money shall be spent in a way that is consistent with the purpose of this organization and the rules and regulations of the Texas UIL.
- B. All requests for funds should be presented to the Athletic Directors who shall in turn direct these requests to the Board. Coaches' wish lists should receive prior approval from the school administration before submission to the booster club. The Board will then decide if the request is within UIL rules and if it is feasible to make such expenditures.

- C. A debit card for the CABC shall be made available for purchases when applicable. Amounts under \$1,000.00 must be approved by the President and Treasurer before it can be processed. Amounts over \$1,000.00 must be approved by the President, Treasurer and another Executive Officer before it can be processed.

Section 5. Approvals. All allocation requests must be authorized by a majority vote of the Executive Board at a regular monthly business meeting provided that the request and discussion of such disbursement(s) were held at a prior general or special meeting. The head coach should be present when any allocation request is being made for the benefit of their team. Disbursements made by the Executive Board must be reported at the following business meeting.

Section 6. Audits. An Audit Committee shall be formed no later than May 1st and shall be appointed by the President, upon approval of the Executive Committee. There shall be three (3) people on the Audit Committee with two (2) alternates.

Section 7. Dissolution of the Organization. In the event that the Creekwood Athletic Booster Club is dissolved, upon the paying of its debts, its assets shall be transferred to the Creekwood Middle School Athletic Fund. No assets, monetary or otherwise, shall pass directly to any other organization or individual.

Section 8. Non-Profit Status. The CABC is a non-profit organization as defined by Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XII

CHANGING THE BYLAWS

These bylaws may be amended, repealed and/or replaced with new bylaws, by a two-thirds (2/3) majority vote at any Executive Board meeting. The amended or new bylaws must be made available for review by all members at least one month prior to the vote.

Revised: August 2015