

**ByLaws of the  
CAVALIER BOYS SOCCER BOOSTER CLUB**

**ARTICLE I – NAME AND LOCATION**

Section 1. Name. The name of this organization shall be the Cavalier Boys Soccer Booster Club

Section 2. Location. All meetings of the Directors may be held at such places within the Conroe Independent School District as the Directors may designate.

**ARTICLE II – PURPOSE**

Section 1. Purposes. The Corporation is organized exclusively for charitable, literary, and educational purposes as defined in Section 501( c)(3) of the Internal Revenue Code. The purposes of the Corporation include:

1. Promoting and supporting The Woodlands College Park High School boys soccer program.
2. Assisting, as needed, in any The Woodlands College Park High School boys' soccer function.
3. Developing and promoting good fellowship, encouraging sportsmanship and supporting activities and programs for the benefit of the boys' soccer players of The Woodlands College Park High School.
4. Raising funds and purchasing personal property and services to be used for the benefit of the boys soccer teams at The Woodlands College Park High School.
5. Engaging in other charitable, civic, or educational activities that will contribute to the public education of the community;
6. Exercising other powers conferred by the laws of Texas on nonprofit corporations.

This Corporation shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Conroe Independent School District nor to control its policies.

No part of the net earnings of the Corporation shall inure to the benefit of any Director of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes); and no Director or any private individual shall be entitled to share in the distribution of any of the Corporation assets on the dissolution of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements) and political campaign on behalf of any candidate for public office.

The Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501( c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under 170( c)(2) of the Internal Revenue Code and Regulations as they now exist or as they may hereafter be amended.

The Corporation shall observe the following regulations: University Interscholastic League (UIL) Booster Club Guidelines, and all local, state and federal laws which apply to nonprofit organizations.

Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to charitable organizations which would then qualify under the provisions of Section 501 ( c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

The Corporation is organized pursuant to the Texas Nonprofit Corporation Act and does not contemplate pecuniary gain or profit and is organized for nonprofit purposes which are consistent with the provisions of Section 501 (c)(3) of the Internal Revenue Code and its Regulations as they new exist or as they may be hereafter amended.

### **ARTICLE III – MEMBERSHIP**

Section 1. Membership. Membership in this Corporation is open to any person who is a parent, guardian, or adult relative of a child or children who participate in the boys soccer program at The Woodlands College Park High School, and who will uphold the policies of this Corporation and agree to it's Bylaws. A maximum of one membership shall be granted to each family unit.

Section 2. Qualification. Eligible persons shall become members by paying the prescribed membership dues per family per school year. Upon payment of such dues and satisfaction of other financial and support obligations as set out in the annual Parent Handbook, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership. The Treasurer and Chairpersons of Committees requiring member participation shall keep an accurate record of all members' payments and participation and shall file a report of any amounts owed to the Executive Board on April 15 of each year.

Section 3. Membership Drive. An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time.

Section 4. Dues. Membership dues shall be payable at the beginning of each fiscal year. The amount of dues and the contemplated use of the dues are set forth annually in the Parent Handbook. Changes or revisions to dues must be presented to the membership at a meeting of the directors, with a vote taken at the next meeting of the directors.

Section 5. Fundraisers. The Board of Directors may designate other fundraising programs to cover field/equipment requirements that the school does not provide, or any other needs of the booster club.

### **ARTICLE IV – DIRECTORS**

Section 1. Qualification. Any member in good standing is eligible to serve on the Board of Directors.

Section 2. Powers. The Board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

Section 3. Compensation. No Director shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4. Officers. Officers shall be elected at the April general business meeting and will take office immediately. The Board of Directors shall approve the annually published Parent Handbook, which outlines the operating requirements of the Corporation. Vacancies of offices

of unexpired terms shall be filled by appointment by a majority of the remaining Officers. The Officers and their respective duties are as follows:

The President shall:

1. Preside over all meetings of the Directors;
2. Establish a meeting agenda;
3. Be responsible for communication between the Corporation and the school district;
4. Appoint committee chairpersons;
5. Have no vote at meetings, except in the case of a tie;
6. Oversees administration of the Parent Handbook as set forth by the Executive Board.
7. Perform such other duties as deemed necessary by the Directors.
8. Co-sign checks along with Treasurer.
9. Arrange for the performance of an annual audit of Corporation financial records conducted by no fewer than three members of the Corporation.
10. Coordinate the work of the Directors and/or committees in order that the objectives may be promoted;
11. Coordinate the work so that the necessary reports are timely made to the appropriate State and Federal agencies;

The Vice-President/President Elect shall:

1. Act as an aid to the President.
2. Perform the duties of the President in the event of the President's inability to serve or resignation.
3. Oversee the general activities of the various permanent committees and record keeping thereof.
4. Assume the office of President the next year if in a position to do so.
5. Perform such other duties as deemed necessary by the Directors.

The Treasurer shall:

1. Be the financial officer of the Corporation.
2. Keep accurate record of receipts and expenditures.
3. Receive all monies of the Corporation and deposit said monies in a bank designated by the Directors of the Corporation.
4. Prepare the budget and provide financial reports as requested;
5. Pay out funds with proper vouchers in accordance with the approved budget and co-sign checks with President.
6. Perform such other duties as deemed necessary by the Officers.

The Secretary shall:

1. Record the minutes of all meetings of the Directors, and furnish a copy of such minutes to the President within one (1) week following the meeting;
2. Maintain current list of members of the organization;
3. Retain copies of officer and committee reports;
4. Conduct all correspondence relating to the Corporation;
5. Publish all notices of meetings or other matters, as required by the provisions in these Bylaws;
6. Perform such other duties as deemed necessary by the Directors.

Coach of the Varsity shall:

1. Give advice to the Board of Directors on activities and needs of the CPHS boys' soccer program.
2. Is an ex-officio (non-voting) member of the Board of Directors.

Section 5. Term. Each elected officer shall serve a term of one (1) year or until a successor has been duly elected or appointed. No person(s) shall serve more than two consecutive terms in the same office.

Section 6. Co-Officers. Board positions may be held by individuals or married couples, so long as the individual or married couple is eligible and properly elected for that position. Nominations and elections shall explicitly indicate whether the position under consideration will be filled by an individual or couple. Married couples may not hold more than one Board position simultaneously. Board positions held by a married couple are entitled to only one vote (i.e., two individuals = one vote) and if these two individuals cannot agree on their vote, they shall not be entitled to vote in that decision.

Section 7. Meetings. The Board of Directors shall provide for by resolution the time and place for the holding of at least one annual meeting of the Board, and of the additional regular meetings of the Board, without other notice than such resolution.

Section 8. Notice. Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by oral or written notice delivered personally or sent by mail or email or facsimile to each Director at his or her preferred address. Any Director may waive notice of any meeting, and the attendance of a Director at any meeting shall constitute a waiver or notice of such meeting.

Section 9. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 10. Voting. Each qualified family unit, as described in Article Three, Section 2 of these Bylaws, shall have the right to cast one vote in any matter at that particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require greater vote.

Section 11. Proxy. No voting by proxy will be allowed.

## **ARTICLE V – GENERAL PROVISIONS**

Section 1. Fiscal Year. The fiscal year of this organization shall be June 1 through May 31 of the following calendar year.

Section 2. Operating Funds. Operating funds shall be maintained in a general fund, and an accounting of such funds shall be presented at all meetings of the Board of Directors.

Section 3. Fiscal Responsibility. All directors having fiscal responsibility shall be bonded.

Section 4. Annual Statement. The directors shall present at each annual meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization.

Section 5. Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended by becoming a subordinate under the IRS group exemption of CISD Educational Support Groups, Inc.

## **ARTICLE VI – ELECTION OF BOARD OF DIRECTORS**

Section 1. Nominating Committee. At the February meeting of the board, a nominating committee consisting of three (3) members of the Club shall be appointed by the President to nominate new officers for the coming year.

Section 2. Nominations. The nominating committee will present a slate of Officers at the March meeting of the board. Nominations from the floor from Club members are permitted if the Nominee’s permission and willingness to serve has been obtained before the vote.

Section 3. Election. If there is only one nominee for an office, election by acclamation shall be permitted; written ballots will be the method of voting for offices with more than one nomination. Officers will be elected by simple majority of the membership present.

## **ARTICLE VII – COMMITTEES**

Section 1. Committees. The Board of Directors shall annually establish such committees as it deems necessary to administer the affairs of the Corporation as set forth in the Parent Handbook.

## **ARTICLE VIII – ADMENDMENTS**

Section 1. Amendments to Bylaws. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a two-thirds (2/3) vote of the members present at a meeting of the board of Directors, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all members present at the previous regular meeting or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

Section 2. Amendments to the Articles of Incorporation. The Directors shall adopt a resolution setting forth any proposed amendment to the Articles of Incorporation, which, if approved by a majority of the Directors, shall be again submitted for a vote at the next regular meeting of the Directors.

### **CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting secretary of the Cavalier Boys Soccer Booster Club and that these Bylaws constitute the corporation’s Bylaws. The Bylaws were duly adopted at a meeting of the board of directors on \_\_\_\_\_, 20\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Corporation