

**Bylaws
of
The Cedar Park High School Dance Boosters
(A Non-Profit Organization)**

Article I. Name of Organization and Principal Office

Section 1.01 The name of the organization shall be the Cedar Park High School Dance Boosters (hereinafter called "Dance Boosters").

Section 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 CPHS Dance Boosters.

Article II. Definitions

Section 2.01 The following definitions shall apply to the rest of this document.

- (a) Dance Boosters – synonymous with Cedar Park High School Dance Boosters.
- (b) Dance Program – all dance groups at Cedar Park High School including elective dance classes, Luminaries Dance Team, and Celebrities Dance Team.
- (c) Dance Director(s) – LISD employee(s) charged with dance program coordination and instruction at Cedar Park High School.
- (d) Board – a subset of the Dance Booster membership comprised of elected positions (President, Vice President(s), Secretary, and Treasurer), Coordinator (volunteer) positions, and the Dance Director(s).
- (e) Member – any parent or legal guardian of a student currently participating in the Dance Program.
- (f) Associate Member – a non-voting member of the Dance Boosters who may participate in Dance Boosters activities as agreed upon by the Board. The criteria for Associate Membership shall consist of:
 - (i) *Corporate Membership may be granted as determined by the Board and upon receipt of a corporate donation.*
 - (ii) *Alumni Membership shall be granted to former dance program members and parents of former dance program members upon receipt of a minimum annual donation as determined by the Board.*
 - (iii) *Honorary Membership shall be granted to those persons or organizations as determined by the Board. Notwithstanding the foregoing, the principal of Cedar Park High School shall be deemed an Honorary Member of the Dance Boosters.*
- (g) Majority Vote – a simple majority of members present at a scheduled meeting where a quorum is present.
- (h) Quorum – a quorum of the general membership shall be a majority of the Board and at least three voting members at large.

Article III. Purpose

Section 3.01 The Dance 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.

Section 3.02 The Dance Boosters shall adhere to all policies of the Leander Independent School District (LISD) Booster Club Guidelines.

Section 3.03 The property of Dance 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(s), officer(s), or member(s) thereof, or to the benefit of any private person.

Section 3.04 The organization shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the organization nor the names of any members of the Dance Boosters shall be used to: endorse or promote commercial concerns, in connection with any partisan interest, or for any purpose not appropriately related to the promotion of the Dance Program or the Dance Boosters.

Section 3.05 Dance 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 Dance Boosters without the approval of the Board.

Section 3.06 The purpose of the Dance Boosters shall be to:

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

Section 3.07 The objectives of the Dance Boosters shall be to:

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

Section 3.08 In pursuit of these purposes and objectives, Dance Boosters shall not seek to: direct the Dance Program, direct the administrative activities of the Dance Program, or control the policies of the Dance Program.

Article IV. Membership and Voting Rights

Section 4.01 Membership shall consist of all Dance Program parents.

Section 4.02 The Dance Boosters may admit additional Associate Members.

Section 4.03 The term of membership shall coincide with the school calendar determined by Leander Independent School District (LISD).

Section 4.04 Any Member shall have the right to submit a complaint in writing to the Board either mailed to the principal office or via email sent to the current Dance Boosters email address. The Board shall acknowledge the complaint upon receipt and shall make a reasonable effort to address any such complaint within ten business days. The Board shall subsequently determine whether the complaint has merit and should be pursued or dismissed.

Section 4.05 All Members are eligible to vote. In the event of voting conflicts among multiple households, the custodial household shall have voting rights. Associate Members shall have no voting rights.

Section 4.06 There shall be no voting by proxy, written or otherwise.

Article V. Membership Meetings

Section 5.01 General meetings of the Dance Boosters shall occur monthly on the first week of each month. The time and location of each meeting shall be established by the 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 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.

Section 5.02 Special meetings of the Dance Boosters may be called by the President or by a majority of the Board with a minimum of three business days' notice, such notice shall include date, time, location and purpose of the meeting via email or other electronic means.

Section 5.03 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be used as a guide for the Dance Boosters in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Article VI. Officers and Officer Elections

Section 6.01 The elected officers of the Dance Boosters shall be President, Vice President of Celebrities, Vice President of Luminaries, Treasurer and Secretary.

Section 6.02 The President, Vice Presidents and Secretary will be elected for a term of one year. A member seeking one of these roles shall have served as an Officer, Coordinator, or Committee Chair in the previous year. In the event a nominee does not have the previous year experience required, it is at the discretion of the current Board to accept the nomination.

Section 6.03 The Treasurer will be elected for a term of two years and will serve as Treasurer Pro Tem for the months of March through May, and transition to Treasurer on June 1.

Section 6.04 The elected officers shall appoint coordinators and chairpersons for a term of one year.

Section 6.05 Officer elections shall be held at the general membership meeting in March. To be elected, a candidate must receive a simple majority of votes. Voting shall be conducted by the Elections Coordinator, be held by a written ballot and be tallied in clear view of the general membership.

Section 6.06 The newly elected officers shall attend the Board meetings 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 membership 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.

Section 6.07 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 Dance Boosters 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, a special election will be held to determine which Vice President shall succeed to President.

Section 6.08 The Nominating Committee shall consist of the Director(s) and three Members appointed by the Secretary at the membership meeting held in January. Current officers may not serve as members of the Nominating Committee.

Section 6.09 The Nominating Committee shall solicit the Members for nominations. Nominations will be presented at the general membership meeting held in February; nominations from the floor will be accepted at such meeting.

Section 6.10 No elected officer shall be permitted to hold more than one office at the same time. Members residing in the same household shall be considered as one nominee for purposes of holding an elected office.

Section 6.11 Any officer wishing not to complete his/her term of office shall submit a letter of resignation to the Board.

Section 6.12 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 Board. Dereliction of duty shall be determined by the Board based on concerns expressed by members of the Dance Boosters.

Section 6.13 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 Presidents, Treasurer, Fundraising Coordinator and any other 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. (An LISD employee is anyone who receives a paycheck from the district including substitutes, crossing guards, bus drivers, etc.)

Article VII. Board

Section 7.01 The Board shall consist of the elected officers, the Director(s), Fundraising Coordinator, Volunteer Coordinator, Hospitality Coordinator, Sponsorship Coordinator, Public Relations Coordinator, Website Coordinator, Celebrities Accounts Coordinators, and Luminaries Accounts Coordinator. All members of the Board shall have voting rights at all board meetings unless specifically outlined in this document.

Section 7.02 A majority of the Board shall constitute a quorum for the purpose of board meetings. The President or a Vice President must be one of the elected officers present.

Section 7.03 The Board shall act for the organization as necessary between general membership 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.

Section 7.04 Board meetings of the Dance Boosters shall occur on a monthly basis, the date and time of each meeting shall be established by the President to accommodate a quorum. There will be no meetings in June or July unless a special meeting is called by the President or by a majority of the Board.

Article VIII. Officer Duties

Section 8.01 The Board shall provide supervision, control, and direction of the Dance Boosters pursuant to these Bylaws. The 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 Board may authorize any officer of the Dance Boosters to enter into a contract or execute any instrument in the name of and on behalf of the organization.

Section 8.02 The President shall:

- (a) Set the agenda and preside at all the Dance Boosters meetings and Board meetings;
- (b) Oversee all aspects of the Dance Boosters program;
- (c) Lead the development of annual budget that reflects anticipated revenues and expenditures;
- (d) Call meetings of the membership and Board;
- (e) Serve as ex-officio member of all committees except the Nominating Committee;
- (f) Appoint members to the Financial Audit Committee subject to approval by the Board;
- (g) File the Leander Independent School District (LISD) Booster Club Membership Information Sheet; and
- (h) Serve as the second check signer on all accounts.

Section 8.03 The Vice President for Celebrities shall:

- (a) Co-Assume the duties of the President in the absence of the President;
- (b) Assist the President as requested;
- (c) Communicate all Celebrities related business including the minutes to all Celebrities Members via email or other electronic means;
- (d) Represent the interests of the Celebrities Members at Board meetings; and

- (e) Serve as co-chair of the Scholarship Committee, in the case that the Vice President is a parent of a graduating senior the Board will appoint another co-chair for the Scholarship Committee.

Section 8.04 The Vice President for Luminaries shall:

- (a) Co-Assume the duties of the President in the absence of the President;
- (b) Assist the President as requested;
- (c) Communicate all Luminaries related business including the minutes to all Luminaries Members via email or other electronic means;
- (d) Represent the interests of the Luminaries Members at Board meetings; and
- (e) Serve as co-chair of the Scholarship Committee, in the case that the Vice President is a parent of a graduating senior the Board will appoint another co-chair for the Scholarship Committee.

Section 8.05 The Treasurer shall:

- (a) Record all financial matters of the Dance Boosters;
- (b) Serve as first signature on Dance 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;
- (f) Report on financial matters to the Board and general membership, this should include a detailed 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 general membership by the 3rd business day of the month;
- (g) Submit annual financial documents to the Board and the Financial Audit Committee;
- (h) Receive all legal documents via the U.S. 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; and
- (k) Be the end receiver and maintainer of all financial records to be stored at the principal office of the Dance Boosters.

Section 8.06 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.

Section 8.07 The Secretary shall:

- (a) Record minutes of all Board and general membership meetings and submit minutes in electronic format to the President for review prior to approval at successive meetings;
- (b) File approved minutes at the principal office of the Dance Boosters; and
- (c) Identify members of the Nominating Committee.

Section 8.08 The Volunteer Coordinator shall:

- (a) Be responsible for recruiting all volunteers requested by the Board or Committee Chairpersons; and
- (b) Maintain an LISD approved volunteer status list.

Section 8.09 The Hospitality Coordinator shall:

- (a) Be responsible for arranging pick up and distribution of drinks/food for Dance Program members at performances, parties, and other activities as requested by the Director(s);
- (b) Arrange for snack bags for football games and other events as requested by the Director(s); and
- (c) Support activities as requested by the Directors(s).

Section 8.10 The Sponsorship Coordinator shall:

- (a) Be responsible for the solicitation of corporate and individual sponsors on an ongoing basis operating within the rules set forth by LISD in the LISD Booster Club Guidelines.

Section 8.11 The Accounts Coordinator for Celebrities shall:

- (a) Be responsible for maintaining an account balance sheet for all Members, keeping all information confidential;
- (b) Email each member their individual account balance by the last day of each month for a payment due the first Tuesday of each month; and
- (c) Maintain a roster of Celebrities Booster Members in good standing having paid all applicable fees.

Section 8.12 The Accounts Coordinator for Luminaries shall:

- (a) Be responsible for maintaining an account balance sheet for all Members, keeping all information confidential;
- (b) Email each member their individual account balance by the last day of each month for a payment due the first Tuesday of each month; and
- (c) Maintain a roster of Luminaries Members in good standing having paid all applicable fees.

Section 8.13 The Public Relations Coordinator shall:

- (a) Assist with publicity for all events held by the Dance Program with deadlines for submission of information regarding events established by a Coordinator in consideration of outside publicity deadlines;
- (b) Submit articles and/or pictures as deemed appropriate regarding activities the Dance Program is involved in throughout the year; and
- (c) Extend invitations to local community persons and local school personnel as appropriate to Dance Program events throughout the year.

Section 8.14 The Website Coordinator shall:

- (a) Maintain the Cedar Park High School Dance website.

Article IX. Committees and Chairpersons

Section 9.01 The Board shall establish such committees and chairpersons as necessary to further the goals of the Dance Boosters. The Board shall determine the purpose, scope, and responsibilities of each committee or chairperson.

Section 9.02 Each committee shall be comprised of a chairperson (Committee Chairperson) and a reasonable number of members as deemed necessary to support the Committee Chairperson. Any Member shall be eligible for the position of Committee Chairperson or committee membership.

Section 9.03 Members shall be encouraged to volunteer for committees. Members who fail to volunteer for a committee shall be assigned to a committee based on need.

Section 9.04 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 Board. Dereliction of duty shall be determined by the Board based on concerns expressed by Members.

Section 9.05 The Committee Chairperson shall be responsible for maintaining a list of its committee members and conducting its meetings. The Committee Chairperson shall document all meetings, activities and ideas. This document shall be passed down to the next chairperson at the end of their term. The term of each Committee Chairperson shall coincide with the school calendar.

Section 9.06 Each committee shall be bound by these Bylaws. Each committee or committee member shall obtain prior approval from the Committee Chairperson before expending any monies of the Dance Boosters.

Article X. Fiscal and Financial Activities

Section 10.01 The fiscal year of the organization shall begin June 1 and end May 31.

Section 10.02 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, if applicable.

Section 10.03 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 of the Dance Boosters. The file shall be signed off by the Treasurer, President, and Director claiming the completion of the filing status.

Section 10.04 The Board will work with the Director(s) to create a majority approved budget. Upon approval, the budget will be presented to the membership for final approval no later than the general membership 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 Board.

Section 10.05 At the discretion of the 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.

Section 10.06 All persons authorized to handle funds must be covered by a fidelity bond in an amount based on the Dance Boosters' annual income and determined by the Board.

Section 10.07 The Dance Boosters shall insure its operations, property and cash handling. Additionally, Board members shall be covered by a Dance Boosters personal liability insurance policy for Board actions or omissions to protect the Board members from any litigation that might result from perceived poor decisions by the membership.

Article XI. Dissolution


Section 11.01 A resolution to dissolve the Dance Boosters, as passed by a majority vote of the Board, may be presented by the 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 shall be required to approve the resolution.

Section 11.02 Upon dissolution of the Dance Boosters, the Board shall, after paying or providing for the repayment of all liabilities of the organization, dispose of all non-cash assets and transfer the net cash assets to the Cedar Park High School Dance 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 Board, the assets of the Dance 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 XII. Amendments

Section 12.01 These Bylaws may be amended by the Board at any time and presented at any regular Dance Boosters meeting for the purpose of approval. Any amendment(s) shall be (a) made available to the Members at least one month prior to such meeting in electronic format by way of email and posting on the Dance Program website and (b) subject to approval by a two-thirds vote of the members at a general membership meeting where a quorum is present.

Section 12.02 I certify that I am the duly elected and acting Secretary of the Dance Boosters and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted by a two-thirds vote at a general membership meeting of the Dance Boosters held on April 6, 2021.


Secretary of the CPHS Dance Boosters

5/4/21
Dated