

Constitution and Bylaws

CEDAR PARK HIGH SCHOOL WRESTLING BOOSTER CLUB

Article I - Name of Organization

The name of the organization shall be the:

Cedar Park High School Wrestling Booster Club (CPWBC).

Article II - Purpose and Dissolution

Section 1.

The purpose of the organization shall be to support the CPWBC program at Cedar Park High School, and promote excellence, pride, and good sportsmanship amongst the student body and community. The organization shall encourage parent, guardian and community involvement and strive to ensure that opportunities continue to be available to the students of Cedar Park High School.

Section 2.

The organization shall operate in accordance with established rules and policies of Cedar Park High School, Leander Independent School District, the University Interscholastic League and the Cedar Park High School Athletic Booster Club Organization (CPABC).

Section 3.

Upon dissolution of the organization, the CPWBC Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all of the assets of the organization in such manner or to such other organizations organized or operated exclusively for charitable purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, as the Executive Board shall determine.

Article III - Membership and Voting

Membership in the organization shall be open to all persons who desire to support Cedar Park High School Wrestling. Membership categories shall be as approved by the CPWBC Executive Board. Voting privileges shall be limited to one per membership.

Article IV - Officers

Section 1.

The officers shall consist of President, Vice President, Secretary and Treasurer

Section 2.

Each office may be filled by two persons, but if so filled, shall have only one vote.

Section 3.

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Officer roles may be combined, but there must be at least two officers.

Section 4.

In the event, that there are fewer than four (4) officers, quorum for CPHSWBC Executive Board meetings and CPWBC General Meetings will be established only with all officers present

Section 5.

Members eligible for office shall consist of parents or guardians of students attending Cedar Park High School during the next school term. Duties of the officers shall include, but are not limited to, the following:

President

1. The President shall preside at all general meetings and at all meetings of the Executive Board.
2. The President shall call special meetings as may be deemed necessary.
3. The President shall preside over ceremonial events and provide general representation for the organization at all wrestling events.
4. The President and Secretary shall have custody of the CPWBC Constitution and Bylaws of the organization.
5. The President will automatically be an ex-officio member of any and all committees.
6. The President will assist and train the Vice President.

Vice President

1. The Vice President shall assist the President and perform all duties of the President in that person's absence.
2. The Vice President shall take over the responsibilities of the President in the event that the office of the President is vacated.

Secretary

1. The Secretary shall keep an accurate record of all regular and special meetings
2. The Secretary shall take care of the correspondence
3. The Secretary shall have custody of the CPWBC Constitution and Bylaws of the organization along with the President
4. The Secretary shall attend to any duty prescribed by the President.

Treasurer

1. The Treasurer shall receive all funds and disburse those funds as approved by the CPWBC Executive Board.
2. The Treasurer shall keep an accurate account of all funds received and disbursed and submit a financial report at all scheduled meetings as well as financial reports to the CPABC.

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3. The Treasurer shall oversee the collection and deposition of all money by means of receipt, keep complete ledger accounts of the finances, including data logging and properly classifying expenditures.
4. The Treasurer shall be responsible for disbursement of funds and be custodian of the books, vouchers, and financial records of the organization.

Article V - Executive Board

Section 1.

The affairs of the organization shall be conducted by the CPWBC Executive Board. The Executive Board shall consist of the Officers and the Chairpersons of the Committees established under Article VIII of these by-laws.

Section 2.

A quorum of the CPWBC Executive Board shall be defined as at least three (3) officers, unless otherwise specified in Article IV, Section 4.

Section 3.

The CPWBC Executive Board shall act for the organization as necessary between regular meetings, set meeting time and place and make recommendations to the general membership. No actions taken shall conflict with actions taken by the general wrestling membership in regular or called meetings.

Article VI - Elections

Section 1.

1. The Nominating Committee shall consist of a chairman and three other members chosen by the CPWBC Executive Board from the membership at large.
2. The Nominating Committee shall meet in March of each year, and with the exception of the Committee Representative, present its nominees for officers for the following year at the annual meeting held in April of each year.
3. Following the presentation of the report of the Nominating Committee, additional nominations may be made from the floor by any member.
4. A nomination must receive a second in order for the person nominated to become a nominee.

Section 2.

Following nominations, officers shall be elected by the membership at large for a one year term commencing May 1.

Section 3.

All officers, in good standing, shall be eligible for re-election to the same position.

Section 4.

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Inability to perform or lack of attendance at three(3) consecutive, regularly scheduled meetings, may result in removal by a majority vote of the CPWBC Executive Board.

Section 5.

Any vacancy in an office occurring during the term of office may be filled by appointment of the CPWBC Executive Board for the remainder of the term.

Article VII - Fiscal Year and Meetings

Section 1.

The fiscal year of the organization shall begin July 1 and shall end on June 30 of the following year.

Section 2.

Meetings of the CPWBC shall occur a minimum of four times each year or at such other times as may be established by the CPWBC Executive Board.

Section 3.

Special meetings shall be held at the call of the President or at the call of any two other officers.

Section 4.

A quorum of the general membership shall be a quorum of the CPWBC Executive Board three(3) and at least one (1) members-at-large.

Section 5.

A reasonable effort shall be made to inform the general membership of time and place of each meeting of the organization, not less than five days prior to the date of the meeting.

Section 6.

All questions of parliamentary procedure, not provided for in the forgoing Bylaws shall be decided by reference to Robert's Rules of Order.

Article VIII - Committees

Section 1.

The following shall constitute the standing committees of the organization:

- a. Fundraising
- b. Competition
- c. Communication
- d. Concessions

Section 2.

Committee chairs shall be appointed by the President with the consent of the officers. All committees shall be composed of a chairperson and a minimum of one (1) other

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members. Any voting member in good standing shall be eligible for committee chairperson or committee membership.

Section 3.

The Fundraising Committee shall be responsible for coordinating all Wrestling Booster fundraising projects, particularly with regards to the handling of Spirit Item sales. Responsibility for Concession fundraising shall reside with the Concessions Committee. All fundraising must be approved by the CPABC and CPHS Athletic Coordinator.

Section 4.

The Concessions Committee shall be responsible for ensuring the efficient operations of the concession stands including the provision of all products for sale, the scheduling of volunteers and payment of student groups operating the concession, accounting of receipts and reporting to the Treasurer.

Section 5.

The Competition Committee shall be responsible for coordinating all supplies and volunteers as needed for all competitions.

Section 6.

The Communications Committee shall be responsible for coordinating all publicity for the team, solicit membership, maintain membership roster, and utilize and maintain the website.

Section 7.

The By-laws Committee shall be responsible for maintaining the bylaws of the Booster club as prescribed by Article XI.

Section 8.

The Nominating Committee shall be responsible for coordination of the annual officer election process established pursuant to Article VI of these bylaws.

Section 9.

Other committees, either standing or temporary, may be established by the CPWBC Executive Board.

Article IX - Income and Expenditures

Section 1.

Membership dues shall be established annually by the CPWBC Executive Board.

Section 2.

Fundraising activities shall be those as determined by the CPWBC Executive Board, CPAPC and CPHS Athletic Coordinator. All funds raised in support of any sports activity shall inure to the benefit of the CPWBC.

Section 3.

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All funds donated by the CPWBC to the Athletic Department of Cedar Park High School shall be contributed in accordance with established rules of the University Interscholastic League.

Section 4.

All funds donated to the support of sport activities shall be expended only in accordance with these Bylaws and supplementary procedures established by the CPWBC Executive Board.

- a. Requests for funds shall be made, in writing, to the CPWBC Executive Board.
- b. Upon receipt of a properly compiled request for funds, the disbursement of funds may be authorized by majority vote of the CPWBC Executive Board, which majority shall not be less than three votes, or by a majority vote of the general membership.
- c. Disbursement, when properly approved, shall be only to the Board of Trustees of the Leander Independent School District with the request that they are dedicated to the purpose for which they were approved. Funds may not be given directly to the Athletic Department or to Cedar Park High School.
- d. Request for funds are to be considered in the following order of priority:
 1. Emergency;
 2. Safety;
 3. Capital Expenditures (minimum 2 year life).

Section 5.

The CPWBC Executive Board shall present an annual budget to the membership of the Athletic Boosters at the first regular meeting of the fiscal year for approval. The CPWBC Executive Board authorizes expenditures and cannot deviate from budget by more than 20%, except on operating expenditures, without prior approval of the general membership.

Section 6.

Funds required to pay sales taxes and CPABC assessments shall be provided to CPABC on the schedule determined by CPABC. \

Section 7.

No officer, committee chair, or member of the CPWBC shall use their position to derive personal financial benefit from the organization. This prohibition extends to any business in which the member, or an immediate family member, holds a financial interest. Any member providing goods or services to the CPWBC shall do so either as a donation or at documented cost, with no markup or profit margin.

Section 8.

Where goods or services are provided at cost by a member or a business which falls under the provisions of Section 7, the member shall disclose that interest to the CPWBC Executive Board prior to any vote on the expenditure.

Section 9.

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Disbursement of funds for such goods or services shall be withheld until supporting documentation has been submitted to and accepted by the Treasurer.

Article X - Amendments

Section 1.

Proposed amendments to these Bylaws may be submitted by any members to the Chair of the Bylaws Committee. If approved by the Bylaws Committee, the proposal shall be submitted to the CPWBC Executive Board.

Section 2.

Any proposed amendment submitted to the CPWBC Executive Board shall be considered at the next regular meeting of the Wrestling Boosters. The amendment shall be adopted if it receives a majority vote of the membership in attendance at the meeting.

The foregoing Constitution and Bylaws were duly adopted on March 4, 2026 by The Cedar Park Wrestling Booster Club General Membership.