

BYLAWS
CEDAR PARK MEDIA GROUP BOOSTER CLUB
Cedar Park Media Booster Group Bylaws

ARTICLE I

Name of Organization

The name of the organization shall be the Cedar Park Media Group Booster Club, Inc. (CPMGBC). The Cedar Park Media Group shall be inclusive of the Cedar Park High School Broadcast Program.

ARTICLE II

Purpose and Dissolution

Section 1. The purpose of the organization shall be to support the media program at Cedar Park High School and to promote excellence, pride, and open and honest communication 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, UIL, ILPC, JEA, NSPA, and the CPMGBC.

Section 3. Upon dissolution of the organization, the CPMGBC 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

All parents and/or guardians of currently enrolled broadcast students are automatically members of the CPMGBC. A member in good standing shall be entitled to one (1) vote per each voted item at General Membership Meetings. Parents and/or guardians of upcoming broadcast students may also become members after their student has officially been accepted into the program.

ARTICLE IV

Officers

The Officers shall consist of President, Vice President, Treasurer, and Secretary. Each office may be filled by two (2) persons, but if so filled, shall have only one vote at Executive Board Meetings. Members eligible for office shall consist of parents or

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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: The President shall preside at all general meetings and at all meetings of the Executive Board. The President shall call special meetings as may be deemed necessary. The President shall preside over ceremonial events and provide general representation for the organization. The President shall encourage membership. The President and Secretary shall have custody the CPMGBC Bylaws. The President will automatically be an ex officio member of any and all committees.

Vice President: The Vice President shall assist the President and perform all duties of the President in that person's absence. The Vice President should take over the responsibilities of the President in the event that office is vacated. The Vice President shall attend all membership meetings, Executive Board meetings and any special meetings called by the President. The Vice President shall be an ex officio member of any and all assigned committees providing guidance and direction, as required, and associated with or facilitating the budget process and/or facilitating operations processes.

Treasurer: The Treasurer shall receive all funds and disburse those funds as approved by the CPMGBC Executive Board. The Treasurer shall keep an accurate account of all funds received and disbursed and submit a financial report at all scheduled meetings. The Treasurer shall oversee, record, and properly classify all funds received or dispersed by means of a receipt, maintain accurate and complete automated financial ledger accounting, and report the financial status of the organization at each meeting, or as requested by President. The Treasurer is responsible for ensuring the CPMGBC's compliance with section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

Secretary: The Secretary shall keep an accurate record of all regular and special meetings, take care of the correspondence to the Booster Club members and act as the conduit between the members and the teaching staff. In addition, the secretary keeps the membership roster, full contact list, calendar of events and a copy of the bylaws and shall attend to any duty prescribed by the Board.

ARTICLE V
Executive Board

Section 1. The affairs of the organization shall be conducted by the CPMGBC Executive Board. The Executive Board shall consist of the Officers (as defined under Article IV) and the Chairpersons of the Standing Committees, not including the Nominating committee, as established under Article VIII of these bylaws. Each member of the Executive Board shall be entitled to one (1) vote per each voted item at Executive Board Meetings.

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Section 2. A quorum of the CPMGBC Executive Board shall be defined as three (3) Officers and/or Standing Committee Chairpersons of which at least two (2) Officers shall be present.

Section 3. The CPMGBC 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 media group membership in regular or called meetings.

ARTICLE VI
Elections

Section 1. The Nominating Committee shall consist of the Vice President, the Broadcast Adviser, and at least one other parent/guardian. The Nominating Committee must submit a proposed slate of officers to the Executive Board listing one nominee for each office to be filled prior to the spring General Membership meeting. The report must be signed by a majority of the members of the Nominating Committee. The proposed slate must be voted on and approved by a majority of the Executive Board.

Section 2. The Nominating Committee shall be publicized to the CPMGBC membership through regular publicity channels at least seven (7) days before the election meeting, which should be scheduled to take place prior to May 31. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Officers (e.g., President, Vice-President, Secretary and Treasurer) shall each be elected by the Membership at Large for one year terms commencing June 1 and ending no later than June 30 of the following year. In the event that more than one candidate is presented for a position by the nominating committee, or when a supplemental candidate nominee is identified by a motion from the floor, a ballot vote of verified booster club members will take place.

Section 3. After the elected Officers are selected, the elected Officers shall (by majority vote of the elected Officers) select the appointed Standing Committee Chairpersons (e.g., membership, operations, fundraising) from appropriate nominees for these positions. Both the elected Officers and the Standing Committee Chairpersons shall serve for one year terms commencing July 1 (or if selected after July 1, the date which they are selected) and ending no later than June 30 of the following year.

Section 4. All Officers and Standing Committee Chairpersons shall be eligible to serve for no more than two consecutive terms in the same position. At the discretion of the newly elected Officers, the tenure of a Committee Chairperson can be extended for one (1) additional year.

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Section 5. Inability to perform or lack of attendance at three (3) consecutive regularly scheduled meetings by an Officer may result in removal by a majority vote of the CPMGBC Executive Board.

Section 6. Any vacancy occurring during the term of office may be filled by appointment of the CPMGBC Executive Board.

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 CPMGBC shall occur a minimum of four (4) times each year or at such other times as may be established by the CPMGBC Executive Board. Special meetings shall be held at the call of the President or the call of any two other members of the Executive Board.

Section 3. A quorum of the General Membership shall be a quorum of the CPMGBC Executive Board (per Article VII) plus a minimum number of the General Membership equal to 10% of the total number of broadcast students.

Section 4. 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 (5) days prior to the date of the meeting via established communication methods of the CPMGBC, including a calendar provided at the start of the school year.

Section 5. All questions of parliamentary procedure not provided for by these Bylaws shall be decided by reference to Robert's Rules of Order and/or the most recently published LISD Booster Guidelines.

ARTICLE VIII
Committees

Section 1. The following shall constitute the Standing Committees of the organization: Fundraising and Event.

Section 2. Standing Committee Chairpersons shall be selected by the Officers in accordance with article VI. All Standing Committees (e.g., membership, operations, fundraising) shall be composed of a Chairperson and at least one (1) Officer. In addition, the Committee may also select additional Committee members from the general membership. Any voting member in good standing shall be eligible for Committee Chairperson or Committee membership.

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Section 3. Other Committees, either Standing or Temporary, may be established by the Executive Board. However, in accordance with Article V.

Section 4. All Standing and Temporary Committee Chairpersons shall ensure that revenue and expenditures are reported to the Treasurer in a timely manner so that the Treasurer can maintain updated and accurate records.

Section 5. The Fundraising Committee shall be responsible for coordinating all CPMGBC fundraising projects and overseeing all Spirit Item sales. All fundraising events must be approved by the CPMGBC and the CPHS Campus Administrator.

Section 6. The Event Committee shall be responsible for coordinating support for events in which the media group participates, which may include local group functions, competitions, educational events, etc. This may involve scheduling of volunteers, accounting of receipts, and reporting to the Treasurer. The Event Committee members shall follow established procedures consistent with the Treasurer's handling of money and receipts.

ARTICLE IX
Income and Expenditures

Section 1. Fundraising activities shall be those as determined and approved by the CPMGBC Executive Board and designated Campus Administrator. All funds raised shall be solely to the benefit of the CPMGBC.

Section 2. All funds donated by the CPMGBC to the Journalism/Media Department of Cedar Park High School shall be contributed in accordance with established rules of the University Interscholastic League.

Section 3. The CPMGBC Executive Board shall present an annual budget to the membership at the first regular meeting of the fiscal year for approval. The CPMGBC 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 4. All funds donated to the support of journalism education activities shall be expended only in accordance with these Bylaws and supplementary procedures established by the CPMGBC Executive Board and in a manner that is consistent with LISD Booster Club Guidelines.

- a) Request for extraordinary (unbudgeted) expenditures shall be submitted in writing to the Treasurer.
- b) Upon receipt of a properly submitted request for extraordinary expenditure, the disbursement of funds may be authorized by either a majority vote of the CPMGBC

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Executive Board (which majority shall not be less than three votes), or by a majority vote of the general membership.

c) Requests for funds shall be in the following order:

- a. Emergency
- b. Safety
- c. Adviser's Wish List

Section 5. Funds required by CPMGBC for sales taxes and other assessments shall be provided on a schedule determined by CPMGBC.

ARTICLE X
Amendments

Section 1. Proposed amendments to these Bylaws may be submitted by any members to the CPMGBC Executive Board. If approved by the CPMGBC Executive Board, the proposal shall be submitted to the CPMGBC membership.

Section 2. Any proposed amendment submitted to the CPMGBC Executive Board shall be considered at the next regular meeting of the general membership. The amendment shall be adopted if it receives a majority vote of the membership in attendance at the meeting. The foregoing Bylaws were duly amended and duly adopted on May 7, 2024 by the general membership of the CPMGBC.