

ARTICLE I: NAME

CRESTMONT PREP BOOSTER CLUB BYLAWS

This organization shall be known hereafter as the Crestmont Prep Booster Club or the “CPBC”.

This CPBC shall be a non-profit organization as described in Section 501c

(3) and exempt from taxation under Section 501(a) of the Internal Revenue Code or corresponding section of any future federal tax code.

This CPBC shall comply with the Texas Association of Independent Athletic Organization (TAIAO) policies or corresponding governing body, the Association of Christian Schools International (ACSI), National Association of University Model Schools (NAUMS) regulations, and Federal and Texas State laws for booster clubs.

ARTICLE II: PURPOSE, MISSION, AND DISSOLUTION

Section 2.1: The purpose of this organization shall be to provide encouragement and support to the Crestmont Prep Athletics and Fine Arts programs, to help maintain, improve, or expand Crestmont Prep Athletics and Fine Arts program or facilities, and to promote positive interaction between the Crestmont Prep Booster Club, school officials, coaching staff, student body, and the community. This organization will also encourage and promote school spirit and sponsor fundraising activities to provide additional funds for the Crestmont Prep Athletics and Fine Arts programs.

Section 2.2: Our mission is to support the Crestmont Christian Preparatory School’s Athletic and Fine Arts programs. The CPBC members will provide their time, talents, and efforts to support the student’s athletes and artists and promote school spirit. Proceeds from fundraisers and activities will provide funding for items not covered by the Crestmont Christian Preparatory School’s capital budget.

Section 2.3: In the event of a conflict of objectives that occurs between the Executive Board (refer to Article 5 Section 5.1) and the Sponsor (refer to Article V Section 5.2), and if such conflict cannot be resolved within thirty (30) days, the Crestmont Prep Booster Club may be dissolved by both a simple majority vote of the Executive Board and majority vote of the membership. Conflict refers to any un-resolvable issue involving budgeting or spending priorities based on the needs of the athletic or fine arts teams at Crestmont Prep. This does not include conflict over issues that are considered illegal under Federal, State, UIL, TAPPS, or TAIAO guidelines and laws. Additionally, the Crestmont Prep Booster Club may be dissolved by both a simple majority vote of the Executive Board and a majority vote of the membership present at a meeting specially called for this purpose.

Section 2.4: Upon dissolution of the Crestmont Prep Booster Club, the Executive Board shall, after paying or making provisions for payment of all liabilities of the organization, dispose of all the assets of the organization in accordance with the laws governing non-profit organizations. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes notwithstanding any other provision.

ARTICLE III: MEMBERSHIP

Section 3.1: Membership in the Crestmont Prep Booster Club shall be opened to all adult family members of students attending Crestmont Christian Preparatory School, faculty, coaches, and staff of Crestmont

Christian Preparatory School who desire to support Crestmont Prep Athletics and Fine Arts program. Extended family, businesses, and parents of students attending feeder schools (elementary and middle school) for Crestmont Christian Preparatory School who desire to support the Crestmont Prep Booster Club may also become a member of the Crestmont Prep Booster club. Any membership into Crestmont Prep Booster Club will be based on the membership levels previously established by the Executive Board and Sponsor, which shall not be changed or altered without being submitted to the Executive Board for review and approval.

Section 3.2: Membership fees shall be set annually by the Executive Board. There may be different levels of membership as determined by the Membership Committee (if formed) and agreed upon by the Executive Board.

Section 3.3: The term of membership shall coincide with the fiscal year. Dues collected during the last quarter of the fiscal year or during the summer will serve as membership dues for the upcoming school year.

Section 3.4: "Active Member" shall be defined as a member who has paid dues for the current membership year and is in good standing with the Crestmont Prep Booster Club. In addition, Active Members shall be an adult family member of a student at Crestmont Christian Preparatory School or faculty member who is not a coach or sponsor of a Crestmont athletic team or Crestmont Fine Arts competitive team. This also includes extended family, businesses, and parents of students attending feeder schools as outlined in 3.1. Only Active Members may vote, hold office, or chair committees. School faculty members who are active members shall not serve in an officer position.

Section 3.5: "Advisory Member" shall be defined as a member who is an active employee of Crestmont Christian Preparatory School who is an administrator, coach, or sponsor of a Crestmont athletic team or Crestmont Fine Arts team. They may participate in CPBC activities or advise on CPBC priorities but may not vote in an official member capacity as to prevent the appearance of influence, special privilege, coercion, or conflict of interest as they sit on the Executive Board or School Board.

ARTICLE IV: MEMBERSHIP TERMINATION

Section 4.1: Membership shall terminate at the end of the fiscal year unless the member renews by paying the following year's dues.

Section 4.2: A member may be expelled or suspended, and a membership may be terminated or suspended before the end of the school year only when:

It is determined by a simple majority vote of the Executive Board that a member no longer subscribes to all of the policies and requirements of the Crestmont Prep Booster Club or is actively working against approved plans and activities of the Crestmont Prep Booster Club, and membership dues shall not be refunded.

A member is given fifteen (15) days prior written notice of the expulsion, suspension, or termination of membership, and reasons for it.

A member is given the opportunity to be heard by the Executive Board, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension, or termination.

The Executive Board, by a simple majority vote, may decide that the expulsion, suspension, or termination not take place.

ARTICLE V: GOVERNMENT/OFFICER ELECTIONS

Section 5.1: Executive Board

The Executive Board of the Crestmont Prep Booster Club shall consist of a President, a Vice President, a Secretary, a Treasurer, and a Head of Committees. The officers will make up the Executive Board. The President, Vice President, Secretary, and Treasurer are officers elected by the general membership and have voting privileges. The Head of Committees is appointed by the Executive Board and has voting privileges.

Section 5.2: Sponsor

The Sponsor shall be the Crestmont Christian Preparatory School Athletic Director. The Sponsor will be a non-voting member of the Executive Board. The Sponsor may designate an alternate to attend the meetings in his/her absence, and this alternate, who must be a faculty member or administrator of Crestmont Christian Preparatory School, will satisfy the requirement that the Sponsor be present at all meetings. The role of the sponsor is to advise the CPBC on and advocate for school needs, both Athletics and Fine Arts, to aid in priority decision making.

Section 5.3: Lead Auditor

The Lead Auditor will be head of the Auditing Committee and will be appointed by the Executive Board at the beginning of each fiscal year. The Lead Auditor will attend all Executive Board Meetings and serve in an advisory role. The Lead Auditor will not have voting privileges at the Executive Board level. The Lead Auditor will have regular CBPB voting privileges as an active member. The Lead Auditor cannot chair or serve another committee but can participate in normal fundraising activities.

Section 5.4: Officer Eligibility

Election for new officers will be held at the general membership meeting in March. Members who are interested in becoming an officer of the Crestmont Prep Booster Club must meet the following eligibility requirements:

Be a parent, guardian, or family member of a current or incoming Crestmont Prep student.

Be an active member of the Crestmont Prep Booster Club (See Article III), who is in good standing and actively participates in activities supported by the Crestmont Prep Booster Club.

Be willing to serve and abide by the Crestmont Prep Booster Club bylaws if elected

Employees of Crestmont Christian Preparatory School shall not serve as an officer or in a financial capacity.

The right to hold office shall be confined to active members of the organization unless no active member of the organization has expressed a willingness to serve as an officer. In the event no active member of the organization has expressed a willingness to serve as an officer, the members may elect a school employee to serve in an officer capacity until a candidate who meets eligibility requirements is found.

Section 5.5: Officer Nominations and Elections

Officer elections will be held at the March or April general membership meeting.

A Nominations committee shall be appointed by the President and will consist of a Chairperson and at least three other Active Members, excluding officers, of the Crestmont Prep Booster Club; this committee

will be appointed at least one month prior to the election. Nominees for officers for the following year will be presented to the Executive Board at least 7 days prior to the election. At least one candidate for each position must be presented. The slate of officers must be posted on the website at least 7 days prior to the election at the general membership meeting.

Any Active Member of the Crestmont Prep Booster Club may make additional nominations from the floor; a nomination must receive a second in order for the nomination to be valid.

Following nominations, each officer shall be elected for a one-year term commencing May 1st by simple majority vote of the Active Members present at the meeting. If there are 2 or more nominations for an office, the vote will be taken by ballot.

The Nominating committee will be responsible for coordinating the annual election process, preparing the ballots, and counting the ballots if necessary (with the assistance of the Secretary) and announcing the results.

All officers will be eligible for re-election to the same or another position, except as follows:

The President and Treasurer may not serve more than two (2) consecutive one-year terms in the same office.

The Vice-Presidents and Secretary may not serve more than three (3) consecutive one-year terms.

Only one member of a family/household may serve as an officer at the same time, in order to limit the family's vote to one (exception: two family members may share an officer position, but their vote is limited to one).

An officer shall resign his/her office upon their student's resignation or separation from enrollment in the school effective no later than the first day of the following month or the end of the membership year, whichever is first.

ARTICLE VI: DUTIES OF OFFICERS/EXECUTIVE BOARD

Section 6.1: PRESIDENT

The president shall preside at all Crestmont Prep Booster Club Meetings, manage membership activities, work with the Vice President, Head of Committees, committee leads, and maintain a line of communication with the Sponsor. The President shall oversee the function of the Crestmont Prep Booster Club. At all meetings of the membership and Executive Board, the President of the Crestmont Prep Booster Club shall preside. The President may designate an alternate to attend and preside over the meetings in his/her absence, and this alternate, who can be the Vice President or other officer of the Crestmont Prep Booster Club shall preside to satisfy the requirement that the President be present at all meetings. In this instance, the President shall notify, if applicable, the Executive Board of his/her absence a week prior to the scheduled meeting.

Section 6.2: VICE PRESIDENT

The Vice-President acts as the president's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to: preside at meetings in the absence of or inability of the president to serve, perform organizational functions delegated by the president, perform other specific duties as outlined in the bylaws of the organization, maintain and monitor proper interaction with fine arts directors and academic and athletic coaches through the lines of authority as

established by the school board, monitor a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc., and support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

Section 6.3: SECRETARY

The Secretary shall record the minutes of all Crestmont Prep Booster Club membership and Executive Board meetings. The Secretary shall present minutes of the previous Crestmont Prep Booster Club meeting for approval, ensure notification of non-school related members, circulate rosters, and will be responsible for maintaining all non-financial documents for the Crestmont Prep Booster Club including the TAI AO, ACSI Guidelines, & Crestmont Prep Booster Club bylaws. The Secretary shall also assist the President with membership activities. The Secretary shall update Crestmont Prep Booster Club page on the school website with minutes from Executive and CPBC meetings after approval. The secretary will also be responsible for maintaining the CPBC social media presence to include Facebook, Instagram, twitter, Group Me, and any future social media interactions in a professional manner ensuring the interests of CPBC are represented correctly. The Secretary will maintain lines of communication with Administration and staff to schedule meetings at the school through the school Administrative Assistant.

Section 6.4: TREASURER

The Treasurer shall have custody of all monies in the Crestmont Prep Booster Club's general operating fund and will sign all Crestmont Prep Booster Club checks in addition to the President, Vice-President, or Secretary appointed as a signer on the account. The Treasurer shall present a financial report at each meeting, supervise the collection of all monies due, and present a full written financial report upon the completion of the Fiscal Year (See Article VII) for an independent audit.

6.5 HEAD OF COMMITTEES

The Head Chair of Committees shall assist the President as required and be responsible for all Crestmont Prep Booster Club activities related to all committee work, but not limited to Merchandise, Sponsorship, Membership, Events, Special Projects, Missions, Philanthropy, Publicity and procuring items for other special events not listed. This position is appointed by the Executive Board.

ARTICLE VII: COMMITTEES

Section 7.1: The Executive Board shall create committees as deemed necessary to carry out the work of the Crestmont Prep Booster Club.

Section 7.2: The President shall appoint the chairpersons of committees with the approval of the Executive Board and Head of Committees.

Section 7.3: Only Active Members of the Crestmont Prep Booster Club shall be eligible to serve as chairperson of a committee.

Section 7.4: Committees and/or committee chairpersons shall not commit the Crestmont Prep Booster Club to any financial expenditure or contract without the approval of the Executive Board and the membership.

Section 7.5: A standing committee chairperson may pass their proxy to a member of their committee if they are unable to attend a meeting.

Section 7.6: All standing committee chairpersons shall deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties.

Section 7.7: All committee chairpersons shall present a regular status of work to the Executive Board for review as requested at each monthly meeting.

Section 7.8: The President shall be a member ex officio of all committees except the Audit Committee and the Scholarship Review Committee if the President has a student eligible for consideration for a scholarship.

Section 7.9: The standing committees for CPBC are as follows: Sponsorship, Membership, Fundraising Events, Special Events, Scholarship Review, and an Auditing Committee. New committees can be implemented through nomination, debate, and a simple majority vote of booster club members present during the meeting when the committee is recommended.

ARTICLE VIII: FINANCES

Section 8.1: A preliminary budget for the upcoming year must be approved by the general membership at the May meeting to allow for expenditures to occur during the summer. A final budget for the year must be approved by the general membership at the August meeting. Except for situations covered in Section 8.5, all expenditures must be from the approved budget or covered in amendments to the budget that are approved by the general membership at subsequent meetings.

Section 8.2: Finances belonging to the Crestmont Prep Booster Club will be deposited into a checking account established through a local bank.

Section 8.3: Withdrawals from the Crestmont Prep Booster Club account will require two signatures from any two elected officers listed on the signature card at the bank no matter the expenditure cost.

Section 8.4 Employees of the school shall not serve in a financial capacity of a booster or other parent organization. Financial capacity includes holding positions of treasurer, fund-raising chairperson, or serving as a check signer. Any and all positions that are responsible for the ultimate safeguarding or disposition of funds may not be held by school employees. Substitutes teachers utilized by Crestmont Prep to fill in for teachers during an absence are not considered school employees. This includes substitutes who are utilized for a long-term period such as a teacher absence for maternity leave or illness. Therefore, this policy does not apply.

Section 8.5: Unbudgeted Requests for funds must follow these guidelines:

The Athletic Director or Principal must request the funds from the Executive Board in writing. Email is acceptable.

Requests for all unbudgeted expenditures must be submitted in writing (email is acceptable) and be approved by the Executive Board and the membership. Unbudgeted expenditures up to \$500 per occurrence may be approved by the Executive Board between regularly scheduled meetings to meet a requirement deemed an emergency or immediate need by the Executive Board; such expenditures will be brought before the membership for explanation and approval at the next regularly scheduled meeting following the expenditure. The Treasurer will disburse the funds after securing the two required signatures, neither of which may be the payee.

Section 8.6: The Crestmont Prep Booster Club's fiscal year begins July 1st and ends Jun 30th. The current Treasurer will be responsible for closing the previous CPBC Fiscal Year books along with providing information and updates to the newly elected Treasurer for the upcoming school year.

Section 8.7: At the end of the Crestmont Prep Booster Club's fiscal year, an independent audit must be performed, and the report given to the Executive Board in a timely fashion.

Section 8.8: The audit is to be performed by an audit committee appointed by the President and consisting of at least two people. Members with signature authority on the financial account cannot serve on the audit committee.

Section 8.9: Additional audits may be requested by the Executive Board at any point during the year to ensure fairness and transparency of all financial transactions.

Section 8.10: Results of the audit will be available for review at the quarterly CPBC meetings in the minutes binder.

Section 8.11: Audit Guidelines

Section 8.11.1 Review reconciled bank statements and canceled checks to determine that:

Section 8.11.1.A: Disbursements have been properly documented with an invoice or receipt. Disbursements have been properly approved. This includes verification that unbudgeted expenses are tracked, annotated, reviewed by the Treasurer and proper voting procedures were used to approve the unbudgeted request during an official meeting of the CPBC. Proper procedures are outlined in Section 8.5.

Section 8.11.1.B: Checks have been properly signed. Checks have been deposited or cashed by the payee indicated.

Section 8.11.1.C: Checks have been accounted for in the proper sequence (no missing checks).

Section 8.11.2: Check addition and subtraction on cash receipts and deposits.

Section 8.11.3: Compare cash receipts and deposits to the bank statement.

Section 8.11.4: Verify that receipts and disbursements were allocated to the correct account or budget category.

Section 8.11.5: Verify that income from sales, dues, or any other sources have appropriate backup. The total amount collected should match the amount deposited into the bank account.

Section 8.11.6: Review the Treasurer's monthly reports and check them for accuracy. Review the beginning and ending balances on reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.

Section 8.11.7: Determine that only applicable Booster Club officers are authorized signers on bank account(s). Former officers should not remain on the account(s) as authorized signers. In addition, the faculty sponsor shall not be an authorized signer on the account.

Section 8.11.8: Obtain proof that all applicable sales taxes were paid.

Section 8.11.9: The audited financial report should be signed by all members of the audit committee and submitted to the Business Manager no later than August 1 following the end of the fiscal year or at the completion of a requested audit.

Section 8.11.10: Verify that 1099's were issued if applicable.

Section 8.12: Fundraisers

Fundraisers will fall under the purview of the fundraising committee and will be subject to advisement by the Head of Committees. Booster Club fundraising activities are used to benefit the student and school in an appropriate way.

Section 8.12.1: Fundraising projects for parental groups shall be for the benefit of the students, coordinated through the principal, for a specific project as identified in the current approved budget and not for the sake of raising money, in connection with the established goals and philosophies of the CPBC as well as state and federal guidelines. The use of individual accounts for members of the CPBC is not allowed.

Section 8.12.2: Fundraising activity for a school program shall submit the completed 'Fund Collection Recap' (found at the end of this document) to the principal at least 10 days prior to the event. No fundraising activities can begin until the Booster Club obtains approval from the principal or designee.

Section 8.13: In order to receive budgeted funds or fundraising support from CPBC, all established sports, individual and team, and fine arts programs must be enrolled and in good standing with a governing body or competitive league. An established team is defined as a team that is entering the second year of competitive play governed by a league. Sports and Fine Arts teams in their organizational year, which is defined as year one, are eligible for support funds to aid in establishing and encouraging participation in the sport or fine arts program.

ARTICLE IX: MEETINGS

Section 9.1 General membership meetings shall be held on a minimum of three times per year but typically are on a quarterly basis during the school year and summer, subject to Executive Board and Sponsor availability and timing conflicts with Holidays, unless otherwise notified through email and website communication. The Executive Board shall determine the dates for the monthly general membership meetings prior to the first official membership meeting and present to membership for the current school year to be held at a location chosen by the Executive Board or another designated location.

Special meetings may be called by the President or a simple majority of the members on the Executive Board. At least four (4) Executive Board officers must be in attendance and the membership must be notified 72 hours in advance. No meeting will be deemed official without the Sponsor, or the alternate as named by the Sponsor, present.

Eight members shall constitute a quorum for the transaction of business in any meeting of the general membership, which will include one half of the Executive Board members eligible to vote and seven (7) eligible voting members. For voting purposes, approval will be defined as a simple majority vote of the active, voting members present at any general meeting.

Notice of Crestmont Prep Booster Club meetings shall be posted on the Crestmont Prep School website, social media, or via the membership email list.

Section 9.2 An Executive Board meeting with Sponsor and Administration shall be held as determined by the Executive Board. At least one Executive Meeting will be held following the election of new officers, and one prior to the beginning of the new school year. Minutes from the Executive Board Meeting will be posted on the CPBC page on the Crestmont Christian Preparatory School Website and available for review in the minutes binder during CPBC meetings.

ARTICLE X: GENERAL

Section 10.1: No substantial part of the acts of the Crestmont Prep Booster Club shall be carrying out propaganda or otherwise attempting to influence legislation or other activities not permitted in an organization exempt from federal income taxes under Section 501(c)(3).

Section 10.2: The current version of “Robert’s Rules of Order” shall govern the Crestmont Prep Booster Club in all cases in which they are not in conflict with these bylaws.

Section 10.3: Any situation not explicitly governed by these bylaws shall be governed in accordance with the Crestmont Christian Preparatory School, TAI AO, ACSI regulations, TAPPS, UIL, Federal, and Texas State laws for booster clubs.

Section 10.4: The Crestmont Prep Booster Club may elect to implement a scholarship program. In the event a scholarship program is implemented, the requirements shall be consistent with the school requirements for scholarship programs, including the creation of a Scholarship Review Committee, as outlined in the Booster Club By-Laws.

Section 10.5: Members of the CPBC will conduct themselves in a manner that is consistent with their role as a supporter and a builder of spirit of the school. Conduct unbecoming of a CPBC member includes but is not limited to harassment or admonishment of coaches, students, or opposing team members in a public setting, on school grounds, in the community, or at an official school event, foul language in a public setting, misuse of CPBC funds. Violation of these rules could result in removal proceedings in accordance with Article IV.

ARTICLE XI: WHISTLEBLOWER PROTECTION

Section 11.1 In keeping with the policy of maintaining the highest standards of conduct and ethics, CPBC will investigate any suspected fraudulent or dishonest use or misuse of CPBC’s resources or misconduct by Executive Board members, consultants, or volunteers.

Section 11.2 Executive Board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as a “whistleblower”), pursuant to the procedures set forth below.

Section 11.3 A person’s concerns about possible fraudulent or dishonest use or misuse of resources or misconduct should be reported to the Executive Board President, Vice President, and Crestmont Christian Preparatory School Principal. To facilitate reporting of suspected violations where the reporter wishes to remain anonymous, the Resources Complaint form may be downloaded from the CPBC page and submitted to a School Board Member, Sponsor, or School Administrator who will turn over complaints to the independent Auditor for investigation.

People must be cautious to avoid baseless allegations.

Section 11.4 All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint.

Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and the Executive Board. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

Section 11.5 CPBC will protect whistleblowers as defined below:

CPBC will use its best efforts to protect whistleblowers against retaliation. Complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that CPBC and/or Crestmont Christian Preparatory School can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel.

Executive Board members, consultants, and volunteers of CPBC may not retaliate against a whistleblower. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Crestmont Christian Preparatory School Principal and/or School Board.

ARTICLE XII: DOCUMENT RETENTION AND DESTRUCTION

Section 12.1: In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by CPBC in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate CPBC's operations by promoting efficiency and freeing up valuable storage space.

Section 12.2 CPBC follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

Corporate Records

Annual Reports to Secretary of State/Attorney General – Permanent

Articles of Incorporation – Permanent

Executive Board and General Meeting Minutes – Permanent

Executive Board Policies/Resolutions – Permanent

Bylaws – Permanent

IRS Application for Tax-Exempt Status (Form 1023) – Permanent

IRS Determination Letter – Permanent

State Sales Tax Exemption Letter – Permanent

Contracts (after expiration) – 10 years

Insurance Policies – Permanent

Accounting and Corporate Tax Records

Annual Audits and Financial Statements – 10 years

IRS Forms 990 and 990-T Tax Returns – Permanent

General Ledgers – 10 years

Business Expense Records – 10 years

IRS Forms 1099 – 10 years

Journal Entries – 10 years

Invoices – 10 years

Sales Records (box office, concessions, spirit sales) – 5 years

Petty Cash Vouchers – 3 years

Cash Receipts – 3 years

Credit Card Receipts – 3 years

Bank Records

Check Registers – 10 years

Bank Deposit Slips – 10 years

Bank Statements and Reconciliation – 10 years

Electronic Fund Transfer Documents – 10 years

Donor and Grant Records

Donor Records and Acknowledgment Letters – 10 years

Scholarship Committee Materials – 7 years

Section 12.3 Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Section 12.4 CPBC’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping CPBC operating in an emergency will be duplicated or backed up at least every week and maintained off-site. A physical copy of the by-laws, minutes meetings, and financial transactions will be kept at the school in the office of the Administrator. Formal meeting time may be requested through the School Administrative Assistant to review the documentation with the School Administrator, Sponsor, and member of the CPBC Executive Board.

Section 12.5 CPBC's Secretary is responsible for the ongoing process of identifying its' records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Section 12.6 Failure to follow this policy can result in possible civil and criminal sanctions against CPBC and possible disciplinary action against responsible individuals. The President and Treasurer will periodically review these procedures with legal counsel or the school's certified public accountant to ensure that they are in compliance with new or revised regulations.

ARTICLE XIII: CONFLICT OF INTEREST

Section 13.1. CPBC Executive Board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that Executive Board members can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an Executive Board member is in a position to influence a decision that may result in personal gain or gain for a relative as a result of CPBC's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Executive Board member is similar to that of persons who are related by blood or marriage.

Section 13.2: No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if an Executive Board member has any influence on any material business transactions, it is imperative that he or she discloses to the Executive Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Section 13.3: Personal gain may result not only in cases where an Executive Board member, or a relative has a significant ownership in a firm with which CPBC does business, but also when an Executive Board member, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving CPBC.

ARTICLE XIV: AMENDMENTS

Section 14.1: Proposed amendments to these bylaws may be submitted by any Active Member to the Parliamentarian copying the Secretary, who will submit the proposed amendments to the Executive Board.

Section 14.2: Any amendment approved by the Executive Board shall be considered at the next general membership meeting as defined below:

These bylaws may be amended at any general membership meeting of the Crestmont Prep Booster Club with a 2/3 vote of the Active Members present. These amendments must be read at a meeting, discussed, and voted on at the same meeting, provided that a 72 hour or more notice of the proposed amendment(s) was given prior to the

To be adopted, any amendments approved by the general membership must then be approved by both the Sponsor and the Executive Board to ensure that it does not negatively affect the athletes and artists of Crestmont Christian Preparatory School.

14.3: Proposed amendments must be submitted to the Executive Board two weeks in advance of the monthly meeting and must be posted to the Crestmont Booster Club page on the Crestmont Christian Preparatory School website no later than 7 days prior to the meeting.

Section 14.4: Boerne Area Christian Homeschoolers (BACH) may benefit from Booster Club fundraising while participating on Crestmont Athletic or Fine Arts Teams. BACH associated parents, friends, and families may not participate as members of the Booster Club unless they have a student currently enrolled in Crestmont Christian Preparatory Academy.

ARTICLE XV: REFERENCES

Crestmont Prep Booster Club By-laws

[Crestmont Christian Preparatory School](#)

[Guidelines for Booster Clubs — University Interscholastic League \(UIL\) \(uiltexas.org\)](#)

[Microsoft Word - TAI AO General Rules 7.5.19](#)

[Association of Christian Schools International ACSI | ACSI](#)

[UMSI | University-Model® Schools](#)

[Governance 2020-2021 - TAPPS](#)

[Athletics | TAPPS](#)

[FINE ARTS 2021-22 | TAPPS](#)

[Nonprofit Organizations \(state.tx.us\)](#)

[Common Booster Club Questions November 2018 \(tasb.org\)](#)

[IRS.gov](#)

Fund Collection Recap

This page should be completed by the event/activity coordinator and the entire form submitted to the Business Manager and CPBC Treasure no later than 15 days after the conclusion of the event/activity.

Date Submitted:

Gross Sales:

Taxable Sales:

Tax Due:

Total Amount Deposited:

Booster Club Account:

Coordinator's Signature:

Date: