

# CONSTITUTION & BY-LAWS OF THE CY-FAIR SPECIAL OLYMPICS BOOSTER CLUB (CFSOBC)

## ARTICLE 1 – REPRESENTATIVES

- SECTION 1: The representative committee shall be made up of a total of ten (10) Representatives that may be administrators, teachers, and other personnel from all sectors of the school district, or Special Olympics – Texas (SOTX) and Cypress-Fairbanks Independent School District (CFISD) registered volunteer, or SOTX registered athlete parent. All Representatives will report to the elected officers of the Cy-Fair Special Olympics Booster Club (CFSOBC).
- SECTION 2: Representatives will be nominated and elected during the month of May for the next school year (August – June), at the annual Officer Election meeting.
- SECTION 3: Each CFISD Delegation Special Olympics sport (Swimming, Softball, Bowling, Basketball, and Track & Field) shall have two (2) representatives that may serve no more than three (3) consecutive one (1) year terms.
- SECTION 4: It shall be the Sports Representatives duty to work closely with the officers and coaches, and represent CFSOBC at practices and events.
- SECTION 5: The Sports Representatives shall know the SOTX Rules for Play for the **sport** they are representing as listed in the Sports Information Guide (SIG) located on the SOTX.org website.
- SECTION 6: **Sport Representatives and CFSOBC Officers are to represent CFSOBC and offer support to the coaches and athletes, they do not represent the CFISD Special Olympics Delegation, interpret or enforce CFISD rules and policies, or handle information sensitive documents such as athlete physicals. All issues pertaining to the District are to be submitted in writing to the District as listed in Article V, Section 6.**

## ARTICLE II – OFFICERS

- SECTION 1: Officers (President, Vice-President, Secretary, Treasurer, Co-Treasurer (**Treasurer and Co-Treasurer posts cannot be filled by CFISD District employees**)) shall be nominated via ballot and elected at an official meeting held by May 31<sup>st</sup> of each school year for the following August - June year. Any Booster Club member in good standing (see **Article V, Section 4**) shall be eligible for nomination as an Officer or Sport Representative.
- SECTION 2: The Officers and their duties as a whole shall:
- A. shall make collective decisions based on what is best for the Booster Club and athletes,
  - B. shall consult with each other,
  - C. shall unanimously agree in decisions,
  - D. shall plan and execute the yearly calendar of events including special events and the annual award ceremony,
  - E. shall keep a database of contact, age, physical and e-mail address for each athlete and CFSOBC member,
  - F. shall provide a list of names for trophies, letter jacket recipients, athletes that are “aging out” of CFISD program and coaches information for use at annual banquet.
- SECTION 3: The officers and their duties shall be:
- A. President
    - 1. shall preside over official & unofficial meetings, prepare agendas for meetings,
    - 2. shall update and distribute the annual Booster Club Calendar,
    - 3. shall keep members informed of information to share re: Coach or District information via e-mail and/or Sport Representatives,
    - 4. shall plan and coordinate Booster Club related events for CFSOBC athletes,
    - 5. shall have no vote except in the case of a tie.

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**ARTICLE II – OFFICERS (continued)**

- B. Vice President
  - 1. shall assume the position of President in absence of the President,
  - 2. shall preside over authorized meetings and representative meetings in absence of the President,
  - 3. shall act as consultant to the President,
  - 4. shall be a voting member unless s/he is presiding over the meeting.
- C. Secretary
  - 1. shall record and publish the minutes of each official meeting,
  - 2. shall assume the position of Vice President in absence of the President & Vice President,
  - 3. shall be a voting member unless s/he is presiding over a meeting.
- D. Treasurer
  - 1. shall assume position of Secretary in absence of the Secretary,
  - 2. shall submit treasury reports at each authorized meeting and submit reports to District annually by September 15<sup>th</sup> of each year.
  - 3. shall keep all receipts, receipt books, bank statements, and other financial records intact.
  - 4. shall manage all fund-raising funds separately,
  - 5. shall make bank deposits in a timely manner,
  - 6. shall be a voting member,
  - 7. **shall not be a CFISD District employee.**
- E. Co-Treasurer
  - 1. shall assume all duties listed above as Treasurer in absence of Treasurer,
  - 2. **shall not be a CFISD District employee.**

SECTION 3: The term of office, which begins on August 1<sup>st</sup> of each year, shall be for one (1) year; and no officer shall be eligible to serve **in the same office** more than two (2) consecutive one (1) year terms. Sport Representatives can serve no more than three (3) consecutive terms for the same sport.

SECTION 4: The current President shall call an official election meeting in May and shall preside over the election of new officers and representatives. The election meeting date should be prior to the financial report that is due to the District by September 15<sup>th</sup>. The Treasurer shall meet with the Treasurer Elect to prepare the financial reports.

SECTION 5: If for any reason an officer post is left open, the next serving officer shall assume the open post, Vice President will continue in that post and assume duties of President, the Vice President's ability to be a voting member on matters may be affected. Secretary shall continue in that post and assume Vice President's post, Treasurer shall continue in that post and assume duties of Vice President, Co-Treasurer shall continue in that post and assume duties of Treasurer (**Treasurer or Co-Treasurer cannot be CFISD employees**). If a Treasurer and Co-Treasurer both leave their posts, an Officer must notify the bank immediately and provide minutes to amend signature cards, an emergency meeting shall be held to name a Treasurer and Co-treasurer. In the event that all officer posts are left vacant, members of CFSOBC must hold an emergency meeting and elect a President, Secretary and Treasurer, minutes must be taken of the meeting and presented to the bank to change records.

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## ARTICLE III - MEETINGS

- SECTION 1: The Booster Club shall have a **minimum** of two (2) official meetings during the school year that will include Officers, Representatives, and all other Members. The meeting dates, times, and places held should be noted on the annual Booster Club Calendar, and/or written notification sent via U.S. Postal Service.
- SECTION 2: The President and Officers shall determine the meeting dates. All unofficial meetings called can follow the same protocol for notification, with the following exception: notification of an unofficial meeting can be sent via e-mail and/or voice mail message.
- SECTION 3: An official meeting must be called and presided over by the President in August of each year to elect officers. An official meeting must also be called by October 31<sup>st</sup> of each year to make the financial reports public to all Booster Club Members. Prior to September 15th, the financial records must be reviewed by a committee of the President's choosing (review committee members cannot be a current Officer) and/or a CPA to verify that the records are valid and correct.

## ARTICLE IV – Amendments and Review of the Constitution and By-Laws

- SECTION 1: If amendment of these by-laws is deemed necessary by unanimous vote in favor of the amendment by the elected **Officers**, the By-laws of the Cy-Fair Special Olympics Booster Club shall be amended in the following manner:
- The proposed amendment shall be distributed to CFSOBC members prior to holding an official meeting with at least two (2) week's notification before the official meeting takes place. Notification must include a ballot for those members that cannot attend. If voting by absentee ballot, it shall be the responsibility of the MEMBER to ensure that their sealed ballot is received in time to be counted at the meeting. Absentee votes shall be noted as active votes and listed in the minutes as such.**
- SECTION 2: Voting on the amendment shall take place at an official meeting and approval by two-thirds of the members present. Recording of sealed ballots of those unable to attend shall be necessary to affirm the passage of an amendment by these by-laws under the above prescribed conditions.
- SECTION 3: The Constitution and By-Laws should be reviewed every two (2) years by the same committee that reviews the financial records.
- SECTION 4: Minutes of official meetings shall be made available to any member within two (2) weeks of written request to the Secretary and will be available for viewing at the annual banquet. A copy of the minutes of the election meeting shall be submitted to the bank and signature cards amended each year by October 31<sup>st</sup>.

## ARTICLE V – MEMBERSHIP QUALIFICATIONS and EXPECTATIONS

- SECTION 1: Membership in CFSOBC is open to anyone. **Any volunteer having direct contact with Special Olympic athletes in the Cypress-Fairbanks I.S.D. Special Olympics Delegation must complete a Volunteer Registration form available on CFISD.net and/or SOTX.org websites. No membership dues or fees are in place at this time.**
- SECTION 2: CFSOBC is a service related, non-profit 501(c) organization. All members should serve and volunteer to help the organization in the capacity that they are able. Attending meetings, voting in person or by absentee, submitting ideas for events, serving as a Sports Representative or volunteering for sub-committees is considered volunteering. Decisions made by the Officers of CFSOBC are final. Therefore, it should be the entire body of involved members that help the Officers decide what is best for the group.

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**ARTICLE V – MEMBERSHIP QUALIFICATIONS and EXPECTATIONS (continued)**

- SECTION 3: There shall be one fund-raising event held each year to raise funds for CFSOBC. CFSOBC funds are needed in order to hold special events for athletes, pay for the **annual awards banquet, letter jackets for qualified athletes, snacks and drinks for sporting events, items not covered by CFISD, postage, office supplies,** and any other needs for the group as decided by the elected Officers.
- SECTION 4: All CFSOBC members and their families are to conduct themselves in a respectful manner as described in **Article VI** from **CFISD’s Sportsmanship Plan for Athletes** as well as **Special Olympics – Texas’ Athlete’s Code of Conduct** described in **Article VII**. Further information regarding Rules for Special Olympics sports can be located on SOTX.org. Members that do not abide by the code of CFISD Sportsmanship Plan for Athletes may be expelled from practices and competitions by **CFISD**. Any CFSOBC member that is expelled shall be ineligible to be nominated as Officer or Sport Representative during the year of their expulsion and two (2) years following for Officer and three (3) years following for Sport Representative. Any Officer that has been expelled shall be deemed ineligible to serve as Officer and be removed from office.
- SECTION 5: **All CFSOBC members should judge themselves by the following statements:**
- A. Do I support the Special Olympics Organization as a whole by knowing my athlete’s sport, making sure they are on time and equipped for practice?
  - B. Am I actively involved in my son/daughter’s Special Olympics Delegation by supporting the Team and Delegation?
  - C. Do I follow the rules outlined by my Delegation and conduct myself respectfully, if for no other reason than to make my son/daughter’s experience with Special Olympics as positive and uplifting as it is meant to be?
  - D. If I disagree with a rule, policy, or coach, have I taken the necessary steps outlined in this Constitution and By-Laws to properly communicate my issue/concern?
  - E. Does my ATTITUDE reflect a person that I would want to interact with as a COACH?
  - F. If my athlete has to abide by rules, regulations, policies, and codes of conduct, so should I.
- SECTION 6: **Problems and/or issues regarding the CFISD Special Olympics Program including clarification of CFISD’s Rules and Regulations for Athletes, issues involving coaches, transportation to games and/or Special Olympics Area 4 or Special Olympic State Events, concerns or problems should submitted in writing to the Special Education Coordinator for the Cypress-Fairbanks Special Olympics Delegation.**

Special Education Coordinator  
C/O Cypress-Fairbanks Instructional Support Center  
10300 Jones Road  
Houston, Texas 77065

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**ARTICLE VI – CFISD ATHLETIC DEPARTMENT SPORTSMANSHIP STANDARDS  
PARENT EXPECTATIONS**

The form below is a copy of the Sportsmanship Standards Parent Expectations. Our athletic program holds to CFISD (as Head of Delegation) rules and regulations for sports events and practices, we are representing Cypress-Fairbanks I.S.D. and Special Olympics – Texas. We also represent OUR ATHLETES EACH TIME we practice and compete in any Special Olympics sport.

**Cypress Fairbanks Athletic Department  
Sportsmanship Standards  
Parent Expectations**

Youth sports are for the players. All parents associated with Cypress-Fairbanks I.S.D. are welcome to share in the pleasure of watching their children participate so long as their behavior does not distract the players and officials from the free flow of play. Any issues a parent may have with any coach, official or player should be submitted in writing to the school athletic office and addressed at a proper time and place, not on the field or during a game.

**A parent should:**

- Make no remarks to referees or to the players, coaches or spectators of the opposing team unless intended to convey genuine interest, friendship or encouragement.
- Avoid sharp remarks directed to players on your own team who make mistakes on the field. They already know what they have done. Allow them to learn from their mistakes.
- Applaud superior play by both teams.
- Support coaches consistently regardless of the result on the court or field. Coaches contribute many hours of their time to your children. They deserve your congratulations when the team wins and your encouragement when it doesn't.
- Always remain in the spectator area.

Your cooperation with these standards before, during and after each game will make CFISD athletics more enjoyable for everyone.

**A parent must:**

- Never use foul language or obscene gestures at a game.
- Avoid persistent comments and gestures which express disagreement with referee decisions.
- Cooperate immediately with any request by the game officials.

Any parent who fails to adhere to these standards will be required to leave the playing area. CFISD reserves the right to suspend any spectator who does not abide by the rules of the sportsmanship plan. This policy applies to everyone. Please confirm that you have read these standards by signing below and returning one copy to your coach.

\_\_\_\_\_  
Student Athlete \_\_\_\_\_

\_\_\_\_\_  
Parent Signature \_\_\_\_\_

\_\_\_\_\_  
Parent Signature \_\_\_\_\_

ARTICLE VII – SPECIAL OLYMPICS TEXAS ATHLETE CODE OF CONDUCT

## Special Olympics Texas Athlete Code of Conduct

Special Olympics reaches for the highest ideals of sport just like the Olympic Games. The Special Olympics Athlete Oath is: "Let me win. But if I cannot win, let me be brave in the attempt." All Special Olympics athletes repeat these words before each competition. The oath is a pledge, or promise, to try to achieve the highest level of good sportsmanship at training and competition.

As a Special Olympics athlete, I understand and pledge that:

### Sportsmanship

- I will practice good sportsmanship.
- I will act in ways that bring respect to me, my coaches, my team, my family and Special Olympics.
- I will respect other athletes, volunteers, officials and coaches by not swearing at them, using foul language, or demonstrating inappropriate gestures or actions.
- I will demonstrate good behavior and actions with other athletes, coaches, volunteers, officials and staff.

### Training and Competition

- I will train regularly.
- I will learn and follow the rules of my sport.
- I will listen and ask questions when I do not understand.
- I will always try my best during training, divisioning and competitions.
- I will not "hold back" in preliminaries just to get into an easier final heat.

### Personal Responsibility

- I will not make inappropriate or unwanted physical, verbal, or sexual advances on others.
- I will use tobacco products only in designated areas away from the field of play and will not share or encourage others to use tobacco products with me.
- I will not drink alcohol or use illegal drugs while representing Special Olympics at events, trainings or competitions.
- I will not take drugs for the purpose of improving my performance.
- I will obey all laws and Special Olympics rules.

### Do You Understand the "Athlete Code of Conduct"?

By signing below, I am saying that:

- I have read (or have had read to me) this Athlete Code of Conduct.
- I agree to obey this Athlete Code of Conduct.
- I understand the words and meaning of this Athlete Code of Conduct.
- I understand that this Athlete Code of Conduct is a general guide for my conduct and does not describe all types of good and bad behavior.
- I understand that my future participation in Special Olympics activities could be affected if I do not obey this Code of Conduct.
- I understand and agree to follow the Special Olympics Athlete's Grievance Procedures if I wish to appeal my punishment. My coach or a member of the Games Organizing Committee will explain the steps I must follow.

I, (Print Name) \_\_\_\_\_, do hereby agree to the terms of the "Athlete Code of Conduct" stated above.

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(if needed)

\_\_\_\_\_  
Date

