TEXAS INTERCITY FOOTBALL INC.
Bylaws For
LA PORTE TEXANS / DARLINGS

## ARTICLE I

## Name

The name of this organization is Texas Intercity Football, Inc., Gulf Coast Conference, La Porte Texans and Darlings Booster Club. This name shall be used in all tax matters and official correspondence with Texas Intercity Football, Inc., Gulf Coast Conference, Texas Intercity Football, Inc.

Texas Intercity Football, Inc. Gulf Coast Conference, La Porte Texans and Darlings Booster Club shall hereafter be referred to as the Booster Club.

Texas Intercity Football Inc., Gulf Coast Conference shall be hereafter referred to as the Conference.
Texas Intercity Football Inc. shall be hereafter referred to as TIF; TIFI, or the Corporation.

## ARTICLE II

## Purpose

The Purpose of this Booster Club shall be:
a. To establish and maintain a non-profit organization of volunteers to provide the necessary equipment, recreational facilities, and finances for the registration and establishment of five (5) football teams and a drill team:
b. To enlist volunteers to teach and instruct registered participants of the football teams in the fundamentals of football, responsibility, and good sportsmanship:
c. To enlist volunteers to teach and instruct registered participants of the drill team in the fundamentals of drill, responsibility, and good sportsmanship.

This booster Club shall not discriminate in any way due to race, color, creed, sex, or religion.
This Booster Club is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distribution to organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Laws).

## ARTICLE III

## Structure

This Booster Club shall consist of honorary, regular, and special members, registered participants of the football teams and drill team.

The governing body shall be established per Article V of these bylaws from the regular and special members who shall serve as: Executive Board of Directors, Athletic staff for football teams and the Drill team staff for the drill team.

## ARTICLE VI

## Membership

4.1 Regular Membership
4.1.1 Regular Membership shall be granted to the legal guardians of registered participants of the football or drill teams. This shall also include parents of the participant of the football or drill teams who have not been suspended parental rights by the court or legal authority.
4.1.2 Regular Membership shall be granted to persons eighteen (18) years of age or older who serve as volunteer coaches or directors of the football or drill teams.
4.1.3 Regular Membership shall be for the duration of one year starting June ${ }^{\text {st. }}$. Regular Membership shall be cancelled if the participant of the football or drill team quits or is removed from the team.
4.1.4 Regular Membership may be transferred to special membership upon application of 4.1.3 when requested by the regular member and approval of two-thirds $(2 / 3)$ majority vote of the Executive Board of Directors.
4.1.5 An annual listing of the regular membership of the Booster Club shall be generated and kept by the Booster Club Secretary.
4.2 Special Membership
4.2.1 Special Membership may be granted to any person requesting membership to the Booster Club in writing and approved by two-thirds (2/3) majority vote of the Executive Board.
4.2.2 Special Members must be at least eighteen (18) years of age or hold a position on the Executive Board.
4.2.3 A monetary donation of at least five dollars (\$5) must be made by any person applying for a special membership.
4.2.4 An annual listing of the Special Membership of the Booster Club shall be generated and kept by the Booster Club Secretary.
4.3 Honorary Membership
4.3.1 Honorary Membership may be granted to any past regular or special member who have served the Booster Club for four (4) or more years as a coach of football, drill or cheerleading; team mom; announcer or any combination thereof and nominated by the Booster Club President and approved by a two-thirds (2/3) majority vote of the Executive Board.
4.3.2 Honorary Membership shall be for the duration of the lifetime of the Booster Club.
4.3.3 Honorary Members have voting rights in any vote taken by the Booster Club. But have no rights to hold a position on the Executive Board.
4.3.4 Honorary Membership can be transferred to a regular or special membership if the honorary member so qualifies and holds both memberships dually and be afforded all the privileges of a regular or special membership.
4.3.5 Honorary Membership can only be revoked by a two-thirds (2/3) majority vote of the Executive Board.
4.3.6 A Plaque(s) shall be made bearing all names of the honorary members and displayed at the annual meeting if held.
4.4 The Executive Board for conduct, which reflects unfavorably upon the Booster Club, may revoke any regular or special membership. The member involved shall be notified of the impending action in writing at least 14 days prior to said action of removal and shall be granted a full hearing by the Executive Board if the member so requests in writing.
4.5 A coach or registered participating member of a football, drill, or cheerleading team may be removed from their position for conduct, which reflects unfavorably or incorrigibly upon the Booster Club. The person shall be removed by two-thirds (2/3) majority vote of the Executive Board, only if the complaint is made in writing and is signed by the complainant before a notary public. The person shall have a right to a full hearing by the Executive Board if so requested within ten (10) days of the removal action by the Executive Board in writing. The President shall have the authority to remove the person temporarily until the action is brought before the Executive Board.
4.6 All registered participating members of the football or drill team shall be non-voting members of the Booster Club.
4.7 Any removal action by the Executive Board is final and shall be enforced for the remainder of the calendar year.
4.8 All regular, special and honorary members in good standing shall be entitled to vote in general meetings. All regular and special members in good standing shall be entitled to full voting privileges regardless of whether their position be elected or appointed.

## ARTICLE V

## Government

5.1 The government of the Booster Club shall be under the supervision and control of the Executive Board of Directors and implemented by the Booster Club President. The business and property shall be managed and controlled by the Executive Board.
5.2 "Robert's Rules of Order" shall govern the proceeding of all meetings of the Executive Board of Directors and general or special meetings of the Booster Club.
5.3 The President shall appoint a Parliamentarian for the Club annually, subject to simple majority approval of the Executive Board.
5.3.1 The President shall, upon being charged to do so by a simple majority vote of the Executive Board, appoint a member in good standing, subject to simple majority approval of the Executive Board, to serve as Parliamentarian ad litem. This position shall have no authority to vote or motion to the Executive Board, but shall assist the President in presiding at meetings. This position shall have the authority to deny any executive or legislative action that is judged to be in violation of the bylaws of the LPTD organization, or any superseding sanctioning body. The term for this position shall be from the time of inception through the end of the first official meeting of the following calendar year. This position shall be dissolved at the end of the term, or upon resignation of the member.
5.3.2 In the absence of the Parliamentarian ad litem position, the President shall appoint a member of the Executive Board to serve as Parliamentarian, subject to simple majority approval of the Executive Board.
5.4 The Bylaws and Constitution of TIFI and/or the Conference shall override these bylaws if a conflict exists in these bylaws herein.
5.5 The executive Board of Directors shall consist of the following:
5.5.1 The elected Officers of this Club shall be the President, Vice President and Secretary.
5.5.2 The elected Directors of the Club and their capacity of service in the Club shall be: Ways and Means Director, Publicity Director, and Gate Director.
5.5.3 The President shall appoint the following positions subject to simple majority approval of the Executive Board, to the Executive Board of Directors: Athletic Director, Concessions Director, the Treasurer, Drill Director, Football Player Agent, Football Equipment Manager, Drill Team Agent, Drill Equipment Manager, Trainer, Cheerleading Director, Head Team Mother, Sponsorship Director, and Event Coordinator.
5.5.4 The President may appoint an Assistant Athletic Director, Assistant Drill Director, Assistant Concession Director, Assistant Ways and Means Director, and an Assistant Publicity Director.
5.6 The members of the Executive Board shall serve their term of office from January $l$ of one year to December 31 of the same year.
5.7 No person shall hold more than one (1) office of the elected positions of 5.5.1 or 5.5.2, but may carry out the duties of a vacant position.
5.8 All Officers and Directors shall be eligible for re-election.

The president shall appoint persons to chair the committees below. Each appointee will select two or more committee members for the Executive Board approval. The standing committees shall include the Budget and Finance committee, the Publicity and Public Relations committee, and the Audit committee. The President may elect to assign up to two (2) positions to serve on each committee.
5.13.1 The President shall cause the formation of other committees, as they are deemed necessary to carry out the business of the Club.
5.13.2 The membership and responsibilities of any committee formed shall be documented and published as an addendum to these bylaws herein.
5.14 The President shall appoint a committee to be composed of five (5) members of the Club to nominate Officers and Directors to be voted on per section 8.2.2 or 8.3.

## ARTICLE VI

## Powers and Duties of Members of the Executive Board

6.1 The President shall preside at all meetings and have general supervision of the affairs of the Club. The President and the Secretary-Treasurer shall co-sign all checks issued by the Club. The Vice President shall have the authority to co-sign in the absence of the President or the Secretary-Treasurer. The President shall also see that all the orders and resolutions of the Board are carried out and sign all leases, liens, promissory notes and other written instruments, which are legally binding to the Club.
6.2 The Vice President shall act in place and stead of the President in the event of his/her absence, inability, or refusal to act. The Vice President shall coordinate the team pictures, the purchasing of participant trophies, and the Annual meeting and shall perform other duties as required by the Executive Board.
6.2.1 The President's refusal to act is defined as failure to act in accordance with these bylaws.
6.3 The Secretary shall record the votes and keep the minutes of all meetings of the Executive Board and the Club. The Secretary shall keep current records of all the members of the Club, serve notice of the meetings of the Executive Board or the Club, and perform other duties as required by the Board. The Secretary shall make public all minutes and notes taken from meetings within seven (7) days of the meeting.
6.4 The Treasurer shall receive and deposit in the appropriate bank accounts all monies of the Club and shall disburse such funds as directed by the Executive Board, sign all checks as required by the bylaws, keep proper books of accounts, and prepare and submit financial reports to the Executive Board and Club. The Treasurer will serve as Chairperson of the Budget and Finance Committee.
6.5 The Athletic Director (Head Coach) shall be the overall authority in all the coaching matters and shall have full authority and responsibility to conduct the athletic program for all five (5) football teams. The Head Coach may appoint an Assistant Athletic Director and shall appoint a coach or coach's assistants for each team and present an application for each to the President for approval. The Athletic Director shall assume the duties of Vice President in the absence of the President and Vice President.
6.6 The Drill Director shall be the overall authority in all the coaching matters and shall have full authority and responsibility to conduct the Drill program. The Drill Director may appoint an Assistant Drill Director and as many coaches as deemed necessary and submit an application for each to the President for approval. The Drill Director shall assume the duties of Vice President in the absence of the President, Vice President, and the Athletic Director.
6.7 The Concession Director shall coordinate all concession activities as required by the Executive Board.
6.8 The Ways and Means Director shall coordinate all fund raising activities as required and provide to the Executive Board an estimate of fund raising activities and funds expected to be raised before equipment issue day.
6.9 The Publicity Director shall coordinate the publishing of the annual yearbook and any matters related to the publicizing of the activities of the Booster Club.
6.10 The Gate Director shall coordinate the sales of the team's spirit and promotional items for the Booster Club at practices and all home games.
6.11 The Assistant Concession Director shall assist the Concession Director in any way required. The Assistant Concession Director shall coordinate the workers needed to operate the concessions at all home games. The Assistant Concession Director will be a full voting member of the Executive Board.
6.12 The Assistant Ways and Means Director shall assist the Ways and Means Director in any way required. The Assistant Ways and Means Director will be a full voting member of the Executive Board.
6.13 The Assistant Athletic Director shall assist the Athletic Director in any way required. The Assistant Athletic Director will be a full voting member of the Executive Board.
6.14 The Assistant Drill Director shall assist the Drill Director in any way required. The Assistant Drill Director will be a full voting member of the Executive Board.
6.15 The Football Player Agent shall coordinate and be responsible for all registration, insurance, and other forms necessary for the football program. The Football Player Agent should complete all required reports and present them to the President or person responsible in a timely matter. The Football Player Agent shall be responsible for coordinating two (2) monitors to be present for each game.
6.16 The Football Equipment Manager shall be responsible for purchasing and maintaining all equipment required for football. Prior to sign ups each season, all protective equipment shall be subject to review by the Head Coaches and Athletic Director. Any protective equipment deemed unsafe by the Head Coaches and Athletic Director shall be removed and/or replaced, and not issued to any player under any circumstance.
6.17 The Assistant Football Equipment Manager shall assist the Football Equipment Manager in any way required. The Assistant Football Manager shall be a full voting member of the Executive Board.
6.18 The Drill Team Agent shall coordinate and be responsible for all registration, insurance, and other forms necessary for the drill program. The Drill Team Agent shall coordinate and complete all required reports and timely present them to the President or person responsible.

The Cheer Director shall be responsible for all cheerleading activities as required. The Cheer Director shall be a full voting member of the Executive Board.
6.20 The Head Team Mother shall be responsible for the coordination of at least one (1) Team Mom per team and perform any other duties required by the Executive Board. This selection shall be subject to the approval of the Head Coach for each team. In the event an agreement cannot be made, the team mother for that team shall be elected by the members of that team. The Head Team Mother shall be included, however silent, unless specifically addressed, in all communications between each Team Mother and their team. The Head Team Mother shall be responsible for collecting all receipts for purchases made at the team level, as well as detailed financial statements for any moneys received by each Team Mother, respectively. The Head Team Mom shall be a full voting member of the Executive Board.
6.21 The Trainer shall be a person with the proper medical training necessary to provide medical aid, preventative and emergency, to all participants of the Booster Club. The Trainer shall be present when possible at all practices and games. The Trainer shall prepare a budget for supplies and present an inventory annually to the Executive Board. The Trainer shall have the authority to remove an injured or ill participant and no one person has the authority to supersede his/her decision.
6.22 The Event Coordinator shall be responsible for overseeing club events, such as registration, uniform fittings, equipment issue, homecoming, pep rallies, end of season banquet, and any other club events as deemed necessary by the Executive Board. They shall be responsible for researching and securing any venues necessary for hosting these events.

The Sponsorship Director shall be responsible for the development, coordination, and implementation of sponsorship raising activities. They shall serve as the club liaison for current and prospective sponsors. This position shall be responsible for efforts required to secure future sponsors, as well as maintain good standing relationships with current sponsors.

## ARTICLE VII

## Finance

7.1 The fiscal year of the Club shall be January 1 to December 31 .
7.2 Every Member of the Executive Board shall present a budget to the Budget and Finance Committee for approval to be submitted to the Executive Board for approval.
7.3 No expenditure of over two hundred dollars (\$200.00) may be made without the approval of the Executive Board.
7.3.1 In the event the expenditure is necessary for the operation of the Club or an activity of the Club and must be considered before the next meeting of the Executive Board, a poll vote of the Executive Board members can be taken and the expenditure made with a simple majority approval. The results of the poll vote must be read in the minutes of the next meeting.
7.4 All cash withdrawn from an ATM shall be approved by the Treasurer prior to the withdrawal. The withdrawal statement, receipt for the purchase made with the cash received, and any cash left over shall be given to the Treasurer within three (3) business days.
7.5 At no time shall any member other than the Treasurer have in their possession over five hundred dollars ( $\$ 500.00$ ) of the club's moneys in cash.
7.6 At no time shall any member other than the Treasurer have in their possession over one thousand dollars ( $\$ 1,000.00$ ) of the club's moneys in any form.
7.7 All check payments made out to the club shall be deposited into the club's bank account within seven (7) days of receipt, or the next business day thereafter.
7.8 All cash moneys in excess of one thousand dollars ( $\$ 1000.00$ ) shall be deposited into the club's bank account by the Treasurer within three (3) business days.
7.9 A copy of all financial documents, including detailed invoices and statements for all moneys paid or received, shall be kept in a centralized location accessible by any elected officer or director on the Executive Board.
7.10 No purchase over one thousand dollars ( $\$ 1,000.00$ ) may be made by anyone, whereby Club monies is to be used to buy, pay for, or reimburse someone for as a single purchase or service without two (2) competitive bids having been sought and presented to the Executive Board for approval. The Executive Board, by simple majority, may approve without two (2) competitive bids if the obtaining of the bids is inappropriate and the reason for such is presented in writing to the Executive Board.
7.11 All instruments for the payment of monies by the Club shall be drawn in the name of the Club and signed by the President and Treasurer of the Club. In the event either the President or the Treasurer is unable to sign, a third ( $3^{\text {rd }}$ ) member of the Executive Board appointed by the President and the approval of a simple majority of the Executive Board may sign in their absence.
7.11.1 All instruments for the payment of monies by the Club shall be co-signed by at least two (2) of the above persons.
7.11.2 In no event will two (2) members of the same household be permitted to be co-signers of the instrument of payment.
7.12 The Treasurer shall establish a checking account at a bank approved of by the Executive Board each year for the purposes of collecting funds, paying bills, paying refunds, and/or reimbursing expenditures.
7.12.1 The Executive Board shall approve a bank of deposit for the Booster Club's monies before the first Conference meeting of each year.
7.13 No payments of the Club's monies may be made by the Club's Executive Board, or in the name of the Club or Executive Board in the form of cash; except for Concession duties where a receipt or voucher is obtained.
7.14 Any purchase over two hundred dollars (\$200.00) which is not paid for at the time of purchase shall not be made unless a Club purchase order has been presented to the purchasee by a person authorized to do so by the Executive Board.
7.15 No taxes on goods or services purchased by the Club shall be paid or reimbursed to anyone by the Club as long as the Club remains in the tax-exempt position with the State of Texas or government of the United States.
7.16 The books of record, bank statements, and other records of the Club shall be open for inspection by anyone requesting to inspect such records during normal business hours.
7.17 The Treasurer shall present a fiscal statement to the Executive Board at every Executive Board meeting.
7.18 The Treasurer shall have present and have available a complete fiscal statement to the Club and its members at the Club's Annual Awards Meeting.
7.19 An audit of the Club's fiscal records shall be done every year by members of the Club's audit committee.
7.20 An audit of the Club's fiscal records shall be done at the end of every even number year by a public accountant.

## ARTICLE VIII

## Meeting and Elections

8.1 All meetings of the Club or Executive Board are public as required by law.
8.2 The first official meeting of the calendar year shall be called to order within one (l) week of TIFI calling their first meeting of the calendar year to order, or prior to the $26^{\text {th }}$ day of January, whichever comes first.
8.3 The Club may have general meetings as needed.
8.3.1 This meeting may be called the Annual Awards Meeting.
8.3.2 The election of new officers and directors may take place at this meeting.
8.3.3 The presentation of awards may take place at this meeting.
8.3.4 The Executive Board may decide to either have individual team awards, ceremonies, or one single ceremony.
8.3.5 A quorum for a general meeting shall be fifteen members in good standing, and a quorum of the Executive Board meeting shall be a simple majority of the Executive Board.
8.4 The Executive Board, may by a two-thirds (2/3) majority vote, decide to hold the elections of the elected officers and directors at the last scheduled home game.
8.4.1 The election shall be held between the hours of 9:00 a.m. and 2:30 p.m.
8.4.2 The Secretary shall have present a detailed and alphabetically arranged roster of all eligible voting members. All eligible voting members shall have been members at least five days prior to the election.
8.4.3 The President shall appoint at least two (2) people to assist the Secretary with the election. No other person may assist, but any person that is running for an office may him/herself or appoint some person to observe the election. These observers may not interfere with or influence any person voting. If they do, the President may order them to leave the area.
8.4.4 An eligible voting member, whose name is on the roster, shall present valid identification before receiving a ballot, which shall be marked and placed in a secured box. The voter shall have a private place in which to mark the ballot.
8.4.5 At 2:31 p.m., the President, the Secretary, and the appointed helpers shall take custody of the ballots and count them and let the results be known. The observers can still observe but not take part in the process. Any unclear markings, double markings, or other error making the ballots intent unclear, shall cause the ballot to be totally disregarded.
8.4.6 In order for someone to be placed on a ballot issued under 8.3, a person must present their name and the intended position, which must be accompanied by at least five (5) eligible voter's signatures, to the President at least ten (10) days before the election is to be held. A blank space for each position shall be provided to insure a person the opportunity of writing in someone else's name. To be placed on the ballot for the President position, the person must either be a current LPTD board member or have served on the board for at least one full year.
8.4.7 In the event the election is held under 8.3, then the Club's membership shall be notified at least thirty (30) days prior to the election by publication to the club website and mass electronic mail to the members. It shall list all the dead line dates. A list of rules and names of persons legally nominated shall be posted at the practice sites. Also, the final ballot nominations shall be posted at the practice sites the week prior to the election.
8.4.8 The President is entitled to vote in this election.
8.4.9 If the outcome of the election results in a tie, then the present Executive Board shall meet and choose the winner of those who tied by simple majority vote.
8.5 If an 8.3 election is not enacted at least forty five (45) days prior to the last scheduled home game, then a general meeting shall be held in December in which the election of officers and directors shall be held.
8.5.1 The President shall appoint a committee, approved by the Executive Board, to nominate persons for the positions to be voted on.
8.5.2 Any person may be nominated for a position by an eligible voting member from the floor, if that nomination has a second from another eligible member.
8.5.3 The President is eligible to vote in this election.
8.5.4 If the outcome of this election results in a tie, or no single person has a simple majority vote, then the voting process shall continue between either the tied nominees, or the two (2) nominees with the largest number of votes until only one (1) nominee has a simple majority vote.

## ARTICLE IX

## Legislative Acts

9.1 No member of the Executive Board or Club shall attempt to influence the course of the legislation of the Club to favor a particular political organization, person running for public office, or government agency.
9.2 The Club or any member of the Executive Board shall not loan any of the Club's monies to any individual or corporation.
9.3 The Club or any member of the Executive Board shall not pay excessive compensation for rendered services or goods received from any individual or corporation.
9.4 No member of the Club or member of the Executive Board shall collect any gratuity for doing the business of the Club with the Club's monies.
9.11 In a hearing for the violation of bylaws, or conduct which reflects unfavorably upon the Club, or any conduct in violation of a TIFI regulation shall be heard by a quorum of the Executive Board in executive session. The Executive Board and the person charged shall have the right to question the witness. The decision of the Executive Board is final. The President shall be the hearing chairperson. If the person charged is a member of the Executive Board, that person may not sit upon the Executive Board during the hearing, and is not entitled to a vote, nor shall he/she be counted for the quorum.
9.12 All members of the Executive Board shall present an inventory of all properties in their possession and care to the Secretary by December $20^{\text {th }}$ of every year.

## ARTICLE X

## Miscellaneous

10.1 The current TEXAS INTERCITY FOOTBALL, INC. OFFICIAL RULES AND REGULATIONS shall become part of these bylaws. This official manual shall take precedence over any conflict or interpretation of these bylaws. The manual may be amended by a simple majority of the TIFI Rules Committee in quorum session provided proposed changes are submitted to each voting member at least twenty (20) days prior to disposition.
10.2 Upon the dissolution of the Booster Club, the Club shall after paying and making provisions for the payment of all liabilities of the Club, dispose of all assets of the Club exclusively for the purposes of the Club in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Code Law), as the Club shall determine. Any such assets not so disposed of shall be done by a court of competent jurisdiction of the county in
which the principal office of the Club is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

## ARTICLE XI

## Amendments to the Constitution and Bylaws

11.1 The Constitution and bylaws of this Club may, by two-thirds (2/3) majority vote, a quorum present, be altered or amended at any regular or special meeting held in conformity with the Constitution and bylaws, provided such change has been submitted in writing and read to the membership at a previous meeting. Proposed changes shall not be in conflict with the bylaws of the conference of TEXAS INTERCITY FOOTBALL, INC.

## ARTICLE XII

## Power

12.1 These bylaws shall be accepted as the bylaws of the La Porte Texans and Darlings Booster Club upon acceptance by two-thirds (2/3) majority vote of qualified voting members of the Club. It shall supersede and replace all other amendments of the Club now in power.

Re: Texas Intercity Football, Inc.
Bylaws
For
Texas Intercity Football, Inc.
La Porte Texans and Darlings

BEFORE ME, on this day personally appeared $\qquad$ , known to me to be the person whose name is subscribed to the foregoing instrument, and being by me first duly sworn, declared that the statements therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE
This $\qquad$ day of $\qquad$ , A.D., 20 $\qquad$ .

Notary Public in and for ___ County, Texas
My commission expires: $\qquad$

