



**LA PORTE COWBOYS AND
COWGIRLS BOOSTER CLUB
TEXAS INTERCITY FOOTBALL, INC**

2017 BYLAWS

**P.O. Box 2111
La Porte, TX 77571**



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Definitions

- I. As used in these bylaws, unless the context otherwise requires, the term:
 - a. “Non-profit Corporation” is the equivalent of “not for Profit Corporation” and means no part of the income of which is distributable to its members, directors, or officers.
 - b. “By-laws” mean the code or codes of rules adopted for the regulation or management of the corporation, irrespective of the name or names by which such rules are designated.
 - c. “Members” mean on having membership rights in the Booster Club in accordance with the provision of the By-laws.
 - d. “Executive Board of Directors”, “LPCC Executive Board of Directors” means the group of persons vested with the management of the affairs of the Booster Club, irrespective of the name by which such group is designated.
 - e. “Insolvency” means the inability of the Booster Club to pay its debts as they become due in the usual course of its affairs.
 - f. “Verified” means subscribed and sworn to under the sanction of an oath or such affirmation as is by law equivalent to an oath, made before an officer authorized to administer oaths.
 - g. “Member in good standing” means the Booster Club member has met all current financial obligations to date.

Franchise

- I. This organization exists as a franchised member of the Texas Intercity Football, Inc. A non-profit corporation chartered by the State of Texas.
- II. This Booster Club shall be assigned to a conference and league in the understructure of Texas Intercity Football, Inc. The legislative action by Texas Intercity Football, Inc. shall not warrant a change to these by-laws, but merely a clerical update.
- III. This organization currently belongs as a franchised member to the Texas Intercity Football, Inc. Gulf Coast Conference American Football League.

Names of Franchised Organization

- I. The name of the franchise organization is the “Texas Intercity Football, Inc.” hereafter referred to as “TIFI”.
- II. The name of the assigned Texas Intercity Football, Inc. Conference is the “Gulf Coast Conference”, hereafter referred to as the “Conference”.
- III. The names of the assigned Gulf Coast Conference League is the “National Football League”, “American Football League”, hereafter referred to as the “AFL”, “NFL” or “League”.

Name of the Booster Club

- I. The name of this organization is the “Texas Intercity Football, Inc. La Porte Cowboys and Cowgirls Booster Club”, hereafter referred to as the “LPCC Booster Club” or “Club”.

Purpose of the Booster Club

- I. To establish and maintain an Executive Board of Directors and a Board of Directors to manage the acquisition of the necessary equipment, recreational facilities and finances, for registration and establishment of the football teams, a drill team, and cheerleading squads.
- II. To enlist a volunteer coaching staff to teach and instruct registered participants of the football teams in the fundamentals of football, responsibility of teamwork and good sportsmanship.
- III. To enlist a volunteer coaching staff to teach and instruct registered participants of the drill team in the fundamentals of drill, responsibility of teamwork and good sportsmanship.
- IV. To enlist a volunteer coaching staff to teach and instruct registered participants of the cheerleading squads in the fundamentals of cheerleading, responsibility of teamwork and good sportsmanship.
- V. Franchised subsidiaries may be organized under the “Non-Profit Corporation Act” for any lawful purpose or purposes, which purpose shall be fully stated in the by-laws of the franchised subsidiary. Such purpose without being limited to educational and athletic associations. Subject to the provisions of Chapter 2, Title 83, of the Revised Civil Statutes of Texas, 1925, and of such chapter or any part thereof as if may hereafter be amended. Organized for educational and athletic purposes under the guideline set forth by section 501(c) (3) of the Internal Revenue Code.

Structure of the Booster Club

- I. This Booster Club consists of an Executive Board of Directors, a Board of Directors, and a coaching staff for the football teams, drill team, cheerleading squads, and participating parents.

Executive Board of Directors

- I. The Executive Board of Directors shall consist of a President, a Vice President of Drill, Vice President of Football, a Secretary, and a Treasurer, each of whom shall be elected and serve terms as described below.

Vacancies on the Executive Board of Directors

- I. Any vacancy occurring in the Executive Board of Directors shall be filled by appointment by the President. A Director’s appointment to fill a vacancy shall be the un-expired term of their predecessor in office.

Names, Duties, Qualifications and terms of office

Name of the Office shall be “President”

- I. The President’s duties shall be to preside at all Booster Club meetings, represent the Booster Club at all corporate and conference meetings and have general supervision of the affairs of the Booster Club. The President shall annually appoint an Athletic Director and a Drill Director, any unfilled or vacated elected board positions and to appoint the chairperson to all standing and special

- committees. The President shall also organize the annual registration day. The President shall see that all orders and resolutions of the Executive Board of Directors are carried out, sign all leases, liens, promissory notes and other written instruments that are legally binding to the Booster Club.
- II. The President's qualifications shall have been to serve as a Vice President on the Executive Board of Directors the previous year and to be in good standing the previous year.
 - III. The President shall serve a two-year term of office. There shall be no term limitations.

Name of the Office shall be "Vice President of Drill"

- I. The Vice President of Drill duties shall include the overseeing of the drill and cheer activities, the budget oversight for drill and cheer, working with the Executive Board to help coordinate the team pictures, organize the award banquet and purchase of the presentation trophies with Executive Board of Director's approval. These duties are not limited to the above but can be modified as needed by the President. The Vice President of Drill directly reports to the President of LPCC.
- II. The Vice President with the most seniority on the Executive Board will serve as President upon death, absence or resignation of the President or upon the President's inability to perform the duties of office.
- III. The Vice Presidents of Drill qualifications shall have been to serve on the LPCC Board of Directors for the previous year. The requirement is to ensure total exposure to the LPCC Booster Club operation.
- IV. The Vice President's term shall be to serve a one-year term of office. There shall be no term limitations.

Name of the Office Shall be "Vice President of Football"

- I. The Vice President of Football duties shall include the overseeing of the football activities, the budget oversight for football, working with the Executive Board to help coordinate the team pictures, organize the award banquet and purchase of the presentation trophies with Executive Board of Director's approval. These duties are not limited to the above but can be modified as needed by the President. The Vice President of Football directly reports to the President of LPCC.
- II. The Vice President with the most seniority on the Executive Board will serve as President upon death, absence or resignation of the President or upon the President's inability to perform the duties of office.
- III. The Vice Presidents of Football qualifications shall have been to serve on the LPCC Board of Directors for the previous year. The requirement is to ensure total exposure to the LPCC Booster Club operation.
- IV. The Vice President's term shall be to serve a one-year term of office. There shall be no term limitations.

Name of the Office shall be “Secretary”

- I. The Secretary’s duties shall be to record the minutes of all meetings, to maintain an accurate and up to date copy of the membership list, to maintain an accurate and up to date copy of the inventory and property list for the LPCC Booster Club and to maintain historical copies of all the above LPCC Booster Club records for the past three years. The Secretary should also lead and be responsible for all event coordination throughout the year. These duties are not limited to the above but can be modified as needed by the President.
- II. The Secretary’s preferred qualifications shall have been to be a member of the LPCC Booster Club in good standing the previous year.
- III. The Secretary shall serve a one-year term of office. There shall be no term limitations.

Name of the Office shall be “Treasurer”

- I. The Treasurer’s duties shall be to receive and deposit all monies of the LPCC Booster Club in the approved LPCC Booster Club bank account, to disburse funds as directed by the LPCC Executive Board of Directors, to prepare and submit an accurate and up to date copy of the financial report to the LPCC Executive Board of Directors, to maintain an accurate and up to date copy of members’ accounts. These duties are not limited to the above but can be modified as needed by the President.
- II. The Treasurer’s qualifications shall have been to be a member of the LPCC Executive Board of Directors for the previous year and to be knowledgeable in accounting.
- III. The Treasurer shall serve a one-year term of office. There shall be no term limitations.

Board of Directors

- I. The elected directors of the Booster Club shall consist of a Concession Manager, Football Agent, Equipment Manager, Spirits Sales Director, and Ways N Means of whom shall be elected and serve terms as described below.

Vacancies on the Board of Directors

- I. Any vacancy occurring in the Board of Directors shall be filled by appointment by the President. A Director’s appointment to fill a vacancy shall be the un-expired term of their predecessor in office.

Names, Duties, Qualifications and terms of office

Name of the Office shall be “Concession Manager”

- I. The Concession Manager duties shall be to create and inventory the club’s concession products, receive bids and purchase approved inventory. Also, set up the concession for all home games and possible post season games, cook or oversee cooking, sell concession products, and then clean up the concession stand. The Concession Manager shall ensure at all times a board member is in the concession stand handling the money. These duties shall be coordinated with the

- Football Agent and or Drill Agent for assistance in scheduling. Carrying and cleaning of concession materials and equipment will also be required. These duties are not limited to the above but can be modified as needed by the President.
- II. The Concession Manager's preferred qualifications shall have been to be a member of the LPCC Booster Club in good standing the previous year.
 - III. The Concession Manager's term shall be to serve a one-year term of office. There shall be no term limitations.

Name of the Office shall be "Football Agent"

- I. The Football Agent duties shall be to help oversee football player registration, coordinate Club activities with all Player Agents at the beginning of the season and on a weekly basis, to copy and distribute maps to away games, coordinate with Player Agents concerning homecoming, concession stand duties, raffle baskets, and any extra organizational events, also prepare announcer and photo roster. The Football Agent shall conduct all weigh in's for the football players and to prepare them to be sent to the TIFI AD in the proper amount of time. These duties are not limited to the above but can be modified as needed by the President.
- II. The Football Agent's preferred qualifications shall have been to be a member of the LPCC Booster Club in good standing the previous year.
- III. The Football Agent's term shall be to serve a one-year term of office. There shall be no term limitations.

Name of the Office shall be "Equipment Manager"

- I. The Equipment Manager's duties shall be to maintain all football equipment, provide transportation for the equipment to and from practice and games with the LPCC Booster Club trailer, cleaning of all equipment and maintain an inventory of all equipment. Research and gather estimates, along with the Athletic Director, for any needed equipment, including uniforms. Purchase all equipment when approved by the Executive Board of Directors. Coordinate duties with the Vice President of Football as needed. The Equipment Manager assumes responsibility for all equipment during his/her term. These duties are not limited to the above but can be modified as needed by the President.
- II. The Equipment Manager's preferred qualifications shall have been to be a member of the LPCC Booster Club in good standing the previous year.
- III. The Equipment Manager's term shall be to serve a one-year term. There shall be no term limitations.

Name of the Office shall be "Spirit Sales Director"

- I. The Spirit Sales Director duties shall be to create and inventory the LPCC Booster Club's products, receive bids and purchase inventory upon approval from the LPCC Executive Board. Set-up, sell and or order products, at all LPCC functions unless otherwise instructed by an Executive Board Member. Research new products for purchase and sell. These duties are not limited to the above but can be modified as needed by the President.
- II. The Spirit Sales Director's preferred qualifications shall have been to be a member of the LPCC Booster Club in good standing the previous year.

- III. The Spirit Sales Director's term shall be to serve a one-year term of office. There shall be no term limitations.

Name of the Office shall be "Ways and Means"

- I. The Ways and Means' position duties shall be to research, coordinate, distribute and collect yearly fundraisers, contact any current corporation sponsors about sponsorship renewals, distribute thank-you cards to sponsors, coordinated with the Football and Drill Agents concerning the club's yearbook. These duties are not limited to the above but can be modified as needed by the President.
- II. The Ways and Means position's preferred qualifications shall have been to be a member of the LPCC Booster Club in good standing the previous year.
- III. The Ways and Means position's term shall be to serve a one year term of office. There shall be no term limitations.

Removal of Elected or Appointed Directors

- I. If a member of the Executive Board of Directors or the Board of Directors misses three or more consecutive meetings, he and or she may be removed by a two-third's vote of the entire Executive Board of Directors.

Appointed Directors

- I. The appointed directors of the LPCC Booster Club shall consist of the Athletic Director and the Drill Director. Each of who shall be appointed by the President. Any appointed director may be removed by the President of the LPCC Booster Club at any time.

Names, Duties and Length of Appointment

Name of the Office shall be "Athletic Director"

- I. The Athletic Director's duties are to appoint volunteers to coach each of the football teams with final approval from the President. The Athletic Director and or President may at any time remove a coach or group of coaches as in the best interest of the Booster Club. The Athletic Director will oversee that these groups of volunteers teach and instruct all players in the fundamentals of football, responsibility of team work and good sportsmanship. These duties are not limited to the above but can be modified as needed by the President.
- II. The President shall set the Athletic Director's qualifications which will be such that he/she shall be in good standing with LPCC Booster Club and be able to carry out the directives of the President.
- III. The Athletic Director shall serve a one-year term. There shall be no term limitations.

Name of the Office shall be "Drill Director"

- I. The Drill Director's duties are to appoint volunteers to coach the drill team and cheer teams with final approval from the President. The Drill Director and or the President may at any time remove a coach or group of coaches as in the best interest of the Booster Club. The Drill Director will oversee that these groups of

- volunteers teach and instruct all players in the fundamentals of drill and cheer, responsibility of team work and good sportsmanship. These duties are not limited to the above but can be modified as needed by the President.
- II. The President shall set the Drill Director's qualifications which will be such that he/she shall be in good standing with LPCC Booster Club and be able to carry out the directives of the President.
 - III. The Drill Director's term shall be to serve a one-year term. There shall be no term limitations.

Voting

- I. Proxy vote shall not be allowed at any meeting. To be able to vote the member must be present.
- II. All Board of Directors shall have one vote when present.
- III. The President may veto any decision and the issue must be revisited at the next meeting.

Government of the Booster Club

- I. Refunds for football costs to families will be based on the following criteria: Full refunds minus the cost of jersey before the official equipment issue day. No refunds will be given after the official equipment issue day. There will be no refunds for drill team or cheerleading once orders have been placed. No refunds will be issued for any mandatory LPCC Booster Club fundraiser.

Booster Club Records

- I. All records, books and annual reports of the financial activity of this Booster Club shall be kept at the Treasurer's office for the term of office. Upon expiration of the term of office, the Treasurer shall turn over all original records, books and annual reports to the current President of the Booster Club. The Treasurer shall keep a copy for his or her own records. The President shall keep all records, book and annual reports at least three years after the closing of each fiscal year and shall be available to the public for inspection and copying during normal business hours. The Booster Club may charge a reasonable expense for preparing a copy of a record or report.
- II. Any regular member of the LPCC Booster Club or Attorney for any proper reason at any appropriate time may inspect all books and records of the Booster Club.
- III. The Booster Club shall maintain current true and accurate financial records, with full and correct entries made with respect to all financial transactions of the Booster Club, including all income and expenditures, in accordance with generally accepted accounting practices.
- IV. Based on these records, the Executive Board of Directors or trustees shall annually prepare or approve a report of the financial activity of the corporation for the preceding year. The report must conform to normal accounting standards and must include a statement of support, revenue, expenses, changes in fund balances, a statement of functional expenses and balance sheet for all funds.

Dividends Prohibited

- I. The Booster Club may pay compensation in a reasonable amount to its members or directors, for costs incurred, if approved by simple majority vote of the Executive Board of Directors.

Meeting of Members

- I. The President along with the assistance of the Secretary shall schedule and provide advance notice of any required meeting such as, a Booster Club meeting, a Board of Director Meeting, or an Executive Board Meeting.
- II. The President at any time may call an emergency meeting when in the best interest of the Booster Club.
- III. Booster club members consist of any parent or legal guardian that have a child or children on one of the teams that make up the LPCC organization and are in good standing with LPCC. Any Booster club member may be temporarily or permanently removed by an Executive Board Member.
- IV. Upon dissolution of the Booster Club, the Club shall, after paying or making provisions for the payment of all the 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 or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Club shall determine. Any such assets not so disposed of shall be disposed of 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 purposes.

CONFIDENTIAL

John M. Kuhn, President
2017 La Porte Cowboys and Cowgirls

Notary Public

SIGNED this 5 day of FEB , 2017

CONFIDENTIAL

Notary Public

