



Organization Bylaws 2020

The following are the Bylaws set forth by the League City Panthers Board.

The Rules and Bylaws of TIFI shall supersede any bylaw both present and not accounted for below.

ARTICLE I – NAME

Section 1.01: The name of this organization shall be League City Panthers hereinafter referred to as the Panthers.

ARTICLE II – PURPOSE

Section 2.01: As a group of experienced board members, youth football coaches and drill directors we work diligently to put in place an organization that will focus on the kids and their development in both football and drill/cheer.

League City Panthers hope to develop kids for their future, teaching them team work, respect, discipline, a strong work ethic, self- confidence and the love of sports in a competitive environment while gaining a strong sense of community.

Additionally we strive to focus on good sportsmanship and the family aspect of youth sports, keeping a family friendly environment within all League City Panther activities.

ARTICLE III – MEMBERS/MEMBER'S MEETINGS

Section 3.01 – Eligibility: Must be in good standing with the Texas Intercity Football Inc. and Panthers Board of Directors.

Section 3.02 – Membership Termination: Any member may be removed for misconduct by a vote of two-thirds (2/3) of the board. Any member may resign by written resignation mailed to the remaining members or files with the Secretary of the Panthers.

Section 3.03 – Monthly Meetings: Meetings are designated to be held the third Monday of each month throughout the year unless otherwise specified due to necessity..

Section 3.04 – Special Meetings: Special meetings of the Panthers may be called at any time by a majority of the General Board. The General Board shall call a special Panthers meeting when furnished with a written request of the majority of Panthers members eligible to vote. The purpose of the special meeting shall be included in the written request and no business other than that specified in the written request shall be covered at the special meeting.

Section 3.05 – Meeting Places: The Panthers board will set the meeting place.

Section 3.06 – Quorum: The presence of a majority of Panthers members entitled to vote shall constitute a meeting quorum for the transaction of business at any meeting of the members of the Panthers.

Section 3.07 – Voting: Each Director/Officer shall be entitled to one (1) vote in person (or by email if so designated) on the matter in question. General members may voice an opinion on all subjects open for discussion but will not have voting privileges on issues until they retain an director/officer position within the general board.

Section 3.08 – Meeting President and Secretary: The President or in the President's absence the next position of the board as listed in 4.04 shall preside over the meeting, with the Panthers secretary serving as meeting secretary. The meeting President shall appoint a meeting Secretary if the Panthers secretary is absent.

ARTICLE IV – GENERAL BOARD OF DIRECTORS

Section 4.01 – General Powers: The property, business, and affairs of the Panthers shall be managed by and under the direction of the General Board.

Section 4.02 – Term Limits: All board members shall serve two-year terms but are eligible for re-election.

Section 4.03: Members must be present at board meeting to be nominated to a board position during an election. Member must have been active volunteer within the league to be considered a board candidate. Member must also have had no form of disciplinary action taken against them in the past game season, formal (i.e., letter, suspension, etc.) nor informal (i.e., involved in situation needing mediation, etc.)

Section 4.04: The Panthers General Board shall have a minimum of 6 up to a maximum of 15 members including the 6 required officers and any of the following:

General Board

1. President – Required Officer
2. Vice President – Required Officer
3. Secretary – Required Officer
4. Treasurer – Required Officer
5. Drill/Cheer Director – Required Officer
6. Athletic Director – Required Officer
7. Registrar
8. Equipment Coordinator
9. Ways and Means
10. Player Safety Coordinator
11. Website/Social Media/Sponsorships
12. Concession Manager
13. General Board Member

Head coaches and assistant coaches are eligible to serve on the General Board.

Section 4.05 – Resignations: Any General Board member may resign at any time by giving written notice to the Board or to the Secretary. Any resignation will become effective immediately upon receipt and does not require acceptance to be effective.

Section 4.06 – Vacancies: Any vacancy in the General Board regardless of the circumstances causing the vacancy may be filled by a majority vote of the remaining General Board members. Each General Board member chosen in this fashion shall fill the remaining term of the vacant General Board member.

Section 4.07 – Meeting Place: The General Board may hold any of its meetings at locations the General Board may designate.

Section 4.08 – Regular Meetings: The General Board shall meet regularly at such times as designated by the President or by resolution of the General Board. Any business may be transacted at meetings where a majority all of the General Board members are in attendance. Notice of regular meetings need not be given.

Section 4.09 – Compensation: Individual General Board members shall not receive any compensation for their services. However, the General Board may approve reimbursing individuals for direct operation expenses incurred on behalf of the organization. Expenses of attending General Board meetings shall not be reimbursable.

Section 4.10 – Committees: The General Board may, by resolution passed by a majority of the whole General Board, designate one or more committees. Any such committee, to the extent provided in the resolution of the General Board, shall have and may exercise all powers authority of the General Board in the management of the business and affairs of the Panthers, and may authorize the seal of the Panthers to be fixed to all papers which require it. No committee shall have power or authority to amend the Bylaws, encumber property or assets of the Panthers, or to enter into contracts on behalf of the Panthers. Any such committee shall keep written minutes of its meetings and report the same to the Board at the next regular General Board meeting. The General Board shall also have the authority to designate one or more committees, as he or she shall deem necessary. Committees designated by the General Board shall be governed by the same rules as those governing committees designated by General Board resolution as described earlier in this section.

The General Board shall appoint the members of all special or other committees or standing committees of the Board. The committee members shall be members of the Panthers.

In the absence or disqualification of a member of a committee, the members thereof present at any meeting and not disqualified from voting, whether or not they constitute a quorum, may unanimously appoint another member of the Board to act at a meeting in the place of any such absent or disqualified member.

Section 4.11 – Dismissal of Coaches: Coaches may be relieved of their head coaching duties with or without cause.

ARTICLE V – OFFICERS

Section 5.01 – Officers: The officers of the Panthers shall be a President, a Vice President, two Athletic Directors, a Cheer Director, a Secretary, and a Treasurer, the General Board may elect such other officers as, from time to time. The President shall have general supervision, direction, and control, of the officers, grade representatives, coaches, volunteers, business, and affairs of the Panthers, unless directed otherwise by the General Board. To hold a position as the Panthers President or a director position, you must have served the previous year as a Panthers Board Member (Coaches Board or General Board). To hold a position as Panthers Secretary or Treasurer you must have served the previous year as an active volunteer to the Panthers.

Section 5.02 – President: The President shall exercise the duties as customarily pertain to the office and shall have general and active supervision over the property, business, and affairs of the Panthers, and over its other officers, coaches, and volunteers. The President may sign, execute and deliver, in the name of the Panthers, powers of attorney, contracts, bonds, and other obligations. Term shall run from January 1st of even year to December 31st for a 2 year term.

The President shall enforce the following rules:

The President shall perform such other duties as may be prescribed by the General Board or the Bylaws.

- Organizes and presides over board meetings.

- Enforces Panthers bylaws and the rules and policies established by Panthers and TIFI.
- Signs legal instruments and documents of the organization.
- Receives bills for annual dues, league fees, and other costs associated with the league. Picks up mail from the Panther PO box regularly.
- Works with the Treasurer to establish the annual Panther operating budget.
- Serves as a standing member of the Coach Selection Committee, and reviews recommended coaching candidates with the Coaches Rep prior to submission to the board.
- Is authorized to temporarily suspend any individual until a matter is reviewed and ruled upon by the board.
- Reserves facilities for cheerleading practices, football practices, and games.
- Works with the Registrar to coordinate registration
- Works with the Treasurer on annual renewals of Panthers non-profit status, Panthers insurance, Panthers websites, and other essential accounts.
- Works with the Ways and Means to solicit sponsorship money.
- Periodically consults with board members on their roles and helps them assess their performance.
- Delegates job responsibilities to board members as necessary.
- Oversees and monitors key Panthers events and committee activities.
- Oversees and monitors assigned tasks, and takes action to ensure that tasks are completed on time.
- Coordinates volunteers to prepare field for game day.
- Plan and schedule volunteers to work the gate and run scoreboard for each game.
- Coordinate cleanup crew after game and in between.
- Works with fellow board members to make sure board resolutions are carried out.
- Participates in annual budget planning, focusing on recurring and new operations costs.

Section 5.03 – Vice President

- Reviews monthly the detail of all Panthers disbursements, as provided by the Treasurer, and requests supporting documents as necessary.
- Assists the President in administering Panthers bylaws, policies, and rules of TIFI.
- Assists the President in overseeing and monitoring key Panther events and committee activities.
- Participates in annual budget planning, focusing on recurring and new operations costs.
- Carries out special assignments as requested by the President.

Section 5.04 – Athletic Director

Responsibilities:

- Coordinate committee for screening new coaches
- Review questionnaire with board
- Perform background checks on all coaches every year and submit findings to board
- Setup and conduct interviews with new youth coaches
- Turn in questionnaire and results of screening to board
- Organize and coordinate training and certification for coaches
- Organize and submit playbook requirements to coaches
- Organize football camp, which includes training coaches and players
- Participate in coach's reviews and evaluations as needed
- Document Panthers training certification and communicate to board
- Develop and coordinate coach's camp/training (camp to focus on development and improvement in the areas of team competitiveness, practice and game strategy, offensive and defensive schemes, coaching and teaching techniques, getting the best out of players and developing a winning attitude)
- Assure that all coaches are aware of Panthers rules and regulations, weight limits, participation, behavior, etc.
- Secure practice locations
- Organize and conduct drafts as needed based on requirements of parent organization
- Be a positive Panthers representative
- Term shall run from January 1st of even year to December 31st of odd year

Section 5.05 – Drill/Cheer Director

Responsibilities:

- Submit/administer budget for uniforms and equipment
- Set-up uniform fittings start date and cut-off date
- Review questionnaire with board
- Setup and conduct interview with new youth coaches
- Appoint coaches
- Setup camp clinic for youth and coaches
- Provide budget for camp wear

- Secure practice locations
- Document Panthers training certification and communicate to board
- Assure that all coaches are aware of INFC rules and regulations for cheer
- Provide squads with team game schedules
- Be a positive Panther representative
- Term shall run from January 1st to December 31st

Section 5.06 – Secretary: The Secretary shall keep the minutes of all meetings of the members of the General Board and Executive Board, and to the extent ordered by the President, the minutes of the meetings of all committees. The Secretary shall give notice of special meetings of the General Board. The Secretary may sign and execute contracts with the President or other officers and perform other duties customarily assigned to the office. Term shall run from January 1st to December 31st.

Section 5.07 – Treasurer: The Treasurer shall have general custody of the funds and securities of the Panthers and have general supervision, under supervision from the President, of the collection and disbursement of Panthers funds. The Treasurer shall endorse on behalf of the Panthers for collection, checks, notes, and other obligations, and shall deposit said items in a designated bank or banks. The Treasurer may sign with the President or other officers all bills of exchange or promissory notes of the Panthers. The Treasurer shall keep accurate entries of all receipts and disbursements of all monies received by the Panthers. The Treasurer shall be prepared to present to the General Board a balance sheet and income statement at all monthly meetings and to make these two financial statements available to the President upon request. The Treasurer shall perform such duties as designated by the President. Term shall run from January 1st to December 31st.

Section 5.09 - Equipment Coordinator

Responsibilities:

- Maintain and inventory all equipment related to Panthers Youth Football
- Responsible for reconditioning of equipment (helmet, pads, etc.)
- Responsible for developing repair kits for each team
- Responsible for distribution and collection of equipment
- Responsible for player equipment checkout forms
- Development of policies to govern distribution and return of equipment

- Responsible for storing equipment during offseason
- Responsible for coordinating with Game Coordinator for field setup
- Term shall run from January 1st to December 31st.

Section 5.10 – Member at Large

Responsibilities:

- Responsible for any and all duties as assigned by board officers
- Term shall run from January 1st to December 31st.

Section 5.11 – Amendments: Amendments to the existing Bylaws can be made at any General Board meeting by a 2/3 vote of the Directors/Officers present at said meeting, provided that the amendment is submitted in writing at a prior General Board meeting. The Bylaws of the Panthers shall be subject to change only by action of the General Board.

ARTICLE VI – FINANCIAL PROVISION

Section 1 – No part of the income or assets of this Booster Club shall incur to the benefit of, or be distributable to, trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth. No Substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate on, or intervene on (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VII – DISSOLUTION PROVISIONS

Section 1 – Upon dissolution of the Club, the Club shall, after paying or making provisions for the payment of liabilities of the Club, dispose of the 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, Club educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations Club 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 by a court of competent jurisdiction of the county in which the principle 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.

I, Christian Dunn, President of the League City Panthers/Lady Panthers Booster Club and Heather Smith, Secretary of the League City Panthers/Lady Panthers Booster Club do hereby certify to the best of our knowledge that the approved Bylaws for Texas Intercity Football Inc., League City Panthers/Lady Panthers Booster Club attached hereto is a true and correct copy of such bylaws for such booster club as amended January 1, 2020.

Christian Dunn, President

Heather Smith, Secretary

Notary Public signature and seal

