

APPROVED BYLAWS
for
Texas Intercity Football, Inc.
DEER PARK RAMS / DEAR HEARTS BOOSTER CLUB

ARTICLE I

Section 1 The name of the organization shall be TEXAS INTERCITY FOOTBALL, INC. DEER PARK RAMS / DEAR HEARTS BOOSTER CLUB.

ARTICLE II

Section 1 The purpose of the club shall be:

- A. To teach and instruct the fundamentals of football and drill.
- B. To provide the necessary equipment and recreational facilities by which the participants can utilize their natural abilities and develop athletically.
- C. To impact to young minds the necessary ingredients by which athletic competition can be fostered in any and all types of sports.
- D. To provide a training ground for good sportsmanship.
- E. To provide the community with a program by which young men and women can develop a spirit of tradition.
- F. To provide the necessary ingredients for young men and women to develop better communication between themselves and adults through competitive sports.

Section 2 This club shall be a non-profit organization.

ARTICLE III
MEMBERSHIP

Section 1 The regular membership of the Club shall be limited to adults who are or have in the past been parents or guardians of the football or drill team.

Section 2 Adults appointed to assist the teams, such as coaches, shall be eligible for regular membership.

Section 3 Regular membership may also be granted to such persons as may request membership. Such persons shall be elected by a majority vote at a regular or special meeting.

Section 4 Honorary membership may be granted to any person by a majority vote of the Club at a regular or special meeting. Honorary members shall not pay dues or hold office.

Section 5 No member shall be considered in good standing unless dues for the current year have been paid.

Section 6 The Club may reject any member for membership by a majority vote at any regular or special meeting for misconduct per Club rules.

Section 7 All members in good standing shall be entitled to vote in general meetings, hold office and participate in all activities.

ARTICLE IV GOVERNMENT

- Section 1 “Roberts Rules of Order” shall compose the parliamentary authority for procedure not specifically covered by this Constitution and Bylaws. The President shall annually appoint a Parliamentarian.
- Section 2 The elected officers of this Club shall be: President, Vice-President, Secretary, Treasurer and (8) eight Directors
- (1) Local Director of News, Information and Publicity
 - (2) Local Director of Concession / Ways and Means Football
 - (3) Local Director of Concession / Ways and Means Drill
 - (4) Local Director of Equipment
 - (5) Local Director – Club Representative Football
 - (6) Local Director – Club Representative Drill
 - (7) Local Director of Fundraising
 - (8) Local Director of Yearbook
- Section 3 All elected officers terms of office shall be one year, beginning January 1, after the election.
- Section 4 No person shall hold more than (1) one of the elected or appointed positions, but may carry out the duties of the vacant position if approved and ratified by the Executive Board.
- Section 5 All Officers and Directors shall be eligible for re-election.
- Section 6 The Executive Committee shall be composed of the following (16) sixteen members: President, Vice-President, Secretary, Treasurer, Athletic Director, Drill Player Agent, Football Player Agent, Drill Director and the (8) eight Local Directors.
- Section 7 The President shall fill the un-expired term, by appointment, any vacancies in an office, which may occur. Each appointment shall be subject to ratification by a simple majority vote of the Executive Committee members in attendance at a regular board meeting.
- Section 8 An Athletic Director, Football Player Agent, Drill Player Agent and Drill Director shall be appointed by the President and ratified annually by a simple majority vote of the Executive Committee members in attendance at a regular board meeting. **Any appointment not ratified by the board shall step down immediately from that position and shall not be reappointed to the same board vacancy for the remainder of the year.**
- Section 9 A quorum for a General Meeting for the Booster Club shall be (25) twenty-five members in good standing, and a quorum for an Executive Committee Meeting shall be by a simple majority of the Executive Committee.
- Section 10 The Executive Committee shall meet as required. Time and place of such meetings may be called at the discretion of the President or, in his absence, the Vice-President.
- Section 11 The President shall be the Chairman of the Executive Committee, and the Secretary shall keep a record of the proceedings.
- Section 12 The Executive Committee shall supervise all business of the Club between meetings, determine that all standing and special committees have fulfilled all duties assigned to them, and make recommendations to the Club for the conduct of the Club’s affairs.
- Section 13 Nominations for Officers and Directors shall be open to all club members in good standing. Nominations for Officers and Directors to be voted on at scheduled Booster Club meeting to be held at the last home game for the Deer Park Rams. Nominations for the President, Vice-President and Treasurer positions shall be open only to Executive Committee Members from the previous year.

Section 14 Committee Chairmen shall be appointed by the President. Each Committee Chairman, after appointment, will select two or three more Committee members for Executive Committee approval. Standing Committees shall include:

- A. Budget and Finance Committee
- B. Publicity and Public Relations Committee
- C. Audit Committee
- D. Such other Committees as from time to time may be needed to carry out the business of the Club.

The President shall be the ex-officio member of all committees.

Section 15 The President shall preside at all meetings and have general supervision of the affairs of the Club. Any action taken by the Executive Board shall be enforced by the President.

Section 16 The Vice President shall assume the duties of the President in his/her absence, inability, or refusal to act.

Section 17 Members of the Executive Board, who has been charged by way of a written statement sworn to before a notary, for conduct which reflects unfavorably upon the Booster Club or the Executive Board or fails or refuses to perform the duties of their position shall be granted a hearing before the remainder of the Executive Board. If the results of the hearing are for removal of the elected Executive Board member, the President shall call a special meeting of the Booster Club members to hear evidence of hearing and vote to remove or retain the elected Executive Board member. The vote to remove shall be at least two-thirds (2/3) majority of the Executive Board.

Section 18 If the President has been charged by way of written statement sworn before a notary, for conduct which reflects unfavorably upon the Booster Club or the Executive Board or fails or refuses to perform the duties of their position, shall be granted a hearing before the remainder of the elected Executive Board, the Vice President shall call a special meeting of the Booster Club members to hear evidence of hearing and vote to remove or retain the elected President. The vote to remove shall be at least two-thirds (2/3) majority of the Executive Board.

Section 19 Any member of the Executive Committee missing (3) three consecutive scheduled monthly meetings shall be subject to removal as a member of the Executive Committee by a two-thirds vote of the Executive Committee. The President shall bring such absences to the attention of the absent individual and the Executive Committee.

Section 20 The Secretary shall keep the records of the meetings, keep complete membership roster, and attend to the necessary correspondence if the Club.

Section 21 The Treasurer shall be custodian of the funds of the Club, which are to be kept on deposit with a bank to be approved by the Executive Committee. He/she shall keep an accurate, up-to-date record of the Club's finances, be prepared to submit a complete financial report to the Club at meetings. He/she shall, with the President, sign all checks issued to the Club. He/she will serve as Chairman of the Finance Committee. Shall the President and the Treasurer reside from the same household; check-writing privileges will be shared between the Treasurer and the Vice-President.

Section 22 No member in the club shall take part in any conduct, which is in violation of the purpose of these bylaws, standard morals of the community, or the laws of the State of Texas.

Section 23 The current TEXAS INTERCITY FOOTBALL, INC. Manual shall become a part of these Bylaws. This Official Manual shall take precedence over any conflict or interpretation of the Bylaws. The Manual may be amended by a simple majority of Conference; notification is mandatory.

- Section 24 Upon dissolution of the corporation, the corporation shall, after paying or making provision for payment of all liabilities of the corporation and dispose of all the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 © (3) of the Internal Revenue Code of 1954(or the corresponding provision of any future United States Internal Revenue Law), as the corporation shall determine. Any of such assets not so disposed of shall be disposed of by a court or competent jurisdiction of the county in which the principal office of the corporation 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.
- Section 25 An Assistant Athletic Director(s) shall be appointed by the Athletic Director. This position does not hold voting rights. In the event that the current Athletic Director is removed from the Executive Board during the elected year, the Assistant Athletic Director can be ratified by the board as the new current Athletic Director. In the event that the Athletic Director resigns from the Executive Board during the elected year, the Assistant Athletic Director will be ratified by the Executive Board during the elected year.
- Section 26 An Assistant Drill Director(s) shall be appointed by the Drill Director. This position does not hold voting rights. In the event that the current Drill Director is removed from the Executive Board during the elected year, the Assistant Drill Director can be ratified by the board as the new current Drill Director. In the event that the Drill Director resigns from the Executive Board during the elected year, the Assistant Drill Director will be ratified by the Executive Board during the elected year.
- Section 27 The Executive Board shall be responsible for the duties of their position as outline below:

Deer Park Rams / Dear Hearts Executive Board Responsibilities

President

- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for setting up registration and equipment issue locations.
- Responsible for making executive decisions regarding the club, its finances, parent issues, and coach issues.
- Responsible for attending scheduled TIFI Conference meetings. Responsible for notifying the DPRDH Vice President if not able to attend a TIFI meeting.
- Responsible for overseeing the football, drill and cheer programs of the DPRDH organization.
- Responsible for the adherence of the DPRDH Internal Controls – FINANCES.
- Responsible for DPRDH board elections as outlined in the DPRDH Internal Controls – ELECTIONS.
- Responsible for assigning end of the season duties to the DPRDH Executive Board Members to cover post season events, drill competition, cheer competition, football playoffs, football semi finals, and Superbowl.

Vice President

- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for overseeing all meetings in which the President is not available for.
- Responsible for making executive decisions regarding the club, its finances, parent issues, and coach issues.
- Responsible for attending scheduled TIFI meetings in the President's absence.
- Responsible for overseeing the financial aspects of the club.

- Responsible for the adherence of the DPRDH Internal Controls – FINANCES.
- Responsible for the ordering of sponsor plaques and sponsor banners.
- Responsible for DPRDH board elections as outlined in the DPRDH Internal Controls – ELECTIONS.

Secretary

- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for the record keeping of all DPRDH meetings.
- Responsible for the issuing of monthly board meeting agendas.
- Responsible for informing board members of monthly board meetings as well as any special called meetings by email and/or phone.
- Responsible for keeping accurate record of DPRDH By-Laws, DPRDH Internal Controls, and DPRDH Board Attendance.
- Responsible for keeping accurate contact information for all DPRDH Board Members, including phone numbers, addresses, and email addresses. Responsible for submitting this information to TIFI as required.
- Responsible for submitting TIFI Franchise Application.
- Responsible for gathering and submitting information due to TIFI in a timely manner. (See TIFI calendar for items due and due dates.)
- Responsible for signing the resolution at the bank regarding the certification of DPRDH elections.
- Responsible for DPRDH board elections as outlined in the DPRDH Internal Controls – ELECTIONS.
- Other duties as assigned by the DPRDH Executive Board.

Treasurer

- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for keeping all financial records for the club.
- Responsible for submitting financial statements to all DPRDH board members at all monthly board meetings. Financial statements should contain the source of all income, such as registration, ways and means, concessions, etc. Financial statements should include all withdrawals such as payee's name, description of purpose, and budget affected.
- Responsible for the adherence of the DPRDH Internal Controls – FINANCES.
- Responsible for submitting the annual audit to TIFI.
- Responsible for keeping accurate records of all outstanding debts owed from DPRDH Board Members, Football players, and Drill players.
- Responsible for keeping accurate records of all petty cash balances.
- Responsible for records of annual sponsors and amounts.
- Responsible for records of players given scholarships by the board.
- Responsible for reconciling the bank statement monthly.
- Responsible for adhering to the TIFI By-Laws regarding finances.
- Responsible for maintaining and updating the information on file with the DPRDH bank.
- Responsible for maintaining and updating all player balances for football and drill.
- Responsible for submitting monthly outstanding player reports to the Executive Board monthly.
- Responsible for collecting on all NSF checks.
- Other duties as assigned by the DPRDH Executive Board.

Athletic Director

- Reports to the DPRDH President, Vice President and TIFI Athletic Director.
- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.

- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for appointing the Assistant Athletic Director
- Responsible for appointing the Head Coaches for each football team.
- Responsible for appointing the Football Head Team Mom
- Responsible for the approval of appointed coaches by the Head Coaches.
- Responsible for the approval of team moms by the Head Coaches.
- Responsible for the actions and discipline of all positions listed above.
- Approves all Football Coaches applications.
- Responsible for attending all TIFI Athletic Director meetings.
- Responsible for submitting football budget to the DPRDH Executive Board for approval.
- Responsible for all issues regarding the football team.
- Submits rules to TIFI regarding the football program once approved by the DPRDH Executive Board.
- Responsible for the submission of necessary paperwork to TIFI including coaches' applications, rules, scores, monitor sheets, reserve rosters, accident reports, and other items due to TIFI upon request. All paperwork must be submitted in a timely manner to avoid fines. Some of these can be delegated to Football staff members. Scores must be called in by 6:00 pm on game day. Signed monitor sheets are due to TIFI AD or designee by Monday following each game.
- Responsible for working with the Football player agent to ensure the clearing up all Football discrepancies.
- Responsible for ordering all football uniforms and equipment in accordance with the approved budget.
- Responsible for assisting with the recruiting of football team participants for the upcoming season.
- Responsible for football registration and making sure that all items needed to collect the accurate information to start the season is available at registration.
- Responsible for records pertaining to football petty cash.
- Responsible for football trophies and four/five year plaques.
- Responsible for the coordination of chains and monitors needed for game day.
- Responsible for the coordination of announcers needed for game day.
- Responsible for the coordination of scouts needed for game day.
- Responsible for attending any Coaches Certification courses required by TIFI.
- Responsible for the upkeep of the Football website, adhering to the DPRDH Internal Controls – Website Guidelines.
- Responsible for submitting a complete staff list to the DPRDH Executive Board, including all Assistant Athletic Directors, Coaches, Team Moms, Photographers, etc. Contact list must include Name, position, address, phone numbers (daytime, evening, cell) and email addresses.
- Responsible for organizing all banquet activities with the assistance of the Assistant Athletic Director, DPRDH Club Representative, Head Team Mom.
- Responsible for following the TIFI rules and guidelines and making sure that all football coaches are familiar with the TIFI rules that may pertain to them or their duties.
- Other duties as assigned by the DPRDH President, Vice President and TIFI Athletic Director.

Football Player Agent

- Reports to the Athletic Director directly.
- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for keeping records of all attendance for football players to ensure that football attendance discipline rules are being followed.
- Responsible for reviewing all registration paperwork and making arrangements to clear up all discrepancies in a timely manner after registration.
- Responsible for keeping records of all medical release forms and having them on hand for all practices and games.
- Responsible for filling out all accident reports and submitting to TIFI within 24 hours of the incident.
- Responsible for assisting the Athletic Director in the gathering of information needed for coaches applications.
- Responsible for handling Football paperwork and submitting to the Athletic Director as needed.

- Responsible for weighing players on required game days as set by the TIFI schedule.
- Other duties as assigned by the Athletic Director.

Drill Director

- Reports to the DPRDH President, Vice President and TIFI Drill Director.
- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for appointing the Assistant Drill Director.
- Responsible for appointing the Cheer Director.
- Responsible for appointing the Head Coach, Drill Coaches, Head Team Mom, Team Moms and Choreographer.
- Responsible for the actions and discipline of all positions listed above.
- Approves all Drill and Cheer Coaches and Drill and Cheer Team Mom applications.
- Responsible for attending all TIFI Drill Director Meetings.
- Responsible for submitting drill budget to the DPRDH Executive Board for approval.
- Responsible for all issues regarding the drill team.
- Responsible for all aspects of the Cheer Program.
- Submits rules to TIFI regarding the drill program once approved by the DPRDH Executive Board.
- Responsible for the submission of necessary paperwork to TIFI including coaches' applications, rules, weekly attendance sheets, tryout packet, tryout score sheets, competition music, reserve rosters, accident reports, and other items due to TIFI upon request. All paperwork must be submitted in a timely manner to avoid fines. Some of these can be delegated to Drill staff members.
- Responsible for working with the Drill Player Agent to ensure the clearing up all Drill discrepancies.
- Responsible for ordering all drill uniforms and equipment in accordance with the approved budget.
- Responsible for assisting with the recruiting of drill team participants for the upcoming season.
- Responsible for drill registration and making sure that all items needed to collect the accurate information to start the season is available at registration.
- Responsible for records pertaining to drill petty cash.
- Responsible for records pertaining to officer petty cash.
- Responsible for records pertaining to cheer petty cash.
- Responsible for drill trophies and five year plaques.
- Responsible for last year certificates presented at banquet.
- Responsible for Officers Plaques.
- Responsible for following the TIFI rules and guidelines and making sure that all drill coaches are familiar with the TIFI rules that may pertain to them or their duties.
- Responsible for attending all TIFI sponsored camps including the TIFI 5 Day camp, Officer Camp and Cheer Camp.
- Responsible for being CPR certified before the first day of practice.
- Responsible for attending any Coaches Certification courses required by TIFI.
- Responsible for the upkeep of the Drill and Cheer websites, adhering to the DPRDH Internal Controls – Website Guidelines.
- Responsible for submitting a complete staff list to the DPRDH Executive Board, including all Assistant Drill Directors, Coaches, Team Moms, Photographers, etc. Contact list must include Name, position, address, phone numbers (daytime, evening, cell) and email addresses.
- Responsible for organizing all banquet activities with the assistance of the Assistant Drill Director, DPRDH Club Representative, Head Team Mom.
- Responsible for submitting tryout packet to the DPRDH Executive Board for approval.
- Other duties as assigned by the DPRDH President, Vice President and TIFI Drill Director.

Drill Player Agent

- Reports to the Drill Director directly.
- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.

- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for taking attendance at every practice and game.
- Responsible for submitting weekly attendance sheets for Drill and Cheer to the DPRDH Drill Director, DPRDH Cheer Director, and the TIFI Drill Director every Monday via email.
- Responsible for keeping records of all demerits and merits issued.
- Responsible for submitting all records of demerits and merits issued for the week to the Drill Director, Cheer Director and the President.
- Responsible for reviewing all registration paperwork and making arrangements to clear up all discrepancies in a timely manner after registration.
- Responsible for keeping records of all medical release forms and having them on hand for all practices and games.
- Responsible for filling out all accident reports and submitting to TIFI within 24 hours of the incident.
- Responsible for assisting the Drill Director in the gathering of information needed for coaches applications.
- Responsible for handling Drill paperwork and submitting to the Drill Director as needed.
- Other duties as assigned by the Drill Director.

Equipment Manager

- Reports to the President and Athletic Director directly.
- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for the measuring and fitting of all players for equipment at registration.
- Responsible for issuing all football equipment to players after they have cleared their financial obligations to DPRDH.
- Responsible for making sure that all football players are fitted with safe equipment.
- Responsible for the transporting of the DPRDH equipment trailer to all football practices and all games.
- Responsible for the organizing of equipment at the end of the season.
- Responsible for tent set up and break down for game day for all teams, Football, Drill and Cheer.
- Responsible for the unloading and loading of all ways and means items for sale on game day.
- Other duties as assigned by the President and Athletic Director.

Fundraising Director

- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for submitting recommendations to the board regarding the annual fundraisers to be distributed at registration, equipment issue, and once during the season.
- Responsible for coordination with DPRDH Executive Board members with other fundraising activities.
- Responsible for the distribution of all fundraising materials.
- Responsible for the collection of all fundraising funds adhering to the DPRDH Internal Controls – FINANCES.
- Responsible for keeping all financial records for the club pertaining to fundraising.
- Responsible for submitting a list of players and amounts paid with each deposit given to the treasurer.
- Responsible for submitting a monthly statement to the board regarding outstanding balances owed by players.
- Responsible for scheduling and arranging all fundraising pickups by players.
- Other duties as assigned by the DPRDH Executive Board.

News and Information Director

- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.

- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for the promotion and exposure of the DPRDH clubs.
- Responsible for making recommendations and submitting a publicity budget to the DPRDH board in regards to those recommendations.
- Responsible for the publicity regarding all registration dates. (Banners, signs, flyers, websites etc.)
- Assist in the submitting of potential sponsor letters.
- Responsible for the advertising of sponsors at home games and on all DPRDH websites.
- Responsible for coordinating advertising for registration with the local newspapers.
- Responsible for assisting with the upkeep of the club websites for football, drill and cheer.
- Responsible for adhering to the DPRDH Internal Controls – WEBSITES.
- Responsible for submitting the registration flyer to the DPRDH board for approval adhering to the TIFI rules and guidelines.
- Responsible for distribution of registration flyers to area schools.
- Responsible for providing a weekly newsletter to the parents via email for all teams, football, drill and cheer. Head Team Moms for Football and Drill will be responsible for printing out the newsletters for those players that do not have access to the email.
- Other duties as assigned by the DPRDH Executive Board.

Club Representatives

- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for arranging monitors as needed for all TIFI registrations and equipment issues.
- Responsible for planning and coordinating all clubs sponsored activities such as wave pool parties, Senior Appreciation Day, Homecoming, end of the year skate party, etc.
- Responsible for assisting the Athletic Director and the Drill Director in all banquet events.
- Other duties as assigned by the DPRDH Executive Board.

Ways and Means Directors

- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for making all items available for sale at registration, preseason parties, parent meetings, equipment issue, some practices, and all home games.
- Responsible for the collection of all ways and means funds adhering to the DPRDH Internal Controls – FINANCES.
- Responsible for assisting with the unloading and the loading all spirit items for sale on game day from the DPRDH equipment trailer.
- Other duties as assigned by the DPRDH Executive Board.

Year Book Director

- Responsible for attending DPRDH board meetings and assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for attending all meetings that are hosted by the Rams / Dear Hearts Organization such as TIFI Conference meetings, TIFI Athletic Director Meetings, TIFI Drill Director Meetings.
- Responsible for taking pictures at all DPRDH functions to be used in the making of the yearbook.
- Responsible for creating the yearbook pages that are shared by all teams, such as registration, wave pool party, equipment issue, pep rallies, Senior Appreciation Day, Homecoming, etc.
- Responsible for gathering quotes and bids from potential yearbook printers.
- Responsible for working with all team moms and team photographers to be sure they understand the requirements needed for the yearbook.

- Responsible for creation of the yearbook and the pages available for purchase by the parents and players.
- Responsible for collecting the sponsor pages that are to be used.
- Responsible for the distribution of the yearbooks to the parents.
- Other duties as assigned by the DPRDH Executive Board.

Non Voting Board Positions

Assistant Athletic Director – to be appointed by the AD

- Reports to the Athletic Director directly.
- Responsible for assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Assist the Athletic Director with his duties and fill in when they are not available.
- Attend all TIFI Athletic Director meetings.
- Assist in the coaching of the Football teams.
- Assist the Athletic Director in making decisions regarding uniforms, equipments, and policies and procedures in regards to the football teams.
- Other duties as assigned by the Athletic Director.

Assistant Drill Director – to be appointed by the DD

- Reports to the Drill Director directly.
- Responsible for assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Assist the Drill Director with his duties and fill in when they are not available.
- Attend all TIFI Drill Director Meetings.
- Assist in the coaching of the Drill teams.
- Assist the Drill Director in making decisions regarding uniforms, equipments, and policies and procedures in regards to the drill team.
- Responsible for attending TIFI sponsored camps.
- Other duties as assigned by the Drill Director.

Cheer Director – to be appointed by the DD

- Reports to the Drill Director directly
- Responsible for assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for appointing the Assistant Cheer Director, Cheer Coaches, Cheer Team Mom and is responsible for the actions of those individuals.
- Responsible for the cheer squad and the TIFI rules that pertain to cheer.
- Responsible for running the cheer squad practices.
- Responsible for the cheer squad during both the regular and post season games.
- Responsible for making sure that cheer parents and cheerleaders are aware that they are drill team members first and must abide by the drill rules.
- Responsible for submitting a cheer budget to the DPRDH Drill Director and then ultimately to the DPRDH Executive Board for approval.
- Responsible for submitting any extra cheerleader fundraising to the DPRDH Drill Director and then ultimately to the DPRDH Executive Board for approval.
- Responsible for submitting cheer petty cash financial statements to the Drill Director and the DPRDH Treasurer. All checks issued for cheer must either pertain to the approved budget and must be acknowledged by the Drill Director.
- Responsible for the ordering of all cheer uniforms and equipment as approved in the cheer budget.
- Responsible for attending the TIFI sponsored 5 Day Camp.
- Responsible for attending the TIFI sponsored Cheer Camp.
- Responsible for attending the TIFI sponsored Cheer Certification Course.
- Responsible for being CPR certified before the first day of practice.
- Responsible for Cheer Plaques that are presented at banquet.
- Responsible for assisting the DPRDH Drill Director and DPRDH Club Representative with all banquet events.

- Responsible for submitting TIFI accident reports within 24 hours of the incident to the DPRDH Drill Director and DPRDH Drill Player Agent.
- Responsible for the upkeep of the Cheer website, adhering to the DPRDH Internal Controls – Website Guidelines.
- Other duties as assigned by the Drill Director or the TIFI Cheer Director.

Football Head Team Mom – to be appointed by the AD

- Reports to the Athletic Director directly
- Responsible for assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for keeping in contact and distributing information to all team moms as provided by the Athletic Director, or Assistant Athletic Director.
- Responsible for distributing weekly newsletters to those players who do not have access to email.
- Responsible for assisting the DPRDH Club Representative Executive Board members with club sponsored activities if needed.
- Responsible for assisting the DPRDH Yearbook Director in gathering information to be used in the yearbook.
- Responsible for coordinating the sale of game ball tickets at each home game.
- Responsible for assisting the Athletic Director and the DPRDH Club Representatives in all banquet events.
- Responsible for assisting the Athletic Director by working closely with other Football Team Moms.
- Other duties as assigned by the Athletic Director.

Drill Head Team Mom – to be appointed by the DD

- Reports to the Drill Director directly
- Responsible for assisting the board at all DPRDH functions including but not limited to registrations, equipment issues, home games, football playoffs, competitions, club sponsored events, etc.
- Responsible for keeping in contact and distributing information to all team moms as provided by the Drill Director, or Assistant Drill Director.
- Responsible for distributing weekly newsletters to those players who do not have access to email.
- Responsible for assisting the DPRDH Club Representative Executive Board members with club sponsored activities if needed.
- Responsible for assisting the DPRDH Yearbook Director in gathering information to be used in the yearbook.
- Responsible for assisting the Drill Director and the DPRDH Club Representatives in all banquet events.
- Responsible for assisting the Drill Director by working closely with other Drill Team Moms.
- Other duties as assigned by the Drill Director.

ARTICLE V

Player, Parent or Coaches Code of Conducts

- Section 1 Booster Club members and Spectators that display conduct which reflects unfavorably upon the club or any conduct in violation of the Rams / Dear Hearts Bylaws, TIFI Rules, Ram / Dear Heart Team Rules, or Code of Conducts who has been charged by a written statement:
- A. Will be removed immediately during any club function by two Executive Board Members, one of which must be the President, the Athletic Director, or the Drill Director. An incident report must be filled out by an Executive Board member to uphold the removal of a Booster Club Member or Spectator.
 - B. Any Booster Club Member or Spectator that is removed may request a meeting for reinstatement by the Executive Board within 10 days.
 - C. Any Booster Club member that occurs a fine for violations of the TIFI Rules and Regulations will be removed until such fine and fees are paid in full.

ARTICLE VI

Finance

- Section 1 The fiscal year of the Club shall be January 1 to December 31.

- Section 2 Every Member of the Executive Board that is required to make purchases to fulfill the duties of their position shall present a budget to the Executive Board for approval.
- Section 3 No expenditure of over two hundred dollars (\$200) may be made without the approval of the Executive Board.
- A. In the event the expenditure is necessary for the operation of the Club or a 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.
- Section 4 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 bill, paying refunds, and/or reimbursing expenditures. No special or separate bank accounts shall be allowed. Only one bank account shall be maintained for the entire league.
- A. The Executive Board shall approve a bank of deposit for the Booster Club's monies before the first Conference meeting of each year.
- B. All proceeds must be given to the league and proceeds dispersed only after the board has voted and approved where the money is to be budgeted.
- C. No player refunds may be issued after registration unless approved by the Executive Board.
- D. Registration fees for the season may be paid for by way of personal check, cash, money order or certified check. Any returned check shall occur a return check fee of \$30.00 each. Any family that has had two returned checks returned to the organization for non payment will be required to pay all monies for the remaining of the season in the form of cash, certified check or money order. No personal check will be accepted after the second returned check. Parents will be notified of their return check with an email. If no response is received from the email then parents will be notified with a certified letter. No equipment will be issued to any player unless all fees have been paid and cleared.
- Section 5 No payments of the Club's monies may be made by the Club Executive Board or in the name of the Club or Executive Board in the form of cash; except for Concession duties and game day workers where a receipt or voucher is obtained.
- Section 6 All fundraisers need to be presented to and approved by the board before being presented to the parents.
- Section 7 The board must discuss and approve the cost of the products and percentage of profit for the league.
- Section 8 The dates of the fundraiser must be approved and put on the calendar that is sent out to the members for pre-registration. The forms need to be available at every walk in registration date.
- Section 9 TIFI charter dues must be divided by the number of boys and girls registering to play for the current season, meaning that the Dues per player is equal regardless of what team they are participating in.
- Section 10 The books of record, bank statements and other records of the Club shall be open for review by anyone requesting to review such records during normal business hours.
- Section 11 The Treasurer shall present a fiscal statement to the Executive Board at every scheduled and unscheduled Executive Board meeting.

- Section 12 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.
- Section 13 An audit of the Club's fiscal records may be done every year by members of the Club's audit committee.
- Section 14 All Executive Board members shall leave a deposit check payable to Rams/Dear Hearts in the amount of \$45.00. Upon completion of the season and all board duties and responsibilities the deposit check shall be returned un-cashed to the Executive Board member. In the event that the Executive Board Member does not fulfill their duties or responsibilities the check shall be cashed as repayment for their board shirt that was purchased at the start of the season.
- Section 15 The club or any member of the Executive Board shall not loan any of the Club's monies to any individual or corporation.
- Section 16 No member of the Club or member of the Executive Board shall sell or transfer securities and/or properties owned by the club without prior approval of the Executive Board.
- Section 17 All members of the Executive Board shall present an inventory of all properties in their possession and care to the Secretary by December 20th of every year.
- Section 18 The locks on the storage unit shall be changed January 1st with keys being issued to the President, Athletic Director, Drill Director, and Equipment Manager after ratification of all Executive Board positions.
- Section 19 No property owned by the club shall be loaned to or used by any individual for personal use unless it pertains to club activities.
- Section 20 Property issued by the club that is damaged shall be replaced, repaired or reimbursed by the person it was issued to.

ARTICLE VII

Meetings and Elections

- Section 1 All meetings of the Club or Executive Board are public as required by law.
- Section 2 Any meetings that are requested that affect the organization, the Ram / Dear Heart Bylaws, or removal of an Executive Board member or coach must be announced to the entire Executive Board with 24 hours notice before such meeting.
- Section 3 The Executive Board will hold the elections of the elected officers and directors at the last scheduled home game of each season.
- A. The election shall be held between the hours of 10:00 a.m. and 2:30 p.m.
 - B. The Secretary shall 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. Each family shall be entitled to separate votes.
 - C. 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.
 - D An eligible voting member, whose name is on the roster, shall receive 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.
 - E at 2:31 p.m., the President, the Secretary, and the appointed helpers shall take custody of the ballots and at the conclusion of the final game of the day, the ballots shall be

counted and the results shall be known on the websites. 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 and completely disregarded.

F. The President is entitled to vote in this election.

G. 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. If an elected person is elected for more than one position the president may call and ask their preference, however they may not discuss any other results. This phone call must be made in the presence of the Executive Board members present at the time of final results.

Section 4 The approved bylaws for the Deer Park Rams / Dear Hearts Booster Club and the Rules and Regulations for the Texas Intercity Football Inc shall be posted on all websites that are managed and controlled by the booster club for viewing by all members.

ARTICLE VIII
ARTICLE AMENDMENTS TO CONSTITUTION AND BYLAWS

Section 1 The Constitution and the Bylaws of this Club may, by a two-thirds majority vote, a quorum, being 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.

I, Troy Holiman, President of the Deer Park Rams / Dear Hearts Booster Club and Jennifer Otts, Secretary of the Deer Park Rams/ Dear Hearts Booster Club do hereby certify to the best of our knowledge that the approved Bylaws for the Texas Intercity Football, Inc. Deer Park Rams / Dear Hearts Booster Club attached here to is a true and correct copy of such bylaws for such booster club as amended March 11, 2009.

Troy Holiman, President

Jennifer Otts, Secretary