

PEARLAND TOUCHDOWN CLUB BY-LAWS

ARTICLE (I)

- Section 1. The name of this organization shall be the Pearland Touchdown Club, hereafter referred to as the Touchdown Club.
- Section 2. The definition of the term "Board of Directors" shall consist of all elected officers of the Pearland Touchdown Club
- Section 3. The definition of the term "PTC" refers to the "Pearland Touchdown Club" organization's membership body whose names are listed on a roster maintained by the Secretary
- Section 4. The definition of the term "Administrative Department" refers to the governing body of the PISD (Pearland Independent School District), which initiates all rules, relationships, legal procedures, and budgeting of the district and organization structures.
- Section 5. The definition of the term "Athletic Department" refers to the governing body of all athletic programs and booster clubs affiliated with each sports activity.

ARTICLE (II) - OBJECT

- Section 1. This organization has been formed and shall exist for the sole purpose of promoting good fellowship and encouraging sponsorship and support of the various football activities of Pearland High School. The address of record:
Location: Pearland High School
3775 S. Main, Pearland, Texas 77581
Mailing: P.O. Box 1593, Pearland, Texas 77588
- Section 2. The Club shall be a non-profit organization and shall also be non-shareholding, non-commercial and non-bargaining.
- Section 3. The activities of the Club shall not conflict with the policies of the Pearland Independent School District.

- Section 4. All fund raising activities must be filed with the Pearland Independent School District through the Pearland High School Athletic Department and approved by both the Head Football Coach and Athletic Director prior to the initiation of the activity.
- Section 5. Any person, business, corporation, agency or association who wants to use the name or initials of the Pearland Touchdown Club must have written approval of the Athletic Director, Head Football Coach and the Board of Directors.
- Section 6. The approval of the Athletic Director, Head Football Coach and Board of Directors for the use of the Touchdown Club's name or initials is not an endorsement of the requester, their product and/ or services.

ARTICLE (III) - MEMBERSHIP

- Section 1. The membership of this organization shall be limited to individuals, families, or businesses that support the ideals of Article II.
- A. No individual, family or business shall be denied membership in the Touchdown Club because of race, religion, sex or ethnic background
 - B. A member in good standing shall be any individual, family or business who agrees with Article (II) with current dues paid to the Touchdown Club.
- Section 2. Annual membership for individual, family, and business dues shall be determined each year during the May officers' meeting. A member shall be considered in good standing when dues for the current year have been paid.
- Section 3. Members may bring guest(s) to meetings. Non-members may not vote.
- Section 4. Any membership may be rejected or revoked by a majority vote of those present at any business meeting.
- Section 5. All members shall be entitled to vote, hold office and participate in all activities.
- Section 6. The membership year shall be May 1st, through April 30th of the following year.
- Section 7. The Pearland Touchdown Club shall not:

- A. Become involved with the direction of the Head Football coach, personnel issues, scheduling of contests, and rules of participation or policy-making activities for a student group or interschool program. All of these duties are the responsibility of the PHS personnel and administration staff of the PISD.
- B. Have authority in directing or influencing the PISD employees in the administration of their duties.
- C. Establish a "petty cash" or miscellaneous funds for the head football Coach to use at his discretion.
- D. Give the Football Coach a gift or cash in excess of the limits imposed by UIL (which is \$300 in money, product, or service) from any source in recognition of, or appreciation for coaching, directing, or sponsoring student activity.
- E. Give anything to students, including awards. School administrators must be consulted before giving anything to a student, school, or coach.

ARTICLE (IV) - OFFICERS

Section 1. The elected officers of the club shall be President, Vice-President Ways and Means, Vice-President of Spirit and Apparel, Secretary, Treasurer and Parliamentarian. Each officer position shall have a job description and specification description approved by the officer board.

Section 2. **The President:** The President shall preside at all meetings of the Club and shall have supervision of the affairs of the club.

The President shall have authority to approve expenditures up to \$200 that arise before the next scheduled business meeting with approval of the Head Coach and Treasurer. Any such expenditure must be reported at the next business meeting.

Section 3. **The Vice President of Ways and Means:** The Vice President of Ways and Means shall have the duties of organizing various fundraising activities for the PTC, and carry out the duties of the President in his/her absence, or shall assume the Presidency in the event the office becomes vacant. The Vice-President of Ways and

Means will assist the President by promoting the PTC in all outside activities.

Section 4. **The Vice-President of Spirit and Apparel:** The Vice-President of Spirit and Apparel shall have the duties of organizing the sale of spirit apparel and merchandise as well as organizing various spirit-building events.

Section 5. **The Secretary:** The Secretary shall keep records of the minutes of the organization and shall keep a complete membership roster and further perform such duties as may be prescribed by the President.

Section 6. **The Treasurer:** The Treasurer shall be the custodian of the club funds, which are to be kept on deposit with a bank approved by the membership. The Treasurer shall keep an accurate up-to-date record of the organization's finances and be prepared to submit a report at each general meeting and a complete financial report at the annual meeting and at the request of the President of the Pearland Touchdown Club. The President, Vice President of Ways and Means, Vice President of Spirit and Apparel and the Treasurer shall be the authorized signatures on any checking or savings account. Two signatures are required for all checks. A financial review committee appointed by the membership shall review financial records before the end of the fiscal year. This committee shall submit a review to the incoming President and Athletic Director of PISD.

Section 7. **The Parliamentarian:** The Parliamentarian shall administer the parliamentary procedures and control the order and timeliness of the monthly meetings and Touchdown Club activities.

Section 8. The club shall hold its annual meeting for election of officers at the April membership meeting.

The nominating committee, created at the March general meeting, will present nominees for officers for consideration. The nominating committee will be comprised of volunteers from the general membership and a representative of the Athletic Department.

After the nominating committee has presented its recommendation for officers, the President will open the floor for other nominations. After all nominations have been offered, the election will proceed by show of hands or ballot.

Section 9. The officers of the organization shall take office the first day of May, serving one year.

ARTICLE (V) - MEETINGS

- Section 1. General meetings of this organization shall be held the second Monday of each month. Thirty minutes prior to each general meeting the officers shall meet in executive session to discuss topics regarding the Pearland Touchdown Club. At all general meetings the President shall determine the agenda. New ideas, suggestions, or programs to be inaugurated will have been first presented to the President at least 24 hours in advance so that they may be included in the agenda.
- Section 2. Special meetings for consulting on the transaction of business may be called by the President or the Administrative Department. Likewise, new and novel undertakings or programs of the organization will be determined by the general membership at a general meeting after having been presented to the President as prescribed in Article V, Section 1.
- Section 3. At any meeting of the membership where ideas contrary to the agenda are brought up, the President shall have the right to declare such matters as being out of order.

ARTICLE (VI) – COMPLAINTS

- Section 1. A complaint against any member alleging a law violation, misconduct, or any action which may bring discredit to the Touchdown Club, which is received by any Touchdown Club member or PTC coordinator shall be forwarded to the Board of Directors, Athletic Department and Head Football Coach for investigation. The Athletic Department may call the complainant, witnesses and the member complained on to give evidence. Neither party (the complainant, witnesses nor the member complained on) may attend the Board of Directors deliberations. The Board of Directors shall make every effort to find the truth of the matter and render its decision within sixty (60) days.

ARTICLE (VII) - AMENDMENTS

- Section 1. Majority vote: From this point forward, the Articles of Incorporation or By-Laws may be altered or amended by the majority vote at two Business Meetings held in conformity with the By-Laws, by a two-thirds vote at each meeting, providing written notice of amendment, repeal or alteration is given to the membership at least ten (10) days prior to the meeting. Each approved revision shall reflect the specific general meeting date over the signature of the President and the Secretary, prior to the distribution of the revised By-Laws to the general membership.
- Section 2. Anything to the contrary notwithstanding, no amendments to the By-Laws shall be inconsistent with or in violation of the policies of the Pearland Independent School District or the University Interscholastic League (UIL).

ARTICLES I THROUGH VII of these By-Laws contain on (6) typewritten pages were adopted and approved as written by a majority vote of the general membership at a meeting held on this _____ day, of _____, 2005.

President

Secretary