

**Vermont Chapter  
National Football Foundation and Hall of Fame  
By-Laws**

**ARTICLE I — NAME AND PURPOSE**

***Section 1 — Name:*** The name of the organization is the Vermont Chapter of the National Football Foundation and Hall of Fame. It is a state chapter organized under the umbrella of the National Football Foundation and Hall of Fame. The chapter is a tax-exempt subsidiary of the national organization.

***Section 2 — Mission:*** The mission of the chapter is to support amateur football played at the youth, high school and college level in Vermont. This support will be provided in a variety of methods to include, but not limited to the following:

1. The Chapter honors significant academic, athletic excellence as well as community service by high school and collegiate athletes.
2. The Chapter honors adults for their support and contributions to the game of football.
3. The Chapter provides scholarship assistance to high school athletes.
4. The Chapter provides grants to youth and high school programs to be used for enhancing the game. These awards will be bestowed at an annual honors banquet held annually in the spring.
5. The Chapter also organizes and runs an all-star football game for high school seniors selected from every school in the state.

**ARTICLE II — MEMBERSHIP**

***Section 1 — Eligibility for membership:*** Anyone who is supportive of the chapter's mission is welcome to join.

***Section 2 — Annual dues:*** Membership is awarded by joining the national chapter. Payment of dues to the national automatically includes membership in the Vermont Chapter of the NFFHF. Dues are set annually by the national organization.

***Section 3 — Rights of members:*** Each member will have the right to vote on all Vermont Chapter issues by personally attending the annual organizational meeting normally held each winter at a pre-announced time. Virtual meetings will be permitted. All members will receive all materials sent by the national organization, as well as materials sent by

the Vermont Chapter. All members are asked to nominate individuals for consideration for the Hall of Fame.

### **ARTICLE III — MEETINGS OF MEMBERS**

- Section 1 — Annual meeting:*** There will be one annual meeting to be held between December and February. The meeting date will be set by the chapter president.
- Section 2 — Hall of Fame banquet:*** The banquet is held annually in the spring. Unless changed by the board of directors, the banquet will be held on the last Sunday in April or first Sunday in May
- Section 3 — Special meetings:*** Special meetings may be called by the chapter president or the vice president.
- Section 4 — Notice of meetings:*** Notice of each meeting shall be given to each member of the Board via e-mail, not less than two weeks prior to the meeting unless it is a special meeting
- Section 5 — Quorum:*** The Board members present at any properly announced meeting shall constitute a quorum. Issues that need to be voted on at a time other than the annual meeting, will be voted on by the board of directors at the request of the chapter president. This will include determining the recipients of all grants.
- Section 6 — Voting:*** All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

### **ARTICLE IV — BOARD OF DIRECTORS**

- Section 1 — Board size and responsibilities:*** The Board is responsible for the overall policy development and direction of the chapter. The Board shall be comprised of the president, the vice president, the past president, the treasurer, the division directors, all Vermont college coaches, the current president and past president of the Vermont Interscholastic Football League (VIFL), and others elected or appointed to the Board. Changes to the by-laws must be approved by the Board. The Board will have no less than 6 members. .
- Section 2 — Terms:*** Once appointed, board members serve until they wish to terminate service, or until requested by the majority of the Board.
- Section 3 — Meetings:*** Board members are encouraged to attend the annual meeting. The grant division director will make recommendations regarding the amount and allocation of grants, and the Board will vote to reject or accept those recommendations. Any

other issues that need to be addressed prior to the annual meeting, will be acted upon by the executive committee at the president's request.

***Section 4 — Executive Committee Board of Director elections:*** Elections will occur at the annual meeting and will be determined by a majority vote of the members present at the meeting. Vacancies throughout the year may be filled by the Board but must be elected at the next annual meeting.

***Section 5 — Election procedures:*** The president will make the recommendation to the membership for the selection of new board members. Members may make recommendations to the president suggesting nominees.

***Section 6 — Quorum:*** A quorum will be over half of the board of directors present.

***Section 7 — Officers and duties:***

**President:** The chapter president will be responsible for overseeing all the operations of the chapter. They are responsible for ensuring that the mission of the chapter is fulfilled. The president will oversee the actions of the board of directors. The duties are as follows: The president shall convene the annual chapter meeting and all board meetings. The president will prepare an agenda for all meetings. The chapter president will serve a four-year term with no limit on the number of terms. The Board will elect the president.

**Vice President:** The chapter vice president shall assume the responsibilities of the president in the event of the chapter president's absence and lend administrative support to the president. The chapter vice president will serve a four-year term with no limit on the number of terms. The Board will elect the vice president.

**Treasurer:** The treasurer will prepare an annual financial report which will be presented to the membership at the annual meeting and updates at the board meetings. The treasurer will be responsible for filing an annual financial report to the national organization and filing the annual tax filing with the IRS.

**Administrator:** The administrator will be selected by the board of directors and will receive financial compensation determined mutually by the board of directors. The administrator responsibilities will be listed in the Manual of Practice

***Division Directors:*** The Board will be responsible for the formation of the division directors. There will be six standing Directors:

1. Game Director
2. Hall of Fame Banquet Director
3. Grant Director
4. Fund Raising Director
5. Girls Flag Football Director
6. Communications Director

The responsibilities of these directors will be listed in the Manual of Practice. Additional ad hoc Division Directors can be formed at the Board's discretion.

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