

**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 the State of Vermont. This support will be provided in a variety of methods to include, but not limited to the following: The Chapter honors significant academic, athletic excellence as well as community service by high school and collegiate athletes. The Chapter honors adults for their support and contributions to the game of football. The Chapter provides scholarship assistance to high school athletes. 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. The chapter also organizes and runs an all-star football game for 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 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. Online 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 annual honors banquet, and to actively participate at the committee level.

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 chairman.

Section 2 — Annual honors banquet: The honors banquet is held annually in the spring. Unless changed by the membership, 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 chairman or the Executive Committee.

Section 4 — Notice of meetings: Notice of each meeting shall be given to each voting member, by e-mail, not less than two weeks prior to the meeting.

Section 5 — Quorum: The 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 Executive Committee at the request of the chapter chairman. This will include determining the recipients of all grants which will be awarded at the annual spring honors banquet.

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--- CHAPTER CHAIRMAN- CHAPTER VICE CHAIRMAN - EXECUTIVE ADMINISTRATOR

Section 1--- Responsibilities: The chapter chairman will be responsible for overseeing all the operations of the chapter. He/she is responsible for ensuring that the mission of the chapter is fulfilled. The chapter vice-chairman will fulfill the responsibilities of the director in his or her absence and lend administrative support to the chairman.

Section 2--- Term and Election: The chapter chairman and chapter vice chairman will serve for a four-year term with no limit on the number of terms. The executive committee will elect the chairman and vice-chairman based on the candidate receiving most votes within the committee. Candidates may be nominated to the committee by any member. This format will become active as of the yearly meeting of 2023.

Section 3 -- Executive Administrator: The executive administrator will be selected by the executive committee and will receive financial compensation determined mutually by the executive committee and

administrator. The administrator will be on the banquet committee and will be responsible for fulfilling all the administrative tasks requested by the other standing committees. This includes, but is not limited to, sending out nomination forms related to the honors banquet and all-star game, and all correspondence related to the both the banquet and all-star game.

ARTICLE IV — EXECUTIVE COMMITTEE

Section 1 — Committee size and responsibilities: The committee is responsible for the overall policy development and direction of the chapter. Changes to the by-laws must be approved by the executive committee which will have no more than 12 and no less than 6 members excluding the Chairman. Recommendations for changes may be suggested by any active member.

Section 2 — Terms: Once appointed, committee members serve until they wish to terminate service, or until requested by the majority of the membership.

Section 3 — Meetings: Executive committee members are encouraged to attend the annual meeting. The chairman will make recommendations regarding the amount and allocation of grants, and the executive committee will vote by e-mail 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 chairs' request.

Section 4 — Executive Committee member elections: Elections will occur at the annual meeting and will be determined by a majority vote of the members present at the meeting. All executive committee members will be grandfathered as committee members if they were asked by the chair to serve in that capacity prior to the acceptance of the by-laws, effective June 30, 2023

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

Section 6 — Quorum: A quorum will be over half of the executive committee.

Section 7 — Officers and duties: The chairman will oversee the actions of the executive committee and chair any meetings of the committee. The

duties are as follows: The chairman shall convene the annually scheduled chapter meeting and shall preside over such meetings. The chairman (or his designate) will prepare an annual financial report which will be presented to the membership at the annual meeting. The chairman (or his designate) will be responsible for filing an annual financial report to the national organization. The chairman will prepare an agenda for the annual meeting and is responsible for selecting members to serve on the various chapter committees. The chapter vice- chairman shall assume the responsibilities of the chairman in the event of the chairman's absence. All committee chairs will serve on the executive committee. All the head college coaches will serve on the executive committee. Members of the executive committee will appoint one active high school coach to serve on the executive committee.

ARTICLE V — COMMITTEES

Section 1 — Committee formation: The chairman will be responsible for the formation of the committees deemed necessary to support the work of the chapter. There will be three standing committees: the selection committee, the all-star-game committee, and the grant committee. The chairman will oversee the banquet organization coordinated by the executive administrator. Additional committees may be formed at the discretion of the chairman.

Section 2 — Committee chairman selection: Committee chairman will be asked to serve by the chairman and will continue to serve in that capacity until they wish to withdraw, or at the request of the chair. The chapter chairman will chair the banquet committee. The chair of each of the separate committee will be responsible for assigning the responsibilities to the individual committee members and ensuring that all tasks are fulfilled by the committee members.

Section 3-----All Star Committee chairman

Section 4---- Selection Committee chairman

Section 5-----Grant Committee chairman

All responsibilities for committee chairman are listed the operating manual for the chapter.