



**The Greater Baltimore Chapter
National Football Foundation**

**BY-LAWS
of
NATIONAL FOOTBALL FOUNDATION AND HALL OF FAME
GREATER BALTIMORE CHAPTER**

**Article I
Board of Directors**

Sec. 1. Number. The Board of Directors will number eighteen (18) including twelve (12) Directors, and the President, the two (2) Vice President, Secretary, Treasurer, and immediate past President. All Board members must be members of the association. Members of the Board who miss three meetings in any given year of their office shall be automatically replaced.

Sec. 2. Meetings. A regular meeting of the Board of Directors Shall be held following the annual meeting of the members. Other regular meetings of the Board shall be held whenever called by the President upon five (5) days' written notice to every member of the Board. Special meetings of the Board may be called by the Secretary whenever five (5) members of the Board shall request him in writing to do so. No business, however, shall be transacted at any special meeting except that which shall have been described in the notice of such meeting.

Sec. 3. Order of Business and Quorum. At all meetings of the Board the members present of said Board shall constitute a quorum for the transaction of business. At regular meetings of the Board the order of business shall be:

1. Roll Call
2. Proof of notice of meeting
3. Reports of officers
4. Reports of committees
5. Miscellaneous business



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At special meetings of the Board no business shall be transacted thereat except as shall have been described in the notice of meeting.

**Article II
Officers**

Sec. 1. Election of Officers. At The annual meeting the members of this association shall elect a President, a first and second Vice President, a Secretary, a Treasurer, and four (4) Directors to replace those Directors whose three-terms have ended. Any vacancy or incapacitation of an office shall be filled by the Board.

Sec. 2. Powers and Duties of Officers.

The President shall preside at all meetings of the Board of Directors and of the members, and shall, subject to the approval of the Board of Directors, have general supervision of the affairs of the association.

The First Vice President shall, in the absence or incapacity of the President, perform the duties of that officer.

The Second Vice President shall, in the absence or incapacity of the First Vice President, perform the duties of that officer.

The Secretary shall keep the minutes of the meetings of the Directors and the Members, shall have charge of the minute book and other records and papers of the association, shall attend to such correspondence as may be assigned to him, and shall perform all other duties which may be assigned to him by the Board of Directors.

The Treasurer shall have the caring custody of all funds and securities of the association and shall deposit same in the name of the association in such bank as the Directors may designate. He shall, either alone or with such other officers as the Board may direct, sign all checks, drafts, notes and orders for the payment of money. He shall at all reasonable hours exhibit his books an account to any Director upon application during business hours. He may be required, but at the association's expense, to give bond or bonds for



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the faithful performance of his duties in such amount as with surety or sureties if it shall be determined by the Board of Directors. He shall also serve as Vice-Chairman for Finance of the Annual Scholar-Athlete Awards Dinner.

**Article III
Standing Committees**

The Standing Committees of the association shall be: Executive Committee, Nominations Committee, Membership Committee, Program Committee, and Awards and Participation Committee.

Sec. 1. Executive Committee. The Executive Committee shall consist of the **President, Vice Presidents**, secretary, and Treasurer. It shall, during the intervals between meetings of the Board of Directors, exercise all the powers of the Board in all cases in which specific directions shall not have been given nor action taken by the Board. All action taken by the Executive Committee shall be by a majority vote at a meeting or telephone poll participated in by not less than a majority of its members, and all actions of the Executive Committee shall be reported to the next subsequent meeting of the Board.

Sec. 2. Nominations Committee. The Nominations Committee shall consist of three (3) current members of the Board appointed by the President and approved by the Board of Directors. It shall have the power and the duty to submit to the next annual meeting of the association nominees for the offices of President, First and Second Vice President, Secretary, Treasurer, together with nominees to fill the positions of the four retiring Directors. It shall prepare and submit its report to the President and Secretary not less than twenty (20) is prior to the date set for the annual meeting, and a copy of such report shall be sent by the secretary to each member of the Board of Directors. The Nominations Committee shall strive to maintain as equal a balance as possible between education-oriented personnel and business-oriented personnel on the Board of Directors.



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Sec. 3. Membership Committee. The Membership Committee shall consist of a Chairman selected from the Board or from the association membership by the President with the approval from the Board. At least two (2) other committee members shall be selected by the Chairman. It is the task of the Membership Committee to actively strive to maintain the Chapter membership at a maximum number through personal contact and mailings sent to prospective members in the Chapter's territory. Each new member will be acknowledged from National headquarters, sent material, and put on the mailing list for the Footballletter and other communications.

Sec. 4. Program Committee. This committee shall consist of a Chairman selected from the Board or from the association membership by the President with the approval of the Board. At least two (2) other committee members shall be selected by the Chairman. This committee is charged with the planning and execution of the annual Awards Dinner to be held it to honor scholar athletes. This dinner should be the Chapter's opportunity to present its program, motives, and activities and to back the objectives of the National Football Foundation. Local athletic coaches, athletic directors, principals, and the leaders of youth organizations should be in attendance along with leading football players, educators, and other prominent citizens. This Chapter Should strive to have an excellent speaker to highlight the Dinner.

Sec. 5. Awards and Participation Committee. This committee shall consist of a Chairman selected from the Board for the association membership by the President with the approval of the Board. At least two (2) other committee members shall be selected by the Chairman. The specific purpose of this committee is to honor people associated with football and outstanding teams and to increase football player participation in the Chapter's territory. Schools and colleges which have dropped football should be encouraged to resume playing with standards of competition that stress the best features of the game. New schools and colleges should be urged to include football in their athletic programs.



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**Article IV
Board of Advisors**

The number of members of the Board of Advisors shall be determined by a majority vote of the Board of Directors. The duties of the Board of Advisors shall be general advice and counsel to the Board of Directors. Members of the Board of Advisors shall be nominated by the President subject to the approval of the Board of Directors. A Chairman of the Board of Advisors shall be selected by the President subject to the approval of the Board of Directors.

**Article V
Scholarship Fund**

The Scholarship Fund of the Greater Baltimore Chapter of the National Football Foundation and Hall of Fame provide funds for winners of scholarships at the annual Scholar-Athlete Awards Dinner. Monies deposited in this fund shall be used solely for scholarship grants made to colleges and universities in recognition of various Scholar Athletes who are selected each year and honored at the Chapter's Scholar Athlete Awards Dinner. Such scholarship grants are made to the college of the recipient's choice and may only be used for tuition and fees. This fund shall at all times be adequate to pay for previous scholarship awards which were made but not yet claimed by the individuals so selected. All interest earned by this fund shall remain in the fund. In the event that funds are not claimed by a previous winner, these funds shall remain within the scholarship fund to provide for future scholarship awards. Monies for scholarships previously awarded must be held in escrow and designated for that individual until that individual fails to matriculate at an institution of higher learning for two successive years as a full-time student.

The trustees of the fund will be the current president of the Chapter, the current Treasurer of the Chapter, and current Chairman of the Scholar Athlete Dinner.



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**Article VI
Volunteer Services**

Sec. 1. Officers, Directors, Committee members and members of the association who may provide services to the association shall do so as volunteers having no employee relationship whatsoever with the association. Any non-member Who performs any service for the association shall do so either as a casual employee or on a contract basis.

**Article VII
Amendments**

Sec. 1. These By-laws may be amended or repealed by a majority vote of the whole number of the Board of Directors.

**Article VIII
Parliamentary Procedures**

Sec. 1. Meetings the association can be conducted in an informal manner, however, in the event of disputes, Roberts Rules of Order will be invoked.