

AJFC Board of Directors Meeting Agenda

Date: May 16, 2012,

Welcome- Meeting called to order at 8:17

Executive Board Reports:

President Report: John King

- John King is excused (out of town)

Vice President: Dan Hughes

- Committee realignment to include a Field and Facilities Committee needed
- Bylaws to be discussed later

Treasurers Report: Jen Boucher

- 4000.00 in savings
- Funds appropriated for scoreboards 15,000
- 16,900.00 remaining
- We are down approximately 2200.00 due to reduced registration

Commissioners Report: Scott Carlson

- Do we want to do Punt, pass and Kick? Check with head coaches
- We will have four home games this year September 8, 22 and October 6, 20

Secretary Report: Andrea Kersten

- Motion to accept the April

Committee Reports:

Registration: Jim Deibel

- Excused
- We have the following registered for 2012-2013
 - Football
 - 32 PeeWee
 - 24 Freshman
 - 18 JV
 - Cheerleading
 - Approx. 26-30 Girls on JV and Freshman

Cheerleading Uniforms: Kristin Stanley

- Stunting training
- Concussion training for all head coaches is forthcoming (Nov 4th)

Football Equipment Shed: James Foster/John Hagelburger

- Sent 110 helmets sent out for reconditioning
- Final # for uniforms needed and will be sent out ASAP
- Kim D. will give name plate info to James/John by Friday

Pictures and Trophies: Mike Grant

- Discussion to use the same photo company again. All agreed that they did a great job last year

Public Relations/Website: Andrea Kersten

- Additional pages have been added to the website for each team
- Need content for coaches pages. Please send to Andrea
- Text messaging is working, but we will need to request cell phone carrier information from parents

Candy: Tammy Lavis

- Ordered 100 boxes; 15 boxes left
- Contest is successful

Program Book/Handouts: Bob Meyer – excused

- Meeting 8:00 on Wednesdays for concession stand meeting

League Picnic – Wayne Lavis

- Will collaborate with Mike
- July 11th Wednesday

First Aid:

- The second set of ordered icepacks worked better

Volunteer Checker: Marcie Mason

- Need parking lot attendants for home games
- If you need volunteers for your committee fill out form and return for Marcie

By-Laws: Dan Hughes/Marcie Mason

New Business:

- Board Seat
 - Motions to nominate Wendy Frost, Kim Diebel, Greg Kidney
 - Motion to close nominations
 - Eligible voters read
 - Motion to allow Wendy Frost to vote, motion carried
- Voting Results
 - Wendy Frost 8,
 - Kim Diebel, 5,
 - Greg, 5
- Wendy is now chairing the concessions committee
- Score Boards

- Dan has been gathering information from various vendors
 - Pricing with wireless remote
 - Do we want to dedicate sign?
 - Sell ad space
 - Possible ribbon for advertising
 - Discussion on scoreboard size
 - 16x8 size preferred
 - Is there a warranty – 3 year for most
- Bylaw committee
 - Dan Hughes read through each proposed change to the AJFC bylaws
 - Members voted on proposed changes
 - Voting results below

PROPOSED AJFC BYLAW CHANGES TO BE PRESENTED AT APRIL BOARD MEETING

ORIGINAL: Article 1

PROPOSAL: Article I A. Name (no change to language)

Y-16, N- 0

ORIGINAL: Article 2 Paragraphs 2A, 2B, and 2C

PROPOSAL: Article I B. Purpose (no change to language)

Y-16, N-0

ORIGINAL: NEW

PROPOSAL: Article 1 C. Nature of Corporation. Alden Junior Football & Cheerleading is a not-for-profit corporation formed under the provisions of the New York State Not-For-Profit Laws, which is organized and shall be operated in accordance with the meaning and provisions of Section 501(c)(3) of the Internal Revenue Code and the regulations issued there under.

Y-16, N-0

ORIGINAL: 5A. The Board of Directors shall consist of twenty (20) members of the Association elected by the membership for a three (3) year term. There will be thirteen (13) general directors, in addition to, the President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Football Commissioner and Cheerleading Coordinator.

5B. All Board of Directors will chair their own committee and attend monthly meetings to remain in good standing as a Board of Director.

PROPOSAL: Article II A. Number of Directors, Terms and Qualifications

1. The Board of Directors shall consist of twenty (20) members of the Association elected to a three (3) year term or until their successors are elected.
2. There will be thirteen (13) general directors and seven (7) executive officers.
3. Each Director must chair their own committee, attend all regularly scheduled monthly meetings and promote the purposes of this organization to remain in good standing as a Board of Director.

Y-1, N-11, 2 abstain

Rename only Y-16, No-0

ORIGINAL: 5B1. *ATTENDANCE AT MEETINGS:* Any officers missing three (3) consecutive non-emergency inexcusable absences from a regular scheduled board meeting by a board member will constitute a voluntary resignation. Board members must notify an executive board member if they will be unable to attend. Any board member that signs up for a committee and fails to carry out the responsibilities of that committee will constitute a voluntary resignation of their board seat.

PROPOSAL: DELETE- Attendance is already stated in Article II A. paragraph d and removal is discussed below at Article II C. Removal.

Y-16, N-0

ORIGINAL: 5B The Board of Directors shall establish guidelines as well as activity and reporting requirements for each of the above committees.

5B These guidelines can be amended as the position changes; however, the definition should be outlined in the Policies and Procedures Manual.

5B. Such Manual should be given to the committee chair once the committee has been accepted.

PROPOSAL: Article II A

4. The Board of Directors shall establish guidelines as well as activity and reporting requirements for each standing and ad hoc committees in the Policies and Procedures Manual.

5. Such Manual should be given to the committee chair once the committee has been accepted.

Y-16, N=-0

ORIGINAL: 5C. Nominations for the Board of Directors must be made at or prior to the closing of the October meeting by the membership and the general voting membership in attendance. Voting for these seats is voted on at the November meeting.

5D. Elections for the Board of Directors will be held in November by the general voting membership in attendance. If a person wishing to be nominated, or voted on for a board of directors seat cannot attend the nomination or voting meeting because of an emergency situation, they may express their wishes by a signed written letter. Said letter must be read before the vote and approved by those members present. This is for an emergency situation only. Voting for these seats is voted on at the December meeting.

5E. Election of the Board of Directors shall be by a majority vote of the Association members in attendance by the membership as indicated in Article 3A, pertaining to requirements for voting validity.

PROPOSAL: Article II B. Elections

1. Nominations for the Board of Directors must be made at or prior to the closing of the October meeting.
2. Voting for these seats will take place at the November meeting.
3. Election of the Board of Directors shall be by a majority vote.

Y-16, N-0

ORIGINAL: 5H. Election results shall be read out loud once tallied and completed by the Secretary during the meeting. These results will include but not be limited to the exact writing of a by-law change, numbers of those who voted in favor and or against a special election item, and the amount of ballots collected indicating the count as to those who ran for a position and the number who voted in favor of each seat available

PROPOSAL: Article II (B) (4) Election results shall be read out loud once tallied and completed by the Sergeant at Arms and one (1) other member during the meeting.

Y-16, N-0

ORIGINAL: 5B. A Committee Chair or member can be removed from a committee by majority vote of the Board of Directors for cause or upon receipt of written resignation. If removed, the committee member must be notified in writing within ten (10) business days by the Board of Directors and such notice will state the entire reason for the removal. This letter shall be prepared and mailed by the Secretary.

PROPOSAL: Article II C. Removal

1. A Committee Chair can be removed from the Board of Directors by majority vote of the Board of Directors for cause.
2. If removed, the committee member must be notified in writing within ten (10) business days and such notice will state the entire reason for the removal.

Y-16, N-0

ORIGINAL: 5F. Members of the Board of Directors will be elected to serve for a three (3) year term. If a Director resigns or is dismissed, then an election will be held to fill the vacancy of the unexpired term. Public notification of opening will be placed in the Alden Advertiser, or other suitable forum, and then the election will be held to fill the unexpired term the following month.

PROPOSAL: Article II D. Vacancies

1. If a Director resigns or is dismissed, then an election will be held to fill the unexpired term.
2. Public notification of all vacancies for the general board of directors will be placed in the Alden Advertiser, or other suitable forum.

Y-16, N-0

ORIGINAL: 4D. The general meeting of membership as well as the board of directors meetings may be chaired by chain of command by Roberts Rules of Order.

6B. the officers of the Association and chain of command shall be the following:

1. PRESIDENT
2. VICE-PRESIDENT
3. SECRETARY
4. TREASURER
5. SERGEANT-AT-ARMS/GRIEVANCE
6. FOOTBALL COMMISSIONER
7. CHEERLEADING COORDINATOR

All officers shall be elected to office by the general membership of the Association under guidelines of Article 3A, for a one (1) year term or until their successors are duly elected and installed into office.

PROPOSAL: Article III Officers

A. Number of Officers, Terms & Qualifications ** Dan, Jen & Kim, please note that I rearranged this section to flow in the same format as Bd. of Directors. **

1. The officers of the Association and chain of command shall be the following:

- a. PRESIDENT
- b. VICE-PRESIDENT
- c. SECRETARY
- d. TREASURER
- e. SERGEANT-AT-ARMS
- f. FOOTBALL COMMISSIONER
- g. CHEERLEADING COORDINATOR

2. All officers shall be elected to office for a one (1) year term or until their successors are elected.

Y-16, No-0

ORIGINAL: 6A. To be nominated for an officers position you must be on the Board of Directors.

PROPOSAL: Article III A 3 Same language

Y-16, No-0

ORIGINAL: 6C. Nominations of officers will be taken in November under the guidelines of Article 6A. Elections to follow nominations by the membership in attendance under the guidelines of Article 3A will be held in December for officers.

PROPOSAL: Article III A.

4. Nominations for officers will be taken in November following the election of the Board of Directors.
5. Elections to immediately follow the close of nominations of the Board of Directors.

Y-16, No-0

ORIGINAL: 6E. If a person wishing to be nominated and voted for an officers position cannot attend the meeting because of an approved emergency situation, they may express their wishes in writing. Said letter must be read before and approved by the voting membership in attendance before the nomination process.

PROPOSAL: Delete entirely

Y-0, N-6 Abstain-10

ORIGINAL: 6D. A head coach may not hold an executive position of Football Commissioner or Cheerleading Coordinator on the Board of Directors. Refer to officers listed in Article 6A.

PROPOSAL: Article III A

6. A head coach may not hold an executive position of Football Commissioner, Cheerleading Coordinator nor Sergeant At Arms/Grievance.

Y-16, No-0

ORIGINAL: 5G. Husband and wives may serve on the Board at the same time, but not as Officers at the same time.

PROPOSAL: Article III (A) (7). Language stays the same.

Y-16, No-0

ORIGINAL: 4H. The President is only eligible to vote when a vote results in a tie. The President casts the deciding vote.

5B. *STANDING COMMITTEES*: The standing committees of the organization will include the following committees, or such other committees designated by the President: Registration, Cheerleading Uniforms, Football Uniforms and Equipment Shed, Concession Stand, Field and Sound, Pictures and Trophies, Banquet, 4(four)year Jackets and Clothing orders, Public Relations and Website, Spirit Night, Parents Night Out, Candy Fundraiser, 50/50 Split Club, Gold Card Fundraiser, Program book and Handbooks, First Aid Supplies and EMT Scheduling, Grievance, By-laws, and Volunteer Coordinator . The President with agreement of the executive board can form ad hoc committees to be chaired and run as the need arises. The President shall assist in filling all Standing and Ad Hoc committees unless otherwise provided for, and he/she shall be a member ex-officio of all such committees.

PROPOSAL: Article III B President Duties and powers

1. Shall be the cheif executive officer of the organization.
2. Establish agenda for all meetings.
3. Preside at all meetings of the organization.
4. Decide all questions of order at all meetings.
5. Represent organization at external affairs or delegate same.
6. Coordinate allpromotional activites of the organization.
7. Shall only be eligible to vote when a vote results in a tie. The President casts the deciding vote.
8. Shall, with agreement of the executive board, form standing and ad hoc committees to be chaired and run as the need arises.
9. Shall assist in filling all Standing and Ad Hoc committees unless otherwise provided for, and he/she shall be a member ex-officio of all such committees.
10. Shall sign, with the Treasurer, any deeds, mortgages, bonds, contracts or other instruments which the Board of Directors has authorized unless execution is expressly delegated by the Board of Directors or by these bylaws to some other officer.
11. Shall be one of the officers who may sign the checks or drafts of the organization.
12. Shall perform all duties incident to the office of President and such other duties as they may be prescribed by the Board of Directors.

Y-16, No-0

ORIGINAL: NEW

PROPOSAL: Article III C Vice President Duties and Powers

1. Shall in the event of the absence or inability of the President to exercise his office become acting president of the organization with all the rights, privileges and powers as if he had been the duly elected president.
2. Shall be one of the officers who may sign the checks or drafts of the organization.
3. Shall be the advisor to all standing and ad hoc committees.
4. Shall perform such duties as may be assigned by the President.

Y-16, No-0

ORIGINAL: New

PROPOSAL: Article III D Secretary Duties and Powers

1. Shall have the overall responsibility for all record keeping.
2. Shall record all minutes of all proceedings of the Board of Directors.
 - a. The Minutes at a minimum should reflect
 - i. the date and time of the meeting
 - ii. what directors were present, excused or absent
 - iii. what items were submitted for a vote and should be very clear about what decision was made
 - iv. any items that the Board should be doing to fulfill its obligations: e.g. budgets, financial reports, grievances, conflict of interest.
 - v. each committee's report
3. Shall see that all notices are duly given in accordance with the provisions of these bylaws or as required by law.
4. Shall authenticate all corporate records.
5. Shall perform such duties as may be assigned by the President.

Y-16, No-0

ORIGINAL: 7A. The Treasurer shall be custodian of all money received and shall deposit such money in a timely manner in a financial institution in the name of the Alden Junior Football and Cheerleading. All cash received shall be recorded by a triplicate copy receipt book and verified by another officer, member of the Board of Directors or committee chairperson from whom it was received.

7B. The Treasurer will present a yearly budget for review by the board in November to be approved by the board in December.

7C. The original bills and bank statements will be available at the regular meetings.

PROPOSAL: Article III E Treasurer Duties and Powers

1. The Treasurer shall be custodian of all money received and shall deposit such money in a timely manner in a financial institution in the name of the Alden Junior Football and Cheerleading.
2. All cash received shall be recorded by a triplicate copy receipt book and verified by another officer, member of the Board of Directors or committee chairperson from whom it was received.
3. Shall present a yearly budget for review by the board in November to be approved by the board in December.
4. Shall present at each regular meeting, a written account of the finances of the organization
5. Shall have the original bills and bank statements available at the regular meetings.

6. Shall sign, with the Treasurer, any deeds, mortgages, bonds, contracts or other instruments which the Board of Directors has authorized unless execution is expressly delegated by the Board of Directors or by these bylaws to some other officer.
7. Shall be one of the officers who may sign the checks or drafts of the organization.
8. Shall perform such duties as may be assigned by the President.

Y-16, No-0

ORIGINAL: 4B. A bound book to sign in will be available at the door at all meetings for the use of the general membership and directors. The Sergeant-at-Arms will be in charge of said book and will keep a list of directors with signatures separate from the general membership signatures.

4G. Before each meeting there will be a role call of board members prior to the reading of the minutes. At this time the Sgt.-at-Arms or acting attendance officer will tell from the general members who is eligible to vote. It is then up to the discretion of the board if there is an ineligible voter.

12B. A grievance committee should be appointed in August each year by the board of general directors only, and two (2) parents in the Alden Junior Football and Cheerleading organization.

12C. Complaint procedures: issues/ complaints should be submitted in writing to a grievance committee member. The grievance committed will then investigate the matter. Prior to addressing the grievance committee every effort should be made to resolve the issue with the Commissioner/Coordinator as the administrator of the football/cheerleading program.

PROPOSAL: Article III F Sergeant at Arms/ Grievance Chairman

1. Shall keep a bound book available at all meetings for each attendee to sign.
2. Said book shall separate Board of Directors from the general membership signatures.
3. Shall take role call of board members prior to the reading of the minutes.
4. Shall tell from the general members who is eligible to vote. It is then up to the discretion of the board if there is an ineligible voter.
5. Shall appoint a minimum of two (2) members of the organization to be on the grievance committee. Said members shall NOT be on the Board of Directors when said appointment is made.
6. Shall insure that the grievance committee follows the procedures for a grievance.
7. Shall not be a Head Coach.
8. Shall perform such duties as may be assigned by the President.

Y-16, No-0

ORIGINAL: NEW

PROPOSAL: Article III G Football Commissioner Duties and Powers

1. Shall monitor football coaches, players, practices, games, equipment and activities.

2. Shall attend all league meetings and represent this organization and its members in a matter that is respectful while ensuring that the participants' best interest is voiced.
3. Shall be the liaison between the organization and the league.
4. Shall not be a head coach.
5. Shall work with the Treasurer for the preparation of an annual budget for all football related expenses.
6. Shall perform such duties as may be assigned by the President.

Y-16, No-0

ORIGINAL: NEW

PROPOSAL: Article III F Cheerleading Coordinator Duties and Powers

1. Shall monitor cheerleading coaches, participants, practices, games, competitions, uniforms and activities.
2. Shall attend all league meetings and represent this organization and its members in a matter that is respectful while ensuring that the participants' best interest is voiced.
3. Shall be the liaison between the organization and the league.
4. Shall not be a head coach.
5. Shall work with the Treasurer for the preparation of an annual budget for all cheerleading related expenses.
6. Shall perform such duties as may be assigned by the President.

Y-16, No-0

ORIGINAL:

4A. A minimum of twelve (12) general membership meetings will be scheduled each year. Meetings will be held on the third Wednesday of each month unless it falls on a holiday, at which time the board will reschedule for a later date.

4A1. If any meeting needs to be cancelled due to holiday, weather or other emergency, said adjourned meeting must be held within two (2) weeks of the original meeting date and at least seventy-two (72) hours notice must be provided to all directors of the new date.

4C. The board of directors will meet in emergency situations where a decision needs to be made prior to the next scheduled board meeting, as directed by the President. If a meeting of eleven (11) members cannot be made, the officers of the Association will make the decision.

PROPOSAL: Article IV Meeting of the Association

A. Regular Meetings

1. A minimum of twelve (12) general membership meetings will be scheduled each year. Meetings will be held on the third Wednesday of each month unless it falls on a holiday, at which time the board will reschedule for a later date.

2. If any meeting needs to be cancelled due to holiday, weather or other emergency, said adjourned meeting must be held within two (2) weeks of the original meeting date and at least seventy-two (72) hours notice must be provided to all directors of the new date.

B. Special Meetings

1. The board of directors will meet in emergency situations where a decision needs to be made prior to the next scheduled board meeting, as directed by the President. If a quorum cannot be made, the officers of the Association will make the decision.

Y-16, No-0

ORIGINAL: 4E. Eleven (11) board members must be in attendance to have an official meeting

PROPOSAL: Article IV

B. Quorum: Consists of the fifty percent (50%) plus 1 of directors in good standing. There must be quorum present at all regular meetings in order to conduct any business.

Y-16, No-0

ORIGINAL: 3A. The Association has open membership to persons 18 years or older. Voting privileges will be in effect on the third consecutive meeting. If they miss a meeting after becoming eligible to vote, it is up to the board's discretion to retain that person's voting privileges. If said member has 2 consecutive unexcused absences, voting privileges will be revoked.

3A1. Privileges will be reinstated only after said member has been in attendance for 3 consecutive meetings. The board may reinstate privileges with written request due to personal emergency.

4I. Football and cheerleading head coaches must attend 3 consecutive meetings to be eligible to vote once they are approved by the Board as coaches.

PROPOSAL: Article V Voting

A. The Association has open membership to persons 18 years or older.

B. All parents and/or legal guardians of the Association's participants obtain voting privileges upon completion of the participant's registration.

C. Any person 18 years or older that are not a participant's parent and/or legal guardian obtain voting privileges upon paying a membership fee that is equal to one-half of the current year's registration fee for one (1) participant.

D. The Board of Directors, in its discretion, may waive the membership fee for good cause shown.

Change of number only

ORIGINAL: 7A. The Treasurer shall disburse funds only by check as authorized by the Board of Directors or with the listed exceptions in the clubs By-laws. All accounts held by AJFC shall require the signatures of two duly elected Officers for disbursements of funds. The President and the Treasurer shall sign all checks unless the endorser and payee are written to the same. In that case the Vice President would be authorized to be a signature. In no case may the Signature write checks to themselves or any other family member.

7D. Purchase of goods over two hundred dollars (\$200.00) must have the approval of the board of directors. Purchases under the \$200.00 must be authorized by the President and Treasurer.

7E. All requests for monies in excess of \$200.00 must be accompanied by three (3) price quotes.

PROPOSAL: Article VI Fiscal Policies

1. The Treasurer shall disburse funds only by check as authorized by the Board of Directors or with the listed exceptions in the clubs By-laws.
2. All accounts held by AJFC shall require the signatures of two duly elected Officers for disbursements of funds. The President and the Treasurer shall sign all checks unless the endorser and payee are written to the same. In that case the Vice President would be authorized to be a signature.
3. The payee shall not be the authorized signature or the signature's family member.
4. Committee Chairperson may request payment of any item previously approved in the Annual Budget.
5. Purchase of goods, not approved in the Annual Budget, over two hundred dollars (\$200.00) must have the approval of the board of directors.
6. All requests for monies in excess of \$200.00 must be accompanied by three (3) price quotes.
7. Purchases, not approved in the Annual Budget, under the two hundred dollars (\$200.00) must be authorized by the President and Treasurer.

Y-16, No-0

ORIGINAL: All of 2D

PROPOSAL: Article VI General Provisions
A. Dissolution- No changes to language

Y-16, No-0

ORIGINAL: Articles 13-18 and paragraph 4F and 4F1

PROPOSAL: No changes to language but will now be Article VI paragraphs B, C, D, E, F & G

Y-16, No-0

ORIGINAL: Articles 8, 9, 10, & 11 Paragraphs 12 & D

PROPOSAL: Transfer in entirety to policy and procedure manual also being adopted at this time.\

Y-16, No-0

Unfinished/Old Business:

Motion to adjourn was made by Dan Hughes;