

# **Graceland Football Alumni Association – Charter / By-Laws**

## **Mission**

The Mission of the Graceland Football Alumni Association (GFAA) is to carry out the values and traditions instilled in its members while in attendance on Hilltop and uplift the ideals within the current players in the football program. GFAA strives through its efforts to support the football program at Graceland University by helping to provide student-athletes the opportunity to achieve academic and athletic excellence. GFAA is committed to engaging current players, alumni, and friends who embrace Graceland football and want to be part of the success of the football student-athletes. Watching them compete in the sport they love, earn a degree from Graceland University, transition into a career and be successful in their lifelong endeavors as outstanding Graceland graduates and global citizens.

## **Governance**

The Graceland Football Alumni Association will be governed by representatives of the overall GFAA. This group will be referred to as the Graceland Football Alumni Board or Board. The members of the GFAA comprises volunteers who are formally recognized as those who are making a commitment to the governance of the organization or those who are serving. The Board members shall be elected for a term of 3 years. Between annual elections, the Board shall, by a majority vote of its members, fill all Board vacancies that occur due to resignation, expulsion, or other reasons. Full terms should run starting on July 1 ending on June 30, partial terms shall end on the same calendar.

## **Purpose**

1. Build and maintain a strong relationship with the current program, players, coaches, and support staff.
2. Promote the proud tradition and history of Graceland Football.
3. Support the current program through mentorship, events, and fundraising.
4. Inspire alumni and friends in the mission of the GFAA as members, volunteers, and donors.

## **By-Laws**

### **Article 1 – Name**

This organization that oversees the **Graceland Football Alumni Association (GFAA)** and will be referenced herein as the **Board**.

### **Article 2 – Participation**

The Board will allow participation of Graceland alumni football players, support staff (e.g. trainers/managers), current players, and current coaching/administrative staff.

### **Article 3 - Meetings**

**Section 1:** The Board will conduct quarterly meetings, on dates proposed by the Board President and agreed upon in advance by a simple majority of the leadership council. Meetings may be conducted

remotely by teleconference or other electronic means; however, the Board will attempt to hold one in-person meeting during the calendar in conjunction with the annual Alumni Football Day in the fall.

**Section 2:** The Board President shall provide a minimum of 10 days' notice of a scheduled meeting.

Table 1 outlines the initial Board representation.

#### **Article 4 – Board Representatives**

##### **Section 1:**

<b>Decade</b>	<b>Members</b>
1960-1969	2
1970-1979	2
1980-1989	2
1990-1999	2
2000-2009	2
2010-2019	2
Graduating Senior	1
Current Football Staff Member	1
University Representative Advisor	1

Initial GFAA membership and Board Terms:

- July 1, 2022 will be recognized as the official start date of the GFAA.
- Original members (other than the current Senior player) of the Board will serve full 3-year terms.

Future and Ongoing Membership:

- A decade will no longer require representation if the decade's end date is greater than 60 years from the current decade start date. (e.g., 2020 – 1959 = 61 years)
- Board members from the expiring decade can remain on the Board indefinitely as a non-voting member or until such a time as they recuse themselves.
- If a specific decade cannot identify a new Board member, the existing Board member can extend their term on a year-by-year basis until a new member can be elected or that decade no longer requires representation.
- The university representative to the Board shall be assigned by the University President.

##### **Section 2:**

GFAA Board members are encouraged to attend as many meetings as possible. The Board shall establish expectations for meeting attendance as part of the rules of operation referenced in Article 8.

#### **Article 5 – Officers & Duties**

The GFAA Board will have a minimum of four officers, elected annually: President, Vice President, Treasurer, Communications/Secretary. The initial officers will be determined by vote of the inaugural Board. Officer terms will begin on July 1st of each year and be one year in duration.

### **Section 1: President**

The President will be responsible for directing the Board which includes understanding and enforcing these by-laws and directing the development of standing rules of operation. The president will establish the dates for and preside over annual Board meetings, work with the Vice President to oversee GFAA finances and provide general oversight of all Board activities and projects.

### **Section 2: Vice President**

The Board Vice President shall perform the duties of the president in the event of his/her absence or disability, assist the president in the fulfillment of his/her duties, and prepare to succeed the acting President upon completion of his/her term.

### **Section 3: Treasurer**

- Maintain funds and pay obligations of the Board
- Keep a record of all Board financial transactions
- Establish a budget for the Board's yearly activities to be approved by the Board
- Prepare and send an annual Council financial report to the GFAA Board by July 1 of each year.

### **Section 3: Communications / Secretary**

The Communications Director and Secretary will be responsible for directing the dissemination of information to the GFAA as well as overseeing social media presence. As Secretary they shall record minutes of all official Board meetings and provide copies to the Board.

## **Article 6 – Adoption and Amendments**

### **Section 1:**

These bylaws will be adopted upon a two-thirds vote of the initial members with a minimum 50% voting participation.

### **Section 2:**

These bylaws may be amended by vote of the Board during an official meeting or via electronic survey. A two-thirds vote of the members with a minimum 50% voting participation is required to amend the bylaws. Proposed amendments must be submitted in writing to the President. Notice of the proposed amendment(s) shall be provided in a meeting prior to the voting meeting, to allow sufficient time for members to review the proposed changes.

## **Article 7 – Administrative Rules**

Upon adoption of these bylaws, the GFAA Board shall establish a set of standing administrative rules of operation to address matters and function under the umbrella of the bylaws. The rules will incorporate applicable elements of the current edition of Robert's Rules of Order, Newly Revised, and shall include procedures for implementation, review, enforcement, and amendment.