

**12<sup>th</sup> Man**  
**BY-LAWS**  
Rev 4/4/14

**ARTICLE 1: NAME AND OBJECTIVE**

**Section 1 – NAME:** The name of the organization is 12<sup>th</sup> Man

**Section 2 – GENERAL OBJECTIVE:** The 12th Man was established to unite Dalton Youth Football and Wahconah Football. This ensures that both programs share a common philosophy, as well as common goals, resources and values. The goal of the 12th Man is simple; provide guidance, support and funding to establish the finest K-12 football program in the State- today, tomorrow and for years to come. Decisions are made based on the fact that the success of one program is directly related to the success of the other. The 12th Man is made up entirely of volunteers.

**ARTICLE 2: MEMBERSHIP**

**Section 1 – GENERAL:**

- a) Any friend of Wahconah or Dalton football is welcome.
- b) All members must be registered as a 12th Man and purchase a 12th Man card. Cost is \$5.00 per year.

**ARTICLE 3: MEETINGS**

**Section 1 – MEMBERSHIP MEETINGS:** Regular monthly meetings shall be held at 6:30 on the first Monday of each month in the Flag Room at the Dalton American Legion unless otherwise communicated. Communications will be posted at [www.12thMan-GoBlue.com](http://www.12thMan-GoBlue.com). Any member may present anything to the Executive Committee by making it known to any officer in person or in writing.

**Section 2 – VOTING PRIVALEDGES:** Member may vote at Membership Meetings on any issue brought to a vote by the Executive Committee if they have attended at least 3 of the last 6 Membership Meetings.

**Section 3 – EXECUTIVE COMMITTEE MEETINGS:**

- a) The President may call special Executive Committee meetings.
- b) A majority of the Executive Committee shall constitute a quorum.

**ARTICLE 4: OFFICERS, DIRECTORS, AND ELECTIONS**

**Section 1 – GENERAL TERMS:** The voting Officers and Executive Committee of the 12th Man shall be the President, Vice President, Secretary, Treasurer and Sargent of Arms. Those five officers may vote at the Executive Committee Meetings. Other officers that can not vote at Executive Committee Meeting include Director of Football Operations, Dalton Youth Football Representative and Wahconah Football Representative. There may be other such officers the 12th Man may require from time to time. Job descriptions for the Executive Committee are an attachment to these by-laws.

**Section 2 – ELECTION:** The voting officers shall be elected at the April meeting each year. For consideration, nominees for voting officers require ten (10) hours of active participation within the preceding twelve (12) month period which includes attendance at a minimum of two (2) monthly general membership meetings. Nominations may only be made with the nominated person's approval. Nominations will be announced at least thirty (30) days prior to the election. Majority rules based on those present and eligible to vote at the election. Non-voting officers are appointed by the voting officers. No person shall hold more than one office during a term.

**Section 3 – TERM OF OFFICE:** The President and Vice President shall hold two year terms. The President is elected on even years, the Vice President on odd years. The term of each administration begins May 1st and ends April 30th. The Treasurer, Secretary, and Sargent of Arms are elected yearly. If a vacancy occurs during a year, the remaining members of the Executive Committee shall elect a replacement at the next scheduled meeting. There are no term limits for officers.

#### **ARTICLE 5: MOTIONS AND RESOLUTIONS**

**Section 1 – GENERAL:** The 12<sup>th</sup> Man shall consider no motion or resolution until it has been considered and recommended by the Executive Committee.

**Section 2 – APPROVALS AND AUTHORIZATIONS:** No motion or resolution will be adopted by the 12<sup>th</sup> man until approved by a majority at a membership meeting. The Executive Committee can authorize expenditures up to \$500 between membership meetings.

#### **ARTICLE 6: BY-LAWS ACCEPTANCE AND AMENDMENTS**

**Section 1 – AMENDMENTS:** Amendments to the By-Laws shall require a plurality vote of the members at the May meeting. All proposed amendments shall be presented to the Executive Committee at least 60 days prior to the May meeting. The Executive Committee will notify the members of the proposed amendment at least 30 days prior to the May meeting.

**Section 2 – BY-LAWS ACCEPTANCE:** Acceptance of these By-Laws will be by a plurality of the voting members. These By-Laws will be considered effective immediately upon their acceptance and will supersede all previously accepted By-Laws and Amendments.

Attachment to By-laws

# 12<sup>th</sup> Man Officers

President

Vice President

Treasurer

Secretary

Sargent of Arms

## **JOB DESCRIPTION – PRESIDENT**

**Job duties include:**

- **Preside at all meetings of members of the 12<sup>th</sup> Man**
- **Compose the agenda for all monthly meetings**
- **Recruitment/selection of chair persons of ad hoc committees and supervise the functions of ad hoc committees**
- **Issue reminder for monthly meetings (via Secretary, SDHS automated phone system, email, web site)**
- **See that elections are held in accordance with the By-Laws**
- **Oversee maintenance and compliance of bylaws**
- **Shall appoint any temporary committees as he/she deems necessary to carry out the objectives of the 12<sup>th</sup> man**
- **Present or appoint presenter for various functions as needed**

## **JOB DESCRIPTION – VICE PRESIDENT**

Job duties include:

- Act as an aide to the President
- Act as President in the absence of that officer
- Recruitment/selection of chair persons of ad hoc committees and supervise the functions of ad hoc committees
- Advise, support and communicate with all the standing committees
- Oversee maintenance and compliance of bylaws

## **JOB DESCRIPTION – SECRETARY**

Job duties include:

- Record the minutes of all meetings and distribute minutes via email to members shortly after meeting
- Conduct all correspondence for the Booster Club under the direction of the President
- Keep attendance at all meetings
- Keep a log of approved decisions with the agenda attached
- Notify all members of meetings
- Recruitment/selection of chair persons of ad hoc committees and supervise the functions of ad hoc committees
- Oversee maintenance and compliance of bylaws

## **JOB DESCRIPTION – TREASURER**

Job duties include:

- Maintain the 12<sup>th</sup> man checking account and investment account
- Check the post office box regularly
- Balance bank statements monthly
- Process account payable payments as received
- Send billing invoices as needed
- Deposit all income generated from various activities
- Distribute cash box change for concession stand sales
- Count all proceeds and make deposits in a timely fashion
- Report monthly all income/expense activities to board members
- Keep a log of approved funds separate from the meeting minutes
- Recruitment/selection of chair persons of ad hoc committees and supervise the functions of ad hoc committees
- Oversee maintenance and compliance of bylaws
- Assist president/vice president/secretary with other duties as needed

## **Job Description- Sargent of Arms**

Job duties include:

- Dalton Representative to Berkshire County Youth Football league
- Recruitment/selection of chair persons of ad hoc committees and supervise the functions of ad hoc committees
- Oversee maintenance and compliance of bylaws
- Assist president/vice president/secretary with other duties as needed

