

**STEPHEN F. AUSTIN STATE UNIVERSITY  
LETTERMEN'S ASSOCIATION**

**BOARD OF DIRECTORS MANUAL**

Adopted, October 1997

Amended, October 2002

Amended, January 2003

Amended, October 2003

Amended, October 2004

Amended, January 2011

Amended, October 2011

**THE STEPHEN F. AUSTIN STATE UNIVERSITY LETTERMEN'S  
ASSOCIATION BOARD OF DIRECTORS IS COMMITTED TO THE  
IMPROVEMENT AND PROMOTION OF SFASU ATHLETICS AND  
ACADEMICS THROUGH THE EFFECTIVE ACTION OF LEADERSHIP  
AND PROMOTION OF VOLUNTARISM.**

## **PURPOSE AND DUTIES OF THE BOARD OF DIRECTORS**

THE STEPHEN F. AUSTIN STATE UNIVERSITY LETTERMEN'S ASSOCIATION IS DEDICATED TO THE FURTHERANCE OF ATHLETICS AT STEPHEN F. AUSTIN. TO THIS END, THE ASSOCIATION IS OPEN TO ALL FORMER STEPHEN F. AUSTIN ATHLETES WHO EARNED A VARSITY LETTER IN ANY SPORT SAUNCTIONED BY THE UNIVERSITY AS AN INTERCOLLEGIATE ACTIVITY.

FURTHERMORE, THE STEPHEN F. AUSTIN STATE UNIVERSITY LETTERMEN'S ASSOCIATION AND ITS BOARD OF DIRECTORS ARE COMMITTED TO THE IMPROVEMENT AND PROMOTION OF SFASU ATHLETICS AND ACADEMICS THROUGH THE EFFECTIVE ACTION OF LEADERSHIP AND PROMOTION OF VOLUNTARISM.

THE BOARD OF DIRECTORS MANAGES THE OPERATIONS OF THE SFASU LETTERMEN'S ASSOCIATION WHICH INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING: NOMINATION OF BOARD OF DIRECTORS AND OFFICERS, NOMINATION AND ELECTION OF MEMBERS FOR ATHLETIC HALL OF FAME AND JACKS OF HONOR, FUNDRAISING FOR SPECIAL NEEDS SUCH AS ATHLETIC ENDOWMENT SCHOLARSHIP AND FOOTBALL RESTRICTED EARNINGS COACH AND MAINTAIN COMMUNICATION WITH ATHLETIC ALUMNI.

Board member serves for a three-year term and may serve unlimited consecutive terms. The term commencement date is Homecoming. New and renewal Board member nominations shall be presented, for nomination approval at the regular meeting in connection with first home football game "Lettermen's Day". Upon nomination approval the Nominating Committee Chairman shall announce the nominations for Association approval at the Homecoming breakfast gathering. **Maximum Board members - 16.**

Board member must serve on a minimum of one Committee.

Board member is expected to attend and participate in all three regular meetings generally held in connection with the following:

- First home football game "Lettermen's Day"
- Homecoming morning before "Lettermen's gathering"
- Basketball "Lettermen's Day" in January or February

Board member that is unable to attend a regular meeting shall provide their proxy to a Board member that will be in attendance. Attending Board members may vote up to two proxies. There must be 75% of Board member attendance (combine physical attendance and proxy representation) to constitute a quorum to conduct and vote on business issues.

Board member may terminate their position upon written request to the President.

Board member position may be terminated upon Board members majority vote.

Board member is ineligible to vote on Hall of Fame or Jacks of Honor nominees if said Board member is nominated for it in the given year.

**Board Member Dismissal** - Any Board member that misses three consecutive meetings may be dismissed from the Board. The Board may consider reinstatement at the request of the dismissed Board member on a case by case basis.

## **OFFICERS ELECTIONS, DUTIES and BY-LAWS**

### **Personnel**

The Officers shall consist of the President, Vice President and Secretary.

### **Nominations**

The Nominating Committee shall prepare a slate for the Officers' positions to be filled and present to the Board for nomination approval at the regular meeting in connection with the first home football game "Lettermen's Day".

Any nominee must be a member in good standing at the date of nomination. He must be an active member for two years.

### **Election and Term**

The Lettermen's Association at the Football Homecoming gathering shall elect the Officers. They shall assume their duties upon election and shall serve for one Year. Officers may serve unlimited consecutive terms.

### **By-laws**

The Board of Directors shall be responsible for adopting By-laws which shall govern the operation of the organization. The By-laws may be reviewed and amended by the Board of Directors via email provided that a simple majority of the current Board members vote to amend, unless however, the By-laws specifically require a greater percentage of the member to amend a specific provision of the By-laws.

## **Duties**

### **President** - The President shall:

- be the chief executive officer of the Association;
- preside at meetings of the Association, Board of Directors;
- be a member of all committees except the Nominating Committee; and,
- Present Hall of Fame inductee(s) with plaque at Homecoming halftime and Jacks of Honor inductee(s) plaque at Football Lettermen's Day reception held at field house.
- Appoints Committee Chairman as necessary

### **Vice President** - The Vice President shall:

- assume the duties of the President in the event of his absence and render such assistance as the President requires;
- be the Chief Financial Officer of the Association and serve as a sitting member on the Finance Committee;

### **Secretary** - The Secretary shall:

- keep the minutes of the meetings of the Association and the Board of Directors;
- order floral arrangements for football and basketball coaches' wives on the first game day of the respective seasons (contact AD secretary for spouse name and physical address);
- keep a current listing of Board of Directors, Hall of Fame and Jacks of Honor members; and,
- Revise Board of Directors manual as changed and approved by the Board; shall keep attendance records.

### **Treasurer** – The Treasurer shall:

- may approve expenditures up to \$1,000 with the approval of at least one other member of the Finance Committee;
- expenditures in excess of \$1,000 must be submitted to and approved by the Finance Committee; and,
- Prepare an annual budget statement for presentation to the Association Board of Directors with the approval of the Finance Committee.

## HALL of FAME CRITERIA

There are five ways in which a SFASU former athlete can be honored for contributions on and off the field. Three of those are administered by the Alumni Association and are based on off the field contributions and include SFASU Alumni Hall of Fame, SFASU Distinguished Alumnus Award and Outstanding Young SFA Exes Award. Our Association has two ways to honor a former athlete for contributions made on *and off* the field and include SFASU Athletic Hall of Fame and SFASU Athletic Jacks of Honor. The Hall of Fame honors an athlete who distinguished himself on the field while at SFA and the Jacks of Honor honors an outstanding individual who has added to the overall success of men's athletics. Both honors share the requirement of an athlete's postgraduate support of SFASU and success in their chosen field of endeavor.

The SFASU Lettermen's Association is seeking nominations of individuals to be considered for SFASU ATHLETIC HALL of FAME. To be considered for the award, nominees must meet the criteria listed below:

- Must have distinguished athletic accomplishments at SFASU.
- Post graduate support of SFASU athletics (i.e. this comes in many forms and is not limited to the following; game attendance, financial support, etc).
- Success in chosen field of endeavor.
- Must be a graduate of SFASU.
- Must have completed athletic eligibility at SFASU.
- Must have lettered at least two years at SFASU.
- Must have completed athletic eligibility, at least ten years prior to the year of nomination.
- No more than four individuals shall be inducted per year of which no more than two shall be deceased.

Prior to consideration of the above criteria, the nominees should possess and demonstrate integrity and honesty. Three-fourths majority quorum vote is required for nominees to gain acceptance in the HALL of FAME. Inductee(s) will be presented a plaque by the Lettermen's President at halftime of Homecoming. **The Board of Directors may consider exceptions to the above criteria on a case by case basis.**

The individual making the nomination is required to provide supporting information; specific athletic accomplishments, newspaper articles etc. to the Board of Directors no later than August 1, of the year for consideration. Information and or nominations received after August 1, will be considered for the following year.

## **JACKS OF HONOR CRITERIA**

The Jacks of Honor was formed in 1983 to recognize individuals that contributed to the overall success of SFASU Athletics. Thirty-eight members received the award the first year followed by nine in 1984. Since 1984, there have been no new members. In 1997, the Lettermen's Association obtained from Steve McCarty, Athletic Director, the authority to takeover the administration and recognition of this award.

The SFASU Lettermen's Association is seeking nominations of individuals to be considered for SFASU ATHLETIC JACKS of HONOR. To be considered for the award, the individual must have added to the overall success of SFASU Athletics on and or off the field and must meet the criteria listed below:

- Must have participated in athletics at SFA at least two years (An exception will be made for at large members).'
- Post graduate support of SFASU athletics (i.e. this comes in many forms and is not limited to the following; game attendance, financial support, etc.).
- Success in chosen field of endeavor.
- Must have completed athletic eligibility at SFASU at least ten years prior to the year of nomination (An exception will be made for at large members).
- Members of the Jacks of Honor may not be members of the Hall of Fame. If a member of the Jacks of Honor is voted into the Hall of Fame, he will be removed from the Jacks of Honor membership (Nine to date have been inducted into the Hall of Fame leaving membership as of October 1997 at 38).

Prior to consideration of the above criteria, the nominees should possess and demonstrate integrity and honesty. Three-fourths majority quorum vote is required for nominees to gain acceptance in the JACKS of HONOR. Inductees will be presented a plaque by a representative of the SFA Lettermen's Association at the SFA Lettermen's Day reception held at the field house generally the day of the first home football game. **The Board of Directors may consider exceptions to the above criteria on a case by case basis.**



## **COMMITTEES**

**(Minimum 3 Board members per Committee)**

### **ASSOCIATION MEMBERSHIP**

This Committee will meet with athletes who have just completed their eligibility at least on an annual basis to enroll their membership. This Committee will assist in collecting the annual membership dues. The minimum annual membership dues are as follows: the annual dues are waived for the first year following the completion of a student-athlete's eligibility or athletic participation at SFASU; the second year following the completion of the former student-athlete's eligibility or athletic participation, the dues will increase to \$50 per year and remain at that level until the year in which the former student-athlete turns age 30, at which time the dues will increase to \$100 per year and remain at the \$100 per year level, thereafter. A former lettermen may contribute in excess of the minimum dues structure outlined herein. Any such contributions over the minimum dues shall be placed in the Letter's Association Endowed Scholarship Fund.

### **GOLF TOURNAMENT**

The Committee shall organize and coordinate all activities of the Association's Annual Golf Tournament which shall be a fund raiser to support men's athletic scholarships at Stephen F. Austin State University. The proceeds from the Golf Tournament shall be deposited in the Lettermen's Association Endowment Scholarship Fund for men's athletic scholarships at Stephen F. Austin. The Golf Tournament shall be held in June of each year on a date and at a site approved by the majority of the sitting members of the Association Board of Directors. The proceeds from the Golf Tournament shall be used to pay the costs of the Golf Tournament and net proceeds of Golf Tournament shall be deposited in the endowment fund. However, the Board retains the right to direct the net proceeds to another source by a vote of 75% of the Board of Directors. All income and expenses of the Golf Tournament shall be reported to and approved by the Finance Committee. The Finance Committee shall prepare an annual accounting on the Golf Tournament which shall include but not be limited to: income, expenditures and the distribution of proceeds of the Golf Tournament.

### **HALL of FAME and JACKS of HONOR**

This Committee will research SFASU athletes that may be deserving and process nomination requests) to the Board of Directors for vote at the regular meeting held in connection with the first home football game.

### **NEWSLETTER**

This Committee shall assemble and distribute the Association newsletter at least on a semi annual basis.

### **NOMINATING**

This Committee shall not include any of the presiding officers. This Committee shall nominate individuals as prospective members to the Board of Directors and also nominate prospective Officers. Upon nomination approval by the Board of Directors at the regular meeting in connection with the first football game, the chairman will then present the approved nominations for Association approval at the Lettermen's Association Homecoming breakfast gathering.

## **FINANCE COMMITTEE**

The Treasurer of the Association shall serve as a member of the Finance Committee the Chairman of the Finance Committee shall be elected by a majority of the sitting members in good standing of the Association Board of Directors; shall consist of not less than four individuals who are, members in good standing of the Association Board of Directors; a. shall prepare and submit a budget for the Association to the Board of Directors for approval, the approval of which shall require a majority vote of the sitting members in good standing of the Association Board of Directors; the fiscal year shall begin at Homecoming and shall coincide with the elected terms of office for the Association *Officers and* Board of Directors.

Shall recommend the expenditure of Association funds to the Board of Directors for approval, the Board of Directors shall have the final approval of all expenditures of all expenses in excess of \$1,000; shall explore and recommend additional fund raising concepts; shall evaluate the expenditure based on needs/requests; requests for funds shall be submitted to the Finance Committee in writing at least thirty days prior to a vote by the Committee and shall include the amount of the request, the purpose for which the funds will be used and the timeframe for the monies to be distributed to the requesting parties; the Finance Committee shall prepare an annual accounting on the Golf Tournament which shall include but shall not be limited to: income, expenditures and the distribution of proceeds of the Golf Tournament; shall recommend to the Board of Directors the distribution of the interest income off the monies in the Lettermen's Association Scholarship Endowment Fund, the distribution of which shall require the approval of 75% of the Board of Directors; requests for the distribution of Golf Tournament funds or interest from the Endowment Fund from the Athletic Department shall be forwarded in writing to the Association Board of Directors. Such requests for funds shall include the purpose for the request, the use of the funds, the dollar amount of the funds requested and the timeline for the distribution of the funds; unless changed by 75% of the Board of Directors, the annual interest proceeds earned off the principle of the Lettermen's Association Scholarship Endowment Fund shall transfer to the Athletic Department to support men's athletic scholarships.

## **INTEREST ON THE ENDOWMENT**

The interest on the endowment shall be voted on each year by the Board of Directors. The interest may be reinvested in the Endowment or forwarded to the Athletic Department for the purpose of supporting Men's Athletic Scholarships.

## Nomination Form

I nominate to the SFASU Athletic Hall of Fame or Jacks of Honor (**please indicate**)

Name	Sport(s)
Years Participated	Year(s) Graduated
Business Address/Home Address	Home Address
Business Phone/Home Phone	Home Phone

List Athletic Accomplishments at SFA

Describe Post Graduate Support of SFA (game attendance, financial support, promote SFA, etc.)

Describe Success in Chosen Field of Endeavor

Nominations must be received by the Lettermen's Association by March 1 of each year and should be accompanied by supporting information such as newspaper articles, etc.

Nominees must have graduated from SFASU and must have been out at least 10 years. Hall of Fame nominees must have lettered at least two years at SFA and have a distinguished athletic accomplishments (i.e. First Team All Conference, All American, Captain etc.) at SFA. The Lettermen's Board of Directors may consider exceptions to established criteria on a case by case basis.

Nominators <u>Name</u>	<u>Telephone</u>
Date of Nomination	

Please forward to: **SFASU Lettermen's Association**  
**PO Box 6096**  
**Nacogdoches, TX 75962**