

THE OLD TIME ATHLETES ASSOCIATION OF NORTHERN CALIFORNIA

BY-LAWS AND OPERATING PROCEDURE

AS APPROVED JULY 9, 2010

The purpose of the Old Time Athletes Association of Northern California (OTA) is to foster fellowship between persons residing in the San Francisco Bay Area and surrounding areas who have competed in athletics and desire to stay in contact with other persons with the same interests.

Membership in the Old Time Athletes Association of Northern California (OTA) is open to any person who had an interest in athletics in their youth, High School, College or a professional career, upon approval of the Board of Directors.

Two semi-annual dinner meetings of the membership of the OTA shall be held yearly in April (spring) and October (fall), respectively.

The official publication of the OTA is the Round Table, which shall be published twice annually in conjunction with the notice of the semi-annual dinner meetings in the Spring and the Fall.

THE BOARD OF DIRECTORS

The BOARD OF DIRECTORS, consisting of the Officers and twelve members elected for a three-year term, are the ruling body of the OTA. Four members are elected to the Board of Directors each year for a three-year term. All Past-Presidents, Chairman and Vice-Chairman of the Standing Committees and Emeritus members are ex-officio members of the Board of Directors (without vote) and shall be invited to attend all meetings of the Board.

The OFFICERS of the OTA shall be the President, Vice-President, Secretary, Treasurer, Chairman of the Dinner Committee and Chairman of the Membership Committee. The President and Vice-President shall be elected each year from the twelve members of the Board of Directors. The Secretary and Treasurer shall be elected each year by the Board from the members of the OTA. The Chairman of the Dinner Committee and the Chairman of the Membership Committee shall serve at the discretion of the Board of Directors, and shall be approved by the Board each year for continued service to the OTA. Four officers shall constitute a quorum for the transaction of OTA business.

The PRESIDENT shall be the presiding officer of the OTA. He shall call and preside at all meetings of the Board of Directors. The President shall preside at the two regular semi-annual dinner meetings of the membership of the OTA.

The VICE-PRESIDENT shall have such duties as assigned to him by the President.

The VICE-PRESIDENT shall serve in the President's capacity whenever he is unable to preside. In the event that the President or the Vice-President is unavailable to serve, the Secretary shall be the acting President. If the Secretary is unavailable, the Treasurer shall serve as acting President.

The SECRETARY shall record, publish and distribute the minutes of all Board of Directors meetings to the Officers, Directors and Ex-officio members of the board.

The TREASURER shall receive all monies of the OTA, record them in the necessary ledgers of account and deposit them in the bank for the OTA account. He shall pay all bills of the OTA after receiving approval from the President or the respective Committee Chairman. The signatures of the Treasurer, Dinner Committee Chairman and the Dinner Committee Vice-Chairmen shall be on file with the bank and any one of the four signatures on file shall be required for issuing checks. For amounts in excess of \$750.00, two signatures of the four names on file shall be required.

In addition, the TREASURER shall maintain the following membership records:

1. A file comprised of the original membership applications which are filed alphabetically.
2. A file to record the payment by the members of their initiation fee and their yearly dues.
3. A computerized Master mailing list of all members. This list is to be updated about two months prior to the spring and fall semi-annual dinner meetings. The Master mailing list shall be used for the mailing of meeting notices and dues notices.

The members of the OTA shall not be liable for the debts of the OTA, except to the extent of any unpaid portions of their respective fees and dues. No part of the net earnings, if any, of OTA shall inure to benefit any member or other individual and no gain, profit or dividend shall be distributed to any of the members of OTA or inure to the benefit of any private citizen, except a fund, foundation or corporation organized and operating for charitable, scientific, literary or educational purposes.

Any member in good standing may, upon written request to the President, inspect all records involving requesting members, as well as financial transactions. The President, Vice-President or Treasurer must be present during such inspections.

DUES

There shall be yearly dues of \$25. The Treasurer shall send the dues announcements after the Spring Dinner and dues shall be paid via U. S. Mail. The Board of Directors may amend the dues structure to defray the expenses of the OTA.

THE DINNER COMMITTEE

The committee shall consist of a Chairman, and additional members as needed from among the membership. The Chairman is appointed by the Board of Directors when the position is unfilled. The Chairman will then name the members of the Committee and any Vice-Chairmen. The committee shall be responsible for securing a speaker for the semi-annual dinner meetings. The committee shall be responsible for the publication and mailing of the meeting announcement and the Round Table to the membership approximately two months prior to the semi-annual dinner meetings. The meeting announcement letter shall be accompanied by a return envelope in which members can indicate their attendance and the number of guests they will have, and include a check, or an Olympic Club charge number, for themselves and their guests. The Committee shall receive the return envelopes and compute the number of members and guests expected to be in attendance. The Committee shall work with the Olympic Club Lakeside management to arrange the dinner menu and to order the appropriate number of dinners for the meeting. The Committee shall work with the Olympic Club Lakeside management to reserve the April and October meeting dates annually.

The Committee shall also work with the Olympic Club Lakeside management to establish the price for the dinner and drinks, so the appropriate charge may be made to the members and guests to cover the cost of the dinner. The Committee shall maintain a file of members' name tags for use by members at the dinner meetings. The Committee shall sell dinner tickets at the meeting for those not pre-registered, and drink tickets and be responsible for the monies and Olympic Club charge chits sold at the dinner. The Committee shall obtain two cash boxes of \$200.00 each from the Olympic Club Lakeside management as change for the dinner and drink tickets sold at the meeting. The cash boxes, along with the monies from the sale of dinner and drink

tickets are placed in the custody of the Lakeside management for overnight safekeeping. On the morning after the dinner meetings, the Committee Chair and/or Committee representatives and the Treasurer shall meet with the Lakeside management to count the proceeds, dinner and drink tickets used, and determine the amount due the Olympic Club. The Committee shall request assistance from the Board and from interested members of the OTA to assist at the semi-annual meetings to sell dinner and drink tickets and act as hosts, greeting members and their guests to the meetings and distributing name tags to the members and guests.

THE ROUND TABLE COMMITTEE

The Round Table shall be published under the auspices of the Dinner Committee. The Committee shall consist of the Editor, the Design and Layout Editor, Photographers, Writers and any other positions deemed necessary to the publication of the Round Table. The Round Table shall be published semi-annually and shall be distributed to the membership in conjunction with the announcement for the semi-annual dinner meetings. In order that their contributions to the OTA are recognized, the Round Table shall list all Officers, members of the Board of Directors, Past-Presidents and emeritus members. The Round Table Committee shall be responsible for gathering and printing interesting information about our members, composing copy, and working with the printer to assure that the Round Table is ready for distribution and mailing at the appropriate time.

THE MEMBERSHIP COMMITTEE

The Membership Committee shall consist of a Chairman and additional members as required. The Committee shall be responsible for the recruitment of new members, shall receive all membership applications and shall present all new members at the semi-annual dinner meetings. After introduction of the members, the applications shall be sent to the TREASURER so that the proper OTA records may be maintained. The Chairman and/or Committee members shall be present at the semi-annual dinner meetings to receive and process new applications for membership.

CERTIFICATION

We, the undersigned, hereby certify that we are the duly elected President and Secretary of the Old Time Athletes Association of Northern California and that the above bylaws consisting of four (4) pages are the bylaws of the OTA as adopted by the Board of Directors, by vote, on July 9, 2010.

Executed on _____, 2010 at San Francisco, California.

President

Secretary