

BY LAWS
Cleveland Hockey Booster Club, Inc.
Cleveland, Ohio

ARTICLE I - NAME

The name of this organization shall be Cleveland Hockey Booster Club, Inc.

ARTICLE II - OBJECTIVES

The purposes for which said organization is formed are:

- a. to promote interest in hockey and other lawful sports in the community
- b. to promote and provide social and athletic recreation for its members
- c. to promote sportsmanship and morale among hockey players and their fans
- d. to promote and provide entertainment, lectures, social affairs, exhibitions, games and amusements of any and all descriptions for the general enjoyment and instruction of the members
- e. to promote dissemination of information regarding the sport of hockey to its members and the community at large
- f. to support and promote charitable causes and organizations

ARTICLE III - MEMBERSHIP

The membership shall consist of any and all persons; if under the age of 16 this person must be sponsored by a parent, legal guardian or family member who is a member of the Club.

ARTICLE IV - BOARD OF TRUSTEES

Section 1.

The Board of Trustees shall consist of not less than three (3) and no greater than nineteen (19) Trustees elected from the General Membership.

Section 2.

Of the nineteen trustees, seven will be elected by the general membership each year before the first meeting in June to serve a one-year term as a Club Officer. Of the remaining twelve trustees, one-third shall be elected by the general membership each year before the first meeting in June for a term of three (3) years. The Trustees shall take office at the first June meeting after their election.

Section 3.

Vacancies occurring on the Board, except for the office of President, shall be filled promptly by election from the general membership, such elected Trustees to serve for the remainder of the unexpired term. If no qualified member is available for election, the position may be held open on a monthly basis. Candidates must be current members with a least one year of membership. The First Vice-President shall succeed to the office of President in case of vacancy in that office, for the remainder of the unexpired term.

Section 4.

No Trustee shall hold the same office for more than six consecutive terms.

Section 5.

Resignation of any Trustee shall be presented in writing to the Board. Each Board member, upon retiring from office, shall deliver to his successor all monies, reports, accounts, record books and other property belonging to the Club.

Section 6.

Suspension or expulsion from the club, or absence from three consecutive regular meeting without sufficient cause, shall automatically forfeit membership on the Board. Requests to be excused from any general or Board meeting must be received by the President or Recording Secretary prior to the meeting.

Section 7.

An Honorary Trustee may be appointed by the Board of Trustees. This position will not have voting privileges.

ARTICLE V - OFFICERS

Section 1.

The elected officers of this club shall be President, First Vice-President, Second Vice-President, Treasurer, Recording Secretary, Membership Chairman, and Editor.

Section 2.

The Board of Trustees shall elect all officers after the Board takes office each June. They shall take office at the June meeting and serve for one year.

Section 3.

The First Vice-President shall succeed to the office of President in case of vacancy in that office, for the remainder of the unexpired term.

ARTICLE VI - DUTIES OF OFFICERS

Section 1.

The President shall:

- a. preside at all regular, special and open meetings of the Club;
- b. appoint the Chairpersons of all special committees, except the Nominating Committee, subject to the approval of the Trustees present
- c. serve as an ex-officio member of all committees except the Nominating Committee.

Section 2.

The First Vice-President: shall:

- a. execute the duties of the President in the absence of the President, and shall assist the President at all times
- b. have authority to receive all monies of the club in the absence of the Treasurer
- c. be in charge of Parties, Rummage Sales, Raffles, Picnic and charitable Activities
- d. work in conjunction with the Second Vice-President to coordinate activities in order to facilitate a full and complete Booster Club program.

Section 3.

The Second Vice-President shall:

- a. preside in the absence of both the President and First Vice-President
- b. be in charge of Trips, Conventions, and any other miscellaneous events
- c. work in conjunction with the First Vice-President to coordinate activities in order to facilitate a full and complete Booster Club program
- d. be responsible for distributing and/or displaying the Standing Rules, Section 5., at all club functions

Section 4.

The Treasurer shall:

- a. collect all monies from all sources due the Club
- b. issue receipts for all monies collected
- c. deposit monies to the Club account.
- d. pay all authorized bills as instructed by the Board. All disbursements from the Club account shall be made by check. Signatures of the President, First Vice-President, Second Vice President, Treasurer and Recording Secretary shall be on file at the bank and all checks shall be countersigned by two of the five.
- e. keep an itemized account of all bills as instructed by the Board
- f. keep an itemized account of all receipts and disbursements
- g. prepare written monthly and annual reports to be submitted to the Board of Trustees.

h. be an ex-officio member of all committees concerned with financial obligations of the Club.

The Annual Report of the Treasurer shall be presented at the June meeting. Books shall be subject to audit prior to filing the Annual Report.

Section 5.

The Recording Secretary shall:

- a. keep, in books which are the property of the Club
 - minutes of General Membership, Board of Trustees, special meetings and Ad-Hoc meetings, to include a record of attendance of Trustees; a report of all other official functions
 - a copy of the By-Laws and Standing Rules, together with any amendments and the date of the minutes where said amendments are recorded
 - a current list of club property. This information shall be available to the Board at all times.
- b. notify members of their election to the Board
- c. conduct all correspondence of the Board and Club as may be directed by the Board, and shall keep a copy of all such correspondence on file, accessible to the Board.
- d. issue written notice of all general membership and Board of Trustee meetings

Section 6.

The Membership Chairman shall:

- a. accept only such membership applications as are submitted in accordance with form approved by the Board, containing name, address and business affiliation, and accompanied by payment of annual dues. No applications shall be accepted nor membership cards issued until annual dues are paid. There are no exceptions.
- b. give a packet of information to all new members, which includes the By-Laws and Standing Rules, activity information, and a list of Trustees and their phone numbers.
- c. keep current the active membership file containing names, addresses, business affiliation, and other pertinent membership information.

Section 7.

The Editor shall be responsible for collecting material for the newsletter and mailing at least ten (10) days prior to the next general membership meeting. Included shall be news of any Board action of interest to the general membership, notice of program plans, election results, social functions and other pertinent information.

Section 8.

Each officer shall prepare a written annual report, to be presented to the Audit Committee at or prior to the May meeting, and to the Board and General Membership at the Annual Meeting in June, and shall include in such report any recommendations to be made.

ARTICLE VII - MEETINGS

Section 1.

General membership meetings shall be held on the second Tuesday of each month unless otherwise noted. Notice of meetings shall be posted in the Club's Monthly Newsletter. Board of Trustee meetings shall be scheduled before each general meeting. All actions taken at Board meetings shall be reported at the general meeting. The June General Meeting shall be considered the Annual Meeting.

Section 2.

The Board of Trustees may call special meetings upon request of three members of the Board or by signed petition of fifteen (15) members. Special meetings may transact only such business as is specified in the call, and special meetings may not supersede regular meeting except when especially provided for.

ARTICLE VIII - MEMBERSHIP

Section 1.

Applications for membership are accepted by the Membership Chairman and must be accompanied by payment of annual dues.

Section 2.

The membership shall make recommendations to the Board on any proposals or actions that will be voted on by the Board.

ARTICLE IX - FINANCES

Section 1.

Annual individual membership dues shall be \$15.00. Annual family membership dues, which include all children 18 and under, shall be \$25.00. These dues shall be payable on or before June 30th.

Section 2.

No member, acting for the Club, may solicit for donations or gifts of any kind without a two-thirds vote of prior approval of the Board. Acceptance and disposition of any contributions must have prior approval of the Board.

ARTICLE X - COMMITTEES AND DUTIES

Section 1.

- a. The Nominating Committee shall be elected by the Trustees present at the February meeting. The Committee shall consist of five members, three of which shall be Trustees and two from Club membership. Their duties shall be to prepare a slate of candidates for vacant Trustee positions to be presented at the March General Meeting.
- b. Candidates for Trustee positions must have been a member in good standing for at least one year, and be a current member.
- c. Candidates for officers must be current Trustees with at least two years of membership in good standing, and at least one year as a Trustee.
- d. Nominations from the membership for Trustee positions may be made by mail to the Nominating Committee prior to the March meeting. The Nominating Committee must review any such nominations from the membership for eligibility before the names can be accepted as candidates. Members present prior to or when the committee presents the slate may make nominations from the floor. Incumbents and new candidates may run unopposed, but a write in space must be included on the ballot for that position.
- e. The Committee shall prepare a slate of candidates for Trustee, including information about each candidate's experience and qualifications for trusteeship, to be presented to the membership attending the March meeting. The slate as presented by the Nominating Committee shall be approved by a majority vote of the members present.
- f. Ballots containing name of candidates for each office and Trustee position are to be mailed to the membership prior to April 1 by the Committee, and must be returned as designated by the Committee not later than April 30. Ballots postmarked after April 30 will not be counted.
- g. The Chairperson of the Nominating Committee shall announce results of the elections, at the May meeting and shall file a written report at that time with the Recording Secretary. This report shall include total ballots mailed and total returned, and the results. In the event of a tie vote for any office or Trustee position, the members present shall vote to break the tie. Such vote shall constitute one (1) additional vote.

Section 2.

- a. The Audit Committee shall be appointed by the President, with the approval of the other Trustees present, at the April meeting. The Committee shall consist of three Trustees and two members. The President shall also appoint the Chairperson of this Committee with approval of the Trustees present.
- b. The Treasurer will turn over the books and the Annual Report to the Committee between May 15 - May 30. The Committee will perform an audit of the books prior to the Annual Meeting.
- c. The Annual Audit Report, with suggestions for improvements or changes related to keeping financial records, shall be submitted at the June meeting.

Section 3.

Ad Hoc Committee(s) shall:

- a. function immediately upon being appointed
- b. meet as often as its duties require for prompt and efficient service
- c. conduct activities in order to facilitate a full and complete Hockey Booster Club program.

No action shall be taken by any committee until approval to proceed has been voted by the Trustees present at the meeting in which the committee presents those actions. The Board of Trustees shall have the right to veto any decision made by an Ad-Hoc committee.

ARTICLE XI - QUORUM

Section 1.

Fifty-one percent (51%) of the Board of Trustees, excluding any vacancies, shall constitute a quorum for the transaction of business.

Section 2.

Action on a motion before the Board shall require a majority vote of the Trustees present at the meeting. The President shall not vote except to break a tie vote.

ARTICLE XII - ORDER OF BUSINESS

The order of business at all meetings of this Club shall be as follows:

- a. Call to order
- b. Roll call
- c. Reading of minutes of previous meeting
- d. Treasurer's report
- e. Reports of officers and committee chairpersons
- f. Unfinished business
- g. New business
- h. Adjournment

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Order of business in Club meetings shall follow the form prescribed in Robert's Rules of Order, Revised, which shall also be the parliamentary authority for this Club, unless otherwise provided for in the By-Laws of the Club.

ARTICLE XIV - AMENDMENTS

The By-Laws may be amended at any regular meeting by a two-thirds vote of the Trustees present, provided the general membership has been furnished a copy of the proposed amendment not less than thirty (30) days before the meeting and is given an opportunity at that meeting for discussion of the amendments for the purpose of making of recommendations to the Board.

STANDING RULES

The following rules and regulations are hereby adopted by this club, to constitute the Standing Rules. These rules may be changed or amended by a majority vote of the members present at any regular meeting, provided notice has been given at the preceding meeting.

Section 1.

General monthly meetings are open to all members in good standing. A non-member may attend as the guest of a current member. Non-members may not attend more than two meetings per year. General monthly meetings may be open to the general public with no restrictions only with prior approval of the Board of Trustees. General meetings may be designated as "Members Only" with prior approval of the Board of Trustees. The monthly Trustees meeting can be waived at the Board's discretion.

Section 2.

The membership shall hold its general monthly meeting on the second Tuesday of each month at 7:30 p.m. at a place designated by the Board of Trustees. Any exception must have prior approval of the Board. Trustee meetings will be held monthly, prior to the general meeting.

Section 3.

Copies of the By -Laws and Standing Rules may be obtained by any member in good standing by sending a self-addressed, stamped envelope to the Membership Chairman.

Section 4.

This organization shall not dissolve as long as there are twenty-five (25) members. Should the number fall below 25, the remaining members have the option to continue the organization or turn the assets and properties over to the charities so designated.

Section 5.

The following rules have been adopted by this Club and must be observed by anyone making trips or attending Club functions:

- a. The use or selling of Marijuana and hard drugs is not permitted
- b. Anyone indulging in alcoholic beverages must keep himself or herself in complete control. Anyone abusing this will be asked to leave. Underage drinking is strictly prohibited.
- c. While in other cities, all participants in Booster Club sponsored trips shall conduct themselves in an orderly manner. Being the aggressor with the home team fans is not permitted. We are their guests and should conduct ourselves in a proper fashion.
- d. Any participant in a Booster Club trip not conducting themselves properly and failing to respond to the President's or Trip Chairperson's request to stop will not be permitted to attend any more activities.
- e. Any participant in a Booster Club trip who is not at the proper place at the proper time for the bus or airplane will be left behind and will be responsible for his or her own transportation home.
- f. Refund policy will be determined by the event.
- g. No one under the age of eighteen shall be permitted to take a road trip unless accompanied by a parent, legal guardian or family member.

Section 6.

Code of Conduct:

To ensure that Cleveland Hockey Booster Club remains a fun, respectful and respected organization, the following Code of Conduct will apply to all members at all times.

The Cleveland Hockey Booster Club encourages any point of view to be freely expressed to anyone. But slander, acts of malicious intent, physical threats, hounding, unreasonable intrusion into another's personal space, libel, lack of financial responsibility, or any other type of defamation of character will NOT be tolerated AT ANY TIME and can be grounds for expulsion from the Booster Club.

In particular, these rules apply towards

- Fellow Booster Club members
- Hockey players
- Guest speakers
- Hockey organizations and personnel
- Hockey Booster and Fan Clubs
- Media
- Other organizations with which members come into contact while representing the Booster Club