

The Cleveland Hockey Booster Club is a 501c3 organization, designated on 2/10/14.

CONSTITUTION and BY- LAWS
CLEVELAND HOCKEY BOOSTER CLUB, INC.

ARTICLE I - NAME

The name of this organization shall be Cleveland Hockey Booster Club, Inc. Referred to below as CHBC.

ARTICLE II - PURPOSE

The CHBC shall exist:

- a. To support charitable causes and organizations:
 - 1. Provide scholarships for senior high school hockey players who will attend college;
 - 2. Provide monies directly to individual charities in which (CHBC) members participate in the charity and/or activity; and
 - 3. Provide hockey tickets and equipment to school children.
- b. To promote interest in hockey throughout the community.

ARTICLE III – MEMBERSHIP

Eligibility:

Membership in the CHBC shall be opened to any person regardless of age, sex, race, national origin or religion.

Depending on the topic or issue being discussed and voted on, memberships may or may not include voting privileges

Membership will be contingent upon compliance with the requirement set forth within the CHBC Constitution & By-Laws.

Definitions:

Adult: an individual 18 years of age or older

Child: an individual under the age of 18 years of age.

Types of Memberships:

There shall be four (4) types of memberships:

- **Individual Membership** –
 - Shall be extended to any adult individual 18 years of age or older and shall include voting privileges.
- **Family Membership** –
 - Shall consist of not more than two (2) adults, and all children under the age of eighteen (18) of the same household.
 - Can also consist of two (2) adults with no children
 - In order for a child to be a member of the CHBC, he/she must be sponsored by a parent, legal guardian or adult family member who is a member of the CHBC.
 - When a child in a family membership attains the age of eighteen (18) during a membership period, he/she will retain the privileges of a child until the end of the membership year.
- **Honorary Membership** –
 - Shall be awarded to non-members or members who make significant contributions to the Booster Club in the eyes of the CHBC. The Board of Officers shall review make recommendations for membership at the September meeting for approval.
- **Scholarship Awardee Family Membership** –
 - Scholarship recipients receive a family membership at no cost for one year upon completion of an application.

Application:

Application for membership in the CHBC shall be made in annually by completing a CHBC membership application form.

Blank application forms will be made available for completion to renewing members and new members, by email, mail, CHBC website and at the CHBC table during home games.

Completed applications will be accepted by the Membership Chairperson and must be accompanied by payment of dues.

CHBC will charge a fee of \$20.00, or the actual fee charged by the financial institution (whichever is higher) for any returned checks.

All membership applications, mailing lists and other CHBC documents which include member's name, addresses, phone numbers, and other personal identification information will be held in strictest confidence.

CHBC membership documents will be maintained by the Membership Chairperson.

Dues:

Membership dues shall be reviewed and determined annually by the Membership Chairperson, Board of Officers and Trustees.

After final approval a notice will be sent promptly to the general membership by the recording secretary on any changes made in respect to dues.

Dues shall be for a period of one (1) year (CHBC fiscal year/season).

- Annual membership dues for an individual member will be **\$25.00**.
- Annual membership dues for a family membership will be **\$35.00**.
- Club newsletter mailed, will be an additional cost of \$5.00, per individual/family membership.

Annual memberships remain active based on the CHBC fiscal year from 6/1 of one year to 5/31 of the following year.

Any person(s) who submits an application as of March 1st or after, will have their membership(s) carry over for the following fiscal year/season.

Membership is non-transferable.

Membership Card:

A membership card will be presented to each member certifying that they are eligible to participate in CHBC activities.

Members may be asked to present membership cards prior to participating in CHBC sponsored activities or at membership meetings.

Privileges of Membership:

Privileges of membership in the CHBC shall include, but not limited to:

1. Adult Members in good standing will have the right to:
 - a. Nominate, vote for and elect officers & trustees to hold office in the CHBC.
 - b. Vote on issues and make recommendations regarding improvements to the club
 - c. Hear, consider, approve, and amend the minutes of the monthly membership meetings
2. All Members in good standing regardless of age will have the right to:
 - a. Volunteer for committee work
 - b. Obtain club discounts and raffles
 - c. Attend general monthly membership meetings and functions of the CHBC
 - d. Receive a copy of the current CHBC Constitution & By-laws
 - e. Vote for player recognition awards
 - f. Exhibit good conduct when attending CHBC functions and meetings
 - g. Receive the club newsletter at least ten times a year.

Termination of Membership:

- Will occur when member fails to submit application and membership dues for renewal.
- Failure to comply with the By-Laws

- Per board of officers decision, based on a complaint or behavior that compromises the character of the CHBC.
- Upon leaving an active membership, the member shall deliver all monies, reports, accounts, record books and other property belonging to CHBC within 30 days of termination notice.

ARTICLE IV – CHBC FISCAL YEAR

The CHBC fiscal year shall run from 6/1 of one year to 5/31 of the following year.

ARTICLE V – BOARD OF TRUSTEES

Section 1 - Board of Trustees

The Board of Trustees shall consist of not less than seven (7) and no greater than nineteen (19) Trustees elected from the General Membership.

Section 2 - Election

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 CHBC officer.

- a. The elected officers of this club shall be President, First Vice-President, Second Vice-President, Treasurer, Recording Secretary, Membership Chairperson, and Editor/Social Media Editor.

Of the remaining twelve trustees, one-third shall be elected by the general membership each year before the meeting in June for a term of three (3) years. The officers shall take their office at the June meeting after the election.

Addendum: A Membership Chairperson or Editor/Social Media person shall be elected from a candidate pool made up of current trustees or former trustees. In the event a candidate among board members is not identified, an exception may be made, whereas the board may select an individual from the club's membership. This person shall have been an active member of the Booster Club for one full year prior to March first, before selection and board approval.

Section 3 - Vacancies

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.

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 - Consecutive terms

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

Section 5 - Resignation

Resignation of any Trustee shall be presented to the President and offered in writing to the Recording Secretary. Each trustee, upon leaving their position, shall deliver to his successor or the CHBC Board all monies, reports, accounts, record books and other property belonging to the CHBC within 30 days.

Section 6 - Suspension or expulsion

Suspension or expulsion from the CHBC, or absence from three consecutive meetings without sufficient cause, the trustee shall automatically forfeit their position on the Board. Notification will be made in writing.

Requests to be excused from any Board meeting must be received by the President or Recording Secretary prior to the meeting.

Section 7 - Majority vote

The presence of the majority of the Trustees shall constitute a quorum (51%). At any meeting of the Trustees, any business requiring a vote shall be determined by the majority of the trustees.

- a. All motions must be made by an officer, trustee, or a member.

Section 8 - Annual, Board, and General Meetings

- a. The Annual Meeting will be held in June.
- b. Board of Trustees meetings shall be scheduled (2) twice a year: one prior to the beginning of the hockey season and one after January 1^{first} prior to the conclusion of the hockey season.
 1. All actions taken at the Board meetings shall be reported at the regular meetings
- c. General membership meetings shall be held the second Tuesday of each month, unless otherwise noted and agreed upon by the Trustees. Notice of the meeting shall be posted in the monthly Newsletter.

Section 9 - Compensation

The Trustees shall receive no financial pay, fees, or recompense for their services either as a trustee or as a member the CHBC.

Section 10 - Conflict of Interest

A Trustee having a conflict of interest involving a matter associated with the CHBC shall identify the conflict and refrain from voting on the issue or participating in any activities related to the issue. The Trustees shall not have any financial gain, direct or indirect from this matter. If the Trustee does not meet the above requirements they will be removed from their position as a Trustee of the CHBC.

Section 11 - Political Affiliation

The CHBC will not endorse or provide monies for political candidates, causes, issues, rallies or political parties of any kind.

ARTICLE VI - DUTIES OF ELECTED OFFICERS

Section 1 - President

The President shall:

- a. Preside at all Board meetings, general and special meetings of the CHBC;
- b. Serve as an ex-officio member of all committees except the Nominating Committee, and
- c. See that all reports and certificates required by law are properly applied for and kept.
 1. State of Ohio, Non-Profit Status
 - a. Certificate of Continued Existence
 - b. Domestic Statutory Agent Update
 - c. Must file a continuance or update the domestic statutory agent every five years or when a new president is taking office (Whichever comes first).

Section 2 – First Vice-President

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. Chair the Events Committee and participate as needed as a committee member for other standing committees.
- d. Work in conjunction with the Second Vice-President to coordinate activities in order to facilitate a full and complete CHBC program, including charitable fundraising events.
- e. Prepare written Events/Annual Report Form to be submitted to the CHBC Board and maintain receipts and needed documentation to support report.

Section 3 - Second Vice-President

The Second Vice-President shall:

- a. Preside in the absence of both the President and First Vice-President.
- b. Chair the Fund Raising Committee and participate as needed as a committee member for other standing committees.
- c. Work in conjunction with the First Vice-President to coordinate activities in order to facilitate a full and complete CHBC program, including charitable fundraising events.
- d. Prepare written Events/Annual Report Form to be submitted to the CHBC Board and maintain receipts and needed documentation to support report.

Section 4 - Treasurer

The Treasurer shall:

- a. Maintain care and custody of all monies belonging to the CHBC
 1. Collect all monies from all sources,
 2. Monies may be deposited by the Treasurer, President, First Vice-President, Second Vice-President, Membership Chairperson, and Event Chairpersons,
 3. Issue receipts for all monies collected; and
 4. Pay all authorized bills as instructed by the Board.

- b. 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.
- c. Keep an itemized account of all bills as instructed by the Board
- d. Keep an itemized account of all receipts and disbursements
- e. Prepare separate written monthly and annual reports for Charities and Operating Expenses to be submitted to the Board of Trustees.
 - 1. Note: Any CHBC member who has been involved with monies of the CHBC must submit an Events/Annual Report Form plus receipts to the Treasurer so all monies can be accounted for within 30 days of the closing of the event, project or transaction.
 - 2. Keep a running balance in the checkbook and reconcile it to the most recent month-end bank statement before each club monthly meeting, and use those numbers to prepare the monthly Treasurer's report.
- f. Is an ex-officio member of all committees considered with financial obligations of the CHBC.
- g. Ensure preparation and payments to the IRS and State of Ohio as necessary.
- h. Ensure sales tax certificates of exemption are properly updated and used for all purchases.
- i. Work with the 1st. V-P and/or the 2nd. V-P as necessary to ensure proper letter of thanks are distributed to donors within a 30-45 day period, according to IRS regulations.
- j. Prepare budget as related to charitable activities and charitable costs.
- k. The Annual Report of the Treasurer shall be presented at the June meeting. Books shall be subject to audit prior to the filing the Annual Report at the June meeting.
- l. The Treasurer with Board approval will determine what action(s) should be taken when a person(s) who has attended an event, but has not paid for it within 30 days.
 - 1. All persons should pay prior to attending an event.

Section 5 - Recording Secretary

The Recording Secretary shall:

- a. Keep, in books which are the property of the CHBC
 - 1. Minutes of General Membership, Board of Trustees, and Committee meetings, to include a record of attendance of Trustees; a report of all other official functions.
 - 2. A copy of the Puckeater Newsletter
 - 3. A copy of the Constitution and By-laws, together with any amendments and the date of the minutes where said amendments are recorded.
 - 4. A current list of club property is to be kept. What is to be kept is to be determined by the Board of Trustees.
 - 5. This information shall be available to the Board of Trustees upon request.
- b. Notify members of their election to the Board of Trustees.
- c. Conduct all correspondence of the Board of Trustees and Club as may be directed by the Board of Trustees, and shall keep a copy of all such correspondence on file.

Section 6– Editor/ Social Media Editor

The Editor shall be responsible for collecting material for the newsletter and either e-mailing or 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, and charitable endeavors of the CHBC.

- a. There shall be a total of 10 Newsletters distributed during the CHBC annual year.
- b. Editor will set deadlines for newsletter submissions from various committees and individuals.
- c. The Puckeater will be distributed by e-mail and upon request regular mail.
- d. To maintain and ensure that all CHBC communications are clearly shared electronically via current and future social media platforms,
 - 1. Maintain and update the CHBC website,

2. Update the CHBC Facebook page with current information; and
3. Update the CHBC twitter account.
 - a. Engage current and prospective followers of above accounts.

Section 7 - Annual Reports

Each officer shall prepare a written Events/Annual Report Form, 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 - Committees

Section 1 - Standing Committees

The CHBC Board may establish committees and assign responsibility and duties in direct relationship to furthering the purposes of the CHBC.

The Standing Committees are as follows:

- a. Scholarship Committee
- b. Membership Committee
- c. Events Committee
- d. Fund Raising Committee
- e. Nominating Committee
- f. Audit Committee
- g. Ad Hoc Committee
- h. Sunshine Committee

Members of the committees must be members of the CHBC. At least one committee member must be a trustee.

Section I - Scholarship Committee (High School Hockey)

- a. The High School Hockey Scholarship (HSHSC) Committee shall consist of at least four (4) CHBC members, one being the Scholarship Chairperson.
- b. The Committee will establish the criteria upon which awards will be made and submit to the CHBC Board for final approval. Once approved the criteria will be provided to the Recording Secretary for documentation. Scholarships packages will be given to the Committee members and then distributed to the High School Hockey Representatives.
- c. Essays and qualifications will be reviewed by the Committee members based on designed rubric.
- d. All scores will be submitted to the Chairperson to be tabulated within 2 weeks of designation, and
- e. In case of a tie, the CHBC Officers will review the tying entries and vote via ballot. If a tie remains, the CHBC President will break the tie.
- f. Prepare written Events/Annual Report Form to be submitted to the CHBC Board and maintain receipts and needed documentation to support report.
- g. Meeting Minutes need to be filed with the Recording Secretary at the next general meeting.

Section II - Membership Committee

The Membership Chairperson shall:

- a) Chair the membership committee

- b) Coordinate membership drives, collect membership applications and dues, distribute membership benefits and maintain the membership files of past and present members.
- c) Accept only memberships applications submitted in accordance with form approved by the Board of Trustees.
- d) Shall organize yearly membership mailings to past, current, and potential members.
- e) No applications shall be accepted, nor membership cards issued until annual dues are paid. No exceptions.
- f) Shall organize and conduct the monthly 50/50 raffle.

Section III – Events Committee

- a. The Events Committee will be governed by either the First Vice President and/or the Second Vice President per their duties assigned.
- b. Selection of a Chairperson can be determined by the Committee
- c. Prepare written Events/Annual Report Form to be submitted to the CHBC Board and maintain receipts and needed documentation to support report.
- d. Meeting Minutes need to be filed with the Recording Secretary at the next general meeting.

Section IV - Fund Raising Committee

- a. The Second Vice President will chair the Fund Raising Committee.
- b. At least (1) one trustee shall participate on each Fund Raising activity.
- c. The fund raising committee shall create events or projects aimed at raising operating and charitable expenses for the organization.
- d. Prepare written Events/Annual Report Form to be submitted to the CHBC Board and maintain receipts and needed documentation to support report.
- e. Meeting Minutes need to be filed with the Recording Secretary at the next general meeting.

Section V - Nominating Committee

- 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 officers and vacant Trustee positions to be presented at the March General Meeting.
- b. Candidates for trustee positions must be a current member in good standing.
- c. Candidates for Officers must be a current trustee or a previous trustee in good standing, with at least one year (12 months), with membership prior to March 1st.
- 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 nominate a candidate.
- e. Incumbents and new candidates may run unopposed, but a write in space must be included on the ballot for that position.
- f. 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.
- g. 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.

- h. If there is a tie for an Officer or Trustee position the members present at the May meeting will vote to break the tie. This will be considered one (1) additional vote.

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, total returned, and the results.

Section VI - Audit Committee

The President shall call for volunteers for the Audit Committee at the April meeting. The Trustees shall approve the committee members. 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.

- a. The Audit Committee shall develop a documented audit program and be responsible for maintaining it and making any changes as required or suggested.
- b. The Treasurer will turn over the books and the Annual Report to the committee between the dates of May 15-May30. The Committee will perform an audit of the books prior to Annual Meeting.
- c. The Annual Report with suggestions for improvements or changes relating to the keeping of the financial record shall be submitted at the June Meeting.
- d. The Audit Report must be approved or rejected and if rejected, corrected and resubmitted for approval.

Section VII – Ad Hoc Committee

The Board shall call for volunteers for the Ad Hoc Committee as determined below:

- a. Ad Hoc committees may be authorized for specific tasks as determined by the Board of Trustees. When an Ad Hoc committee is recommended, the Board of Trustees shall specify the purpose and responsibilities of the committee and number of members.
- b. The President shall appoint, with the approval of the Board of Trustees, the chairman at the time of its authorization by the Board.
- c. An Ad Hoc committee shall be terminated automatically when its assigned task is completed or at the direction of the Board of Trustees.
- d. Prepare written Events/Annual Report Form to be submitted to the CHBC Board and maintain receipts and needed documentation to support report.
- e. Meeting Minutes need to be filed with the Recording Secretary at the next general meeting.

Section VIII - Sunshine Committee

The President shall call for a volunteer to maintain our bereavement/illness/accident policies below as described below:

- a. A gift (planter, flowers, charity donation) will be sent for a death in the immediate family of a Board/Trustee member of the CHBC. Cost should fall between \$35 and \$50, and will be for, the death of a Board/Trustee member's spouse, child, mother, father, sister or brother.
- b. Bereavement or get well cards will be sent to any member who is ill or who suffers a death in the immediate family.
- c. Cards may be sent to members of the hockey community on a case by case basis.

ARTICLE VIII - ORDER OF BUSINESS

The order of business at all meetings of the CHBC shall be as follows:

- a. Call to order
- b. Roll call
- c. Reading of minutes and approval
- d. Address vacant Board of Trustee Position(s)
- e. First V-P Report
- f. Second V-P Report
- g. Treasurer's Report
- h. Reports of Officers and Committee Chairpersons
- i. Sunshine Report
- j. Old Business
- k. New Business
- l. Future Meeting Dates and Locations
- m. Adjournment
- n. 50/50 Raffle

ARTICLE IX - PARLIAMENTARY AUTHORITY

Order of business in CHBC 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 X - 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(s) not less than thirty (30) days before the meeting and is given an opportunity at the next meeting for discussion of the amendments for the purpose of making 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.

Section 2

The membership shall hold its general monthly meeting on the second Tuesday of each month at 7:00 p.m. at a place designated by the Board of Trustees. Any exception must have prior approval of the Board.

Section 3

A copy of the Constitution and By -Laws is found on the website.

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 the CHBC and must be observed by anyone making trips or attending Club functions:

- a. The use or selling of illegal 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 by law. The CHBC reserves the right to specify when alcoholic beverages will stop being served and is not liable for the actions of those that have consumed alcoholic beverages.
- c. While in other cities, all participants in CHBC 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 CHBC 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 CHBC 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. Any other child who does not meet the above criteria must provide a signed consent form from their parent or legal guardian, when traveling with a responsible adult.

Section 6

Code of Conduct:

To ensure that Cleveland Hockey Booster Club remains a 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, harassment, 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 by any media or means and can be grounds for expulsion from the Cleveland Hockey Booster Club.

In particular, these rules apply towards but are not limited to:

- Fellow Booster Club members
- Hockey players
- Guest speakers
- Hockey organizations and personnel

Cleveland Hockey Booster Club EIN 34-1868102

- Hockey Booster and Fan Clubs
- Media
- Other organizations with which members come into contact while representing the Booster Club

Rev. 12/81, 3/88, 5/93, 12/97, 12/01, 9/04, 5/05, 2/11, 11/11, 5/13, 10/13, 11/15, 2/19, 1/20