

# **HERSHEY BEARS BOOSTER CLUB**

## **CONSTITUTION AND BY – LAWS**

**Last Revisions: 2014 – 15 Season**

### **ORDER OF BUSINESS**

- 1) Meeting called to order
- 2) Roll Call of Officers
- 3) Review of the Minutes of the Previous Meeting
- 4) Treasurer's Report (including unpaid bills)
- 5) Membership Report
- 6) Report of Committees
- 7) Reading of Correspondence
- 8) Unfinished Business
- 9) New Business
- 10) Adjournment

### **CONSTITUTION**

#### **Article 1 – Name**

This organization shall be known as the Hershey Bears Booster Club (HBBC).

Hershey Bears Booster Club became incorporated on May 5<sup>th</sup>, 1989 by the Corporation Bureau, Department of State of the Commonwealth of Pennsylvania.

The Constitution and By-Laws were adopted on October 12<sup>th</sup>, 1989 at the Executive Board Meeting and by the Membership at the General Meeting. Further amendments to this By-Laws and Constitution have been made when deemed necessary by the general membership.

#### **Article 2 – Statement of Purpose**

The object of this organization shall be to further the interest of hockey among the fans, to boost the morale of the players and to promote better sportsmanship among the fans and players alike.

The Hershey Bears Booster Club supports various charities.

### **Article 3 – Officers**

The Officers of this organization shall consist of President, Vice President, Secretary, Membership Secretary, Treasurer and Trustee.

### **Article 4 – Duties of the President**

The President shall preside over all business meetings of the organization appoint all committees and chairpersons, and transact other business as the organization may direct. The President shall counter-sign all checks and see that the laws laid down by the By-Laws are enforced.

In the absence of the President, the meeting shall be presided over by (in order) A) the Vice President or B) the Secretary.

By virtue of the office, the President shall be a member of all committees and shall be responsible for their actions.

### **Article 5 – Duties of the Vice-President**

The Vice-President shall assist in keeping order and in the absence of the President shall preside at the business meetings of this organization.

### **Article 6 – Duties of the Secretary**

The Secretary shall keep a true and accurate account and record of the proceedings of each meeting (business meetings and meetings of the Executive Board).

The Secretary shall receive every month a written report of all receipts and disbursements and the balance of the Treasury from the Treasurer and record the balance in the minutes.

The Secretary will answer all non-specific letters and official correspondence and conduct all other clerical work pertaining to the office.

The Secretary shall receive all correspondence and present it to the membership at business meetings.

### **Article 7 – Duties of the Membership Secretary**

The Membership Secretary shall receive annual dues and pay the same to the Treasurer, taking a receipt for same.

The Membership Secretary shall make available for review a listing of members in good standing at every business meeting.

## **Article 7 – Duties of the Membership Secretary (con't)**

The Membership Secretary shall complete a list of all the members and correct account between the members and the organization.

The Membership Secretary shall provide the Bear Facts editor with a monthly set of labels for those not receiving the electronic newsletter.

In the absence of the Secretary, The Membership Secretary shall carry out the duties of the Office of Secretary.

## **Article 8 – Duties of the Treasurer**

The Treasurer shall receive all money belonging to the organization and give receipt for same. The Treasurer shall also pay all outstanding bills authorized by the organization. The President shall counter-sign all written checks.

The Treasurer (or Designee) shall deposit all money of the organization in a financial institution designated by the Executive Board within seven (7) business days.

By virtue of the office, the Treasurer shall be on all committees where money is handled.

The Treasurer shall provide the Secretary with a written report of all receipts and disbursements and the balance of the Treasury for inclusion in the monthly meeting minutes.

No later than seven (7) days after the last Hershey Bears game (regular season and playoffs), the Treasurer shall receive all money of the organization and shall deposit said money in the Booster Club's selected financial institution in a timely manner.

## **Article 9 – Duties of the Trustee**

The Trustee shall maintain a list of all organization property, updated as necessary, and distribute the list to all Executive Board members.

In the event that any office becomes vacant, the Trustee shall immediately receive all property of the organization in the possession of said officer or officers.

The Trustee shall be responsible for reviewing and inspecting the monthly bank statement and presenting any discrepancies to the membership in a timely fashion.

## **Article 10 – The Executive Board**

The Executive Board shall consist of seven (7) members: President, Vice President, Secretary, Membership Secretary, Treasurer, Trustee and immediate Past-President.

The Executive Board shall pass judgment on all charges and disputes with impartiality as may be brought before them, and report to the organization with discretion.

The Executive Board shall make a report to the General Membership of any action(s) taken at the Executive Board meetings.

## **Article 11 – Committees**

All committees shall function immediately upon being assigned to their duties. Said committees shall perform the functions assigned to them within the time specified and provide a financial report to the organization, a copy of which shall be given to the Secretary. Responsibilities and guidelines shall be provided to each committee chairperson.

No committee chairperson or committee person shall spend more than fifty (50) dollars without first obtaining the majority approval from the President, Vice President and Treasurer.

## **Article 12 – Full-Time Staff and Team**

Full-time staff and team will be determined annually through mutual agreement between the Hershey Bears front office and the Booster Club.

## **Article 13 – Small Games of Chance**

The HBBC's primary beneficiaries of the monies raised by the small games of chance license shall be the Ronald McDonald House of Hershey, PA and the Four Diamonds Fund at the Hershey Medical Center in Hershey, PA.

In case of special circumstances, donations may be made to other charitable organizations upon approval of the membership at a business meeting.

# **By - Laws**

## **Article 1 – Meetings**

A business meeting of this organization shall be held monthly from September to April inclusive. Additional meetings may be called at the discretion of the Executive Board.

## **Article 2 – Quorum**

A quorum for a business meeting shall consist of ten (10) of the members in good standing.

## **Article 3 – Nomination and Election of Officers**

The nomination of officers shall be held at the business meeting in March. Elections will be held at the April business meeting.

A candidate for office must be an active member for at least a year and have attended at least three (3) business meetings (excluding the Christmas Dinner Meeting) in the current season prior to the March meeting. Members nominated must be members in good standing. For the purposes of this article, “good standing” shall mean that a member has remained current on all financial obligations to the Club, including payments and other responsibilities under Article 5 (General Membership Responsibilities). No member can be elected at the April business meeting unless nominated at the March business meeting.

In order to vote for an officer, one must be an active member for at least one year, and have attended three (3) business meetings (excluding the Christmas Dinner Meeting) in the current season prior to the April meeting.

All nominees must appear personally at the March business meeting or submit in writing their willingness to accept the nomination. All nominees must appear in person at the April business meeting except in the case of illness or death in the family.

No member shall be elected as Treasurer during the same term of office as another family member on the Board.

The newly elected Officers and the outgoing Officers will serve as the Executive committee from election in April until the installation of officers in September. All business concerning the current season shall be presided over by the outgoing President. All business pertaining to the new season shall be presided over by the newly elected President.

Election shall be by ballot. The President shall appoint an electoral committee of three active members the day of election, not to include any current officer or nominee.

The electoral committee shall count the votes and announce the results. The ballots shall be returned to and retained by the President until the business meeting after the election and then may be disposed of.

In case of a vacancy at any time, the President shall appoint a member to fill the vacancy temporarily, and election will be held at the next business meeting when vacancy will be filled.

In case of a vacancy in the office of President, the Vice-President shall assume the office of President and a new Vice-President shall be appointed until the election of a replacement at the next business meeting, unless the resignation is submitted at a business meeting in which case the election process can begin immediately.

#### **Article 4 – Installation of Officers**

The newly elected officers shall be installed at the business meeting in September after the minutes have been read and approved; the annual reports of the Membership Secretary, Treasurer and any committee reports from the prior season have been read and approved. The retiring officers shall transfer the property of the organization in their hands to the respective successors.

#### **Article 5 – General Membership Responsibilities**

The organization shall be composed of (A) members who pay annual dues and (B) honorary members.

Dues shall be set by the voting membership. Registration shall run from September 1<sup>st</sup> until the last Hershey Bears regular season home game. A membership shall be in effect through December 1<sup>st</sup> of the following season. Any members delinquent in dues after December 1<sup>st</sup> shall be dropped from membership in the organization.

Members must be at least 18 years of age. Any member under Pennsylvania's legal drinking age caught consuming alcoholic beverages while participating in a Booster Club function shall be removed from the Club, forfeiting dues. They will be eligible for reinstatement upon reaching Pennsylvania's legal drinking age.

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

For any Club function that requires a deposit, said deposit shall be non-refundable past the announced deadline with the exception of death or serious illness in the immediate family.

Honorary membership shall be given to non-members who make significant contributions to the Booster Club in the eyes of the Hershey Bears Booster Club. The Executive Board shall review the honorary membership list and make recommendations for additions to the list to the membership at the September meeting for approval.

No person may use the Hershey Bears Booster Club, or its name, for personal gain.

## **Article 6 – Removal or Resignation of Officers**

Resignation of officers shall be presented in writing to the Executive Board.

Suspension or expulsion for any cause, or absence from three (3) meetings (excluding the Christmas Dinner Meeting) shall require the forfeiture of any office.

## **Article 7 – Amendment of the Constitution or By-Laws**

Petition for amendments or additions to the Constitution or By Laws must be presented in writing, signed by seven (7) members at a business meeting of the organization. Such amendments or additions shall be read at a business meeting. If no changes are requested, the amendment shall be voted on at the next meeting. If changes are requested, a notation of the adjusted By-Law will be in the subsequent Bear Facts, and the revised amendment shall be voted on at the next meeting.

## **Article 8 – Vote by Membership**

All questions brought before the organization shall be decided by a majority vote of those present and voting at the business meeting. In the event of a tie, the deciding vote shall be made by the President.

## **Article 9 – Special Meetings**

The President shall, upon the request of ten (10) active members, call a special meeting, and the organization shall be notified of the date, time, location and the reason for calling the meeting. Only the specific topic of the special meeting can be discussed or acted upon.

## **Article 10 – Miscellany**

In all situations not covered by this organization's By-Laws, the organization shall be governed by Robert's Rules of Order, Revised.

## **Article – 11 – Dissolution**

The organization shall not dissolve as long as there are twenty (20) active members. However, should the number fall below the twenty (20), the remaining members may take charge of the affairs of the organization and dispose of the same in accordance with federal law.