

CALGARY HITMEN HOCKEY BOOSTER CLUB BYLAWS

20/01/2001

Article I – Name

The name of this organization shall be **CALGARY HITMEN HOCKEY BOOSTER CLUB**, hereinafter referred to as the Booster Club.

Article II - Membership and Dues

1. Active members

Active membership in this organization shall be open to any person who has paid the annual dues, and is willing to support the objectives of the organization.

2. Privileges, Eligibility for Office

a. A member shall be in good standing and is entitled to one vote if their dues have been paid for the current year.

b. Any active member, 18 years or older, shall be eligible for office in the organization.

3. Expulsion of Members

Any member may be requested by the Executive to resign from the Booster Club, when it is determined that their conduct has been detrimental to the Booster Club. This request shall be submitted in writing to the member, only after thorough consideration and investigation, followed by due opportunity for said individual to appear at a Board meeting on their own behalf. If after such opportunity and the determination by a majority vote of the Executive that conduct has been detrimental to the Booster Club said member does not voluntarily resign from the organization, the Executive may expel the individual.

4. Dues

Dues are payable as of October 1st of each year, and membership is valid for one year - October 1st to September 30th. Dues shall be determined at the beginning of each season by the Executive. Payment of dues entitles each member to a membership card, participation in the various activities of the Booster Club, and any discounts and bonuses that the Booster Club can arrange.

5. Membership Conduct

In no way shall a member use the name of the Calgary Hitmen Hockey Booster Club for personal gains.

6. Resignation

Any member wishing to withdraw from membership may do so upon notice in writing

to the Board through its Secretary, or by not subscribing to the Booster Club the following year.

Article III - Meetings and Voting

1. General Meetings

a. Meetings of the General Membership shall be held a minimum of three (3) times per year.

b. Members shall be notified in the newsletter of date, time and place of the General Membership meetings prior to the upcoming meetings. Other events shall be arranged as deemed appropriate by the Executive, with notification of the general membership at least one (1) week prior to the event. A quorum for a General Membership meeting shall consist of twenty (20) active members.

2. Executive Meetings

Meeting of the Executive shall be held as deemed necessary by the President, with a minimum of three (3) per year. A quorum for the Executive Meeting shall consist of four (4) Executive members.

3. Board Meetings

Meetings of the Board shall be held as deemed necessary by the President, with a minimum of three (3) per year. A quorum for the Board Meeting shall consist of seven (7) Board members.

4. Special Meetings

In the event a Special Meeting is required, all members shall be notified at least one week prior to the meeting by telephone. A quorum for a Special Meeting shall consist of fifteen (15) active members.

5. Voting

Any member in good standing may vote, in person, at meetings. Simple majority will constitute passage, except for amendments to Bylaws (see Article XI).

Article IV - Officers

1. The Executive

The Executive of the Calgary Hitmen Hockey Booster Club shall consist of: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

2. The Board

The Board of the Calgary Hitmen Hockey Booster Club shall consist of the Executive, the Past-President and the leaders of all standing committees.

3. Term of Office

Each Executive Officer shall have a term of two (2) years. The additional Board members shall each have a one-year term. Two Executive Board members shall be

elected in every even year (2000, 2002, etc) for two (2) year terms. Three Executive Board members shall be elected in every odd year (2001, 2003, etc) for two (2) year terms. No one may hold the same position for more than two (2) consecutive terms. Terms of office shall end June 30th.

4. Vacancies

a. Vacancies of an office, with the exception of the President, shall be filled by a temporary appointment to that office by the President. The office of President, in event of a vacancy, shall be filled by the 1st Vice President.

b. In the event both the President and 1st Vice President relinquish office at the same time, the 2nd Vice President shall assume the Presidency for the remainder of the term. The remaining vacancies will be filled as previously stipulated.

5. Attendance

All Executive and Committee Leaders shall be required to attend every meeting of the Board. Unexcused absences from two (2) consecutive Board Meetings or functions shall be cause to consider the office vacant. The President or 1st Vice President shall be notified in advance of any Board Member's inability to attend a meeting or function.

6. Remuneration

No officer or member of the organization shall receive any remuneration for his/her services.

7. Transfer of Properties

Within thirty (30) days of installation of Officers and Board Members, all pertinent materials of the Booster Club shall be turned over to the Officers and Board Members succeeding to that position.

8. Expulsion of Executive or Board Members

In the event that the majority of the Executive determines the actions of an Executive Member or a Board Member are detrimental to the Booster Club, the individual may be requested by the Executive to resign from the position. This request shall be submitted in writing to the member, only after thorough consideration and investigation, followed by due opportunity for said individual to appear at a Board meeting on their own behalf. If after such opportunity and determination of the Executive that conduct has been detrimental to the Booster Club, the individual may be removed from the position by a majority vote of the Board.

Article V - Elections

1. Nominating and Ballot Committee

a. There shall be a three (3) member committee at least one (1) which is not a Board member, appointed by the President to serve as the Nominating Committee. The President may not serve on this committee.

- b. The Committee shall select its own chairperson.
- c. The Committee is responsible for preparing a list of candidates for election to all posts filled by election of the voting membership. This list shall be published in the newsletter.
- d. The Committee is responsible for preparation of the election after closure of nominations at a General Membership meeting.
- e. The Committee is responsible for preparation of the ballots, voting lists, and voting stations. After the voting, the Committee will count the ballots.
- f. The Committee shall destroy all ballots, after the elections results have been finalized.

2. Elections

- a. A simple majority of votes by ballot, overseen by the Nominating Committee at a General Membership Meeting, shall be considered necessary and sufficient for election to office. In the event of a non majority vote, the top two nominees will be voted on again at the same meeting.
- b. Nominations will be open for Executive and Board members at a General Membership Meeting, at which time nominations will close.
- c. The Nominating Committee will screen the names of the nominated candidates to ensure that the nominees are members in good standing, and wish to be a candidate for that position.

Article VI - Duties of Officers

1. President

The President shall preside at all meetings of the general membership and at all Executive and Board meetings. The President shall appoint active members to fill vacancies in an office as necessary. The President shall be the official voice and spokesperson for the organization, and shall have powers of supervision and management over the affairs of the organization as are not otherwise specifically assigned to others. The President shall be an Ex-Officio member of all committees.

2. Vice Presidents

The Vice Presidents shall, in the absence or disability of the President, perform the duties and exercise the power of the President and shall perform such other duties, as the President shall prescribe.

3. Secretary

The Secretary shall keep accurate minutes of the Executive, Board and General Membership Meetings and be responsible for maintaining Booster Club records. Such minutes shall be available for review at each General Membership Meeting. The Secretary shall handle all correspondence and other functions pertinent to the office as assigned by the President.

4. Treasurer

a. The Treasurer shall act as custodian of all funds entrusted to or under the jurisdiction of the Booster Club; and shall ensure any funds are deposited, within a timely manner, at an institution approved by the Executive to the account of the Calgary Hitmen Hockey Booster Club. These funds shall be disbursed by check in the payment of expenses incurred by the Booster Club for:

b. Regular and routine Booster Club expenses. No expenses shall be incurred in the name of the Booster Club except as authorized by the assembly within the approved budget.

c. All checks shall require the signature of the Treasurer and one of the two Vice Presidents.

d. The Treasurer shall collect any funds from such committees that are collecting monies for various activities within twenty-one (21) calendar days of the monies collected.

e. The Treasurer shall report the financial status in writing of the Calgary Hitmen Hockey Booster Club at each meeting. The Booster Club's books and accounts shall be audited by an independent and outside auditor before August 31 every year. The books shall be open to inspection and audit at other times as the general membership shall request.

f. The Treasurer will prepare a budget, with the help of the Executive, and ensure expenses are kept within the approved budget guidelines. The budget will be presented to the general membership at the fall General Membership Meeting.

g. No funds will be disbursed on non-budgeted items up to \$300.00 to committee chairs or Board members without the approval of two (2) of the following Booster Club members: President, a Vice President, Treasurer.

h. Any funds over \$300.00 shall require the approval of the majority of the Board with notification of the General Membership at the next General Membership Meeting.

5. Other Members of the Board of Directors

The Board members shall take an active part in the affairs of the organization and shall assist the President in duties as assigned.

Article VII - Committees

1. The President, with the majority approval of the Executive, may appoint such committees as deemed necessary for the Booster Club.

2. Each committee shall consist of a leader and other members in good standing. Each committee shall be responsible to the Executive, and shall make such reports as it may require and direct. The Executive will select the leader for each committee.

a. The leader of each committee shall present a written report of the activities and accounting of the committee, such report to be submitted to the Executive prior to the end of the fiscal year, and become part of the minutes of the Executive. This report must include receipts for expenditures and income.

b. There shall be the following Standing Committees

i) Fundraising - to determine and implement income for the activities of the Booster Club.

ii) Membership - to build and sell membership in the Booster Club, keep a current membership roster and mailing list.

iii) Nominating and Ballot (see Article V).

3. Transfer of Properties

Within thirty (30) days of appointment of a new committee leader, all pertinent materials of the Booster Club shall be turned over to the member succeeding to that position.

Article VIII - Borrowing Powers

1. The Booster Club cannot borrow money, issue debentures.

Article IX Use of Booster Club Name/Team Logo

1. Booster Club Name and Logo

Any person interested in using the Booster Club name or Club logo must first receive approval of the Executive.

2. Team Logo

As this is a registered trademark, any person interested in using this must have the express written consent of the Calgary Hitmen Hockey Club.

Article X - Conduct of Meetings

Meetings shall be conducted according to the Roberts Rules of Order, Revised, insofar as they are consistent with the provision of the Bylaws, unless so determined by the Board.

Article XI Amendments to the Bylaws

Bylaws will be reviewed by an ad hoc committee every five years or as required. Any amendment to the Bylaws shall be:

- a. submitted in writing and signed by four (4) Executive or Board members,
- b. read at two (2) consecutive General Membership Meetings,
- c. voted on immediately following the reading at the second meeting,
- d. passed by 2/3 majority vote of the active members present.

Article XII - Final Disbursement of Funds

In the event that the Calgary Hitmen Hockey Booster Club shall be dissolved for whatever reason, distribution of remaining funds and assets shall be disbursed to the Calgary Amateur Hockey Association for a purpose determined by the General Membership at the final Booster Club Meeting.