

Lehigh Valley Phantoms Phan Club By-Laws

ARTICLE I:

Section I:

This Phan Club shall be known as the LEHIGH VALLEY PHANTOMS PHAN CLUB and shall operate as a non-profit organization.

Section II:

All mention of Lehigh Valley Phantoms Phan Club will be shortened to "LVPPC".

ARTICLE II: MISSION STATEMENT

The Lehigh Valley Phantoms Phan Club (LVPPC), a non-profit organization and member of the Association of American Hockey League Booster Clubs (AAHLC), is a proud supporter of the Lehigh Valley Phantoms (AHL Affiliate of the Philadelphia Flyers). Our members are a group of like-minded individuals brought together by the love of hockey and a desire to give back to the community.

The purpose of the LVPPC is to promote the awareness of the Phan Club and its charities along with the Lehigh Valley Phantoms Hockey Club and their charities. The LVPPC fosters and encourages the future of hockey in the Lehigh Valley and promotes goodwill among fans, the Lehigh Valley players, team administration, and the community in general. The LVPPC sponsors and participates in many community public service activities and other recreational and charitable events.

ARTICLE III: OBJECTIVES

The objective of the LVPPC is:

1. To foster and encourage the future of hockey and other legal sports in Pennsylvania.
2. To promote the awareness of the Lehigh Valley Phantoms and LVPPC charities.
3. To maintain a Phan Club for the members without the distinction of race, creed, color, sex, national origin or political persuasion.
4. Enthusiastic Phan support.
5. Goodwill and cooperation among Phans and the Lehigh Valley Phantoms players, administration, staff and the community in general.
6. Sponsorship and/or participation in community public service activities.
7. To foster camaraderie through picnics, outings, celebrations and other recreational activities.
8. To promote sportsmanship and morale among players and Phans.

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ARTICLE III: MEMBERSHIP

Section I:

Members in good standing shall consist of any person who pays their annual dues and follows the Phan Club's Code of Conduct. The membership year commences on October 1st and concludes September 30th. Members in good standing over the age of 18 shall have the right to vote on any and all issues, unless they are the third member of a Family Membership.

Section II:

Membership fees/dues shall be voted on annually at the April meeting and published on the website.

Section III: Membership Categories:

Adult Membership

Family Membership

Corporate/Business Membership

Youth Membership

Senior Membership

Honorary Membership

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Section IV: Membership Definition:

1. **Adult Membership:** Any person over the age of 18 that wishes full membership.
2. **Family Membership:** Immediate family members residing at the same address. Members under the age of eighteen (18) are non-voting members. When a minor child reaches the age of 18 during the membership year, he or she shall retain the privileges of a Youth Membership until the end of the membership year.

Should that person reaching the age of eighteen (18) desire voting membership upon reaching his or her eighteenth (18) birthday, an application and payment of dues for an Adult Membership will be honored.

Family Membership will be limited to two (2) votes.

3. **Corporate/Business Membership:** This is a non-voting membership that is given to Corporations and/or Business who submit a membership fee of a minimum of \$50.00. All Corporate/Business names will be put on the Phan Club's membership page with contact information.

This membership will commence upon receipt of funds and last for one calendar year. Only executive board members and/or Upper Management Members are allowed to attend LVPPC meetings.

4. **Youth Membership:** Any person under the age of eighteen (18) that does not fall under a family membership has to be sponsored by a current member of the club and must be accompanied by a member of the club at all club activities (This is a non-voting membership).
5. **Senior Membership:** Any person over the age of 65 that wishes full membership.
6. **Honorary Membership:** Person approved by the Executive Board and ratified by a two-third (2/3) majority vote of the membership present at a general meeting.

Eligibility for this membership may include team management, players (past or current). This membership has no voting privileges.

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ARTICLE IV: RIGHTS & PRIVILGES OF MEMBERSHIP

1. Must be a Good Standing Member – A Member in “Good Standing” is defined as a person within a specific class of membership who has met the requirements of membership and whose dues have been paid in full for the current membership year.
2. The right to vote in the elections of officers and any other matters of the Phan Club, after having attended 1 of the last 3 previous meetings, per Article VIII if in good standing and over the age of eighteen (18).
3. The rights to consider, approve, and amend the minutes of the general meetings, Treasurer’s reports, and the reports of the committees.
4. The right to amend these By-Laws per Article XV.
5. The right to recommend expenditures for consideration.
6. The right to volunteer for committee work.
7. The privilege to uphold and support the principles and purposes of the Phan Club.
8. The right to receive a copy of the current By-Laws, a membership card, and Phan Club Correspondence.
9. The duty to exhibit good conduct when attending Phan Club functions and meetings. (See Article XVI)

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ARTICLE V: OFFICERS

Section I:

The officers of this Phan Club shall consist of one (1) President, one (1) 1st Vice-President, one (1) 2nd Vice President, one (1) Treasurer, one (1) Assistant Treasurer, one (1) Secretary, one (1) Sergeant At Arms, (1) Public Relations Director, and one (1) Technical Director.

Section II:

Officers' shall be elected for a term of Two (2) years. No person is to hold more than one (1) Board position in the same year. Any active member who has been a members of the Phan Club for more than one (1) year and is above the age of eighteen (18) may run for office.

To keep continuity on the Board, one half of the Board Members will be up for election each year.

Even Year Elections – President, VP Community Outreach, Treasurer

Odd Year Elections - VP Internal Operations, Secretary, Assistant Treasurer, Sergeant At Arms

An active member is defined as one who attends a minimum of six (6) meetings in a membership year.

Section III:

Written notification is requested for officer resignation. Once a resignation is given, it cannot be rescinded.

Section IV:

Any vacancy on the Executive Board shall be filled by special election at the next general meeting. Notification of the vacancy shall be sent out to all Phan Club members and posted on the Phan Club website. Vacancies shall be filled via nomination and secret ballot. In the event of a vacancy, the President may temporarily appoint a member to fill that position until the position is permanently filled by ballot.

Section V:

No elected officer or committee member shall receive compensation for service in such office.

Section VI:

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Officers of the club who misses three (3) consecutive general or executive board meetings or a combination of 5 or more general or executive board meetings without good and reasonable cause, shall forfeit their position.

Good and reasonable cause will be determined by majority of the remaining executive board.

ARTICLE VI: DUTIES OF OFFICERS

Section I: President

The President shall be a person of 21 years of age or older, a Lehigh Valley Phantoms Season Ticket Holder (full or 20 games) and be a member in good standing. The President shall moderate at all general and special meetings of the Phan Club and shall enforce all of the rules established by the By-Laws. The President shall ensure that all Officers perform their respective duties.

The President shall be one of the Phan Club's two principal points of contact with the Lehigh Valley Phantoms organization and the media. The President or designated Executive Board members shall be the second signature of the signature card on file with the Phan Club's bank and shall sign or countersign all contracts and other instruments of the Phan Club.

The President shall preside at all meetings of the Club, appoint all committee not otherwise ordered and transact such business as the Club may direct. The President shall see that By-Laws are enforced. The President shall be an ex-officio member of all committees and shall be responsible for their actions.

The President shall receive all correspondence, unless otherwise delegated. The President shall have no vote, except to break a tie.

Section II: Vice - President of Internal Operations

The Vice-President of Internal Operations shall be a person of 21 years of age or older, a Lehigh Valley Phantoms Season Ticket Holder (full or 20 games) and be a member in good standing. This Vice President, in the absence of the President, may be asked to perform all the duties of the President. The Vice-President of Internal Operations shall be a permanent member of the Road-Trip and By-Laws committees. The Vice-President of Internal Affairs shall perform all the duties requested of him or her by the President.

This Vice-President shall oversee all internal club functions.

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Section III: Vice – President of Community Outreach

The Vice-President of Community Outreach shall be a person of 21 years of age or older, a Lehigh Valley Phantoms Season Ticket Holder (full or 20 games) and be a member in good standing. This Vice President, in the absence of the President, may be asked to perform all the duties of the President. The Vice-President of Community Outreach shall be a permanent member of the Fund Raising and Community Outreach committees. The Vice-President of Community Outreach shall perform all the duties requested of him or her by the President.

This Vice-President shall oversee all functions dealing with external club functions.

Section IV: Secretary

The Secretary shall be a person of 21 years of age or older, a Lehigh Valley Phantoms Season Ticket Holder (full or 20 games) and be a member in good standing. The Secretary shall receive, distribute, and maintain a permanent record of all correspondence, notify members of general and special meetings, and will keep an accurate record of all proceedings of meetings, members at the meetings, will be in charge of Club By-Laws and will keep all reports for the club for seven (7) years.

The Secretary will maintain a list of all absentee ballots collected. During the month of April and May in an election year, the Secretary is required to be attended by the Sergeant At Arms.

Section V: Treasurer

The Treasurer shall be a person of 21 years of age or older, a Lehigh Valley Phantoms Season Ticket Holder (full or 20 games) and be a member in good standing. The Treasurer will receive any monies due the Phan Club, providing a numbered, dated receipt, keep an accurate record thereof, and deposit it in the name of the Phan Club at a secure financial institution insured by the FDIC or NCAU. He or she shall present a full report at each general and board meeting of all transactions, receipts and disbursements.

Bills will be paid upon receipt and charitable contributions sent out, no later than thirty (30) days, after the incurred expense or approved vote for contribution. He or she shall have custody of all contracts and other financial papers for the Phan Club.

The financial statements must be made available to a member at any time.

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Section VI: Assistant Treasurer

The Assistant Treasurer shall be a person of 21 years of age or older, a Lehigh Valley Phantoms Season Ticket Holder (full or 20 games) and be a member in good standing. The Assistant Treasurer is to assist the treasurer as needed and to perform the duties of the treasurer in the absence of the treasurer.

Section VII: Sergeant At Arms

The Sergeant At Arms shall be a person of 21 years of age or older, a Lehigh Valley Phantoms Season Ticket Holder (full or 20 games) and be a member in good standing. The Sergeant At Arms will be elected by the Executive Board and ratified by the majority vote of the membership present at the officers' election. In the absence of the Sergeant At Arms at any particular meeting, an alternate may be appointed for that meeting only, selected by the board and ratified by the membership present.

The duty of the Sergeant At Arms is to assist the President in maintaining order, tally hand votes, collection of paper ballots and assist the Secretary in the counting of absentee ballots. The Sergeant At Arms shall also preside over attendance sign in at monthly club meetings and assist in tracking attendance percentages for voting purposes.

Section VIII: Public Relations Director

The PR Director shall be a person of 21 years of age or older, a Lehigh Valley Phantoms Season Ticket Holder (full or 20 games) and be a member in good standing. The Public Relations Director is an appointed position by the Executive Board: The position is to be a permanent member of the Community Outreach Committee.

The Public Relations Director is to communicate the purposes and philosophy of the organization to the community-at-large and, specifically, to potential clients, employees, volunteers, and donors, by making effective use of a variety of approaches.

The Public Relations Director shall be one of the Phan Club's two principal points of contact with the Lehigh Valley Phantoms organization and the media.

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Section IX: Technical Director

The Technical Director shall be a person of 21 years of age or older, a Lehigh Valley Phantoms Season Ticket Holder (full or 20 games) and be a member in good standing. The Technical Director position is an appointed position by the Executive Board; the position is to be a permanent member of the Public Information Committee. The Technical Director is to advise and ensure that the best possible procedures are being followed to ensure the security of the Club's website, email lists, PayPal account and Club's Email account.

The Technical Director should be responsible to help review new items being thought of for use by the club from a technical standpoint or assisting with any technical issues which come up with the site being used (i.e. contacting the site owner to resolve any issues).

The Technical Director is also lead person for maintaining information visible on the Phan Club's website. The person may delegate additional editors to publish information on the website as needed.

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ARTICLE VII: MEETINGS

Section I:

Regular meetings will be held monthly (July and August are optional based on the decision of the Executive Board) on a convenient day at anytime. Meetings may only be held providing a quorum is present, which is defined as a minimum of eleven (11) members in good standing or fifty percent (50%) of the average number of attendees at the previous 10 meetings, whichever is lesser, three of which must be members of the Executive Board.

Section II:

Unscheduled meetings will be held at a time and place designated by the President. The President must notify the Membership Committee five (5) days in advance of any unscheduled meeting. The membership Committee has up to forty-eight (48) hours to notify all members of an unscheduled meeting by any means possible.

Section III:

The Chairperson of each committee shall call committee meetings. The Chairperson shall notify all committee members of the time and meeting place of committee meetings.

Section IV:

Any three (3) members may ask for an emergency meeting with the approval of a majority of the board.

Section V:

Meetings will be conducted using Roberts Rules of Order unless otherwise overridden in the By-Laws of the Club.

Section VI:

Any guest of the Executive board (i.e. guest speaker) will be exempt from Article VII.

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ARTICLE VIII: ELECTIONS

Section I:

Nominations of any officers shall be held at the March and April meetings and will be closed thereafter. Nominations may be submitted in writing or from the floor. Any member may accept a nomination for one (1) office. Nominations must be accepted in person at the March or April meeting. If unable to attend the nomination meeting, the hopeful candidate may submit a sealed nomination acceptance letter to the President prior to the meeting.

Section II:

Election of the officers shall be held at the May meeting by a simple majority of the voting members present by secret ballot.

Section III:

Absentee ballots will be accepted between March and April meetings from members not able to attend the May meeting. The ballots shall be made available by written request either e-mail or postal mail.

Absentee ballots must be submitted in a sealed envelope to the attention of the election committee with your name on the OUTSIDE of the envelope and must be mailed to the Phan Club PO Box and postmarked by May 1st. Each individual ballot must be mailed in a separate envelope.

All ballots will be opened in the presence of the Secretary and Sergeant At Arms the evening of the meeting. No ballots shall be opened before that time.

Section IV:

Newly elected officers shall assume their duties on October 1st of the election year.

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Section VI: Special Elections

In the event of a Special Election, all rules and procedures will be followed in the same manner previously set forth herein.

In the event an officer position has only one nomination and thus running unopposed, that officer is deemed automatically elected and can begin to assume his or her duties immediately.

ARTICLE IX: TRIPS

Section I:

Members participating in day/night trips must be eighteen (18) or older (21 for Casinos). Members under eighteen (18), must be accompanied by parents, legal guardian or signed waiver by parent or legal guardian. Children under eight (8) are not allowed on the trip.

Signed waiver must be submitted 7 days prior to trip.

Section II:

Members must abide by rules and regulations of the bus company.

Section III: Refund Policy

In the event that after a member signs up for a road trip and is unable to attend, a 50% refund will be given if they notify the club within 30 days prior to scheduled event. Deposits for trips are deemed non-refundable.

Section IV: Non-Members on Road Trip

In the event that a non-member signs up for a road trip, that person will be charged an additional fee (Single Membership Fee), and become a member of the club.

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ARTICLE X: COMMITTEES

Section I:

1. Membership Committee: Coordinate staffing of the Phan Club table at home games; solicits and enrolls new members; maintains database of members and compiles membership roster.
2. Fund Raising Committee: Researches and submits fund raising ideas to the Board and members. Organizes fund raising efforts.
3. Charity Committee: Researches charities which the Club may support and submits them for approval. Works with approved charities to determine how the Club can best support their cause, and collaborates with the Events and Fundraising Committees as needed to meet the Club's charitable goals.
4. Hospitality Committee: Receives other booster clubs, and/or player's families to the area.
5. Road Trip Committee: Plans trips to away games, puts out bids for bus contracts. If overnight, obtaining bids and securing lodging.
6. Public Information Committee: Makes the public aware of the Phan Club & its purpose; responsible the Phan Club's website and maintaining the Phan Club's Social Media presence.

Section II: Special Committee:

1. By-Laws Committee: Reviews By-Laws semi-annually. Makes suggestions for Amendments at meetings; investigates reports and suggests actions to the Board in regards to alleged violations of the Phan Club's Code of Conduct and By-Laws.

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Section III:

1. Committees shall consist of volunteers. Each committee shall consist of a minimum of two (2) members and a Chairperson.
2. The Chairperson of each committee shall be elected or appointed by said committee unless otherwise specified by the by-laws. Each committee shall draft their goals and objectives for presentation to the Board and the Phan Club members.
3. Each committee Chairperson shall notify the Executive Board as to his or her appointment as Chairperson and shall provide the executive board with regular updates of committee activities.

All minutes must be mailed to the club email at phantomsphannation@gmail.com.

ARTICLE XI: MEMBERS PROPOSALS:

Section I:

1. Members proposals shall be presented in writing to the President two (2) weeks prior to regular scheduled Phan Club meeting. The Executive Board is responsible for reviewing and either approving or negating the proposals. If approved, the President will add the proposals to the next general meeting agenda.

The President will notify the Phan Club member that submitted the proposal as to the outcome of the Executive Board review. The Phan Club member will be responsible for presenting his or her proposal to the Phan Club at the next regular general meeting.

2. Should the Executive Board decide to decline to bring a member's proposals before the members, the member making the proposal may at their discretion provide a list of signatures of fifteen (15) members in good standing of the Phan Club (excluding their own) at the next meeting of the Phan Club, and present their proposals to the membership overriding the decision of the Executive Board.

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ARTICLE XII: FUND DISBURSEMENT

Section I:

The President and Vice-President may approve spending up to but not exceeding one hundred and fifty (\$150) without approval.

Spending over one hundred and fifty (\$150) requires a majority vote of the membership at a general meeting. Proper receipts shall be turned into the Treasurer along with a petty cash sheet prior to reimbursement.

ARTICLE XIII: FISCAL YEAR

The fiscal year of the Phan Club shall be from October 1st to September 30th.

ARTICLE XIV: DISBANDMENT

In case of the disbandment of the Phan Club for any reason, any and all remaining monies in the treasury shall be donated to the then current Phan Club charity or charities selected at the time of disbandment. Before distribution of any remaining monies, a final audit of the books shall be performed.

ARTICLE XV: BY-LAWS ACCEPTANCE AND/OR AMENDMENTS & AVAILABILITY

Section I:

These by-laws may be accepted and/or amended by a two-third (2/3) vote of the membership in attendance. Proposed changes must be read at the regular meeting of the Phan Club and voted upon at the next general meeting of the Phan Club.

All proposed changes will be published on the website and will be available in writing upon written request.

ARTICLE XVI: CODE OF CONDUCT

Section I:

All members of the Phan Club shall act in good faith at all Phan Club events (social and athletic). Members may not use the name of the Phan Club or represent themselves as agents of the Phan Club without prior approval of the Executive Board.

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All members must be of legal drinking age to consume alcohol at any Phan Club event or game. Any conduct that is violent or abusive in action shall give just cause for dismissal as a member of the Phan Club. Sanctions may include a verbal warning, letter of reprimand or loss of Phan Club membership. All fees and rights will be forfeited.

Once a membership has been removed as a result of a sanction, any individual may appeal the board's decision, by presenting their testimony to a general meeting. After testimony is given, the general membership will vote on upholding or overturning the suspension by majority vote.

If suspension is upheld, said member may reapply for membership one calendar year from date of suspension. A vote will be held by the administrative board on re-membership, a majority vote will be needed to readmit the perspective member.

Section II:

Any member whose conduct is construed to be disruptive or injuries at any club event, to the good reputation of the Phan Club shall be subject to immediate removal of said event by Sergeant at Arms or attending officers at the direction of the President or Chairperson of said event.

Section III:

Any member in good standing can file a complaint upon a member or Executive Board member, which must be submitted in writing to the By-Laws committee.

Section IV:

In the case of any disciplinary action, the involved members will have the opportunity to present his or her testimony regarding said matter, to the Executive Board and general membership present at the general meeting the complaint is filed.

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Section V: Code of Conduct

- A. **Code of Conduct** – It is each person’s duty as a member of the Club to recognize that they are representatives of the Club. It is also each individual’s responsibility to project a favorable image as to not discredit the Club, its Members, the Lehigh Valley Phantoms hockey team and organization. Should this code of conduct be disregarded by anyone, the Executive Committee as set shall take action forth in the following Paragraph B. Members will be held responsible for the conduct of any invited guest accompanying them to a LVPPC meeting, function or event. Should said guest be in violation of this Code of Conduct, the Executive Committee against the accompanying member shall take action.
- B. **Expulsion** – The following shall constitute due and just cause for expulsion of any member from the Club.
- a. Misappropriation of any funds of the Club
 - b. Use of the Club’s name when making appeals for aid or contributions without consent and approval of the Officers and General Membership.
 - c. The use of the Club’s name to obtain personal favors or gain, material, monetary, or otherwise
 - d. Any behavior unbecoming of the good name of the Club.
 - e. Any behavior intended to publicly, demean, discredit, defame or ridicule the Club or any of its Members.
 - f. Any prohibited activity or transaction while participation in a Club activity, in conducting Club business or in acting on behalf of the Club in any capacity or manner.

Prohibited activities and transactions are set forth as follows:

- a. Loans – Loans of funds from the Club’s financial accounts to any Member, including officers, are strictly prohibited.
- b. Self-Dealing Transaction – A self-dealing transaction is one in which the Club is a party and in which one or more of its directors has a material financial interest or which will directly benefit an individual Member or Officers in a manner that is not of a charitable nature.
- c. Unlawful Activities and Transactions.
 - a. The Board of Directors shall not approve, or permit the Club to engage in, any activity or transaction which is in violation of any Federal, State or Local law, code or ordinance.
 - b. No member shall engage in any activity or transaction, which is in violation of any Federal, State, or Local law, code or ordinance while participating in any Club activity or business.

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ARTICLE XVII: ORDER OF BUSINESS

Section I: Order of Business

The Order of Business at each General Meeting is as follows:

1. Call to Order
2. Roll Call of Officers
3. Guest Speaker
4. Reading of the Minutes from General and Special Meetings
5. Executive Committee Meeting Attendance and Report
6. Treasurer's Report
7. Membership Report
8. Committee Reports
9. Unfinished Business
10. New Business
11. For The Good Of the Club
12. Adjournment

ARTICLE XVIII: CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Section I: Contracts

The President (Vice-President while acting for President) or the Treasurer along with any other Executive Board member, shall be the only officers that will co-sign contracts.

Section II: Checks, Drafts, ETC.

All checks, drafts, and orders for payment shall be signed by the Treasurer and the President (Vice-President while acting for President)

Section III: Deposits

All funds shall be deposited within 6 business days.

Section IV: Gifts

Any officer that receives a gift shall report the gift to the Treasurer and Secretary.

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Section V: Returned Checks

Checked returned to the Phan Club from its financial institution FOR ANY REASON, shall be levied a fine of thirty-five dollars (\$35) plus fees assessed to the club from the bank.

At the discretion of the Executive Board, check privileges may be revoked after the second (2nd) bad check has been returned from the financial institution.

ARTICLE XIX: REMOVAL OF OFFICERS

Section I:

Any officers may be removed from office or committee chairperson relieved of their duties by a majority vote of the membership present at the next general meeting following a complaint. All charges of dereliction of duties, theft, or unwillingness to perform their duties will not be tolerated.

Section II:

Any and all charges of theft will be reported to the By-Law Committee and the member accused of theft will be placed on suspension (if said member is an Executive Board member his or her position will be filled temporarily by a vote of the general membership).

The By-Law Committee will report their findings at the next meeting (general or special) where the accused member will present him or herself for disposition of the charges.

If said member is found guilty by the membership, the By-Law Committee will then notify the local authorities, if said member is found innocent he or she will resume all activities of the club.

Section III: Notification of Removal

If an officer is removed from office, the Secretary will notify the officer by certified mail and return receipt request within seven (7) calendar days. Another officer or chairperson as appointed by the President will temporarily fill the office.

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ARTICLE XX: MEMBERSHIP LIST

Section I:

The membership list will be maintained by the Membership Committee (Name, address, phone, email, dues status at a minimum) containing PAST & PRESENT members, and if past, the reason for leaving if available.

Section II:

Access to the membership list will be restricted to the Membership Committee and the Executive Board and NO information contained therein will be given out at any function without the express permission of the person whose information being requested.

A copy of the membership roll will be made available to the President, Sergeant at Arms, and any other chairperson that is deemed necessary by the Executive Board.

Section III:

In the event that a member or non-member is attempting to get in touch with a member of the Phan Club, the information of the person requesting the information should be collected and then a member of the membership committee should contact the member in questions, relaying the contact information thereby giving the member the ability to contact that person if they wish.

Section IV:

Under no circumstances is the membership list to be sold, published, either in print or electronically, in any manner whereby the information contained therein may be compromised.

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ARTICLE XXI: ANNUAL DUES

Section I:

Association of American Hockey League Booster Clubs (AAHLBC). The LVPPC shall renew the Convention dues by June 30th of each year.

ARTICLE XXII: CHARITIES

A charity list containing no more than 6 charities will be proposed and voted on by the membership present at the first meeting following the start of the new fiscal year (October 1st).