LEHIGH VALLEY PHANTOMS PHAN CLUB BY-LAWS

ARTICLE I: IDENTIFICATION

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

ARTICLE II: MISSION STATEMENT

The LVPPC is a proud supporter of the Lehigh Valley Phantoms (AHL Affiliate of the Philadelphia Flyers) and a member of the Association of American Hockey League Booster Clubs (AAHLC). The LVPPC promotes 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 community public service activities and other recreational events.

ARTICLE III: MEMBERSHIP

Section I: Definition

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 at least eighteen (18) years of age shall have the right to vote on any and all issues/proposals, subject to the restrictions defined in each membership type. Members who join the LVPPC on April 1st or after are granted membership for the following membership year.

Members are considered an active member when said member attends a minimum of four (4) meetings in a membership year. This requirement is reduced by one (1) for each general membership meeting canceled within a membership year.

Section II: Fees

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

Section III: Membership Levels

1. Individual Membership: Any person over eighteen (18) years of age that wishes full voting membership.
2. Family Membership: Immediate family members residing at the same address. Members under eighteen (18) years of age are non-voting members. Family Membership will be limited to two (2) votes of any family member over eighteen (18) years of age. When a minor reaches eighteen (18) years of age during the membership year, they may either; retain the privileges of a Youth Membership until the end of the membership year, or apply and pay for individual membership.
3. Corporate/Business Membership: Granted to Corporations and/or Businesses that apply for membership and pays $50.00 minimum in dues. In lieu of membership dues, the business can offer a discount to LVPPC membership. 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, limited to two (2) attendees, and shall have no vote.
4. Youth Membership: Any person under eighteen (18) years of age 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 activates (This is a non-voting membership).

5. Honorary Lifetime 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. This member shall have no vote.

Section IV: Rights and of Membership

LVPPC members in good standing shall have the right to:

1. 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 at least eighteen (18) years of age
2. Consider, approve, and amend the minutes of the general meetings, Treasurer's reports, and the reports of the committees
3. Amend these By-Laws per Article XIII
4. Recommend expenditures for consideration
5. Volunteer for committee work
6. Uphold and support the principles and purposes of the LVPPC
7. Attend LVPPC members only events
8. Vote on funds disbursement in excess of $150
9. Receive a copy of the current By-Laws, a membership card, and Phan Club Correspondence

Section V: Membership List

The list of active LVPPC members shall be maintained by the Membership Committee. The LVPPC membership list shall be comprised of the names and contact information for all past and present members. Access to the LVPPC membership list is restricted to the Membership Committee and the Executive Board. LVPPC member information shall NOT be distributed without the expressed permission of the individual. The LVPPC membership list is considered LVPPC confidential information and shall not be sold or published to compromise the information contained within.

ARTICLE IV: OFFICERS

Section I: Executive Board Members

The officers of this Phan Club shall consist of one (1) President, one (1) Vice-President of Internal Operations, one (1) Vice President of Public Relations, one (1) Recording Secretary, one (1) Treasurer, one (1) Sergeant at Arms, and one (1) Technical Director. At the Executive Boards' discretion, one (1) Financial Secretary and one (1) Public Relations Director may be appointed.

Section II: Officer Resignation

Notification of resignation shall be given to the executive board in writing, or verbally at any meeting in which minutes are recorded. Once a resignation is accepted by the Executive Board, it cannot be rescinded.

Section III: Executive Board Vacancies

Any vacancy on the Executive Board shall be filled by special election. Notification of the vacancy shall be sent out to all Phan Club members and posted on the Phan Club website. The President may temporarily appoint a member to fill a vacant position until the position is permanently filled by election.

Section IV: Executive Board Attendance Requirements

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, as determined by the Executive Board, shall forfeit their position.

ARTICLE VI: DUTIES OF OFFICERS

Section I: President

The President Shall:

1. Preside over and moderate all meetings of the LVPPC
2. Enforce the established by-laws of the LVPPC
3. Act as a principal point of contact with the Lehigh Valley Phantoms organization and the media
4. Be the second signature of the signature car don file with the LVPPC's bank
5. Sign or countersign all contracts and other instruments of the LVPPC
6. Appoint committee chairs not otherwise ordered and act as ex-officio member of all committees
7. Act in the best interest of the LVPPC and can supersede these By-Laws with unanimous Executive Board support
8. Have no vote, except to break a tie

The President can approve the spending of up to one hundred fifty ($150) dollars without membership approval

Section II: Vice President- Internal Operations

The Vice President- Internal operations Shall:

1. In the absence of the President, act as President at all meetings of the LVPPC
2. Act as the permanent LVPPC Events Committee Chair
3. Act as the permanent By-Laws Committee Chair
4. Oversee internal LVPPC functions
5. Execute all duties requested by the President

The Vice President- Internal operations can approve the spending of up one hundred ($100) dollars without membership approval

Section III: Vice President- Community Outreach

The Vice President- Community Outreach shall:

1. In the absence of the President, act as President at all meetings of the LVPPC
2. Act as the permanent Fund-Raising Committee Chair (if established)
3. Act as the permanent Community Outreach Committee Chair
4. Oversee external LVPPC functions
5. Execute the duties of the Public Relations Director if one is not appointed
6. Execute all duties requested by the President

The Vice President- Internal operations can approve the spending of up to one hundred ($100) dollars without membership approval

Section IV: Recording Secretary

The Recording Secretary shall:

1. Document and maintain a record of proceedings (minutes) of all LVPPC meetings
2. Receive, distribute, and maintain all correspondence
3. Act as facilitator of the LVPPC By-Laws
4. Collect and tally votes at LVPPC meetings
5. Collect, tally, and certify all votes for elections where this position is not on the ballot
6. Execute all duties requested by the President

Records are to be maintained for a minimum of seven (7) years.

Section V: Treasurer

The Treasurer shall:

1. Receive and maintain records of any monies due to the LVPPC and provide dated receipts upon request
2. Transact all business at a secure financial institute insured by the FDIC or NCAU on behalf of the LVPPC
3. Generate and present at the LVPPC general meeting the financial report of all money transactions
4. Collect, tally, and certify all votes for elections where this position is not on the ballot
5. Execute the duties of the Financial Secretary if one is not appointed
6. Execute all duties requested by the President

Records are to be maintained for a minimum of seven (7) years. Bill will be paid upon receipt and charitable contributions distributed no later than thirty (30) days after the incurred expense or approved vote for contribution. Financial records shall be made available to any member in good standing upon request.

Section VI: Sergeant at Arms

The Sergeant at Arms shall:

1. Assist in maintaining order at LVPPC meetings
2. Preside over meeting attendance and determine if a quorum is present
3. Collect and tally votes at LVPPC meetings
4. Collect, tally, and certify votes for elections
5. Execute all duties requested by the President

Section VII: Technical Director

The Technical Director shall:

1. Maintain and facilitate the LVPPC website, email account, and social media accounts
2. Assist the Treasurer with digital payment accounts
3. Determine the validity and applicability of new technologies to the benefit of the LVPPC
4. Execute all duties requested by the President

Section VIII: Financial Secretary

This is an optional Executive Board position appointed by the Executive Board

The Financial Secretary shall:

1. Maintain records pertinent to tax filings
2. Prepare and submit tax returns on behalf of the LVPPC
3. Act as Treasurer in the absence of the Treasurer at LVPPC meetings
4. Execute all duties requested by the President

Section IX: Public Relations Director

This is an optional Executive Board position appointed by the Executive Board

The Public Relations Director shall:

1. Act as a principal point of contact with the Lehigh Valley Phantoms organization and the media
2. Organize and facilitate LVPPC game day activities
3. Communicate the purpose and philosophy of the LVPPC to community entities for the benefit of the LVPPC
4. Execute all duties requested by the President

ARTICLE VII: MEETINGS

Section I: General LVPPC Meetings

General meetings will be held monthly during the Lehigh Valley Phantoms regular season. Optional meetings can be held during playoffs, pre-season, and off-season months at the discretion of the Executive Board. Meetings will be held on a routine schedule at a convenient time each month. General meeting votes Shall 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 elected members of the Executive Board. Guests of the Executive Board are exempt from this article.

Section II: Special/Unscheduled LVPPC Meetings

Unscheduled meetings will be held at a time and place designated by the President and approved by the Executive Board. The LVPPC Membership must be notified five (5) days in advance of any unscheduled meeting. Any three (3) LVPPC members can request an unscheduled meeting with approval from the Executive Board.

Section III: Executive Board Meetings

Executive Board meetings shall be held at the discretion of the President, or by a request of any three (3) Executive Board members. Executive Board meetings shall be held at a convenient date and time to establish a quorum. An Executive Board quorum is defined as six (5) members. In lieu of a physical meeting, Executive Board discussions/decisions can be made utilizing digital/virtual resources.

Section IV: General LVPPC Meeting Order of Business

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

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 VIII: ELECTIONS

Section I: Election Cycle

Officers shall be elected for a term not exceeding Three (3) years. No person shall be elected to more than one (1) Executive Board position. To maintain Executive Board continuity, one half of the Board Members will be up for election each year.

Election Cycle 1 – President, VP of Public Relations
Election Cycle 2 – VP of Internal Operations, Recording Secretary, Treasurer

The Sergeant at Arms and Financial Secretary should be appointed at the conclusion of Election Cycle 1.
The Technical Director and Public Relation Director should be appointed at the conclusion of Election Cycle 2.

Section II: Nomination

To be nominated for or appointed to an Executive Board position, perspective nominees must be at least twenty-one (21) years of age and be a member in good standing for 1 membership year. Perspective nominees for the position of President, VP of Internal operations, or VP of Community Outreach must also be a Lehigh Valley Phantoms full or twenty (20) game Premier Member.

Nominations for officers of the given election cycle shall be in person at the March and April general meetings or in writing prior to the April general meeting. Nominated members shall accept only one (1) nomination for office. Nominations shall be accepted in person at the March or April meeting. If unable to attend the nomination meeting, the perspective candidate may submit a sealed nomination acceptance letter to the President or Recording Secretary prior to the meeting.

Section III: Election Voting

Election cycle voting shall take place at the May General Meeting. Voting shall be accomplished by secret ballot of all voting members of the LVPPC present at the May General Meeting.

Absentee ballots shall be provided by request to members unable to attend the May General Meeting. Individually signed and sealed absentee ballots shall be accepted between the April and May General Meetings. All absentee ballots shall remain sealed until the May General Meeting and tallied at that time.

Officer transition shall take place on October 1 of the election year.

Section IV: Vote Certification

Election votes shall be tallied and certified by Recording Secretary or Treasurer (Election Cycle dependent), Sergeant at Arms, and one (1) non Executive Board member of the LVPPC present at the May General Meeting.

Section V: Special Elections

Special elections shall be held as required and called for by the President. Nominations during a special election will be taken at the next General Meeting (following the Nomination requirements defined in Section I) with voting taking place at the following General Meeting following the Vote certification process defined in Section V.

ARTICLE IX: COMMITTEES

Section I: Establishment

Committees shall be established by necessity. Committees shall have a minimum of two (2) LVPPC members and a chair; one of which should be an Executive Board member. Committee Chairs shall be decided by the committee, except where appointed by these By-Laws. A Committee Charter shall be established and presented to the Executive Board for approval. Committee meeting frequency and time shall be decided by the Committee Chair. Committee meeting minutes shall be distributed to the Executive Board through the LVPPC email account.

Section II: Permanent Committees

Permanent committees are deemed necessary to the goals and operations of the LVPPC and shall be chaired by an Executive Board member. These committees are as follows:

1. By-Laws Committee
2. LVPPC Events Committee
3. Community outreach Committee
4. Membership Committee

ARTICLE X: LVPPC EVENTS

Section I: Event Policies

Members attending LVPPC events shall abide by all rules and regulations of the company contracted for transportation, accommodations location, and event location. LVPPC members violating the rules and regulations shall have their events privileges restricted for a minimum of thirty (30) days.

Section II: Road Trips

Members participating in day/night trips must be at least eighteen (18) of age (21 for Casinos). Members under eighteen (18) years of age must be accompanied by a parent or legal guardian. Children under eight (8) years of age are not permitted on the trip.

Section III: Refund Policy

In the event that after a member signs up for a road trip and is unable to attend, a 25% refund will be given if they notify the club within 30 days prior to scheduled event, unless otherwise specified at the time of initial transaction. Deposits for trips are deemed non-refundable.

Section IV: Non-LVPPC Members

Non-LVPPC members signing up for any LVPPC events shall be charged an additional fee equal to the yearly LVPPC membership fee (either single or family) and become a member of the LVPPC.

ARTICLE XI: LVPPC MEMBER PROPOSALS

Section I: Proposals

LVPPC member proposals shall be submitted to the Executive Board in writing for approval, at least two (2) weeks prior to the next General Meeting. The Executive Board shall have seven (7) days review, and either approve or reject any proposals submitted. The member submitting the proposal shall be informed of the Executive Boards' decision within three (3) days of the decision. Approved proposals will be added to the agenda for the next General Meeting. The submitting member shall present their approved proposal at the next General Meeting.

A member can obtain fifteen (15) signatures from LVPPC members in good standing and present their rejected proposal at the next General Meeting after a notice of rejection has been given.

ARTICLE XII: LVPPC FINANCES

Section I: Restriction

No related (either legally or biologically) Executive Board members shall co-sign any documents while acting on the behalf of the LVPPC.

Section II: Funds Collection

Monies paid to the LVPPC shall be collected by the Treasurer. The Treasurer may designate a member of the Executive Board to collect funds on behalf of the Treasurer as required.

Section III: Fiscal Year

The LVPPC fiscal year begins October 1st and ends September 30th.

Section IV: Contracts

The President or Treasurer along with any other Executive Board Member shall co-sign contracts.

Section V: Checks, Drafts, Etc.

The Treasurer and any other Executive Board member shall sign all checks, drafts, orders for payment, etc.

Section VI: Deposits

All funds shall be deposited within six (6) business days of receipt.

Section VII: Compensation and Gifts

Executive Board members and committee members are prohibited from receiving compensation for their services.

Any gifts given to an Executive Board member in their official capacity shall be reported to the Treasurer and Recording Secretary.

Section VIII: Returned Checks

Checks returned to the LVPPC from its financial institution FOR ANY REASON shall incur a fine of thirty-five (35) dollars plus fees assessed to the LVPPC from its financial institution. The Executive Board can suspend check privileges after receiving 2 returned checks from any one member.

Section IX: Annual Association of American Hockey League Booster Clubs (AAHLBC) Dues

AAHLBC Annual dues shall be renewed no later than June 30th in a given calendar year.

ARTICLE XIII: BY-LAWS REVISIONS

Proposed By-Laws revisions shall be made available to the membership on the LVPPC website for review prior to the General Meeting in which they are proposed. Proposed revisions should be reviewed with the membership at the General Meeting in which they are proposed. Proposed revisions to these By-Laws shall be approved by a 2/3 majority of the membership in attendance at the General Meeting following the General Meeting in which revisions are proposed. Approved revisions shall take effect immediately. These By-Laws shall be published on the LVPPC web site.

ARTICLE XIV: REMOVAL OF OFFICERS

Section I: Complaints

Any LVPPC member can lodge a complaint in writing to any member of the Executive Board. The By-Laws committee shall investigate and either validate or reject the complaint. The Officer in question shall be temporarily suspended if the complaint is validated by the By-Laws Committee. Validated complaints are presented to the membership at the next General Meeting where a vote for removal will take place. A passing vote shall vacate the position in question immediately. A non-passing vote will remove the suspension of the Officer in question. The Recording Secretary shall notify the removed Officer by certified mail within seven (7) days of removal.

Section II: Legal Violations

Complaints found to be in violation of local, state, or federal law shall be reported to the authorities.

ARTICLE XV: 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).

ARTICLE XVI: DISBANDMENT

In the event of LVPPC disbandment, a final financial audit shall be performed. Funds shall be reserved to pay any debts or taxes. The remaining funds shall be donated to the charity chosen at the time of disbandment. All accounts related to the LVPPC shall be closed.