

**BYLAWS  
of the  
READING ROYALS BOOSTER CLUB OF PENNSYLVANIA, INC.**

**ARTICLE I  
NAME AND LOCATION**

**Section 1.1. Name.** The name of the organization shall be:

**READING ROYALS BOOSTER CLUB OF PENNSYLVANIA, INC.**

The organization shall be referred to herein as the **RRBC**.

**Section 1.2. Location.** The location and post office address of the registered office of the RRBC will be the physical address of the Reading Royals Hockey Club. The RRBC may also have offices at such other places within or without the Commonwealth of Pennsylvania as the business of the RRBC may require.

**ARTICLE II  
PURPOSES**

**Section 2.1. Purposes.** The RRBC is incorporated under the Pennsylvania Nonprofit Corporation Law of 1988, as amended for the following purpose or purposes:

- a) The RRBC is organized for pleasure, recreation and other nonprofit purposes within the meaning of Section 501 c (7) of the Internal Revenue Code of 1986 (as amended from time to time) or the corresponding provision of any future United States Internal Revenue Law (the Code) and substantially all of the activities shall be for such purposes as required by Section 501 c (7) of the Code, including without limitation to:
  - i) Promote the appreciation and support of hockey, and in particular, the Reading Royals Hockey Team in all their endeavors;
  - ii) Support various social and charitable events each year financially and otherwise;
  - iii) Work with the owners and management of the Reading Royals Hockey Team in a cooperative and enthusiastic manner;
  - iv) Provide education and information about the Reading Royals Hockey Team to the membership and the public; and
  - v) Take such action and perform such acts to accomplish its purposes with all the powers and authority conferred on nonprofit corporations by the laws of the Commonwealth of Pennsylvania, subject to limitations imposed on its actions under Section 501 c (7) of the Code.

## **ARTICLE III MEMBERSHIP**

**Section 3.1. Membership.** Membership in the RRBC shall be available to any person, subject to the following terms and conditions.

**Section 3.2. Application for Membership.** Application for new or renewing membership in the RRBC shall be made in writing to the Vice President of Membership. Upon Receipt of the annual dues as set forth in Section 3.7(b) of these Bylaws, the applicant shall become a member in good standing. A member in good standing must be a season ticket holder with the Reading Royals, which includes; full season, half season, shared tickets, or multi-game packs, must be a person with all dues paid, and a person who abides by the Code of Conduct as described in Article X of these Bylaws.

**Section 3.3. Types of Memberships.** The following types of membership are available:

- a) Adult Membership – Adult membership shall be conferred on all persons eighteen (18) or older who have paid the current dues of the RRBC. Each adult member in good standing shall be entitled to all the rights and privileges of membership as set forth in Section 3.4 of these Bylaws.
- b) Junior Membership – All members seventeen (17) years of age and under shall be classified as junior members. Junior members shall have rights and privileges limited to Paragraphs (e) through (h) of Section 3.4 of these Bylaws. The privilege to participate in RRBC activities is restricted with attendance at such activities to be under the direct control of a parent or legal guardian. All junior members shall be part of a Family Membership as set forth in Section 3.3 (c) of these Bylaws.
- c) Family Membership – Family Membership will be conferred on up to two adults and any children under twenty-one (21) years of age living at the same address. Each individual within the family shall be entitled to all rights and privileges of the membership according to their age.
- d) Out-of-Town Membership – Out-of-Town Membership may be conferred on any persons as approved by the Board of Directors. Out-of-Town members shall have all the rights and privileges of membership except the right to hold office and the right to vote in any election, and shall not be subject to the season ticket holder requirement set forth in Section 3.2.
- e) Honorary Membership – Honorary membership may be conferred on any person by unanimous recommendation of the Board of Directors. Honorary members shall have all the rights and privileges of membership, except the right to vote and the right to hold office, and shall not be subject to the payment of dues. Honorary members may be approved by the Board of Directors on a yearly basis or for a lifetime membership, as deemed appropriate.

**Section 3.4. Rights and Privileges of Membership.** Members are entitled to certain rights and privileges, including:

- a) The right to vote in the election of officers as set forth in Section 7.2 and on matters of the RRBC as set forth in these Bylaws.
- b) The right to submit proposals to amend these Bylaws as set forth in Article IV.
- c) The right to volunteer for committee work.

- d) The right to recommend expenditures for consideration by the Board of Directors.
- e) The right to attend meetings and functions of the RRBC.
- f) The privilege to vote for player recognition awards.
- g) The responsibility to uphold and support the principles and purposes of the RRBC.
- h) New members shall receive a current copy of the RRBC Bylaws, newsletter and a current membership package.

**Section 3.5. Membership Cards.**

- a) Membership cards will be issued by the Vice President of Membership to all members in good standing.
- b) All members are required to wear their current membership card at all RRBC meetings and functions, and while performing Booster Club duties. Failure to comply will result in a \$.25 (twenty-five cent) fine per occurrence.

**Section 3.6. Meetings.** Meetings of the Members of the RRBC shall be held as defined in Article VIII.

**Section 3.7. Termination of Membership.** Membership may be terminated by:

- a) Voluntary written resignation addressed to the Vice President of Membership or the Board of Directors.
- b) Failure to pay the annual dues by the completion of the November regular meeting of the members.
- c) Expulsion from the RRBC as per Article X of these Bylaws.

**Section 3.7. Dues.**

- a) Establishment of Annual Dues – Dues for the RRBC year shall be established by the Board of Directors upon recommendation from the Vice President of Membership each year, no later than the August meeting of the Board of Directors for the upcoming season. The RRBC year is defined as the period from July 1 to June 30. Dues shall be published in the newsletter, if any, no later than the September issue.
- b) Payment of Annual Dues – Dues shall be made payable to the RRBC and delivered to the Vice President of Membership. Dues are payable on or after September 1 for the upcoming season. Members who have not paid by the completion of the October regular meeting of the members shall be suspended and subject to a \$5 late fee. If dues are still not paid by the November regular meeting of the members, the membership shall be terminated until said dues are paid. New membership applications and dues shall be accepted at any time. New membership applications and dues received on or after March 1, shall apply to the following RRBC year.
- c) All membership dues are non-refundable.
- d) Any bank fees that are incurred by the club as a result of returned checks will be paid by the member.

**Section 3.8. Non-Members.** Non-members shall not be permitted to attend more than one RRBC meeting per year without joining the RRBC.

**Section 3.9. Former Members.** Former members must apply for reinstatement in the same manner as new member applicants, subject to review and approval by a majority of the Board of Directors. Any member terminated for non-payment of dues is subject to the \$5 late fee upon reinstatement.

## **ARTICLE IV AMENDMENTS TO THE BYLAWS**

### **Section 4.1. Procedures for Amending the Bylaws.**

- a) Proposals for amending the Bylaws of the RRBC may be submitted by any member with voting rights.
- b) All proposals must be signed by at least three (3) voting members and submitted in writing to any officer of the RRBC.
- c) Written notification of proposed amendments must be submitted to the membership-at-large either through the RRBC newsletter, special mailing, or email at least thirty (30) days in advance of the meeting.
- d) Discussion on the proposed amendments shall be held at the next meeting of the members after member notification. If a quorum is present, voting will occur at the same meeting as the general discussion. A two-thirds (2/3) aye vote of the members present will add the proposal to the Bylaws.

**Section 4.2. Bylaws Review Committee.** A Bylaws Review Committee, consisting of no less than four members, shall be appointed by the President, at least every three years, to review and evaluate the Bylaws and recommend changes to be voted on by the membership.

## **ARTICLE V OFFICERS**

### **Section 5.1. President.**

- a) The initial President shall be Jeff Zettlemyer whose term will expire after the first even year annual April meeting.
- b) The President shall preside at all membership meetings of the RRBC (including drawing up and following an agenda), as well as at all Board of Directors meetings and shall enforce all the rules established by the Bylaws.
- c) The President shall appoint at least one (1) person, being known as the Chairperson, to lead any committees, which become necessary to run the RRBC, and perform such other duties and responsibilities as are assigned by the President or Board of Directors.
- d) The President shall be an ex-officio member of all committees during his/her term of office, except the Nomination Committee, if any.

- e) The President shall be the RRBC liaison with the Reading Royals Hockey organization, the Press, etc. along with the Vice President of Membership or any other members he/she deems necessary.
- f) The President shall notify all Directors and members of meetings as described in Section 8.5 and 8.6.
- g) The President shall perform additional duties as assigned by the Board of Directors.

**Section 5.2. Vice President of Membership.**

- a) The initial Vice-President shall be Jennifer Letizia whose term will expire after the first even year annual April meeting.
- b) The Vice President of Membership, in the absence of the President, shall perform all duties of the President.
- c) The Vice President of Membership will perform all the duties requested of him/her by the President, and/or the Board of Directors.
- d) The Vice President of Membership shall be the permanent Election Chairperson at all elections and shall appoint those people he/she deems necessary to assist him/her in this task.
- e) The Vice President of Membership shall fill the office of the President should it become vacant, until the next regular presidential election.
- f) The Vice President of Membership shall be responsible for the processing of incoming membership requests and the maintenance of the membership database and provide current membership lists to the Trustee monthly, and to other officers or members as requested.
- g) The Vice President of Membership shall be responsible for coordination of the design, production and dispersal of the membership cards and may appoint those persons he/she deems necessary to accomplish these tasks.

**Section 5.3. Vice President of Road Trips.**

- a) The initial Vice President of Road Trips shall be Jane Zettlemyer whose term will expire after the first odd year annual April meeting.
- b) The Vice President of Road Trips shall be responsible for coordinating and providing items to support the Reading Royals Hockey Team on road trips. Items may include, but are not limited to: beverages, snacks, entertainment material, and personal care items. Things provided to the team should be closely coordinated with the coach, trainer, and/or equipment manager.
- c) The Vice President of Road Trips shall perform all the duties requested of him/her by the President and/or the Board of Directors.

**Section 5.4. Vice President of Fundraising.**

- a) The initial Vice President of Fundraising shall be vacant until the term expires after the first odd year annual April meeting.

- b) The Vice President of Fundraising shall be responsible for planning and overseeing all fundraising activities of the Booster Club, and shall appoint those persons he/she deems necessary to accomplish this task.
- c) The Vice President of Fundraising shall assist the Treasurer in preparing the budget for the RRBC.
- d) All funds raised shall be turned over to the Treasurer as soon as is feasible. All expenses are to be paid by the Treasurer, in accordance with the procedures outlined in these Bylaws.
- e) The Vice President of Fundraising shall submit a monthly report to the Board and to the membership.
- f) The Vice President of Fundraising will coordinate the fan RRBC table.
- g) The Vice President of Fundraising will perform all duties requested of him/her by the President and/or the Board of Directors.

**Section 5.5. Secretary.**

- a) The initial Secretary shall be Michele Katin whose term will expire after the first even year annual April meeting.
- b) The Secretary shall take the minutes at all regular and special meetings of the members and Board of Directors of the RRBC. Minutes of each meeting shall be distributed to the members prior to or at the beginning of the next regular meeting.
- c) The Secretary shall be responsible for the final editing of the official RRBC Newsletter with regard to content and form, and may appoint such persons as he/she deems appropriate to complete this task. He/she will maintain a copy of said newsletter, if any, along with the meeting minutes.
- d) The Secretary shall receive and process all incoming and outgoing correspondence as directed by the Board of Directors and keep the membership informed of all correspondence handled.
- e) The secretary shall maintain and, have available at all meetings, the current Bylaws of the RRBC and the current edition of Roberts Rules of Order Newly Revised.
- f) The secretary shall be responsible for any RRBC communications and may appoint those people he/she deems necessary to accomplish this task.
- g) The Secretary shall perform all duties requested of him/her by the President, and/or the Board of Directors.

**Section 5.6. Treasurer.**

- a) The initial Treasurer shall be Robin West whose term will expire after the first odd year annual April meeting.
- b) The Treasurer shall receive and be responsible for all monies belonging to RRBC, keeping true and accurate records of all such collections.

- c) The Treasurer shall process the signing of all checks and pay all bills presented to and authorized by the Board of Directors.
- d) The Treasurer shall be required to make a report at each business meeting and give a complete financial statement (unaudited) at the first regular meeting of the members after the annual meeting, and an audited financial statement (if needed) after the audit by the Trustee is completed.
- e) The Treasurer MAY NOT pay out any funds from the treasury without receiving a bill signed by the member incurring the expense or a signed written request after either has been approved by the Board of Directors. Said bills and records are to be kept with the Treasurer's records.
- f) The Treasurer shall be in charge of the regular and special meetings of the members and Board of Directors of the RRBC in the absence of the President and Vice President of Membership.
- g) Funds of the RRBC shall be kept in an account approved by the Board of Directors.
- h) The signatures of any two unrelated officers are required to draw against the funds of the RRBC. The Treasurer shall ensure that signature cards are kept up to date and shall submit a new signature card upon the resignation of any of the officers authorized to sign RRBC checks.
- i) The Treasurer shall prepare the annual RRBC budget and present it to the Board of Directors no later than the August meeting for preliminary approval. The budget shall cover the period from September of the current year through August of the following year. The Treasurer shall present the budget to the membership at the next meeting for final approval.
- j) When a new Treasurer is elected or appointed, the outgoing Treasurer shall be responsible for working with the new Treasurer and the Trustee until the audit is complete and accepted by the Board of Directors.
- k) The Treasurer shall perform all the duties requested of him/her by the President and/or the Board of Directors.

**Section 5.7. Trustee.**

- a) The initial Trustee shall be Sandy Klemmer whose term will expire after the first odd year annual April meeting.
- b) The Trustee shall oversee the audit of the books and accounts of the RRBC annually, and shall provide a written report for approval at the next scheduled regular members meeting. The Trustee may recruit or assign additional persons from within or outside the Club as needed to complete this task.
- c) In the event of an officer's resignation or removal from office, said Trustee shall immediately receive all books, records, property and equipment of the RRBC in possession of said officer.
- d) Trustee shall be responsible for providing a list of members who are eligible to be nominated for office as well as those that are eligible to vote to the Vice President of Membership.
- e) The Trustee shall check membership cards of all members attending all meetings and functions of the RRBC, shall collect the \$.25 (twenty five cent) fine for non-compliance, as outlined in Section 3.5b, and may appoint those people he/she deems necessary to accomplish this task.

- f) The Trustee shall be in charge of the lending library of the RRBC.
- g) The Trustee shall be responsible to obtain an inventory of all RRBC possessions from Committee chairs annually.
- h) The Trustee shall perform additional duties as assigned by the President or Board of Directors.

**Section 5.8. Front Office Representative.**

A Front Office Representative may be designated by the Reading Royals Hockey Organization at their option. The representative shall be present at meetings when possible. The Front Office Representative position will be advisory in nature and does not have a vote on the Board of Directors, or at membership meetings.

**Section 5.9. Terms of Officers**

- a) Officers shall serve for a period of two (2) years. The President, Vice President of Membership and Secretary shall be elected in even years, while the Treasurer, Vice President of Fundraising, Vice President of Road Trips and Trustee shall be elected in odd years.
- b) Anyone appointed to fill a vacancy shall complete the original term of office.
- c) No more than one elected office may be held by one individual. No more than two elected offices may be held by members of an immediate family.
- d) No member shall be elected to the same office for more than two (2) consecutive terms. Appointments do not negate a member's right to be elected to two consecutive terms.
- e) An officer must be in good standing and may be elected to an office other than the office he/she currently holds.

**ARTICLE VI  
BOARD OF DIRECTORS**

**Section 6.1. Members of the Board of Directors.**

- a) The Board of Directors of RRBC shall consist of the officers of RRBC as defined in Article V, Sections 5.1 through 5.7.
- b) No compensation shall be paid to any Board member.
- c) Officers/Board members shall reveal any conflict of interest and abstain from voting or taking action in any instance where such conflict exists.

**Section 6.2. Responsibilities.**

- a) The Board of Directors will fill an officer vacancy by appointing another member to serve for the remainder of the term, subject to the conditions in Section 7.1, Subsections a, b, and d, except for the office of President, which shall be filled by the Vice President of Membership.



- b) The Board of Directors may declare vacant the office of a Director if he/she is declared of unsound mind by order of a court, or convicted of a felony, or fails to attend any three consecutive regular meetings of the general membership, and/or Board of Directors, or for any other proper cause.
- c) All Board members must attend all meetings of the members and Board of Directors except under extenuating circumstances.
- d) The Board of Directors will approve all outgoing correspondence.
- e) Use of Funds – Any funds collected or accumulated by the RRBC may only be spent to promote the aims of the RRBC as stated in the Articles of Incorporation and Section 2.1 of these Bylaws and only as authorized by the Board of Directors.
- f) All RRBC expenditures, by any member or officer of the RRBC, must be approved by the Board of Directors, regardless of the amount. Once the budget is adopted as provided in Section 5.6 (i) of these Bylaws, any expense submitted for reimbursement shall be considered pre-approved by the Board of Directors, if said expense is within the scope of the annual budget. If any proposed expense falls outside the scope of the annual budget, these expenses shall be voted upon at the next meeting of the Board of Directors.

**Section 6.3. Impeachment of an Officer.**

A letter of intent, signed by no less than fifteen (15) members, shall be given to the Trustee or to the Board of Directors. The letter must clearly express the reason for the request. The impeachment request will be read at the next Board of Directors meeting. The general membership will be notified, in writing, (via email or US Mail, along with the date of a membership meeting to be held within thirty (30) days. At the meeting, a vote will be taken by secret ballot, which will require a two thirds (2/3) affirmative vote in order to remove the officer. The results will be made known at that meeting and recorded in the minutes. If the motion for impeachment is passed, the Board of Directors will appoint a replacement, except in the case of the President, in which case the VP of Membership shall assume the office of President and the Board will appoint a new VP of Membership. If an officer is impeached, their membership in the RRBC is not automatically revoked, suspended, or placed on probation. That action would have to be taken in accordance with Section 10 – Code of Conduct.

**ARTICLE VII  
NOMINATIONS AND ELECTIONS**

**Section 7.1. Qualifications/Nomination of Directors/Officers.**

- a) All nominees or appointees for an Officer/Board position must be at least twenty-one (21) years of age.
- b) All nominees or appointees must have been an active member of the RRBC for at least six months and have attended at least three (3) regular meetings of the members in the current Reading Royals season.
- c) The floor will be open for nominations at the February and March regular meetings of the members preceding the election meeting in April.

- d) No more than one (1) elected Officer/Board position may be held by one person, or two elected Office/Board positions by members of an immediate family. Immediate family is further defined as blood relatives and/or relatives by marriage.
- e) All nominees may present a short platform (limited to 3 minutes) at the Nomination Meeting in March, and/or the election meeting in April, and/or in the newsletter. No signs or other printed material shall be allowed except at the times outlined above.

## **Section 7.2. Elections.**

- a) The Vice President of Membership will chair the Election Committee and shall select such persons to help, as he/she deems necessary, being a minimum of three (3) people.
- b) All eligible voting members, in good standing, with voting rights, must be duly notified of the nomination process and election format.
- c) The election will be held at the April regular meeting of the members by secret ballot.
- d) The following procedure will be used for balloting. A ballot, a small envelope with the member's name and a signature line, and a larger return envelope addressed to the RRBC, shall be delivered to each member who is eligible to vote, at least two weeks prior to the election, by hand delivery or US Mail. (All ballots and envelopes for members of a family may be mailed together). Each member shall fill out their own ballot, place it inside the small envelope, sign and seal the envelope and place it inside the larger return envelope. The return envelope may then be returned by US Mail to the address designated by the Vice President of Membership, returned in person to the Election Meeting, or delivered to the meeting by another member. If a member attends the Election Meeting, but neglects to mail or bring their ballot, they may be provided with a replacement ballot and envelope. Once all ballots are received, the Election Committee shall verify that only one ballot has been received from each eligible voter, that the envelopes are properly signed, and that no ballots are received from anyone ineligible to vote. Once that is completed, the envelopes shall be opened and the ballots removed without observing the votes. Once all ballots have been removed from the envelopes, the votes shall be counted and the count verified by each member of the Election Committee.
- e) The results will be announced at the same meeting as the election. The total number of votes cast for each candidate shall not be revealed, but shall be available for review upon request.
- f) All ballots and signed envelopes will be maintained by the present Vice President of Membership for three (3) months after the election, in case of questions about the results.
- g) The nominee receiving the highest number of votes cast for each office shall be considered the elected officer.
- h) In case of a tie between two candidates, a re-vote will be held at the next meeting of the members, following the rules as described above.
- i) Write in votes are permissible.
- j) Terms of office shall begin the first day of the next month following the end of the Reading Royals season and/or playoffs.

## **ARTICLE VIII MEETINGS**

**Section 8.1. Meetings of Board of Directors.** Regular meetings of the Board of Directors shall be held monthly at such time and place as the Board of Directors may determine. Minutes of the Board meetings will be recorded by the Secretary and approved at the next regular or special meeting of the Board of Directors.

**Section 8.2. Meetings of the Members.** Regular meetings of the members of the RRBC shall be held once per month from September to April, at such time and place as set forth on the pre-determined schedule provided to members at least one month prior to the September meeting. Minutes of the meetings of members will be recorded by the Secretary and approved at the next regular or special meeting of the members.

**Section 8.3. Special Meetings.** Special meetings may be called by a majority of the Board of Directors should the necessity arise. This includes special meetings of either the Board of Directors or the members. Minutes of special meetings of the Board or members, will be recorded by the Secretary and approved at the next regular or special meeting of the members of the Board of Directors.

**Section 8.4. Annual Meetings.** The Annual Meeting shall be the regularly scheduled meeting of the members in the month of April, at which time elections will be held.

**Section 8.5. Notice of Board Meetings.** Notice of the time and place of all meetings of the Board of Directors shall be delivered to each Director at least five (5) days prior to the date of such meeting via email or other means.

**Section 8.6. Voting/Quorum.**

- a) With respect to any meeting of the Board of Directors, a quorum shall exist when a majority of the Board of Directors is present to conduct the business at a regular or special meeting of the Board of Directors.
- b) With respect to any meeting of the members, a quorum shall exist when twenty-five (25) percent of the voting members or fifty (50) voting members, whichever is less, including a majority of the Board of Directors, are present to conduct the business at a regular or special meeting of the members of the RRBC.

**Section 8.7. Order of Business.** The order of business at regular meetings of the members shall consist of two sessions, formal and informal. The informal session may be started at any time following the call to order of the formal session and the roll call of officers. The sequence of the two sessions may be adjusted to accommodate the schedule of the guest speaker.

- a) Formal Session (Business Session)
  - 1) Call to Order by the President
  - 2) Roll call of Officers, taking of attendance, and determination if a quorum is present by the Trustee
  - 3) Approval of the minutes of the preceding regular meeting by the Secretary
  - 4) Secretary's report
  - 5) Treasurer's report
  - 6) Highlights of the last Board of Directors meeting and President's report
  - 7) Reports by other officers
  - 8) Reports from standing and special committees by the chairpersons
  - 9) Unfinished business by officers and members

- 10) New business of officers or members
  - 11) Time, date and place of next scheduled meeting
  - 12) Adjournment of formal session
  - 13) Items of interest pertaining to the RRBC
- b) Informal session
- 1) Presentation of guest speaker by the President (when available).
  - 2) A question and answer session will be provided if the guest speaker(s) schedule permits.

## **ARTICLE IX DISSOLUTION**

**Section 9.1. Minimum Requirements.** The Royals Hockey Organization reserves the right to revoke the RRBC's right to use the name "Reading Royals" at any time.

**Section 9.2. Motion to Dissolve.** A motion to dissolve the RRBC may be made by unanimous vote of the Board of Directors. Approval of the motion to dissolve requires a three quarter (3/4) vote of the members present at a regular or special meeting of the membership, providing a quorum is present, and thirty (30) day notice has been given to all members of the fact that a vote for dissolution will be taken.

**Section 9.3. Disposition of Assets.** Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

The organization's final Board of Directors shall select the non-profit organizations or government to receive the assets of the organization according to the IRS requirement noted above.

## **ARTICLE X CODE OF CONDUCT**

### **Section 10.1. Guidelines.**

- a) To ensure the RRBC remains a fun, relaxed and respectful organization, the following Code of Conduct will apply to all members at all times. As an RRBC member, it is each person's duty to recognize that he or she is representative of the RRBC, and it is also each individual's responsibility to project a favorable image, in order not to discredit the RRBC or the Reading Royals Hockey Organization. The RRBC understands that member's opinions can vary to a high degree and encourages any point of view to be freely expressed to anyone. However, slander, stalking, spreading of rumors, acts of malicious intent, physical threats, hounding, unreasonable intrusion into someone's personal space, libel, or any other type of defamation of character will NOT be tolerated AT ANY TIME and can be grounds for expulsion from the RRBC. In particular these rules apply toward:
- 1) Fellow RRBC members
  - 2) Hockey players
  - 3) Guest speakers
  - 4) Hockey organizations and personnel

- 5) Hockey booster and fan clubs
- 6) Media

It is understood that every member may not agree with every action of the RRBC or the Royals organization, and disagreement or voicing an opinion, even in a public forum, and even if that opinion is negative in respect to the organization or an individual member, employee, or player shall not necessarily constitute a violation of the Code of Conduct. However, statements that are derogatory toward the RRBC or the Royals Hockey Organization in general, or which are intended to discourage others from joining the RRBC, or supporting the Royals may be a violation.

- b) With respect to behavior at hockey games, it is acceptable to heckle, jest, taunt, boo, or otherwise disparage a hockey player, coach, or official during the course of the game. It is not acceptable to act in the same manner toward other fans, regardless of their team affiliation. Respect should be given to anyone who is attending the game as a spectator, and the Booster Club and its members should strive to maintain a welcoming atmosphere for everyone in attendance. After completion of the game, once players, coaches, and officials have left the ice, they should be treated with the same respect and consideration as anyone else.
- c) Communications on behalf of the RRBC – No member may use or refer to the RRBC in expressing his/her opinion in any written or oral form unless prior approval has been given by the Board of Directors.
- d) Any conduct that could jeopardize the RRBC's existence, non-profit status, relationship with the Reading Royals Hockey Organization, violate ECHL League rules, or is contrary to the RRBC Articles of Incorporation and/or these Bylaws, is a violation of the Code of Conduct.

### **Section 10.2. Reporting.**

- a) Any person who wishes to report a violation of the Code of Conduct by a member, shall do so either in person, or in writing, with name and signature attached to the Board of Directors as a whole, or to an individual officer. Members who do not follow this procedure, and instead make unfounded allegations, or attempt to discredit other members anonymously, or via rumor spreading or gossip, may be considered to have violated the Code of Conduct themselves.
- b) Once a complaint has been investigated and resolved, the same incident may not be revisited.

### **Section 10.3. Procedure.**

- a) The Board of Directors will meet to hear the charges and discuss the matter. The meeting may be adjourned to a later time to gather more information as needed. The person making the charge and the accused, shall be allowed to address the Board either in person, or in writing. The accused shall be entitled to counsel (if professional counsel is desired, it shall be at the accused's expense), and the right to present witnesses and evidence.
- b) The accuser may withdraw his/her complaint or the accused may resign his/her membership, at which point, the complaint will be closed and not disclosed to the membership.
- c) If the accused is a Board member, they shall not be present for discussion of the matter, except at the request of the Board to provide testimony as to their actions, and they shall not have a vote in the matter.

- d) The Board shall vote to take action as described below, or the Board may determine another course of action appropriate to the situation. A vote for revocation of membership requires a two third (2/3) vote of the Board members present and voting. If the Board votes to recommend probation, suspension, or revocation of membership, the appropriate privileges of membership shall be temporarily suspended until the next membership meeting.
- e) The action of the Board shall then be presented at the next meeting of the membership, along with the facts leading to the Board decision, at which point the membership will vote whether to uphold the Board action. If the Board action is overruled, the membership may vote to take a different action, or may return the matter to the Board for further consideration.
- f) Individual Board members may decide not to participate in the investigation and decision regarding a Code of Conduct violation. At the Board's discretion, additional RRBC members may be appointed to participate in the investigation, discussion and voting on actions to be taken.

#### **Section 10.4. Actions.**

Any one or more of the following actions may be taken as a result of an investigation of a violation of the Code of Conduct:

- a) Dismissal of the allegations as false, unsubstantiated, or not in violation of the Code of Conduct.
- b) Warning to the member that their behavior is inappropriate.
- c) Placing member on probation for a specified period of time, such that any additional violations will result in automatic suspension or revocation of membership. A member on probation is "not in good standing" and, therefore, is ineligible to serve as an officer, committee chair, etc.
- d) Suspension of membership for a specified time, or indefinitely. (Suspension ends all rights and privileges of membership.)
- e) Revocation of membership - Members who have their membership revoked are not eligible to re-apply for membership for at least one full year, and then must have their Application for Membership approved by the Board of Directors.
- f) Any officer may be removed from office, or their authority revoked, for violation of this Code of Conduct.