Providence Bruins Fan Club By-Laws

ARTICLE I: IDENTIFICATION
Section I:
This Fan Club shall be known as the PROVIDENCE BRUINS FAN CLUB and shall operate as a non-profit organization hereinafter referred to as PBFC.

ARTICLE II: Purpose
The purpose of the PBFC, the Official Booster Club of the Providence Bruins is to promote the awareness of the PBFC and its Charities and Sponsors along with the Providence Bruins Hockey Club and their Charities and Sponsors. The PBFC fosters and encourages the future of hockey in Rhode Island and promotes good will among fans, the Providence Bruins players, Team Administration, and the Community in general. The Providence Bruins Fan Club sponsors and participates in many community public service activities and other recreational events.

ARTICLE III: MEMBERSHIP
Section I:
Members in good standing shall consist of any person who pays their annual Membership fees, any other monies due to the PBFC, and as well as follows the PBFC Code of Conduct as per Article XV. The membership year commences October 1st and concludes September 30th. Members in good standing of the age of (eighteen) 18 or over, shall have the right to vote on any and all issues.

Section II:
Membership fees shall be voted on annually at the March meeting.

Section III:
Individual Membership: An adult member shall be an individual eighteen (18) years of age or older.

Family Membership: Immediate family members residing at the same address. Members under the age of eighteen (18) are non-voting members. Family Memberships will be limited to two (2) votes of any family member of age eighteen (18) or over.

Corporate/Business Membership: This is a non-voting membership that is given to Businesses or Corporations who submit a membership fee. All Corporate/Business names will be put on the PBFC Corporate/Business Membership page with contact information. This membership will commence upon receipt of funds and last for one (1) membership year.

Senior Membership: A senior member shall be any individual sixty-five (65) years of age or older.

Veteran Membership: A veteran member shall be any individual who has a veteran or

military ID.

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 membership has no voting privileges.

ARTICLE IV: RIGHTS, PRIVILEGES, & DUTIES OF MEMBERSHIP

1. The right to nominate, vote for and elect Officers to hold office in the PBFC.
2. The right to consider, approve, and amend the Minutes of the General Monthly Membership Meetings, Officer, and Committee reports.
3. The right to amend these By-Laws per Article XIV.
4. The right to recommend expenditures for consideration.
5. The right to volunteer for committee work.
6. The right to attend General Membership Monthly meetings and functions of the PBFC.
7. The privilege to uphold and support the principles and purposes of the PBFC.
8. The right to receive a copy of the current By-Laws and a Membership Card.
9. The duty to exhibit good conduct when attending PBFC functions and meetings. See Article XV.
10. The responsibility to exhibit honorable character and reputation while attending PBFC meetings and functions or representing the Club in any public venue or in any correspondence including but not limited to social media.
11. All officers are responsible to be active participants in the PBFC and their events.

ARTICLE V: EXECUTIVE BOARD/OFFICERS

Section I:

The Executive Board with voting rights consists of the PBFC shall consist of President, Vice President, Secretary, and Treasurer. The non-voting members shall consist of Sergeant of Arms, Committee Chairperson, and anyone deemed appropriate by the Executive Board.

The officers of this PBFC shall consist of President, Vice President, Secretary, Treasurer, and Sergeant at Arms.

Section II:

Family members may serve on the Executive Board but are limited to one vote.

Section III:

The term of service for each Executive Board Member shall be as follows in order to allow for the Executive Board to alternate Executive Board election terms. The President's term is two (2) years, Vice President two (2) year, Secretary two (2), and Treasurer two (2) years. No person is to hold more than one (1) Board position at the same time. Any active member who is in good standing and is eighteen (18) years of age or older, may run for

office. Anyone who misses four (4) or more meetings in a row will be ineligible to run for office, within current membership year.

Section IV:
Verbal or written notification at a general meeting is an acceptable medium for officer resignation.

Section V:
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 PBFC members. Vacancies shall be filled via nomination and ballot.

In the absence of any eligible member to fulfill the vacancy, the Executive Board will appoint a member at the meeting to be ratified by membership to fulfill the remaining term.

Section VI:
No elected officer or committee member will receive financial compensation for service in such office.

Section VII:
Officers who miss two (2) consecutive General or Executive Board meetings, or a combination of five (5) General or Executive Board meetings, within a year, without good and reasonable cause, shall forfeit their position. Good and reasonable cause will be determined by majority of the remaining executive board, and ratified by the general membership at the next general membership meeting and the reason MUST be identified in the minutes of the missed meeting.

ARTICLE VI: DUTIES OF OFFICERS
Section I: President
The President shall moderate at all general and special meetings of the PBFC 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 the PBFC's principal point of contact with the Providence Bruins organization and the press along with any other Executive Board member or chairperson he or she deems necessary. The President or a designated Executive Board member shall be the second signature on the signature card on file with the PBFC's bank and shall sign or countersign all contracts and other instruments of the PBFC.

Section II: Vice President
The Vice President, in the absence of the President, shall perform all of the duties of the President. The Vice President shall be a permanent member of the Road-Trip and By-Law committees. The Vice President shall perform all of the duties requested of him or her by the President.

Section III: Secretary

The Secretary will 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 meetings, will be in charge of Club By-Laws, and will keep all reports for the club for seven (7) years. The Secretary shall be a signature on the signature card on file with the PBFC's bank.

Section IV: Treasurer
The Treasurer will receive monies due the PBFC, keep an accurate record thereof, and deposit it in the name of the PBFC at a secure financial institution insured by the FDIC or NCUA. 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, in a timely fashion, after the incurred expense or approved vote for contribution. He or she shall have custody of all contracts and other financial papers for the PBFC. The Treasurer shall be a signature on the signature card on file with the PBFC's bank. The treasurer will be required to maintain a general ledger that details all transactions. The treasurer will keep itemized receipts of applicable transactions for up to 7 fiscal years. The treasurer will be required to perform monthly bank reconciliations that will be overseen by another executive board member. The treasurer will produce and report a year end profit/loss statement to the general membership at the next general membership meeting following the close of the fiscal year. In the event the treasurer cannot attend any functions/events that would require his/her duties to be performed the treasurer can designate a member in good standing pending a ⅔ vote of the executive board to perform those duties. The designee cannot deposit any monies that are received. The designee must turn over any monies received to the treasurer after another executive board member has counted/verified all the money.

Section V: Sergeant at Arms
The Sergeant at Arms will be elected by the Executive Board at the first fiscal year and ratified by the majority vote of the membership present at the next general meeting. 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 Sergeant at Arms will serve as parliamentarian at all meetings. 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. He or she is required to be available during the months of April and May in an election year to accompany the Secretary to collect mail and maintain a list of absentee ballots collected.

Section VI: Other Duties
The signatures of the President, Treasurer, and Secretary shall be on file at the Bank and all checks over ($1,000) One Thousand Dollars must be signed by at least two (2) of the three (3) authorized officers. If two (2) members are married/life partners/civil union, then both of them can not authorize disbursements and an alternative member is required.

The President, Vice President, Secretary, Treasurer, or designee may receive any monies and all aforementioned except the designee can't make deposits, within a timely manner.

ARTICLE VII: MEETINGS

Section I:

Regular meetings will be held monthly on a convenient day at the call of the executive board. At least three executive board members must be in attendance to constitute a meeting.

Section II:

Unscheduled meetings will be held at a time and place designated by the President. The President must notify the Secretary or a designee five (5) days in advance of any unscheduled meeting. The Secretary or a designee 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 Executive Board.

Section V:

Meetings will be conducted using Robert's Rules of Order unless otherwise overridden in the By-Laws of the PBFC.

Section VI:

Non-Members may attend meetings. They are not able to vote, and will be limited to no more than two (2) meetings a year. Meetings in which elections are held are members only. Election of Officers shall be held at the May meeting.

Section VII:

Any guest of the Executive Board (i.e., Guest Speakers) will be exempt from Section VI.

ARTICLE VIII: ELECTIONS

Section I:

Nominations of any Executive Board Members 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 only accept a nomination for one (1) office. Nominations must be accepted in person at the March or April meeting.

Section II:

Election of Executive Board Members shall be held at the May meeting by a simple majority of the voting members present by secret ballot, provided that quorum is met. Quorum is defined by a minimum of eleven (11) members in good standing, or fifty percent (50%) of the total membership in good standing, whichever is lesser. Three of these must be

executive board members. Absentee ballots will be available upon request after the April meeting.

Section III:
Absentee ballots will be accepted between the April meeting and May meeting from members not able to attend the May meeting. They shall be made available by written request. 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 received by the PBFC by the May general membership meeting. Each individual ballot must be mailed in a separate envelope.

Section IV:
The PO Box will be emptied by two executive board members not up for election together in the months of April and May The Secretary and Sergeant at Arms will record the number of absentee ballots received. The Sergeant at Arms will hold all ballots until the May meeting for counting. 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 V:
Newly elected officers shall assume their duties on July 1st.

ARTICLE IX: TRIPS
Section I:
Members participating in day/night trips must be age eighteen (18) years old or older. Members under the age of eighteen (18) years old must be accompanied by parents, legal guardian or signed waiver by parent or legal guardian.

Section II:
Trips will take place depending on the number of people and mode of transportation. Non-members may go on any road trip for an added fee to be determined by the Road Trip Committee.

Section III:
All trip attendees must abide by rules and regulations of the transportation contract. All trip attendees on any trip must abide by the Code of Conduct and the By-Laws of the PBFC.

ARTICLE X: COMMITTEES
Section I:
1. Hospitality and Player Relations Committee: Plans special functions.
2. Fundraising Committee: Researches and submits fundraising ideas to the Board and members. Organizes fundraising efforts.
3. Public Relations/Social Media Committee: Makes the public aware of the PBFC and its' purpose.
4. Road Trip Committee: Plans trips to away games. Puts out bids for transportation contracts and hotels.
5. Membership Committee: Coordinate staffing of the PBFC table at home

games; solicits and enrolls new members.

6. Financial Review Committee: To review the financial records of the Treasurer every six (6) months or at any time a vote of the membership requests a review, to note any discrepancies between them, bringing said discrepancies to the attention of the membership at the first meeting following the July review and to make recommendations regarding dues and fees of the PBFC. The Financial Review Committee should be able to verify that the funds received, and those paid out have been duly recorded and approved, and that receipts for all transactions have been provided as stated in the duties of the President, Vice-President, Secretary and Treasurer.

Section II: Special Committees

1. By-Laws Committee: Reviews By-Laws bi-annually. Makes suggestions for Amendments to be voted on at fall general meetings; investigates reports, complaints, and suggests actions to the Board in regards to alleged violations of the PBFC's Code of Conduct and By-Laws.
2. Convention Committee: To oversee the planning of any Convention to be hosted by the PBFC. Planning should begin a minimum 24 months prior to the event.

Section III:

1. Committees shall consist of member volunteers. Each committee shall consist of a minimum of two (2) members, and an Executive Board Member.
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 PBFC 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 submitted to the Executive Board.

ARTICLE XI: FUND DISBURSEMENT

Section I:

Cost of administrative supplies (paper, stamps, etc.) and/or any emergency purchase will be taken from the PBFC treasury through Executive Board approval.

The majority of the Executive Board may approve spending up to but not exceeding three hundred dollars ($300) without approval. Spending over three hundred dollars ($300) requires a majority vote of the membership at a general meeting. Proper receipts shall be turned into the Treasurer.

Section II:

Non-administrative costs (promotional items, player function expenses, etc.) except an emergency purchase shall require a simple majority vote of the PBFC membership at a regular general meeting.

ARTICLE XII: FISCAL YEAR
The fiscal year of the PBFC shall be from July 1st to June 30th.

ARTICLE XIII: DISBANDMENT
In case of the disbandment of the PBFC for any reason any and all remaining monies in the treasury shall be donated to the then current PBFC charity or charities selected at the time of disbandment.

ARTICLE XIV: 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 presented at a regular meeting of the PBFC and voted upon at the next general meeting of the PBFC. All proposed changes will be published on the website and will be available in writing upon written request.

ARTICLE XV: CODE OF CONDUCT
Section I:
All members of the PBFC shall act in good faith at all PBFC events. Members may not use the name of the PBFC or represent themselves as agents of the PBFC without prior approval of the Executive Board. All members must be of legal drinking age to consume alcohol at any PBFC event. Any conduct that is violent or abusive in action shall give just cause for dismissal as a member of the PBFC. Sanctions may include a verbal warning, letter of reprimand or loss of PBFC membership. Once a membership has been removed as a result of a sanction, any individual may only be reinstated upon approval of the membership present at said general meeting. A majority vote of the membership will be required for either issuing sanction or reinstatement of membership.

The following rules have been adopted by the PBFC and must be observed by anyone making trips or attending club functions:

A. The use of selling or illegal drugs is not permitted.
B. Anyone indulging in alcoholic beverages or substances must keep himself or herself in complete control. Anyone abusing this will be asked to leave and may be responsible for their own transportation home.
C. All participants in PBFC activities/events shall conduct themselves in an orderly manner.
D. Any participant in PBFC activities/events conducting themselves in a belligerent, obnoxious or violent manner and failing to respond to any General Authority's request to stop their conduct, will not be permitted to attend future activities, and may be subject to further discipline.
E. Any participant in a PBFC trip who is not at the proper place at the proper time for the bus/van will be left behind, and will be responsible for his or her own transportation home.
F. The PBFC does not allow weapons of any kind.
G. Any loss including theft and/or damage to any property to include but not limited to vehicles, lodging, and venues will be at the financial responsibility of the participant

or guardian.

Section II:
Any member whose conduct is construed to be disruptive or injurious at any club event/trip, to the good reputation of the PBFC shall be subject to immediate removal of said event by Sergeant at Arms at the direction of the President or Chairperson of said event.

Section III:
Any member participating in a Providence Bruins Fan Club (PBFC) event, activity, trip, meeting, or other function acknowledges and assumes all risks associated with participation. Members agree to release and hold harmless the PBFC, its officers, directors, board members, representatives, volunteers, agents, and event organizers from any claims, liabilities, damages, or expenses arising from injury, illness, accident, death, or loss related to participation in a PBFC activity, except where prohibited by law.

Section IV:
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-Law Committee.

Section V:
In the case of any disciplinary action the involved member 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.

ARTICLE XVI: ORDER OF BUSINESS
1. Call to order.
2. Roll Call (Sign-in Sheet).
3. Presentation of previous meetings minutes.
4. Reading of Correspondence.
5. Reports of Officers and Committee.
6. Old Business
7. New Business
8. Adjournment

ARTICLE XVII: CONTRACTS, GIFTS, AND RETURNED CHECKS
Section I: Contracts
The President (Vice-President while acting for President) and any other Executive Board member will be the only officers that will co-sign contracts unless given permission by the Executive Board.

Section II: Gifts
Any officer that receives a gift shall report the gift to the Treasurer and Secretary.

Section III: Returned Checks
Checks returned to the PBFC from its financial institution FOR ANY REASON shall be levied a fine of twenty dollars ($20) plus fees assessed to the PBFC 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 XVIII: 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 valid 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 PBFC.

Section III: Notification of Removal

If an officer is removed from office the Executive Board will notify the officer by certified mail and return receipt request within seven (7) calendar days. The position will be temporarily filled as approved by the Executive Board.

ARTICLE XIX: MEMBERSHIP LIST

Section I:

The membership list will be maintained by the Executive Board, and will include name, address, phone, email, dues status at a minimum, and will contain PAST & PRESENT members, and if past, the reason for leaving if available.

Section II:

Access to the membership list will be restricted to the Secretary 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 PBFC, the information of the person requesting the information should be collected, and then the Secretary should contact the member in question, 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.

ARTICLE XX: ANNUAL DUES
Section I: Association of American Hockey League Booster Clubs (AAHLBC)
The PBFC shall renew the Convention dues by June 30th of each year.

Section II: Articles of Incorporation and Annual Dues
An Annual Report must be filed with the office of the RI Secretary of State in accordance with State law. An amendment to the Annual Report must be filed within 30 days of any change to the Executive Board, Board of Directors, and or the club name. Anytime there is a change to the Registered Agent or the Registered Address a statement of change of Registered/Resident Agent form must be filed within 30 days of any change.

ARTICLE XXI: CHARITIES
Section I:
Donations may be requested in writing via the PBFC's Donation Request Form and in person at a PBFC General Membership Monthly meeting. Other donation requests can be requested and considered at the PBFC General Membership Meeting. The-request must include a copy of the entities 501(3) or membership approval on a case by case basis.

History of By-Laws Amendments
As amended and approved at the regular meeting held December 13, 2012
Proposed By-Law Amendments at the regular meeting held April 28, 2012
As amended and approved at the regular meeting held May 15, 2015
As amended and approved at the regular meeting held August, 21, 2018
As amended and approved at the regular meeting held September 17, 2019
As amended and approved at the regular meeting held August 22, 2022
As amended and approved at the regular meeting held February 20, 2024
As amended and approved at the regular meeting held on January 20, 2026
As amended and approved at the regular meeting held on September 29, 2026