

**N.H.L. BOOSTER CLUBS, INC.  
CONSTITUTION (REVISED 1997)  
BY-LAWS (REVISED 2016)**

**ARTICLE I  
NAME**

This organization shall be known as the N.H.L. Booster Clubs, inc. (hereinafter referred to as the NHLBC).

**ARTICLE II  
PURPOSE**

The purpose of the NHLBC shall be to support and promote, in all ways, a greater interest in the sport of hockey.

**ARTICLE III  
MEMBERSHIP**

Membership in the NHLBC is open to Booster Clubs or Fan Clubs associated with current or former NHL teams and committed to the purposes of the NHLBC.

- a. The conditions and regulations of membership and the rights and other privileges of membership in the NHLBC shall be determined and fixed by the By-Laws of the NHLBC.
- b. Upon their acceptance as members of the NHLBC, NHL Booster Clubs or Fan Clubs shall be known as NHLBC Member Clubs.

**ARTICLE IV  
OFFICERS**

The officers of the NHLBC shall be a President, a Vice-President, a Secretary, and a National Treasurer.

**ARTICLE V  
EXECUTIVE COUNCIL**

The Executive Council of the NHLBC shall consist of the Officers of the NHLBC and one (1) Representative from each NHLBC Member Club in good standing.

**ARTICLE VI  
AMENDMENTS**

This Constitution may be amended by a three-fourths (3/4) vote of the NHLBC Delegates voting in person or by written proxy at an annual Delegates' Meeting.

**ARTICLE VII  
DISSOLUTION**

The NHLBC shall not be dissolved so long as five (5) or more NHLBC Member Clubs maintain affiliation with it and comply with all the provisions of its Constitution and By-Laws.

**N.H.L. BOOSTER CLUBS, INC.**  
**BY-LAWS**  
**(REVISED 2016)**

**TABLE OF CONTENTS**

Page 1	ARTICLE I MEMBERSHIP
	Section A.    NHLBC Member Clubs
	Section B.    Guidelines for Membership
	Section C.    Conditions of Membership
Page 2	ARTICLE II OFFICERS
	Section A.    President
	Section B.    Vice President
	Section C.    Secretary
Page 3	ARTICLE II OFFICERS (continued)
	Section D.    National Treasurer
	Section E.    Terms and Vacancies
	ARTICLE III EXECUTIVE COUNCIL
	Section A.    Membership
	Section B.    Duties
Page 4	ARTICLE III EXECUTIVE COUNCIL (continued)
	Section C.    Voting privileges
	ARTICLE IV DELEGATES
	Section A.    Selection
	Section B.    Duties
	Section C.    Voting Privileges
Page 5	ARTICLE IV DELEGATES (continued)
	Section D.    Credentials
	ARTICLE V GOVERNMENT
	Section A.    Delegates
	Section B.    Executive Council
	ARTICLE VI NATIONAL OFFICE
	ARTICLE VII NATIONAL AGENT
	Section A.    Selection
	Section B.    Duties

## TABLE OF CONTENTS – CON'T

Page 6	ARTICLE VIII ASSETS OF THE NHLBC
	Section A.    Funds
	Section B.    Disbursement of Funds
	Section C.    Dues
	Section D.    Fees
	Section E.    Currency
	 ARTICLE IX FISCAL YEAR
	 ARTICLE X REPORTS
Page 7	ARTICLE XI COMMITTEES
	Section A.    By-Laws/Rules Committee
	Section B.    Credentials Committee
Page 8	ARTICLE XI COMMITTEES (continued)
	Section C.    Auditing Committee
	Section D.    Social Media Committee
	Section E.    Hall of Fame Committee
Page 9	ARTICLE XI COMMITTEES (continued)
	Section E.    Hall of Fame Committee
	 ARTICLE XII MEETINGS
	Section A.    Regular Meetings
	Section B.    Special Meetings
Page 10	ARTICLE XIII QUORUMS
	Section A.    Delegates' Meeting
	Section B.    Special Meetings
	Section C.    Informal Action by Executive Council
	 ARTICLE XIV ANNUAL CONVENTION
	Section A.    Notification of Intent
	Section B.    Selection of Convention Site
	Section C.    Attendees

## TABLE OF CONTENTS – CON'T

Page 11	ARTICLE XIV ANNUAL CONVENTION (continued)
	Section D.    Final Financial Report
	ARTICLE XV AMENDMENTS
	Section A.    Proposal of Amendments
	Section B.    Notification of Proposed Amendments
	Section C.    Adoption of Amendments
	ARTICLE XIV PARLIAMENTARY AUTHORITY
Page 12	ARTICLE XVII ORDER OF BUSINESS

**N.H.L. BOOSTER CLUBS, INC.  
BY-LAWS  
(REVISED 2016)**

**ARTICLE I. MEMBERSHIP**

**Section A. NHLBC Member Clubs**

1. A Booster or Fan Club of an existing National Hockey League Franchise shall be entitled to admission to the N.H.L. Booster Clubs, Inc. (hereinafter referred to as NHLBC) as a Member Club, if it is recognized by the NHLBC as an Official Club.
2. Upon their acceptance into the NHLBC, the Clubs shall be known as NHLBC Member Clubs.
3. The Credentials Committee shall be the sole arbiter of disputes concerning qualifications for membership as a representative of an NHL Franchise.
  - a. In the event that two or more Clubs representing the same NHL Franchise apply for membership in the NHLBC, those Clubs shall be entitled to admission to the NHLBC as NHLBC Member Clubs.
  - b. Together, all Clubs representing the same NHL Franchise, shall be considered one (1) NHLBC Member Club and share the voting privileges of one (1) NHLBC Member Club.
4. A Club representing an NHL Franchise which has been disbanded, moved, or merged into another Franchise shall be entitled to continue as an NHLBC Member Club provided that:
  - a. The Club was an NHLBC Member Club in good standing before the NHL Franchise was disbanded, moved, or merged.
  - b. The Club maintains its identification with the former NHL Franchise.
  - c. The Club maintains a membership of at least ten (10) persons.

**Section B. Guidelines for Membership**

1. Guidelines for an NHL Booster or Fan Club applying for membership into the NHLBC are:
  - a. Submit a letter for intent to the President of the NHLBC no later than the First (1) day of April.
  - b. Within seven (7) days of its receipt, the President of the NHLBC will send a copy of the letter to all NHLBC Member Clubs.
2. Members of the applying Club may attend the annual NHLBC Convention.
3. Two representatives of the applying Club may attend the Delegates' Meeting as observers with NO voting privileges.

**Section C. Conditions of Membership**

NHLBC Member Clubs must comply with the Constitution and By-Laws of the NHLBC to be considered NHLBC Member Clubs in good standing.

## **ARTICLE II. OFFICERS**

### **Section A. President**

1. Selection  
The President of the NHLBC shall be the person who is the President (at the time of the current Annual Meetings) of the NHLBC Member Club which will be Hosting the next Annual Meetings.
2. Duties  
The President shall:
  - a. Preside over all meetings of the NHLBC
  - b. Cast the deciding vote in case of a tie
  - c. Receive all By-Laws and Constitution amendment proposals and make them available to the By-Laws/Rules Committee within seven (7) days of their receipt.
  - d. Appoint all Minor Officers necessary to maintain order and complete business of the Annual Meetings.
  - e. Appoint the Chairperson and Co-Chairperson (each from a different NHLBC Member Club) to the By-Laws/Rules Committee within sixty (60) days following the close of the Annual Meetings.
  - f. Appoint a Credentials Committee not less than thirty (30) days prior to the Annual Meetings.
  - g. Appoint an Audit Committee not less than thirty (30) days prior to the Annual Meetings
  - h. Appoint the Chairperson and Co-Chairperson (each from a different NHLBC Member Club) to the Web Committee within thirty (30) days following the close of the Annual Meetings.
  - i. Appoint the Chairperson and Co-Chairperson (each from a different NHLBC Member Club) to the Hall of Fame Committee within thirty (30) days following the close of the Annual Meetings.
  - j. Appoint any other necessary committees.

### **Section B. Vice President**

1. Selection  
The Vice President of the NHLBC shall be the person who is the Vice President (at the time of the current Annual Meetings) of the NHLBC Member Club which will be Hosting the next Annual Meetings.
2. Duties  
The Vice President shall:
  - a. Attend all meetings of the NHLBC.
  - b. Assume the duties of the President, when necessary.

### **Section C. Secretary**

1. Selection  
The Secretary of the NHLBC shall be a Member of the NHLBC Member Club Hosting the next Annual Meetings and shall be appointed by the President of the NHLBC.
2. Duties  
The Secretary shall:
  - a. Attend all Meetings of the NHLBC.
  - b. Maintain minutes of all Meetings of the NHLBC.
  - c. Send minutes to the Presidents and Delegates of all NHLBC Member Clubs and Chair of the By-Laws/Rules Committee within sixty (60) days after all NHLBC meetings.

- d. Maintain a listing of NHLBC Member Clubs, including the names, addresses, and telephone numbers of their respective Presidents and Newsletter Editors, and send them to all NHLBC Member Clubs and Chair of the By-Laws/Rules Committee within sixty (60) days after the Annual Meetings of the NHLBC.
- e. Maintain a listing of the names, addresses, and telephone numbers of the Executive Council Members and send the listing to all NHLBC Member Clubs and Chair of the By-Laws/Rules Committee within sixty (60) days after the Annual Meetings of the NHLBC.

**Section D. National Treasurer**

1. Selection

The National Treasurer of the NHLBC shall be the current Treasurer of the Blueliners, Inc., who shall be bonded for not less than one hundred twenty-five percent (125%) of the amount in the National Treasury of the NHLBC.

2. Duties

The National Treasurer shall:

- a. Receive and disburse the Funds of the NHLBC.
- b. Keep a record of all Funds and Business Transactions of the NHLBC for ten (10) years.
- c. Pay all Debts incurred by the NHLBC.
- d. Submit the Financial Records of the NHLBC for audit once each year at the Annual Meetings.
- e. File an NHLBC tax report with the Internal Revenue Service when necessary.

**Section E. Terms and Vacancies**

- 1. The term of each Officer of the NHLBC shall commence at the end of the current Annual Meetings of the NHLBC and conclude at the end of the next Annual Meetings.
- 2. If a vacancy should occur in any of the Offices before the end of a term, the NHLBC Member Club Hosting the next Annual Meetings shall fill the vacancy within sixty (60) days and notify all NHLBC Member Clubs of the replacement.

**ARTICLE III. EXECUTIVE COUNCIL**

**Section A. Membership**

- 1. The Executive Council shall consist of the officers of the NHLBC and one (1) designated Representative from each NHLBC Member Club.
- 2. Each NHLBC Member Club shall duly elect or appoint its own Representative for the Executive Council.
  - a. The NHLBC Member Club shall notify the President of the NHLBC, in writing, of its Representative's name, address, and telephone number no later than sixty (60) days after the Annual Meetings of the NHLBC.
  - b. The President of the NHLBC shall forward this information to the Secretary of the NHLBC by the First (1st) of November.

**Section B. Duties**

It shall be the duty of each member of the Executive Council to act in the best interest of his/her NHLBC Member Club and the NHLBC.

### **Section C. Voting Privileges**

1. Voting privileges on the Executive Council shall be extended only to the designated Representatives of the NHLBC Member Clubs.
  - a. The President of the NHLBC shall vote only in case of a tie.
  - b. The other Officers of the NHLBC shall NOT be entitled to vote on Executive Council matters.
2. In order to exercise voting privileges in the Executive council, Members of the Executive Council must be of legal age as required by the State of Incorporation (Missouri) of the NHLBC.

## **ARTICLE IV. DELEGATES**

### **Section A. Selection**

1. Each NHLBC Member Club shall duly appoint or elect not more than two (2) Delegates to be its representatives at the Annual Meetings.
  - a. Notification of the names and addresses of the Delegates must be submitted to the President of the NHLBC no later than the First (1st) Day of June.
2. Delegates must be Members of an NHLBC Member Club which is in good standing with the NHLBC and must themselves be Members in good standing in their NHLBC Member Club.

### **Section B. Duties**

Delegates shall:

1. Attend the Annual General Membership and Delegates' Meetings of the NHLBC.
2. Cast a vote when necessary.
3. Act in the best interest of his/her NHLBC Member Club and the NHLBC.
4. Present his/her credentials when required.
5. Present all written proxy votes to the President of the NHLBC at least two (2) hours before the Delegates' Meeting.

### **Section C. Voting Privileges**

1. Each Delegate shall be allowed to cast only one (1) vote unless that Delegate has been given the proxy vote of another delegate.
  - a. Each proxy vote must be in writing, signed by the absent Delegate, and must indicate whether it is a general proxy or a proxy limited to certain votes or issues.
  - b. The Credentials Committee shall determine the validity of all proxies at least one (1) hour before the Annual Delegates' Meeting.
2. NHLBC Member Clubs, not having paid their Annual Dues, shall relinquish their voting rights until said dues are paid.



## **Section D. Credentials**

1. Credentials for Delegates shall consist of a letter from the President of their NHLBC Member Club stating that they are members in good standing in that Club and have been duly selected to represent that Club.
  - a. Said letters are to be submitted to the President of the NHLBC by the First (1st) of June.

## **ARTICLE V. GOVERNMENT**

### **Section A. Delegates**

The final decision on all matters pertaining to the business of the NHLBC during the Annual Meetings shall be vested in the Delegates.

### **Section B. Executive Council**

1. The final decision on all matters pertaining to the business of the NHLBC, which may arise when the Annual Delegates' Meeting is not in session, shall be vested in the Executive Council sitting in especially convened sessions.
2. Any action required to be taken at a session of the Executive Council under paragraph one (1) of this Section may be undertaken and consummated by the Executive Council Members without a specially convened meeting if all said Members sign a letter of consent setting forth specifically the action so taken and agreeing that said action shall become effective without a Formal Meeting of the Executive Council. Action taken by the Executive Council under this paragraph shall be communicated, in writing, to all NHLBC Member Clubs and Chair of the By-Laws/Rules Committee by the Secretary within thirty (30) days.

## **ARTICLE VI. NATIONAL OFFICE**

The National Office of the NHLBC shall be in Missouri, the State of Incorporation.

## **ARTICLE VII. NATIONAL AGENT**

### **Section A. Selection**

The National Agent of the NHLBC shall be the current President of the Blueliners, Inc., who shall be bonded for not less than one hundred twenty-five percent (125%) of the amount in the National Treasury of the NHLBC.

### **Section B. Duties**

The National Agent of the NHLBC shall maintain a permanent record of the Minutes from all Meetings of the NHLBC.

## **ARTICLE VIII. ASSETS OF THE NHLBC**

### **Section A. Funds**

The funds of the NHLBC shall be deposited in a National Bank in the State of Incorporation (Missouri) which is insured by the Federal Deposit Insurance Corporation (FDIC) and shall be accessible only to the National Treasurer and/or National Agent.

### **Section B. Disbursement of Funds**

1. Funds shall be disbursed by the National Treasurer to the President of the NHLBC upon his/her written request or as authorized by a vote of the Delegates or the Executive Council.
2. The NHLBC shall not go into debt beyond an amount equal to twenty percent (20%) of the amount of dues paid-in during the previous dues renewal period without authorization by a majority vote of the Delegates present at an Annual Delegates' Meeting.
3. Any Member Club, in good standing, who has been selected to host an upcoming convention, may request from the treasury of the NHLBC an amount not to exceed 25% of the available funds in the treasury as stated on the Treasurer's Report at the delegates meeting where the request is made to be used towards their convention preparations. The club seeking the loan also agrees to have the amount repaid 60 days before the delegates meeting at the convention they are hosting. The National Treasurer will disburse the requested funds upon approval of the request by the authorized vote of the Delegates.

### **Section C. Dues**

1. Each NHLBC Member Club shall remit Annual Dues of fifteen dollars (\$15.00) to the National Treasurer no later than the First (1st) Day of June each year.
2. Failure of an NHLBC Member Club to remit its dues by the specified time will result in the loss of the NHLBC Member Club's voting privileges at the Annual Meetings until such time as said dues are paid.

### **Section D. Fees**

1. Each NHL Booster or Fan Club applying for Membership in the NHLBC shall pay an Initiation Fee of fifty dollars (\$50.00) to the National Treasurer upon being accepted as an NHLBC Member Club.
2. The Initiation Fee must be paid within sixty (60) days after being accepted by the NHLBC as an NHLBC Member Club.

### **Section E. Currency**

All dues and other fees payable to the NHLBC shall be made in United States Funds.

## **ARTICLE IX. FISCAL YEAR**

The Fiscal Year of the NHLBC shall be from the First (1<sup>st</sup>) Day of September of one year until the Last Day of August of the following year.

## **ARTICLE X. REPORTS**

Reports of actions taken at Delegates' Meetings or Executive Council Meetings, except as provided in Section B of ARTICLE V of these By-Laws, are to be submitted, in writing, by the Secretary to each NHLBC Member Club and Chair of the By-Laws/Rules Committee no later than sixty (60) days after the Meetings.

## **ARTICLE XI. COMMITTEES**

### **Section A. By-Laws/Rules Committee**

#### 1. Selection

The Chairperson and Co-Chairperson (each from different NHLBC Member Club in good standing shall be appointed by the Incoming President of the NHLBC within sixty(60) days following the close of the Annual Meetings.

- a. They shall appoint at least three (3) Members of the Committee, no two of whom may be from the same NHLBC Member Club.

#### 2. Duties

The By-Laws/Rules Committee shall:

- a. Maintain the By-Laws and Constitution of the NHLBC and send them to the NHLBC Member Clubs upon their request.
- b. Send all proposed amendments to the Constitution or By-Laws to all NHLBC Member Clubs by no later than the First (1<sup>st</sup>) Day of March.
- c. Bring proposed Amendments to the Constitution and/or By-Laws to the floor of the Delegates' Meeting to be voted upon.
- d. Retype the Constitution and By-Laws when Amendments are accepted and send the revised copies to all NHLBC Member Clubs within sixty (60) days.
- e. A simple majority vote by the Members of the By-Laws/Rules Committee shall have the authority to interpret the NHLBC's Constitution and/or By-Laws should a question pertaining to them arise.

### **Section B. Credentials Committee**

#### 1. Selection

A Credential Committee, consisting of one (1) Member from each of three (3) NHLBC Member Clubs in good standing, shall be appointed by the President of the NHLBC not less than thirty (30) days prior to the commencement of the Annual Meetings.

#### 2. Duties

The Credentials Committee shall:

- a. Be responsible for the resolving of conflicting Applications and Credentials for NHLBC Member Club status under ARTICLE I of these By-Laws.
- b. Be responsible for validating the Credentials of the Delegates to the Annual Delegates' Meeting.
- c. Be responsible for validating all written proxy votes submitted by Delegates.
- d. Present its findings to the President of the NHLBC at the beginning of the Annual Delegates Meeting.

### **Section C. Auditing Committee**

1. Selection

An Auditing Committee consisting of three (3) members from NHLBC Member Clubs, in good standing, other than the NHLBC Member Club which maintains the NHLBC treasury, shall be appointed by the President of the NHLBC not less than thirty (30) days prior to the Annual Delegates Meeting.

2. Duties

The Auditing Committee shall audit the Financial Records of the National Treasurer and report its findings at the Annual Delegates' Meeting.

### **Section D. Social Media Committee**

1. Selection

The Chairperson shall be appointed by the Incoming President of the NHLBC within thirty (30) days following the close of the Annual Meetings.

- a. The Chair shall appoint at least two (2) other Members of the Committee (each from different NHLBC Member Club in good standing) within thirty (30) days of being appointed.
- b. All members should have computer and some Web knowledge.
- c. A member does not have to attend NHLBC Conventions to serve on the Web Committee.

2. Duties

The Social Media Committee shall:

- a. Maintain the NHLBC Web Site, Facebook Page, Twitter Account & any other Social Media accounts deemed necessary for the growth of the NHLBC
  - 1. Link member NHLBC Clubs' Websites to NHLBC Website
  - 2. Update Officers of NHLBC as needed.
  - 3. Update NHLBC Constitution and By-Laws as needed.
  - 4. Update NHLBC Hall of Fame Inductees as needed.
  - 5. Updates NHLBC Convention Information as needed
  - 6. Add information as decided at the Annual meeting.
  - 7. Link the NHLBC Website, Facebook, Twitter and other social media account.
  - 8. Update Facebook, Twitter and all other social media accounts as needed on items decided upon at the Annual Meeting.
- b. For security purposes, change password at least every year or if a committee member leaves the committee for any reason.
- c. Provide current password to the Treasurer of the NHLBC (to be kept for reference only)

### **Section E. Hall of Fame Committee**

1. Selection

The Chairperson and Co-Chairperson (each from different NHLBC Member Club in good standing shall be appointed by the Incoming President of the NHLBC within thirty (30) days following the close of the Annual Meetings.

- a. They shall appoint at least three (3) Members of the Committee, no two of whom may be from the same NHLBC Member Club.

2. Duties

The Hall of Fame Committee shall:

- a. Select members for induction in to the NHLBC Hall of Fame based on the following criteria:  
Attending 30 NHLBC Conventions

Or

Chair of 2 NHLBC Conventions

Or

Attending 25 NHLBC Conventions plus service on an NHLBC Committee (Standing or ad-hoc Committee)

- b. Compile and maintain list of all Convention attendees and their committee service to determine who should be inducted into the NHLBC Hall of Fame.  
c. Hold inductions into the NHLBC Hall of Fame on the Saturday Evening, after dinner, at the NHLBC Convention. Inductees shall receive a certificate with their name and induction date and a medal with a ribbon attached in their team colors.

## **ARTICLE XII. MEETINGS**

### **Section A. Regular Meetings**

Unless otherwise ordered by the NHLBC Member Clubs or the Executive Council:

1. The Annual NHLBC Convention shall be held during the weekend containing the Second (2<sup>nd</sup>) Saturday of August each year.
2. The General Membership Meeting shall be held the Second (2<sup>nd</sup>) Saturday of August each year prior to the Delegates' Meeting.
3. The Delegates' Meeting shall be held the Second (2<sup>nd</sup>) Saturday of August each year.
4. Items for discussion at the Delegates Meeting should be sent to the President of the NHLBC by April 1<sup>st</sup>. In turn the President shall send them out to the Member Clubs by May 1<sup>st</sup> to enable the Clubs to discuss these items. The President may send out the items for discussion without the name of the Club/person submitting them.
5. Items for discussion may also be brought up at the Delegates Meeting if needed.

### **Section B. Special Meetings**

1. Special Meetings of the Executive Council will be held upon the request of the President of the NHLBC and the approval vote of two-thirds (2/3) of the Executive Council Members.
  - a. Action may be taken by the Executive Council without a Meeting, but only as provided for in ARTICLE V of these By-laws.
2. Special Meetings may be called upon the written request of two-thirds (2/3) of the NHLBC Member Clubs, in good standing, to the president of the NHLBC.

## **ARTICLE XIII. QUORUMS**

### **Section A. Delegates' Meeting**

A quorum for the transaction of business at a Delegates' Meeting shall exist when two-thirds (2/3) of the Delegates are present at the beginning of the Meeting.

### **Section B. Special Meetings**

A quorum for the transaction of business at Special Meetings of the Executive Council shall exist when three-fourths (3/4) of the Representatives of the NHLBC Member Clubs are present at the beginning of the Meeting.

### **Section C. Informal Action by Executive Council**

Informal action by the Executive Council, without a Meeting, requires participation by the entire Executive Council as provided in ARTICLE V of these By-Laws.

## **ARTICLE XIV. ANNUAL CONVENTION**

### **Section A. Notification of Intent**

1. An NHLBC Member Club, in good standing, which intends to Bid for a Convention must inform the President of the NHLBC and the other NHLBC Member clubs of that intent, in writing, by January 31<sup>st</sup>.
  - a. This provision may be waived by a three-fourths (3/4) majority of the Delegates voting, in person or by proxy, at that Meeting provided no other NHLBC Member Club has submitted a proper Bid.

### **Section B. Selection of Convention Site**

1. The Convention Site may be chosen no more than two (2) hours in advance at the Annual Delegates' Meeting.
2. An NHLBC Member Club, in good standing, will be selected to Host a forthcoming convention by a simple majority vote of the Delegates voting, in person or by proxy, at the Annual Delegates' Meeting.
3. Voting shall be by secret written ballot.
4. If an NHLBC Member Club, in good standing, which has been awarded a Convention by the Delegates is subsequently unable to Host that Convention, the Executive Council shall have authority to make alternative Convention plans and relocate the Convention, if necessary.
5. If a site has not been selected for the Convention for the following year and no bid has been received by February 1<sup>st</sup> (first), the Executive Council may appoint a committee to look into a site for that Convention. Member of this committee do not have to all be from the same NHLBC Member Club.

### **Section C. Attendees**

1. All attendees must be members in good standing of an NHLBC Member Club, or of a club applying for membership in the NHLBC, or invited guests of the Host Club.

## **Section D. Final Financial Report**

Any Member Club, in good standing, who has been selected to host a convention must provide to the treasurer of the NHLBC a final financial report showing the collection and disbursement of all funds used for the convention they host. The financial report must be submitted to the National Treasurer 180 days after the completion of the above convention and will then be included in the delegates' packet at the next delegates meeting.

## **ARTICLE XV. Amendments**

### **Section A. Proposal of Amendments**

Amendments to the NHLBC Constitution and/or By-laws may be proposed by any NHLBC Member Club, in good standing, or the current By-Laws/Rules Committee.

### **Section B. Notification of Proposed Amendments**

1. Any proposed amendments to the NHLBC Constitution and/or By-Laws shall be sent, in writing, by Certified Mail, to the NHLBC President by no later than the First (1<sup>st</sup>) Day of December.
2. The NHLBC President shall make the proposed amendments available to the By-Laws/Rules Committee by no later than the First (1<sup>st</sup>) Day of January.
3. The Chairperson(s) of the By-Laws/Rules Committee shall make the proposed amendments available to all NHLBC Member Clubs by the First (1<sup>st</sup>) day of March.

### **Section C. Adoption of Amendments**

1. The proposed amendment(s) shall be brought to the floor of the Annual Delegates' Meeting by the By-Laws/Rules Committee.
2. No amendments shall be made to the NHLBC Constitution without the approval of a three-fourths (3/4) majority of the Delegates voting in person or by written proxy at said Delegates' Meeting.
  - a. The vote shall be by roll call.
3. No amendments shall be made to the NHLBC By-Laws without the approval of a two-thirds (2/3) majority of the Delegates voting, in person or by written proxy, at said Delegates' Meeting.
  - a. The vote shall be by roll call.

## **ARTICLE XVI. PARLIAMENTARY AUTHORITY**

*"Roberts Rules of Order, Revised"* shall be the Parliamentary Authority on all matters not covered by the Constitution or By-Laws of the NHLBC.

## **ARTICLE XVII. ORDER OF BUSINESS**

The Order of Business at all Meetings shall be:

1. Call to Order by the Presiding Officer
2. Roll Call of Officers, Members of the Executive Council, or Delegates
3. Verification of a Quorum present to conduct business
4. Presentation of the Agenda
5. Secretary's Report (minutes)
6. National Treasurer's Report
7. Communications
8. Reports
9. Unfinished Business
10. New Business
11. Adjournment