

ALMONTE CURLING CLUB
CONSTITUTION AND BY-LAWS

Adopted: September 27, 1990

Amended: April 25, 1994
April 24, 1995
April 01, 2008
March 31, 2009

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1. THE ALMONTE CURLING CLUB

The Almonte Curling Club is hereafter referred to as “the Club”.

2. OBJECTIVES

The objectives of the Club are in general to encourage, promote and organize the sport of Curling and to promote good Fellowship.

3. CLUB COLOURS

The Colours of the Club shall be Gold, Navy Blue and Maroon. The colour of the Club sweater shall be gold with navy blue trim.

4. FISCAL YEAR

The fiscal year of the Club shall commence on the 1st day of June in each year and terminate the 31st day of May of the following year.

5. ANNUAL MEETING

The annual meeting of the Club shall be held at such time, on such day, and at such place as the Board of Directors may determine, provided always, that the said meeting shall not be held later than the 30th day of May in each year. At such a meeting, a treasurer’s report shall be submitted and all committees of the Club holding Club monies shall produce statements, together with money earned or retained in the funds of such committees, to the Club treasurer two full weeks before the annual meeting. A QUORUM for an annual meeting shall be fifteen (15) of the Regular/Senior Membership. BI-ANNUALLY, AT SUCH A MEETING, THE ELECTION OF OFFICERS AND DIRECTORS SHALL TAKE PLACE (see Section 14).

6. NOTICE OF MEETING

All annual and special meetings shall be deemed to have been duly called if notice thereof be left at the residence or place of business or given or sent by ordinary mail, postage prepaid, or by e-mail to each Regular/Senior Member at least ten (10) days prior to the day fixed therein for the meeting. If such notice be sent by mail, it shall be sufficient if it is addressed to the post office address of each Regular/Senior Member in good standing as shown by the books of the Club. The non-receipt of such notice by any Regular/Senior Member shall not invalidate any resolution passed or any proceedings taken at the meeting.

7. CALLING OF SPECIAL MEETINGS

Within five days of a request for a Special Meeting of Regular/Senior Members from fifteen (15) or more of such members, the Directors shall call a Special Meeting for which ten (10) clear days notice to all Members shall be given. The request for the Special Meeting by such Regular/Senior Members shall specify IN WRITING the purpose/s for which it is desired, that the meeting will be held and all proceedings and discussions shall be limited to that/those purpose/s. The quorum for a Special General Meeting shall be thirty (30) of the Regular/Senior Membership.

8. CLASSIFICATION OF MEMBERSHIP

- a. Honorary Membership: Persons whom the Club may wish to honour in recognition of services rendered to the Club. Honorary members may be elected for life or some definite period by a favourable vote of not less than two thirds (2/3) of the Members present and voting at any General or Special Meeting of the Club upon being duly proposed and seconded by two (2) Regular/Senior Members and the proposal having been approved by the Executive. Honorary members shall not be assessed Club membership fees and they shall enjoy the privileges of Regular/Senior Membership except for voting privileges.
- b. Regular/Senior Membership: Members who have paid the annual fees assessed by the Board of Directors (Executive Committee) and who are not otherwise in default or under any other obligation or condition of membership. They shall have full voting rights and be eligible for election to the Board of Directors.
- c. Junior Membership: Persons who are less than nineteen (19) years of age on June 1st prior to the Curling season (see Rules and Regulations of the Club). Junior members shall pay fees as set each year by the executive and only have privileges as assigned to the Junior Curling Section by the Executive. Junior members shall not be eligible to vote.
- d. Social Membership: Persons admitted expressly for social aspects of the Club. Social members shall pay fees as set by the Executive and shall enjoy such privileges as determined by the Executive Committee.
- e. All memberships in the Club shall not be transferable and in the event a member ceases to be a member for any reason whatsoever, any monies paid to the Club in respect to the membership of such a member, shall remain the property of the Club and shall not be redeemable by the member for any cause whatsoever.

9. APPLICATION FOR MEMBERSHIP

Application for membership shall be submitted in writing to the secretary and/or the membership chairman and forwarded to the Executive Committee for approval and acceptance.

10. PRIORITY IN SELECTION OF MEMBERS

The Directors shall be empowered from time to time to establish a limitation in number with respect to membership of the Club and such limitations shall be subject to approval of the Regular/Senior Members of the Club. In that event, a waiting list shall be established and applicants for membership in the Club shall be listed therein in the order in which applications for membership are received by the Secretary. When a vacancy in the membership occurs, that vacancy shall be filled by reference to such a waiting list in the order shown therein, subject to the approval of the Executive Committee. In the case of a former Regular/Senior Member in good standing re-applying, the Executive shall have discretion to grant him or her preference over others on the waiting list. In the case of common-law marriage and children of Regular/Senior Members, the Executive shall have discretion to grant him/her preference over others on the waiting list.

11. VOTING MEMBERS

Only a Regular/Senior Member shall be entitled to one (1) vote on all matters requiring the vote of a member. THERE SHALL BE NO VOTING BY PROXY. A Regular/Senior Member must be present to cast a vote on any matter.

12. DIRECTOR'S QUALIFICATIONS

Only Regular /Senior Members in good standing shall be eligible to be elected to the Board of Directors.

13. DIRECTORS

- a. The affairs of the Club shall be managed by the Board of Directors as are defined in the Constitution and By-laws of the Club.
- b. The Directors shall meet for the dispatch of business, adjourn, and otherwise regulate their meetings as they see fit from time to time. A QUORUM of a simple majority shall be necessary for the transaction of business at a meeting of the Board of Directors.

DIRECTORS (continued)

- c. A resolution signed by all of the Directors shall be as valid and effectual as if it had been passed at a meeting of the Directors duly called and constituted.
- d. A Directors' emergency meeting may be called by the President or, on the request of three Directors at such place and time as is stipulated in the Notice calling the meeting. Notice of such meeting shall be given to each Director at least twenty-four (24) hours prior to the time of the meeting.
- e. Any vacancy occurring in the Board of Directors for any reason may be filled by the Directors, but any person so chosen shall retain the office only so long as the vacating Director would have retained such office.

14. ELECTION OF THE BOARD OF DIRECTORS

- a. There shall be eight (8) Directors, more or less. The President, the Vice-President, the Secretary, the Treasurer and by virtue of their election four (4) directors shall be members of the Executive Committee. The immediate Past President shall serve as an exofficio member of the Executive Committee.
- b. The Board of Directors shall be elected for a term of two (2) years.
- c. Nominating Committee. The Board of Directors, shall at least one (1) month prior to the Annual Meeting, appoint a Nominating Committee of three (3) members chaired by the Immediate Past President. A list of the nominations to the Board of Directors, indicating their proposed Office and/or Chairmanship of Standing Committees for the ensuing two (2) years, shall be sent to all members with the notice of the Annual General Meeting. Additional nominations may be put forward by two (2) Regular/Senior Members from the floor at the Annual General Meeting, provided the consent of each nominee has been previously obtained in writing.

15. VOTING PROCEDURES

- a. All questions to be decided by any meeting of the Club or by the Board of Directors thereof shall be decided by a majority of votes cast for or against any question. In the event of a tie vote on any question at any meeting of the Club or the Board of Directors or at an annual or special general meeting, the question shall be deemed to have been defeated.
- b. When two (2) or more nominations are made for a single office, the vote

shall be held by secret ballot.

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16. COMMITTEES

- a. The Executive Committee shall be the Board of Directors.
- b. The Board of Directors shall establish such Standing Committees from time to time, as they deem necessary to ensure the smooth running of the Club. Such Standing Committees shall have on it's membership, at least one (1) member of the Board of Directors. The Chairman of each Standing Committee so established shall be a Director of the Club.
- c. The Board of Directors shall establish Terms of Reference outlining each Committee's responsibilities.
- d. Other Committees established from time to time to perform a specific task shall be designated Ad Hoc Committees.
- e. The QUORUM for meetings of Committees shall be a simple majority.

17. BOARD OF DIRECTORS

- a. The Board of Directors (Executive Committee) shall be composed of the Directors of the Club: the President, the Past President (ex officio); the Vice-President; the Secretary; and the Treasurer.
- b. The Board of Directors (Executive Committee) shall be the Planning Committee responsible for:
 - financial planning;
 - co-ordinating the work of the Board and establishing it's priorities;
 - appointing bi-annually a Club historian;
 - considering proposals for Honorary Membership;
 - membership fees;
 - establishing privileges for junior curling membership;
 - Club membership approval;
 - Appointment of the Club Nominating Committee.

18. DUTIES OF OFFICERS

- a. President: The President shall:
- preside at all meetings of the Club and of the Board of Directors.
 - be responsible for the proper conduct of the business of the Club.
 - NOT VOTE except to make or break a tie.
 - appoint scrutineers as required.
 - be a custodian of all medals, trophies owned and/or won by the Club.
- b. Vice-President: The Vice-President shall:
- in the absence of the president, perform the duties and while doing so shall have all the rights, privileges and powers of the President. In the event that the President and Vice-President are absent from any regular or special meeting, the Directors present may designate one (1) of their number to be Chairman of the meeting.
- c. Secretary: The Secretary shall:
- keep an accurate record of all proceedings at meetings of the Club and/or the Board of Directors and/or the Executive Committee;
 - conduct correspondence;
 - keep a correct list of the names and addresses of members;
 - notify all new members of their election to membership;
 - be custodian of all documents and papers of every nature and kind of value and shall sign a receipt for the same upon taking office, with the exception of the financial records which shall be held by the treasurer;
 - perform such duties as are prescribed by the By-laws from time to time and such other duties as may be assigned to the Secretary from time to time by the Directors.

- d. Treasurer: The Treasurer shall:
- collect the fees of members and other revenue or funds of the Club and shall pay all accounts of the Club certified by the Board of Directors;
 - keep a detailed statement and accounts at all times of all receipts and expenditures made by the Treasurer on behalf of the Club and report from time to time as may be required by the Board of Directors;
 - submit the account to the Club Auditors and shall furnish a certified and detailed statement of same to the members of the Club at the annual meeting, or whenever requested to do so by the Board of Directors. The Treasurer shall also submit an Auditor's report as soon after the fiscal year as possible.

19. CLUB HISTORIAN

The Club Historian shall be the custodian of all the records pertaining to the activities of the Club and shall keep a scrapbook of all clippings and other data relating to the Club and its members. The Historian shall endeavour, as far as possible, to gather together all back records of the Club since its inception. If not a Director, the historian may be invited to Board meetings without power to vote on any question before the Board of Directors.

20. BANK ACCOUNTS AND EXECUTION OF NEGOTIABLE INSTRUMENTS AND DOCUMENTS

- a. One or more bank accounts shall be carried with such of the Chartered Banks of Canada as the Directors may by resolution designate.
- b. All cheques, drafts, notes and other negotiable instruments shall be signed:
- by the President and the Treasurer;
 - or in absence of the President, by the Vice-President and the Treasurer;
 - or in absence of the Treasurer, by the President and the Vice-President.

21. ANNUAL FEES

- a. All fees of the Club to be paid by members shall be established by the Board of Directors.
- b. The Annual Fees for each fiscal year shall be due on or before the 15th of October. Annual Fees not paid before the 15th of November will be reported to the Board of Directors at their next meeting. Any member who is in default therein may have their privileges revoked at the discretion of the Board of Directors.
- c. Such members may, however, be reinstated by the Board of Directors, upon payment of arrears of fees.
- d. A member admitted shall make such payment for such portion of the year for which he is admitted as in their sole discretion the Board of Directors shall deem fit.

22. SUSPENSION AND EXPULSION

- a. The Directors may, by a two-thirds vote of those present at a regular meeting, or at a special meeting of the Directors called for the purpose to suspend or expel from all privileges, any member who is guilty of conduct which, in the opinion of the Directors, is detrimental to the character or interests of the Club.
- b. If a member, suspended or expelled by the Board for any cause desires to appeal the decision, such member must, within thirty days (30) of the Board's decision, leave with the Secretary, a request in writing signed by fifteen (15) members for a special general meeting; thereupon, the Directors shall call a special general meeting to consider such request at which meeting such member may be reinstated by a two-thirds vote of the members present.

23. BORROWING MONEY

The Directors of the Club may, from time to time, borrow upon the credit of the Club, for the normal operation of the Club.

24. APPOINTMENT OF AUDITORS

One or more Regular/Senior Members excepting any member of the Board of Directors shall be recommended, in advance by the Board of Directors and be approved by the Regular/Senior Members at the annual meeting, to act as auditor/s. The auditor/s duties shall be to examine the books, vouchers and accounts of the Club, and all documents having reference to the business thereof. The auditor/s shall prepare a balance sheet and profit and loss statement, together with such exhibits and reports as they may consider necessary, and submit same to the Board of Directors as soon after the close of the fiscal year as possible.

25. CHANGING OF THE BY-LAWS

- a. The Board of Directors from time to time may repeal, amend or re-enact the By-laws of the Club, but any changes, unless in the meantime confirmed by Special Meeting, shall have force until the next Annual Meeting of the Club, and if not confirmed thereat, shall from that time only, cease to have force.
- b. Regular/Senior members may by written notice request amendments to the Constitution and By-Laws of the club. Such notice shall be discussed at the next General Meeting of the Club and shall be submitted at least 30 days prior to this meeting.

AMENDMENTS:

Amendment to by-law number 14 passed at Annual General Meeting April 25, 1994.

Add a seniors chairman to the board members thereby increasing the total number of directors from eight (8) to nine (9).

Amendment to by-law number 14 passed at Annual General Meeting April 24, 1995.

The Co-ordinator of the Junior Program will be a voting member of the Almonte Curling Club.

Amendment to by-law number 14, sub-section a at Annual General Meeting April 01, 2008.

There shall be 12 directors, more or less; consisting of president, vice-President, secretary and treasurer, plus eight directors (more or less).

Amendment to by-law number 14 sub-section b at Annual General Meeting April 01, 2008

The position of President and vice-president shall be one year terms with the option of serving second year, unless challenged on the second year.

Amendment to by-law number 13 sub-section b at Annual general Meeting April 01, 2008.

Quorum to be a minimum of seven (7) Directors.

