

COLBORNE CURLING CLUB

CONSTITUTION AND BY-LAWS

A. THE CLUB

- 1) The Club shall be known as Colborne Curling Club.
- 2) The object of the club shall be to promote the game of curling and fellowship, primarily for residents of Cramahe Township and area, and shall be a not for profit volunteer organization.
- 3) Admittance to the club is limited to members; members of other recognized curling clubs; and guests of members. All members are responsible for the deportment of their guests. Special events may be open to the public at the discretion of the Board of Directors, to be decided by the Board of Directors at a duly called meeting.

B. MEMBERSHIP

- 4) There are four classifications of membership:
 - i) A Life Member is any person who was a member on or before May 1, 1974. A Life Member is entitled to full voting privileges. A full list of such members is attached to this constitution, and is to be retained, up to date, by the club Secretary.
 - ii) A Full Participating Club Member is any person who has paid membership dues as set out by the Board. A Full Participating Club Member is entitled to full voting privileges and curling activities as determined by the Board.
 - iii) A Junior / Student Member is any person under the age of 21 who has paid junior or student membership dues as set out by the Board. A Junior Member is only entitled to curling activities as determined by the Board.
 - iv) A Casual Member is any person who participates in occasional games of curling, but does not pay regular fees and is not a full member. This will include those who attend the club for social reasons, but do not curl.
- 5) Membership dues are non-transferable and non-refundable unless the Board determines exceptionality. A spouse of a deceased member is deemed a member for the remainder of the fiscal year in which the deceased was a member
- 6) The Board must approve all new club members, and the Board may revoke the membership of any person for "just cause".

C. BOARD OF DIRECTORS

- 7) Positions and Election of Board of Directors:
 - i) The Board of Directors shall consist of a President, Vice-President, Immediate Past President (one year only: during the transition year of a new President), Treasurer, Secretary, Bar Steward, one representative of the Kitchen Committee as determined by the Kitchen section, and four directors. All members of the Board shall have voting powers, and if any issue becomes deadlocked, it will be brought to a special general meeting for a decision. At least five (5) members of the Board must be residents of Cramahe Township. Within the direction of this Constitution any active curling member can sit on the Board of Directors in any position if duly elected.
 - ii) All of the above noted Board members, with the exception of the Immediate Past President are to be elected by the club members at the Annual General Meeting. Terms of office shall be 2 years for all positions, with a maximum of 2 consecutive terms, which may be extended at the discretion of the membership.
- 8) All Board members must be active curlers.

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- 9) A quorum of the Board shall consist of more than half its total members.
- 10) Meeting of the Board of Directors:
- i) The next meeting of the Board of Directors is to be set at the end of each regularly scheduled meeting; however a quorum of the Board of Directors may call a Board meeting. There should be at least three (3) days notice given for all Board meetings.
 - ii) There will be a minimum of one meeting per month during the curling season (November 1 to March 31 of the year following, plus additional meetings as required during the remainder of the year at the call of the chair.
- 11) Any member of the Board who misses three consecutive meetings, without prior notification, will no longer be a member of the Board.

D. DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- 12) The Board of Directors shall have the following responsibilities:
- i) To transact all normal business activities of the Club
 - ii) To manage all extra-ordinary business of the Club
 - iii) To establish, collect and record the payment of membership dues
 - iv) To call the Annual General Meeting
 - v) To call Special General Meetings as required
 - vi) To appoint temporary Board members to fill any vacancies which occur during the year
 - vii) To receive, review and react to monthly reports and/or recommendations of all standing committees
 - viii) To further the objectives of the Club
 - ix) To establish policies and procedures as deemed necessary
 - x) To establish an annual operating budget for the Colborne Curling Club
- 13) Banking:
- i) For all documents requiring signatures, the signing officers of the club shall be any two (2) of: the President, Vice-President, Secretary and Treasurer. Revisions to the signing officers shall be made as soon as possible following the Annual General Meeting.
 - ii) Valuable documents such as deeds, policies, mortgages, etc. must be kept in a safety deposit box at the chartered bank used for banking by the Colborne Curling Club.
 - iii) Safety deposit box key(s) are to be kept for safekeeping by the Treasurer.
 - iv) All funds collected by or on behalf of the Colborne Curling Club shall be deposited in the Club's bank account.
- 14) Front door keys for the Colborne Curling Club will be issued to all Board members, individual Draw masters, and other individuals as designated by the Board and will be returned to the Treasurer upon resignation or retirement. A master list of issued keys is to be maintained by the Treasurer.
- 15) The President shall preside and maintain order at all Board meetings, Annual General Meetings and special general meetings. He/She shall have the power to call meetings, as he/she deems necessary. He/She shall sign the minutes of such meetings after they have been approved. The President shall prepare a slate of candidates and shall conduct the voting for all vacant Board of Director positions at the Annual General Meeting. Unless the President's position is up for reelection in which case the election shall be conducted by any of the table officers (not scheduled for reelection).

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16) The Vice-President shall take the place of and discharge the duties of the President when he/she is absent.

17) The Treasurer shall be responsible for all monies collected and bills paid. His/Her books and accounts shall at all times be open for inspection by the officers and shall be balanced as at March 31st of each year. A complete report shall be presented at the Annual General Meeting. He/she will present a financial report at each meeting of the Board in a format determined by the current Board at its inaugural meeting immediately prior to the beginning of the curling season.

18) The Secretary shall keep full and correct minutes of all Board, Special General and Annual General Meetings and shall execute all correspondence arising out of them.

E. STANDING COMMITTEES

19) There shall be Six (6) Standing Committees of the club presided over by one (1) Board Member: The purpose of these committees is to prepare and discuss topical reports and to provide recommendations to the Board of Directors.

- i) Membership and League Committee: responsible for collecting all dues and fees and handing over all membership fees collected to the Club Treasurer, maintaining the membership list, development of strategies to promote membership within the community and maintaining volunteer dues and schedules.
- ii) Bonspiel Committee: responsible for coordinating all bonspiels using the Colborne Curling Club facility; and maintaining and promoting all "out of club" events.
- iii) Fundraising Committee: responsible for the development of strategies to acquire additional sources of revenue for the club.
- iv) Kitchen Committee: responsible for the operation of the kitchen.
- v) Youth Committee: responsible for coordinating the youth program in conjunction with the coaches.
- vi) Maintenance Committee: responsible for coordinating: the ice-making activity; and the upkeep of the building.

20) Membership in these committees is to be drawn from the Full Participating Club Members List at the beginning of each new curling year by the committee chair.

21) There are to be at least 3 members on each Standing Committee.

F. FINANCIAL

22) The fiscal year of the Curling Club shall end March 31, each year.

23) The Board shall submit a Financial Statement for the year ended to the membership at the Annual General Meeting.

24) Special Finance Committee:

- i) If the club finds it necessary to borrow money by means of collateral notes signed by any of its members, said members will be deemed a Special Finance Committee, each with a vested interest in the Colborne Curling Club, until such debts are retired.
- ii) In the event that a Special Finance Committee has been established, any resolution greatly affecting the fixed assets of the club must be approved by a majority of the Special Finance Committee until such time as the Special Finance Committee has been dissolved.

25) Two auditors, from the membership shall be appointed at the Annual General Meeting to examine, certify and report upon the Treasurer's Accounts for the year following.

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26) In the event of dissolution of the club, all net assets will be liquidated and final dispensation, not resulting in a profit for any remaining club member, will be dealt with by a majority vote of the membership at the time of dissolution.

G. ANNUAL GENERAL MEETING

27) Major net expenditures must be approved at an Annual General Meeting or Special General Meeting.

28) Voting privileges are limited to life members and full participating club members as specified in section 4 above.

29) In the event that a voting member of the Colborne Curling Club is not available to attend the Annual General Meeting, proxy ballots will be made available at least one (1) month prior to the meeting date.

30) The Annual General Meeting must be held prior to September 30, each year.

31) A simple majority of current voting members or proxies in hand must be present in order for any general meeting of the club to be official.

32) There should be at least five (5) days notice given for all Annual and General Meetings.

H. CONSTITUTIONAL CHANGES

33) This Constitution and By-laws shall not be amended or added to, except by majority vote of the members present at the Annual General Meeting, or at any special meeting, and unless notice, in writing, of the proposed change is given to the members at least one month prior to the date of the Annual General Meeting or any Special General Meeting.

34) A permanent copy of the approved Constitution and By-Laws shall be placed in a highly visible location in the club at all times, and a copy shall be made available to every member of the club at his or her request.

Revised and Approved: _____

PLEASE READ AND KEEP