

# Bylaws of the Calgary Ladies Curling Club- Revised March 27, 2017

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## **1. THE ORGANIZATION**

The name of the organization is the Calgary Ladies Curling Club which may also be known or referred to as CLCC or the Club in these Bylaws

## **2. THE BYLAWS**

The Bylaws of the CLCC state how the organization is governed and generally regulates the transaction of the business and affairs of the CLCC

## **3. DEFINITIONS**

In these Bylaws , the following words have these meanings:

1. **Bylaws** means the Bylaws of the Club as amended
2. **Annual General Meeting (AGM)** means the Annual General Meeting as described in 6.2.
3. **Semi-Annual General Meeting (SAGM)** means a general meeting as described in 6.3.
4. **Special Meeting** means a special general meeting as described in 6.4.
5. **Executive Officer** means an Officer listed in 7.1.a
6. **Assistants and Committee Chairpersons** means persons appointed to the Executive Committee
7. **Voting Member** means a Member entitled to vote at meetings of the Club as described in 5.4

## **4. OBJECTIVES OF THE CLUB**

The objectives of the Club are to:

1. promote fellowship and sportsmanship within the Club through league play, social activities and participation in other curling events;
2. increase all categories of membership in the Club when necessary;
3. provide league competition for various levels of play;
4. provide training and instruction to improve player skills;
5. promote and market the Club and the sport;
6. use the funds of the Club in pursuit of these objects.

## **5. MEMBERSHIP**

All Members must have completed the current member registration form and submitted with requisite fees to the Registrar of the Club.

### **5.1. Classification of Membership**

There are four categories of Members:

- (a) Full Members
- (b) Rovers
- (c) Life Members
- (d) Associate Members
  1. Social Members
  2. Spare Curlers

**5.1. Classification of Membership** continued.....

**5.1.1 Full Members**

To become a Full Member an individual must have:

- (a) registered as player with a team (including fifth players) and have paid the requisite annual fees by the required date.
- (b) or be a registered rover and have paid the requisite annual fees.
- (c) or be a Life Member who is:
  - a member of the Club who has been nominated for Life Membership and declared a Life Member by the Executive Committee upon consideration of their years of curling and outstanding service to the membership.

**5.1.2. Associate Members**

An Associate Member is defined as:

- (a) **Social Member** is a former, paid-up, regular member who is unable to continue curling for any reason and has paid the annual requisite Social fee and completed the Membership Registration form.
- (b) **Spare Curler** is any curler that has paid the annual requisite spare fee and completed the Membership Registration form registering as a spare.

**5.2 Membership Fees and Term:**

- 1. Membership fees are set annually, by the Executive Committee, no later than June 30<sup>th</sup> of each year.
- 2. The Membership term is July 1<sup>st</sup> to June 30<sup>th</sup> of each year.

**5.3 Responsibilities and Rights of Members**

- 1. Full completion of the Membership registration and payment of required fees by the required date;
- 2. Attending scheduled curling games or acquiring a replacement curler;
- 3. Abiding by the Bylaws and Playing Rules of the Club;
- 4. Attending the general meetings of the Club;
- 5. Supporting and assisting with various events if possible.

**5.4 Voting Privileges of Members**

- 1. Only Full Members, in good standing and in attendance at a General meeting of the Club, shall carry one vote each.
- 2. A voting member not attending a General Meeting may not vote by proxy.

**5.5 A Member in Good Standing**

is a Member that has paid to the Club, the required Membership fees and any other approved fees.

**5. Membership** continued.....

**5.6 Termination of Membership**

**5.6.1. Resignation**

(a) Any Member may resign from the Club by written notice, mailed, delivered or electronically sent to the Secretary.

(b) When the notice is received the Member's name is removed from the membership listing and they are considered a non-member as of that date.

**5.6.2. Death**

The membership of a Member is ended upon her death.

**5.6.3. Deemed Withdrawn**

(a) If a Member has not paid the required fees within forty-five (45) days following the date the fees are due, the Member is considered to have submitted their resignation from the Club.

(b) The name of the Member is removed from the Membership List and the Member is considered a non-member at that date.

**5.6.4. Expulsion**

(a) The Club may, by Special Resolution, at a Special General Meeting called for such purpose, expel any Member in the interests of the Club.

(b) The decision of the Members is final.

(c) Upon passage of the Special Resolution the Member is considered to have ceased being a Member. The name of the Member is removed from the Membership List.

**6. General Meetings of the Membership**

**6.1. Quorum for General Meetings**

The quorum required for General Meetings is 51% of voting members.

**6.2. Annual General Meeting (AGM)**

**a.** The Club shall hold the Annual General Meeting no later than April 15<sup>th</sup> each year to receive the annual reports of the Executive Officers and elect officers for the upcoming year.

**b.** The Executive Committee sets the place, date and time of the meeting.

**c.** The Secretary shall notify the voting Members of the meeting at least 15 days prior to the meeting date.

**d.** Notice of the Meeting shall be posted in the locker room, sent electronically and published in the Roster booklet.

**e.** The Agenda for the AGM shall be:

Call to Order, Approval of the Agenda, Approval of the Minutes of the Previous General Meeting, Business arising from the Minutes, Treasurer Report, Annual reports of Executive Officers, Committee Reports, Presentation of the Gavel, Election of Officers, Approval of Committee Appointees, New Business, Adjournment.

**6. General Meetings of the Membership** continued.....**6.3. Semi-Annual General Meetings (SAGM)**

a. The Club shall hold a Semi-Annual General Meeting in the fall of each year to received the audited financial report, details of the upcoming curling season, plans for social activities and any other business that may have arisen.

b. The Executive Committee sets the place, date and time of the meeting.

c. Notice of the Meeting shall given with the membership registration form and sent electronically.

d. The Agenda for the SAGM shall be:

Call to Order, Approval of the Agenda, Approval of the Minutes of the Previous General Meeting, Business arising from the Minutes, Presentation of the Audited Financial report, Treasurer Report, reports from the Executive Officers and Committees, New Business, Adjournment

**6.4. Special General Meetings**

a. A Special General Meeting may be called by a majority of the Executive Committee, or upon written request to the Secretary of the Club, by 30% of the voting members.

b. The request must state the reason for the meeting and any motions intended to be tabled at the meeting.

c. Only the matters and motions described in the request will be considered at the meeting.

d. The Executive Committee will call the meeting within 3-5 days of the request being received

e. The meeting shall be held within 14 days.

f. Notice of a Special General Meeting stating the date, time, location and reason for the meeting, including any motions intended to be tabled at the meeting, will be sent electronically to the voting members with a minimum of 9 days notice in advance of the meeting.

g. In the event the Motion(s) posted in the Notice are regular motions, such Motions must be carried by a vote of 50% of the voting members in attendance at the meeting. In the event the Motions are posted as a Special Resolution(s) the Resolutions must be carried by a vote of 75% of the voting members in attendance at the meeting.

**6.5 Procedures at General meetings of the Membership**

1. The President, or in her absence, the Vice-President shall chair the meeting. Should both members be absent for any meetings another member of the Executive Committee shall be selected as chairman and have all the rights and powers of the President for the meeting.
2. Quorum is announced from a count of the registered voters at the meeting.
3. Voting Members are full members and life members.
4. Voting is done by a show of hands
5. A majority of the votes of the voting Members in attendance decides each motion unless the motion is a special resolution.
6. The Chair will not vote unless to cast the deciding vote in the event of a tie vote.
7. The Chair declares a motion carried or lost.

## 6. General Meetings of the Membership continued.....

### 6.5 Procedures at General meetings of the Membership continued.....

8. Discussion on a presented motion takes place after the motion is seconded. In the event the motion is not seconded the Chair will proceed to the next agenda item.
9. A Member wishing to address the meeting shall rise, wait to be recognized by the Chair, address the Chair and remain standing until finished speaking.
10. Only one member at a time may address the membership.
11. Members in attendance shall give their attention to the subjects under discussion and observe courtesy and order.
12. No member may introduce a subject that has not been added to the agenda at the beginning of the meeting.
13. All proceedings and discussion shall be conducted in accordance with the Bylaws and Robert's Rules of Order. In the event the Bylaws conflict with the Rules of the Order the Bylaws shall prevail.

## 7. Executive Committee

The Executive Committee shall, subject to the Bylaws and directions given it by a majority vote at a General Meeting of the Club, have full control and management of the affairs of the Club. Such duties include but are not limited to:

- Promoting the objectives of the Club;
- Promoting membership in the Club;
- Maintaining and protecting the assets and property of the Club;
- Paying for all expenses to operate the Club;
- Investing surplus funds;
- Develop policies and procedures to manage and operate the Club;
- Maintain all records, files, accounts and financial records of the Club;
- Approve the annual league play format and social activities.

### 7.1. Members

The members of the Executive Committee are the Executive Officers, Directors, Director Assistants and Committee chairpersons:

#### a. Executive Officers

President, Vice-President, Immediate Past President, Secretary, Registrar, Treasurer, Draw Secretary, Social Director and Prize Director.

#### b. Assistants and Committee Chairpersons

Draw Secretary Assistant, Social Assistant, Inter-Club Representative, Calgary Open Representative, Cards and Flowers, and Golf Committee Chair

### 7.2 Election of Officers and Appointment of Assistants and Committee Chairpersons

- a. The Officers of the Club are elected at the AGM each year.
- b. The appointments of the Assistants and Committee Chairpersons are approved at the AGM each year.



**7. Executive Committee** continued.....**7.3 Term of office**

- a. Each Executive Officer is elected for a one year term except the Secretary, Registrar and Treasurer who are elected for a two year term.
- b. Each Assistant and Committee Chairperson is appointed for a one year term.
- c. The term shall commence immediately following the AGM until the completion of the next AGM.

**7.4 Vacancy**

Where a vacancy occurs on the Executive Committee during year, the vacancy may be filled by appointment and the approval of the Executive Committee.

**7.5 Meetings of the Executive Committee**

The Executive Committee shall hold a minimum of three meetings per year:

- a. the next season planning meeting prior to June 30<sup>th</sup>
- b. a meeting prior to the Semi-annual General meeting in the fall
- c. a meeting prior to the Annual General Meeting in the spring

**7.6 Calling of Meetings**

The President shall call meetings of the Executive Committee. The Secretary shall notify members electronically or by phone a minimum of 5 days in advance of the meeting.

**7.7 Meeting Minutes and Agenda**

- a. The Secretary shall distribute the Minutes of the meeting as soon as possible following the meeting.
- b. The Secretary shall distribute the meeting agenda in advance of the meeting.

**7.8 Meeting Quorum**

A quorum for Executive Committee Meetings shall be met with the attendance of 5 of 9 Executive officers, one of which must be the President or Vice-President and 4 of 7 Assistants and Committee Chairpersons.

**7.9 Voting**

- a. Each Executive Committee Member in attendance at a meeting shall carry one vote.
- b. Proxy votes by Members not attending is not permitted.
- c. The President shall not carry a tie-breaking vote.

**7.10 Payments**

- a. No Member of the Executive Committee shall receive payment for their services as a member of the Executive Committee,
- b. Reasonable expenses incurred while carrying out duties of the Club may be reimbursed upon review and approval of the Treasurer.

## 7. Executive Committee.....continued.....

### 7.11 Duties of the Executive Committee Members

#### a. President shall:

- supervise all affairs of the Club;
- be an ex-officio member of all committees except the nominating committee;
- when in attendance, preside at all meetings of the Club and Executive;
- sign the minutes of meetings attended, after they have been approved;
- contact members and the skips of unfilled teams that have not renewed by the posted date;
- be responsible for contacting the club manager to confirm ice fees for the upcoming season.

#### b. Vice-President shall:

- in the absence of the President, shall preside at meetings of the Club and Executive Committee and discharge all duties of the President for the remainder of the Presidents' term where the absence of the President is for a prolonged period of time due to illness or other reasons;
- discharge all duties of the President for the remainder of the Presidents' term in the event the President tenders her resignation. A Vice-President shall be appointed by the Executive Committee to complete the term;
- assist the President;
- be responsible for the organization of the locker room;
- **Carry out such projects as directed by the Executive Committee**
- chair the nominating committee and secure names of members willing to stand for upcoming vacancies in officer and committee positions. Such names to be presented for nomination at the AGM.
- shall be a signing authority on the bank accounts of the Club continuing on to the completion of their President term.

#### c. Secretary shall:

- notify all voting Members of General Meetings and members of the Executive Committee of meetings;
- prepare with the President the meeting agendas and distribute same;
- take minutes of all meetings of the Club and the Executive Committee;
- receive and file all correspondence;
- make all meeting minutes and other non-financial records of the Club available for inspection by voting members at reasonable times when requested to do so. The Secretary and one other Executive Officer must be in attendance during the inspection;

**7.11 Duties of the Executive Committee Members** continued.....**d. Registrar shall:**

- act as the Registrar of the Club, by receiving all Membership registration forms and required fees and keeping an up to date membership listing with addresses, and contact numbers;
- be a signing authority on the bank accounts of the Club;
- prepare and keep up to date the member roster listing
- prepare and keep up to date the record of the twenty-five year members.

**e. Treasurer shall:**

- receive all fees and event revenues;
- deposit such monies in the accounts of the Club and pay all approved invoices;
- be a signing authority on the bank accounts of the Club;
- keep accurate accounting records of all revenues and expenditures;
- present financial reports of the financial activities of the Club to meetings of the Executive Committee and General meetings of the Club;
- prepare the books and accounts for the annual audit at year-end and report the audit results to the members at the semi-annual general meeting of the Club;
- make accounting records of the Club available for inspection by voting members at reasonable times when requested to do so. The Treasurer and one other Executive officer must be in attendance during the inspection.

**f. Immediate Past President shall:**

- act as an advisor to the President and the Executive Committee;
- carry out other duties assigned by the Executive Committee &/or President;

**g. Draw Secretary shall**

- **chair a committee comprised of the Draw Secretary and the Draw Secretary Assistant;**
- along with the draw assistant, make all draws for the Club league and play-off play;
- determine the placement of teams in divisions and determine the need for a seeding round;
- post a copy of the draws on the locker room bulletin board
- **send a copy of the draws and results sheet to the webmaster for posting on the website keep a final record of the results of play, post these results on the locker room bulletin board, send a copy of the final results to the webmaster for posting on the website.**
- prepare a report for the AGM.

**7.11 Duties of the Executive Committee Members** continued.....**h. Social Director shall**

- organize and book with the Calgary Curling Club, all banquets, coffee parties and any other social functions approved by the Executive Committee;
- set the menus, ticket price, program, entertainment and door and raffle prizes for each event;
- report to the Executive Committee meetings and prepare a report on social events for the AGM;
- choose an assistant for the year.

**i. Prize Director shall**

- be responsible for obtaining all prizes required as directed by the Executive Committee;
- be responsible for all club trophies, their condition and whereabouts;
- be responsible for having trophies engraved for the winning rinks each season;
- be responsible each year to order the Past President Pin and any 25 Year pins required;
- be responsible to order any other awards as determined by the Executive Committee;
- be responsible to store trophies in the Club Trophy cabinet.

**i. Publicity Director shall**

- **collect information related to curling activities and member information**
- produce a minimum of three Club newsletters for distribution electronically and pick-up in the Club locker room;
- do the photography for banquets, special events and awards;
- **promote or market the CLCC as determined by the Executive Committee**

**k. Cards and Flowers Committee shall**

- send flowers and cards to sick and bereaved members;
- keep a record of disbursements and report to the Executive Committee;
- approve and submit billings for cards and flowers to the Treasurer for payment.

**l. Interclub Representative shall**

- represent the Club on the Interclub Bonspiel Committee;
- promote entry to the event within the Club through the newsletter and other means available.

**7.11 Duties of the Executive Committee Members** continued**m.. Calgary Open Representative shall**

- represent the Club on the Calgary Open Bonspiel Committee;
- promote entry to the event within the Club through the newsletter and other means available.

**n.. Golf Committee**

- the Chair shall form a committee to organize the Annual Club Golf Day;
- shall be responsible for booking the golf course, arranging for luncheon, prizes, setting the fee, collecting the fees, promoting the event through locker room posters, newsletter and other means available;
- shall forward any surplus revenue to the Treasurer prior to June 30<sup>th</sup> each year.

**8. Finance and Club Management****8.1 Fiscal Year**

The fiscal year of the Club shall be July 1<sup>st</sup> to June 30<sup>th</sup> each year.

**8.2 Audit of Financial Operations**

The financial records and books shall be audited following the fiscal year-end by a duly qualified, independent auditor.

**8.3 Signing authorities on the Club Bank Accounts**

The signing authorities on the Club Bank Accounts shall be the Vice-President continuing to the completion of their President term, Registrar and Treasurer. Any two of the three signatories must sign all financial documents except deposits which require one of the three to authorize.

**8.4 Contracts**

Contracts taken out by the Club must be approved by the Executive Committee and may be signed by one of the three signatories. A copy of all contracts must be filed with the Secretary and if of a financial matter with the Treasurer.

**8.5. Care and Inspection of the Club Books and Records**

Voting Members of the Club are permitted to inspect the books and records of the Club as provided in these Bylaws.

**9. Amending the Bylaws**

- 9.1 Bylaws may be amended or rescinded and replaced at any General Meeting of the Club.
- 9.2 Written notices of the Special Resolution(s) to amend, rescind and replace the Bylaws must be in the hands of the Secretary a minimum of 18 days prior to the meeting at which the resolutions will be considered by the voting members
- 9.3 Advance notice to Voting Members shall be given by the Secretary a minimum of 15 days in advance of the general meeting where such changes will be considered by the voting members.
- 9.4 The proposed special resolution(s) to amend, or rescind and replace the Bylaws, shall be sent electronically to members for review prior to the meeting at which the changes will be considered.
- 9.5 The proposed Special Resolution to amend, rescind and replace the Bylaws must be carried by a 75% vote of the voting members in attendance at the general meeting where the special resolutions are presented.
- 9.6 Bylaw changes that are adopted at a general meeting of the Club as detailed in these bylaws shall become effective upon approval.
- 9.7 Each time the Bylaws are amended or replaced, a copy shall be given to the Executive Committee Members, and posted on the website Thereafter, until such time as new amendments or Bylaws are adopted, new Executive Committee Members a set of Bylaws each year

**10. Over subscription of rinks**

The Executive Committee shall follow the following procedure to approved new rinks where there is an over subscription of rinks applying for membership:

- a. Teams comprised of four members who curled in the club the immediate preceding year.
- b. Teams comprised of three members who curled in the club the immediate preceding year and one new member.
- c. Teams comprised of two members who curled in the club the immediate preceding year and two new members.
- d. Teams comprised of one member who curled in the club the immediate preceding year and three new members.
- e. Teams comprised of four new members.

**11. Awards and Recognition**

The Club shall award the following support and recognition awards:

- 11.1. On an Annual basis the Club shall support the following awards:
  - 1. The Past President Pin
  - 2. Those members eligible for a 25 year award for consecutive membership
  - 3. Any approved Life Memberships
  - 4. Annual League Champions
  - 5. Full Club Members who have played in a Zone play-off to advance to Provincial Championships
  - 6. Full Club Members who have won the Provincial Championships and are advancing to a Canadian Championship

**11. Awards and Recognition...continued**

- 11.1 7. Other Awards that may be approved by the Executive Committee on an annual basis.
- 11.2 The amount and type of awards shall be determined by the Executive Committee on an Annual basis prior to December 30<sup>th</sup> of each year.

**12. Rules governing Play**

The Executive Committee shall review and approve or recommend changes prior to the Semi-Annual General of the Club in the Fall.

- 12.1 Recommended changes to the Rules Governing Play shall be voted on at the Semi annual General meeting.
- 12.2 The existing or amended Rules of Play shall be posted on the locker room bulletin board and printed in the Membership Roster.

**13. Dissolution**

In the event the Club cannot continue operations and must dissolve, due to low registration or other reasons that may arise, the following shall occur:

- 13.1 all accounts payable will be paid by the Club;
- 13.2 all investments will be cashed in;
- 13.3 a full inventory of all surplus funds and/or assets (monetary or property) will be undertaken by Executive Committee and documented;
- 13.4 a Special General Meeting of the Club will be called to consider the dissolution of the Club and the distribution of assets;
- 13.5 a Special Resolution to dissolve the Club must be carried by 75% of the voting members present at the meeting;
- 13.6 any surplus funds and/or assets (monetary or property) will be donated to the Calgary Curling Club.

