

**Bylaws of the Calgary Ladies Curling Club- Revised March 28, 2022**  
Original Date Approved: September 28, 2009

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## **Bylaws of the Calgary Ladies Curling Club**

**(Approved Bylaws: September 28, 2009; Approved Revisions: March 31, 2014; Approved Revisions: March 27, 2017; Approved Revisions: March 26, 2018; Approved Revisions: October 13, 2021; Approved Revisions: March 28, 2022)**

### **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 as listed in 7.1.a
6. **Assistants and Committee Chairpersons** means persons appointed by the Executive Committee
7. **Voting Members** 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 objectives.

## **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) Tier 1 Spares
- (c) Life Members
- (d) Associate Members:
  - 1. Social Members
  - 2. Tier 2 Spares

#### **1.1 Full Members**

To become a Full Member an individual must have:

- (i) registered as a player with a team (including fifth players) and have paid the requisite annual fees by the required date;
- (ii) or be a registered Tier 1 Spare and have paid the requisite annual fees;
- (iii) 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.

#### **1.2 Associate Members**

An Associate Member is defined as:

- (i) Tier 2 Spare is any curler that has paid the annual requisite spare fee and completed the Membership Registration form registering as a Tier 2 Spare.
- (ii) 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.

### **5.2 Membership Fees and Term**

- (a) Membership fees are set annually by the Executive Committee no later than June 30th of each year.
- (b) The Membership term is July 1st to June 30th of each year.

### **5.3 Responsibilities and Rights of Members**

- (a) Full completion of the membership registration and payment of required fees by the required date;
- (b) Attending scheduled curling games or acquiring a replacement curler;
- (c) Abiding by the Bylaws and Playing Rules of the Club;
- (d) Attending the General meetings of the Club;
- (e) Supporting and assisting with various events when possible.

### **5.4 Voting Privileges of Members**

- (a) Only a Full Member, in good standing and in attendance at a General meeting of the Club, shall carry one vote;
- (b) 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.

### **5.6 Termination of Membership**

#### **5.6.1 Resignation**

- (i) Any Member may resign from the Club by written notice to the Secretary.
- (ii) 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 Deemed Withdrawn**

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

#### **5.6.3 Expulsion**

- (i) The Club may, by Special Resolution, at a Special General Meeting called for such purpose, expel any member in the interests of the Club.
- (ii) The decision of the members is final.
- (iii) 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 Quorum for General Meetings NOT reached**

In the event quorum of 51% of the Membership is not reached a unanimous decision by those Members in attendance will allow the business of the meeting to proceed.

### **6.3 Annual General Meeting (AGM)**

(a) The Club shall hold the Annual General Meeting no later than April 15th 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 and include copies of the annual reports from the Executive Officers/Directors and Committee Chairs.

(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, Questions arising from the annual reports distributed with the Notice of Meeting, Election of Officers/Directors, introduction of Committee Chairs, New Business, Presentation of the Gavel and Adjournment.

### **6.4 Semi Annual General Meeting (SAGM)**

(a) The Club shall hold a Semi-Annual General Meeting in the fall of each year to receive 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) The Date/Time of the meeting will be noted on the Member Registration form. The Secretary will notify the registered members of the meeting at least 15 days prior to the meeting date and include copies of reports from the Executive Officers/Directors and Committee Chairs.

(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, Questions arising from the Annual Reports distributed with the Notice of Meeting, New Business, Adjournment.

## **6.5 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 Resolution(s) must be carried by a vote of 75% of the voting members in attendance at the meeting.

## **6.6 Procedures at General meetings of the Membership**

- (a) 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.
- (b) Quorum is announced from the count of the registered voters at the meeting.
- (c) Voting members are Full members and Life members.
- (d) Voting is done by a show of hands.
- (e) A majority of the votes of the voting members in attendance decides each motion unless the motion is a special resolution.
- (f) The Chair will not vote unless to cast the deciding vote in the event of a tie vote.
- (g) The Chair declares a motion carried or lost.
- (h) 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.
- (i) 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.
- (j) Only one Member at a time may address the membership.
- (k) Members in attendance shall give their attention to the subjects under discussion and observe courtesy and order.
- (l) No Member may introduce a subject that has not been added to the agenda at the beginning of the meeting.
- (m) 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 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:

1. Promoting the objectives of the Club;
2. Promoting Membership in the Club;
3. Maintaining and protecting the assets and property of the Club;
4. Paying for all expenses to operate the Club;
5. Investing surplus funds;
6. Develop policies and procedures to manage and operate the Club;
7. Maintain all records, files, accounts and financial records of the Club;
8. Approve the annual league play format and social activities.

### **7.1 Members**

The voting members of the Executive Committee are the Executive Officers and Directors.

(a) Executive Officers:

President, Vice-President, Secretary, Registrar, Treasurer,

(b) Directors:

Draw Director, Social Director, Prize Director and Member Services Director.

### **7.2 Election of Officers and Directors, Appointment of Committee Chairs and Assistants**

(a) The Officers/Directors of the Club are elected at the AGM each year if the term has expired or the position is vacant.

(b) The Officers and Directors shall appoint and approve the Assistants and Committee Chairpersons.

### **7.3 Term of Office**

(a) Each Executive Officer and Director is elected for a two (2) year term.

(b) Each Committee chairperson and Assistant is appointed for a one-year term.

(c) The term shall commence immediately following the AGM.

### **7.4 Vacancy**

Where a vacancy occurs on the Executive Committee during the 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 (3) meetings per year:

- (a) the next season planning meeting prior to June 30th;
- (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 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 and any relevant reports in advance of the meeting.

### **7.8 Meeting Quorum**

The quorum for Executive Committee Meetings shall be met with the attendance of 5 Executive Officer and/or Directors, one of which must be the President or Vice-President.

### **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 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.

## **7.11 Duties of the Executive Committee Members:**

### **1. President shall:**

- (a) supervise all affairs of the Club;
- (b) be an ex-officio member of all committees except the Nominating Committee;
- (c) when in attendance, preside at all meetings of the Club and Executive;
- (d) sign the Minutes of meetings attended, after they have been approved;
- (e) contact members and the skips of unfilled teams that have not renewed by the posted date;
- (f) be responsible to contact the Club Manager to confirm ice fees for the upcoming season and report to the Treasurer
- (g) shall be a signing authority on the bank accounts of the Club.

### **2. Vice-President shall:**

- (a) 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;
- (b) 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;
- (c) assist the President;
- (d) carry out such projects as directed by the Executive Committee, such as weekly draw, Turkey Shoot and the Fall curling clinic;
- (e) chair the Nominating Committee and secure names of members willing to stand for upcoming vacancies in officer and committee positions. Such names are to be presented for nomination at the AGM.
- (f) shall be a signing authority on the bank accounts of the Club.

### **3. Secretary shall:**

- (a) notify all voting members of General Meetings and members of the Executive Committee of general meetings;
- (b) prepare, with the President, the meeting agendas and distribute same;
- (c) distribute any submitted reports to the voting members and the Executive Committee;
- (d) take Minutes of all meetings of the Club and the Executive Committee;
- (e) receive and file correspondence;
- (f) 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.
- (g) shall be a signing authority on all the bank accounts of the Club.

**4. Registrar shall:**

- (a) act as the Registrar of the Club, by receiving all Membership Registration forms and keeping an up to date Membership listing with addresses and contact numbers;
- (c) prepare and keep up to date the member Roster listing;
- (d) forward registration payments and registration details to the Treasurer.
- (e) be responsible to forward any correspondence to the Membership from the Executive Committee.
- (f) confirm to the Treasurer that all registered members have paid their dues.
- (g) work with the Treasurer to prepare registration form for uploading to the website.

**5. Treasurer shall:**

- (a) receive all fees and event revenues;
- (b) deposit such monies in the accounts of the Club and pay all approved invoices;
- (c) be a signing authority on the bank accounts of the Club;
- (d) keep accurate accounting records of all revenues and expenditures;
- (e) present financial reports of the financial activities of the Club to meetings of the Executive Committee and General meetings of the Club;
- (f) 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.
- (g) 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.
- (h) report to the Registrar all e-transfers received for registration.
- (i) shall also coordinate with the Registrar that all registered members have paid their fees.
- (j) work with the Registrar to prepare registration form for uploading to the website.

**6. Draw Director shall:**

- (a) chair a committee comprised of the Draw Secretary and the Draw Secretary Assistant;
- (b) along with the Draw Assistant, make all draws for the Club league and play-off play;
- (c) determine the placement of teams in divisions and determine the need for a seeding round;
- (d) post a copy of the draws on the locker room bulletin board;
- (e) send a copy of the draws and results sheets 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;
- (f) prepare a report for the AGM.

**7. Social Director shall:**

- (a) organize and book with the Calgary Curling Club all social functions.
- (b) set the menus, ticket price, program, entertainment and door prizes for each event;
- (c) report to the Executive Committee.
- (d) choose an Assistant for the year.
- (e) make sure all the collection of fees go to the Treasurer.

**8. Prize Director shall:**

- (a) be responsible for obtaining all prizes required as directed by the Executive Committee;
- (b) be responsible for all Club trophies, their condition and whereabouts;
- (c) be responsible for having trophies engraved for the winning rinks each season;
- (d) be responsible each year to order the Past President, 25 year, and any Life Membership pins required.
- (e) be responsible to order any other awards as determined by the Executive Committee;
- (f) be responsible to store trophies in the Club trophy cabinet.

**9. Publicity Director shall:**

- (a) collect information related to curling activities and member information;
- (b) produce a minimum of three Club Newsletters for distribution electronically and pick-up in the Club locker room;
- (c) do the photography for banquets, special events and awards;
- (d) promote or market the CLCC as determined by the Executive Committee.
- (e) be responsible for printing the Club Roster and forwarding it to the Web Master for inclusion on the website.

**10. Member Services Director shall:**

- (a) send flowers and cards to sick and bereaved members;
- (b) keep a record of disbursements and report to the Executive Committee;
- (c) approve and submit billings for cards and flowers to the Treasurer for payment;
- (d) record the Club Membership history including the records of all members who are or have been a Club member: date of joining (leaving), type(s) of membership, Officer/Director/Committee positions held and year, deceased members.
- (e) eligibility of members for 25 Year pins and Life Member nominations;
- (f) work with the historian assistant.

## **7.12 Duties of Committee Chairs**

### **1. Interclub Representative shall:**

- (a) represent the Club on the Interclub Bonspiel Committee;
- (b) promote entry to the event within the Club through the newsletter and other means available;
- (c) report event plans to the Executive Committee in advance of the event;
- (d) report to the Executive Committee at the completion of the event;
- (e) forward event results/photos to the webmaster and Publicity Director in a timely manner;
- (f) in the event other updates require reporting to the Executive Committee in advance of the event, contact the president for inclusion on the agenda of the next meeting or decide on a method to communicate the updates to the Executive Committee and receive required input on the updates.

### **2. Calgary Open Representative:**

- (a) represent the Club on the Calgary Open Bonspiel Committee;
- (b) promote entry to the event within the Club through the newsletter and other means available;
- (c) report event plans to the Executive Committee at the completion of the event;
- (d) forward event results/photos to the webmaster and Publicity Director in a timely manner;
- (e) in the event other updates require reporting to the Executive Committee in advance of the event, contact the President for inclusion on the agenda of the next meeting or decide on a method to communicate the updates to the Executive Committee and receive required input on the updates.

### **3. Golf Committee shall:**

The Chair shall form a committee to organize the Annual Club Golf Day and be responsible for:

- (a) booking the golf course, arranging for luncheon, prizes, setting the entry fee, collecting the fees, promoting the event through locker room posters, newsletter and other means available;
- (b) reporting event plans to the Executive Committee in advance of the event;
- (c) reporting to the Executive Committee at the completion of the event;
- (d) forward event results/photos to the webmaster and Publicity Director in a timely fashion;
- (e) in the event other updates require reporting to the Executive Committee in advance of the event, contact the President for inclusion on the agenda of the next meeting or decide on a method to communicate the updates to the Executive Committee and receive required input on the updates.
- (f) forwarding any surplus revenue to the Treasurer prior to June 30th each year.

### 7.13 The Assistants

#### 1. Appointment

The Officers and Directors may appoint an Assistant to support them in carrying out their duties.

#### 2. Information, Meetings and Voting

- (a) the Assistants will receive notice of Executive Meetings and meeting Minutes;
  - (b) the appointed Assistants have the option of attending Executive Committee meetings as an observer;
  - (c) the appointed Assistants are a non-voting part of the Executive Committee;
- (Exception: An Assistant shall represent their Officer/Director at an Executive Committee meeting if the Executive Director is unable to attend. The Assistant will vote on behalf of their Officer/Director.)**

## 8. FINANCE AND CLUB MANAGEMENT

### 8.1 Fiscal Year

The fiscal year of the Club shall be July 1st to June 30th of 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 President, Vice President, Secretary and Treasurer. Any two of the four signatories must sign all financial documents except deposits.

### 8.4 Contracts

Contracts taken out by the Club must be approved by the Executive Committee and may be signed by one of the four 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**

1. Bylaws may be amended or rescinded and replaced at any General meeting of the Club.
2. Written notice 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.
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.
4. The proposed Special Resolution(s) to amend, or rescind and replace the Bylaws, shall be sent electronically to the members for review prior to the meeting at which the changes will be considered.
5. The proposed Special Resolution(s) 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.
6. Bylaw changes that are adopted at a general meeting of the Club as detailed in these Bylaws shall become effective upon approval.
7. Each time the Bylaws are amended or replaced a copy shall be given to the Executive Committee and posted on the website.

## **10. OVER-SUBSCRIPTION OF RINKS**

The Executive Committee shall follow the following procedure to approve 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 four new members.

10.1. A minimum of two (2) returning players is required to retain their existing team spot.

10.2 A Notice of Intent to Return is required from each team for the next season. The Registrar will maintain a wait list after the Notice of Intent to Return deadline closes.



## **11. AWARDS AND RECOGNITION**

The Club shall award the following support and recognition awards:

1. On an Annual basis the Club shall support the following awards:

- (a) The Past President pin,
- (b) Those members eligible for a 25-year award for membership,
- (c) Any approved Life Memberships,
- (d) Annual league Champions,
- (e) Full Club members who have played in a Zone play-off to advance to Provincial Championships,
- (f) Full Club Members who have won the Provincial Championships and are advancing to a Canadian Championship,
- (g) Other awards that may be approved by the Executive Committee on an annual basis.

2. The amount and type of awards shall be determined by the Executive Committee on an Annual basis prior to December 30th of each year.

## **12. RULES GOVERNING PLAY**

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

## **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:

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