

BROOKFIELD CURLING CLUB BY-LAWS

Ratified December 8, 2013

ARTICLE I: CLUB

NAME: The club shall be known as the BROOKFIELD CURLING CLUB (BCC).

COLORS: The colors of the BCC shall be BLACK (primary) and GREEN (secondary).

OBJECTIVES:

Within the geographical area we serve,

- 1) To promote the sport of curling.
- 2) To develop the sport of curling.
- 3) To offer an introduction to the techniques and theory of the game and sport to Juniors and other new curlers.
- 4) To encourage member participation in all club events.
- 5) To create a harmonious social environment for all members.
- 6) To be flexible as a club for future needs of the game of curling and the needs of the members.
- 7) To conduct the affairs of the club in accordance with the By-Laws, rules and polices and in a democratic, equitable manner.

ARTICLE II: MEMBERSHIP

1. There shall exist the following categories of membership:
 - HONORARY MEMBERSHIP
 - FULL MEMBERSHIP
 - STUDENT MEMBERSHIP
 - SOCIAL MEMBERSHIP
2. New members are asked to complete an information form for membership and pay their dues.
3. **FULL MEMBERSHIP:** Includes any member of the BCC who is registered in at least one (1) league and whose dues are paid in accordance with Article III. A half-year membership is available after January 1.
4. **STUDENT MEMBERSHIP:** Open to any full-time student. Additionally, any individual who has not reached his/her 21st birthday by December 31st of the previous curling year will be eligible for membership in the BCC Junior Program.
5. **SOCIAL MEMBERSHIP:** There will be a Social Membership available. Criteria will be determined by the Executive Board on an as-needed basis.
6. **SPARE STATUS:** A curler with Full Membership who has registered in more than 1 league, may spare in any league at any time as no additional cost. In all other instances, the Spare fee is at the discretion of the Executive Board.
7. **VISITOR PRIVILEGES:** Any visitor from outside of the curling area, who is a registered member of a curling club, may be granted curling privileges by the Executive Board.
8. **MEMBERSHIP YEAR:** For the purpose of membership, the Membership Year shall be October 1st to September 30th. A special exception may be made when the Annual General Meeting cannot be held prior to October 1st.
9. Members who are considered not in good standing by the Executive Board will be notified in writing by the Secretary that all privileges have been suspended. If such a member wishes to be reinstated, he/she must make application to the Board.
10. Every member shall be bound to further, to the best of their ability, the objects, interest and influence of the club and shall observe all by-laws of the Club.

ARTICLE III: DUES

1. **DUES** in all categories as well as payment due dates shall be established by the Executive Board.

The **EXECUTIVE OFFICERS**, on written request, may allow an extension for payment under extenuating circumstances providing satisfactory arrangements are made, which if granted, may be subject to a late fee.

2. All per capita fees as determined by Provincials Associations may be added/included in the annual dues.

ARTICLE IV: MEETINGS

1. **ANNUAL MEETING:** The Annual Meeting of the Club shall be held not later than September 30th (except in extenuating circumstances). Notice of the Annual Meeting shall be posted by the Secretary at least three weeks before the date of the meeting.
2. **SPECIAL MEETING:** A Special Meeting of the members of the curling club may be called at any time (1) by order of the President as the President determines the need or (2) by the President upon receipt of a written request signed by no less than 30 members with full voting privileges. Such a written request must outline the reason for a Special Meeting and no other subject other than that specified may be discussed. Adequate notice is required to be provided to members before the date of the Special Meeting.
3. **QUORUM:** 7 (seven) persons of the voting membership shall constitute a quorum. These persons may include members of the Executive Board.
4. **AGENDA FOR ANNUAL MEETING:**
 - A) Minutes of Last Annual Meeting
 - B) Business arising from minutes
 - C) Committee reports
 - D) Financial reports
 - E) President's report
 - F) New business
 - G) Election

ARTICLE V: PROVINCIAL COMPETITIONS

1. All participants in Provincial competitions for which there is a club playdown shall be required to pay an entry fee as determined by the Match Coordinator and approved by the Board.
2. The entry fee obtained from club competitions for Provincial competitions shall be contributed toward the payment of entry fees as required by the Provincial competitions.
3. If entry fees collected from club competitions do not fully cover the cost of entry fees for teams entering Provincial competitions, the TEAM shall pay the difference.
4. All participants in Provincial competition for which there are no club playdowns must pay the entry fee for that competition.
5. Any person in any membership category with a per capita assessment is eligible to compete in club competitions for Provincial competitions.
6. Only members who have their membership dues completely paid by December 1st of the current curling year are eligible to compete in club playdowns for Provincial competitions.
7. The time and playoff format for club play downs for Provincial competitions shall be recommended by the Match Coordinator and approved by the Executive Board.
8. Curling rules adopted for Club Provincial competitions shall be those adopted from time-to-time by respective Provincial Curling Associations.

ARTICLE VI: OFFICERS

1. The BCC will be governed by the **EXECUTIVE BOARD**.
2. The **Executive Board** shall be comprised of the 5 (five) Executive Officers and up to 7 (seven) Directors.
3. The **Executive Officers** shall be the President, Vice-President, Secretary, Treasurer, and one member elected at large.
4. The **Directors** would normally be appointed from the members who are serving as League Commissioners.

5. At the Annual General Meeting the membership shall nominate (see Article VIII-3) and elect the Executive Officers who shall act on a daily basis in accordance with the By-Laws for the operations of the Club for the curling year, as their individual terms of office dictate.
6. The immediate **Past President**, if term of office has expired, shall sit as an Ex-officio member of the Executive Board with voting privileges.
7. The **President** shall preside, when possible, at all meetings and represent the Club at all official functions. The President is entitled to a vote. If the vote ends in a tie, the motion will be considered Defeated.
8. The **Vice-President** shall perform all duties of the President in the absence of the President. Should the office of the President become vacant, the Vice-President shall assume the office of President.
9. The **Secretary** shall keep an accurate record of all meetings; conduct all correspondence on behalf of the Club and other responsibilities as the Executive Board shall deem necessary.
10. The **Treasurer** shall be responsible for maintenance of accurate financial records for the Club; be responsible to ensure the collecting and depositing of all revenue for the Club; and submit to the Annual Meeting a projected budget of revenue and expenses for the coming year.

The Treasurer and two other Executive Officers, as appointed by the Executive Officers, shall have signing authority for the Club. Any one of the two Executive Officers appointed as signing officers along with the Treasurer shall constitute signing authority.
11. Any vacant positions on the Executive Board that exist after the Annual Meeting election may be filled by appointment by the Executive Board for the duration of the term of that office.
12. **Quorum for an Executive Board meeting:** Six (6) members of the Executive Board shall constitute a quorum.
13. These By-Laws **may** be reviewed every three (3) years by a committee or sooner if the Executive Board deems it necessary.
14. **Roberts' Rules of Orders** shall be used for reference and guidance.

ARTICLE VII: AMENDMENTS

Amendments may be made to these By-Laws at a Special Meeting or as an item placed on the agenda for the Annual Meeting. Such amendment shall be communicated to members in accordance with regulations concerning notification of respective meetings. Amendments to the By-Laws require a two-thirds (2/3) majority vote of the members attending and voting in favor.

ARTICLE VIII: ELECTION PROCEDURE

1. At the Annual Meeting, the membership shall elect the Executive Officers for a two-year term with designated terms expiring at the end of the Annual Meeting. The President and Treasurer will next be elected in 2015. The remaining Executive Officers will be elected in 2014.
2. **Scrutineers** shall be appointed by the President to oversee the election.
3. **Nominations:** Nominations for the Executive Board may be made in writing on forms provided by the Club for this purpose and are required to be in the hands of the Secretary seven (7) days before the Annual Meeting. Nominees must be advised of their nomination by the Secretary. Nominations may also be made from the floor at the Annual Meeting.
4. **Method of Election:** The method of election shall be by secret ballot. Each member in attendance may vote for the Executive Board positions from the nominated individuals.

ARTICLE IX: POWERS OF DIRECTORS

The management of the activities of the Club shall be vested in the Directors who, in addition to the powers and authorities by these By-Laws or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the Club and are not hereby or by Statute expressly directed or required to be exercised or done by the Club in general meeting. In particular, the Directors shall have power to engage a coordinator and to determine his/her duties, responsibilities, and remuneration. The Directors may appoint an Executive Committee, consisting of the Officers and such other persons as the Directors decide.