

# **BY-LAWS OF THE CHESTERMERE CURLING ASSOCIATION**

## **INTERPRETATION:**

1. The expression “the Executive Committee” refers to the elected members of the Chestermere Curling Association.
2. When interpreting these by-laws, reference should be made to the Societies Act. Words and expressions used in these by-laws will have the same meaning as would be the case when used in the Societies Act.

## **MEMBERSHIP:**

3. Membership in the Chestermere Curling Association is obtained by way of application as prescribed by the Executive Committee and must be accompanied by the payment of a membership fee that has been established by the Executive Committee, each year.
4. Any member of the Chestermere Curling Association who is eighteen (18) years of age or over on July 1 of that year and is a registered participant in a recognized curling program will be considered a voting member of the Chestermere Curling Association. Members may resign from the Chestermere Curling Association by telephoning any member of the Executive Committee.
5. Participants are defined as club members participating in Chestermere Curling Association sponsored curling leagues, which include various women’s leagues, men’s leagues, mixed leagues, and open leagues. They do not include any rental curling leagues or special events or tournaments that may rent facilities directly from the Chestermere Regional Community Association (CRCA).
6. Any member of the Chestermere Curling Association will be deemed a non member if they fail to pay their membership fees as set by the Executive Committee.
7. There is no limit to the number of members in the Chestermere Curling Association.
8. The Executive Committee has the power, by a vote of three-fourths of those present, at a duly convened meeting of the Executive Committee, to suspend or expel any member whose conduct has been determined by the Executive Committee to be improper, unbecoming, or likely to endanger the interest or by-laws of the Chestermere Curling Association. No member can be suspended or expelled without being first notified in writing of the charge or complaint against them or without having first been given an opportunity to be heard by the Executive Committee at a meeting called for that purpose.

## **EXECUTIVE COMMITTEE:**

9. The affairs of the Chestermere Curling Association are to be governed by an Executive Committee ranging from ten to fifteen members. The Chestermere Curling Association does not have Directors. The President, Vice-President, Secretary, Treasurer, Monday Night Men’s Coordinator, Tuesday Night Women’s Coordinator, Wednesday Night Mixed Coordinator, Thursday Night Mixed Coordinator, Friday Night Open Coordinator,

Drawmaster Bonspiel Coordinator, and Junior Coordinator are elected by the members of the Chestermere Curling Association at the Annual General Meeting. All members of the Executive Committee must be members of the Chestermere Curling Association and are elected for a term of one year. The Past President must also be a member of the Chestermere Curling Association and assumes the position after serving a term or multiple terms as President.

10. The Executive Committee is empowered with the authority to act on behalf of the members of the Chestermere Curling Association as fully and completely as the club could in a general meeting, subject always however to the provisions of the Societies Act. The duties of the Executive Committee are attached as Appendix 1.
11. Subject to the specific provisions contained in these by-laws, the Executive Committee may meet together at such time and place for the dispatch of business, adjourn or otherwise regulate meetings and proceedings as it shall think fit. A quorum for the Executive Committee meeting shall be a majority of the Executive Committee members. Questions arising at any meeting are to be decided by a majority of votes and in the case of a tie, the President of the meeting shall have a second or casting vote in addition to their ordinary vote.
12. Should a vacancy occur in a position within the Executive Committee, the Executive Committee shall have the option of appointing a member of the Chestermere Curling Association to fill the vacancy for the remainder of the year or may choose to host an election to fill the vacant position.
13. The President may at any time convene a meeting of the Executive Committee. In addition, the Secretary, upon the request of any Executive Committee member, may also convene a meeting of the Executive Committee.

#### **REMUNERATION OF EXECUTIVE COMMITTEE:**

14. The Executive Committee shall receive no remuneration unless specifically provided by resolution of the members in a general or special meeting, save for direct expenses incurred by an Executive Committee member in the conduct of the affairs of the Chestermere Curling Association.
15. The Executive Committee will set the fees for participation in the various curling leagues for each season.

#### **MEETINGS:**

16. Meetings including special or extraordinary meetings are to be held at times specified by the Executive Committee unless otherwise stipulated by the curling club members at the Annual General Meeting. Notice of the time and place of every meeting will be posted two weeks prior to the meeting at the CRCA complex premises. Any member of the Chestermere Curling Association may attend regular meetings and any special or extraordinary meeting.
17. An Annual General Meeting will take place at the end of each curling season in conjunction with the year-end banquet or at a time set by the Executive Committee. At

- every Annual General Meeting, the report of the Executive Committee and the year-end financial statement shall be presented. The Executive Committee shall also be elected by those present at the meeting. The Executive Committee or the President or the Vice-President shall have the power to call at any time a special meeting of the Chestermere Curling Association.
18. The accidental omission of not giving notice to any member of the Chestermere Curling Association with respect to the Annual General Meeting does not invalidate the proceedings of the meeting.
  19. The quorum of the Annual General Meeting or any special or extraordinary meeting is considered to be eight (8) members present in person.
  20. No business shall be transacted at the Annual General Meeting, whether general or extraordinary, unless the quorum is present at the commencement of business and throughout the meeting.
  21. If within half an hour from the time appointed for the meeting a quorum is not present, it will be adjourned to the next regular Annual General Meeting, at the same time and place. If a quorum is not present for the next meeting those members who are present will be considered a quorum and may carry out the business for which the meeting was called.
  22. Each member of the Chestermere Curling Association is entitled to one vote at the Annual General Meeting. No member will be allowed to vote at the Annual General Meeting unless they have paid their dues for the current year.
  23. At all meetings of the Chestermere Curling Association, items on the agenda will be decided by a majority of the votes of members present in person unless otherwise required by the by-laws of the Chestermere Curling Association or by law. Every agenda item will be decided by a show of hands. Upon a show of hands, every member having voting rights is entitled to one vote. A declaration by the President that a resolution has been carried or not carried will be entered into the minutes as proof that the resolution was approved by members present at the meeting. In the case of an equality of votes at any meeting upon a show of hands, the President shall be entitled to a casting vote.

#### **CONTRACTS:**

24. Deeds, transfers, licences, contracts, and engagements on behalf of the Chestermere Curling Association must be signed by the President and Treasurer, or such other individuals as the Executive Committee may direct.
25. A motion to enter into a contract must be carried by the majority of the Board before a contract may be entered into.

#### **BANKING:**

26. Upon completion of the Chestermere Curling Association's fiscal year, the books, accounts, and records of the club must be audited. A complete and proper statement of the standing of the books of the Chestermere Curling Association are to be held by the President and Treasurer and/or filed with the Chestermere Curling Association files. The

fiscal year of the Chestermere Curling Association shall end on the 31<sup>st</sup> day of March each year, or any such other time as selected by the Board.

27. The books and records of the Chestermere Curling Association may be inspected by any member of the Chestermere Curling Association at the Annual General Meeting, or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer and the Executive Committee. Each member of the Executive Committee is allowed access to the Chestermere Curling Association books and record at all times.

#### **MISCELLANEOUS:**

28. Any member in good standing as recognized by the Chestermere Curling Association may propose an amendment to the by-laws. In the future by-laws can only be changed by a special resolution of the members. Special resolution is defined in Section 1(d) of the Societies Act. Proposed amendments must be presented at least twenty-one (21) days before the next Annual General Meeting where the purpose is to ratify amendments to the by-laws.

Amendments to the by-laws of the Chestermere Curling Association will not be accepted from the floor at any meeting. All amendment procedures must follow Chestermere Curling Association policies and procedures. All amendments to be accepted or ratified must pass by a vote of seventy-five (75) per cent of the members present and eligible to vote at the Annual General Meeting of the Chestermere Curling Association membership. All amendments become effective immediately after they are passed, unless the motion of amendment specifies otherwise.

#### **DISILLUSION BY-LAW FOR THE CHESTERMERE CURLING ASSOCIATION:**

29. If the Chestermere Curling Association dissolves, any assets remaining after paying all debts and liabilities will be given to eligible charities as approved by the Alberta Gaming and Liquor Commission.

#### **SOCIETY SEAL**

30. The Chestermere Curling Association does not have a society seal.

**DATED THIS 2nd DAY OF APRIL A.D. 2009**

Signature:	Address:
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**WITNESS**

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## **APPENDIX 1: Responsibilities of the Chestermere Curling Association Executive Committee**

### **President**

The President shall, when present, preside at all meetings of the Executive Committee for the Chestermere Curling Association. If the President is absent, the Vice-President shall preside at any such meetings, and in the absence of both, the remaining Executive Committee members may choose one of their members to chair the meeting.

### **Meeting Duties**

- Prepares or causes to be prepared an agenda for each committee meeting.
- Opens meetings at the appointed time by taking the chair and calling the meeting to order (having ascertained that a quorum is present).
- Announces in proper sequence the business according to an agenda.
- Recognizes members who are entitled to the floor.
- States and puts to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of the proceedings.
- Announces the result of each vote.
- If a motion that is not in order is made, to rule it out of order.
- Enforces the rules relating to debate.
- Expedites business in every compatible way with the rights of the members.
- Responds to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the committee.
- Declares the meeting adjourned.
- Presents a copy of the by-laws and other rules of the Chestermere Curling Association when and where necessary.
- Attends all meetings of the committee.

### **Other Responsibilities**

- Is responsible for liaison between the Chestermere Curling Association and the CRCA General Manager.
- Will have joint signing authority with the Treasurer for all bank accounts of the Chestermere Club.
- Works with members of the Executive Committee to choose dates for start up, bonspiels, curling clinic, turkey shoot, and wind-up banquet.
- Contacts local curling clubs to compare bonspiel dates so there are no major conflicts.
- Informs CRCA General Manager or has Secretary contact CRCA General Manager to book curling ice for our start date, curling clinic, 3 open bonspiels, etc. Book the hall for our wind-up banquet and Blue and White rooms for our Saturday night meals for our three open bonspiels.
- Applies for any available grants as per Executive decision and does oral presentation when required. Recreation Board grant applications are usually due in the first quarter of each year.
- Assigns someone to get quotes for a caterer for our three bonspiel meals and wind-up banquet. This should be done in November.
- Presents prize payout amounts for aggregate and league winners to Executive in January or February for discussion of any changes of the amounts.
- Distributes nomination forms for next years Board members to all coordinators to give to their respective rinks.

- Prepares playoff draws for each league and post on curling bulletin board.
- Informs aggregate winners of the Managers Association Bonspiel date and times. If the first-place team cannot field a team with at least two of their regular members then the second place team should be notified.
- Master of Ceremonies at wind-up banquet for prize giveaway.

### **Vice President**

The Vice-President shall assume the duties of the president in the absence of the latter.

- Is responsible directly to the President
- Assists the President with their responsibilities.
- Attends and participates in monthly meetings.
- Assists the President in preparation of grant applications as per Executive decision.
- Takes on any duties of the President should the President be unavailable.
- Takes accurate minutes of the monthly meeting should the Secretary be absent.
- In charge of registration on Energize night.
- Be prepared to take on the President's position when the President steps down.

### **Treasurer**

The Treasurer receives all monies paid to the Chestermere Curling Association and is responsible for the deposit of money in the bank utilized by the Chestermere Curling Association. The Treasurer accounts for the funds of the Chestermere Curling Association and maintains the club's financial records. The Treasurer presents a full detailed account of receipts and disbursements to the Executive Committee whenever requested, and prepares for submission to the Annual General Meeting, a statement signed off by a CMA of the financial position of the Chestermere Curling Association. The Treasurer shall in accordance with proper accounting procedures, review for accuracy all bills and invoices received by the Chestermere Curling Association and, as required, pay in a timely manner.

- Attends and participates in monthly meetings
- Will have custody and preparation of all financial records.
- Presents Treasurer's report at each meeting including a balance sheet and income statement showing a detailed account of all receipts and disbursements.
- Presents profit-loss statements for each open bonspiel and any other function of the Chestermere Curling Association (i.e., Turkey Shoot, Windup, etc.)
- Responsible for the collection and deposit of all fees paid to the Chestermere Curling Association and for deposit of all monies collected by fundraising or otherwise.
- Monitors Chestermere Curling Association investments, if any.
- Will have joint signing authority with the President for all bank accounts of the Chestermere Curling Association and will be responsible for payment and recording of all bills, ice rentals, and other charges from the Chestermere Curling Association and others.
- Helps with registration and collecting community membership money on Energize night. Keeps a list of teams that have registered and who have paid or have yet to pay.
- Files society annual return (end of May).
- Helps collect registration fees at open bonspiels, puts together Calcutta payout envelopes for open bonspiels and cash prize payout envelopes for bonspiels with cash payouts.
- Puts together cash prize payout envelopes for Wind-up Banquet aggregate and league winners.



## **Secretary**

The Secretary shall attend all meetings of the Executive Committee and keep accurate minutes of same. In the absence or disability of the Secretary, the duties may be discharged by another Executive Committee member. The Secretary shall also keep a record of all the members of the Chestermere Curling Association and their addresses and telephone numbers, and post notices of meetings at the complex.

- Attends, participates in and takes accurate minutes at monthly meetings, special meetings, and the Annual General Meeting.
- Provides a copy of minutes to the President prior to the next meeting to assist him/her in making up the agenda for the next meeting and emails to the rest of the Board to save time reading them at the next meeting.
- Posts on the curling information board, the date and time of each monthly meeting.
- Has custody of all the minutes and correspondence of the Chestermere Curling Association.
- Keeper of the access number for the Chestermere Curling Association's use of the photocopier.
- Contacts SACA with our chosen date for the free SACA curling clinic, usually a Saturday or Sunday afternoon in early or mid October.
- Helps with organization on Energize night. Prepares registration forms and a newsletter for registering curlers.
- Organizes phoning after Energize night in order to drum up teams for the nights that are not full. This is especially important if there are an odd number of teams; we strive to reach an even number of teams in each league so there are no byes.
- Ensures someone will be able to draft up the curling booklet and have it ready for reproduction, folding, and stapling done by Staples Home Depot.
- E-mails or faxes in articles to local area newspapers as well as advertising upcoming curling events in the Anchor.
- Picks up mail on a regular basis from curling mailbox in photocopy room of complex.
- Posts all bonspiel posters and any other notices meant for the viewing of the club as a whole on the Curling Bulletin Board.
- Makes up posters advertising our bonspiels and posts or mails to local rinks and Calgary rinks. This should be done in October.
- Ensures someone is assigned to make up tickets for Wind-up banquet. Posts on Curling Bulletin Board details of Wind-up Banquet (where to get tickets, price, date, time, requests for door prize donations). This should be done prior to playoffs (late February).
- Helps sell banquet tickets.
- Ensures that everyone will have trophy plaques engraved for wind-up banquet, aggregate winners, A and B Event winners in the playoffs as well as the three open bonspiel winners and past presidents plaque - contact Quality Trophies 272-76788. Also ensures someone will take pictures of the above mentioned winners and has copies made for our Chestermere Curling Association photo album as well as for each of the winners.
- Mails out thank you letters on Chestermere Curling Association letterhead to door prize donors, etc.
- There are lots of activities throughout the year that the Secretary may need to help with such as helping to organize bonspiels, windup, etc.

## **Duties of the Coordinators**

- Attends and participates in monthly meetings

- Contacts all skips from previous season to make them aware of pre-registration during the summer at the complex office and the Energize night date and time should they miss pre-registration. This call should be made in the latter part of August (do not rely on answering machine messages)
- Helps with registration on Energize night if available.
- Contacts all skips to inform them of their start date and time --- makes calls when draws are completed in late September or early October.
- Communicates important information back to their group of curlers.
- Brings any concerns from their group of curlers to the Executive.
- Helps to promote our Chestermere Open Bonspiels among their respective curlers.
- Coordinator should check to see that points are being recorded on the sheets posted on the Curling Bulletin Board on the night of the game.
- Tallies points at the end of the regular season and has results checked by another executive member. Contacts all skips to make them aware of the time and date of their 1<sup>st</sup> playoff game.
- In the case of the Junior Coordinator - organizes and runs the junior curling leagues.
- In the case of the Drawmaster Bonspiel Coordinator – develops the draw sheets for the open bonspiels and organizes the draw schedules for the Chestermere Curling Association leagues.
- Helps sell banquet tickets.

Should you choose to head up one of the Open Bonspiels, you are expected to undertake the following responsibilities:

- Have your name and number on the bonspiel posters
- Take registrations over the phone ensuring that you get any concessions a team may require
- Ensure bonspiel rules and regulations letter, meal tickets, Calcutta and double box envelopes are made up and ready for distribution.
- Organize the draw which should be done at least two days prior to the bonspiel start. Note: there must be two members of the Executive present at the draw.
- Inform the caterer for the bonspiel meal of the number of people to prepare for and the menu, and be available to sell extra meal tickets.
- Ensure someone is present to take registration money and Calcutta money at the beginning of each draw in which there are new teams starting.
- Ensure someone is present to put out candy and double box envelope for each draw.
- Make sure that two square box draws are made up and are being sold starting Thursday evening.

### **Past President**

The past president is expected to attend all meetings of the Executive Committee and may be asked by Executive Committee members to handle specific projects from time-to-time.