

# **METCALFE CURLING CLUB CONSTITUTION AND BY-LAWS**

1. This document contains the Constitution and By Laws of the “METCALFE CURLING CLUB” hereinafter referred to as the “CLUB”. It supersedes and replaces the previous constitution dated March 22, 1987.

2. The Metcalfe Curling Club is incorporated under the regulations of the Province of Ontario as a non-profit organization.

3. Use of the Club is open to members and to the general public in accordance with these by-laws and in accordance with fees and operating rules set from time to time by the Club Executive and by decisions taken at membership meetings.

## **4. Mission**

The mission of the Club is to make curling available to the community allowing for any person to play this organized sport emphasizing the sportsmanship and social development of children, youth and adults while at the same time promoting competition and community spirit and, to assist participants in realizing their full potential by offering programs for developing players skills.

## **5. Objectives**

- i. To promote and develop the game of curling as a recreational and competitive sport
- ii. To unite the curling community, fostering good relations with neighbouring curling Clubs for the good and advancement of the game.
- iii. To provide assistance to members with information to enhance their participation and to promote the sport of curling generally.
- iv. To arrange and conduct Playdowns and Championships for the purpose of determining Club Championship teams.

## **6. Club Executive**

The Club Executive will comprise the following executive officers elected by Club members at the annual general meeting. The Club Executive shall serve as the Board of Directors for the Club.

President  
First Vice President  
Second Vice President  
Secretary  
Treasurer  
Draw Chairperson  
Immediate Past President  
Bar Chairperson  
Daytime League Representative (X-Officio)

6.1 Composition of Club Executive - In order to ensure adequate representation from the male and female membership the Club Executive will be comprised of a maximum representation of four male or female members among the Club Executive positions (immediate Past President and Daytime League Representative excepted).

*Annex A describes in general terms the responsibilities of the elected officials of the Club. The Club Executive shall have the right to adjust the responsibilities of elected officials from time to time as dictated by good management practices for the betterment of the Club operation.*

## 6.2 BOARD OF DIRECTORS

- i. The Board of Directors shall manage the affairs of the Club and shall be responsible for the overall management of the Club, the coordination of the responsibilities of Club Committees and the resolution of any items not specifically assigned to a committee.
- ii. The Board of Directors shall be composed of the immediate Past President, President, and Directors who will be elected at the Annual General Meeting of the Club.
- iii. At the Annual General Meeting of the Club, the Past President and Directors of the Club, shall present nominations to the membership for the Club's Board of Directors. The membership may add nominations from the floor. With nominations closed the membership will be asked to confirm the Board of Directors by vote. Upon completion of the vote the new Board will take office and will hold office until the election of their successors following the next AGM.
- iv. Meetings of the Board of Directors will be held on reasonable notice at the call of the President or as set by the Board of Directors.
- v. Each member of the Board of Directors shall have one (1) vote at such meetings and all questions shall be determined by a majority vote, the Chair having a second and deciding vote in the event of a deadlock.
- vi. A resolution in writing signed by all members of the Board of Directors shall have the same force and effect and be as valid as a resolution passed at a duly called meeting of the Board of Directors.
- vii. In the absence of the President the Vice President shall have his powers and carry out his duties.
- viii. The President may call a meeting of the Board of Directors at such time and place as he may determine. Upon the request of any three (3) members of the Board of Directors, the President shall call a meeting of the Board.
- ix. The Board Of Directors may, at their discretion, establish Committees as required to assist in the administration of Club activities. Committee members will be selected at the annual general meeting and at meetings

of the Board as required. The Board shall have the right to select committee members in the absence of nominations or volunteers at meetings(s).

- x. Committees which may be formed are outlined in general terms at Annex B. Notwithstanding this list, other committees may be formed by the Club from time to time at the discretion of the Executive.
- xi. Members may remove a Director for cause by ordinary resolution.
- xii. Term of Office - All elected officers shall be for a term of one year.

## 7. AUDITOR

At each Annual General Meeting, the Club shall appoint an Auditor to hold office until the next Annual General Meeting.

- i. An Auditor may be removed by ordinary resolution.
- ii. An Auditor shall be informed forthwith in writing of appointment or removal.
- iii. No Director and no employee of the Club shall be Auditor.
- iv. The Auditor may attend General Meetings.

## 8. Expenses

Members of the Board of Directors shall serve as such without remuneration and no member shall directly or indirectly receive any profit from his/her position. Notwithstanding the preceding members may be reimbursed for reasonable out of pocket expenses incurred in the performance of their duties.

## 9. Membership

9.1 Full membership is open to the general public subject to any maximum number as determined by the Club from time to time. Members of the Club, shall enjoy all rights and privileges of the Club, may stand for election and hold any executive position.

9.2 Bondholder status will continue to apply to all members who purchased \$100.00 bonds.

9.3 Junior membership is open to Juniors (as defined by the Canadian Curling Association) subject to any maximum number established from time to time. Junior members will enjoy full rights and privileges of the junior curling program.

9.4 Daytime membership is open to the general public subject to the rules of this group. Daytime members shall have the use of the Clubhouse in accordance with any operating rules established by the Club. Daytime membership does not provide voting rights.

9.5 Social membership is open to the general public subject to any maximum number

as determined from time to time by the Club. Social members shall have use of the Clubhouse in accordance with any operating rules established by the Club.

9.6 In the event that membership is full, applicants will be offered membership as openings occur in accordance with a priority list to be maintained by the Club Secretary. The priority list will be established in order of receipt of applications with the exception of former members who are reapplying within 5 years of the last year for which they paid full membership fees. Such applications from former members will be placed at the top of the priority list in order of receipt.

9.7 Seniority - seniority among Club members will be based on the number of continuous years of membership in the Club. In the event that membership ceases, seniority will be reduced by one year for each year that membership ceases. If membership is reinstated, seniority shall be earned at the rate of two years per year for a period not to exceed the number of years which membership ceased until lost seniority is re-earned and thereafter at the rate of one year seniority per year.

9.8 Curling experience gained as an adult member of another curling Club will count towards seniority in the Metcalfe Curling Club at a rate of 1 year's seniority for every 2 years experience. Applications for credit are to be made to the Draw Committee. Documentation of prior experience may be requested before seniority credits are given. The provisions of the Metcalfe Curling Club Constitution will apply with regards to interrupted curling experience.

## 10. Fees

The annual fee for full membership shall be established at an annual general meeting of the Club.

10.1 Annual fees for junior and social membership shall be established at an annual general meeting of the Club.

10.2 No individual shall be allowed free membership in the Club except under exceptional circumstances and by the unanimous decision of the Club Executive.

10.3 Annual fees are due and payable prior to the start of each curling season except for first year members whose membership fee payment date will be set at the discretion of the Club Executive.

10.4 The Club Executive will be responsible for establishing and advertising a reasonable time and place for registration and payment of fees prior to the start of curling.

## 11. Meetings

An annual general meeting, open to all members and chaired by the Club President, shall be held to elect the Club Executive and for the transaction of business.

The annual general meeting shall be scheduled within three months of the close of

each curling season. Other regular general meetings of the Club will be at the discretion of the Club Executive. The Club Executive shall call a meeting at the request of 5 Club members.

A quorum of 10% of the voting membership is required for all general meetings.

## 12. NOTICES TO MEMBERS

Notice for the Annual General Meeting shall be delivered to each Member, at least fourteen (14) days prior to the date fixed for the meeting. The notice will specify the time, date and place of the meeting.

1. A notice may be given to a Member, personally, electronically, or via advertisement in the community newspaper. When notice is sent personally or electronically it shall be sent to their last known address as per the Club records.
2. A notice sent in accordance with Article 12 (1) shall be deemed to have been given on the second day following that on which the notice is given.
3. Notice of General meetings shall be given to:
  - i. Every Club member shown on the Club Membership list on the Day notice is given;
  - ii. Every member of the Board of Directors; and
  - iii. The Auditor, if an Auditor is appointed.
4. No other person is entitled to receive a notice of a General Meeting.

## 13. Voting

All full members in good standing shall have one vote to be exercised at general meetings. No voting by proxy will be permitted except on items dealing with amendments to the Club Constitution and By-laws.

The Chair of the meeting may refrain from voting, and only vote in the case of a tie.

1. If a Member is unable to attend any meeting of the Club dealing with constitutional matters, they may be represented by proxy. Such proxy holding delegates may, in addition to their vote cast the Vote(s) for the Member(s) for which the proxy is carried.
2. Proxy authority must be in writing and must be presented to the Chair by the bearer prior to the commencement of the meeting.
3. The following order of business shall be observed at the Annual General Meeting:
  - a. Identification of Chair,
  - b. Reading Notice of Meeting and proof of notice,
  - c. Report as to quorum,
  - d. Reading and disposition of any unapproved minutes,
  - e. Reports of the Committee Chairs,
  - f. Financial report and appointment of Auditors,
  - g. Reports of the President and the Executive,
  - h. New Business,
  - i. Election of Directors,
  - j. Adjournment.

4. Unless a poll is demanded, a declaration by the Chair that a resolution has been carried, and an entry to that effect in the Minutes of the proceedings of the meeting, shall be sufficient evidence of the fact without proof of the numbers or proportion of the votes recorded in favor or against a resolution.
5. If a poll is demanded, the same shall be taken in such manner, as the Chair shall direct and shall be deemed to be the resolution of the Club at such meeting.

#### 14. Resolutions

Resolutions proposed and seconded shall be voted on at meetings and will be entered into the minutes of the Club on declaration by the Chairman that the resolution has been carried. In the event of a dispute an official count will be required. Resolutions will be adopted on agreement of two-thirds of the members present.

#### 15. Misconduct

15.1 The Club Executive shall have the right to remove membership privileges for a period of up to three months in the event of a member's action which is deemed to be detrimental to the character or interest of the Club. Actions of serious misconduct shall be cause to remove membership status permanently subject to an appeal to a special general meeting at which the offending member may present his or her case for consideration and vote.

15.2 Any Member may be liable to termination or suspension by the Board of Directors in the event that: The member refuses or neglects to comply with the Constitution and Rules of the Club, or with its rulings; or is in default of annual dues.

#### 16. Dissolution Clause

In the event of the winding up or dissolution of the Club, all funds and assets of the Club remaining after the payment or satisfaction of all costs, charges, expenses, debts and liabilities of the Club including the remuneration (if any) of a liquidator, and after payment to employees of the Club of any arrears of salaries or wages, and after the payment of any debts of the Club, shall be given, transferred and distributed to such organizations that are registered charities pursuant to the provisions of the provisions of the Income Tax Act that shall be designated by the members of the Club at the time of the winding up or dissolution of the Club, and if effect cannot be given, transferred and distributed to such organizations that are determined by the members of the Club to be registered charities pursuant to the provisions of the Income Tax Act which have purposes similar to those of the Club. This provision is unalterable.

#### 17. Amendments

Amendments to this constitution may only be made at a general meeting of the Club when such amendment is supported by two-thirds of the members voting and representing a minimum of one-third of the Club membership. Voting for amendments to this constitution may be by written proxy presented to an officer of the Club prior to the meeting.

18. This Constitution and By-laws was duly voted on and came into effect on the 28<sup>th</sup> day of the month of April, 2004.



David Burden  
President



Agnes Lee  
1<sup>st</sup> Vice President



Anne Davis  
Secretary



Sue Stacey  
Treasurer

## **ANNEX A - RESPONSIBILITIES OF ELECTED OFFICERS**

**PRESIDENT** - The President shall preside at all Club Executive and general meetings of the Club, and shall be responsible for the proper conduct of the business of the Club. The President shall be entitled to an ordinary vote, and in the case of an equality of votes he/she shall have the deciding vote.

**FIRST VICE-PRESIDENT** - In the absence of the President the First Vice-President shall perform his/her duties, and while so doing shall have all the rights and powers of the President.

**SECOND VICE-PRESIDENT** - In the event that the President and First Vice-President are absent the Second Vice-President will perform those duties.

**SECRETARY** - The Secretary shall keep an accurate record of all general meetings and Executive meetings. He/she shall conduct correspondence, keep a correct list of the names and addresses of members and notify all new members of their selection. He/she shall be the custodian of all deeds, documents, and papers of value, and shall sign a receipt for the same upon taking office.

**TREASURER** - The Treasurer shall collect membership fees and other revenues of the Club, and shall pay all certified accounts. He/she shall keep a detailed account of all Club receipts and expenditures. He/she shall submit his/her accounts to the Club auditors, and shall furnish a detailed statement of the same to the Club at the annual meeting or whenever required to do so by the Club Executive.

**DRAW CHAIRPERSON** - The Draw Chairperson will direct a Draw Committee consisting of at least three members. The Draw Committee shall be in charge of all the curling activities of the Club and shall be responsible for Club curling rules, for the use of the ice and publicity. The Chairperson of the Draw Committee shall keep a record of all matches scores thereof, and record of trophies won by the Club.

**BAR CHAIRPERSON** - The Bar Chairperson will direct a Bar Committee consisting of at least three members. The Bar Chairperson and their Committee shall be responsible for the maintenance and functioning of the bar, for procuring bar stock and for control of bar assets and accounts.

**CLUB AUDITOR** – The Club auditor is responsible, on behalf of the membership, for reviewing the Club's finances and attesting to their accuracy at the AGM.



## **ANNEX B - DESCRIPTION OF COMMITTEES**

THE NOMINATING COMMITTEE - The Nominating Committee shall be composed of two male and two female members selected by the President and First Vice President. The members shall be selected from those who have previously been members of the Club Executive. The Committee shall assemble at the direction of the President and prepare a slate of officers to be proposed for election at the Annual Meeting. The Nominating Committee shall also prepare a comprehensive list of members proposed as chairperson and member of Club committees.

DRAW COMMITTEE - See Annex A - Draw Chairperson.

BAR COMMITTEE - The Bar Committee shall consist of at least three members. The Committee shall be responsible for assisting the Bar Chairperson with the maintenance and functioning of the bar,

ENTERTAINMENT COMMITTEE - The Entertainment Committee shall consist of at least three members. The Committee shall have control and direction of the Club refreshments, and also the usual arrangement for carrying out any social entertainment and hospitality extended to visitors and outside Clubs.

WAYS AND MEANS COMMITTEE - The Ways and Means Committee shall consist of at least three members. This Committee shall have control of money making projects.

ICE COMMITTEE - The Ice Committee shall consist of at least three members. The Committee shall be responsible for the preparation and care of the ice, ice plant and associated equipment.

BUILDING AND PROPERTY COMMITTEE - The Building and Property Committee shall consist of at least three members. The Committee shall be responsible for the care and maintenance of the Club building(s) and property including furnishings, heating, plumbing, equipment and land.

MEMBERSHIP COMMITTEE - The Membership Committee shall consist of at least three members. The Committee shall seek to maintain the Club membership at a satisfactory level and to attract the interest of new members. In addition it shall be its duty to see that new members are welcomed to the Club and that arrangements are made for their initial instruction in the art of curling and in the operation of the Club.

BANQUET COMMITTEE - The Banquet Committee shall consist of lady and men members, They shall be responsible for the Club's Annual Banquet. Date of Annual Banquet to be determined by the Club.

CLUB HISTORIAN - The Club Historian shall be the custodian of all the records pertaining to the activities of the Club, and shall keep a scrapbook of all clippings and other data relating to the Club and its members. He/she shall endeavor, in so far as possible, to gather together all back records of the Club since its inception in 1925.

KITCHEN CONVENOR - The Kitchen Convenor shall be responsible for the management of the kitchen facilities and the organizing of Club catering activities.

JUNIOR CURLING COORDINATOR - The Junior Curling Coordinator will be responsible for the organization and management of the Club's junior curling program. The Junior Curling Coordinator will be assisted by at least two additional members.

DECORATING COMMITTEE - The Decorating Committee will be responsible for the decoration of the Club as appropriate during the year.

LIBRARY COMMITTEE - The Library Committee will be responsible for the maintenance of the Club Library intended to retain all relevant documents pertinent to the past operations of the Club. The Library Committee will also be responsible for retaining and obtaining information and publications pertinent to the state of the art of curling including training manuals and books on curling by notable curling authorities.

## **Annex – C**

### **By-Law for**

#### **Selecting Metcalfe Curling Club Teams for External Competitions<sup>1</sup>**

Playdown rules for selecting teams to represent the Club at inter-spiels (Broder, Merkley etc.) and external play (such as the provincials) are as follows:

1. Sign up sheets will be posted (2) months prior to the game day. The closing time and date of the posting will be reflected on the sign-up sheet.
2. Sign up sheets will be taken down (1) month prior to game day. \*

*\* Should the spiel be slated for play in the first (2) months of the season the (1) month allotted for sign-up will be compressed to allow for sufficient play down time. All dates will be clearly posted on sign-up sheets.*

3. If more teams have signed up then there are positions available then play downs will be held respecting the following format.
  - i) For Inter Club spiels, single knockout elimination round will be held until the required number of teams remain. Selection of the match-ups for elimination games will be based on random draws by the convenor of the given event.
  - ii) For OCA Events the elimination round will follow the same format as those used in each of the individual events.
4. The dates and times of elimination games will be posted on the original sign-up sheets. It is the responsibility of those entering the competition to ensure that their team is able to meet ALL of the specified times. Please note that in cases where the number of teams entering the competition exceeds the number of posted game times then more may be added as required.
5. The convenor responsible for the event will schedule play down games and inform the team skips of when their first game will be played.
6. If a team is unable to play at the specified time this will be considered a default and the non-offending team will be awarded the win.
7. Questions pertaining to interpretation or discrepancies of these rules will be posed to the convenor responsible for the event. The convenor's decision will be considered final.

---

<sup>1</sup> This Club By-Law change was approved at the General meeting of the Club on September 3, 2003

Annex D  
Club Proxy Form

PROXY FORM OF the Metcalfe Curling Club

"I, being a delegate to the Metcalfe Curling Club, hereby  
appoint \_\_\_\_\_

\_\_\_\_\_ as my proxy to vote for me on my behalf at the \_\_\_\_\_ Meeting of  
the Club to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and at any  
adjournment thereof".

Signed \_\_\_\_\_

Name \_\_\_\_\_