

Metcalfe Curling Club Constitution – May 14, 2024

A by-law relating generally to the conduct of the affairs of

Metcalfe Curling Club

(the "Corporation")

This document contains the Constitution and By-laws of the "METCALFE CURLING CLUB" hereinafter referred to as the "CLUB". It supersedes and replaces any and all the previous constitution including but not limited to the one dated March 22, 1987.

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.

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.

Objectives of the club include the following.

- To promote and develop the game of curling as a recreational and competitive sport.
- To unite the curling community, fostering good relations with neighbouring curling Clubs for the good and advancement of the game.
- To aid members with information to enhance their participation and to promote the sport of curling generally.
- To arrange and conduct Playdowns for the purpose of Club teams entering competitions.
- To recognize the diverse and multicultural composition of our community and to commit to cultivating and maintaining a Club that values diversity, equity and inclusion, and that is free from discrimination and harassment for its members and visitors.

BE IT ENACTED as a by-law of the Corporation as follows:

1. Definitions

In this by-law, unless the context otherwise requires:

- a) "**Act**" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time.
- b) "**Articles**" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation.
- c) "**Board**" means the board of directors or Executive of the Corporation.

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- d) **“By-laws”** means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force.
- e) **“Chair”** means the chair of the Board or President.
- f) **“Corporation”** means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act.
- g) **“Director”** means an individual occupying the position of director of the Corporation by whatever name he or she is called.
- h) **“Member”** means a member of the Corporation.
- i) **“Members”** means the collective membership of the Corporation.
- j) **“Members' Meeting”** includes an annual members' meeting or a special members' meeting.
- k) **“Ordinary Resolution”** means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution at a regular meeting for non-constitutional amendments.
- l) **“Proposal”** means a proposal or motion submitted by a member of the Corporation at the meeting.
- m) **“Regulations”** means the regulations made under the Act, as amended, restated or in effect from time to time.
- n) **“Special Resolution”** means a resolution pertaining to an amendment of the constitution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

2. Interpretation

2.1 Other than as specified in the Definitions section; all terms contained in this By-law that are defined in the Act will have the meanings given to them in the Act. Words in the singular include the plural and vice versa, and words in one gender include all genders.

2.2 If part of the By-law is invalid, the invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law.

2.3 If any of the provisions contained in the By-laws are inconsistent with those contained in the articles or the Act, the provisions contained in the articles, or the Act will prevail.

3. Corporate seal

The Corporation may have a corporate seal in the form approved from time to time by the board. If a corporate seal is approved by the board, the secretary of the corporation shall be the custodian of the corporate seal.

4. Execution of documents

Deeds, transfers, assignments, contracts, obligations, and other instruments in writing requiring execution by the corporation may be signed by any two (2) of its officers or directors. In addition, the board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be

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executed. Any person authorized to sign any document may affix the corporate seal to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the corporation to be a true copy thereof.

5. Financial year end

The financial year of the Corporation ends on April 30 in each year or on such other date as the Board may from time to time by resolution determine.

6. Banking arrangements

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

7. Borrowing powers

If authorized by a resolution which is duly adopted by the Executive and Passed by ordinary resolution of the Members, the Executive may from time to time:

- a) borrow money on the credit of the corporation.
- b) issue, reissue, sell, pledge, or hypothecate debt obligations of the corporation; and
- c) mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the corporation, owned or subsequently acquired, to secure any debt obligation of the corporation.

8. Annual financial statements

Any Member, upon request, shall be provided, not less than five business days or other number of days that may be further prescribed in regulations before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

9. Membership conditions

9.1 Membership in the Corporation shall be available only to individuals interested in furthering the Corporation's purposes and who have applied for and been accepted into membership in the Corporation by resolution of the board or in such other manner as may be determined by the board. Each full member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation.

9.2 Membership commences when the member pays their annual dues and ends on October 15 of the next curling season.

9.2.1 In the situation where extraordinary circumstances such as pandemic or other force majeure events are known prior to October 15 that causes a delay in the start of curling, the Executive shall hold a meeting of the members prior to October 15 to discuss and address the situation.

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9.3 Full membership is open to the 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.

9.4 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.

9.5 Each full member in good standing will have one vote at meetings.

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

9.7 Youth membership is open to Youths (as defined by the Canadian Curling Association) subject to any maximum number established from time to time. Youth members will enjoy full rights and privileges of the Youth curling program but will not have voting rights or be considered as having full membership.

9.8 Daytime membership is open to the public. Daytime members shall have the use of the Clubhouse in accordance with any operating rules established by the Club. Daytime membership is not considered a full club member and does not provide voting rights.

9.9 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 but will not have voting rights or be considered as having full membership.

9.10 Seniority - seniority among full Club members will be based on the number of continuous years of full 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.

9.11 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

9.12 There is no requirement to apply seniority to prepare teams in men's, women's or mixed draws.

10. Transferring membership

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A Membership in the Corporation is not transferable and automatically terminates if the Member resigns or such Membership is otherwise terminated in accordance with the Act.

11. Membership dues / fees

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

11.2 Annual fees for daytime, Youth and social membership shall be established at an annual meeting of the Club.

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

11.4 Annual fees are due and payable prior to the start of each curling season and players must pay dues prior to curling.

11.5 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.

12. Termination of membership

A membership in the Corporation is terminated when:

- a) the member dies or resigns.
- b) the member is expelled, or their membership is otherwise terminated in accordance with the articles or by-laws.
- c) the member's term of membership expires; or
- d) the Corporation is liquidated and dissolved under the Act.

13. Effect of termination of membership

Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Corporation, automatically cease to exist.

14. Discipline of members

14.1 Misconduct

The Board 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.

The Board shall have authority to suspend or expel any member from the Corporation for any one or more of the following grounds:

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- a) violating any provision of the articles, by-laws, or written policies of the Corporation.
- b) carrying out any conduct which may be detrimental to the Corporation as determined by the board in its sole discretion.
- c) is in default of annual dues.
- d) for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

For the purposes of subsection, a procedure is fair and reasonable under ONCA if,

(a) a member is given at least 15 days notice of a disciplinary action or termination with reasons; and

(b) the member is given an opportunity to be heard, orally or in writing not less than five days before the disciplinary action or termination of membership becomes effective, by the person with authority to impose or revoke the disciplinary action or termination.

15. Notice of members' meeting

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member, each Director and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasonable judgment on the decision to be taken.

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be delivered:

- a) To the last address on record for that director or member
- b) Email
- c) Other electronic means

No error or accidental omission in giving notice of any Board Meeting or any Members' Meeting will invalidate the meeting or make void anything that happens at the meeting.

16. Members calling a members' meeting.

The board of directors shall call a special meeting of members in accordance with a written requisition of 5 full members with voting rights. If the directors do not call a meeting within fourteen (14) days of receiving the requisition, any member who signed the requisition may call the meeting.

17. Place of members' meetings

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board.

18. Participation by electronic means at members' meeting

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If the Corporation chooses to optionally make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

19. Persons entitled to be present at members' meetings.

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the directors and the public accountant of the Corporation and such other persons who are entitled or required under any provision of the Act, articles or by-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

20. Chair of members' meetings

The President will chair meetings. In the event that the President is absent the first vice president will chair the meeting. In the event the President and first vice president are absent the second vice president will chair the meeting. In the event the President, first vice and second vice are absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

21. Quorum at members' meetings

A quorum for the transaction of business at a members' meeting is 10 percent of the Members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

22. Voting at members' meeting

At any meeting of members every question shall, unless otherwise provided by the articles or by-laws or by the Act, be determined by a majority of the votes cast on the questions. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting in addition to an original vote shall have a second or casting vote.

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

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22.2. If a member is unable to attend any special meetings of the Club dealing only with constitutional matters (a special resolution), they may be represented by proxy. Such proxy-holding delegates may, in addition to their vote, cast the Vote(s) for the Member (for which the proxy is carried).

22.3 Subject to the Regulations under the Act, any proposal may include nominations for the election of directors at the annual meeting.

22.4 The following order of business shall be observed at the Annual Meeting:

- a) Identification of Chair.
- b) Receipt of the agenda.
- c) Reading Notice of Meeting and proof of notice.
- d) Report as to quorum.
- e) Reading and disposition of any unapproved minutes.
- f) Receipt of the agenda.
- g) Consideration of the financial statements.
- h) Report of the auditor or person who has been appointed to conduct a review engagement.
- i) Reports of the Committee Chairs.
- j) Reports of the President and the Executive.
- k) The Past President and Directors of the Club shall present nominations to the membership for the Club's Board of Directors.
- l) The membership may add nominations from the floor.
- m) 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.
- n) New Business.
- o) Motions from the floor.
- p) Adjournment.

22.5 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.

22.6 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.

22.7 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.

23. Absentee voting at members' meetings

Voting at members' meeting on resolutions will occur in person without the use of proxy votes with the exception of matters pertaining to constitutional matters. Changes to the constitution and by-laws will require a special resolution at a special meeting intended only for that matter.

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If a member is unable to attend a special meeting of the Club dealing with constitutional matters only, 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 on special resolutions pertaining to constitutional changes. Proxy authority must be in writing and must be presented to the Chair by the bearer prior to the commencement of the meeting.

24. Number of directors

The board shall consist of the number of directors specified in article 25. The composition of the board may only be changed through a constitutional or by-law change through a special resolution at a special meeting for constitutional matters.

25. Club Executive

25.1 The Club Executive positions will be open to all full members of the club in good standing.

25.2 The club will elect Executive positions at the annual meeting as described in section 22.

25.3 The Club Executive will comprise the following Executive officers elected by Club members at the annual meeting. The Club Executive shall serve as the Board of Directors for the Club. Unless otherwise specified the following are the duties of the elected Executive.

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.

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

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to the Club at the annual meeting or whenever required to do so by the Club Executive.

Draw Chairperson - The Draw Committee shall oversee 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 in the Club.

Immediate Past President – The immediate past president will provide guidance, oversight and mentorship to the Club Executive.

Bar Chairperson - 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.

25.4 The daytime will elect their own Executive. The Daytime President may be invited to participate in Club Executive meetings but will not be an official part of the Club Executive and will have no vote on matters.

25.5 The elected Executive will sign a consent to act as a director. This consent must be written, provided within 10 days of the election or appointment (although if a consent is signed later than this time, the consent is still valid). A director consent form that may change from time to time to maintain alignment with the Act is provided in Annex C.

25.6 Composition of Club Executive – The club will strive for adequate demographic representation from the membership the Club.

25.7 The Club Executive shall have the right to adjust the responsibilities of board member officials from time to time as dictated by good management practices for the betterment of the Club operation.

25.8 The directors shall be elected to hold office for a term expiring not later than the close of the next annual meeting of members following the election.

26. Audit / Review Engagement

The club may appoint an auditor to perform an audit or a person to perform a review engagement.

- a) The club may also remove this person from this position by ordinary resolution.
- b) An Auditor or person conducting the review engagement shall be informed forthwith in writing of appointment or removal.
- c) No Director and no employee of the Club shall hold this position.
- d) This person may attend general meetings.

27. Expenses

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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.

28. Calling of meetings of board of directors

Meetings of the board may be called by the chair of the Board, the vice-chair of the board or any two (2) directors at any time; provided that for the first organization meeting following incorporation, such meeting may be called by any director or incorporator. If the Corporation has only one director, that director may call and constitute a meeting.

29. Notice of meeting of board of directors

Notice of the time and place for the holding of a meeting of the board shall be given to every director of the Corporation not less than 5 days before the time when the meeting is to be held by one of the following methods:

- a) delivered personally.
- b) mailed or emailed.
- c) by telephonic, electronic, or other communication facility at the director's recorded address for that purpose; or
- d) by an electronic document.

In the event of an emergency or crisis the notice of the time and place for the meeting may allow for less than 5 days notice at the discretion of the Chair of Vice Chair.

Notice of a meeting shall not be necessary if all the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the by-law otherwise provides, no notice of meeting is needed to specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in the Act that is to be dealt with at the meeting.

30. Regular meetings of the board of directors

The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named. A copy of any resolution of the board fixing the place and time of such regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting except if the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

31. Voting at meetings of the board of directors

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At all meetings of the board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

32. Committees of the board of directors

32.1 The board may from time to time appoint any Committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit. Any such Committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. Any Committee member may be removed by resolution of the board of directors.

32.2 The Board of Directors may, at their discretion, establish additional Committees as required to assist in the administration of Club activities. Committee members will be selected at the annual 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).

32.3 Committees which may be formed from time to time are not to be considered a formal part of the constitutional document and may therefore be updated from time to time at the discretion of the board or through a vote at a Club general meeting without being considered a formal constitutional amendment.

32.4 The board may from time to time appoint any Committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit. Any such Committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. Any Committee member may be removed by resolution of the board of directors.

33. Protection of Directors and Officers

No Director, Officer or Committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, Committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

- a) complied with the Act and the Corporation's articles and By-laws; and
- b) exercised their powers and discharged their duties in accordance with the Act.

34. Board vacancies.

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If the office of any director of the Corporation shall be or become vacant, the directors may nominate a replacement to be voted on by the members to fill such vacancy. The Director elected to fill the vacancy will hold office for the remainder of the removed Director's term. After that, the appointee will be eligible to be elected as a Director.

35. Invalidity of any provisions of this by-law

The invalidity or unenforceability of any provision of these By-laws shall not affect the validity or enforceability of the remaining provisions.

36. Disputes

Disputes or controversies among members, directors, officers, Committee members, or volunteers of the Corporation are as much as possible to be resolved by the Board.

37. By-laws and Effective Date

The board of directors may not make, amend or repeal any by-laws that regulate the activities or affairs of the Corporation without having the by-law, amendment or repeal confirmed by the members by special resolution. The by-law, amendment or repeal is only effective on the confirmation of the members and in the form in which it was confirmed.

38. Amendments

Amendments to this constitution may only be made at a special meeting of the Club intended only for the purpose of amending the constitution when such amendment is supported through a special resolution.

The Members may from time to time amend these By-laws if at least 2/3 of the Members represented at the meeting approve the amendment. The Board may not amend these By-laws.

For reference:

ONCA 103 (1) A special resolution of the members is required to make any amendment to the articles of a corporation to,

- a) change the corporation's name.
- b) add, remove or change any restriction upon the activity or activities that the corporation may carry on or upon the powers that the corporation may exercise.
- c) create a new class or group of members.
- d) change a condition required for being a member.
- e) change the designation of any class or group of members or add, change or remove any rights or conditions of any such class or group.
- f) divide any class or group of members into two or more classes or groups and fix the rights and conditions of each class or group.
- g) add, change or remove a provision respecting the transfer of a membership.
- h) increase or decrease the number of, or the minimum or maximum number of, directors fixed by the articles.
- i) change the purposes of the corporation.

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- j) change to whom the property remaining on liquidation after the discharge of any liabilities of the corporation is to be distributed.
- k) change the manner of giving notice to members entitled to vote at a meeting of members.
- l) change the method of voting by members not in attendance at a meeting of the members; or
- m) add, change or remove any other provision that is permitted by this Act to be set out in the articles.

39. Effective Date

This Constitution and By-laws was duly voted on and came into effect on the 14th day of the month of May, 2024.

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Drafted by William Woods Sr, May 14, 2024

Authorized by vote of the membership and signed into effect by the following Curling Club Executive

Signature: _____

Date: _____

Kim Woods – Past President

Signature: _____

Date: _____

Hyo-Min Lee – President

Signature: _____

Date: _____

Michele Cochrane – Vice President

Signature: _____

Date: _____

Jocelyn Taylor – Second Vice President

Signature: _____

Date: _____

Cathy Philpott – Secretary

Signature: _____

Date: _____

Alan Zebchuk - Treasurer

Signature: _____

Date: _____

Bill Woods Jr – Draw Chair

Signature: _____

Date: _____

Sarah Dooley – Bar Chair

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ANNEX A - DESCRIPTION OF COMMITTEES

THE NOMINATING COMMITTEE - The Nominating Committee shall be composed of two to four 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 – Shall be chaired by the draw chair and may include other members responsible for other events.

BAR COMMITTEE - The Bar Committee will be chaired by the bar chair and may consist of additional members. The Committee shall be responsible for assisting the Bar Chairperson with the maintenance and functioning of the bar,

ENTERTAINMENT COMMITTEE - The Entertainment Committee will be chaired by the entertainment chair and may consist of additional 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.

FINANCE COMMITTEE - This Committee shall have oversight of current financial health of the club and investment strategies.

ICE COMMITTEE - The Ice Committee shall be led by the Ice Chair and may consist of additional members. The Committee shall be responsible for the preparation and care of the ice, ice plant and associated elements.

BUILDING AND PROPERTY COMMITTEE – This will be led by the Building and Property Committee chair and may include additional 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 chair shall lead this Committee and may include additional 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 members 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.

YOUTH CURLING COORDINATOR - The Youth Curling Coordinator will be responsible for the organization and management of the Club's Youth curling program.

Metcalf Curling Club Constitution – May 14, 2024

WAYS AND MEANS COMMITTEE - The Ways and Means Committee shall have control of money making projects.

Metcalfe Curling Club Constitution – May 14, 2024

Annex – B

By-Law for

Metcalfe Curling Club Teams for External Competitions

Playdown rules for selecting teams to represent the Club at inter-spiels (Broder, Merkley, Gamble, Sullivan, etc.)

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 playdown 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 matchups for elimination games will be based on random draws by the convenor of the given event.

Metcalfe Curling Club Teams for Branch and OCA External Competitions

1. Players representing the Metcalfe Curling Club will adhere to the posted external competition rules for eligibility of play; this includes, but not limited to, Ontario Curling Association (OCA), Canadian Curling Association, The Canadian Branch of the Royal Caledonian Curling Association (the Branch) and The Ladies Curling Association (LCA).
2. In accordance with OCA's eligibility rules, at least one player must be a member of the club the team is representing with the exception of the Club Championships where all participants must be from the same club. Teams will be required to submit a statement declaring their players, prior to the event, to the President, OCA Representative and the Draw Chair. Players who are not members of the Metcalfe Curling Club, as defined in this document, will pay a \$50.00 per event eligibility fee to the club prior to the start of the competition.

For All Competitions

1. 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.
2. The convenor responsible for the event will schedule playdown games and inform the team skips of when their first game will be played.
3. 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.
4. 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.

Metcalfe Curling Club Constitution – May 14, 2024

Annex C

Director Consent Form

This consent must be written provided within 10 days of the election or appointment (although if a consent is signed later than this time, the consent is still valid)

Director consent Form

I, _____ (Full Name) hereby consent to:

- (a) being elected or appointed as a director of the Metcalfe Curling Club effective date;
- (b) Receive notice of meetings, meeting agendas and other mailings from the Corporation either by e-mail at (insert email address) or by mail at _____.

If I move or change my e-mail address, I will inform the Corporation as soon as possible.

This consent will take effect immediately and will continue as long as I am re-elected as a director of the Corporation. I understand that if I cease to be a director for a period of time and then am elected or appointed as a director again, I will be asked to sign a new consent to act as a director.

(Signature of the person consenting to be director and date)

Metcalf Curling Club Constitution – May 14, 2024

Annex D - Proxy

Proxy Form and format compliant to ONCA will be provided by the board prior to any special meeting dealing with constitutional amendments.