

**AMENDED BY-LAWS
SYDNEY CURLING CLUB**

**Ratified
Special Meeting
Sunday, April 12, 1992**

**Amended May 17, 2000
Amended May 22, 2001
Amended May 18, 2003
Amended April 29, 2007**

ARTICLE I: CLUB

NAME: The club shall be known as the SYDNEY CURLING CLUB

COLOURS: The colours of the club shall be GARNET AND GOLD

OBJECTIVES:

1. To promote the sport of curling
2. To develop the sport of curling
3. To offer introduction in the techniques and theory of the game and sport to Juniors and new curlers.
4. To encourage members participation, all should be well informed of the club by-laws and organizational structure of 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 policies and in a democratic equitable manner.

ARTICLE II: MEMBERSHIP

1. There shall exist the following groups of membership:

HONORARY

FULL MEMBERSHIP

HALF-YEAR MEMBERSHIP

GOLDEN AGE

INTERMEDIATE

JUNIOR

SOCIAL

2. Prospective new members must complete the necessary application form which shall be submitted to the board of the Sydney Curling Club for their approval.
3. **HONORARY MEMBERS:** Any members of the Sydney Curling Club who are thought to have given outstanding service to the club may be elected as an Honorary member by two-thirds of the membership present at its annual meeting. Any proposal for Honorary memberships shall meet the Guidelines as established by the Sydney Curling Club and must be submitted to the Board at least three weeks prior to the date of the Annual Meeting and can only be proposed by the Executive at the Annual Meeting. Honorary members so elected, without the payment of Annual dues shall be entitled to all privileges.

Nominations for Honorary members shall be directed to Board of Directors who shall appoint a committee of the club with a minimum of four (4) Board Members to recommend to the Board whether such membership should be granted. Membership shall be notified at the next Annual General Meeting.

4. **FULL MEMBERSHIP:** Includes any member of the Sydney Curling Club who has paid full dues and is entitled to all privileges.
5. **HALF YEAR MEMBERSHIP:** Such members who have joined the Sydney Curling Club for curling privileges for one half year (Dates put forth by Board of Directors each year as start and finish times for half year members) Restrictions include no voting rights, not able to sit on Board of Directors, social membership for the rest of the year, bonspiels outside of playing half at additional charge, no per capita fee paid so unable to compete in provincial competitions.
6. **GOLDEN AGE:** Such members are individuals who have chosen to pay dues in accordance with the established dues structure and allows them to curl at designated times as established by the Board of the Sydney Curling Club. Individuals in this membership must have reached their 60th birthday by December 31st of the previous curling year. The spouse of a Golden Age Member may join similar membership if he/she has reached their 55th birthday by December 31st of the previous curling year. Such members are not entitled to vote at any meeting and are not entitled to hold office.
7. **INTERMEDIATE MEMBERSHIP:** Any person having reached the age of 19 years and is attending University or an accredited post-secondary educational institution as a full-time student, will be entitled to full membership curling privileges. Dues for intermediate members will be set by membership at its annual meeting.
8. **JUNIOR MEMBERSHIP:** Any individual who has not reached his/her 21st birthday by December 31st of the previous curling year will be eligible for Junior membership in the Sydney Curling Club Junior Program. Dues will be established by the Board of Directors and under the direction of the Junior Development Director.
9. **SOCIAL MEMBERSHIP:** Such members of the Sydney Curling Club are not eligible for curling privileges except in those Bonspiels that are open to non-members at a

special fee. Social members may not vote or hold office. Partners of Regular Full Members are automatically social members of the club.

10. **NEW MEMBERS:** A person who has not been a member of our club for at least 3 years.

11. **VISITOR PRIVILEGES:** Any visitor from outside the curling area, who is a registered member of a curling club, may be granted curling privileges by the Board.

12. **GUEST PRIVILEGES:** A guest may be introduced to the Sydney Curling Club by a member of any category of membership. Guest privileges will be extended in accordance with policy.

13. Any member of any category shall have the privilege of transferring to another higher class of membership providing appropriate dues are paid.

14. All members in good standing shall be automatically renewed annually unless the secretary receives written notice of resignation. Members who are considered not in good standing by the Board of Directors 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.

15. 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. **SPECIAL MEETING:** The annual dues for all categories of membership will be established at the Annual Meeting upon vote of the membership.

2. **MEMBERSHIP YEAR:** For the purpose of membership, the membership year shall be October 1 to September 30 of the following year. Full payment of dues for all members is due by November 30 of the curling year. A \$25.00 late charge will be applied to dues if not paid in full by November 30. The executive, on written request, may allow an extension for payment under extenuating circumstances providing satisfactory arrangements are made, which if granted will be subject to the late fee.

3. Members whose dues are not paid in accordance with Article III Section 2 shall have their curling privileges revoked.

4. All per capita fees as determined by Provincial Associations will be added to the annual dues.

5. Any member who is absent from the area or unable to curl for the Regular season may rejoin the club without completing the application forms as required for new members.

ARTICLE IV MEETINGS

1. **ANNUAL MEETING:** The annual meeting of the club shall be held not later than June 15th. Notice of annual meeting shall be posted by the secretary at least three weeks before the date of the meeting.
2. **SEMI-ANNUAL MEETING:** A semi-annual meeting shall be held no later than December 15th of the curling year.
3. **SPECIAL MEETING:** A special meeting of the members of the curling club may be called at any time by order of the President as the President determines the need or 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.
4. **QUORUM:** Ten Percent (10%) of the voting membership shall constitute a quorum excluding the Board of Directors.
5. **AGENDA FOR ANNUAL MEETING:**
 - A) Minutes of Last Membership meeting
 - B) Business arising from minutes
 - C) Committee reports
 - D) Financial Report
 - 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 play down, shall be required to pay an entry fee as determined by Match 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 play downs 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 curling year are eligible to compete in Club Play downs for Provincial Competitions.
7. The time and playoff format for Club Play downs for Provincial Competition shall be recommended by Match and approved by the Board of Directors.
8. Curling rules adopted for Club Provincial Competitions shall be those adopted from time to time by respective Provincial Curling Associations.

ARTICLE VI MANAGEMENT

1. At the Annual General Meeting the membership shall elect eleven (11) Directors who shall act as the Board for the operations of the club for the curling year.
2. The Directors shall elect amongst themselves the President and Vice-President of the club annually.
3. Other members of the Board of Directors shall take responsibility for the operation of the club.
4. Other management responsibilities as required by the Board to operate the Club are: Treasurer; House; Ice; Match; Entertainment; Membership; Publicity; Bar; Junior Program; Director-at-Large and Secretary.
5. Directors assigned to specific responsibilities shall assist in the operation of the club by helping other directors as required in their assigned responsibilities.
6. The immediate **Past President**, if term of office has expired, shall sit as an Ex-officio member of the Board.
7. The **President** shall preside at all meetings; represent the Club at all official functions; countersign all expenses and be a signing officer of the club along with the Treasurer and one other Director; must' in the event of a tie, make the deciding vote at all meetings but, otherwise, shall not have a vote at meetings.
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. The Vice- President shall chair the By-Law review committee.

9. The **Secretary** shall keep and accurate record of all meetings; conduct all correspondence on behalf of the club and other responsibilities as the 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, submit to the Annual meeting a projected budget of revenue and expenses for the coming year; shall be one of the signing officers for the club along with the President and one other Director; to ensure that an annual audited statement is completed and other responsibilities as the Board shall deem necessary.

11. The duties of the **House Director** shall include the maintenance and upkeep of all furniture; ensure that club rooms are maintained and kept clean; responsible for all rentals and bookings of the club house proper both during the curling season and summer months if necessary; to direct any employee of the curling club whose job responsibilities are to clean and maintain the club house and other responsibilities as the Board shall deem necessary.

12. The duties of the **Ice Director** are to work with the Ice Maker to ensure that the ice surface is prepared in time for the regular seasonal curling; to ensure that regular ice maintenance is done; to recommend to the Board of Directors any purchases necessary for proper ice preparation and regular maintenance; to direct any employee of the club responsible for the preparation and maintenance of the ice surface; to work closely with the Match director in coordination of ice rentals, to ensure that a job description of the ice maker is formalized and kept up to date as necessary and other responsibilities as the Board shall deem necessary.

13. The duties of the **Membership Director** shall be to maintain an up to date record of all members in the club; to prepare the necessary bills; to have regular dues statement forwarded to members by August 15th prior to the curling season; to recommend to the Board of Directors suggestions for increasing and maintaining membership and other responsibilities as the Board shall deem necessary.

14. The duties of the **Publicity Director** are the compilation of a monthly newsletter; publication of all curling events; adequate notification of membership drive; responsibility for promotions and official contact with all media for the Sydney Curling Club.

15. The duties of the **Bar Director** shall be to oversee all functions of and relating to the sale of liquor; make recommendations to the Board of Directors the price of all items sold through the bar; to oversee the responsibilities and job functions of any employee of the club responsible for bar operations; to ensure a monthly bar inventory is done and provided to the Board at their regular meeting; to recommend any changes to bar

operations that must be ratified by the Board at their regular meeting; to ensure a job description of the Bar Steward is formalized and kept up to date if necessary.

16. The duties of the **Match Director** are to ensure that a curling calendar providing equitable ice time for all members as far as possible is prepared and mailed to all members with annual dues on August 15th prior to regular curling season; to establish a match committee that shall consist of all coordinators of regular and special Bonspiels who shall meet within two weeks of the Annual meeting and prepare the curling schedule for the coming year as well as establish any rules relating to play for the upcoming season; to coordinate with the Ice Director times for ice maintenance so as to avoid conflict with curling schedule; to be responsible for receipt of requests for ice rentals and allocation of times per these requests for ice rentals and allocation of times per requests; to provide to the Treasurer the names of individuals or companies that have rented the ice proper billing; to determine eligibility of participants in provincial competitions.

17. The duties of the **Junior Director** shall be to oversee the setting up and running of the instructional program for the Alphas (ages 7-12) and Juniors (ages 13-20); set up guidelines for fund raising and traveling teams; assist with the running of Alpha/Junior Bonspiels; offer instruction to classes from local schools.

18. Any vacant positions on the Board of Directors that exist after the Annual Meeting election must be filled by appointment by the Board of Directors for the duration of the term vacated. A full job description of each board position can be obtained from the President of the Club.

19. **Quorum** for the Board of Directors: Five (5) shall constitute a quorum.

20. These By-Laws shall be reviewed every three (3) years by a committee under the Chairmanship of the Vice-President.

21. **Roberts' Rules of Order** shall be used for reference and guidance.

ARTICLE VII AMMENDMENTS

No amendments shall be made to these by-laws except 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.

ARTICLE VIII ELECTION PROCEDURE

1. At the Annual Meeting, the membership shall elect, as many directors as is needed to bring the Board up to full compliment, for a three year term.

2. **Scrutineers** shall be appointed by the President to oversee the election.

3. **Nominations:** Nominations for the Board of Directors 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 (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 may vote for the required number of Board positions from the number of nominated individuals. In the event of a tie, a single ballot will be taken.