

CONSTITUTION

A1. NAME

A1.1.The name of this organization shall be **THE NOSBONSING CURLING CLUB INCORPORATED**. CORP #000725141.
DATE: November 10, 1987.

A2. GOALS AND OBJECTIVE

A2.1.To promote interest, participation, and enjoyment in its programs and activities by its members.

A2.2.To promote the game of curling.

A2.3.To offer a program that is affordable to any person wishing to participate.

A2.4.To cooperate with other curling clubs and associations in the interest of curling.

A2.5.To offer a Junior Curling program when there are interested participants and at least one qualified coach who can produce a valid background check.

A3. FISCAL YEAR

A3.1.The Fiscal year shall be for a 12-month period from May 1st to April 30th.

A4. AMENDMENTS AND ALTERATIONS

CONSTITUTION

A4.1.Any member, in good standing, may propose an amendment to the Constitution and/or Bylaws with a "Notice of Motion" placed in the hands of the Secretary three weeks prior to a General Meeting. Such notice shall be included with the notice to attend the meeting and forwarded to the members by e-mail.

BYLAWS

A4.2.Bylaws may be periodically and / or temporarily enacted or amended by a quorum vote of the Executive as required.

A4.3.Any periodic / temporary changes, additions, or alterations (A-4.2) shall be posted in a designated area in the club next to the ratified Constitution and Bylaws.

A4.4.Such periodic / temporary bylaw changes, additions, or alterations (A-4.2) shall remain in force only until the next General Membership Meeting at which point the modification will be re-evaluated and voted-on for implementation into the established Nosbonsing Curling Club Bylaws.

A5. MEMBERSHIP

- A5.1.**Membership is open to all and without prejudice as to race, creed, colour, sex, age, marital status as governed by the Law of the Country.
- A5.2.**Membership is not restricted to persons living within specified geographical boundaries.
- A5.3.**Membership shall consist of those who have paid their Membership Fee.
- A5.4.**Membership fees shall be set by the Executive.
- A5.5.**Membership in special interest groups such as Junior, Daytime, or School Organizations will be governed within the Bylaws associated with this Constitution. (B-1)
- A5.6.**It is the responsibility of each member to ensure that their contact information is correct as posted and to advise the Membership Convenor of any changes.
- A5.7.**A member in good standing is a member who has no outstanding financial commitment to the Nosbonsing Curling Club.

A6. EXECUTIVE

A6.1.The Executive shall consist of up to five Officers and seven Convenors.

<u>OFFICERS:</u>	PRESIDENT	VICE-PRESIDENT
	TREASURER	SECRETARY
	PAST-PRESIDENT	
<u>CONVENORS</u>	BAR	ICE AND PROPERTY
	DRAW	SOCIAL
	MEMBERSHIP	DAYTIME
	JUNIOR	

A6.2.VOTING POWERS OF THE EXECUTIVE

- The President shall vote only when a deciding vote is required for a simple majority.
- The Past-President shall not have a vote.
- Each Officer (other than the Past-President as detailed above) shall have only one vote.
- Each Convenor shall have only one vote.
- In the event that an Officer or Convenor holds more than one position within the Executive, that individual shall only be permitted one vote.
- Should a Convenor not be able to attend an Executive meeting, they may appoint a representative from the general membership to attend the meeting and that representative’s vote shall be considered as part of the Quorum requirements. A representative may only represent one Convenor.

A6.3.VACANCY

- Should a vacancy occur among the elected Officers or Convenors, such vacancy may be filled by the Executive (except for the position of Past-President).
- Vacancies created in any office that changes by progression must be ratified at a General meeting.

A6.4.COMMITTEES

- Each Convenor may chair a Committee comprised by members in good standing.
- The decision of any Convenor's Committee is not final as they must bring their recommendations to the Executive for approval.

A7. EXECUTIVE DUTIES

A7.1.PAST PRESIDENT

- Shall provide consultation history, insight and liaison to the current President upon request.

A7.2.PRESIDENT

- Shall preside over all meetings and functions (social or otherwise).
- Shall sign the minutes of all Executive and General Membership meetings.
- Shall ensure that an annual audit has been completed prior to the Fall General Meeting.
- Shall perform all duties which fall within the natural boundaries of the office.
- Shall ensure that the Club operates in a functional and responsible manner.
- Shall perform other duties as from time to time are enacted in the Bylaws. (B4.2)

A7.3.VICE-PRESIDENT

- Shall attend all Executive and General Meetings where possible.
- Shall perform the duties of the President in her/his absence.
- Shall be the chairperson of the Nominating Committee.
- Shall perform other duties as from time to time are enacted in the Bylaws. (B-4.3)

A7.4.SECRETARY

- Shall attend all Executive and General Meetings where possible.
- Shall keep minutes of all Executive and General Meetings.
- Shall post/inform all members of dates and places for General Meetings.
- Shall file all committee reports.
- Shall sign the minutes of all Executive and General Meetings.
- Shall notify the President of receipt of all emails, letters and correspondence and distribute same to the appropriate Officers and Convenors.
- Shall perform other duties as from time to time are enacted in the Bylaws. (B-4.4)

A7.5.TREASURER

- Shall attend all Executive and General Meetings where possible.
- Shall maintain accurate records of all monies received and disbursed by the Club.
- Shall be one of the signing authorities.
- Shall submit complete written statements of finances at General Meetings.
- Shall submit written summary statements at each Executive Meetings.
- Shall consolidate committee budgets and submit final budget to Executive for approval.
- Shall arrange to have books audited yearly.
- Shall have absolute authority to pay all Government Taxes.
- Shall perform other duties as from time to time are enacted in the Bylaws. (B-4.5)

A7.6.BAR CONVENOR

- Shall attend all Executive and General Meetings where possible, or appoint a member to represent her/him.
- Shall have complete and absolute authority to manage bar facilities and personnel so that it complies with all rules and regulations as stipulated by the Liquor Control Board of Ontario or its authorized Governmental Agencies.
- Shall submit written summary statements at Executive Meetings.
- Shall ensure Liquor License is up to date and renewed on time
- Shall perform other duties, or initiate and oversee any other Committee requirements as from time to time are enacted in the Bylaws. (B-3.4)

A7.7.DRAW CONVENOR

- Shall attend all Executive and General Meetings where possible, or appoint a member to represent her/him.
- Shall supervise draws for all competitions.
- Shall represent the Club at annual Bonspiel Zone Meeting(s) to ensure there are no conflicting dates.
- Shall post all scheduled Club Open and Closed Bonspiel dates at the start of the curling season.
- Shall arbitrate disputes arising out of the game.
- Shall post and advise Skips of all team personnel and game times.
- Shall prepare draws to League Curling.
- Shall perform other duties, or initiate and oversee any other Committee requirements as from time to time are enacted in the Bylaws. (B-3.5)

A7.8.MEMBERSHIP CONVENOR

- Shall attend all Executive and General Meetings where possible or appoint a member to represent her/him.
- Shall prepare and keep an up-to-date list of members.
- Shall present a list of members whose curling fees are paid to the Draw Convenor.
- Shall encourage prospective members to join the Club.
- Shall perform other duties, or initiate and oversee any other Committee requirements as from time to time are enacted in the Bylaws. (B-3.7)

A7.9.ICE AND PROPERTY CONVENOR

- Shall attend all Executive and General Meetings where possible or appoint a member to represent her/him.
- Shall prepare a yearly operating budget for approval.
- Shall ensure the preparation of the ice surface and curling facilities at the start of the curling season.
- Shall obtain written approvals from the landlord for any alterations to the curling facilities as outlined in the Lease.
- Shall provide and maintain a five-year capital expenditure plan for the curling facility or for replacement of equipment.
- Shall ensure the maintenance of the curling facility in a neat and orderly fashion.
- Shall prepare a monthly summary report.
- Shall perform other duties, or initiate and oversee any other Committee requirements as from time to time are enacted in the Bylaws. (B-3.6)

A7.10. SOCIAL CONVENOR

- Shall attend all Executive and General Meetings where possible or appoint a member to represent her/him.
- Shall be responsible for the preparation of the Clubhouse for all meetings and curling events.
- Shall be responsible for food served at Club functions.
- Shall prepare a monthly summary report.
- Shall perform other duties, or initiate and oversee any other Committee requirements as from time to time are enacted in the Bylaws. (B-3.8)

A7.11. DAYTIME CONVENOR

- Shall attend all Executive and General Meetings where possible or appoint a member to represent her/him.
- Shall report on Daytime League functionality, attendance and / or challenges and advise of any recommendations for improvement or increased participation.

A8. QUORUM REQUIREMENTS

A8.1.CONSTITUTIONAL CHANGES

- Two thirds majority of the members present at a General Meeting.

A8.2.EXECUTIVE MEETINGS AND BYLAW CHANGES

- Two thirds majority of the Executive. (A-6.1)

A9. ELECTIONS

A9.1.Elections are open to all members of the Nosbonsing Curling Club with each member allowed 1 vote.

At the Spring General Meeting, the chairperson of the Nominating Committee shall take the chair for that part of the meeting, at which time a new Executive will be elected. The chairperson shall present the slate of Officers as drawn by the Nominating Committee and shall ask for further nominations from the floor. The Executive shall then be elected by ballot, except where an Officer is elected by acclamation.

Ballots cast for each elected office shall be counted and the results announced before proceeding with the election of the next office. In the event of a tied vote, the chairperson of the Nominating Committee shall cast the deciding vote.

A9.2.Vice-President shall be progressive.

A9.3.Up to Three Officers and Seven Convenors shall be duly elected at the Spring General Meeting for the term of one year.

A9.4.A person may hold more than one office if so elected.

A9.5.A nominee not elected, may if re-nominated run for election in any other position.

A9.6.The Officers and Convenors shall be elected in the following order:

- | | |
|---------------------|---------------------------|
| Vice-President | Secretary |
| Treasurer | Bar Convenor |
| Draw Convenor | Ice and Property Convenor |
| Membership Convenor | Social Convenor |
| Daytime Convenor | Juniors Convenor |

A9.7.SPECIAL COMMITTEES

- From time to time special non-voting committees will be required. These committees will be headed by a chairperson elected by their peers at a General meeting. The duties will be outlined in the Bylaws as required.

A9.8.NOMINATING COMMITTEE

- at the Spring General Meeting the members shall elect the Nominating Committee of two, who together with the Vice-President shall constitute the Nominating Committee.

A10. MEETINGS

A10.1. EXECUTIVE MEETINGS

- Executive Meetings will be held on a timely basis in order to effectively manage the affairs of the Nosbonsing Curling Club. These meetings will normally be held once a month; however, special Executive Meetings can be called by the President as required. These meetings are open to all members of the Nosbonsing Curling Club.

Order of Business

1. Opening of Meeting

2. Approval of Agenda

3. Reading of Minutes of Previous Meeting

4. Officer Reports:

- Vice President

- Secretary

- Treasurer

5. Committee Reports:

- Bar

- Draw

- Ice and Property

- Social

- Membership

- Daytime

- Juniors

6. President's Report

7. Unfinished Business

8. New Business

9. Date of Next Meeting

10. Adjournment

A10.2. SPRING GENERAL MEETING

- The Nosbonsing Curling Club shall hold a Spring General Meeting at the close of the curling season. The date will be set by the Executive and members will be notified by email.
- Elections for the Executive of the club for the upcoming season will be held at this meeting. The meeting is open to all members and any other interested parties; however, members will be the only people to vote.

Order of Business

1. Call Meeting to Order
2. Check of Voting Powers and Credentials
3. Approval of Agenda
4. Reading of the Previous General Meeting Minutes
5. Business Arising Out of the Minutes
6. Reports:
 - Vice President
 - Secretary
 - Treasurer
 - Bar
 - Draw
 - Ice and Property
 - Social
 - Membership
 - Daytime
 - Juniors
7. Notice of Amendments to Constitution and Bylaws
8. Election of Officers
9. Election of Convenors
10. Election of Special Committee Chairpersons (as required)
11. New Business
12. Incoming President's Address
13. Adjournment

A10.3. FALL GENERAL MEETING

- The Nosbonsing Curling Club shall hold a Fall General Meeting at the opening of the curling season. The date will be set by the Executive and the members will be notified by mail. This meeting is open to all members and any other interested parties, however, members will be the only people allowed to vote.

Order of Business

1. Call meeting to order
2. Approval of Agenda
3. Reading of the Previous General Meeting minutes
4. Business Arising Out of the Minutes
5. Reports:
 - Vice President
 - Secretary
 - Treasurer
 - Bar
 - Draw
 - Ice and Property
 - Social
 - Membership
 - Daytime
 - Juniors
6. President’s Report
7. Notice of Amendments to Constitution and Bylaws
8. Unfinished Business
9. New Business
10. Motion to Adjourn

Constitution revised 2018

Reformatted by Kyle Hampton for clarity on June 24, 2023

Constitution updated 2024 based upon 2023 Fall Annual General Meeting

BYLAWS

B1. LEAGUES

The Nosbonsing Curling Club shall be comprised of several leagues as documented within the following subsections. All leagues shall follow Curling Canada rules unless otherwise amended by the Nosbonsing Curling Club's "Local Rules".

B1.1. LADIES LEAGUE

- Open to all female participants who are members in good standing.

B1.2. MEN'S LEAGUE

- Open to all male participants who are members in good standing.

B1.3. MIXED LEAGUE

- Open to all female and male participants either singular or in couples who are members in good standing.

B1.4. DAYTIME LEAGUE

- Open to all female and male participants either singular or in couples and members in good standing.

B1.5. JUNIORS LEAGUE

- Open to all female and male participants who have not reached their 21st birthday. Any person that would like to coach the Junior League teams must provide a valid background check.

B1.6. OTHER LEAGUE(S)

- Open to all female and male participants in activities such as curling or other activities available at the facility.
- In an effort to promote all activities at the facility, the Nosbonsing Curling Club shall also open to special interest groups such as: school groups, Novice Junior Curlers, Community Groups, Special Olympians, etc.

B2. FEE STRUCTURE

B2.1. CURLING FEE

- Curling fees will be determined at the beginning of each season by the Executive. Fees will be posted in the club.
- Full curling fee if paid by November 30th = annual fee + *applicable taxes*.
- Full curling fee if paid after December 1st = annual fee + \$20+ *applicable taxes*.

B2.2. SPARE FEE

- Applicable only to members who have not paid a yearly curling fee.
- \$10.00 per game to be collected by skip.

B2.3. OTHER LEAGUE(S)

- As new activities or games such as shuffleboard are considered, it is the responsibility of the Executive to determine reasonable fees for such activities.
- In an effort to promote the sport some special interest groups such as School Groups may be granted a reduced fee to use the activities available at the facility. Such fee(s) shall be determined by the Executive.

B2.4. RENTALS CURLING FACILITIES

- The rental pricing is subject to approval, every year, by the Executive as recommended by the Bar Convenor.

B2.5. ADVERTISING FEES

- Rink Boards \$100.00 annually plus applicable taxes.
- End boards \$200.00 annually plus applicable taxes.

B2.6. BAR FEE STRUCTURE

- The bar pricing is subject to approval, every year, by the Executive as recommended by the Bar Convenor.
- Once approved, fees will be posted at the bar.
- Fees can be changed by the Bar Convenor so that they do not conflict with prices at other events in the Community Centre.

B3. COMMITTEES AND CONVENOR RESPONSIBILITIES:

B3.1. NOMINATING COMMITTEE

Duties

- To select, obtain a commitment from and present a slate of individuals to run for election in the following capacities:
 - Vice President
 - Secretary
 - Treasurer
 - Bar Convenor
 - Draw Convenor
 - Membership convenor
 - Ice and Property Convenor
 - Social Convenor
 - Daytime Convenor
 - Junior Convenor
- The Chairman of the Nominating Committee will take over the part of the Spring General Meeting for the elections, propose the slate of officers and ask for any additional nominations from the floor. Each position will be filled prior to proceeding to the next position.
- Provide ballots for elections as required.

B3.2. SPECIAL COMMITTEE

- Duties as assigned by the Executive.

B3.3. CONVENOR RESPONSIBILITIES

- A committee may be established by the relevant Convenor(s) to assist with their responsibilities.

B3.4. BAR COMMITTEE

- Determine preferred food and beverage options for bar stocking.
- Assist in the acquisition, delivery and stocking of bar supplies.

B3.5. DRAW COMMITTEE

- Establish teams for league curling and organize draw night for league curling.
- Prepare and set-up draws for all bonspiels and family feud.
- Maintain league activity records.
- Ensure all plaques and trophies are engraved each year for all league winners.
- Verify association fees and competition fees are paid (See B7-1).
- Collect competitors fees (See B7-1).

B3.6. ICE AND PROPERTY COMMITTEE

- Promote billboard sponsorship.
- Maintain interior of clubhouse.
- Hire required people to clean ice upon approval of the Executive.

B3.7. MEMBERSHIP

- Promote club membership (November 1st to October 31st).
- Collect curling fees.

B3.8. SOCIAL

- Organizing social events for the club.
- Organizing windup dinner and dance.

B4. EXECUTIVE DUTIES:

B4.1. PAST-PRESIDENT

- Assist with transitioning the newly-appointed President into the role.
- Share contacts and knowledge about past duties and / or decisions.

B4.2. PRESIDENT

- Negotiate lease with East Ferris Township.
- Shall be one of the signing authorities.

B4.3. VICE PRESIDENT

- Negotiate lease with East Ferris Township.
- Responsible for the organizing of the open mixed, open men, open ladies bonspiels.
- Submit names of winners of all open bonspiels to the Draw Convenor at the end of each bonspiel for the engraving of all trophies at the end of the curling season.
- Maintain Nosbonsing Curling Club History book.
- Acquiring Nosbonsing Curling Club insurance policies.
- Responsible for the closed mixed, closed men, closed ladies bonspiels.
- Submit names of winners of all closed bonspiels to Draw Convenor at the end of each bonspiel for the engraving of all trophies at the end of the curling season.

B4.4. SECRETARY

- Send a copy of Constitutional or Bylaw changes to East Ferris Township.
- Shall be the person receiving and distributing all the correspondence to appropriate people.

B4.5. TREASURER

- Prepare reporting formats for financial presentations.
- Oversee all committee or league financial transactions and obtain monthly reports.
- Recommend to management financial advice concerning term deposits and interest-bearing accounts.
- Assume responsibility for financial institution and number of accounts.
- Recommend to management where surplus funds if any should be directed.

B5. FINANCIAL REGULATIONS

- Cash advances for bonspiels shall be approved by a quorum vote of the management.
- Normal operating expenses shall be paid as required by the Treasurer upon approval of operating budgets by management.
- Major expenditures not included in operating budgets require a quorum vote by Executive members.
- The Junior Curling League will have their own bank account from which they will operate.
- The Treasurer will be one of three signing authorities. Any Executive member can be the other two.
- The Curling Club shall be carried on without purpose of gain for its members, and any profit or other accretions to the organizations shall be used solely to promote the objectives.
- Any assets accrued by the organization at the time of disbandment, will be donated to charitable objects and purposes.

B6. BONSPIELS

B6.1. Open or invitational bonspiel fees shall be set by each bonspiel chairperson upon completion of a budget to establish costs.

B6.2. Closed or club bonspiel fees shall be set by each bonspiel chairperson upon completion of a budget to establish costs. Consideration to fees must be given to ensure they are kept to a minimum as club bonspiels are considered a fact of the yearly curling fees.

B6.3. Each bonspiel must have a complete financial report submitted to the Treasurer within 10 days of completion.

B7. CLUB REPRESENTATION

- Executive Committee will assess, on a yearly basis, if we become members of NOCA.
- If any member wants to participate in NOCA activities, they must notify the Executive Committee.
- Curlers shall pay for individual competition cards.

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Constitution updated 2024 based upon 2023 Fall Annual General Meeting