

Crowsnest Curling Club

Bylaws

Amended March 31, 2023

Article 1. Name

1.01 The name of the organization shall be the Crowsnest Curling Club.

Article 2. Address

2.01 The executive as required shall determine the address of the Society.

Article 3. Goal

3.01 The goal of the Crowsnest Curling Club, in partnership with its members, is to promote the sport of curling at all levels of the organization by providing opportunities for all members to develop personal excellence.

Article 4. Membership

4.1 Membership in the Crowsnest Curling Club shall be open to the residents of Alberta who support the goals of the Crowsnest Curling Club.

4.2 The executive as required or on an annual basis shall determine membership fee. All members shall pay such fee as stipulated and within the time limit set by the executive. If any member is in arrears for fees or special assessments for any year such member may be suspended from all club activities and privileges until all fees are paid up in full.

4.3 Shall be divided into two groups; active members and associate members. Active members are individuals and/or families who actively participate in the programs of the Crowsnest Curling Club. Associate members can be elected to the executive and can serve on committees of the Crowsnest Curling Club.

4.4 Any member wishing to withdraw from membership may do so by giving written notice to the executive through its secretary, but will forfeit his/her fees, which shall be considered nonrefundable.

4.5 The executive may, by written notice, terminate membership of a member under extraordinary circumstances or for acting contrary to the rules and regulations of the Crowsnest Curling Club. The executive shall give to the member an explanation for the termination of membership upon request. The member, if he/she so desires shall have the right to appeal to the executive at the next scheduled general meeting of members.

Article 5. Executive

5.1 Board of directors, executive committee or board shall mean the executive of the society.

5.2 There shall be an executive, who shall consist of the following officers; president, vice-president, secretary, treasurer, and directors. In total, the number of the executive shall not be less than five (5) or more than eleven.

- 5.3** The executive shall be elected at the annual general meeting. The executive shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society.
- 5.4** Each member of the executive shall be elected for a term of one (1) year at the annual general meeting and shall assume office immediately following such meeting.
- 5.5** A member in good standing provided that he/she is of the age of at least eighteen (18) years, shall be eligible for any office.
- 5.6** Any vacancy on the executive except that of president occurring during the year may be filled by appointment by a majority vote of the executive. In the vacancy of the president, the vice-president shall assume the duties of president.
- 5.7** Any executive member who without reasonable cause misses three (3) consecutive meetings of the executive or fails to fulfill the responsibilities of his/her office shall forfeit their office upon three quarters (3/4) vote of the executive.
- 5.8** The position of any officer shall be automatically vacated if an officer resigns his/her position by delivering a written resignation to the secretary of the executive and ceases to be a member of the Crowsnest Curling Club.

Article 6. Officers

- 6.1** The president shall supervise the administration of the property, activities, concerns and general business and affairs of the Crowsnest Curling Club. The president shall be an ex-officio member of all committees. He/she shall preside at all meetings of the society and of the executive. In his/her absence, the vice-president shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
- 6.2** The vice-president shall, in the absence or disability of the president, perform the duties and exercise the powers of the president and shall perform other duties as shall, from time to time, be imposed upon him/her by the executive.
- 6.3** The secretary shall attend all executive and general meetings of the society, and keep accurate minutes of the same. In case of the absence of the secretary, such officer as may be appointed by the executive shall discharge his/her duties. The secretary shall have charge of all correspondence of the society and be under the direction of the president and the executive. The secretary shall keep a record of all members of the Crowsnest Curling Club and their addresses, and send all notices of the various meetings as required.
- 6.4** The treasurer shall receive all monies paid to the society and be responsible for the deposit of the same in whatever bank, trust company, credit union or treasury branch the board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the executive whenever requested and shall prepare for submission to the annual general meeting a draft statement prepared for audit of the financial position of the society.

Article 7. Auditing

- 7.1** The books, accounts and records of the secretary and treasurer shall be audited at least once each year by a duly qualified accountant or by two (2) members of the society elected for that purpose at the annual general meeting. Complete and proper statement of the standings of the books for the previous year shall be submitted by such auditor at a general meeting of the society and copy of the same shall be given to the secretary for the records of the society. The fiscal year of the Club shall be from the first day of May to the thirtieth day of April in each year.
- 7.2** The books and records of the society may be inspected by any member of the society at the annual general meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the executive shall at all times have access to such books and records.

Article 8. Signing Authority

- 8.01** Legal authorities shall be given to any three (3) officers of the executive, one of whom shall be the treasurer. All cheques, reports and documents requiring legal signature shall be signed by any two (2) of these three (3) signing officers.

Article 9. Meetings

- 9.1** The society shall hold an annual general meeting on or before the June 30th in each year, of which due notice shall be given to all members fourteen (14) days prior to the date of the meeting. At this meeting there shall be elected the following officers; president, vice-president, secretary, treasurer, (or secretary treasurer), and other officers as meets the needs of the Crowsnest Curling Club. In addition, the immediate past president shall remain on the executive for a term of one year after expiry of his/her term as president. The officers so elected and/or appointed shall form an executive and shall serve until their successors are elected and/or appointed and installed at the next annual general meeting. Any vacancy occurring during the year shall be filled at the next meeting, provided that it is stated in the notice to call such a meeting. Twelve (12) members of good standing shall constitute a quorum at the annual general meeting.
- 9.2** General meetings of the society shall be called at any time by the secretary upon the instruction of the president or executive or upon receipt of a petition signed by one third (1/3) of the members in good standing, setting forth the reasons for calling such a meeting. Due notice as for the annual general meeting shall be given to all members. Twelve (12) members of good standing shall constitute quorum at any general meeting.
- 9.3** Meetings of the executive shall be held as often as may be required but at least once every month from September until May and shall be called by the president. A special meeting may be called on the instructions of any two (2) members thereof provided they request the president in writing to call such a meeting, and state the business to be brought before the meeting. Meetings of the executive shall be called by seven (7) days' notice in writing or by three (3) days' notice by telephone. A majority of executive members

shall constitute a quorum at executive meetings. Executive meetings shall be held without notice if a quorum of the executive is present, provided however that any business transactions at such meetings shall be ratified at the next regular called meeting of the executive, otherwise they shall be null and void.

- 9.4** All meetings of the executive are open to any interested member, unless specified by the president as an in-camera session.

Article 10. Voting

10.1 Any member, provided that he/she is of the age of at least eighteen (18) years, of good standing shall have the right to vote at any general meeting of the society. Also, any persons who have been accepted to the executive of the society by majority vote shall have the right to vote as long as they are active members of the executive.

10.2 Executive members shall be granted voting rights at all executive meetings, though the president shall exercise his/her voting privileges only on the occasion of a tie vote.

10.3 At all meetings of the Crowsnest Curling Club, every question shall be determined by a majority show of hands unless otherwise stated in the rules. All votes must be made in person and not by proxy or otherwise.

Article 11. Remuneration

11.01 Unless authorized at any meeting and after notice for it shall have been given, no officer or member of the society shall receive any remuneration for his/her service.

Article 12. Borrowing Powers

12.01 For the purpose of carrying out its objectives, the society may borrow or raise or secure the payment of money in such a manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

Article 12. Fundraising

13.01 The society may undertake any fundraising project it feels would be beneficial to its operating capital; in addition, the society may conduct fundraising projects with specific purposes in accordance with the objectives of the society. From funds raised for such specific purposes, the society may retain a maximum of twenty-five percent (25%) for administration, and the remaining seventy-five percent (75%) of the funds raised must be allocated to the project for which the funds were raised.

Article 14. Bylaws

14.01 The bylaws may be rescinded, altered or added to by a “special resolution” passed by a majority of not less than three quarters (3/4) of such members entitled to vote as are present in person at a general meeting of which fourteen (13) days’ notice in specifying the intention to propose the resolution as a special resolution, has been duly given.

Article 15. Seal

15.01 The Crowsnest Curling Club may have an organization emblem as adopted by the executive. The emblem may be used by the publications of the Crowsnest Curling Club and in other manners under guidelines established by the executive. Use of the seal or emblem by outside organizations or individuals must have the prior approval of the executive.

Article 16. Dissolution

16.1 In the event that the Crowsnest Curling club is dissolved or otherwise cease to exist as a registered society the assets of the association shall be dissolved as follows:

- (a)** All assets needed shall be used to pay any outstanding debts or other liabilities that the Crowsnest Curling Club may have
- (b)** All remaining assets shall be distributed to worthy charitable groups and/or societies as deemed appropriate by the executive or other executors. Priority shall be given to sports or recreation groups within the Municipality of Crowsnest Pass.

Article 17. Rules of Order

17.01 Unless otherwise noted herein, the meetings of the Society shall be conducted in accordance with “Roberts Rule of Order” 9th edition shall govern the conduct of the meetings of the Society.