

Chedabucto Curling Club Community Activity Society (CAS) By-laws

(Registry of Joint Stock Companies ID # 1255798)

Clause 1 – Name

The name of the club shall be “Chedabucto Curling Club Community Activity Society (CAS)” hereafter referred to as the “Club”.

Clause 2 - Membership

- (A) Membership is open to any person as per Clause 2(B) and is subject to the approval of the Executive of the Club.
- (B) Classification
1. Regular/Adult Membership(s) shall be person(s) as per the age(s) set out by the Nova Scotia Curling Association and whose membership(s) has (have) been approved.
 2. Family memberships shall be permitted for regular members, and their children who classify as junior members.
 3. Junior members shall as per the age set out by the Nova Scotia Curling Association, subject to regular approval conditions. Junior members shall not have voting privileges.
 4. Honourary members may be elected by an open vote of two-thirds of the members present at any regular meeting of the Club. Honourary Members will not have voting privileges if they have not been members the previous year.
 5. Life Members - A member, after twenty-five years of active membership shall become a life member and as such thereafter be entitled to all the privileges of the Club, including voting, but not including curling in the club. If he/she desires to continue as an active curler, he/she must pay the active membership dues.
 6. Social Members shall be persons 19 years of age or older subject to regular approval provisions who may attend the Club activities. Social members shall not have voting or curling privileges.
 7. Members Emeritus - A past President of the club, who has twenty-five years of active membership, shall become a Member Emeritus and as such shall be entitled to all the privileges of the Club, including voting, but shall not be eligible to curl in Club's competitions.
- (C) Provisions
1. Voting is restricted to those members who qualify for membership (See Clause 2B (1), (5), (7)).
 2. Resignation: Members who are unable to complete the full curling season due to sickness, injury or transfer shall so advise the club in writing. Consideration for refund of a percentage of dues shall be given, depending on the uncompleted portion of the season remaining and other factors deemed pertinent.
 3. Suspension or Expulsion: Should any member commit an act which, in the opinion of the Executive or any ten (10) members who shall certify the same in writing, is detrimental to the best interests of the Club, the Executive shall summon the member to appear before them to explain his/her conduct and to be advised of the nature of the complaint. Should the member fail to appear before the Executive when requested, or fail to satisfy the Executive by written explanation, the Executive shall suspend (or expel) the member from all privileges of the Club for a period to be determined by the Executive. Notification of such suspension (or expulsion) shall be provided to the member in writing by the secretary.
 4. Rights and Privileges: Only members and those who have been elected members by the Executive, or who are the guests of such members, or those who have agreed to rent the club, shall be entitled to make use of the Club. The rights and interest, if any, shall be co-extensive only with the period of this membership or rental, and shall terminate therewith.

5. Curling Etiquette: The etiquette of curling, as laid down by the Nova Scotia Curling Association, becomes part of these bylaws and is binding on all members. The society will endeavour to follow the rules of curling as published in the *Curl Canada Rule Book* as long as there is no conflict between the rule book and the bylaws or the Nova Scotia Societies Act. If there is a conflict, the Societies Act shall prevail.

Clause 3 – Membership and Fees

- (A) The general membership year shall commence on, or after, October 1st of the current year and terminate on October 31st of the following year with a thirty (30) day grace period.
- (B) The fees (dues) payable for any class of membership shall be determined by the Club. The fee amounts shall be presented to the general membership at the October semi-annual meeting.
- (C) Membership fees shall be paid to the Chedabucto Curling Club Community Activity Society (CAS).
- (D) The annual dues for members may be paid in two instalments, full or half-due payment must be made before 1st game is played and the remainder by January 31. Failure to pay dues in full by January 31 may result in termination of member's Club rights and privileges on that date.
- (E) Members who join the Club in January shall pay membership fees by January 31.
- (F) Members whose dues remain outstanding on February 1st shall be notified by the Secretary.
- (G) Any member who has forfeited his/her membership through non-payment of dues and desires re-admission to the Club, shall be treated as a new applicant and shall not be re-admitted until he/she has paid back any back dues owing to the Club, unless the Executive, by majority vote, decides to waive such payment of back dues for any year or years during which such ex-member did not avail himself/herself of the privileges of the Club.
- (H) A list of the club's members shall be kept displayed in the Club Room.

Clause 4 - Administration

- (A) All rules and regulations created for the Club administration shall be subject to the approval of the membership
- (B) Executive / Board of Directors
 - (1) The Club shall be administrated by an Executive (Officers), also referred to as a Board of Directors, consisting of Immediate Past President, President, Vice President, Secretary, Treasurer, and two (2) members-at-large. To be eligible to be a member of Club's Executive, the person must be a regular adult member in good standing.
 - (2) A meeting of the Executive may be called at any time by the President or in his/her absence by the Vice-President. Such meetings shall be held as required.
 - (3) If within fifteen (15) minutes from the time appointed for a meeting, a quorum of members is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any case, it shall stand adjourned to such time and place as a majority of the members then present shall direct and if at such adjourned meeting a quorum of members in not present, it shall be adjourned **sine die**.
 - (4) Fifty percent (50%) of the Executive shall constitute a quorum for the transaction of business. Members from committees may be called to attend as required by the agenda but shall have no Executive voting privileges unless they are Executive Members.
 - (5) The Immediate Past President shall be a voting member of the Executive.
- (C) Director / Executive Resignation/Removal
 - (1) A member of the Board of Directors / Executive may resign from office at any time by delivering to the secretary a signed resignation and such a resignation is effective on delivery by the secretary to the next meeting of the Executive.
 - (2) A resignation may not be withdrawn once it has been delivered to the secretary.

- (3) A Director/Executive who, without leave of the Executive, is absent from three consecutive regular meeting of the Executive, cease to be qualified to serve as a Director/Executive.
- (4) When a seat on the Executive becomes vacant, the Secretary shall report the facts to the Executive.
- (5) The Society may, by special resolution, remove any director before the expiration of period of office and appoint another person in his/her stead. The person so appointed shall hold office during such time only as the director in whose place he/she is appointed would have held office if he/she had not been removed.

(D) Executive Committee

An Executive Committee shall be comprised of the Club's President, Vice-President, Treasurer and Secretary with the task of discussing Club issues when necessary as preparation for Executive meetings; to assist the Club's President when necessary for Executive meeting agenda preparations; and to provide the President with advice regarding the Club's operations. The Executive Committee is governed by the Club's Bylaws and has the Club's President as its Chair.

(E) Standing Committees

The following standing committees shall be appointed by the Executive from amongst the Club's members:

- (1) Bar Committee
- (2) Housing & Safety Committee
- (3) Ice Maintenance Committee
- (4) Ways and Means Committee
- (5) Bonspiel Committee
- (6) Draw Committee
- (7) Kitchen Committee
- (8) Junior Committee
- (9) Communication Committee

All standing committees shall meet as required to facilitate Club operations. The names of the members of all the committees shall be posted in the Club. The transactions of all committees shall be reported at the Annual Meeting.

The selection of chairperson is the President's prerogative or, if the President directs, may be chosen by committee members from its own membership. Chairs of committees are entitled to partake in standing committee discussions and to vote on any standing committee issue(s). Chairs will submit monthly reports to Executive.

No expense(s) shall be incurred by any committee unless it has/have been authorized by the Executive. All committees shall be subject to the Executive and the Executive shall have power to decide any questions of jurisdiction and/or to define the duties and/or powers of all committees.

All committees shall have the power to make such rules and guidelines consistent with the Bylaws as they may deem expedient and such rules and regulations, if approved by the Executive, shall be posted in the Clubhouse.

(F) Ad Hoc Committees

The Executive shall have power to appoint special committees to facilitate Club operations. Such committees shall meet as required.

(G) Election of Executive (Officers) and Directors

- (1) The President shall appoint a Nominating Committee of three (3) members no later than 15 February of each year. They shall be responsible for preparing a list of nominees for Club Directors/Executive (Officers) positions and standing committees.
- (2) (a) Voting for Executive officers shall take place at the annual meeting.
(b) Election(s) shall be by plurality vote(s).
(c) Nominations may be made from the floor as well as by the Nominating Committee.
- (3) Candidates for Executive positions must be voting members in good standing.
- (4) Term of Office: All Executive positions shall be for a term of one (1) year. The elected Executive (Officers)/ Directors shall assume office on May 30th of their year of election.

(H) Club Representative

The President or Vice President or a designate shall be the representative to the Nova Scotia Curling Association.

(I) Financial Responsibilities

- (1) Authority for expenditures rests with the Club's Executive as approved by the membership. The Executive has the power to make and to execute contracts in the name of the Club or to authorize its officers and committees to do so within the Club's budget guidelines.
- (2) Limitations imposed on the Executive for financial matters:
 - (a) Approval of the annual budget by a majority at a general meeting;
 - (b) Capital expenditures up to \$1000 by a majority of the Club's Executive;
 - (c) Capital expenditure above \$1000 by a majority at a General or Emergency Meeting;
 - (d) Approval of recurring expenditures from the budget is by the Club's Executive;
 - (e) Approval of recurring expenditures not listed in the budget less than \$250 by the President and/or Vice President;
 - (f) A sum not to exceed one thousand dollars (\$1,000.00) may be authorized for payment of non-recurring expenditures such as new lighting, appliance replacement, minor Club renovations, etc. by the Club's Executive.

(J) General Power of the Executive

The Executive shall have the power to appoint such officers and committees as it may deem desirable; to fill vacancies that may occur in any office; to enforce penalties for the violation of the bylaws or any rules and regulations made by the Executive or any of its committees; to call special meetings of the Club; and to appoint or dismiss with just cause any officer, director or servant of the Club.

Clause 5 – Conflict of Interest and Director's Remuneration

- (A) Directors who have, or could reasonably be seen to have a conflict of interest have a duty to declare this interest. The declaration should be made to the members.
 - a. Upon nomination, and
 - b. If serving as a director, when the possibility of a conflict is realized.
- c. A conflict of interest does not prevent a member from serving as a director provided that he/she withdraws from the decision making on matters pertaining to that interest. The withdrawal should be recorded in the minutes.
- d. Directors and officers shall serve without remuneration and shall not receive any profit from their positions. However, a director or officer may be paid reasonable expenses incurred in the performance of his/her duties upon submission of proper receipt(s) to the treasurer and with the approval of Executive as per the Bylaws.

Clause 6 - Power to Borrow

The Club may borrow money as authorized by the members at a general meeting via special resolution.

Clause 7 - Annual, Semi-Annual, Special or General Meetings

(A) Annual Meeting

- (1) The Annual Meeting shall be held on or before the 2nd Saturday in May at the Club premises.
- (2) Executive/officers for the subsequent year shall be elected at the May Annual Meeting.
- (3) The Annual Meeting may also be for the transaction of other Club business.

(B) Semi-Annual Meeting

- (1) The Semi-Annual Meeting for the transaction of any business, except for the election of officers and executive, shall be on or before October 15th.
- (2) At the Semi-Annual Meeting budgets must be presented along with memberships' fee structures and other pertinent operational information; however, membership fee structures may be adjusted at any Special or General Meeting.

- (C) Special or General Meetings
A Special or General Meeting of the Club may be called at any time by the President, either when a majority of the Executive deem it necessary, or on receipt by the Secretary of a request signed by at least ten (10) members in good standing, and stating the business to be discussed. At such meeting, no business shall be discussed other than that specified in the notice calling for the same. In emergency situations a twenty-four (24) hour notice of the necessary meeting is highly recommended.
- (D) Seven (7) members shall be a quorum at any Annual, Semi-Annual, Special or General Meeting.
- (E) At least two (2) days notice of meeting shall be sent to members, except as noted in 7(C) and 12(C). The notice of a meeting shall state the business to be considered and be given either orally or in writing by regular post or email, but non-receipt of such notice shall not invalidate the proceedings at any meeting.
- (F) When a motion has been defeated twice in one (1) Club year, no further motion to the same effect shall again be introduced in that year.
- (G) Any notices of motion and all other business relating to the management/operation of the Club may be dealt with at this time and shall adhere to Club Bylaws.
- (H) Rules of Order
 - (1) At all meetings, with the exception of motions dealing with changes in the bylaws, a vote of a majority of members present shall determine the acceptance or rejection of motions dealing with special resolutions as it is not only bylaws that require special resolutions. Name changes, Memorandum changes, etc also require special resolutions.
 - (2) *Bourinot's Rules of Order* shall be the parliamentary procedures to be followed at all meetings.

Clause 8 - Duties of the Officers

- (A) The Officers of the Club shall consist of an immediate Past President, a President, Vice President, Secretary, Treasurer and two (2) members-at-large.
- (B) In the absence of the President, the Vice-President shall exercise his/her rights and perform the president's duties. In the absence of the two (2) officers previously identified, the immediate Past President shall exercise and perform all the rights and duties of the President.
- (C) The Executive shall meet as often as is required for the dispatch of business. If the President and Vice-President are not present, the Executive shall elect one (1) of its members to act as Chairperson. The President, or person acting in his/her stead, is entitled to a vote in case of a tie vote and the majority of those present shall be required to decide any motion.

Clause 9 – Rules and Guidelines

- (A) Rules of play and conduct will be governed by Club By-laws, House Rules, and the rules published in the *Curl Canada Rule Book*. Such information shall be posted in the Club. Amendments must be passed at a general meeting by a majority vote to change any House Rules.
- (B) Regulations:
 - (1)Guests: The Executive may make guidelines for the admission of guests to the Club Premises.
 - (a) All guests must be signed in by a Club member. Such "signing in" must be done by the sponsor and include the guest's name and the sponsor's name.
 - (b) Members in good standing may introduce a guest for Club privileges and functions, unless notice is posted to the contrary.
 - (c) Members may not introduce any individual who has been expelled or suspended from the Club.
 - (d) The member sponsoring a guest to the Club shall be responsible and liable for any debt such guest may incur to the Club, and for any Club-related damages done by such guest.
 - (e) Guests can remain in the Club only if their sponsor is present.

(2)Children

- (a) Children, under the proper supervision of their parents or guardians (and not left unattended), may be allowed in appropriate parts of the Club.
- (b) Children or any guests or members under the age of 19 years as the date of occurrence must leave the Club premises if Nova Scotia Liquor Commission Regulations will be violated by their presence.

(3)Restrictions

- (a) Members and guests shall not bring pets onto the Club property.
- (b) Profane language shall not be used on Club premises.
- (c) The Club will not be responsible for loss of property of members or their guests, whether by fire or otherwise, or for any damage sustained to said property in or about the Club.

Clause 10 - Fiscal Year

The Club's fiscal year shall end the 31st day of May for each year.

Clause 11 - Signing Officers

- (A) The signing officers of the Club shall be the President, Treasurer, and Secretary.
- (B) All bills of exchange, promissory notes, cheques and orders for payment of money on behalf of the Club must be signed by any two signing officers.

Clause 12 - Amendments

- (A) The By-laws will be reviewed annually by the Executive.
- (B) The By-laws will be amended via a special resolution by a seventy-five percent (75%) vote of eligible-to-vote members present.
- (C) Notice in writing of any change(s) in the By-laws to be proposed must be communicated with the Secretary, or Secretary's designated replacement, at least one (1) week before such meeting and must be communicated to Club members at least five (5) days before such meeting; however, non-receipt of such notice by Club members shall not invalidate the proceedings of any meeting.
- (D) The months in which the Bylaws may be amended will be October to April inclusive.

Clause 13 - Annexes

The following Annexes are considered to be a part of the Bylaws of the Club.

Annex A: Responsibilities of the Executive

1. President

(A) Shall:

- (1) be responsible for the efficient operation of the Club and shall sign all official documents
- (2) preside at all meetings of the Club or appoint a designate and shall be the Club's Chief Executive Officer (CEO);
- (3) be responsible for the financial and administrative management of the Club by ensuring the preparing of an annual budget and requiring all correspondence to accurate and timely;
- (4) be responsible for enforcement of all rules and regulations of the Club;
- (5) have deciding vote in the event of a tie at any meeting of the Club;
- (6) be responsible for ensuring that all minutes, schedules and directives are prepared and distributed to all appropriate individuals;
- (7) act as Club representative, or appoint a designate, in all administrative matters of the Club;
- (8) supervise all expenditures within the budget limitations;
- (9) be ex-officio for all Club's committees;

- (10) investigate, or instruct such investigation(s), of all matters of a controversial nature that might jeopardize the efficient operation of the Club and ensure required action is taken.

(B) The President shall ensure all factors affecting the Club's operation are brought before the Club's membership.

2. Vice President

(A) Shall:

- (1) when requested by President, or Executive Committee, perform the duties of the President in his/her absence;
- (2) preside, or designate another, over Bonspiels as Chairperson and Chief Umpire;

(B) Shall review, or have reviewed, the Bylaws annually and may propose amendments.

3. Secretary

(A) Shall:

- (1) prepare and have charge of books of record and archives of the Club;
- (2) maintain an accurate record of all members;
- (3) provide notice of the General, Annual and Special Meetings as directed by the President;
- (4) act as the official correspondent for the Club;
- (5) act as Secretary at all meetings of the Club's Executive;
- (6) record and keep the votes and minutes of all General, Annual and Special Meetings;
- (7) make available, within and at a reasonable time for inspection, all books and records of the Club to members after receiving a written request to do the same at the Club;
- (8) place copies of all appropriate correspondence on Club File;
- (9) shall have custody and use of the Seal of the Society;
- (10) perform such other duties as may be assigned by the President.

4. Treasurer

(A) Shall:

- (1) collect or supervise collection of all fees and rentals, and to ensure depositing of the same to the credit of the Club with the Club's banker;
- (2) maintain monthly statements and the reconciliation of these statements with Club records of financial activity;
- (3) keep a regular account of the Club's funds, subject to examination by auditors;
- (4) prepare an annual budget for the efficient operation of the Club;
- (5) supervise the spending of committees and all Club's funds relative to predetermined budgets and operating capital;
- (6) supervise the execution of contracts, deeds, bill of exchange and any other instruments and documents on behalf of the society;
- (7) issue invoices, when necessary, for moneys owed to the Club.

Annex B: Responsibilities of Standing Committees

1. Bar Committee

The Bar Committee shall:

- (A) Be responsible for the efficiency of the Club bar;
- (B) Be responsible for obtaining and scheduling bartenders, subject to the approval of the Executive;
- (C) Submit monthly statements for purchases and expenses of the Club's bar to Treasurer;
- (D) Shall ensure that bar accounts owed to Club are not more than 30 days old.

2. Housing & Safety Committee

The Housing Committee shall:

- (A) Be responsible for general clubhouse cleanliness, condition and improvements;
- (B) Be responsible for the cleaning of clubhouse, club bathrooms and entrance;
- (C) Display the Club rules, Bylaws, house rules, general curling rules and other pertinent instructions;
- (D) Be responsible for interior maintenance of the Club and minor repairs;

- (E) Gather and display within the club, pictures, mementos and trophies of the Club's functions;
 - (F) Be responsible for overseeing First Aid equipment;
 - (G) Be responsible for posting within Club a list of members who are certified First Aiders.
3. Ice Maintenance Committee
- The Ice Maintenance Committee shall:
- (A) Shall organize ice-making scheduling and maintenance;
 - (B) Shall ensure the cleanliness of the ice-rink area and ice-making equipment;
 - (C) Shall complete a scheduled check of the ice maintenance equipment, including the compressor area and dehumidifier, to confirm proper functioning and assess working capabilities.
4. Ways and Means Committee
- The Ways and Means Committee shall:
- (A) Be responsible for fundraising as required for the financial viability of the Club;
 - (B) Seek sources for paid advertising for Club's sign boards and send invoices by Feb. 15.
5. Bonspiel Committee
- The Bonspiel Committee shall:
- (A) Be responsible for all activities concerning the running of all bonspiels;
 - (B) Obtain sponsorship(s) for bonspiel(s);
 - (C) Ensure special rules concerning the spiel are posted;
 - (D) Be responsible for selecting and/or purchasing of spiel prizes and trophies;
 - (E) Ensure cash spiels funds are raised in appropriate amounts;
 - (F) Be responsible for entertainment arrangements for the bonspiels, if required;
 - (G) Update club trophies on an annual basis.
6. Draw Committee
- The Draw committee shall:
- (A) Create all league teams from individual entries;
 - (B) Prepare all league draw sheets and post all games results for regular league play;
 - (C) Be responsible for organizing all league teams into groups or rounds;
 - (D) Allocate ice for all club leagues, bonspiels and assist with ice rental activities;
 - (E) Make draws for bonspiels;
 - (F) Make arrangements with groups for ice rentals subject to Club requirements;
 - (G) Co-ordinate ice-use allocation in consideration of necessary ice maintenance schedules;
 - (H) Make preparations for Club play-downs where representatives are required for outside competition;
 - (I) Have its Chair to be the ice-rental coordinator and Chair shall report rentals to Treasurer.
7. Kitchen Committee
- The Kitchen & Safety Committee shall:
- (A) Be responsible for the overall efficiency of the kitchen;
 - (B) Be responsible for kitchen workers;
 - (C) Be responsible for food and supply purchases required for operation;
 - (D) Be responsible for food arrangements for the annual banquet or other approved occasions.
8. Junior Committee
- The Junior Committee shall:
- (A) Promote junior curling within the school/communities;
 - (B) Give instruction to and provide supervision for Juniors;
 - (C) Help to obtain sponsors to support activities for teams competing outside the Club.
9. Communication Committee
- The Communication Committee shall:
- (A) Strive to have communications regarding the Club's activities distributed to all club members;
 - (B) Strive to have public awareness of Club's activities via newspaper & municipal newsletter releases;
 - (C) Endeavour to develop and to maintain a Club web site for communications to members and to public;
 - (D) Maintain an accurate yearly list of members for email contacts;
 - (E) Prepare and have available annual registration sheets for all Club members.