

THE LEGAL CURLING CLUB BYLAWS

Dated 29 Nov 2021

Article 1 GENERAL ORGANIZATION

- A. NAME: This club shall be known as the “LEGAL CURLING CLUB”.
- B. AFFILIATION: This club shall be affiliated with Curling Canada and Curling Alberta.
- C. INCORPORATION: The Legal Curling Club is incorporated under the society act Incorporation Number 502802861.

Article 2 INTERPRETATIONS

In these bylaws the expression:

- A. “Club”- shall mean the Legal Curling Club.
- B. “Executive”- shall mean the Executive Committee of the club constituted under the provisions of the Bylaws.
- C. “President”- shall mean the President of the Legal Curling Club.

Article 3 MEMBERSHIPS

The Legal Curling Club shall be composed of Active Members and Honorary Life Members.

- A Terms of admission of members: An Active Member is one who has paid annual league dues. An Honorary Life Member is;
 - 1. An active member of distinction having been a member of the club for twenty years and who has rendered valuable service to the club over a period of five years or more. They shall be entitled to all club privileges pay no membership dues and shall be elected by a majority vote at a General Meeting.
 - 2. Any member eligible for Honorary Life Membership shall be presented by the Chairman at a general meeting and shall have prior approval of the Executive.
 - 3. An active member of the club may propose a candidate for Honorary Life Membership by submitting his proposal in writing to the Executive at least thirty days prior to a General Meeting.

- B. Rights and responsibilities of members: A member shall conduct themselves in a manner that does not discredit the Club, its members, or guests. Members must behave in accordance with club and league objectives, rules and bylaws. Members are required to attend meetings and have a right to participate in club activities whenever reasonable and practical.
- C. Resignation or expulsion of members: Membership can be revoked by order of the Executive Committee and shall be given in writing. Any member choosing resignation from the Club shall notify one official club officer which shall be recorded at the next scheduled Executive meeting.
- D. Voting rights: Voting members must be a minimum of 16 years of age and shall have voting rights at Annual and Special General Meetings.

Article 4 REGISTRATION FEES

- A. All league fees shall be set by the Executive Committee and are payable in full with league entry.
- B. The Legal Curling Club will sponsor one team for Curling Alberta Zone play down if the club is hosting the zone event.
- C. All curling leagues will be governed by League Bylaws that do not form part of the Legal Curling Club Bylaws but allow leagues to govern their own operation. Such League Bylaws to be presented to the Executive Committee for approval.

Article 5 BYLAW AMENDMENTS

- A. The Club shall keep posted in a prominent place a copy of the Club Bylaws and their amendments.
- B. Proposed amendments to the Club Bylaws may be submitted in writing at an executive meeting of the club. Such proposed amendments must be signed by three active members of the club before being submitted to the executive. The executive committee will decide if a special general membership meeting is to be called to vote on the proposed amendment, or if the vote is to take place at the annual general membership meeting. The proposed amendment will be posted in the club for a period of at least 21 days before a general membership meeting vote. Club Bylaws can only be changed or amended by Special Resolution at a General Meeting. Special resolution is defined in section 1(d) of the Province of Alberta Societies Act.

- C. Amendments shall become part of the Bylaws only if approved by a two thirds majority vote of the members present at the meeting.

Article 6 DIRECTORS & CLUB OFFICERS

A Appointment of Directors and Club Officers:

EXECUTIVE COMMITTEE hereafter “The Board”

1. **The Executive Committee Board Members** – The Board consists of 10 active members as elected at the Annual General Meeting. The Board shall consist of four Club Officers including a President, a Vice President, a Secretary, a Treasurer, and 6 Executive Committee members hereafter called “Directors”. The 10 board positions shall be determined through nominations and elections at the Annual General Membership Meeting in February of each year. Election of Club Officers and determination of Director positions shall be established and carried out by the newly elected Board. Election of Club Officers and determination of Director positions shall occur at the first scheduled Executive Committee Board Meeting which shall occur after the Annual General Membership Meeting held in February of each year.
2. **Duration of Office** - All members of the newly elected Executive Committee Board shall take over office at the end of the curling season in March or April. The members elected at the Annual General Meeting to the Executive Committee shall hold office for a period of two years. The President and Vice President shall hold office for a period of one year and are elected by a majority vote of the Executive Committee “Board” members.
3. **The President, Vice President, Secretary and Treasurer** shall be the official Club Officers for conducting business and are elected by the Executive Committee.

B Removal of Directors and Club Officers:

The Club Officers may be removed from their position by majority vote of the Executive Committee members.

- C **Duties and Powers of Directors and Club Officers – The Board Members** as outlined in Article 6(A)(1) shall consider, promote and transact the business of the club in accordance with the Club Bylaws and adhere to a Code of Conduct for fundamental policy positions including: endeavor to direct activities of the Club as a whole rather than their own interests or of any specific group; maintain details and dynamics designated as confidential, contribute to discussions and decision making in a positive and constructive manner; adhere to the principal that the

President is responsible for the entire Board and that no single Director has authority over the President; that Directors adhere to the principle that the President is the communication link between The Board and club members.

1. **President “Club Officer”** - The President shall be an active member of the club. The President shall implement the planned meeting agendas and shall preside at all meetings and shall exercise general supervision over the affairs and activities of the club and shall serve as an ex-official on all standing committees. The President shall encourage expression of opinions from all Board members and represent the Board at community meetings, and report results to the Board. The President shall know the articles of Incorporation and bylaws of the club and be familiar with Roberts Rules of Order. The President shall be available as a signing officer and interpret Board Policy to the members.
2. **Vice President “Club Officer”** - The Vice president shall be an active member of the club and shall attend all executive and general meetings, support the President, and assume the full duties of the President in their absence. The Vice President shall know the articles of incorporation and bylaws of the club and be familiar with Roberts Rules of Order. The Vice President shall be willing and able to consider serving for at least one term as President.
3. **Secretary “Club Officer”** - The Secretary shall be an active member of the club and attend all executive, and board, annual, finance, sub-committee and general meetings and be responsible for accurately recording of business transactions whatsoever in the club minutes of Board and membership meetings to be circulated, and other relative information as appropriate during their term of office. All minutes and financial reports from meetings will be filed with the club in a manner that can ensure adequate future access to information. The Secretary is responsible to the President and shall transact all business entrusted by the Board Members as outlined in Article 6(C). The Secretary shall be a signing authority of the club.
4. **Treasurer “Club Officer”** - The Treasurer shall be an active member of the Club. The Treasurer shall ensure all income and expenditures of the Club are accurately recorded and banking is done in a timely manner, on a regular basis. The Treasurer shall have supervision of the finances of the club, subject to approval of the Executive Committee. All cheques must be signed by two Club Officers designated by the Executive Committee, who have signing authority at the approved banking facility. The treasurer will collect dues, make immediate deposits, and keep accurate account of all club receipts and expenditures utilizing technological advantages including e-transfer, e-commerce, and online banking for transparent tracking, and reporting of transactions. The Treasurer shall present the monthly financial statement to the Board and prepare the annual report for approval of the Board. The treasurer’s records shall be open for inspection by the

executive and members of the club and must be subject to an audit at the close of each fiscal year by auditors approved by the executive. The Treasurer shall be a signing authority for the Club.

5. **Auditor “Director”** - Examines the records of the Treasurer and certifies the correctness of those records to the club at the annual general meeting.
 6. **Facilities Manager “Director”** - Ensures the facility operates smoothly and efficiently for the entire calendar year for bonspiels, special events, meetings, and regular league activity. Provides direction and oversight for ice maintenance, bar operations, janitorial, and daily operation of the facility. Provides reports and communication updates to the Board and implements their requests for operational functions.
 7. **Bar Manager “Director”** - Supplies stock and other items for operation of the bar for league play, bonspiels, and special events.
 8. **Assistant Bar Manager “Director”** - Performs duties as directed by the Bar Manager.
 9. **Media & Communications Manager “Director”** - Ensures club events and activities are adequately promoted and shared with the community, the Executive and with club members utilizing the internet, social media, and any other tools to enhance the status of the club within the community and abroad.
 10. **Bonspiel Chair “Director”** – Perform duties of Bonspiel Chair to set schedule, organize, coordinate, and implement bonspiels throughout the curling season.
- D **Payment to Directors and Officers** - The club Treasurer will be paid an annual honorarium for their duties in an amount established by the Executive Committee commencing at the beginning of their term of office in March or April. All other executive positions will be voluntary non-paid positions. Operational paid positions may be established and approved by the majority vote of the Executive Committee for work scope that requires substantial commitment of time or skill for the integral operation of the club.

Article 7 MEETINGS

- A. **Call for general meeting:** Annual General Meetings - Shall be held on a convenient date, in February each year, as established by the Executive Committee. At least 21 days advance notice must be given of all general meetings by the club executive by posting on bulletin boards, announcing at league events, and through Social Media. An Audited Financial Report shall be presented at the meeting and a copy will be

filed with the meeting minutes.

B Call for special meeting: Special General Meetings - May be called by the Club Officers at any time for the transaction of any business specified by the Club Officers. A Special General Meeting may also be called by fifteen or more active members of the club, by petitioning the Club Officers of the club in writing. The Club Officers must arrange the meeting within 15 days of the receipt of the petition. No other business other than that which the meeting was called for may be transacted at the special meeting. An agenda for the meeting will be prepared and posted.

C Club Officer Meetings: Meetings of the Club Officers may be called at any time by the President.

D Executive Committee “Board” Meetings - Shall be held monthly during the active curling season September to April of each year. Five members of the Executive Committee “The Board”, who are present shall constitute a quorum at all meetings of the Executive Committee.

E Quorum of general and special meetings: The quorum for the purpose of transaction of the business at an Annual or Special general meeting shall consist of twenty active members personally present. Only those active members who have paid their annual dues shall be entitled to vote.

Article 8 FISCAL AND OFFICIAL YEAR END

A. Fiscal year of the Club shall end on the 31st day of December. This will allow sufficient time to complete transactions prior to an annual financial statement being prepared for the Annual General Meeting.

B. Official year end of the Club for operations and executive members will run until the end of the curling season in March/April.

C. The books of the club must be audited once per year at the conclusion of the curling season and presented at the following Annual General Meeting.

D. Members of the Club have the right to inspect books and records of the club at reasonable times 21 days prior to the Annual General Meeting at the Club location.

Article 9 BAR - The Legal Curling Club shall be operated in accordance with the laws and regulations governed by the AGLC. Prices for bar products will be established by Executive Committee “The Board”. The Legal Curling Club Executive Committee reserves the right to ban any member or guest from the facility for abuse of the rules, staff, volunteers, or property.

Article 10 BORROWING POWERS - The Club Executive Committee may only borrow money if approved by members at an Annual General Meeting or Special General Meeting and passed by a special resolution.

Article 11 HEALTH AND SAFETY MEASURES - In response to current and future pandemic and/or public health issues, along with the associated recommendations of Alberta Health Services (AHS); including the Legal Curling Club's regional governing bodies' (Curling Canada & Curling Alberta) best practices and guidelines: The Legal Curling Club will continue to implement appropriate health and safety measures, as well as incorporate best practices wherever possible. The Legal Curling Club shall endeavor to meet or exceed provincial requirements and Curling Canada and Curling Alberta recommendations, so that the Legal Curling Club can provide a safe environment for members and the relevant community stakeholders.

I hereby certify that the "LEGAL CURLING CLUB BYLAWS" were accepted by a majority vote of 28 members in attendance at a Special AGM - Annual General Meeting of the Legal Curling Club held on November 29, 2021. By motion and majority vote the previous Bylaws are repealed and have been replaced by these enclosed bylaws dated 29 Nov 2021.

Signature: _____

Date: _____

Danielle Richir
President Legal Curling Club

