

ELMWOOD CURLING CLUB

300 BRAZIER STREET WINNIPEG, MB R2L 1P3 PH: 667-5726

CONSTITUTION

ARTICLE 1

Name:

The Club shall be known as the Elmwood Curling Club hereinafter referred to as the Club.

ARTICLE 2

Affiliation:

Affiliation with Curl Manitoba shall be decided annually by the Executive Council.

ARTICLE 3

Management of the Club:

Officers consisting of the immediate Past President, President, Vice President, Secretary, and Treasurer shall manage the affairs of the Club. In addition to the above-mentioned five (5) a minimum of five (5) Members, to a maximum of fifteen (15) Members shall form the Executive Council. This group shall be referred to hereafter as the Executive Council. The Vice President shall automatically succeed the President. The term for President shall be for one year, unless upon request of the President they wish to extend their term. The extension of any term of President beyond the one year must be voted on and approved at the Annual General Meeting as part of the Election of Officers.

ARTICLE 4

Election of Officers:

The President, Vice President, Secretary, and Treasurer shall be elected individually at the Annual General Meeting. All other Executive Council Members shall be elected at the Annual General Meeting. Members so elected shall take office immediately and continue as such until successors are appointed. **In the event that a Member holds several Portfolios, they will only be allowed to have one vote in total.**

ARTICLE 5

Meeting Schedules:

5.1

Annual General Meeting:

Shall be held before the end of May.

5.2

Semi Annual Meeting:

Shall be held before the end of September.

5.3

Executive Council Meetings:

Shall be held regularly at the discretion of the Executive Council.

ARTICLE 6

Members:

Eligible to vote at the Annual General Meeting and Semi Annual Meeting are Members in good standing. A Member in good standing is one who has paid his or her fees in accordance with regulations prescribed from time to time by the Executive Council.

6.1

Classification of Membership:

The Club shall classify its Members as Honorary Life, Regular, or Associate.

6.2

Honorary Life:

Any person who has demonstrated exceptional contribution(s) towards the betterment of the Club. Not required to pay annual dues and may vote at Semi Annual/Annual Meetings. This Membership nomination must be ratified by the Executive Council.

6.3

Regular:

A Regular Member is one who pays annual dues. A Regular Member must belong to any paying league within the Club and is eligible to become a Member of the Executive Council. Regular Members may attend and vote at the Semi Annual and Annual General Meetings. Junior Members are not eligible to vote or become a Member of the Executive Council until legal age. Junior Members under the legal age, may be represented by their legal guardian.

6.4

Associate:

Any person who wishes to affiliate with the Club. Not eligible to vote at the Semi-Annual Meeting or the Annual General Meeting. May not become a Member of the Executive Council. Associate Members must be paid up in full according to fees set by the Executive Council.

ARTICLE 7

Notice of Meetings:

Notices of the Annual General Meeting and Semi Annual Meeting shall be distributed by the Secretary within a reasonable time period prior to the Meetings to all Members. Notice of the Annual General Meeting and copies of all Committee Reports must be available to any Member wishing to view them prior to the Meeting.

ARTICLE 8

Quorum:

Twelve (12) Members, six (6) of whom must be from the current Executive Council shall constitute a quorum for the Annual General Meeting and Semi Annual Meeting, and six (6) Members of the Executive Council shall constitute a quorum for any Executive Council Meeting.

ARTICLE 9

Conduct:

All Officers of the Club are expected to conduct themselves in a professional manner for the betterment of the Club. This includes fiscal responsibility by meeting the parameters as set out in the Annual Budget. If policy and or opinion of the Club are to be expressed in writing, they must be approved by the Executive Council.

The Elmwood Curling Club will indemnify and hold harmless any or all Club's Executive Council Members including Officers, Directors and Standing Committee Members from all liabilities incurred as a result of the performance of their duties in a responsible manner while serving the needs of the Club. The Elmwood Curling Club will not indemnify nor hold harmless any or all the Club's Executive Council Members including Officers, Directors and Standing Committee Members if their actions have not been authorized by the Club and/or deemed to be criminal or unethical in nature.

ARTICLE 10

Duties of Officers:

10.1

Past President:

The Past President shall act in an advisory capacity to the President and Executive Council.

10.2

President:

The President shall chair all Annual General Meetings, Semi Annual Meetings and Executive Council Meetings. The President shall have a vote only in the event of a tie. In the circumstance where the President also holds other Portfolios, they are not allowed to vote except in the event of a tie.

10.3

Vice President:

The Vice President may be the delegate to Curl Manitoba's Annual and Semi-Annual Meetings. In the absence of the President at any Club Meetings, the Vice President shall act as Chairperson but will be able to vote. The Vice President shall to the best of his or her ability acquire the necessary skills to become President.

10.4

Secretary:

The Secretary shall take the Minutes of all Executive Council Meetings, Annual General Meeting and the Semi Annual Meeting. Ensure a copy of Meetings be kept at the Club. Shall collect and distribute all mail. Maintain the Club's answering/fax machines.

10.4.1

Annual General Meeting & Semi Annual Meeting:

Provide Executive Council of Notice, Agenda, and previous Minutes. Within a reasonable time period notify General Membership. Provide copies of Agenda and previous Minutes at time of said Meeting.

10.4.2

Executive Meetings:

Provide Executive Council Members of Notice, Agenda, and previous Minutes.

10.5

Treasurer:

The Treasurer shall receive monies of the Club and keep an accurate account of same. Ensure all fiscal review and year-end statements are completed and presented to the Executive Council in a timely manner. Supervise all expenditures and approve all accounts for payment. Make deposits in a bank account in the name of the Club. Such bank selected by the Executive Council. The Treasurer shall be Chairperson of the Finance Committee.

ARTICLE 11

Standing Committees:

11.1

Competition:

Duties shall be to organize any Club sponsored competition. Committee shall be responsible for setting dates, soliciting entries, collection of fees, draws, umpires, prizes, publicity, and distribution of same relating to the event. Competition Committee shall recommend entry fees, which are to be ratified by the Executive Council. This Committee shall be responsible for setting and administrating all rules for Club play. All fees collected shall be reported and turned over to the Treasurer.

11.2

Social Committee:

Duties will be to organize and promote all Club sponsored social activities. This shall include functions such as Registration Night, Men's Windup, Calcutta, Breakfast with Santa and golf tournaments. All monies collected shall be reported and turned over to the Treasurer. Shall contact Member or Member's family in the event of illness and/or death. Appropriate gift or correspondence to be sent with prior approval from the President and/or the Executive Council.

11.3

Finance:

The Treasurer shall form and be the Chairperson of this Committee. The Committee's duties shall be the preparation and presentation of an Annual Budget to the Executive Council for review, at or before the Semi-Annual Meeting. Present annually to the Executive Council, a maximum pre-authorized dollar limit for any expenditure outside normal day to day operations.

11.4

Cocktail Lounge:

Shall be responsible for the operation of the Cocktail Lounge including personnel, handling of all monies and keeping an accurate account of same. This Committee shall recommend rates, which are to be ratified by the Executive Council. All monies collected shall be reported and turned over to the Treasurer.

11.5

Hall & Ice:

Shall arrange ice rental contracts, casual ice rentals and details of hall rentals. Hall & Ice Committee shall recommend rates and fees, which are to be ratified by the Executive Council.

11.6

House & Ice:

Shall hire and supervise all ice and building maintenance staff. Arranges for the proper care of the entire building and grounds.

11.7

Juniors:

Shall organize and operate a Junior program. Age classification as outlined by the Canadian Curling Association. This Committee shall recommend fees that shall be ratified by the Executive Council. All monies collected shall be reported and turned over to the Treasurer.

11.8

Membership:

Shall solicit Members for Club-organized leagues, record roster information, prepared roster (if needed), supply Secretary with email list and assign lockers. Membership Committee shall recommend fees which are to be ratified by the Executive Council. All monies collected shall be reported and turned over to the Treasurer.

11.9

Nominating:

This Committee shall be comprised of three (3) Members: the President and two (2) other Past Presidents, for the purpose of nominating Executive Council Members. This Committee shall nominate a Vice President, Secretary, Treasurer, and five (5) to fifteen (15) additional Members. The nominations will be voted upon at the Annual General Meeting. Further nominations may be accepted from the floor. Nominees must be present or have submitted acceptance in writing.

This Committee if nominating Honorary Life Members shall consist of the President, Vice President and two (2) Members from the Past Presidents and Honorary Life Members Association of the Club. This Committee is not obligated to present nominations annually, but in any case, such nominations shall not exceed two (2) per year and will be voted at the Annual General Meeting. Nominations to be approved by the Executive Council. Certificates may be awarded at the Past President's Dinner.

11.10

Advertising:

Shall be Chairperson of Advertising Committee. Shall be responsible for all advertising pertaining to the Club including Club roster, ice shed, league sponsorships and outside media. Advertising Committee shall recommend rates and fees, which are to be ratified by the Executive Council.

11.11

Fund Raising:

Shall be responsible for all fund raising activities. This may include: Grey Cup, 50/50, prize draws, Club merchandise, Gentlemen's Dinner. Fund Raising Committee shall recommend pricing which is to be ratified by the Executive Council.

11.12

Canteen:

Shall be responsible for arranging the operation of the food canteen. Shall be the liaison between the Executive Council and person (s) operating the canteen.

11.13

Website:

Create and maintain the Club's Website. All content to be approved by the Executive Council.

ARTICLE 12

Payment of Fees:

Fees shall be paid in accordance with a schedule of amounts and due dates as set by the Executive Council. Members whose dues are not paid may, on the authority of the Executive Council, be denied all Club privileges. A Member's privileges may be reinstated at the discretion of the Executive Council.

ARTICLE 13

Meeting Agendas:

13.1

Annual General Meeting:

1. Reading of the Notice of the Meeting by the Secretary.
2. Certification that a Quorum is present by the Secretary.
3. Minute of Silence in memory of deceased Members (if required).
4. President's Report.
5. Reading and adoption of Minutes of previous Meeting.
6. Business arising out of Minutes.
7. Correspondence.
8. Committee Reports.
9. Election of Officers and Executive.
10. Election of Honourary Life Members.
11. New Business.

13.2

Semi Annual Meeting:

1. Reading of the Notice of the Meeting by the Secretary.
2. Certification that a Quorum is present by the Secretary.
3. Minutes of silence in memory of deceased Members (if required).
4. President's Report.
5. Reading and adoption of Minutes of previous Meeting.
6. Business arising out of Minutes.
7. Correspondence.
8. Committee Reports.
9. Approval of Annual Budget
10. New Business.

13.3

Executive Council Meeting Agenda:

1. Certification that a Quorum is present by the Secretary.
2. Reading and adoption of Minutes of previous Meeting.
3. Correspondence.
4. Committee Reports
5. Business arising out of Reports
6. New Business

ARTICLE 14

Meeting Procedure:

All Committee Reports shall be in writing and signed by the Chairperson.

1. No Member shall speak on any motion more than once except the Mover, who shall be entitled to close the debate and move to vote on the Motion. This section may be waived at the discretion of the Chairperson.
2. The President shall call a Special Meeting of the Club in the event a Petition is presented and signed by twelve (12) Members in good standing. This Petition must state the subject or subjects to be discussed.
3. Special Meetings may be called by the President from time to time to deal with unforeseen emergencies affecting the Club. Special Meetings so convened shall discuss only the subject (s) as outlined in the notice of such Special Meeting.

ARTICLE 15

Signing Authority:

15.1

Legal Documents:

Signing Officers of the Club shall be any two of President, Vice President, Secretary or Treasurer.

15.2

Cheques:

All cheques must have a minimum of two (2) signatures. Signatures to be authorized annually by Executive Council.

ARTICLE 16

Constitutional Changes:

The wording of the Constitution shall not be changed until approved by at least two-thirds of the Members present at an Annual General Meeting or Semi Annual Meeting. Notice of such change must be given at the preceding Annual General Meeting or Semi-Annual Meeting.