

Stirling Curling Club Bylaws and Constitution

Ratified at the Annual Meeting, May 16, 2018

ARTICLE I: NAME, PURPOSE & MISSION STATEMENT

Section A: Name - The name of this club shall be Stirling Curling Club.

Section B: Purpose - The purpose of this club shall be:

1. Growing the sport of curling in the Stirling, Ontario area.
2. Promote good sportsmanship and comradery during both intense competition or simply having fun.
3. Include everyone in our rural community including children, adults and seniors in a low impact sport and provide opportunities to volunteer and to make friendships.
4. To provide a fun and safe atmosphere for club members and spectators.

Section C: Mission Statement - The club mission statement is:

The Stirling Curling Club is dedicated to providing competitive and social opportunities for people of ages from our community through the sport of curling in a fun and safe environment.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to all people ages 16 or over. A member is considered to be in good standing upon payment of the dues as outlined in Sections B and C.

Section B: Dues - Dues shall be set each year by the board or directors prior to September 1 of each year and will be set by a motion, voted on by the board of directors. Dues must be paid in full by November 30 of the playing season or play will be suspended for that member. Teams with an unpaid member may substitute a player in good standing until their teammate pays their dues. Special payment arrangements may be made with an executive on a case by case basis.

Section C: Volunteer Fees - Each member is required by November 30 to submit either a cheque for \$100.00 made out to the Stirling Curling Club or \$100.00 in cash to be put in the safe. Failure to provide the cheque/cash by Nov. 30 will cause that player to be suspended from play until it is provided. Eight (8) volunteer hours must be completed between October 1 and September 30 of the curling season or the cheque or cash will be deposited in the Curling Club bank account. Volunteer hours will be recorded by a board member and turned into the Membership Coordinator for recording.

Section D: Club Rules - When entering the club, all members, guests and spectators will remove outer footwear. Slippers are available to be borrowed. The bar is a self serve honour system bar, only Smart Serve members are permitted behind the bar. Guests and people under 19 years of age are not permitted behind the bar. Clean footwear must be used on the ice surface. Equipment is available to be borrowed by new members and guests. Members should purchase their own equipment by their second year curling; this keeps our "equipment to borrow" in good

shape for new and guest curlers. Members and guests must behave in a friendly manner, verbal and physical abuse will not be tolerated.

ARTICLE III: OFFICERS

Section A: Executive Board of Directors - There shall be eleven (11) officers consisting of a President, Vice-President, Secretary, Treasurer, Membership & League Organizer, Bar Manager, Public Relations Chairperson, Repairs & Maintenance Chairperson, Kitchen Convener, Booking & Fund-raising Chairperson, and Volunteer Coordinator.

Section B: Eligibility - Officers must be club members in good standing, at least 19 years old, have a Smart Serve Certificate and show a real dedication to club needs.

Section C: Election - The officers shall be interviewed and accepted by the board of directors and, if there are more than one person running for a position, an election will be held at the annual general meeting.

Section D: Term - The officers shall serve a minimum one (1) year term and their term of office shall begin on the date of the Annual General Meeting.

Section E: Vacancy - If a vacancy occurs in the board, signs will be posted in the Curling Club and the Board will do its best to find a replacement as quickly as possible.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President - Preside at meetings, represent the club, welcome players on Bonspiels, and other duties as they relate to this office. Assist on Registration Nights.

Section B: Vice-President - Do above duties in the absence of the President. Assist on Registration Nights.

Section C: Secretary - Record the minutes of all meetings, keep a file of club's record, issue notices of meetings and conduct the general correspondence of the club.

Section D: Treasurer - Use an accounting program to record all deposits, do accounts payable and accounts receivable. Prepare financial reports and statements to be presented to the Board. Ring off the cash register weekly. Final approval on expenditures to be sure funds and cash flow will allow for expenses. Assist on Registration Nights.

Section E: Membership and League Organizer - The Membership Chairperson shall keep a list of members names, addresses, phone numbers and paid status. They organize teams, leagues, schedules, and league conveners. Communicates with league conveners to pass along information to be shared with club members. Assist on Registration Nights.

Section F: Bar Manager - The Bar Manager shall ensure all liquor licences are up to date, order and keep stock of alcohol, and delegates bar duties. The Bar Manager will follow liquor cost prices and make recommendations to the board for bar pricing. Assist on Registration Nights.

Section G: Public Relations - Keep website up to date, type and distribute yearly newsletter and email updates. Keep Facebook page up to date with Club news. Advertise yearly registration nights and Annual General Meeting dates.

Section H: Repairs and Maintenance - Does minor repairs around the club and oversees major repairs and maintenance.

Section I: Kitchen Convener - Organizes food for all events and bonspiels and delegates kitchen duties. Assists on Registration Nights.

Section J: Booking and Fund-raising - Takes bookings year round for both ice surface area and Club room. Quotes prices and collects fees. Prepares booking schedules. Plans fund-raising events as needed or for special projects.

Section K: Volunteer Coordinator - Makes sure that all members have given a volunteer cheque or cash to be held. Collects volunteer hour lists from executives at each meeting. Keeps records of members volunteer hours. Calls members at season end (Sept.30) to let them know if they have not volunteered that their cheque will be cashed or cash on hand will be deposited. Assists on Registration Nights.

ARTICLE V: MEETINGS OF EXECUTIVE COMMITTEE

Section A: Meetings - Regular meetings shall be held monthly ten months of the year including an Annual General Meeting in April when all members will be invited. Emergency meetings may be called if needed.

Section B: If an emergency financial decision or purchase has to be made, it can be done by email with the agreement of five (5) members plus the Treasurer. If an email decision is requested by a board member, all board members need to respond with a yes or no.

Section C: Quorum – A quorum shall consist of a majority of executive committee members, in this case six (6).

Section D: Parliamentary Authority - Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: AMENDMENTS

Section A: Selection - These bylaws may be amended by a majority vote (at least 6 members) of the Executive Board of Directors.