

1. **NAME**

The Organization shall be known as the Petersfield Curling Club, and shall be affiliated with the Manitoba Curling Association.

2. **OBJECTS**

The objects of the Club shall be to promote the game of curling and such other social athletic activities as may be deemed advisable. The Club shall be carried on without pecuniary gain to its members and that any profits or other accretions of the Club shall be used in promoting its objects.

3. **MEMBERSHIP**

Membership shall be divided into the following classes:

- a) Regular Members – shall be all those who have been accepted as members of the Club, who have paid dues as and when required and acted in accordance with the Constitution and Rules of the Club.
- b) Honorary Life Members – shall be all those who have been appointed by the Board of Directors in special recognition of services performed to the Club and to the game of curling.
- c) Associate Curling Members – shall be all those who have been accepted as members of the Club under the regulations regarding the admission of and privileges extended to Associate Curling Members.
- ~~d) Associate Non-Curling Members – shall be all those who have been accepted as members of the Club under the regulations regarding the admission of and privileges extended to Associate Non-curling Members.~~

All members shall be entitled to full use of the Club facilities and may attend all Club meetings. **Membership will be in effect from date dues are paid and will expire on October 31st following the current season.**

4. **DUES**

The dues payable for each class of membership shall be determined by the Board of Directors each year at the ~~Semi~~-Annual Meeting.

5. EXPULSION OF MEMBERS

Any member of the Club may, by the unanimous vote of the Executive, be expelled from membership for actions deemed to be detrimental to the Club.

6. RIGHT OF APPEAL

- a) Any member expelled under Section 5 shall have the right to appeal against the decision of the Executive at an annual, semi-annual or special general meeting of the Club. Any member so expelled and desiring to make such an appeal, shall then request a special general meeting be called in accordance with Section 11 below, such meeting to be held within thirty (30) days of such notice for the purpose of hearing the appeal, provided that if the annual or semi-annual meeting is to be held within forty-five (45) days of such notice the appeal may be heard at the annual or semi-annual meeting and the notice of such annual or semi-annual meeting shall contain a notice of the appeal.
- b) The members at such meeting may, by a two-third majority vote, reverse the decision of the Executive.

7. WITHDRAWING MEMBERS

A member withdrawing from the Club shall not be entitled to a refund of his dues except at the discretion of the Executive.

8. FISCAL YEAR

The fiscal year of the Club shall end on the 31st day of March in each year.

9. ANNUAL MEETING

The Annual Meeting shall be held within thirty (30) days after the fiscal year end, at such time and place as may be determined by the Executive.

10. SEMI-ANNUAL MEETING

The Semi-Annual Meeting shall be held not later than October 31st, at such time and place as may be determined by the Executive.

11. SPECIAL GENERAL MEETING

The Executive may, when they think fit, or shall, whenever requested to do so by written requisition signed by at least five (5) members in good standing, call a Special General Meeting of the Club, at such time and place as may be determined by the Executive, for the transaction of such business as may be specified by the Executive or contained in the written request.

12. NOTICE OF MEETINGS

- a) ~~Ten (10)~~ **Seven (7)** days notice shall be given to the annual, semi-annual or special general meeting; and in the case of a special general meeting the notice shall state the nature of the business to be transacted.
- b) Such notice shall be posted on the Curling Club Notice Board and in four (4) conspicuous places through the community.

13. ELIGIBLE TO VOTE

- a) Members of the Club as set forth in Section 3, Subsection a), b) and c) shall be eligible to vote at all annual, semi-annual or special general meetings.
- b) At every meeting, unless a poll is demanded as hereinafter provided, every resolution shall be decided by a show of hands. The Chairman shall be entitled to a vote only in the case of an equality of votes and in order to break a tie.
- c) If at any meeting a poll is demanded by five (5) members present and entitled to vote, a poll shall be taken at such times and in such manner as the Chairman may direct and in such case every member eligible to vote who is present at the taking of the poll shall have one vote except for the Chairman who is entitled to cast a vote only in the case of an equality of votes and in order to break a tie.
- d) A declaration of the Chairman that a resolution has been carried or lost, as the case may be, and an entry to that effect in the minute book of the Club, shall be conclusive evidence of the results.

14. VOTING BY PROXY

There shall be no voting by proxy.

15. **QUORUM**

The Quorum for the transaction of business at the annual, semi-annual or special general meetings of the Club shall consist of not less than fifteen (15) members in good standing personally present.

16. **CHAIRMAN – CLUB MEETINGS**

The President shall act as Chairman of all meetings of the Club; in absence of the President, the Vice-President; in the absence of both, the meeting shall have the power to elect a Chairman pro term.

17. **ORDER OF BUSINESS**

The following shall be the order of business at Annual and Semi-Annual Meetings of the Club:

- a) ~~Reading notice of meeting~~ **Call meeting to order**
- b) **Adoption of Agenda**
- c) ~~Reading~~ **Present minutes of previous meeting to be accepted**
- d) Business from minutes and unfinished business from previous meeting
- e) Communications/correspondence
- f) **Treasurer's Report**
- g) Reports of Executive Committees
- h) Election of Officers (annual)
- i) Appointment of Auditors as requested (annual)
- j) Appointment of Delegates to the Manitoba Curling Association (annual)
- k) Amendments to the Constitution (annual)
- l) New Business.

17. **ORDER OF BUSINESS (cont.)**

The Chairman may, with consent of the meeting, adjourn the same from time to time and from place to place, but every adjourned meeting shall be treated as a prolongation only of the original meeting and shall only transact business from the original meeting.

18. **ELECTION OF OFFICERS**

There shall be an Executive of no fewer than twelve (12) who shall manage and administer the affairs of the Club. The Executive shall be nominated and elected in the following manner:

a) ~~Seven (7)~~ members of the Executive shall be elected at the Annual Meeting of the Club; having been nominated by the Nominating Committee as outlined in Section 20, or by nominations from the floor of the Annual Meeting. All those so nominated must be members in good standing and must have consented to allow their names to stand for election.

b) The ~~seven (7)~~ members of the Executive elected at the Annual Meeting will be for the positions of:

President

Vice-President

Secretary

Treasurer

Chairman – ~~Ice~~**Building** Committee

Chairman – ~~Fundraising~~**Fundraising/Entertainment** Committee

~~Chairman – Fundraising Committee~~

League Chairs:

Monday (commonly called Seniors' League)

Tuesday (commonly called Men's League)

Wednesday (commonly called Ladies' League)

Thursday (commonly called Men's League)

Friday (commonly called Mixed League)

Saturday (commonly called Juniors' League)

Saturday (commonly called Fun League)

c) The Board of Directors of the Club shall consist of the President, Vice-President, Secretary and Treasurer, hereinafter known as the Directors of the Club; office for two (2) years or until their respective successors are elected unless a vacancy is created.

d) A ballot shall be prepared in the order of those nominated by the Nominating Committee followed by those nominated from the floor at the annual meeting.

18. ELECTION OF OFFICERS (cont.)

- e) ~~At least five (5) other members of the Executive are elected from amongst the various s Leagues by their own numbers provided the Leagues are recognized by the Directors. The recognized Leagues shall at a minimum consist of Mens, Ladies, Mixed, Seniors, Juniors. Each League shall appoint a Chairman to represent them on the Executive.~~
- f) Other Special Committees as recognized by the Directors would be represented on the Executive by their Chairman.

19. APPOINTMENT OF COMMITTEES

- a) The Executive shall appoint Committees of such members as may be deemed advisable to conduct the business of the Club and for such other purposes as may be necessary.
- b) Members of the Ice/**Building, Fundraising**/Entertainment and ~~Fundraising~~ and any Special Committees shall be nominated and elected at the Annual Meeting immediately following the election of their Chairman.
- c) Members must be nominated from the floor of the Annual Meeting. All those so nominated must be members in good standing and must have consented to allow their names stand for election.

20. NOMINATING COMMITTEE

- a) The Nominating Committee shall consist of three (3) members of the Club as chosen by the Directors.
- b) Prior to the Election of Officers the Secretary shall read the list of those nominations made by the Nominating Committee.

21. TERMS OF OFFICE

- a) All Office Bearers shall come into office immediately upon their election and continue in office until their successors are elected or appointed.
- b) Directors shall hold office for two (2) years or until their respective successors are elected unless a vacancy is created. All other executives shall hold office for at least one (1) year.

22. VACANCIES – EXECUTIVE

- a) Unless otherwise determined in any special case by resolution of a special general meeting of the Club, an Office of the Executive shall automatically be vacated in any of the following cases:
 - i) If by notice in writing to the Club the member resigns his/her office;
 - ii) If the member is absent from three (3) consecutive meetings of the Executive, unless the reason for absence is acceptable to the majority of the Executive;
 - iii) **If the member is to submit a bid on an employment position within the Club.**
- b) Vacancies may be filled by the Executive subject to confirmation at the next General Meeting.

23. EXECUTIVE MEETINGS

- a) Meetings of the Executive shall be held at the call of the President who shall act as Chairman. In the absence of the President, the Vice-President shall discharge the duties of the position; and should both be absent at any meeting, it shall be competent for the meeting assembled to appoint a Chairman, who shall have, pro term, all the rights and powers of the President.
- b) Seven (7) members personally present shall constitute a quorum at all meetings of the Executive.
- c) The Chairman shall not have the right to vote on questions; but in the case of a tie vote the Chairman shall break the tie.
- d) A resolution in writing signed by the majority of the Executive shall be as valid and effectual as if it had been passed at a meeting of the Executive duly called and constituted.

24. DUTIES OF OFFICERS

- a) The duties of the President shall be as follows:
 - i) ~~He~~ shall preside at all meetings of the Club and Executive;
 - ii) ~~He~~ shall be an ex-officio member of all Committees appointed;
 - iii) ~~He~~ shall perform such other duties, as are incident to the office of President, or as may be required from time to time by the Executive, **as noted in position description.**

24. DUTIES OF OFFICERS (cont.)

- b) The duties of the Vice-President shall be as follows:
 - i) In the absence of the President or his/**her** inability from any cause to act, the Vice-President shall discharge the duties of the President;
 - ii) Should the office of the President become vacant, to act in that capacity;
 - iii) To carry out such duties as may be assigned to him/**her** by the Executive.

- c) The duties of the Secretary shall be as follows:
 - i) To attend all meetings of the Club and the Executive and keep a record of the proceedings;
 - ii) To have charge of and conduct all correspondence of the Club;
 - iii) To keep all records of the Club.

- d) The duties of the Treasurer shall be as follows:
 - i) To have supervision of the financial affairs of the Club, collect all ~~dues~~ **Club income** and keep correct accounts of all receipts and expenditures;
 - ii) To have the books open for inspection by the Executive and subject to audit at the close of each fiscal year, or at any time deemed advisable by the Executive.

25. BANK ACCOUNT AND SIGNING OFFICERS

The Club's bank account shall be kept at such Chartered Bank, Trust Company or Credit Union authorized to receive money on deposit as the Executive may from time to time determine, and all cheques shall be signed by any two (2) of the following:

The President, Secretary, Treasurer, or by such other officer(s) or person(s) as the Executive may, from time to time, by resolution, appoint for that purpose.

26. BORROWING POWERS

- a) The Directors may and they are hereby authorized from time to time, **in special circumstances, and agreed upon by the Executive**, to:
 - i) Borrow money upon the credit of the Club;
 - ii) Limit or increase the amount to be borrowed;
 - iii) Issue bonds, debentures, debenture stock or other securities of the Club;

26. BORROWING POWERS (cont.)

- iv) Pledge or sell such bonds, debentures, debenture stock or other securities for such sum and at such prices as may be deemed expedient;
- v) Mortgage, hypothecate, charge or pledge all or any of the real and personal property, undertaking and rights of the **Club company**, to secure any such bonds, debentures, debenture stock or other securities, or any money borrowed or any other liability of the **Club Company**.
- b) The Directors may, from time to time by resolution, delegate to the President and Secretary, or any two (2) members of the Board of Directors (including the President and Secretary), all or any of the powers conferred on the Directors by this section to the full extent thereof or such lesser extent as the Directors may in such resolution provide.

27. INTERNAL AUDIT

The Internal Auditors for the Club shall be appointed as requested at each Annual Meeting. They shall examine and certify the accounts and records and report thereon to the Executive.

28. AMENDMENTS TO THE CONSTITUTION

- a) The Constitution of the Club may be amended, or added to, or repealed in whole or in part by a two-third majority vote of the members at the Annual, Semi-Annual or Special General Meeting. Notice of such proposed amendments shall be mailed to each member seven (7) days prior to such meeting **noted on the Notice of the Meeting as per Section 12.**
- b) Proposed amendments must be submitted in writing to the Chairman of the Board of Directors by five (5) voting members in good standing, thirty (30) days prior to the meeting.
- c) Any amendment shall not have effect and shall not be acted upon until approved by the Provincial Secretary of Manitoba.

29. PROPERTY OF THE CLUB

The Club is hereby authorized from time to time to purchase, acquire, lease or hold for the annual use and occupation of the Club, property both real and personal, with full power to sell, alienate, mortgage, lease, exchange or in any way dispose of same or any part thereof.

The acquisition by lease, mortgage, transfer or otherwise of property both real and personal, shall be approved by the Board of Directors and ratified by the Annual Meeting of the Club.

30. SEAL OF THE CLUB

The official seal of the Club shall be kept at the head office; the said seal shall not be affixed to any deed, instrument or document of any description unless authorized by resolution of the Board of Directors and then only by an officer in the presence of one of the Directors and either the Secretary or President of the Club who shall respectively attest by their signatures that the seal has been duly affixed.

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PETERSFIELD CURLING CLUB

CONSTITUTION

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