

**Constitution  
Rexton Curling Club  
Amended at its  
2022 Annual General Meeting**

**I) Club and Mission.**

a) **Name**

The name of the club will be Rexton Curling Club, Inc. (*The Club*)

b) **Mission Statement**

To promote the game of curling  
and Fellowship.

c) **Game Activity, Fundraising and Promotion**

Will be carried out under the banner of Kent Curling.

**II) Membership.**

The membership of the club shall consist of:

a) **Full curling members with individual membership that participate in club sanctioned league (s).**

Full curling members have the right to vote on all club related questions, to participate in league curling and to participate in any competition as organized by the club and according to the rules established;

b) **Honorary members.**

Honorary members may be elected by an open vote of two-thirds of the members present at an Annual General Meeting for rendering special service to the club, or to curling interests generally.

c) **Commercial members.**

Commercial members have the right to curl in the commercial league and to participate in bonspiels that are held by the club but they do not have the right to vote. All rules governing commercial membership will be established by the Board of Directors (*The Board*).

d) **New Members.**

All applications for membership shall be accompanied by membership fees, or that portion of membership fees as decided by the Board. These will be referred to the Board who shall accept or reject the applications.

e) **Renewal of Membership.**

The Membership Committee shall advise all existing members of the dues payable for the curling year. Members are required to renew their membership by completing the club's membership application form as prescribed by the Membership Committee.

f) **Guests.**

- i. Members of other clubs may enjoy organized sanctioned curling events of the club, both social and curling.
- ii. In order to interest prospective members in the curling and social facilities of the club, members of the club may bring guests to organized sanctioned curling events and, if ice is available, may invite them to play.
- iii. Members will be responsible for their guests' conduct. Guests may be invited to use the club facilities within the limits of the club rules.

**III) Administration.**

- a) The Ice Rental Agreements of the club shall be the responsibility of the full curling members who shall annually elect the Executive of the Board as presented by the outgoing Executive, plus any nominations from the floor at the Annual General Meeting. The voting at such meetings may be by secret ballot or show of hands as determined by the Annual General Meeting, the choice of which to be decided by a majority of those present.

b) **Annual General Meeting.**

The Annual General Meeting of the members of the club shall be held at the club prior to the end of September of each year; the date to be determined by the Board. The secretary shall notify members of the date of the meeting at least six days prior to the meeting date. Motions brought before an Annual General meeting shall be passed with a majority vote.

c) **Board Members.**

The Board shall meet as often as necessary but at least once every month during the curling season. At the request of three board members, or the President, special meetings may be called.

d) **Quorum.**

- i. One tenth of full curling members in good standing shall constitute a quorum at an Annual General Meeting.
- ii. Forty percent shall constitute a quorum at Board meetings.

#### **IV) Board of Directors.**

**The Board of Directors include the following:**

- a) **Board Executive.**
  - i. President
  - ii. Immediate Past-President
  - iii. Vice-President
  - iv. Secretary
  - v. Treasurer
  
- b) **Board Committees' Chairpersons.**
  - i. League Committee
  - ii. Membership Committee
  - iii. Fundraising /Publicity Committee
  - iv. Curling Development Committee
  - v. Ice Committee
  - vi. Liaison representative

All Board Members designated above must be full-members of the club.

#### **V) Ad hoc Standing Committees.**

- a) Open Bonspiel Committee
- b) Commercial League Committee
- c) Day Curling League Committee
- d) Nomination Committee

#### **VI) Duties of the Board of Directors.**

- a) The Board shall ensure the club remains active and viable and activities are in accordance with the constitution. It will:
  - i. coordinate all functions of the club including fund raising activities
  - ii. approve positions to be staffed as necessary. Such positions must be defined with a job description. The staffing of the position will be done following the merit principle;
  - iii. appoint special committees to carry out special functions as necessary;
  - iv. maintain a policy / operational manual outlining various rules / policies as deemed necessary by the Board.
  
- b) **President.**

The President must have a minimum of one year's experience on the Board of the Club. The President shall preside at the Board Meetings in accordance with generally accepted parliamentary procedures and he/she will have a (casting) deciding vote in case of a tie. He / she shall be ex-officio member of all committees.

c) **Immediate Past President.**

The immediate Past President shall ensure that Board members are aware of the club's Constitution and perform such duties as designated by the Board.

d) **Vice-President.**

The Vice-President shall perform the duties of the President during the absence of that officer. The Vice-President shall perform such duties as may be delegated by the Board.

e) **Secretary.**

The Secretary shall keep accurate minutes of all Board and Annual General Meetings. The Secretary will be responsible for the correspondence of the club and perform such duties as may be delegated to him/her by the Board.

f) **Treasurer.**

The Treasurer shall receive and/or supervise all monies due to the club and deposit them in a chartered bank to the credit of the club. The treasurer shall make payments of monies by cheque or bank transfers as directed by the Board. The treasurer shall keep an accurate account of all the receipts and expenditures of the club. He/she shall submit to the Board a statement of the financial affairs of the club as directed; and shall present a financial report on the year's activities at the Annual General Meeting of the club. Such report shall be supported by receipts and expenditures, cash reconciliation and a statement of inventories and a balance sheet. The treasurer shall perform other such duties as may be delegated by the Board.

**VII) Board Committee Chairpersons and their Responsibilities.**

The Board Committee Chairpersons will be appointed by a motion of the Board and passed by a majority vote. The Board Committee Chairpersons will be responsible to ensure their committee is fulfilling its mandate as outlined by the Board.

i. **League Committee.**

The League Committee will be responsible for organizing in-house leagues. It shall be responsible for allocating ice time and establishing rules of play for these leagues.

ii. **Membership Committee.**

The Membership Committee shall strive to increase the number of members of the club. It shall receive all applications for membership and recommend their approval or rejection to the Board which shall make the final decision. It shall be responsible for the collection of such dues and for sending statements for overdue accounts.

iii. **Fundraising / Publicity Committee.**

The Fundraising / Publicity Committee shall prepare an annual plan identifying promotional themes. Kent Curling will encourage new membership and promote the Club's activities. It will also be responsible for all external communications with the media as directed by the Board.

iv. **Curling Development Committee** The Curling Development Committee shall strive to establish an active junior development program by introducing youths to the game and shall endeavour to provide instruction and direction to further the interest of all curling members in the game of curling.

- v. **Ice Committee.** The ice committee shall coordinate and maintain ice conditions.
- vi. **Liaison representative.** The liaison will be the contact person between the Board, the Village of Rexton and the Ice Shack Pub and Eatery.

**VIII) Ad hoc Standing Committee and their responsibilities.**

The Ad hoc Standing Committees are vital to the achievement of the Club's Mission. Their representatives are invited to attend Board meetings but only have voting rights with respect to the Committee for which they are responsible.

- i. **Open Bonspiel Committee.**  
The Open Bonspiel Committee shall conduct all curling activities associated with Open Bongspiels and will provide a financial report to the Treasurer within 30 days.
- ii. **Commercial League Committee.** The Commercial League Committee is responsible to encourage new membership through teams sponsored by local businesses and organizations. The committee is responsible for scheduling the league's curling at times convenient to regular curling and established bongspiels. The team membership fee will be determined by the Board. Team fee payments are subject to the club's fees and dues regulations (refer to section IX (b)).
- iii. **Day Curling Committee.**  
The Day Curling Committee will be responsible for organizing day curling and invitational bongspiels as approved by the Board.
- iv. **Nomination Committee.**  
The Nomination Committee, comprised of the outgoing president, the past president and/or the vice-president, is responsible for identifying members to fill various positions on the Board and shall nominate them at the Annual General Meeting.

**IX) Obligations.**

- a) All Committees shall conform to the instruction of the Board and be responsible to the Board. The committees shall always act in compliance with the Constitution of the club.
- b) Fees and Dues.**
  - i) Annual dues shall be determined by the Board.
  - ii) Arrangements of payment of dues shall be made on or before a date established by the Board.
  - iii) Dues paid subsequent to this date will be subject to a penalty as determined by the Board.
  - iv) The Commercial League members will pay a team fee as established by the Board.
  - v) Special dues / payment schedules may be set up by the Board if considered desirable for club purposes.
  - vi) The penalty for non-payment of dues within the period determined by the Board shall be suspension from the privileges of the club.
  - vii) The suspended member may be reinstated to membership by the Membership Committee on payment of his/her dues before the end of the curling season.

**c) Financial year.**

The financial year of the club shall be April 1<sup>st</sup> to March 31<sup>st</sup> of each year.

**d) Administrative Year.**

The administrative year of the club shall be from October 1<sup>st</sup> to September 30<sup>th</sup> of each year.

**e) Financial.**

All cheques, orders for the payment of money, and all promissory notes accepted or endorsed on behalf of the club shall be signed by two of the following officers:

- i. Treasurer
- ii. President
- iii. Vice-President
- iv. Secretary

**f) Financial Year End Review.**

A review engagement will be completed at the end of each financial year. An external Review will be selected by the Board. The external Reviewer will not be a board member and his/her selection will be based on professional qualifications and experience. The review engagement will include all financial transactions and associated matters of the club and presented to the board within 30 days before the annual meeting. The reviewed report should be presented to the Annual General Meeting by the Treasurer or Vice-President.

**g) Discipline**

If a curler should be accused of improper conduct or of contravening the Constitution or rules of the club, his/her accuser(s) may lay a charge in writing before the Board. The secretary shall send a copy of the charge to the accused curler, together with a written notice asking him/her to meet with the Board at which time the complaint will be heard. The Board, after meeting with the accused, may suspend the curler for one to four weeks from all privileges of the club, may expel him/her from membership if it is considered in the best interest of the club or may dismiss the charges. The accused or any curler may appeal this decision at the next Annual General Meeting. A two-thirds vote by ballot of the members present will change the ruling of the Board.

**h) Amendments to the Constitution**

- i. Notice in writing of any motion to change this Constitution may be made at any Annual General Meeting of the club. This notice must be published at least seven days prior to the date of such Annual General Meeting. At the next Annual General Meeting, a two-thirds vote by all full curling members present shall be necessary in order to pass the amendments in question.
- ii. Due to extraordinary circumstances, a unanimous vote by the Board, may call a special membership meeting to amend the Constitution.

Revised September 12, 2022