

Drayton Valley Curling Club

BYLAWS

Amended April 2024



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ARTICLE 1 PREAMBLE

- 1.1 The name of the society is Drayton Valley Curling Club, which may also be known or referred to as DVCC.
- 1.2 The following articles set forth the bylaws of DVCC.

ARTICLE 2 DEFINITIONS

- 2.1 "Act" means the Societies Act
- 2.2 "Annual General Meeting" means the annual general meeting described in Article 4.1
- 2.3 "Board" means the Board of Directors of DVCC
- 2.4 "Bylaws" means the bylaws of DVCC
- 2.5 "Director" means any person elected or appointed to the Board
- 2.6 "Member" means a paid Member of DVCC
- 2.7 "Membership Fee" means a fee paid by a Member to curl in any league operated by DVCC

ARTICLE 3 MEMBERSHIP

3.1 Categories of Membership

3.1.1 Adult Member

To become an adult member, an individual must be 18 years of age and older and pay the annual Membership fee.

3.1.2 Junior Member

To become a junior member, an individual must be 17 years of age or younger and pay an annual Membership fee.

3.2 Admission of Members

3.2.1 Membership is open to all wishing to participate in the game of curling.

3.3 Membership Fees

3.3.1 Membership Year

The membership year is September 1 to August 31.

3.3.2 Setting Fees

The Board decides the annual Membership fees for each category of member.

3.3.3 Payment Date for Fees

Membership fees must be paid on or before October 30 of every year.

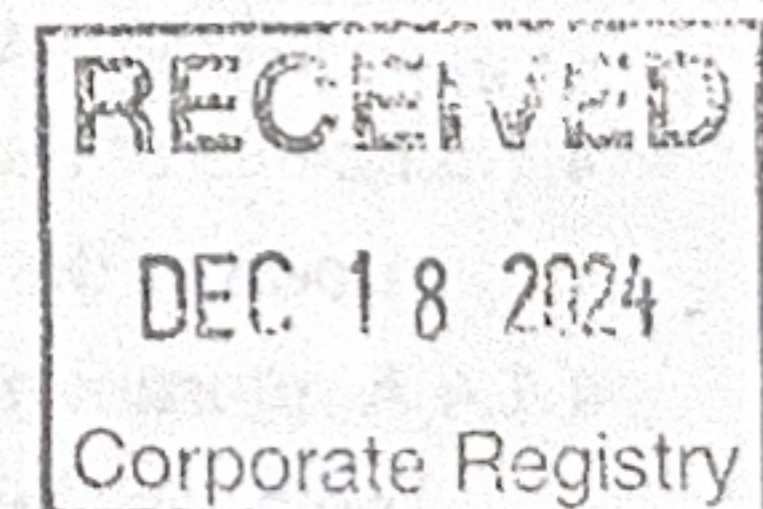
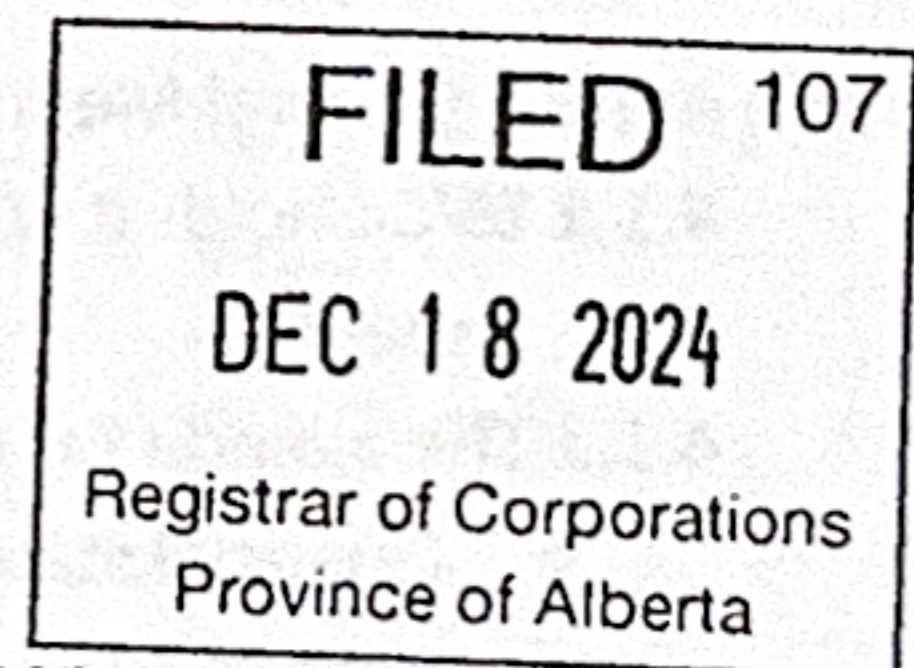
3.4 Rights and Privileges of Members

3.4.1 A member in good standing is entitled to:

- Attend Board meetings.
- Vote at the Annual General Meeting or Special General Meeting.
- Be eligible to hold office on the Board of Directors.
- Represent DVCC in competitive bonspiels.

3.4.2 A member is considered in good standing when the Membership fees have been paid.

3.4.3 A member of DVCC is not liable for any debt or liability incurred by DVCC.



3.5 Suspension of Membership

3.5.1 Members who have not paid their Membership fee by October 31 of each year shall forfeit their membership rights for the remainder of that curling year.

3.5.2 The Board, at a Special Meeting called for that purpose, may suspend a membership for the remainder of the curling season for one or more of the following reasons:

- The Member has disrupted curling events, meetings, or functions of DVCC.
- The member has done anything judged to be harmful to DVCC or its Members.

3.5.3 The affected Member shall receive written notice of the Board's intention to review any incident that may cause the member to be suspended. The Member will receive at least one week's notice of the Special Meeting.

3.5.4 The Member will have the opportunity to appear before the Board to address the matter. The Board will determine how the matter will be dealt with and will exclude the Member from discussion of the matter.

3.5.5 Five (5) Board Directors shall constitute a quorum at the Special Meeting. The decision of the Board will be final.

3.6 Termination of Membership

3.6.1 Withdrawal and Resignation

If a member has not paid the annual Membership fee before October 31 each year, the Member is then considered to have submitted their withdrawal or resignation from DVCC. The Member shall be removed from the Membership list.

3.6.2 Expulsion

DVCC may, by Special Resolution at a Special General Meeting called for such purposes, expel any Member for any cause that is deemed sufficient in the interests of DVCC. The decision is final. A quorum must be 20% of the Membership in its entirety. Of the 20% in attendance the majority shall be 75% of the votes cast by those Members in attendance.

3.7 Transmission of Membership

3.7.1 A member leaving DVCC shall not transfer their membership to another person.

ARTICLE 4 MEETINGS OF THE CURLING CLUB

4.1 The Annual General Meeting (AGM)

4.1.1 DVCC holds its AGM before the start of the curling season. The Board sets the date, time, and place of the meeting.

4.1.2 The agenda for the AGM shall include:

- Financial statements, setting out the income, expenses, assets, and liabilities of DVCC.
- Agenda topics added by the Board of Directors.
- Any specific motions that any Member has given notice of before the meeting.
- Nomination, elections, and installation of the Board of Directors shall take place after conclusion of all other matters of business.

4.1.3 Notice of the AGM shall be advertised 21 days before the meeting date. Special Resolutions to be voted upon at the AGM shall be announced in the advertisement.

4.1.4 A quorum must be 20% of the Membership in its entirety in attendance at the AGM before voting can be held on resolutions. To pass a resolution there shall be a majority of 75% of the votes cast by the Membership in attendance including proxy votes in its prescribed form.

4.1.5 Any member in good standing shall have the right to vote at the AGM. Each member has one vote. Votes shall be made either in person or by written proxy in the prescribed form. Voting will be by show of hands or secret ballot.

4.2 Board Meetings

- 4.2.1 Board Meetings are held every month, or when required. These meetings are open to the general Membership or the general public, but only Board Directors may vote. Directors receive notice of the next meeting at the current meeting and may share this information with anyone.
- 4.2.2 Quorum at a Board Meeting shall be 50% plus one. The President can vote as one Board Member.
- 4.2.3 Each Board Director has one vote. Votes can be made in proxy in its prescribed form.
- 4.2.4 To pass motions at a Board Meeting, a majority of the votes shall be cast. The President shall not make motions or second motions at any DVCC meetings. See article 4.4 of the Bylaws.

4.3 Special General Meetings (SGM)

- 4.3.1 The President may call a SGM at any time by request of the majority of the Board, or upon receipt of a written petition signed by 20% of the Membership. The persons calling the SGM shall submit a detailed agenda describing what business shall occur. The meeting will only address those items stated.
- 4.3.2 A written notice of a SGM shall be posted within DVCC for all Members to view, one week before the meeting date. The notice shall be the specific agenda.
- 4.3.3 Any member in good standing shall have the right to vote at a SGM. Each member has one vote. Votes must be made in person or by written proxy in its prescribed form. Voting may be by show of hands or secret ballot.
- 4.3.4 A quorum must be 20% of the Membership in its entirety in attendance (including written proxy votes in its prescribed form) at the SGM before voting can be held on resolutions. To pass a resolution there shall be a majority of 75% of the votes cast by the Membership in attendance including proxy votes in its prescribed form.

4.4 Roberts Rules of Order

- 4.4.1 All meetings of DVCC shall be run by the guidelines of Roberts Rules of Order.

4.5 Voting by Proxy

- 4.5.1 All Members of DVCC shall be allowed to vote by written proxy in its prescribed form, attached as Schedule "A" to these Bylaws.

ARTICLE 5 THE GOVERNMENT OF DVCC

5.1 The Board of Directors (Board)

- 5.1.1 The Board governs and manages the affairs of DVCC. The Board may hire a manager to carry out the functions of DVCC under the direction and supervision of the Board.

5.1.2 Powers and Duties of the Board

- Promote membership to DVCC.
- Hire employees to perform DVCC activities.
- Regulate employee duties and set their salaries.
- Maintain and protect DVCC assets and properties.
- Approve an annual budget for DVCC.
- Pay all expenses for operating and managing DVCC.
- Ensure financing is available for the operation of DVCC.
- Make policies for managing and operating DVCC.
- Approve all contracts for DVCC.
- Maintain all accounts and records for DVCC.
- Appoint legal counsel as necessary.

5.1.3 Composition of the Board

- The President
- Up to fourteen (14) Directors

5.1.4 A director is elected or appointed at the AGM from among the general membership.

5.1.5 If there is a vacancy on the Board, the remaining Directors may appoint a Member in good standing to fill that vacancy for the remainder of the term.

5.1.6 The President and the Directors shall serve without remuneration for their services.

5.1.7 The President and the Directors shall serve a term of three (3) years.

5.2 Resignation or Removal of a Director

5.2.1 A Director, including the President, may resign from office by giving written or verbal notice at the next scheduled Board meeting.

5.2.2 If a director, including the President, is found by the Membership or the rest of the Board to be unsatisfactory in their duties, they may be removed from the Board before the end of the term. There must be a majority vote at a SGM called for this purpose.

5.3 Officers of DVCC

5.3.1 The officers of DVCC shall include:

- President - is elected from amongst the Directors and shall have been a Board member for at least one year before assuming this role.
- Secretary - is appointed from amongst the Directors.
- Treasurer - is appointed from amongst the Directors.

5.4 Duties of the Officers

5.4.1 President

- Supervises the affairs of the Board.
- When present, chairs all DVCC meetings.
- Acts as the DVCC spokesperson.
- Carries out other duties as assigned by the Board.

5.4.2 Secretary

- Attends all DVCC meetings.
- Keeps accurate minutes of DVCC meetings.
- Has charge of the Board's correspondence.
- Ensure a record of names and addresses of all members of DVCC is kept.
- Ensure all notices of DVCC meetings are sent.
- Ensure the seal of DVCC is in the office upstairs.
- May assign other Directors roles to such as Registrations and Bookings.
- Carries out other duties as assigned by the Board.

5.4.3 Treasurer

- Ensure all monies paid to DVCC are deposited in a chartered bank.
- Ensure a detailed account of revenues and expenditures is presented to the Board upon request.
- Ensure an audited financial position of DVCC is prepared and presented at the AGM.
- Ensure annual registration fees are collected and deposited.
- Files the annual return, changes in Directors of DVCC, and amendments to the Bylaws
- Carries out other duties as assigned by the Board.

5.5 Removal of an Officer

5.5.1 If a Director, including the President, is found by the Membership or the rest of the Board to be unsatisfactory in their duties they may be removed from the Board before the end of the term. There must be a majority vote at a SGM called for this purpose.

ARTICLE 6 FINANCE AND OTHER MANAGEMENT ISSUES

6.1 Registered Office

6.1.1 The registered office of DVCC is located in Drayton Valley, Alberta.

6.2 Finance and Accounting

6.2.1 The fiscal year of DVCC is July 1 to June 30 annually.

6.2.2 There must be an audit of the books, accounts, and records of DVCC at least once each year, completed by two members of DVCC assigned for that purpose, or by a qualified accountant. For each AGM, a complete report of the standing of the books is to be submitted. The two members shall NOT be a Board Director or Employee of DVCC.

6.3 Cheques and Contracts

6.3.1 The President, Secretary, and Treasurer are designated officers of the Board able to sign all cheques. Two signatures are required on all cheques.

6.3.2 The Officers, or other Members authorized to do so, must sign all contracts of DVCC by resolution of the Board.

6.4 The Keeping and Inspection of Books and Records

6.4.1 The Secretary keeps a copy of the minute books and records minutes of all meetings. The minute books are kept at the registered office of DVCC.

6.4.2 The Board keeps and files all necessary books and records of DVCC as required by the Bylaws, Societies Act, and all other Board committees.

6.4.3 A Member wishing to inspect the books and records of DVCC must give written notice to the President. DVCC must provide the records to the requestor within 30 days of the request. The books are to be inspected at the registered office of DVCC.

6.5 Borrowing Powers

6.5.1 DVCC may borrow or raise funds to meet its objectives or operations. The Board decides the amounts and methods of fundraising.

6.6 Protection and Indemnity of Directors

6.6.1 Each Director holds office with protection from the Society. The Society indemnifies each Director against all costs or charges that result from any act done in good faith in their role in DVCC.

6.6.2 No Director is liable for the acts of any other Director or Employee.

6.7 Payments

6.7.1 No Member, Director, or Officer of the Society receives any payment for his services as a Member, Director, or Officer of DVCC.

ARTICLE 7 AMENDING THE BYLAWS

7.1 These bylaws may be cancelled, altered, or added to by Special Resolution at the AGM of DVCC.

7.2 The amended Bylaws take effect after approval of the Special Resolution at the AGM and accepted by the Corporate Registries of Alberta.

ARTICLE 8 DISTRIBUTING ASSETS AND DISSOLVING THE SOCIETY

8.1 DVCC does not pay any dividends or distribute its property among its Members

8.2 If DVCC is dissolved, any funds or assets remaining after paying all debts, shall be paid to a registered and incorporated charitable organization. Members select this organization by Special Resolution. Members shall not receive any assets of DVCC.

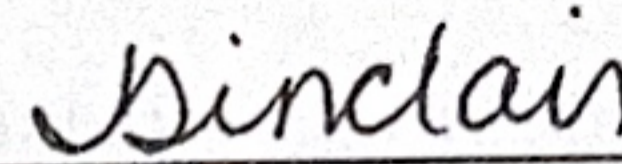
SPECIAL RESOLUTION

We hereby certify that the following Special Resolution was passed at the Annual General Meeting of the Drayton Valley Curling Club on April 26, 2024.

Special Resolution - The existing Bylaws are repealed and replaced by the attached Bylaws.



President
Cory Nelson



Secretary
Jennifer Sinclair

Dated at the Drayton Valley Curling Club, within the town of Drayton Valley, Alberta, this 12th day of November 2024.