

**AMENDED BY-LAWS
SYDNEY CURLING CLUB**

**Ratified
Special Meeting
Sunday, April 12, 1992**

**Amended May 17, 2000
Amended May 22, 2001
Amended May 18, 2003
Amended April 27, 2008
Amended May 1, 2011
Amended April 28, 2013
Amended April 27, 2014**

ARTICLE I: CLUB

NAME: The club shall be known as the SYDNEY CURLING CLUB

COLOURS: The colors of the club shall be GARNET AND GOLD

OBJECTIVES:

1. To promote the sport of curling
2. To develop the sport of curling
3. To offer introduction in the techniques and theory of the game and sport to juniors and new curlers.
4. To encourage members' participation, all should be well informed of the club by-laws and organizational structure of all club events.
5. To create a harmonious social environment for all members.
6. To be flexible as a club for future needs of the game of curling and the needs of the members.
7. To conduct the affairs of the club in accordance with the by-laws, rules and policies and in a democratic equitable manner.

ARTICLE II: MEMBERSHIP

1. There shall exist the following groups of membership:

HONORARY

FULL MEMBERSHIP

HALF-YEAR MEMBERSHIP

GOLDEN AGE

SENIOR

INTERMEDIATE

JUNIOR

FULL JUNIOR

SOCIAL

2. Prospective new members are asked to complete an application form for membership.

3. **HONORARY MEMBERS:** Any members of the Sydney Curling Club who are thought to have given outstanding service to the club may be elected as an Honorary member by two-thirds of the membership present at its annual meeting. Any proposal for Honorary memberships shall meet the Guidelines as established by the Sydney Curling Club and must be submitted to the Board at least three weeks prior to the date of the Annual Meeting and can only be proposed by the Executive at the Annual Meeting. Honorary members so elected, without the payment of Annual dues shall be entitled to all privileges.

Nominations for Honorary members shall be directed to Board of Directors who shall appoint a committee of the club with a minimum of four (4) Board Members to recommend to the Board whether such membership should be granted. Membership shall be notified at the next Annual General Meeting.

4. **FULL MEMBERSHIP:** Includes any member of the Sydney Curling Club who has paid full dues and is entitled to all privileges.

5. **HALF YEAR MEMBERSHIP:** Such members who have joined the Sydney Curling Club for curling privileges for one half year (Dates put forth by Board of Directors each year as start and finish times for half year members) Restrictions include no voting rights, not able to sit on Board of Directors, social membership for the rest of the year, bonspiels outside of playing half at additional charge, no per capita fee paid so unable to compete in provincial competitions.

6. **GOLDEN AGE:** Such members are individuals who have chosen to pay dues in accordance with the established dues structure and allows them to curl at designated times as established by the Board of the Sydney Curling Club. Individuals in this membership must have reached their 60th birthday by December 31st of the previous curling year. The spouse of a Golden Age Member may join similar membership if he/she has reached their 55th birthday by December 31st of the previous curling year. These members are entitled to vote at any meeting and are entitled to hold office.

7. **SENIOR MEMBERSHIP:** These members have the same age requirements as Golden Age curlers but these curlers are eligible to curl whenever they wish as regular members do. They can vote at any meeting and can hold office.

8. **INTERMEDIATE MEMBERSHIP:** Any person having reached the age of 19 years and is attending University or an accredited post-secondary educational institution as a

full-time student, will be entitled to full membership curling privileges. Dues for intermediate members will be set by membership at its annual meeting.

9. **JUNIOR MEMBERSHIP:** Any individual who has not reached his/her 21st birthday by December 31st of the previous curling year will be eligible for Junior membership in the Sydney Curling Club Junior Program. Dues will be established by the Board of Directors and under the direction of the Junior Development Director.

9. **SOCIAL MEMBERSHIP:** Such members of the Sydney Curling Club are not eligible for curling privileges except in those Bonspiels that are open to non-members at a special fee. Social members may not vote or hold office.

10. **VISITOR PRIVILEGES:** Any visitor from outside the curling area, who is a registered member of a curling club, may be granted curling privileges by the Board.

11. **GUEST PRIVILEGES:** A guest may be introduced to the Sydney Curling Club by a member of any category of membership not to exceed five times in any one curling season. Guest privileges will be extended in accordance with policy.

12. Any member of any category shall have the privilege of transferring to another higher class of membership providing appropriate dues are paid.

13. All members in good standing shall be automatically renewed annually unless the secretary receives written notice of resignation. The secretary will notify members who are considered not in good standing by the Board of Directors in writing that all privileges have been suspended. If such a member wishes to be reinstated he/she must make application to the Board.

14. Every member shall be bound to further to the best of their ability the objects, interest and influence of the club and shall observe all by-laws of the club.

ARTICLE III DUES

1. **SPECIAL MEETING:** The annual dues for all categories of membership will be established at the Annual Meeting upon vote of the membership.

2. **MEMBERSHIP YEAR:** For the purpose of membership, the membership year shall be October 1 to September 30 of the following year. Full payment of dues for all members is due by November 1 of the curling year. A \$25.00 late charge will be applied to dues if not paid in full by November 1. The executive, on written request, may allow an extension for payment under extenuating circumstances providing satisfactory arrangements are made, which if granted will be subject to the late fee.

3. Members whose dues are not paid in accordance with Article III Section 2 shall have their curling privileges revoked.

4. All per capita fees as determined by Provincial Associations will be added to the annual dues.

5. Any member who is absent from the area or unable to curl for the Regular season may rejoin the club without completing the application forms as required for new members.

ARTICLE IV MEETINGS

1. **ANNUAL MEETING:** The annual meeting of the club shall be held not later than June 15th. The secretary shall post notice of annual meeting at least three weeks before the date of the meeting.

2. **SPECIAL MEETING:** A special meeting of the members of the curling club may be called at any time by order of the President as the President determines the need or by the President upon receipt of a written request signed by no less than 30 members with full voting privileges. Such a written request must outline the reason for a special meeting and no other subject other than that specified may be discussed. Adequate notice is required to be provided to members before the date of the special meeting.

3. **QUORUM:** Ten Percent (10%) of the voting membership shall constitute a quorum excluding the Board of Directors.

4. AGENDA FOR ANNUAL MEETING:

A) Minutes of Last Membership meeting

B) Business arising from minutes

C) Committee reports

D) Financial Report

E) President's Report

F) New Business

G) Election

ARTICLE V PROVINCIAL COMPETITIONS

1. All participants in Provincial competitions for which there is a club play down, shall be required to pay an entry fee as determined by Match and approved by the Board.

2. The entry fee obtained from club competitions for Provincial competitions shall be contributed toward the payment of entry fees as required by the Provincial Competitions.

3. If entry fees collected from club competitions do not fully cover the cost of entry fees for teams entering Provincial Competitions, the TEAM shall pay the difference.
4. All participants in Provincial Competition for which there are no club play downs must pay the entry fee for that competition.
5. Any person in any membership category with a per capita assessment is eligible to compete in Club Competitions for Provincial Competitions.
6. Only members who have their membership dues completely paid by December 1st of the curling year are eligible to compete in Club Play downs for Provincial Competitions.
7. The time and playoff format for Club Play downs for Provincial Competition shall be recommended by Match and approved by the Board of Directors.
8. Curling rules adopted for Club Provincial Competitions shall be those adopted from time to time by respective Provincial Curling Associations.

ARTICLE VI MANAGEMENT

1. At the Annual General Meeting the membership shall elect eleven (11) Directors who shall act as the Board for the operations of the club for the curling year.
2. The Directors shall elect amongst themselves the President and Vice-President of the club annually.
3. Other members of the Board of Directors shall take responsibility for the operation of the club.
4. Other management responsibilities as required by the Board to operate the Club are: Treasurer; House; Ice; Match; Entertainment; Membership; Publicity; Bar; Junior Program; Director-at-Large and Secretary.
5. Directors assigned to specific responsibilities shall assist in the operation of the club by helping other directors as required in their assigned responsibilities.
6. The immediate **Past President**, if term of office has expired, shall sit as an Ex-officio member of the Board.
7. The **President** shall preside at all meetings; represent the Club at all official functions; countersign all expenses and be a signing officer of the club along with the Treasurer and one other Director; must' in the event of a tie, make the deciding vote at all meetings but, otherwise, shall not have a vote at meetings.
8. The **Vice-President** shall perform all duties of the President in the absence of the President. Should the office of the President become vacant the Vice-President shall

assume the office of President. The Vice- President shall chair the By-Law review committee.

9. The **Secretary** shall keep an accurate record of all meetings; conduct all correspondence on behalf of the club and other responsibilities, as the Board shall deem necessary.

10. The **Treasurer** shall be responsible to maintain accurate financial records for the club.

11. The **House Director** shall be responsible for ensuring the Clubhouse is maintained to the satisfaction of the Board of Directors.

12. The **Ice Director** shall be responsible for ensuring the ice shed area and ice are maintained to the satisfaction of the Board of Directors.

13. The **Membership Director** shall be responsible for membership recruitment and record maintenance.

14. The **Publicity Director** shall be responsible to ensure that all club activities are promoted effectively throughout the community.

15. The **Bar Director** shall be responsible for the effective operation of the facilities relating to liquor sales at the Sydney Curling Club.

16. The **Match Director** shall be responsible for the on ice activities to the satisfaction of the Board of Directors.

17. The **Junior Director** shall be to oversee the setting up and running of the Junior Program at the club.

18. The **Golden Age Director** shall be to represent the values of Golden Age Program members at the Board of Directors meetings.

19. The **Entertainment Director** shall be responsible for all non on-ice activities to the satisfaction of the Board of Directors.

Note: A complete list of jobs for each director is located at the end of the By-laws as an Appendix.

20. Any vacant positions on the Board of Directors that exist after the Annual Meeting election must be filled by appointment by the Board of Directors for the duration of the term vacated.

21. **Quorum** for the Board of Directors: Five (5) shall constitute a quorum.

22. These By-Laws shall be reviewed every three (3) years by a committee under the Chairmanship of the Vice-President.

23. **Roberts' Rules of Order** shall be used for reference and guidance.

ARTICLE VII AMMENDMENTS

No amendments shall be made to these by-laws except at a special meeting or as an item placed on the agenda for the Annual Meeting. Such amendment shall be communicated to members in accordance with regulations concerning notification of respective meetings.

ARTICLE VIII ELECTION PROCEDURE

1. At the Annual Meeting, the membership shall elect, as many directors as is needed to bring the Board up to full compliment, for a three year term.

2. **Scrutineers** shall be appointed by the President to oversee the election.

3. **Nominations:** Nominations for the Board of Directors may be made in writing on forms provided by the club for this purpose and are required to be in the hands of the Secretary (7) days before the Annual Meeting. The Secretary must advise nominees of their nomination. Nominations may also be made from the floor at the Annual Meeting.

4. **Method of Election:** The method of election shall be by secret ballot. Each member may vote for the required number of Board positions from the number of nominated individuals. In the event of a tie, a single ballot will be taken.

APPENDIX I

Director Descriptions

ICE DIRECTOR

1. Under the direction of the Board of Directors of the Sydney Curling Club the Ice Director shall be responsible for ensuring the ice shed area is maintained to the satisfaction of the Board of Directors.
2. The Ice Director shall assist the Ice Technician with the planning and installation of the ice surface at the beginning of the season with completion dates as set by the BOD. Volunteers are required to complete the task.
3. The Ice Director shall present any request by the Ice Technician for materials or equipment required to install and maintain the ice surface and ice shed to the Board for approval.
4. The Ice Director shall work with the Ice Technician to implement any changes as requested by the Board, which may have been brought forward by the membership.
5. The Ice Director shall work with the Ice Technician under the direction of the Board to ensure that any NSCA sanctioned events hosted by the club have ice available and maintained throughout the event.
6. The Ice Director shall assist the Ice Technician with the planning and dismantling of the ice surface at the end of the season. This will include the clean up of the ice shed. Volunteers are required to complete the task.
7. Other duties as approved by the Board of Directors.

PUBLICITY DIRECTOR

1. Under the direction of the Board of Directors of the Sydney Curling Club the Publicity Director shall be responsible to ensure that all club activities are promoted effectively throughout the community.
2. Recruit and maintain a Publicity committee.
3. Publish a monthly newsletter.
4. Be the official contact with the media for the Sydney Curling Club.
5. Be responsible to maintain a volunteers committee, which should include instructors for the ice rentals.

6. Any other duties as the Board shall deem necessary.

BAR DIRECTOR

1. Under the direction of the Board of Directors of the Sydney Curling Club the Bar Director shall be responsible for the effective operation of the facilities relating to liquor sales at the Sydney Curling Club.
2. Make recommendations to the BOD regarding liquor prices.
3. Maintain an accurate liquor inventory.
4. Oversee the responsibilities and job function of any employee of the club responsible for the operations.
5. Make recommendations to the BOD regarding any changes to the bar operations.
6. Maintain a Job description of the Bar Steward
7. Any other duties as the Board shall deem necessary.

MATCH DIRECTOR

1. Under the direction of the Board of Directors of the Sydney Curling Club the Match Director shall be responsible for the on ice activities to the satisfaction of the Board of Directors.
2. Recruit and maintain a Match committee.
3. Create the Curling Calendar for the year for distribution by August 15th.
4. Coordinate all regular curling nights and bonspiels.
5. Coordinate with the Ice Director for ice maintenance ties.
6. Organize sponsorship for regular curling nights and bonspiels.
7. Any other duties as the Board deems necessary.

JUNIOR DIRECTOR

1. Oversee the setting up and running of the instructional program for the Alphas and Juniors.
2. Set up guidelines for fund raising and traveling teams.
3. Assist with running of Alpha/Junior Bonspiels
4. Offer instruction to local schools and find instructors to carry this out.

5. Assist with running of the High School League.
6. Keep bank account and accurate financial records for Junior Program Monies.
7. Give club treasurer financial statements.
8. Set up schedule for registration of curlers in fall.
9. Line up instructors and coaches for the coming year.
- 10 Set up technical, theory clinics.
11. Help arrange instructional clinics for Junior and Adults with NSCA.

ENTERTAINMENT DIRECTOR

1. Under the direction of the Board of Directors of the Sydney Curling Club the Entertainment Director shall be responsible for all non on ice activities to the satisfaction of the Board.
2. Organize and oversee volunteer groups to help with:
 - Fun Nights
 - Bonspiels
 - Ladies Winter Dinner
 - Men's Dinner
 - Entertainment/DJ for bonspiels in conjunction with the Match Director
 - Decorating club for seasons and events.
3. Work with Match Director to create events for new and potential members.
4. Work with Match Director to coordinate bonspiels.
5. Work closely with Publicity Director re advertising of upcoming events and monthly newsletter.
6. Any other duties as the Board shall deem necessary.

HOUSE DIRECTOR

1. Under the direction of the Board of Directors of the Sydney Curling Club the House Director shall be responsible for ensuring the Clubhouse is maintained to the satisfaction of the Board.
2. Recruit and maintain a House volunteer committee.
3. Maintain and clean all clubrooms and furnishings.
4. Direct and manage any employee of the Club whose job responsibilities include cleaning and Clubhouse maintenance

5. Submit an Annual report to the Board recommending improvements.
6. Any other duties as the Board shall deem necessary

MEMBERSHIP DIRECTOR

1. Under the direction of the Board of Directors of the Sydney Curling Club the membership director shall be responsible for the membership recruitment and record maintenance.
2. Recruit and maintain a membership recruitment committee.
3. Make recommendations to the Board for strategies and activities to increase membership.
4. Maintain membership records including dues owing.
5. Have items necessary for an August 15th mail out to members including newsletter, dues bill, membership forms.

GOLDEN AGE DIRECTOR

1. Represent the views and concerns of the Golden Age members at the meetings of the Board of Directors of the Sydney Curling Club.
2. Act as a liaison between the Golden Age program and the Board of Directors.
3. Communicate all meeting information to the members of the Golden Age program and/or their phone committee.

Employee Job Descriptions

ICE TECHNICIAN

Under the direction of the Ice Director and with volunteer support when required, the duties of the Ice Technician would include, but are not limited to the following:

1. Assist in the pre-season preparation of the ice plant, under the direction of the Refrigeration Technician.
2. Direct and participate in the pre-season preparation of the ice shed and surface. This would include a pre-season cleaning of the ice shed, its floor and walkways and storage areas.
3. Oversee and participate in laying the initial ice surface of the season.

4. Provide daily maintenance/upkeep of the ice shed (i.e. Sweeping, vacuuming, general cleanup, as necessary) and ice surface (i.e. Cleaning, mopping, shaving, hot mopping, nipping, pebbling etc., as required) for regular league curling nights, club clinics, bonspiels and special events. With the assistance of volunteer support personnel, providing maintenance/upkeep of the ice shed (i.e. Sweeping, vacuuming, general cleanup as necessary) and ice surface (i.e. Cleaning, mopping, scraping, nipping, pebbling etc., as required) for ice shed rentals and other events.
5. Maintain the cleanliness of the walkways shelves, glass and storage areas throughout the curling season.
6. Oversee and provide periodic upgrades to the ice surface (i.e. Flooding) at regular intervals throughout the curling season.
7. Direct and participate in the post-season cleanup of the ice shed and surface. This would include a post-season cleaning of the ice shed, its floor and walkways and storage areas.
8. Assist the refrigeration technician in the post-season shutdown of the ice plant and other equipment.
9. Maintain and oversee the maintenance of all tools and equipment and make regular reports.

EVENTS MANAGER

1. The primary duty of the Events Manager is to attempt to have all available booking times rented throughout the year including ice surface and hall rentals at the Sydney Curling Club.
2. Maintain an up to date events calendar of all bookings to be available for the Bar Stewards on duty when receiving telephone inquiries.
3. Promote ticket sales for events that are open to the public & advertise dances and other functions not affiliated with the Curling Club.
4. Advertise curling and other events on the Glow Sign in parking lot, coffee news magazine, Facebook and what's going on events calendar.
5. Print tickets and posters for events and distribute to local businesses.
6. Maintain contact with the Nova Scotia Alcohol and Gaming Commission and apply for licenses for special occasion events.
7. Keep refreshed on Nova Scotia Alcohol and Gaming regulations.
8. Reports directly to the Publicity Director
9. Attend Board meetings to present events report.
10. Any other duties above and beyond the described duties as required by the Board of Directors.

BAR STEWARD

1. The duty of the bar steward is to ensure that everyday function of the bar is maintained to a standard as outlined by the Board of Directors of the Sydney Curling Club.
2. Maintain inventory of all materials regularly stocked in the bar and keep record of this inventory for both downstairs and upstairs bar; order supplies as necessary.
3. Schedule amongst bar stewards a shift schedule during curling season and off-season. Also schedule bar stewards for special events as needed.
4. Perform transactions of all sales performed at the club (payment of dues, pro-shop sales, bar sales, rental payments, event deposits and other deposits made via register, etc.)
5. Perform all banking duties associated with the club.
6. Record all sales and deposits on spreadsheet located in bar area.
7. Facilitate the 50/50 draw and tally the total funds raised.
8. Handle and record all petty cash transactions.
9. Replenish stock at end of shift or as required daily. Clean tables and bar materials after shift.
10. Handle all telephone inquiries that come in to the club including bookings. Forward booking inquiries on to the Events Manager.
11. Attend required courses as requested by the Board of Directors (defibrillator, bar safety, etc.)
12. Head Bar Steward must qualify as signing authority for special licenses through Nova Scotia Alcohol and Gaming Commission (police check required).
13. Report directly to the Bar Director.
14. Any other duties above and beyond the described duties as required by the Board of Directors.

CLEANING STAFF

1. The duty of the cleaning staff is to ensure that all general cleaning of the club is performed to a standard as outlined by the Board of Directors of the Sydney Curling Club.
2. Replenish stock of all cleaning supplies and order supplies as needed.

3. Clean following areas: Washrooms on all levels, locker rooms, main lounge, upstairs hall, and inspect kitchen after a private rental of kitchen facilities to ensure area is cleaned. Cleaning of banquet hall for private functions unless rented by a club member.
4. Ensure all cleaning equipment is in proper working conditions.
5. Remove garbage to proper areas.
6. Any other duties above and beyond the described duties as required by the Board of Directors.