

ALBERTA FLOOR CURLING ASSOCIATION (A.F.C.A.)

BYLAWS

BY-LAW

1. TITLE

- 1.1 The Name of the Society is Alberta Floor Curling Association (A.F.C.A.)

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2. OBJECTIVES

- 2.1 *To promote and encourage participation in the game of floor curling; in particular, but not exclusively, by seniors.*
- 2.2 *To promote and develop, on a province-wide basis, floor curling activities in various regions of Alberta.*

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3. MEMBERSHIP

- 3.1 *The two categories of membership in AFCA shall be Local Club Membership and Individual Membership.*
- 3.2 *Individual membership shall be open to adults (18 years & older) who have indicated their willingness to be a member by paying annual fees.*
- 3.2.1 *Local club membership shall be open to clubs who have indicated their willingness to be a member by paying annual dues. Membership obliges the local club member to host AFCA sanctioned tournaments, and is non-voting.*
- 3.3 *At least 75 % of Association individual members shall be 50 years of age or older.*
- 3.3.1 *At least 75 % of the members of a team, (3 of 4), competing in any tournament, shall be 50 years of age or older.*
- 3.4 *The annual membership dues for each of the two membership categories shall be determined from time to time by members at a general meeting.*
- 3.5 *Any member whose annual dues are not paid shall not be entitled to membership privileges or powers in the Association, until such dues are paid.*
- 3.5.1 *Notice of voluntary withdrawal shall be submitted in writing to the Secretary of the Association.*
- 3.6 *A member may be subject to Disciplinary Action (Warning, Suspension, or Expulsion) for inappropriate behavior or action that is contrary to the best interests of the Association.*
- 3.6.1 *The Board shall act as the Disciplinary Authority. The decision to take Disciplinary action will be determined by a majority vote of the Board. If there is involvement of a Board Member, that Board member shall be excused from the Board meetings until a decision to take disciplinary action has been determined by a majority vote of the other members of the Board.*

3.6.2 *Suspension (for the balance of the season) shall be considered appropriate for a first offence. Expulsion from the Association, (to be considered as a last resort), shall be deemed appropriate for a subsequent charge of the same offence, or for a criminal offence.*

3.6.3 *A member subject to disciplinary action shall be entitled to due process: written notification of the charge, at least 21 days to respond, a fair & impartial hearing with the Board within a further 21 days; and the right to appeal the decision at a general meeting.*

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4. MANAGEMENT

4.1 *The management and affairs of the Association shall be entrusted to and conducted by the Board which shall be elected or appointed in the manner herein provided.*

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5. OFFICERS

5.1 *The affairs of the Association shall be managed by a Board of at least nine (9) Directors, each representing a specific area (club or group of clubs).*

5.2 *Directors shall be elected by their area club(s), prior to /or at the annual General meeting, for a three year term.*

5.2.1 *The President, Vice-President, Secretary, and Treasurer (or Secretary-Treasurer) shall be appointed by the Board from among the Board members for a one year term.*

5.2.2 *Members of the same family may not serve on the Board at the same time.*

5.2.3 *Vacancies on the Board (due to death, resignation, removal, or insufficient number of Directors) may be filled by appointment by the Board. Appointed member shall serve the remainder of term, until the next General Meeting.*

5.3 *President, Vice-President, Secretary and Treasurer (Secretary-Treasurer) will be installed in their respective positions at the first Board of Directors meeting immediately following the Annual General Meeting.*

5.4 *The President, Vice-President, Treasurer and one Director appointed by the Board shall be the signing authority on behalf of the Association. Any two signatures are necessary on each document.*

BY-LAW

6. MEETINGS

6.1 *A General Meeting shall be held annually during the month of October, notice of which shall be given by letter to each of the Directors, who in turn shall be responsible to deliver such notice to the member clubs and their AFCA members at least thirty days prior to such meeting. Notice must include any special resolutions that are to be presented.*

- 6.2** *Special General Meetings may be called at the discretion of the Board; or upon request in writing of ten percent of the members in good standing, stating the objective of the meeting. At least 21 days of Notice in writing must be issued to members.*
- 6.2.1** *Ten percent of the registered members of the association in attendance at all general meetings shall constitute a quorum.*
- 6.2.2** *The Board shall be responsible to appoint a Chairperson for all General Meetings*
- 6.3** *The Board shall meet at least quarterly, the time of which is to be agreed upon by its members at their first meeting directly following the Annual General Meeting”*

BY-LAW

7. DUTIES OF OFFICERS

- 7.1** *The President shall:*
- *Call, and preside at all Board meetings;*
 - *Be an ex-officio member of all committees;*
 - *Be responsible to coordinate the affairs of the Association;*
 - *Be the main spokesperson for the Association.”*
- 7.1.1** *The Vice-President shall perform the duties of the President, in the absence of the President.*
- 7.2** *The Secretary shall oversee and be responsible for:*
- *the correspondence of the Association;*
 - *attending all meetings of the Association, and keeping accurate minutes;*
 - *recording names and addresses of all members of the Association;*
 - *sending out all notices of meetings;*
 - *ensuring annual dues are collected and deposited.*
- 7.3** *The Treasurer shall oversee and be responsible for:*
- *ensuring that all monies paid to the Association are deposited in a financial institution chosen by the Board;*
 - *supervising spending monies, including the signing of cheques;*
 - *ensuring a detailed account of revenues and expenditures is presented to the Board as requested;*
 - *ensuring an audited statement of financial position is prepared and presented to the Annual General Meeting;*
 - *filing the annual return, and other documents with Corporate Registry.*
- 7.4** *The Directors shall:*
- *assist the Board in the management of the Association;*
 - *assist the Board in developing policies of the Association;*
 - *act as liaison between the members of the Association and the Board.*
- 7.5** *A member of the Board may resign by giving notice in writing to the Board, at least 30 days prior to the Annual General Meeting.*

- 7.5.1** *Any member of the Board, who becomes ineligible, or whose conduct or habits are such as to reflect discredit upon the association, or for other good cause, may be removed from office by a two-thirds vote of the members of the Board.*
- 7.5.2** *No member of the Board shall be removed, until the member has been advised, in writing, of the reason for removal, and has had the opportunity to respond and /or meet with the Board within 21 days.*
- 7.5.3** *A Member of the Board, so removed, has the right to appeal the removal at the next General Meeting of the members.*

BY-LAW

8. AUDITING

- 8.1** *The books, accounts and records of the Association shall be audited at least once a year by a duly qualified accountant, or two members with financial experience, duly appointed by the Board for the current year. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor or auditors at the annual general meeting of the association.*
- 8.1.1** *The fiscal year of the Association shall be July 1 to June 30*
- 8.2** *The books and records of the Association may be inspected by any member of the association at the General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.*

BY-LAW

9. VOTING

- 9.1** *Any Association member who has not withdrawn from membership nor has been suspended as herein provided shall have the right to vote at any meeting of the association. Such votes must be made in person and not by proxy or otherwise.*

BY-LAW

10. REMUNERATION

- 10.1** *The functions of the Association shall be carried out without purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its objectives*
- 10.2** *Officers and Directors of the Association may not be paid for acting as Directors, but may be reimbursed for reasonable expenses incurred in the performance of their duties.*

BY-LAW

11. BORROWING POWERS

11.1

For the purpose of carrying out its objectives the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the association, and in no case shall debentures be issued without the sanction of a special resolution of the Association

BY-LAW

12. CORPORATE SEAL

12.1

The President shall have sole custody of the Association's corporate seal, and shall restrict its use only to documents involving Association legal or other official matters. Only the President may use the corporate seal.

BY-LAW

13. BY-LAWS

13.1

The By-Laws of the Association may be rescinded, altered or added to by the passing of a Special Resolution at a General Meeting by not less than 75% of members in attendance. Members of the association must be given 21 days or more notice in writing of the proposed changes.

BY-LAW

14. DISSOLUTION

14.1

In the event of the dissolution or winding-up of the Association, all its remaining assets, after payment of liabilities, shall be distributed to one or more recognized charitable organizations in Canada, or a municipal government body.