

Lakefield Curling Club (Amended May 14, 2014)

BY-LAW NUMBER 1-2007

This is a by-law relating generally to the transaction of the business and affairs of the LAKEFIELD CURLING CLUB.

Whereas various amendments have been made over the years and further amendments are to be made at the present time, it is therefore deemed expedient to pass a new General By-Law. BE IT ENACTED as a By-Law of Lakefield Curling Club as follows:

REVOCAATION

All previous By-laws of the Lakefield Curling Club are hereby revoked in their entirety.

Article #1 - Conduct of Affairs

1. The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Corporation.
2. The head office of the Corporation shall be at the Village of Lakefield (provided of in the Letters Patent).
3. The fiscal year of the Corporation shall end on the 31st day of March in each year.
4. The affairs of the Corporation shall be managed by a Board of nine (9) Directors.

Each Director, at the time of their election and subsequently when in office, shall:

- (a) Be an adult Member/Associate Member of the Corporation in good standing;
 - (b) Not be a paid employee of the Corporation;
 - (c) Not be a mentally incompetent person as determined by a Court of Law in Canada;
 - (d) Not be an undischarged bankrupt.
5. New Directors shall be elected at each annual meeting of the members and associate members of the Corporation and shall hold office for a total of three years. At each annual meeting a maximum of three and a minimum of two directors shall be elected.
 6. The Directors shall be nominated to and hold the following positions unless such positions are amended by a two-thirds (2/3) majority at a meeting of the Directors. Any such amendment shall be subject to review and approval of the members at an annual meeting or special meeting for that purpose:
 - a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
 - e) Property

- f) Membership
- g) Bonspiels and Publicity
- h) Social and Fundraising
- i) Director at Large

The Vice-President will become President upon the retirement of the incumbent President.

7. The directors shall elect a President and Vice-President from among their number at the first meeting of the Board following the annual election who shall hold office provided they remain Directors until successors are appointed.
8. The Board of Directors may hold meetings at such time and place as it may from time to time determine and a majority of the Directors shall form a quorum for the transaction of business.
9. As long as there is a quorum of Directors in office, any vacancy occurring in the Board may be filled for the remainder of the term by the Directors then in office.
10. The President shall be charged with the general supervision of the affairs of the Corporation and shall preside at all meetings thereof; and during his/her absence or inability to act, his/her duties and powers shall be exercised by the Vice-President and if the Vice-President exercises any such duty or power the absence or inability of the President shall be presumed with reference thereto.
11. a) The Secretary shall keep minutes of all meetings of the Corporation in a book to be kept for the purpose and he/she shall be custodian of the seal and of all books, papers, and records of the Corporation except those committed to the care of the Treasurer.

b) The Secretary shall enter the name of each member in a Membership Record in which the names of the members are to be arranged in alphabetical order with their addresses, setting forth therein the date each member's application was accepted and the date of the determination of his/her membership and in a Record to be kept in the same way the Secretary shall enter the name of each director, his/her address and the date of his/her election and the date of his/her retirement as director.
12. Membership Director shall keep a list of names and addresses of Associate Members for each period for which dues are paid and a list of Members who have paid dues in the same period.
13. The Treasurer shall:
 - a) Keep books of account and accounting records with respect to all financial transactions of the Corporation and particularly of all monies received and disbursed, and of the assets and liabilities of the corporation:
 - b) Deposit all monies secured by him/her on behalf of the Corporation in the name of and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board:
 - c) Disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefore:

d) Render to the Board of Directors whenever required of him/her an account of the financial position of the Corporation and of all his/her financial transactions as Treasurer:

e) Prepare, annually, a “receipts” and “disbursements” budget for the current fiscal year. The “disbursements” budget should be divided into “Expense” items and “Capital Projects”. Submit said budget to the Board of Directors for approval and be prepared to report on its status monthly to the Board of Directors. It will be necessary for the Treasurer to consult with each board committee prior to the preparation of the annual budget.

14. The Vice- President and the Director at Large may assist any other Director as determined by the Board.

15. A Director, Officer, Executive Committee member or member of a committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Corporation will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction. This disclosure will be recorded in the minutes.

16. a) The Annual Meeting of the Members and Associate members shall be held at the Village of Lakefield on such day, time and place in each year as the Directors may from time to time determine, but preferably in the month of April and at such meeting in addition to any other business which may be transacted the report of the Directors and the balance sheet along with the general statement of income and expenditures for the financial period last expired before the date of such meeting.

b) The Board of Directors or the President or the Vice-President or any ten members or associate members by requisition signed by them have power to call a special meeting of members at any time.

c) Notice of the time and place of each members’ and associate members’ meeting shall be given to each member at least seven (7) days before the time fixed for holding such meeting and no business shall be considered there at unless the nature thereof has been specified in the notice unless the members by a two-thirds majority vote consent to consider business not mentioned in such notice.

d) At each meeting whether of members and associate members of the Board of Directors, the chairman shall be entitled to one vote.

e) Twenty members of the Corporation shall constitute a quorum for the transaction of business at any members’ meeting.

f) Only those members and associate members who have paid dues for the year in which a members’ meeting is held shall be entitled to vote at the meeting and be elected a director.

17. Whenever under the provisions of any By-Law of the Corporation, notice is required to be given the same shall be given by the secretary and such notice shall be in writing and may be delivered either personally or by depositing the same in a Post Office or a Public Letter Box in a postage paid sealed wrapper addressed to the person who is to receive the same, at his/her address as his/her name appears on the books of the Corporation and a notice or other

document so served by post shall be deemed to be served at the time when the same was deposited in a Post Office or a Public Letter box as aforesaid, but notwithstanding the foregoing, notice of a membership meeting may be given by publishing the same in a daily newspaper having a general circulation in the County of Peterborough.

18. Every Director, his/her heirs, executors, and administrators, his/her and their estate and effects, respectively, from time to time and at all times shall be indemnified and saved harmless out of the funds of the Corporation from and against all costs, charges, and expenses whatsoever, which he/she sustains or incurs in or about any action, suit, or proceeding which is brought or prosecuted against him/her, for or in respect of any matter or thing whatsoever done or permitted by him in the execution of the duties of his/her office except such costs, charges and expenses as are occasioned by his/her own wilful neglect or default.

Article # 2 – Standing Committees

1. The Board of Directors shall appoint four standing committees to be known as Property, Membership, Social and Fundraising, Bonspiels and Publicity.
2. The Board of Directors shall appoint a Chairperson for each of the standing committees and it shall be the duty of each chairperson to recommend to the Board the persons he/she desires appointed as members of his/her committee.
3. The Chairperson of each committee shall call as many meetings of his/her committee as he/she thinks necessary for the proper performance of its duties, preside at meetings, keep a record of the work of the committee, report in writing to the Board of Directors and be responsible to the Board for effectiveness of the committee.
4. If a member of the committee fails to perform the duties assigned to him/her, the Board shall dismiss him/her from the committee and appoint another member in his/her place.
5. It shall be the responsibility of each standing committee to advise the Board of Directors in relation to matters within its terms of reference and to carry out or supervise the carrying out of the directions given the committee by the Board and specifically as soon after the commencement of each fiscal year as possible, to prepare and submit to the Board a list and as possible, to prepare and submit to the Board a list and description of the things it recommends be done during the year with a budgeted forecast of all costs.
6. Except as may be reassigned by resolution of the Board of Directors, the terms of reference of each standing committee shall be as follows:
 - a) **Property Committee:** Responsible for purchasing; inspection and maintenance of rink, building, machinery and equipment; ice-making, rules governing use of building, etc.
 - b) **Membership Committee:** Responsible for the sale of memberships, prepares and maintains a membership list, receives and accounts for all money received from the sale of memberships. Receives and accounts for all money received from the collection of annual dues and locker rentals.
 - c) **Social and Fundraising Committee:** Responsible for the entertainment of members and guests, preferably in co-operation with executives of the club divisions. Organizes

and supervises the bar services through the purchase of supplies. Arranges for bar service to club members and guests and keeps everything in connection with such service clean and in good order. Will explore and facilitate fundraising activities.

- d) **Bonspiels and Publicity Committee:** Organizes and carries on club bonspiels except for division bonspiels, promotes co-operation among division Bonspiel committees and prepares a calendar containing particulars of all club bonspiels. Recruits new members and conducts promotional activities to encourage people to join or re-join the club. Provides the public with information about club activities.

- 7. Each committee charged with the duty of receiving, collecting, or spending money when payment is made out of a budget under the committee's control shall account for the same as directed from time to time by the Board of Directors.

Article # 3 – Membership

- 1. There shall be two classes of memberships in the Corporation designated as “Members” and “Associate Members”.
 - a) i. Any person who has applied to the Board of directors to become a Member of the Corporation and has paid the prescribed fee upon terms acceptable to the Board, and upon acceptance of the application by the Board of Directors, shall become and be a Member of the Corporation and a Certificate of Membership signed by the President and Secretary with the seal of the Corporation affixed shall be issued to such Member. This membership is non-refundable and non-transferable except as stated in Article # 3 Sections 6 and 7.
 - ii. Application for membership shall be made on the form shown in Appendix “A” attached to this by-law.
 - iii. The membership fee shall be an amount to be determined by the Board of Directors from time to time.
- b) In the event of competition between Members and Associate Members for the use of the Corporation's facilities, the Member shall have priority over Associate Members.
- c) The annual dues charged a Member shall be at least 10% less than the amount charged an Associate Member.

- 2. The following categories shall comprise all membership categories:

Adult: Open to those individuals who are 19 years of age or older at the commencement of the current calendar year. Adult Members shall pay annual dues as are determined under Article # 3 Section 4.

Junior: Open to those individuals who are under 19 years of age at the commencement of the current calendar year. Junior Members shall pay annual dues as are determined under Article # 3 Section 4.

Honorary: Honorary membership for life may be awarded to persons who have made an

outstanding contribution, deemed to warrant such special recognition, to curling or to LCC in recognition of that service. Honorary membership shall only be awarded on the recommendation of the Board and with the approval of the membership at a general meeting. Honorary Members will pay no annual dues.

Subject to the foregoing, the Board may pass such other membership rules providing for the admission of Members, designating the activities in which a particular class of Members may participate and providing for such other membership related matters as are permitted within these By-laws.

3. Any person who has applied to become an “Associate Member” and has paid dues shall be an Associate Member of the Corporation for the period for which such dues were charged.
4. Each member desiring to make use of the Corporation’s facilities and each associate member shall pay annual dues on or before the 15th day of October or at the start of league play, whichever comes first in an amount to be determined by the Board of Directors.
5. A member or associate member who is in default of payment of fees by more than thirty (30) days shall not be entitled to any of the privileges or benefits of membership and may, at the discretion of the Board, have their membership in the Club revoked.
6. The rights and privileges of members holding certificates numbered 1 to 467 inclusive shall be as follows:

“Each of the above members of the Corporation shall have the privilege of naming one member of his or her family, whether it be wife, husband, or dependent child, who shall be entitled to enjoy the privileges of the Corporation provided such family member has paid the annual dues required to be paid by a member of the Corporation.”
7. The rights and privileges of members holding certificates numbered 1 to 462 inclusive shall be as follows:

“It is agreed that when the \$100.00 membership fee is fully paid, seventy five percent of the same shall be deemed a loan to the club to be re-paid to the member or their executor, administrator, and assigns without interest upon termination of the membership by the resignation or death provided a new membership is applied for, accepted and paid in full so that the number of members of the club is not decreased by such termination.”
8. Any By-Law dealing with the rights and privileges of Members shall not come into effect until ratified and confirmed by the affirmative votes of two-thirds of the Members present at a Members’ Meeting.

Article # 4 – Suspension and Termination of Membership

1. Membership in the Corporation shall cease to exist upon the death or resignation of a member and the same may be revoked by the Board of Directors if a member be in default in payment of any sum due and owing by him/her to the Corporation.

Article # 5 – Financial Matters

1. a) Cheques on the Corporation’s bank account, drafts drawn or accepted by the Corporation,

and promissory notes given by it shall be signed by the President or the Treasurer.

- b) Bill of Exchange, promissory notes and cheques shall be endorsed for deposit to the credit of the Corporation's bank account by the Treasurer.
 - c) Deeds and contracts made on behalf of the Corporation shall be signed by the President or Vice-President and the Secretary who shall affix the seal of the corporation to such instruments as require the same.
 - d) Notwithstanding the foregoing provisions the Board of Directors may at any time direct the manner in which and the person or persons by whom any particular instrument, contract, or obligation of the corporation shall be executed.
2. The Directors of the Corporation are authorized from time to time:
- a) To borrow money upon the credit of the Corporation in such amounts and on such terms as may be deemed expedient by obtained loans or advances or by way of overdraft or otherwise;
 - b) To issue debentures or other securities of the Corporation;
 - c) To pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient;
 - d) To mortgage, charge or pledge or give security in any manner whatever upon, all or any of the property, real and personal, immovable and moveable undertaking and rights of the Corporation, present, and future to secure any debentures or other securities of the Corporation, present or future or any money borrowed or to be borrowed or any obligation or liability of the corporation, present or future;
 - e) To delegate to such officer(s) or Director(s) of the Corporation as the Directors may designate all or any of the foregoing powers to such extent and in such manner as the Directors may determine.
3. The directors shall serve without remuneration and no director shall directly or indirectly receive any profit from his position as such; provided that a director may be reimbursed for reasonable expenses incurred by him in the performance of his duties.
4. No Director or Officer shall have the power unilaterally to act for or on behalf of the Corporation or otherwise commit or bind the Club to any course of action or to incur any liability or obligation in excess of \$1000 on its behalf except with the prior approval of the Board.
5. In the event of the winding-up or dissolution of the corporation, after the payment of all debts and liabilities, its remaining property shall be given, transferred and distributed to such organizations that are registered charities pursuant to the provisions of the Income Tax Act shall be designated by the members of the corporation at the time of the winding-up or dissolution of the Corporation.

6. A fund to be known as “The Memorial Fund” is hereby established to be used to help pay the costs of such improvements to or replacement of curling rink and the machinery and equipment used in connection with it as the Board of Directors from time to time decides ought to be made.
 - a. The Board shall request members, relatives, and friends of members and deceased members to contribute money to the fund in memory of deceased members and also in recognition of outstanding services to the Club by any person.
 - b. One or more pages of a book which may be called “Memorial Book” shall be devoted to an outline of the career of each person in whose memory a contribution is made.
 - c. All monies not immediately required for the object of the fund shall be invested in investments in which a Trustee is authorized to invest trust monies by the Trustee Act R.S.O. 1980, Chapter 512 or any successor to such Act or other applicable statute.
7. This article shall remain in force and be binding upon the Corporation as regards any party acting on the faith thereof, until a copy, certified by the Secretary of the Corporation under the Corporation’s Seal, of a By-Law repealing or replacing this article shall have been received by such party and duly acknowledged in writing.

Article # 6 - Use of Club Premises and Rental Rates

1. Each person making use of the Club premises is hereby required to obey the rules set forth as follows:
 - a) Liquor as defined in the Liquor Control Act of Ontario should not be brought upon the Club premises except under the authority of a license issued under the Liquor License Act.
 - b) Liquids, except plastic bottled water, are not to be taken into that portion of the building enclosing the ice surface when the ice is in.
 - c) Smoking is not permitted in any portion of the building.
 - d) Only clean footwear may be worn on the curling ice.
 - e) Persons entitled to use any part of the club premises for a limited period of time must leave the same at the end of the period.
2. Rates to be charged for the use of the ice for curling including the use of the lounge in connection therewith shall be as determined and published by the Board of Directors.

By-Law Number 2-2007 – Lakefield Horseshoe Club

~~A by law relating to the conduct of affairs of the Lakefield Horseshoe Club~~

Deleted pursuant to a vote of the membership at the 2014 Annual General Meeting of the Lakefield Curling Club.

Appendix "A"

**Lakefield Curling Club
By-Law Number 1-2007 Article # 3 Section 1(a) (ii)**

I, _____, hereby apply for a membership in Lakefield Curling Club and, in consideration of the acceptance of this application, hereby covenants and agrees with Lakefield Curling Club to pay the Treasurer of the Club the membership fee of _____ as follows: \$ _____ in cash with this application and the balance in equal weekly/monthly instalments of \$ _____ each on the _____ day of each week/month hereafter until paid not to exceed six months.

Dated this _____ Day of _____, _____

Signature _____

Witness _____

Received and accepted by the Board of Directors this _____ Day of _____, _____ and certificate issued to the applicant.

Secretary _____

President _____