

Trenton Curling Club Bylaw Number 20, Revision 1-DRAFT

Revision 1 Approved April, ?? 2022

Original Approved, Sept 10, 2020

Revision:

Trenton Curling Club (formally Trenton Country Club established in 1927, corporation number 27142) has had numerous amendments to the constitution and bylaws for the club. This Trenton Curling Club Bylaw Number 20 has been completely rewritten and shall supersede all previously issued and or revised versions to the following:

- Bylaw number 1 adopted by resolution and passed at the annual general meeting held December 10, 1962.
- TCC constitution annex added and revised October 15, 1967.
- Bylaw number 1 revised at special general meeting of members Thursday, February 14, 1974
- Trenton Curling Club Constitution issued October 25 1992 and amended September 12, 1993, September 21, 1994, Sept 22, 1999, September 20, 2000, September 27, 2001, September 17, 2003, April 4, 2005, April 12, 2006 and April 22, 2015.

Revision 1: Changed to include additional responsibilities of the Senior Representative

Original approved by: Dave Flieler, President, Date: August 18, 2020

Revision 1 Approved by: Bill Russell, President, Date: April ??, 2022

“Corporation” refers to: Trenton Curling Club

ARTICLE I GENERAL

- 1.1 Purpose – These By-laws relate to the general conduct of the affairs of the Trenton Curling Club. The purpose of the Club shall be to operate the clubhouse facility on behalf of the Corporation, and to provide a recognized association of individuals who are interested in enjoying and promoting the sport of curling. The clubhouse facility shall be deemed to include the curling areas and viewing area, the lounge, the banquet hall and kitchen and associated offices, storage rooms and facilities located at 293 King Street in the City of Quinte West.
- 1.2 Definitions - The following terms have these meanings in these By-laws:
- a) *Act* – the Ontario Corporations Act or any successor legislation.
 - b) *Auditor* – an individual appointed by the Members at the Annual Meeting to audit the books, accounts, and records of the Corporation for a report to the Members at the next Annual Meeting in accordance with the Act.
 - c) *Board* – the Board of Directors of the Corporation.
 - d) *Corporation* – the Trenton Curling Club.
 - e) *Days* – days including weekends and holidays.
 - f) *Director* – an individual elected or appointed to serve on the Board pursuant to these By-laws.
 - g) *Officer* – an individual elected or appointed to serve as an Officer of the Corporation pursuant to these By-laws.
 - h) *Ordinary Resolution* – a resolution passed by a majority of the votes cast on that resolution.
 - i) *Special Resolution* – a resolution passed by not less than two-thirds of the votes cast on that resolution.
- 1.3 Registered Office – The registered office of the Corporation will be located within the Province of Ontario.
- 1.4 Corporate Seal - The Corporation may have a corporate seal, which may be adopted and may be changed by Ordinary Resolution of the Board.
- 1.5 No Gain for Members – The Corporation will be carried on without the purpose of gain for its Members and any profits or other accretions to the Corporation will be used in promoting its objects.
- 1.6 Ruling on By-laws – Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Corporation.
- 1.7 Conduct of Meetings – Unless otherwise specified in these By-laws, meetings of Members and meetings of the Board will be conducted according to Robert’s Rules of Order (current edition).
- 1.8 Interpretation – Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

ARTICLE II MEMBERSHIP

- 2.1 Categories – The Corporation has the following categories of Member:
- a) Individual Member – Any individual, who is a participant, coach, official, volunteer or administrator, who is registered with the Corporation and has who agreed to abide by the Corporation’s By-laws, policies, procedures, rules and regulations.
 - b) Membership shall consist of four categories:
 - i. Regular;
 - ii. Junior;
 - iii. Social, Casual; and
 - iv. Senior.
 - c) A Regular member shall be one who has attained the age of majority and has paid the prescribed fees entitling him or her to the use of both the curling and the social amenities of the Club. A Regular member shall be a voting member of the Club.

- d) A Junior member shall be one who satisfies the criteria for Junior Curlers established by the OCA and has paid the prescribed fees entitling him or her to the use of the curling amenities of the Club. A Junior member shall be entitled to attend General Meetings of the Club but shall not be entitled to vote on motions presented at such meetings or to serve on the Executive of the Club.
- e) A Social, Casual member shall be one who has attained the age of majority and has paid the prescribed fees entitling him or her to the use of the social amenities of the Club. Social, Casual members may use the curling amenities of the club by paying the prescribed casual curling fee for each such use of the amenities. Social, Casual members shall be voting members of the Club and shall be entitled to attend General Meetings of the Club, to vote on motions presented at such meetings, and to serve on the Executive of the Club.
- f) Social, Casual memberships may be offered in bulk form to the members of outside groups, but such memberships shall not bear the rights and privileges in Article e).
- g) To be eligible to play in an adult league, a member shall have attained the age of fifteen (15) on or prior to October 1 of the curling year (i.e. by 1 October 2020 of the 2020/2021 curling year).

Admission and Renewal of Members

- 2.2 Admission of Members – Any candidate will be admitted as a Member or renewed as a Member if:
- a) The candidate member makes an application for membership in a manner prescribed by the Corporation;
 - b) The candidate member was at any time previously a Member, the candidate member was a Member in good standing at the time of ceasing to be a Member;
 - c) The candidate member has paid dues as prescribed by the Board;
 - d) The candidate member agrees to uphold and comply with the Corporation's governing documents;
 - e) The candidate member meets any other condition of membership determined by the Board;
 - f) The candidate member has met the applicable definition listed in Section 2.1; and
 - g) The candidate member has been approved by Ordinary Resolution by the Board or by any committee or individual delegated this authority by the Board.

Membership Dues and Duration

2.3 Year – Unless otherwise determined by the Board, the membership year of the Corporation will be October 15 to October 14.

2.4 Dues – Membership dues will be determined annually by the Board.

2.5 Duration – Membership duration is accorded on an annual basis and Members will re-apply for membership annually. In the event of pandemic or other just cause the board of directors can extend the membership for an additional year on terms suitable to the directors.

2.6 Deadline – Members will be notified in writing of the membership dues at any time payable, and if the membership dues are not paid within sixty (60) days of the membership renewal date or notice of default, the Member in default will automatically cease to be a Member of the Corporation.

Transfer, Suspension, and Termination of Membership

2.7 Transfer – Membership in the Corporation is non-transferable.

- 2.8 Termination – Membership in the Corporation will terminate immediately upon:
- a) The expiration of the Member's annual membership, unless renewed in accordance with these By-laws;
 - b) The Member fails to maintain any of the qualifications or conditions of membership described in Section 2.1 of these By-laws;
 - c) Resignation by the Member by giving written notice to the Corporation;
 - d) Dissolution of the Corporation;
 - e) The Member's death; or
 - f) By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the member receiving the notice will be entitled to submit a written submission opposing the termination.

2.9 May Not Resign – A Member may not resign from the Corporation when the Member is subject to disciplinary investigation or action of the Corporation.

2.10 Arrears – A Member will be expelled from the Corporation for failing to pay membership dues or monies owed to the Corporation by the deadline dates prescribed by the Corporation.

2.11 Discipline – In addition to expulsion for failure to pay membership dues, a Member may be disciplined in accordance with the Corporation's policies and procedures relating to the discipline of Members.

2.12 Dues Payable – Any dues, subscriptions, or other monies owed to the Corporation by suspended or expelled Members will remain due.

Good Standing

2.13 Definition – A Member will be in good standing provided that the Member:

- a) Has not ceased to be a Member;
- b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- c) Has completed and remitted all documents as required by the Corporation;
- d) Has complied with the By-laws, policies, and rules of the Corporation;
- e) Is not subject to a disciplinary investigation or action by the Corporation, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required membership dues.

2.14 Cease to be in Good Standing - Members that cease to be in good standing, as determined by the Board or a Disciplinary Panel will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

ARTICLE III MEETINGS OF MEMBERS

3.1 Annual Meeting - The Corporation will hold meetings of Members at such date, time and place as determined by the Board within the Province of Ontario. The Annual Meeting will be held within fifteen (15) months of the last Annual Meeting and within six (6) months of the Corporation's fiscal year end. Any Member, upon request, will be provided, not less than twenty-one (21) days before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report.

3.2 Special Meeting - A Special Meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of ten percent (10%) or more of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) days from the date of the deposit of the requisition.

3.3 Participation/Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting if the Corporation makes such means available. A person so participating in a meeting is deemed to be present at the meeting. The Directors or Members, as the case may be, may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.

3.4 Notice - Written or electronic notice of the date of the Annual Meeting of the Members will be given to all Members in good standing, Directors, and the Auditor at least ten (10) days and not more than fifty (50) days prior to the date of the meeting. Notice will contain a reminder of the right to vote by proxy or by absentee ballot, a proposed agenda, reasonable information to permit Members to make informed decisions, nominations of Directors, and the text of any resolutions or amendments to be decided.

3.5 Waiver of Notice – Any person who is entitled to notice of a meeting of the Members may waive notice, and attendance of the person at the meeting is a waiver of notice of the meeting, unless the person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called in accordance with these By-laws.

3.6 Error or Omission in Giving Notice - No error or omission in giving notice of any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.

3.7 New Business - No other item of business will be included in the notice of the meeting of the Members unless notice in writing of such other item of business, or a Member's proposal, has been submitted to the Board sixty (60) days prior to the meeting of the Members in accordance with procedures as approved by the Board. Copies of all such proposals together with copies of any amendments thereto then proposed by the Board and copies of all resolutions put forward by the Board shall be sent to all Members with the agenda and the notice calling an Annual Meeting.

3.8 Quorum – 10% of Members present or by proxy will constitute a quorum. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

3.9 Closed Meetings – Meetings of Members will be closed to the public except by invitation of the Board.

3.10 Agenda – The agenda for the Annual Meeting may include:

- a) Call to order
- b) Establishment of quorum
- c) Approval of the agenda
- d) Approval of minutes of the previous Annual Meeting
- e) Presentation of reports
- f) Report of Auditors
- g) Appointment of Auditors
- h) Business as specified in the meeting notice
- i) Election of new Directors
- j) Adjournment

3.11 Scrutineers – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.

3.12 Adjournments - With the majority consent of the Members present and quorum is ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting, if the meeting is held within thirty (30) days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

3.13 Attendance - The only persons entitled to attend a meeting of the Members are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Voting at Meetings of Members

3.14 Voting Rights – Members will have the following voting rights at all meetings of the Members:

- a) Individual Members will have one vote each.

3.15 Eligibility of Votes – The date determined by the Board will determine the list of Members who are eligible to vote at a meeting of the Members. The date will be no more than thirty (30) days prior to the meeting.

3.16 Proxy Voting – Every Member entitled to vote at a meeting of Members may, by means of a proxy, appoint a proxy holder, or one or more alternate proxy holders, to attend and vote on behalf of the Member. A proxy must:

- a) Be signed by the Member;
- b) Be in a form that complies with the Act;
- c) Comply with the format stipulated by the Corporation; and
- d) Be submitted to the Registered Office of the Corporation at least two (2) business days prior to the meeting of the Members

3.17 Determination of Votes – Votes will be determined by a show of hands, orally or electronic ballot, except in the case of elections which require a secret ballot, unless a secret or recorded ballot is requested by a Member.

3.18 Majority of Votes - Except as otherwise provided in these By-laws, the majority of votes will decide each issue. In the case of a tie, the President of the Corporation (or designate) shall cast the deciding vote.

3.19 Written Resolution – A resolution signed by all the Members entitled to vote on that resolution at a meeting of the Members is as valid as if it had been passed at a meeting of the Members.

ARTICLE IV GOVERNANCE

Composition of the Board

4.1 Directors – The Board will consist of 7 Directors.

4.2 Composition of the Board - The Board will consist of the following:

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Debenture holder representative
- f) Senior representative
- g) Fundraising co-ordinator
- h) The Past President of the Club shall be an ex-officio member of the Board.

Eligibility of Directors

4.3 Eligibility – To be eligible for election as a Director, an individual must:

- a) Be eighteen (18) years of age or older;
- b) Not have been found under the *Substitute Decisions Act*, 1992 or under the *Mental Health Act* to be incapable of managing property;
- c) Have the power under law to contract;
- d) Have not been declared incapable by a court in Canada or in another country; and
- e) Not have the status of bankrupt.

Election of Directors

4.4 Nominations Committee – The Board will appoint a Nominations Committee. The Nominations Committee will be responsible to solicit and receive nominations for the election of the Directors.

4.5 Nomination - Any nomination of an individual for election as a Director will:

- a) Include the written consent of the nominee by signed or electronic signature;
- b) Comply with the procedures established by the Nominations Committee; and
- c) Be submitted to the Registered Office of the Corporation seven (7) days prior to the Annual Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.6 Nominations from the Floor – An individual may be nominated from the floor of the meeting of the Members in accordance with the Act.

4.7 Circulation of Nominations - Valid nominations will be circulated to Members at the Annual Meeting prior to the elections.

4.8 Election – Directors will be elected at each Annual Meeting as applicable.

4.9 Elections – Elections will be decided by majority vote of the Members in accordance with the following:

- a) One Valid Nomination – Winner declared by ordinary resolution.
- b) Two or More Valid Nominations – The nominee(s) receiving the greatest number of votes and an ordinary resolution will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more nominees than positions, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains the appropriate number of nominees for the position(s) or until a winner is declared. If there continues to be a tie then the winner(s) will be declared by Ordinary Resolution of the Board.

4.10 Terms - Directors will serve terms of two (2) years and will hold office until their successors have been duly elected in accordance with these By-laws, unless they resign, are removed from or vacate their office.

Resignation and Removal of Directors

4.11 Resignation - A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the Secretary or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of the Corporation resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.12 Vacate Office - The office of any Director will be vacated automatically if:

- a) The Director resigns;
- b) At the discretion of the Board and without reasonable excuse, the Director is absent from three (3) consecutive meetings of the Board;
- c) The Director is found to be incapable of managing property by a court or under Ontario law;
- d) The Director is found by a court to be of unsound mind;
- e) The Director becomes bankrupt or suspends payment of debts or compounds with creditors or makes an authorized assignment in bankruptcy or is declared insolvent; or
- f) The Director dies.

4.13 Removal – An elected Director may be removed by Special Resolution of the Members at an Annual Meeting or Special Meeting provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting.

Filling a Vacancy on the Board

4.14 Vacancy - Where the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the vacancy for a term expiring not later than the close of the next Annual Meeting.

Meetings of the Board

4.15 Call of Meeting – A meeting of the Board will be held at any time and place as determined by the President, or by written requisition of at least two (2) Directors.

4.16 Chair – The President will be the Chair of all Board meetings unless designated by the President. In the absence of the President, or if the meeting of the Board was not called by the President, the Vice-President (or designate) will be the Chair of the meeting.

4.17 Notice – Written notice, served other than by mail, of meetings of the Board will be given to all Directors at least seven (7) days prior to the scheduled meeting. Notice served by mail will be sent at least fourteen (14) days prior to the meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual Meeting of the Corporation.

- 4.18 Board Meeting With New Directors – For a first meeting of the Board held immediately following the election of Directors at a meeting of the Members, or for a meeting of the Board at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).
- 4.19 Number of Meetings – The Board will hold at least four (4) meetings per year.
- 4.20 Quorum – At any meeting of the Board, quorum will be forty percent of Directors holding office.
- 4.21 Voting – Each Director is entitled to one vote. Voting will be by a show of hands, written, or orally unless a majority of Directors present request a secret ballot. Resolutions will be passed Ordinary Resolution. In the event of a tie, the resolution will be defeated.
- 4.22 No Alternate Directors - No person shall act for an absent Director at a meeting of directors.
- 4.23 Written Resolutions - A resolution in writing signed by all the Directors is as valid as if it had been passed at a meeting of the Board.
- 4.24 In-Camera Meetings – The Board may, by Ordinary Resolution, consider business in-camera if the business deals with:
- a) Discipline of any Director or Member;
 - b) Expulsion or suspension of any person from any office of the Corporation, or of any organization from membership in the Corporation;
 - c) Recruitment and employment of personnel;
 - d) Acquisition of property or other contractual arrangements; or
 - e) Preparation or planning for the presentation of a competitive bid, quote, or similar activity.
- 4.25 Closed Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.
- 4.26 Meetings by Telecommunications - A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.

Duties of Directors

- 4.27 Standard of Care – Every Director will:
- a) Act honestly and in good faith with a view to the best interests of the Corporation; and
 - b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Powers of the Board

- 4.28 Powers of the Corporation – Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Corporation and may delegate any of its powers, duties, and functions.
- 4.29 Empowered – The Board is empowered, including but not limited to:
- a) Make policies and procedures or manage the affairs of the Corporation in accordance with the Act and these By-laws;
 - b) Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;
 - c) Make policies and procedures relating to the management of disputes within the Corporation and deal with disputes in accordance with such policies and procedures;
 - d) Employ or engage under contract such persons as it deems necessary to carry out the work of the Corporation;
 - e) Determine registration procedures, recommend membership dues, and determine other registration requirements;
 - f) Enable the Corporation to receive donations and benefits for the purpose of furthering the objects and purposes of the Corporation;

- g) Make expenditures for the purpose of furthering the objects and purposes of the Corporation;
- h) Borrow money upon the credit of the Corporation as it deems necessary in accordance with these By-laws; and
- i) Perform any other duties from time to time as may be in the best interests of the Corporation.

ARTICLE V OFFICERS

5.1 Composition – The Officers will be comprised of the President, Vice President, Treasurer, Secretary, Debenture holder representative, Senior representative, Fundraising co-ordinator, all applicable league convenors (i.e. Monday, Tuesday, Thursday day leagues, Tuesday night men’s and ladies league, Wednesday, Thursday and Friday night league and junior and little rock league)

5.2 Election – The Officers of the Corporation will be elected by the Board of Directors (NOTE: or by the Members as determined by the Board Composition). At the first meeting of the Board of Directors held following the election of new Directors, the Directors will elect all applicable league convenors. They shall take office immediately.

5.3 Voting - Elections will be decided by majority vote of the Directors in accordance with the following:

- a) One Valid Nomination – Winner declared by acclamation.
- b) Two or More Valid Nominations – Winner is the nominee receiving the greatest number of votes. In the case of a tie, a runoff vote will be conducted. Only those nominees who were tied for the position will appear on the ballot. The nominee receiving the greatest number of votes will be declared the winner. Additional runoff votes may occur if required.

5.4 Duties - The duties of Officers are as follows:

- a) The President will be the chair of the Board, will preside at the Annual and Special Meetings of the Corporation and at meetings of the Board unless otherwise designated, will be the official spokesperson of the Corporation, and will perform such other duties as may from time to time be established by the Board.
 - i. operate the Club in accordance with the By-laws;
 - ii. direct the aim and policies of the Club;
 - iii. supervise the bar, catering and overall Club operations;
 - iv. negotiate and oversee the hiring of all employees;
 - v. ensure all employees perform their duties as defined by their job descriptions;
 - vi. establish an operating budget (with the assistance of the Budget Committee) for the following fiscal year for approval by the Executive by the commencement of the new curling season in the Fall;
 - vii. control expenditures to keep within the financial budget;
 - viii. assume overall responsibility for inventory control for Club property and merchandise;
 - ix. approve signing authorities on behalf of the Club;
 - x. ensure appropriate repairs and renovations are made to the Club;
 - xi. serve as a member of any committee representing the Trenton Senior Curlers;
 - xii. monitor the operating condition of the ice plant and related equipment and ensure that routine maintenance is carried out;
 - xiii. ensure that all materials required to prepare and maintain the ice surface are available for the Ice Technician;
 - xiv. coordinate volunteer help by members of the Club, as required, to assist in preparation of the ice surface and maintenance of the ice plant and arena area;
 - xv. coordinate a volunteer work party, as required, to assist the Ice Technician with the removal of the curling ice on completion of the curling season;
 - xvi. resolve complaints by members of the Club concerning the condition of the ice surface and arena area;
 - xvii. serve as a liaison between the Ontario Curling Association and the members of the Club;
 - xviii. attend meetings held by the OCA and report all relevant information to the Club;
 - xix. advise League Convenors of any changes to curling rules and regulations approved by the OCA;
 - xx. ensure that the names and membership fees for all Club curlers are forwarded to the OCA by the required date;
 - xxi. organize Club competitions required to choose representative for zone level competitions and advise OCA of the names of the Club representatives; and

- xxii. ensure that requirements of all zone, regional and provincial playoffs held in the Club are met through liaison with the OCA personnel and the office staff.
- b) The Vice President will, in the absence or disability of the President, perform the duties and exercise the powers of the President, and will perform such other duties as may from time to time be established by the Board.
- i. supervise the Bar Manager and the bar operation;
 - ii. supervise the Catering Manager and the kitchen operation;
 - iii. supervise the Cleaner;
 - iv. supervise the Office Manager;
 - v. coordinate all social functions sponsored by the Club by:
 - vi. determining the dates of functions in consultation with the Club Executive,
 - vii. assisting, as necessary, the coordinator of the social function; and
 - viii. obtaining from the coordinator of the social functions, a Statement of Revenue and Expense within seven days of the event.
 - ix. conduct an independent stock check of the bar inventory by August 31st;
 - x. establish a budget with the assistance of the Budget Committee for the following fiscal year for approval by the Executive by the commencement of the new curling season in the Fall; and
 - xi. perform other duties as directed by the Club President.
- c) The Secretary will be responsible for the documentation of all amendments to the Corporation's By-laws, will ensure that all official documents and records of the Corporation are properly kept, cause to be recorded the minutes of all meetings, will prepare and submit to each Meeting of the Members and other meetings a report of all activities since the previous Meeting of the Members or other meetings, will give due notice to all Members of the Meeting of the Members of the Corporation, and will perform such other duties as may from time to time be established by the Board.
- The other specific duties and responsibilities of the Secretary are:
- i. publish the required notice of all General, Special and Executive Committee meetings;
 - ii. record, prepare and distribute the minutes of all General, Special and Executive Committee meetings;
 - iii. prepare correspondence, as required, for the operation of the Club; and
 - iv. maintain a current listing of all members of the Club.
- d) The Treasurer will, subject to the powers and duties of the Board, keep proper accounting records as required by the Act, will cause to be deposited all monies received by the Corporation in the Corporation's bank account, will supervise the management and the disbursement of funds of the Corporation, when required will provide the Board with an account of financial transactions and the financial position of the Corporation, will prepare annual budgets, will oversee and supervise office staff, and will perform such other duties as may from time to time be established by the Board.
- e) The Fund-Raising Coordinator will be responsible for;
- i. developing proposals for activities to be undertaken to raise funds for the capital or operational needs of the Club;
 - ii. coordinate fund-raising activities;
 - iii. solicit corporate sponsors for the Club; and
 - iv. make recommendations to the Executive of the Club for the allocation of revenues received from fund-raising activities.
- f) The Men's League Convenor will be responsible for;
- i. compiling and publishing a list of members for the league and make a copy available to each member of the league;
 - ii. publishing the rules of play for the league;
 - iii. publishing the schedule of play for the league;
 - iv. establishing, publishing and maintaining a league spares list;
 - v. advising all league members at the beginning of the curling season of the established procedures for determining the league's division winners and the awarding of trophies;
 - vi. arranging and control play-off draws;

- vii. arbitrating any disputes that arise concerning league play;
 - viii. coordinating men's bonspiels by:
 - appointing a Chair for each bonspiel; and
 - ensuring that the Chair prepares and submits a Statement of Revenue and Expense within seven days of the Bonspiel.
- g) The Ladies' League Convenor will be responsible for:
- i. compiling and publishing a list of members for the league and make a copy available to each member of the league;
 - ii. publishing the rules of play for the league;
 - iii. publishing the schedule of play for the league;
 - iv. establishing, publishing and maintaining a league spares list;
 - v. advising all league members at the beginning of the curling season of the established procedures for determining the league's division winners and the awarding of trophies;
 - vi. arranging and control play-off draws;
 - vii. arbitrating any disputes that arise concerning league play;
 - viii. coordinating ladies' bonspiels by:
 - appointing a Chair for each bonspiel; and
 - ensuring that the Chair prepares and submits a Statement of Revenue and Expense within seven days of the Bonspiel.
- h) The Monday Day League Convenor will be responsible for:
- i. compiling and publishing a list of members for the league and make a copy available to each member of the league;
 - ii. publishing the rules of play for the league;
 - iii. publishing the schedule of play for the league;
 - iv. establishing, publishing and maintaining a league spares list;
 - v. advising all league members at the beginning of the curling season of the established procedures for determining the league's division winners and the awarding of trophies;
 - vi. arranging and control play-off draws;
 - vii. arbitrating any disputes that arise concerning league play;
- i) The Mixed League Convenor will be responsible for:
- i. compiling and publishing a list of members for the league and make a copy available to each member of the league;
 - ii. publishing the rules of play for the league;
 - iii. publishing the schedule of play for the league;
 - iv. establishing, publishing and maintaining a league spares list;
 - v. advising all league members at the beginning of the curling season of the established procedures for determining the league's division winners and the awarding of trophies;
 - vi. arranging and control play-off draws;
 - vii. arbitrating any disputes that arise concerning league play;
 - viii. coordinating mixed bonspiels by:
 - appointing a Chair for each bonspiel; and
 - ensuring that the Chair prepares and submits a Statement of Revenue and Expense within seven days of the Bonspiel.
- j) The Cash League Convenor will be responsible for:
- i. compiling and publishing a list of members for the league and make a copy available to each member of the league;
 - ii. publishing the rules of play for the league;
 - iii. publishing the schedule of play for the league;
 - iv. establishing, publishing and maintaining a league spares list;

- v. advising all league members at the beginning of the curling season of the established procedures for determining the league's division winners and the awarding of trophies;
 - vi. arranging and control play-off draws;
 - vii. arbitrating any disputes that arise concerning league play;
 - viii. collect league fees and distribute cash prizes.
- k) The Friday Night League Convenor will be responsible for:
- i. compiling and publishing a list of members for the league and make a copy available to each member of the league;
 - ii. publishing the rules of play for the league;
 - iii. publishing the schedule of play for the league;
 - iv. establishing, publishing and maintaining a league spares list;
 - v. advising all league members at the beginning of the curling season of the established procedures for determining the league's division winners and the awarding of trophies;
 - vi. arranging and control play-off draws;
 - vii. arbitrating any disputes that arise concerning league play;
- l) The Junior League Convenor will be responsible for:
- i. providing supervision and instruction during scheduled weekly curling league;
 - ii. ensuring all league membership fees are paid, and collected from those who have not paid;
 - iii. coordinating the Christmas and Year-end fun spiels;
 - iv. coordinating with OCA representatives the submission of the team application for the Club and the payment of the Provincial entry fees; and
 - v. securing a Junior Coach when required for competitions.
- m) The Seniors' League Convenor will be responsible for:
- i. serving as a liaison between the Seniors' League and the Executive of the Club;
 - ii. coordinating ice and Club facility requirements for special events and bonspiels; and
 - iii. ensuring that casual curling fees are collected and remitted to the Club.
 - iv. compiling and publishing a list of members for the league and make a copy available to each member of the league;
 - v. publishing the rules of play for the league;
 - vi. publishing the schedule of play for the league;
 - vii. establishing, publishing and maintaining a league spares list;
 - viii. advising all league members at the beginning of the curling season of the established procedures for determining the league's division winners and the awarding of trophies;
 - ix. arranging and control play-off draws;
 - x. arbitrating any disputes that arise concerning league play;
- n) The Debenture Representative will be responsible for:
- i. representing all Debenture Holders on the Executive Committee; and
 - ii. ensuring that the Debenture Holders of the former Trenton Country Club are kept up-to-date on the workings of the Club as they pertain to Debenture Holders.

5.5 Delegation of Duties – At the discretion of the Officer and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Corporation.

5.6 Multiple Positions – With the exception of the position of President, a Director may hold multiple Officer positions.

5.7 Removal – An Officer may be removed by Ordinary Resolution at a meeting of the Board or of the Members, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote. If the Officer is removed by the Members, his or her position as a Director will automatically and simultaneously be terminated.

5.8 Vacancy – Where the position of an Officer, excluding the President, becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term of office. If the President position becomes vacant, the Vice-President shall become President and the Board may appoint a replacement for the position of Vice-President from among the Directors.

5.9 Other Officers – The Board may determine other Officer positions and appoint individuals to fill those positions. Other Officers need not be Directors.

ARTICLE VI COMMITTEES

6.1 Appointment of Committees - The Board may appoint such committees as it deems necessary for managing the affairs of the Corporation and may appoint members of committees or provide for the election of members of committees, may prescribe the duties and terms of reference of committees, and may delegate to any Committee any of its powers, duties, and functions.

6.2 Vacancy – When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.

6.3 President Ex-officio – The President will be an ex-officio non-voting member of all Committees of the Corporation.

6.4 Removal - The Board may remove any member of any Committee.

6.5 Debts – No Committee will have the authority to incur debts in the name of the Corporation.

ARTICLE VII FINANCE AND MANAGEMENT

7.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Corporation will be Sept 1 to Aug 31.

7.2 Bank - The banking business of the Corporation will be conducted at such financial institution as the Board may determine.

7.3 Auditors - At each Annual Meeting the Members will appoint an auditor to audit or conduct a review engagement of the books, accounts and records of the Corporation in accordance with the Act. The auditor will hold office until the next Annual Meeting. The auditor will not be an employee, Officer, or Director of the Corporation and must be permitted to conduct an audit or review engagement of the Corporation under the *Public Accounting Act, 2004*, as amended.

7.4 Annual Financial Statements – The Directors will approve financial statements (evidenced by signature of one or more Directors) of the Corporation of the last fiscal year of the corporation but not more than six (6) months before the Annual Meeting and present the approved financial statements before the Members at every Annual Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Financial Statements not less than twenty-one (21) days before the Annual Meeting. The Financial Statements will include:

- a) The financial statements
- b) The auditor's report
- c) Any further information respecting the financial position of the Corporation

7.5 Books and Records - The necessary books and records of the Corporation required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:

- a) The Corporation's articles and By-laws;
- b) The minutes of meetings of the Members and of any committee of Members;
- c) The resolutions of the Members and of any committee of Members;
- d) The minutes of meetings of the Directors or any committee of Directors;
- e) The resolutions of the Directors and of any committee of Directors;
- f) A register of Directors;
- g) A register of Officers;
- h) A register of Members; and

- i) Account records adequate to enable the Directors to ascertain the financial position of the Corporation on a quarterly basis.

7.6 Signing Authority – Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Corporation will be executed by at least two (2) of the Officers or other individuals, as designated by the Board. In addition, the Board may direct a manner in which the person or persons by whom any particular instrument or class of instruments may or will be signed.

7.7 Property - The Corporation may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

7.8 Borrowing - The Board may from time to time:

- a) Borrow money on the credit of the Corporation;
- b) Issue, reissue, sell or pledge debt obligations including bonds, debentures, debenture stock, notes or other like liabilities (whether secured or unsecured) of the Corporation;
- c) Give a guarantee on behalf of the Corporation to secure performance of an obligation of any person; and
- d) Charge, mortgage, hypothecate, or pledge all or any currently owned or subsequently acquired real or personal, moveable or immovable property of the Corporation, including book debts, rights, powers, franchises and undertakings, to secure any debt or liability of the Corporation.

7.9 Borrowing Restriction - The Members may, by Special Resolution, restrict the borrowing powers of the Board but a restriction so imposed expires at the next Annual Meeting.

7.10 Financial Control - Prior to the semi-annual General Meeting at the beginning of the curling season, the incoming Executive shall have the Budget Committee (appointed by the President) prepare a recommended operating and capital budget for the following fiscal year, which is 1 September to 31 August. Following the election of the new Executive, the Club President shall review such budget recommendations with the Executive Committee. The Executive shall consider the budget recommendations, make such changes as they deem to be appropriate, and approve an operating and capital budget for the fiscal year within two months of their election to office.

7.10.1 The Executive of the Club shall approve the annual membership fees and the casual curling fee prior to the start of the curling season. The Executive of the Club shall, from time to time, approve the prices to be charged for goods and services offered by the Club.

7.10.2 The Executive of the Club shall have the authority to approve all budgeted expenditures of the normal operation of the Club and its facilities. The Executive of the Club shall approve any unforeseen expenditure for capital procurement or major repairs up to twenty-five thousand dollars (\$25,000) to keep the Club running or to open for a new season. The Club President can expend up to a specified sum of money, not to exceed five thousand dollars (\$5,000) to overcome an emergency without first obtaining the approval of the Executive of the Club.

7.10.3 The monies of the Club shall be maintained in such chartered banking institution as may, from time to time, be designated by the Executive of the Club. The Club may, at the discretion of the Executive, maintain a separate account for major capital expenditures. Revenues shall be promptly deposited to the account of accounts in the designated banking institution, and only such cash as may be required for day-to-day operations shall be retained on the Club premises.

7.10.4 The Club President, the Vice-President and two other members of the Executive Committee appointed by the President shall be the only officials with financial signing authority on behalf of the Club.

7.10.5 The fiscal year of the Club shall terminate on the 31st day of August in each year. The Treasurer shall ensure that books of account are maintained and that monthly comparisons of budgeted and actual revenues and expenses are prepared. A financial statement shall be prepared for presentation at each of the two semi-annual General Meetings of the Club.

Remuneration

7.11 No Remuneration - All Directors, Officers and members of Committees will serve their term of office without remuneration (unless approved by at a meeting of Members) except for reimbursement of expenses as approved by the Board.

This section does not preclude a Director or member of a Committee from providing goods or services to the Corporation under contract or for purchase. Any Director or member of a Committee will disclose the conflict/potential conflict in accordance with these By-laws.

Conflict of Interest

7.12 Conflict of Interest – A Director, Officer 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, and will otherwise comply with the requirements of the Act regarding conflict of interest.

Rental of the facilities

7.13 Rental of the facilities - The following Club facilities may be rented to individuals or organizations that may not be members of the club:

- during the curling season, the ice surface and lounge for casual curling;
- between curling seasons, the curling arena surface;
- the lounge; and
- the banquet hall.

7.14 The fees for rental of Club facilities shall be determined by the Executive of the Club. A rental agreement shall be signed by an authorized representative of the lessee, such agreement specifying the duration of the rental period, the Club facilities and services to be made available, and the rental charges. A deposit shall be required, and such deposit shall be non-refundable

Guests

7.15 Guests - A member of the Club may, at his or her own expense, introduce guests to the privileges of the Club except on any days and during any time that the Executive may from time to time prescribe.

7.16 Children under the age of thirteen (13) shall, while in the Club, be under the control of a responsible adult.

Employees of the club

7.17 Employees of the club - The Club shall hire such employees, as the Executive considers necessary for the safe and efficient operation of the Club facilities. A statement of Duties and Responsibilities for each position for which an employee is hired shall be approved by the Executive of the Club.

7.18 Any employee who is hired for the purpose of maintaining the ice plant and curling surface shall be responsible to the Club President and if absent, to the Vice-President. Any employee who is hired for the purpose of operating or maintaining the remaining facilities of the Club shall be responsible to the Club President through the Vice-President.

7.19 All employee contracts shall be negotiated by the Club President in consultation with the Vice-President, as applicable.

ARTICLE VIII AMENDMENT OF BY-LAWS

8.1 Voting – These By-laws may only be amended, revised, repealed or added to by:

- a) A Special Resolution of the voting Members present at a meeting duly called to amend, revise or repeal these Bylaws. Any amendments, revisions, addition or deletions will be effective immediately.
- b) The Board of Directors by way of Ordinary Resolution. Any amendments, revisions, addition or deletions will be effective until the next Members meeting at which the Members will by Special Resolution amend, revise or delete the Bylaws approved by the Board.

8.2 Effective Date – By-laws amendments are effective from the date of the resolution of the Directors unless rejected or amended by the voting Members at a meeting of the Members.

ARTICLE IX NOTICE

9.1 Written Notice - In these By-laws, written notice will mean notice which is hand-delivered or provided by mail, fax, electronic mail or courier to the address of record of the individual, Director, Officer, or Member, as applicable.

9.2 Date of Notice - Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked

9.3 Error in Notice - The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the Meeting.

ARTICLE X DISSOLUTION

10.1 Dissolution – The Corporation may be dissolved in accordance with the Act.

ARTICLE XI INDEMNIFICATION

11.1 Will Indemnify - The Corporation will indemnify and hold harmless out of the funds of the Corporation each Director and any individual who acts at the Corporation's request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Corporation's request in a similar capacity.

11.2 Will Not Indemnify - The Corporation will not indemnify a Director or any individual who acts at the Corporation's request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon him or her under the Act. For further clarity, the Corporation will not indemnify an individual unless:

- a) The individual acted honestly and in good faith with a view to the best interests of the Corporation; and
- b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

11.3 Insurance - The Corporation will, at all times, maintain in force such Directors and Officers liability insurance.

ARTICLE XII ADOPTION OF THESE BY-LAWS

12.1 Ratification – These By-laws were ratified by a Special Resolution vote of the Members of the Corporation at a meeting of Members duly called and held on Sept 10, 2020.

12.2 Repeal of Prior By-laws – In ratifying these By-laws, the Members of the Corporation repeal all prior By-laws of the Corporation provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.