

**GATINEAU VALLEY CURLING CLUB**

**GENERAL REGULATIONS**

**ADOPTED BY THE ADMINISTRATIVE COUNCIL ON 15 SEPTEMBER 2011**

**THIS DOCUMENT WILL BE ADOPTED AT THE ANNUAL GENERAL MEETING AT  
THE END OF THE 2011/2012 SEASON**

Gatineau Valley Curling Club  
50 Rue Commercial  
Maniwaki, Quebec, J9E 3M7  
819-449-1872

## 1ST REGULATION: OBJECTIVES

The Club's mandate is to promote the practice of the sport of curling and to encourage the improvement of player performance by providing instruction on the rules and good practices, by offering ongoing training, and/or by implementing any other measures as approved by the executive. The objectives for which the corporation was established are detailed in the corporation's Letters of Patent.

## 2ND REGULATION: HEADQUARTERS

The Club's headquarters is located in the Town of Maniwaki, County of Gatineau, Quebec.

## 3RD REGULATION: FINANCIAL YEAR

The Club's financial year ends on the 30th of April each year.

## 4TH REGULATION: STATUS OF MEMBERS

### 4.1 Active Member:

An Active Member is one who has all the basic rights, in particular the right to play, as determined annually by the Club.

### 4.2 Affiliated Member:

An Affiliated Member of the Club is anyone located in a neighboring province who is duly registered in the Gatineau Valley Curling Club. An Affiliated Member must have paid his/her dues. Admission of an Affiliated Member is subject to the approval of the Administrative Council.

### 4.3 Social Member:

A Social Member enjoys all the social privileges of the Club as determined annually by the executive, but does not have the right to play or to vote.

#### 4.4 Honorary Member:

An Honorary Member is anyone who, by reason of his/her exceptional and meritorious contribution to the goals of the corporation, has been designated as such by the Administrative Council and whose designation has been approved by a vote of the Active Members at the subsequent Annual General Meeting. This status is granted by the Administrators without cost to thank the recipient for his/her contribution. An Honorary Member is a member for life, is exempted from paying dues, and enjoys all the rights and privileges of an Active Member.

#### 5TH REGULATION: CORPORATION DOCUMENTS

The Administrators will ensure the retention and up to date amendment of, at a minimum, the following documents:

- a. a copy of the Letters of Patent;
- b. the Corporation's Regulations and all amendments;
- c. a copy of all statements filed with the Register of Companies and Legal Entities;
- d. all resolutions passed by the Administrative Council and by its associated committees as well as the minutes to their meetings as certified by the Club President or by the Chair and the Secretary of the applicable meeting;
- e. the minutes of the General Meetings as certified by the Club President or by the Chair and the Secretary of the General Meeting;
- f. a register of those who are or who have been Club Administrators. This register will include the names, addresses, and occupations/professions of such persons plus the dates on which they assumed and, if applicable, they completed their respective mandates;
- g. an annual register of Members;
- h. the normal financial records which reflect all income and expenditures as well as: the annual budget approved by the Administrative Council; any amendments to that budget; the periodic financial reports submitted to the Administrative Council; and the periodic and annual financial statements, specifically the income statement and the balance sheet of both operating and capital funds

As and if is legally required, all Members and Creditors - including their agents - can, at the Club's headquarters, consult the following records, registers, and documents: the Club's Letters of Patent, the Regulations and amendments, the Administrative Council's resolutions, the minutes to the Administrative Council meetings and those of the General Meetings, and the Register of Membership. To do so, one must submit a request to the Secretary of the Club. Only that officer - with the authorization of the President - can give access to said documents.

## 6TH REGULATION: DUES, CONTRIBUTIONS, ACCOUNTS

### Annual Dues:

The annual dues of each type of membership will be set by the Administrative Council based on the financial needs of the Club. The annual dues will be paid in accordance with the payment schedule set each year by the Administrative Council.

### Initiation Fee:

The Administrators can levy an initiation fee on new members for an amount and at a time as deemed appropriate.

### Special Contribution:

Subsequent to a Special General Meeting and subject to the agreement of 2/3's of the members present at said meeting, the Administrators can demand from all members a special contribution equivalent to a maximum of 25% of the annual dues at anytime during the year. All members must pay this amount within 30 days of its imposition; failure to do so will result in the same consequences as failing to pay the annual dues to the Club.

### Unpaid Accounts:

A member who does not pay his/her annual dues within fifteen days of the renewal deadline or, on demand, any other amount owed to the Club, can have his/her membership rescinded. The Administration Council must table a resolution to this effect which must be approved by a majority of the Administrators. A member who has had his/her membership rescinded can be reinstated as a member once he/she has paid his/her dues in full.

### Reinstatement:

Anyone who has had his/her membership rescinded for non-payment can be reinstated if he/she provides a satisfactory explanation to the Administrative Council for said non-payment or if he/she pays his/her dues in full. The reinstatement of a such a member must be approved by a vote of the Administrative Council.

## 7TH REGULATION:

### Resignation:

A member who resigns must advise the Secretary in writing of his/her resignation; the Secretary in turn will notify the Administrative Council of same. All membership

resignations must be submitted to the Secretary by the 1st of November, whether or not the annual dues have been paid. A player who resigns who has not paid his/her dues at the time of his/her resignation must pay an amount equal to \$15 per game played.

#### Retirement of a Member:

If a member retires or resigns from the Club before the expiration of the period covered by his/her dues, he/she is not entitled to any reimbursement of said dues. However, the Administrative Council can authorize either a total or partial reimbursement of dues in an exceptional case (eg: illness).

#### Expulsion:

If the conduct of a member either within or outside of the Club's facilities is deemed prejudicial to the reputation, interests or effective operation of the Club, the Administrators can suspend or demand the resignation of said member.

#### Prejudicial Conduct:

A member is considered to be acting in prejudice of the Club if he/she:

- has been accused and found guilty of a criminal infraction in accordance with existing laws;
- has acted in a way that threatens the safety or security of an individual;
- has been accused or found guilty of harassment or sexual harassment in accordance with existing laws;
- has been critical in an untimely and repeated fashion of the Gatineau Valley Curling Club;
- has made false accusations within the Club

#### Hearing:

Before suspending or expelling a member, the Administrative Council - preferably via letter - must notify said member as to the date, time, and place of a hearing into the matter, must advise him/her of the accusations against him/her, and must give the member an opportunity to be heard. The decision of the Administrative Council is final.

### 8TH REGULATION: MEMBERSHIP MEETINGS:

#### Annual General Meeting:

The Annual General Meeting for members will be held as soon as possible after the end of the financial year on a date established by a resolution of the Administrators at the request of the President or Vice-President.

### Special General Meeting:

A Special General Meeting can be called at anytime by the President or the Vice President, or at the request of a majority of the Administrative Council or in response to a written request submitted to the Administrative Council by at least 10% of Club members. Notice of such a meeting will be as per that of an Annual General Meeting and must identify the reason for the meeting.

### Notice of Convocation:

A notice of convocation must be made at least 10 days before the Annual General Meeting or a Special General Meeting. Such notice must be given via a poster in the Club and through at least one of the local media (eg: radio or newspaper).

### Quorum:

A quorum at an Annual General Meeting or a Special General Meeting comprises at least ten members. In the absence of a quorum, those present can adjourn the meeting at any time without advance notice until such time that a quorum can be reached. If there is a quorum, the agenda set for the meeting can be discussed.

### Right to Vote:

Each member in good standing, in accordance with the 4th Regulation, has the right to vote at the Annual General Meeting or at a Special General Meeting; voting by proxy is not permitted. Voting will be done by a show of hands unless one third (1/3) of the members present request a secret ballot. The President of the Club, or whoever is acting in his name, has the deciding vote in the event of a tie.

### Agenda:

During the Annual General Meeting, the agenda will include, as a minimum, the following items:

1. Opening Remarks.
2. The reading of the notice of convocation, the verification that the meeting is in compliance with regulations, and the determination that a quorum is present.
3. The reading and approval on the minutes to the previous Annual General Meeting and Special General Meetings.
4. The presentation of the Administrative Council's Annual Report.
5. The presentation of the Financial Report.
6. The discussion and approval of the Administrative Council's Annual Report and the Financial Report.
7. The election of Administrators.

8. The approval of any changes (additions, deletions, etc...) to the Club's General Regulations.
9. Open Discussion (a maximum of 30 minutes).
10. Miscellaneous Items.
11. Adjournment of the meeting.

## 9TH REGULATION: ADMINISTRATIVE COUNCIL

### Authority and Functions:

The Administrative Council administers the Club's operations in accordance with the Companies Act. Specifically:

- it establishes and assesses the Club's operating policies and procedures, and is the holder of the Club's charter and regulations;
- it is responsible for establishing and interpreting the mission of the Club;
- it is responsible for the submission of all applicable reports to the government;
- it is responsible for the hiring and evaluation of employees and volunteers assigned a specific mandate for the Club;
- it approves the Club's programs and budget;
- it oversees the creation and regulation of Club committees as and if required;
- it exercises direct control in the event of an emergency situation;
- it decides on the admission of members;
- it assures the good management of the routine activities of the Club.

### Administrators - Number and Eligibility:

The Administrative Council comprises seven Administrators who are elected at an Annual General Meeting (except in the situation where a vacant position must be filled). Each elected Administrator will hold his/her position for the duration of his/her term except in the case of resignation, death, dismissal, or other causes. Each Administrator, at the start of his/her term, must be 18 years of age and be an Active Member in good standing of the Club. The loss of club membership automatically entails an Administrator's withdrawal from the Council.

### Resource Personnel:

The Administrative Council can enlist the personnel resources necessary to exercise its mandate. These personnel do not have the right to vote on the Council.

### Remuneration:

The Club's Administrators receive no remuneration for the services they render to the Club as administrators. However, they do have the right to be reimbursed for any expenses they incur in the exercise of their duties.

### Term Limits:

In order to benefit from an Administrator's experience and to ensure appropriate continuity within the Council, an Administrator's term in office is for three years, with the exception of those positions filled in 2010-2011 whose term limits are as follows:

One Year - positions 1 and 2 (term ends at the conclusion of the 2010-2011 curling season);

Two Years - positions 3,4, & 5 (term ends at the conclusion of the 2011-2012 curling season);

Three Years - position 6 & 7 (term ends at the conclusion of the 2012-2013 curling season).

The term of an Administrator begins immediately following the elections held during Annual General Meeting and ends immediately after the election of his/her successor.

### Dismissal of an Administrator:

Elected Administrators can be relieved of their duties at any time during their mandate by a resolution adopted at a Special General Meeting called for this purpose.

### Meetings of Administrators:

The Administrative Council will meet as often as it judges necessary. Regular meetings of Administrators will take place at a place and time and with adequate advance notice as determined periodically by resolution. Special meetings can be held at the Club's locale or elsewhere if all Administrators are present or have given their agreement. The President must convoke a Special Council Meeting upon receipt of a written request from at least two Administrators. If such a meeting is not convoked within 48 hours of the receipt of the request, two Administrators can convoke said meeting. The meetings of the Administrative Council can take place no matter where and no matter when without advance notice when all Administrators are present or when the number of Administrators is sufficient to reach a quorum and they have waived - in writing - the requirement for advance notice of the meeting.

### Quorum:

A quorum of the Administrative Council is reached when four Administrators are present for a meeting - one of which must be the President or Vice President.

### Adjournment:

In the absence of a quorum for a meeting convoked by the President, the Administrators present can adjourn the meeting until a quorum is reached. As soon as a quorum is reached, the agenda can be debated.

### Vacant Posts:

If an Administrator's position becomes vacant due to a death, a resignation, a disqualification, or another reason, the remaining Administrators can, by a majority vote, elect or chose a member of the Club to fill the vacant position for the remainder of the year or until the next General Meeting of the Club at which an election of Administrators is held. A position that is filled temporarily will be automatically subject to an election during the next Annual General Meeting; the person elected will serve for the remainder of the term established for that position.

### Nominations:

Each year, the Administrative Council must name - not later than the 31st of March - three people to form the Nominating Committee. The purpose of the committee is to solicit nominees, verify the eligibility of candidates, and prepare the final list of eligible candidates.

The Secretary of the Nominating Committee must have the final listing of the nominees at least three days before the Annual General Meeting.

During the Annual General Meeting, the President of Elections will read the list of persons who have been nominated and declared eligible. In the case in which there are no or not enough nominees for a position (ie: less than two), the President of Elections must accept any nominees proposed by the members present as long as those nominated are eligible to the fill the position.

## 10TH REGULATION: OFFICERS OF THE ADMINISTRATIVE COUNCIL

### Officers:

The Officers of the Administrative Council are the President, the Vice-President, the Honorary Secretary, and the Honorary Treasurer. The Honorary Secretary and the Honorary Treasurer can, but don't have to, be Administrators; they are chosen by the Administrators from amongst themselves or from the active membership.

### President and Vice-President:

The President, and in his absence the Vice-President, will chair all General and Administrative Council meetings and will direct the general management of all Club activities.

### Election of Officers:

Officers will be elected by and amongst the Administrators during the Annual General Meeting or during the first Administrative Council Meeting following the Annual General Meeting.

### Duration of Mandates:

The duration of each Officer position is one year. An Officer's mandate can be renewed at the decision of the Administrative Council.

### Vote:

Each member of the Administrative Council has the right to vote on any matter requiring a decision. In the case of a tie, the Chairman designated for the meeting will cast the deciding ballot.

### Authorized Signatories:

The President and the Honorary Secretary can sign and the Honorary Secretary and the Honorary Treasurer can countersign all documents or other acts required by the Club unless a resolution to do otherwise has been approved by the Administrative Council. However, two signatures are always required, especially on banking instruments.

### Honorary Secretary: The Honorary Secretary must:

- write the minutes to all General and Administrative Council meetings in the registers provided for this purpose;
- issue all notices in accordance with the Club's Regulations or as required by law;
- ensure that all books, reports, and other legal documents are properly maintained and filed;
- assume all other tasks associated with the function of a secretary or as are assigned by the Administrative Council.

In the absence of the Honorary Secretary, the Administrative Council can assign his/her duties to a member of the Council.

### Honorary Treasurer: The Honorary Treasury must:

- ensure the preparation of the annual budget in accordance with the directions provided by the Administrative Council (eg: the establishment of the annual membership fees);

- properly maintain and safeguard any funds, securities, registers, and supporting documentation of the Club excepting those that are the responsibility of the Honorary Secretary and deposit, on behalf of the Club, any securities or assets in a bank, trust company, or other depository chosen by the Administrators;
- at each meeting of the Administrators, table an update on all receipts and expenditures plus any other information concerning the financial state of the Club required by the Administrators or at the request of an Administrator;
- at the regular meeting of the Administrators preceding the Annual General Meeting, submit a detailed report on the Club's finances as well as all other reports requested from time to time by the Administrative Council;
- receive and issue receipts for all contributions and revenues due to the Club no matter what the source;
- in general, perform all other tasks as assigned from time to time by the Administrative Council.

In the absence of the Honorary Treasurer, the Administrative Council can assign one of its members to perform financial tasks.

## 11TH REGULATION: COMMITTEES

Constitution: Each year, the Administrative Council will determine its functional organization and can create as many committees as it judges necessary for the effective execution of its operations. At least one member of the Administrative Council will sit on each committee. The members of a committee must be Active Members of the Club as defined in the 4th Regulation. The President of the Administrative Council is automatically a member of all committees.

Committee Chairs: Each committee must annually elect a Chair. The Chair will preside over all meetings of the committee. If required, the Chair can be invited to an Administrative Council meeting to update the Council on the activities of his/her committee or to discuss an issue related to the activities of his/her committee.

Audit Committee: Because the annual preparation of the financial report does not necessarily require the appointment of an external auditor, the Administrative Council will enlist the services of an Audit Committee.

Committee Meetings: Each committee must hold a minimum of three meetings a year and must prepare a brief report to be tabled at the Annual General Meeting.

## 12TH REGULATION: GUESTS

Every Active Member of the Club has the privilege of sponsoring a member from an external club who can use the Club's facilities for a period of seven days during the course of a season. The name of the visitor must be recorded in the guest register provided for this purpose.

## 13TH REGULATIONS: REPRESENTATION OF THE CLUB

No competition will be proposed or accepted in the name of the Club without the prior authorization of the Administrative Council.

## 14TH REGULATION: PRIZES AND TROPHIES

No prize or trophy will be offered or accepted for a competition in the name of the Club without having been duly approved by the Administrative Council.

## 15TH REGULATION: CLUB HISTORIAN AND PUBLICIST

Each year, the Administrative Council can appoint a Club Historian and Publicist whose duties will be to transmit to the media the results of games, to publicize other activities of the Club, and to maintain a permanent file of all press clippings etc that deal with the Club's activities.

## 16TH REGULATION: REGULATIONS

The Administrative Council can - at any time - adopt regulations that do not contravene the law or the Club's Letters of Patent for purposes authorized by the Companies Act of Quebec, repeal, amend, or reinstate the Club's regulations. However, any regulation (except those that describe the duties of the Officers of the Administrative Council, their assistants, etc...), repeal, amendment or reinstatement unless confirmed during a Special General Meeting of the Club duly convened in accordance with regulations will not go into effect until the next Annual General Meeting or, if not approved at this meeting, will cease to be in effect immediately.

## 17TH REGULATION: LOANS AND OTHER FINANCIAL TRANSACTIONS

The Administrative Council is hereby authorized:

- (a) to borrow funds against the guaranteed credit of the Club from any financial institution, business, corporation, or individual in accordance with the conditions,

modalities, or restrictions and of an amount and at a time judged opportune by the Administrative Council;

- (b) to acquire and to possess, sell, rent, or dispose of land, buildings, and equipment required for the development and maintenance of the Club.

## ROTATION OF ADMINISTRATIVE POSITIONS

### Positions 1 & 2 (Term expired at the end of the 2010/2011 season)

	<u>Completed Term</u>	<u>Elected (until end of the 2013/2014 season)</u>
#1:	Daniel Logue	Pierre Geoffrey
#2:	Martha Moore	Martha Moore

### Positions 3, 4, & 5 (Term expires at the end of the 2011/2012 season)

- #3: Roger Gascon
- #4: Paul Lafrance
- #5: Jocelyn Carle

### Positions 6 & 7 (Term expires at the end of the 2012/2013 season)

- #6: Gary Moore
- #7: Ben Noël