



ARC SENIORS MIXED CURLING LEAGUE BYLAWS



1.0 LEAGUE AFFILIATION

The ARC Seniors Mixed Curling League (ARCSMCL) (the "league") is a member of and conforms to the requirements of the ARC Curling Club which is governed by the Acadia Community Association.

2.0 MISSION STATEMENT

To provide friendly, recreational curling to senior men and women, of all skill levels, for the purpose of exercise, recreation and social enjoyment.

3.0 CURLER QUALIFICATIONS

All curlers must be 55 years of age as of October 1 of the curling season. Special exemptions may be granted at the discretion of the Executive.

4.0 EXECUTIVE

4.1 General Responsibilities

- a) To carry out all business and duties for the league.
- b) To consult as necessary with members.
- c) To hold league meetings, comprised of the Executive and committee members, and AGM (Annual General Meeting) as required.
- d) To ensure effective transition of duties and responsibilities when new members fill positions.
- e) The Executive will be effective and timely in its actions.
- f) Two Executives are required to attend each of the ARC Curling Club Board meetings.

4.2 Specific Responsibilities

- a) President
 - Chairs all league meetings including the AGM.
 - Facilitates leadership at league social events.
 - Ensures both a data base of curlers registered with the league as well as an Emergency Contact List are maintained.
 - Ensures the effective functioning of the Executive.
 - Approves yearly budget with the support of the Executive and sets league curling fees.
 - Coordinates and authorizes curling ice contract with the ARC Office.
 - Co-signs cheques.
- b) Vice President
 - Chairs meetings in President's absence.
 - Ensures event winner's names and photos are recorded and names properly inscribed on league plaques.
 - Heads a committee with one other Executive and one league member to recruit candidates for vacating Executive and Committee positions.
 - Ensures an annual review of the league Bylaws and proposes any Bylaw changes to the Executive prior to the AGM.
 - Co-signs cheques.
- c) Treasurer
 - Pays invoices approved by the Executive and ensures all cheques to be signed by two of the authorized Executives.



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- Manages league bank account.
 - Collects and deposits yearly curling fees.
 - Deposits monies collected from all league Committees.
 - Assembles the annual budget with input from all Executives.
 - Prepares monthly and AGM financial reports for league.
 - Prepares and submits league requirements including financials to the ARC Curling Club Treasurer in a timely manner.
 - Co-signs cheques.
- d) Secretary
- Records and distributes minutes of meetings.
 - Handles correspondence.
 - Maintains the league's Bylaws, Policies & Procedures and Rules. Ensures updates are posted to the ARC curling website in a timely manner.
 - Maintains league members' Emergency Contact List. Ensures that copies of this List are maintained in a secure location with the ARC front desk as well as with the Secretary during curling games.
 - Handles name tag requests.
- e) Past President
- Acts as the Executive's consultant and provides continuity.

4.3 Term

- a) The following Executive positions are elected at the AGM: President, Vice President, Treasurer and Secretary.
- b) All elected positions are for a period of two years. Terms may be extended if no other league member is willing to accept a position. Extended terms will be reviewed annually by the Executive and voted on at the AGM.
- c) An Executive may resign their position by submitting their resignation in writing to the Executive.
- d) If a vacancy occurs in the Executive, it may be filled by an appointed member, as approved by the Executive on an interim basis until the next AGM election of officers.

5.0 MEETINGS and QUORUM

5.1 Meetings

- a) League meetings shall be called by the Executive as required.
- b) At League meetings, each Executive and one member from each committee, as defined in the Policies & Procedures, are eligible to vote. The President only votes in the event of a tie.
- c) The Executive will call an AGM each playing season prior to March 31.
- d) An extraordinary meeting for the members can be called by the Executive.

5.2 Quorum for any Extraordinary Meeting and AGM

- a) A quorum will be any number of current league members plus a simple majority of the current Executive.
- b) Voting will be in person and not by proxy.
- c) Spares are not entitled to vote.

6.0 LEAGUE GOVERNANCE

- 6.1 The League shall be guided by its Bylaws, Policies & Procedures and Rules.