

# Proposed Bylaws of the Cook County Curling Club:

## Article I: Name and Purpose

### Section 1: Name

The name of the organization shall be the "Cook County Curling Club", hereinafter referred to as "the Club."

### Section 2: Purpose

The purpose of "the Club" shall be to promote and develop the sport of curling within the community, provide opportunities for members to participate in curling activities, and foster sportsmanship and camaraderie among its members.

## Article II: Membership

### Section 1: Eligibility

Membership in "the Club" shall be open to individuals who are interested in curling and support the objectives of "the Club".

### Section 2: Membership Classes

"The Club" shall have the following membership classes:

a) Regular Members: Individuals who actively participate in "the Club" activities and pay the required dues for a full or half season membership.

b) Honorary Members: Individuals who have made significant contributions to "the Club" or the sport of curling, as recognized by "the Club's" Board of Directors.

c) Provisional Members: Individuals who participate in “the Club” activities intermittently and pay fees for each outing.

### Section 3: Rights and Privileges

All members, regardless of membership class, shall have the right to participate in “the Club” activities, attend general meetings, and enjoy the privileges extended to them by “the Club”.

### Section 4: Termination of Membership

Membership may be terminated by a cancellation request, non-payment of dues, or disciplinary action by “the Club's” Board of Directors, following a fair hearing.

## Article III: Board of Directors

### Section 1: Composition

“The Club” shall be governed by nine (9) Board of Directors, consisting of five (5) Elected Officers and 4 (four) Committee Chairs.

### Section 2: Duties and Responsibilities

The Board of Directors shall have the authority and responsibility for managing the affairs of “the Club”, including but not limited to:

- a) Setting and implementing policies.
- b) Developing and overseeing the budget.
- c) Organizing and promoting events and activities.
- d) Appointing committees and overseeing their work.
- e) Ensuring compliance with applicable laws and regulations.

### Section 3: Elections

Officer positions shall be elected by a majority vote of “the Club's” general membership in attendance at the *Annual General Meeting* held in October each year. Non-attending members will not be considered in the vote total unless they submit their vote in writing to “the Board” prior to the meeting. The election process shall be fair and transparent.

Vacant positions will be posted each September. Interested parties will present to “the Board” a brief summary of interest by October 1<sup>st</sup> which will be publicized to “the membership”. The candidate with the most votes shall win. In the event of a tie, a run-off election shall be held. If the tie remains, the position will be decided by a “draw to the button”.

Should a position not receive any applicants, members may nominate a *write-in candidate* during the voting process. *Write-in candidates* have the opportunity to decline.

On alternate years, officer positions will be up for election. 2 officers will be elected in even years and 3 officers elected in odd years in a consistently set schedule. Additionally, any vacancies from the previous year or from a change in position among “the Board” will be listed each September.

#### Section 4: Term of Office

Board members shall serve for a term of two (2) years, with the option of re-election or nomination for additional terms.

Should a board member fail to participate in “the Club” activities for a consecutive period of three (3) months, without communication to the Board of Directors, the position will be deemed to have been vacated due to non-attendance.

Should a term be vacated early by a board member, a special nomination period of one (1) month will be held open for membership to apply. The open position will be filled, on an interim basis, upon agreement of a majority of “the Board”.

### Article IV: Meetings

#### Section 1: Board Meetings

Board meetings of “the Club” shall be held monthly. All members of “the Board” shall be notified in advance, and a quorum shall be required to conduct official business. Minutes of “the Club’s” board meetings will be created and available to membership upon request.

#### Section 2: Annual General Meeting

An *Annual General Meeting* shall be held once a year to report on “the Club's” activities, present financial statements and reports, elect officers, and discuss other matters of importance. This meeting will occur each October unless otherwise authorized by “the Board”.

### Section 3: Special Meetings

*Special Meetings* may be called by the President, Board of Directors, or upon written request submitted to “the Board” by a majority of club members. Notice of such meetings shall be provided to all members stating the meeting purpose and providing an agenda.

## Article V: Finances

### Section 1: Fiscal Year

“The Club's” fiscal year shall begin on September 1<sup>st</sup> and end on August 31<sup>st</sup> each year.

### Section 2: Dues and Fees

The Board of Directors shall determine the annual membership dues and any other fees payable by “the Club” members. These dues and fees shall be used to support “the Club's” activities, facilities, and operations.

### Section 3: Financial Management

The Board of Directors shall ensure the proper management of “the Club's” finances, including maintaining accurate records, preparing financial reports, and conducting regular audits. An overview of “the Club's” finances will be provided to membership each year at the *Annual General Meeting*.

## Article VI: Board Positions & Duties

### Section 1: Elected Officers

#### President:

The President shall be the principal executive officer and shall supervise all of the business affairs of “the Club”. Duties shall include:

1. Preside at all club meetings and serve as Chairperson of the Cook County Curling Club Board.
2. Appoint such individuals and committees as may be necessary for the operation and representation of “the Club”.
3. Present an *Annual Report* of the organization at the *Annual General Meeting*.
4. Responsible for the proper maintenance and/or filing of all reports and certificates as required by law.
5. Ensure the proper retention and availability of documents according to minimum retention schedules as defined by law, by IRS regulations, by contract, and by advice presented from the organization’s legal counsel, accountant, and insurer.
6. Act as the authorized cosignatory of checks or drafts made on behalf of the organization; such checks and drafts are subject to the consent of “the Board”.
7. Act as the authorized party to enter into contracts on behalf of the organization; such contracts are subject to the consent of “the Board”.
8. Represent the club at regular meetings of the Minnesota Curling Association and USA Curling.
9. Ensure that the club has the necessary equipment and facilities to fulfill its mission and that both are maintained in good working order.
10. Perform such other duties as will devolve upon or be assigned to the office of the President.

“The Board” can delegate some or all these responsibilities, but the President will continue to be responsible for ensuring that such responsibilities are completed in a timely manner. “The

Board” may also designate assistants to the President, e.g. Equipment and Facilities, to fill needs as they arise.

Vice President:

The Vice-President will assist the President in any manner which the President may deem necessary. Duties shall include:

1. Preside over meetings of the organization and Board of Directors in the absence of the President.
2. Keep a membership registry of the organization including maintaining the organization’s membership roster with the Minnesota Curling Association and the United States Curling Association.
3. Manage “the Club’s” elections for open officer positions each fall.
4. Oversee key issuance and collection of Community Center keys.
5. Perform such other duties as will devolve upon or be assigned to the office of the Vice-President.

“The Board” can delegate some or all these responsibilities, but the Vice-President will continue to be responsible for ensuring that such responsibilities are completed in a timely manner.

Treasurer:

The Treasurer shall be custodian of the funds of the organization. Duties shall include:

1. Collect membership dues and fees.
2. Pay claims against the organization on approval and order of “the Board”.
3. Keep a detailed account of all receipts and expenditures.
4. Research, write, and submit grant proposals for additional funding of special projects.
5. Create and submit reports for any grant funding that was approved, issued, and used.
6. Present a financial report at the *Annual General Meeting*.
7. Report to “the Board” the names of members who are in default on the payment of dues or fees.

8. Maintain insurance contracts.
9. Recruit corporate advertisers/sponsors, collect fees, and facilitate artwork designs.

“The Board” may designate assistants to the Treasurer, e.g. Corporate Sponsorships, to fill needs as they arise.

Concession Manager:

The Concession Manager shall be the principal officer which supervises the commissary of “the Club”. Duties shall include:

1. Manage and order concessions and beer for “the Club”.
2. Order club merchandise.
3. Submit invoices to the Treasurer.
4. Provide monthly updates to “the Board” regarding needs and expenditures.
5. Supervise meal planning and volunteer coordination for bonspiels and club events.

“The Board” may designate assistants to the Concession Manager, e.g. Volunteer Coordinator, to fill needs as they arise.

Secretary:

The Secretary shall keep all records and proceedings of the organization.

1. Keep the official *Cook County Curling Club logo*, develop publicity, update social media accounts, and create articles and other outreach material.
2. Issue notices of all meetings and receive and distribute correspondence as necessary.
3. Create meeting minutes and agendas for all meetings.
4. Assist in making a report to the members of the organization for the *Annual General Meeting*.
5. Notify members about “the Club’s” election results.
6. Maintain the club website in an accurate and timely manner.



“The Board” may designate assistants to the Secretary, e.g. Web Designer, as needed.

## Section 2: Committee Chairs

Committee Chairs will be appointed upon approval of a majority of “the Board” currently serving at the time of nomination.

## League Captains:

League Captains shall recruit members for their league and assist in the formation of teams at the beginning of the season. Duties shall include:

1. Create a roster of teams, skip contact information, and substitute players.
2. Create a game schedule for the season.
3. Ensure liability waivers are signed at the beginning of each season by all members.
4. Post standings and scores weekly for competitive leagues.
5. Organize playdowns if applicable.

## Article VII: Amendments

### Section 1: Amendments

These bylaws may be amended by a majority vote of “the Club’s” membership in attendance at the *Annual General Meeting* or at a *Special Meeting*, if notice of the proposed amendments has been provided to members via email at least 30 days in advance of the meeting. A quorum of one-third of “The Club” membership shall be required at the meeting for amendment passage.

## Article VIII: Enaction

These bylaws shall be enacted upon approval of two-thirds of “the Club’s” membership in attendance at the *Annual General Meeting* held on October 10<sup>th</sup>, 2023. Non-attending

members will not be considered in the vote total unless they submit their vote in writing to “the Board” prior to the meeting.