

SCHENECTADY CURLING CLUB BYLAWS

ARTICLE I

Section 1. The club shall be called the **Schenectady Curling Club Incorporated**.

ARTICLE II

Section 1. The following are the purposes for which this organization has been organized:

To teach, develop, promote and encourage the Olympic sport of Curling; to develop youth programs, junior programs and senior programs that lead to national and international competition; to coordinate matches with school physical education programs and develop interscholastic competition; and to teach the sport to other youth organizations as well as to interested adults by creating public awareness and appreciation of the sport.

ARTICLE III

Section 1. The principal office of the Club is to be located at 1084 Balltown Road, The Town of Niskayuna in the County of Schenectady, New York.

ARTICLE IV – MEMBERSHIP

Section 1. All applications for membership (except honorary) shall be submitted to the Secretary in writing upon a form approved by the Board of Management. Membership in this organization shall be open to all who wish to join, to participate in, teach, enjoy, or watch the Olympic sport of Curling.

The Secretary shall post the names of new members upon the Club bulletin board for at least one month during the active season.

Section 2. Honorary members will be elected by unanimous vote of the Board of Management.

Section 3. Resignations shall be in writing to the Club and may be accepted by the Board of Management as of the first of the month following such acceptance, provided the member resigning has discharged all of his or her Club dues and obligations.

Section 4. A member may transfer from one type of membership to another during the active season upon written application to the Board of Management. The Secretary shall notify the member verbally, in writing or via electronic means and post his or her name and date of transfer upon the bulletin board for at least one month.

Section 5. In case a member shall be guilty of any violation of the bylaws or rules of curling, or in a case where his or her conduct may endanger the welfare, interest, or character of the club, the Board of Management may censure or suspend, or by seven affirmative votes of its members may expel the offending member, but before such member shall be expelled, twenty days notice in writing shall be given to the member and he or she shall be furnished with a copy of the charges against him or her and shall be given time to be heard.

Section 6. The Board of Management shall establish the membership categories of the Club. They shall establish the voting and curling privileges for each membership category, and the dues and fees to be paid by each. A description of membership categories, a schedule of dues and fees, and membership privileges shall be included in the annual membership directory.

ARTICLE V – DUES

Section 1. The amount and timing of payment of dues and initiation fees for various classes of membership shall be established by the Board of Management. In addition, the Board may levy assessments on any classes of membership when such action is in the best interest of the Club.

Section 2. The membership year for purposes of paying dues shall be from October 1 through September 30. New members shall pay dues in accordance with the following schedule:

Date of joining	Dues and assessments for fiscal year starting prior October 1
Oct. 1 through Dec. 31	Full dues
Jan. 1 through Sept. 30	One - half dues

The Board of Management may, at their discretion, establish a trial membership period for prospective members. The trial membership carries no voting privileges.

Section 3. Members resigning during the year shall have an obligation for dues and assessments in accordance with the following schedule:

Date of acceptance of resignation	Dues and assessments for fiscal year starting prior October 1
Oct 1 through Nov 30	No dues
Dec 1 through Dec 31	One - half dues
Jan 1 through Sept 30	Full dues

Section 4. Members may transfer to contributing membership but shall pay regular dues and assessments in accordance with the schedule for resignations.

Section 5. All dues and assessments will be billed by October 1 to those who are members as of the beginning of the membership year. All members billed as of October 1 who have not paid their obligations in full by November 1, will be contacted by the Board of Management. Any member who has not satisfied his other obligations to the club as of December 31 shall be immediately denied the privileges of the Club until the obligation is satisfied. Any member joining after the beginning of the membership year shall have 30 days in which to pay all dues and assessments, and if these are not paid in that period, he or she shall be denied the privileges of the Club. In no event shall such denial take place prior to December 31.

ARTICLE VI – ELECTIONS

Section 1. The members shall elect, at each annual meeting, three managers, each for a term of three years (for a total of nine serving at any one time). They shall also elect a Secretary, a Treasurer, and a representative to the Grand National Curling Club of America, each for the term of one year.

Section 2. The Board of Management shall elect a President and vice-president from the nine managers identified in *Section 1*. They shall serve for a term of one year or until their successors are duly elected. The member elected as President will continue as a manager for the year following his or her presidency. This election shall take place immediately following the annual meeting and shall be by secret ballot.

Section 3. In case a vacancy shall occur within the Board of Management, such vacancy may be filled by the Board of Management until the next annual meeting is held. The unexpired term of any manager shall be filled at the next meeting.

Section 4. Four voting members nominated from the floor shall be elected at the annual meeting who, together with the three managers whose terms expire at the next annual meeting, shall form a nominating committee. It shall be their duty to place before the membership at its next annual meeting, nominations for each vacancy on the Board of

Management that shall have occurred since the last annual meeting. Every effort shall be made to identify multiple suitable candidates for each office. The nominating committee shall nominate one or more persons for each vacancy. The outgoing President shall appoint a member of the nominating committee to serve as chairman. Nominations for all offices shall be posted on the Club bulletin board prior to February 15.

Section 5. Independent nominations for any or all vacancies to be filled at the annual meeting may be made from the floor. Nominees from the floor must be present, or have given written indication that they will accept the nomination.

Section 6. The President shall appoint two persons present at the meeting who are not candidates to tally the votes cast in the elections identified in *Sections 1 and 2*.

ARTICLE VII – BOARD OF MANAGEMENT

Section 1. The Board of Management shall consist of 13 voting-eligible club members (or 12 in the event that an outgoing President is returned to the board or if the board term of the outgoing President continues beyond the Presidential term), each of whom shall have one vote. These 13 positions are:

- The nine managers elected to three year terms (three each year);
- The Secretary, Treasurer, Past President, and the Grand National Curling Club Representative, each of whom serves a one-year term.

The President, Vice President, Secretary and Treasurer shall be known as “Directors”; the remaining members, with the exception of the GNCC Representative and Past-President shall be known as “Managers”.

Section 2. The Board of Management shall have charge of and supervision of the building, ice, and other property, and affairs of the club; and may adopt such rules for curling games and the use of the sheets as deemed advisable, including the determination of dates of matches and participating skips.

The Board may not borrow more than \$10,000 without a two - thirds vote of the members attending a regular or special membership meeting. It shall conduct its affairs in such a manner as to comply with the bylaws of the Club and the rules of the Grand National Curling Club of America and the United States Curling Association.

The Board of Management will annually appoint a Chairman and Vice-Chairman of the following standing committees. These committees will recommend plans, policies, and action programs and carry out those approved by the Board. These committees may establish additional subcommittees as deemed practical.

- (a) Ways and Means - Responsible to identify the necessary long range facility needs of the Club and to recommend alternative means of accomplishing them. It shall assist the Board of Management in preparation of the annual budget.
- (b) Membership and Marketing - Conduct recruiting activities for new members.
- (c) Ice - Establish and maintain curling ice and ice systems.
- (d) Property - Maintain the physical property. This includes buildings and grounds.

The Board of Management may appoint such additional committees and delegate such responsibilities as it deems necessary.

Section 3. The President shall preside over all meetings of the club, and all meetings of the Board of Management, at which he/she is present.

Section 4. The vice-president shall assist the President in any manner which the President may deem necessary, and in the absence of the President, shall preside over meetings of the Club and the Board of Management.

Section 5. In the absence of the President and the vice-president, a presiding officer shall be chosen for the meetings of the Club or the Board of Management from members present at that meeting.

Section 6. The Secretary shall keep a record of the proceedings of the Club and of the Board of Management. It shall be the Secretary's duty:

- To keep the roll of members of the Club.
- To issue notices of all meetings.
- To keep and publish minutes of all meetings of the membership and the Board of Management.
- To handle all official correspondence between the Club and outside persons or organizations, where such functioning does not overlap the assigned duties of other officers or representatives.
- To be keeper of the official seal of the Club.
- To perform such other duties as shall devolve upon, or be assigned, said office.

At the annual meeting the Secretary shall present a report which shall show the number of members of the Club, the names of those who have ceased to be members, and the names of those who have become members during the preceding year. A Secretary pro-tem shall be chosen to act in the absence of the Secretary at either membership or Board meetings.

Section 7. The Treasurer shall be the custodian of the funds of the Club, collect the dues, fees, assessments, etc., and pay the obligations of the Club, on approval of the Board of Management. The Treasurer shall keep a detailed account of all receipts and expenditures and at the annual meeting present a report thereof and of the balance on hand and the unpaid obligations of the Club. The Treasurer shall report to the Board of Management the names of members who are in default in the payment of dues, or other obligations.

Section 8. Members who are eligible to vote in an election may request an absentee ballot from the secretary. Completed and signed ballots shall be returned to the secretary no later than one day prior to the date of the election.

ARTICLE VIII – CLUB MEETINGS

Section 1. The annual meeting of the Club shall be held before April 15. Notices of such meeting in writing shall be sent by mail or electronic media to each regular voting member, by the Secretary, not less than five days prior thereto.

Section 2. The Board of Management shall call a special meeting of the Club whenever in its judgment it shall be necessary or upon application in writing by at least ten members of the Club. The Secretary shall notify the membership of all special meetings, as provided in *Section 1* of this Article.

Section 3. The Board of Management shall hold monthly meetings on such dates as the President may designate or are provided for in *Section 4* of this Article.

Section 4. Special meetings of the Board of Management may be called by the request of the President, vice-president, or any two members of the Board, but no special meeting shall be held unless each member of the Board of Management shall have had 48 hours notice thereof.

Section 5. At the meeting of the Club, the order of business, so far as circumstances and nature of the meeting permit, shall be as follows:

- (a) The reading of the minutes of the last meeting.
- (b) The reports of the officers.
- (c) The reports of the standing committees.
- (d) The reports of the special committees.
- (e) Written communications.
- (f) Unfinished business.
- (g) Selection of officers, managers, and representatives.
- (h) New business.

Section 6. Twenty-five members shall constitute a quorum at any membership meeting, and a majority shall constitute a quorum at any Board of Management meeting.

Section 7. All those in attendance at meetings of the Club and Special Meetings, subject to the limitations of their membership category, shall be entitled to participate in the activities of the meeting, and to vote on measures placed before the membership.

ARTICLE IX – AMENDMENT PROCEDURES

Section 1. These bylaws may be amended as follows:

A copy of the proposed amendments, signed by at least ten members proposing the same, shall be simultaneously posted on the Club bulletin board and served upon the Secretary at least thirty days prior to a regular meeting or special meeting of the Club. Such notification shall include, in addition to the proposed amendment, notice that the same shall be placed before the membership for action at the coming meeting.

The Secretary shall give notice by mail or electronic media to each member of the Club, at least twenty days before action is to be taken thereon, that an amendment to the bylaws, specifying the same by number, has been proposed and that action thereto will be taken at a meeting to be held at a date specified. Such amendment shall be adopted only by a two-thirds vote in the affirmative by the members present at such meeting.

Section 2. After an amendment to any section or sections of the bylaws has been proposed and acted upon by the Club, no amendments to such sections shall be posted until thirty days have elapsed after such action.