

**BY-LAWS**  
**OF**  
**THE NORFOLK CURLING CLUB, INCORPORATED**

**ARTICLE I**

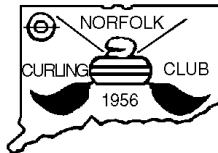
**NAME AND LOCATION OF CORPORATION**

**Section 1.** This corporation shall be known as the Norfolk Curling Club, Incorporated, (hereafter referred to as the “Club”).

**Section 2.** The principle office of the Club shall be located at Norfolk, Connecticut.

**Section 3.** The Club is a nonprofit organization in accordance with section 501(c)(3) of the Internal Revenue Code. The Club educates local area people on the Olympic sport of curling and fosters national and international competition in the sport of curling. As a 501(c)(3) organization, donations to the Club can be tax deductible.

**Section 4.** The Club shall have a seal, which shall be in the following form:



**ARTICLE II**

**OBJECTIVES**

**Section 1.** The objectives of the Club are to teach, develop, encourage and promote the Olympic sport of curling. It shall promote curling to all who are interested by creating public awareness and appreciation of this Olympic sport. The Club shall introduce curling to school physical education programs, church youth groups, Boy Scouts, Girl Scouts, and other youth groups. It shall introduce curling to local residents, businesses and senior citizens groups. The Club shall develop the sport of curling by offering training programs, junior programs, adult programs and senior programs that will lead to national and international competition. It shall work with local schools to develop interscholastic competition.

## ARTICLE III

### MEMBERSHIP

**Section 1.** Membership in the Club shall be open to all who wish to participate either as a teacher, a player or an observer in the Olympic sport of curling. The term of membership shall be for one calendar year commencing October 1<sup>st</sup>. There shall be five classifications of membership:

- a. Full Member – Any person, who at the commencement of the membership term, is 21 years of age or over.
- b. Young Adult Member – Any person, who at the commencement of the membership term is between the ages of 18 and 21. Young adult members shall be entitled to all Club privileges.
- c. Plate Glass Member – Any person, who is 18 years of age or older and who shall be entitled to all Club privileges except curling either at the Norfolk Curling or as a Club representative.
- d. Junior Member – Any person, who at the commencement of the membership term is at least 12 years of age or in the seventh grade, but less than 18 years of age or in the twelfth grade. Junior members shall be sponsored by a Full Member or a Plate Glass Member. Such members shall have no right to vote.
- e. Associate Member – Any person desiring to participate as a member of a rink (team) at the invitation of two or more Full Members for the purpose of representing the Club in a bonspiel. Participation as an Associate Member shall be under the terms and conditions as may be prescribed by the Board of Directors. Such members shall have voting privileges and be able to hold office.

**Section 2.** Membership applications for all classifications of membership shall be signed by the applicant. Names of persons applying for membership shall be presented to the Board of Directors, who may deny membership for just cause. Every applicant shall receive an invoice for dues, fees or other assessments from the Club Treasurer. Upon payment of this invoice the applicant shall become a member.

**Section 3.** Members of all classes shall have the following rights and privileges subject to the provisions of Article III, Section 1:

- a. To the extent permitted by Club rules and regulations members shall have the use of all facilities and may participate in all Club activities.
- b. All members shall have voting rights at membership meetings.
- c. All rights, privileges and interests of any member shall cease upon termination of membership or upon the death of the member.

**Section 4.** Membership in the Club may be terminated for the following reasons:

- a. A member may voluntarily terminate membership by submitting a request to terminate in writing to the Secretary of the Club. Such a request may be accepted provided the member has discharged all of his or her Club indebtedness.
- b. The membership of anyone found to be delinquent in paying dues, fees charges or other sums owed to the Club may be terminated be the Board of Directors as provided in Article V.
- c. Should any member be guilty of violating Club rules and regulations, the Board of Directors may take such actions as it deems advisable including suspension or termination of membership.

## ARTICLE IV

### **DUES AND OTHER CHARGES**

**Section 1.** The annual dues, fees, assessments and other charges for all classifications of membership shall be set by the Board of Directors. If application for a new membership is made half way through the curling season or later, the member shall pay one-half of the above mentioned charges. Notice of changes to dues, fees or other charges or special assessments shall be conveyed in writing to all affected classes of membership by the Secretary.

**Section 2.** All dues, fees and other charges shall be billed to each member by the Treasurer no later than August 15<sup>th</sup>. A member will be delinquent with respect to dues, fees and charges if they remain unpaid beyond November 15, unless a special payment schedule has been approved by the Treasurer. Billing and delinquency dates for special assessments shall be established by the Board of Directors. A delinquency notice shall be sent by the Treasurer to any member who has failed to pay any sums owed to the Club.

**Section 3.** At the December meeting of the Board of Directors, the Treasurer shall present the names of any members delinquent as of that date. The Board of Directors shall consider the circumstances of any member still delinquent as of the meeting date and will consider appropriate action, which may include establishing a special payment schedule, posting of names and amounts owed, suspension of membership, termination of membership or other action it deems necessary.

**Section 4.** Dues are refundable only at the discretion of the Board of Directors.

## ARTICLE V

### GOVERNMENT

**Section 1.** The general management of the affairs of the Club shall be vested in the Board of Directors, who shall have the entire charge of the affairs, funds and property of the Club.

**Section 2.** Officers of the Club shall consist of a President, Vice-President, Secretary and Treasurer. The Secretary or Treasurer shall be the custodian of the official Club seal. The officers of the Club shall be elected from the membership of the Board of Directors.

**Section 3.** The President, and in his or her absence the Vice-President, shall preside at all meetings of the members and meetings of the Board of Directors. The President shall, with the Secretary, sign all written contracts of the Club and such other papers as may require a corporate signature and shall perform such duties as the Board of Directors may assign to them. The President shall be an ex officio member of all committees. Neither the President nor the Vice-President may serve for more than two consecutive one year terms. In the absence of the President, the Vice-President shall perform his duties, and in the absence of both the President and the Vice-President, the Treasurer shall assume the duties of the President. Past presidents will be ex-officio members of the board with no voting privileges.

**Section 4.** The Treasurer shall be the custodian of the funds of the Club; collect dues, fees, charges and other assessments and pay bills on approval of the Board of Directors. The Treasurer shall be responsible for:

- a. Keeping detailed account of all receipts and expenditures, and at the annual meeting and at all regular Board of Directors meetings provide a written report thereof and of the balance on hand and the amount of unpaid bills.
- b. Billing members and making bank deposits.
- c. Report to the Board of Directors the names of members who are delinquent in payment of dues or other financial obligations.
- d. Keep a current roll of the membership of the Club.
- e. Establishing bank accounts and other accounts as directed by the Board of Directors.
- f. Establishing policy with regards to the Treasurers job and supervising the Assistant Treasurer.
- g. Pay to the Grand National Curling Club annual club and membership dues.

The Treasurer, with the approval of the Board of Directors, may appoint an Assistant Treasurer to assist in the work of the Treasurer.

**Section 5.** The Secretary shall give notice of all meetings of the membership and shall keep minutes of said meetings and of meetings of the Board of Directors. The Secretary shall be responsible for Club correspondence and business records, and shall have custody of the official seal of the Club.

**Section 6.** The Board of Directors shall consist of twelve (12) members divided into three (3) classes of four (4) members each. The term of each class shall be for three years or until successors are elected. The Board of Directors may fill vacancies which occur other than by expiration of term in any office or on the Board. The Board of Directors may remove a Director when sufficient cause exists for such removal. The immediate past President shall be an ex officio member of the Board of Directors, but without voting rights. The Board of Directors shall control and manage the affairs, funds and expenditures of the Club, shall carry out its corporate purpose, execute the Club's By-Laws, and adopt such rules of play for use of the Club facilities as shall be deemed to be in the best interest of the Club.

**Section 7.** All checks, notes, orders or drafts for payment of monies or the delivery of securities belonging to the Club shall be under the jurisdiction of the Treasurer. The Assistant Treasurer may sign checks or other vehicles up to an amount of \$1000. Checks or other vehicles up to \$5000 shall be signed by the Treasurer. Checks or other vehicles over \$5000 and all mortgages, deeds, leases or other instruments and documents required in the execution of Club business shall be signed by the Treasurer and such other officer(s) as the Board of Directors may designate.

**Section 8.** The fiscal year of the Club shall be from May 1 through April 30 of the following year.

## **ARTICLE VI**

### **MEETINGS**

**Section 1.** The annual meeting of the members of the Club shall be held on a date designated by the Board of Directors. The annual meeting shall not be earlier than the fourth Saturday in April or later than the fourth Saturday in May. The time and place for the annual meeting shall be designated by the Board of Directors, and notices of such meetings shall be sent to the each member by the Secretary at least ten (10) days prior thereto. Twenty (20) voting members shall constitute a quorum.

**Section 2.** Special meetings of the Club membership may be called at the discretion of the Board of Directors. Special meetings may also be called by the membership if twenty (20) signatures of voting members are obtained on a petition calling for such a special meeting. Notice of any special meetings shall be sent to each member at least ten (10) day prior thereto.

**Section 3.** Votes at membership meetings shall be by voice vote. In the event that the presiding officer cannot determine the outcome of a vote, the vote may be conducted by a show of hands or by paper ballot. Paper ballots may also be used if this method is voted in by a majority of the members at the meeting.

**Section 4.** Meetings of the Board of Directors shall be held monthly or at other times at the discretion of the President, or in his absence the Vice-President or other officer of the Club. Six (6) members of the Board shall constitute a quorum.

## ARTICLE VII

### ELECTION OF DIRECTORS AND OFFICERS

**Section 1.** The Directors and Officers of the Club shall be elected at the annual meeting from the voting membership.

**Section 2.** The President shall appoint a nominating committee of three members at least one month in advance of the Annual meeting. It shall be the duty of that Committee to nominate four members for the Board of Directors to serve for three years and to nominate a President, Vice-President, Treasurer and Secretary who would each serve one (1) year. After approval of the nominations by the Board of Directors, the Secretary shall send these nominations to each member of the Club at least ten (10) days prior to date of the annual meeting.

**Section 3.** Independent nominations for election to the Board of Directors or for a Club Officer may be made from the floor at the annual meeting. Nominations for officers shall be made from the elected Board of Directors.

**Section 4.** If a vacancy occurs among the Officers or the Board of Directors, such vacancy shall be filled by the Board.

## ARTICLE VIII

### COMMITTEES

**Section 1.** The President or the Board of Directors may establish committees as may be deemed necessary to carry out Club duties and activities. The President or the Board of Directors shall appoint committee chairmen, whose term shall be for one year.

**ARTICLE IX**

**NOTICES**

**Article 1.** All notices to members shall be mailed to their address as given on the books of the Club. Notices to members may be sent by e-mail if approved by the member. It is the responsibility of the member to notify the Club concerning changes to postal or e-mail addresses.

**ARTICLE X**

**AMENDMENTS TO BY-LAWS**

**Section 1.** These By-Laws may be amended by recommendation of the Board of Directors and approval by 2/3 vote of the members present at the Annual Membership Meeting or a Special Membership Meeting. The recommended changes to the By-Laws must be sent to the membership ten (10) days prior to the meeting. Twenty (20) members shall constitute a quorum.

**Approved at the Annual Membership Meeting held May 9, 2009.**

Signed:                     *Vickie Brown*                    

**Vickie Brown  
Secretary, Norfolk Curling Club**