

# **CONSTITUTION AND BY-LAWS** **BRITISH COLUMBIA FIREFIGHTERS** **CURLING ASSOCIATION**

## ➤ **ARTICLE 1. NAME**

THE ORGANIZATION SHALL BE KNOWN AS THE BRITISH COLUMBIA FIREFIGHTERS CURLING ASSOCIATION

## ➤ **ARTICLE 2. AIMS AND OBJECTIVES**

THE AIMS AND OBJECTIVES OF THE ASSOCIATION SHALL BE TO PROMOTE GOODWILL AMONG BRITISH COLUMBIA FIREFIGHTERS THROUGH THE MEDIUM OF CURLING

## ➤ **ARTICLE 3. LOCATION OF ACTIVITIES**

THE OPERATIONS OF THE ASSOCIATION SHALL BE CARRIED OUT IN THE PROVINCE OF BRITISH COLUMBIA

## ➤ **ARTICLE 4. CONSTITUTION**

- a) ANY MEMBER WISHING TO CHANGE OR AMEND THE CONSTITUTION SHALL WITHIN TWENTY ONE (21) DAYS PRIOR TO THE ANNUAL GENERAL MEETING, SUBMIT IN WRITING SUCH SUGGESTED CHANGE OR AMENDMENT TO THE PRESIDENT, WHO WILL THEN SUBMIT IT TO THE GENERAL MEETING FOR REJECTION OR APPROVAL.
- b) A SIXTY PERCENT (60%) MAJORITY SHALL BE REQUIRED BEFORE A CHANGE IN THE CONSTITUTION SHALL BECOME EFFECTIVE. THE BY-LAWS OF THIS ASSOCIATION SHALL BE BASED ON THE PROVISIONS OF THE CONSTITUTION

## ➤ **ARTICLE 5. MEMBERSHIP**

- a) MEMBERSHIP SHALL BE OPEN TO ALL PROFESSIONAL BRITISH COLUMBIA FIREFIGHTERS AND PROVINCIAL FIRE COMMISSIONER STAFF
- b) MEMBERSHIP SHALL BE OPEN TO ALL VOLUNTEER FIREFIGHTERS IN THE PUBLIC EMPLOY WHO HAVE UNDERTAKEN AN ACTIVE PART IN FIREFIGHTING AND WHO HAVE ATTENDED A MINIMUM OF SIXTY FIVE PERCENT (65%) OF THE DEPARTMENTAL FIRE DRILLS AS OF SEPTEMBER FIRST (1ST) TWO (2) YEARS PRIOR TO THE BRITISH COLUMBIA FIREFIGHTERS PLAYDOWNS IN, WHICH THEY ENTER. THEIR CHIEF ON THE APPLICATION FORM MUST CERTIFY THIS YEARLY. SAID MEMBERS TO BE A VOLUNTEER AT THE TIME OF PLAYDOWNS.

➤ **ARTICLE 5: MEMBERSHIP (cont.)**

- c) EACH VOLUNTEER FIRE DEPARTMENT ENTERING TEAMS IN THE ANNUAL PLAYDOWNS MUST SUBMIT TO THE SECRETARY ANNUALLY, THEIR NOMINAL ROLL SHOWING DATE OF JOINING DEPARTMENT OF THE MEMBERS ON THE TEAM (S) AND TO BE SIGNED BY A SENIOR OFFICER OF THE FIRE DEPARTMENT. THIS NOMINAL ROLL TO BE IN THE HANDS OF THE SECRETARY BY DECEMBER 31<sup>ST</sup>.
- d) A VOLUNTEER FIRE DEPARTMENT MEMBER WHO HAS A MINIMUM OF TWO (2) YEARS CONTINUOUS SERVICE TIME AND TRANSFERS FROM ONE VOLUNTEER FIRE DEPARTMENT IN B.C. MAY ENTER THE PLAYDOWNS PROVIDED HE HAS THREE (3) MONTHS SERVICE TIME WITH THE DEPARTMENT HE HAS TRANSFERRED TO AND HIS NAME APPEARS ON THE NOMINAL ROLL OF THAT DEPARTMENT.
- e) A FIRE DEPARTMENT MEMBER WHO HAS COMPLETED TEN (10) CONTINUOUS YEARS SERVICE AND OR IS A LIFE MEMBER OF THE CANADIAN FIREFIGHTERS CURLING ASSOCIATION, AND MUST RESIDE IN BRITISH COLUMBIA SIX (6) MONTHS PRIOR TO THE PLAYDOWNS WILL BE CONSIDERED ELIGIBLE TO ENTER THE BRITISH COLUMBIA FIREFIGHTERS CURLING PLAYDOWNS.
- f) A VOLUNTEER FIRE DEPARTMENT MEMBER WHO HAS COMPLETED FIVE (5) CONTINUOUS YEARS SERVICE, AND RETIRES FROM THE DEPARTMENT, WILL BE CONSIDERED ELIGIBLE TO ENTER THE BRITISH COLUMBIA FIREFIGHTERS CURLING PLAYDOWNS PROVIDED THEY HAVE CURLED IN TWO PREVIOUS BRITISH COLUMBIA FIREFIGHTERS CURLING PLAYDOWNS AS AN ACTIVE MEMBER OF HIS FIRE DEPARTMENT AS PER SECTION B OF THIS CONSTITUTION. ❖**(Feb. 2012 @ Delta)**
- g) A FIRE DEPARTMENT MEMBER WHO IS UNDER SUSPENSION AT THE TIME OF THE PLAYDOWNS WILL NOT BE CONSIDERED ELIGIBLE TO CURL IN THE PLAYDOWNS.
- h) THAT IF A VOLUNTEER FIREFIGHTER HAS SERVED A PERIOD OF TEN (10) YEARS IN A FIRE DEPARTMENT AND HE IS PHASED OUT THEN THAT MEMBER MAY BE ELIGIBLE TO PARTICIPATE IN THE BRITISH COLUMBIA FIREFIGHTERS CURLING PLAYDOWNS AS LONG AS HE IS AN HONORARY MEMBER AND THAT THIS CAN BE CONFIRMED BY HIS RESPECTIVE FIRE CHIEF, PROVIDED HE HAS ATTENDED ONE PREVIOUS PROVINCIAL PLAYDOWN.
- i) A MOTION TO PROPOSE A MEMBER FOR HONORARY MEMBERSHIP SHALL BE SUBMITTED TO THE SECRETARY IN WRITING AT LEAST TWENTY ONE (21) DAYS PRIOR TO THE ANNUAL GENERAL MEETING, SAID MOTION SHALL BE SIGNED BY AT LEAST FOUR (4) MEMBERS IN GOOD STANDING.
- j) ANY MEMBER, CURLER, OR EXECUTIVE MEMBER THAT CONDUCTS HIMSELF IN ANY MANNER THAT IS LIABLE TO CAUSE EMBARRASEMENT TO THIS ASSOCIATION BY CONDUCT OR MALICIOUS DAMAGE SHALL BE HELD LIABLE FOR SAID DAMAGE AND SHALL BE FORTHWITH EXPELLED FROM THIS ASSOCIATION AT THE DISCRETION OF THE EXECUTIVE AND IN NO WAY IS THE EXECUTIVE HELD RESPONSIBLE FOR DAMAGES.
- k) ANY VOLUNTEER FIREFIGHTER WHO ACTS AS A REPLACEMENT WORKER AGAINST A PROFESSIONAL FIREFIGHTER INVOLVED IN A LABOUR DISPUTE SHALL NOT BE ALLOWED TO PARTICIPATE IN ANY FUTURE BRITISH COLUMBIA FIREFIGHTERS CURLING ASSOCIATION PLAYDOWNS.

## ➤ **ARTICLE 6: FEES AND DUES**

- a) THE ANNUAL DUES SHALL BE TWO DOLLARS (\$2.00) FOR ACTIVE MEMBERS AND ONE DOLLAR (\$1.00) FOR ASSOCIATE MEMBERS, AND SHALL BE PAID BEFORE THE FIRST DAY OF THE PLAYDOWNS.
- b) THE PLAYDOWN FEES SHALL BE GOVERNED ACCORDING TO THE COST OF STAGING SAME. EIGHT DOLLARS (\$8.00) OF THIS AMOUNT TO PREPAY THE FOUR (4) MEMBERS ON THE RINK THEIR MEMBERSHIP DUES IN THE ASSOCIATION FOR THE FOLLOWING YEAR.
- c) ASSESMENT MAY BE MADE AT THE ANNUAL GENERAL MEETING PROVIDING A SIXTY PERCENT (60%) MAJORITY IN FAVOUR HAS BEEN OBTAINED.
- d) THE CANADIAN FIREFIGHTERS CURLING ASSOCIATION MEMBERSHIP DUES SHALL BE PAID FROM THE TREASURY OF THIS ASSOCIATION.

## ➤ **ARTICLE 7: OFFICERS**

THE OFFICERS OF THIS ASSOCIATION SHALL BE:

- ❖ **PRESIDENT**
- ❖ **FIRST VICE-PRESIDENT**
- ❖ **SECOND VICE-PRESIDENT**
- ❖ **SECRETARY-TREASURER/PROVINCIAL DIRECTOR**
- ❖ **TRUSTEES (TWO)**

THE TRUSTEES MAY ATTEND ALL BUSINESS MEETINGS, BUT SHALL NOT HAVE A VOTE AT EXECUTIVE MEETINGS.

## ➤ **ARTICLE 8: QUORUM**

A QUORUM FOR THE TRANSACTION OF ANY BUSINESS AT A REGULAR GENERAL MEETING OR SPECIAL MEETING SHALL CONSIST OF TEN (10) PER CENT OF THOSE ELIGIBLE TO VOTE. VOTE OF THE MEMBERSHIP AT LARGE, AT ANY SUCH MEETING SHALL NOT EXCEED THAT OF OFFICERS.

## ➤ **ARTICLE 9: NOMINATIONS – ELECTION OF OFFICERS**

- a) ALL NOMINATIONS FOR THE POSITION OF PRESIDENT, FIRST AND SECOND VICE-PRESIDENT, SECRETARY-TREASURER AND TRUSTEES SHALL COME FROM THE FLOOR. NO MEMBER SHALL BE NOMINATED UNLESS HE HAS PREVIOUSLY STATED THAT HE WOULD BE WILLING TO RUN FOR THE OFFICE OR IS IN ATTENDANCE AT THE MEETING AND HAVING THE CHANCE TO DECLINE.
- b) ELECTION OF OFFICERS SHALL TAKE PLACE AT THE ANNUAL GENERAL MEETING AND THEIR TERMS OF OFFICE SHALL TAKE PLACE SIXTY (60) DAYS AFTER THEIR APPOINTMENT. THEIR APPOINTMENT SHALL TERMINATE TWO (2) YEARS FROM THE TIME OF TAKING OFFICE FOR THE PRESIDENT AND SECRETARY-TREASURER AND ONE (1) YEAR FROM THE TIME OF TAKING OFFICE FOR ALL OTHERS. THE ELECTION FOR PRESIDENT AND THE SECRETARY-TREASURER SHALL BE ON ALTERNATING YEARS.
- c) THE PRESIDENT SHALL FILL VACANCIES OCCURRING IN ANY OFFICE UNTIL THE NEXT ANNUAL GENERAL MEETING.

➤ **ARTICLE 9: NOMINATION – ELECTION OF OFFICERS (cont.)**

- d) THE CURRENT SECRETARY-TREASURER SHALL HOLD THE OFFICE OF PROVINCIAL DIRECTOR. IF THE DIRECTOR IS UNABLE TO ATTEND THE CANADIAN FIREFIGHTERS CURLING ASSOCIATION MEETING AN ALTERNATIVE MAY BE APPOINTED BY THE EXECUTIVE TO ATTEND THE MEETING.
- e) IF A CURRENT MEMBER OF THE EXECUTIVE WISHES TO RUN FOR AN OPEN POSITION, HE SHOULD NOT BE REQUIRED TO RESIGN HIS PRESENT POSITION UNLESS SUCCESSFUL IN RUNNING FOR THE NEW POSITION.

➤ **ARTICLE 10: DUTIES OF OFFICERS**

THE DUTIES OF THE OFFICERS ARE THOSE DICTATED BY CUSTOM AND PARLIAMENTARY PROCEDURE.

➤ **PRESIDENT**

- a) SHALL SEE THAT THE BUSINESS OF THE ASSOCIATION IS CARRIED OUT IN AN ORDERLY MANNER.
- b) SHALL BE RESPONSIBLE FOR ALL THE BUSINESS TRANSACTIONS AND SHALL MAKE DECISIONS IN CASE OF DISPUTES WHICH MAY ARISE WHICH ARE NOT COVERED IN THE BY-LAWS.
- c) SHALL SEE THAT ALL ARRANGEMENTS ARE COMPLETE FOR THE BRITISH COLUMBIA PLAYDOWNS AND THAT A WINNER IS DECLARED BEFORE THE FIRST WEEK IN MARCH FOLOWING HIS ELECTION AS PRESIDENT.
- d) HE SHALL HAVE THE POWER TO INVESTIGATE THE ELIGIBILITY OF ANY PLAYERS ENTERING THE PLAYDOWNS, AND UPON COMPLAINT SHALL CALL UPON HIS EXECUTIVE WHO SHALL ACT UPON THE COMPLAINT WHERE IT IS FOUND A PLAYER HAS VIOLATED A BY-LAW.

➤ **FIRST VICE-PRESIDENT**

- a) SHALL CARRY OUT THE PRESIDENTS DUTIES IN HIS ABSENCE.
- b) SHALL ASSIST THE PRESIDENT IN ANY MANNER NECESSARY TO CARRY OUT THE DUTIES OF HIS OFFICE.
- c) HE SHALL BE A SIGNING OFFICER OF THE ASSOCIATION.

➤ **SECOND VICE-PRESIDENT**

SHALL ASSIST THE PRESIDENT OR THE FIRST VICE-PRESIDENT IN ANY MANNER NECESSARY TO CARRY OUT THE DUTIES OF HIS OFFICE.

➤ **SECRETARY-TREASURER**

- a) SHALL KEEP ALL RECORDS AND MINUTES OF ALL MEETINGS, DEPOSIT ALL MONIES AND CHEQUES OF THE BRITISH COLUMBIA FIREFIGHTERS CURLING ASSOCIATION FUND.
- b) HE SHALL BE A SIGNING OFFICER FOR THE ASSOCIATION.
- c) ALL CHEQUES DRAWN ON A BANK MUST BE SIGNED BY THE SECRETARY-TREASURER AND BE COUNTER SIGNED BY THE PRESIDENT OR IN HIS ABSENCE THE FIRST VICE-PRESIDENT.
- d) SHALL SEND ALL ACTIVE MEMBERS A FINANCIAL STATEMENT OF THE AUDITED FINANCIAL ACTIVITIES, COUNTER SIGNED BY THE TRUSTEES BEFORE HIS TERM OF OFFICE HAS EXPIRED.
- e) SHALL TAKE CHARGE OF ALL CORRESPONDENCE FOR THE ASSOCIATION.
- f) SHALL BE RESONSIBLE FOR ALL MONIES AND PROPERTIES BELONGING TO THE ASSOCIATION.
- g) SHALL ASSIST THE PRESIDENT AND OR VICE-PRESIDENT IN ANY MANNER TO ENABLE THEM TO CARRY OUT THE DUTIES OF THEIR OFFICE.
- h) SHALL INFORM THE TRUSTEES OF TIME AND PLACE OF EXECUTIVE MEETINGS.
- i) SHALL RECEIVE ALL NOMINATIONS OF OFFICERS DISCARDING THOSE NOT IN GOOD STANDING WITH THE ASSOCIATION FOR THE FORTHCOMING SEASON.

➤ **PROVINCIAL DIRECTOR**

- a) HE SHALL ACT AS A LIASON OFFICER BETWEEN THE PROVINCIAL ASSOCIATION AND THE CANADIAN ASSOCIATION.
- b) HE MUST AT ALL TIME REPRESENT THE PROVINCIAL ASSOCIATION IN ALL CANADIAN MEETINGS, REMEMBERING AT ALL TIMES THAT HE SHALL ACT FOR THE GOOD AND WELFARE OF THE PROVINCIAL BODY.
- c) HE SHALL BE RESPONSIBLE FOR THE COLLECTION OF ALL CANADIAN MEMBERSHIP DUES AND FORWARDING CANADIAN MEMBERSHIP CARDS TO MEMBERS.
- d) HE SHALL BE RESPONSIBLE TO FORWARD TO THE CANADIAN ASSOCIATION THE NAMES OF THE WINNERS OF THE PROVINCIAL PLAYDOWNS.
- e) IN ALL MATTERS OF POLICY MUST AT ALL TIMES CONSULT WITH THE PROVINCIAL EXECUTIVE BEFORE VOTING ON THE SAME THE FOLLOWING YEAR.

➤ **TRUSTEES**

- a) SHALL ACT AS SARGENT-AT-ARMS AT ALL MEETINGS OTHER THAN EXECUTIVE MEETINGS.
- b) SHALL AUDIT OR HAVE CAUSE TO BE AUDITED THE ANNUAL FINANCIAL STATEMENT OF THIS ASSOCIATION.
- c) SHALL BE RESPONSIBLE THAT THE OFFICERS AND MEMBERS UPHOLD THE CONSTITUTION AND BY-LAWS OF THIS ASSOCIATION IN ITS ENTIRETY.

➤ **ARTICLE 11: LIASON**

ONLY THE PRESIDENT OR A SELECTED MEMBER (PRESIDENTS CHOICE) WILL ACT IN ALL CASES AS THE LIASON BETWEEN ANY SPONSOR AND THE BRITISH COLUMBIA FIREFIGHTERS CURLING ASSOCIATION.

➤ **ARTICLE 12: APPLICATION AS HOST DEPARTMENT**

ONLY WRITTEN APPLICATIONS RECEIVED BY THE SECRETARY PRIOR OR AT THE ANNUAL GENERAL MEETING WILL BE CONSIDERED. IN THE EVENT NO SUITABLE APPLICATIONS HAVE BEEN RECEIVED FROM DEPARTMENTS WISHING TO HOST THE PLAYDOWN THE INCOMING EXECUTIVE ARE EMPOWERED TO MAKE THE NECESSARY ARRANGEMENTS FOR THE NEXT YEARS PLAYDOWN.

➤ **ARTICLE 13: DUTIES OF THE HOST DEPARTMENT**

- a) IT SHALL BE THE DUTY OF THE HOST DEPARTMENT TO ASSIST THE EXECUTIVE WITH ALL THE ARRANGEMENTS NECESSARY FOR THE CARRYING OUT OF THE PROVINCIAL PLAYDOWNS. CHAIRMAN FOR THE HOST DEPARTMENT SHALL BE NAMED AT THE TIME THEIR APPLICATION IS SUBMITTED.
- b) THE CHAIRMAN FOR THE HOST DEPARTMENT SHALL BE RESPONSIBLE TO THE EXECUTIVE THAT SATISFACTORY ARRANGEMENTS ARE COMPLETED FOR:

- ❖ **SUITABLE AND SUFFICIENT ICE**
- ❖ **REFEREE ON DUTY AT ALL TIMES DURING PLAYDOWNS**
- ❖ **THE BANQUET AND MEETING**
- ❖ **TRANSPORTATION WHEN AND WHERE NECESSARY**
- ❖ **APPOINTMENT OF SUFFICIENT COMMITTEES TO HANDLE THE NECESSARY WORK**

➤ **ARTICLE 14: RULES AND REGULATIONS:**

- a) TO BE ELIGIBLE TO COMPETE IN THE PROVINCIAL PLAYDOWNS EACH PARTICIPANT MUST HOLD A CURRENT MEMBERSHIP CARD AND THIS IS TO BE OBTAINED ON OR BEFORE THE FIRST DAY OF THESE PROVINCIAL PLAYDOWNS. MEMBERS SHALL PRODUCE SAME IF REQUIRED AT THE TIME OF REGISTRATION.
- b) ENTRIES FOR THE PROVINCIAL PLAYDOWNS SHALL BE IN THE HANDS OF THE SECRETARY-TREASURER NO LATER THAN **JANUARY 15<sup>TH</sup>** OF THE PLAYING YEAR, ACCOMPANIED BY THE FULL AMOUNT AS STATED IN ARTICLE 6: SECTION (b)

- c) ALL GAMES WILL BE 8-ENDS EXCEPT IN CHAMPIONSHIP EVENT. ALL GAMES IN THE CHAMPIONSHIP EVENT WILL BE 10-ENDS. *(Feb 2006 @ North Vancouver)*

➤ **ARTICLE 14: RULES AND REGULATIONS (cont.)**

- d) CANADIAN CURLING ASSOCIATION RULES WILL GOVERN.

➤ **ARTICLE 15: FUNDS**

- a) THE EXECUTIVE SHALL BE REQUIRED TO WORK WITHIN A PLANNED BUDGET WITHIN THE MEANS OF THIS ASSOCIATION.
- b) THERE SHALL BE NO BORROWING POWERS EXCEPT BY AN EXTRAORDINARY RESOLUTION OF THE ASSOCIATION AT ITS ANNUAL GENERAL MEETING.
- c) HOST CITY TO RECEIVE SET AMOUNT TO BE SET ANNUALLY BY THE EXECUTIVE FOR THE PRIZES, TROPHIES AND ICE. TO BE BASED ON A PER CAPITA BASIS ON THE CURRENT ENTRY OF TEAMS. IF THE HOST COMMITTEE WANTS TO GO OVER BUDGET THEY WOULD BE REQUIRED TO RAISE ADDITIONAL FUNDS THEMSELVES.

➤ **ARTICLE 16: RECORDS AND SEAL:**

- a) THE SEAL OF THE ASSOCIATION SHALL BE KEPT IN THE CUSTODY OF THE PRESIDENT AND MAY ONLY BE USED IN THE PRESENCE OF THE PRESIDENT AND VICE-PRESIDENT OR THE SECRETARY-TREASURER.
- b) THE SECRETARY-TREASURER SHALL RECORD ALL TRANSACTIONS IN THE BOOK OF ACCOUNT OF THE ASSOCIATION.
- c) ACTIVE MEMBERS OF THE ASSOCIATION AT THE ANNUAL GENERAL MEETING MAY INSPECT THE BOOKS AND RECORDS OF THE ASSOCIATION.
- d) THE TRUSTEES AND THEIR AUDITORS SHALL EXAMINE THE FINANCIAL RECORDS OF THE ASSOCIATION AT LEAST ONCE A YEAR AND HAVE ACCESS TO ALL DOCUMENTS NECESSARY FOR THEM TO PREPARE A PROPER STATEMENT OF THE AFFAIRS OF THE ASSOCIATION FOR PRESENTATION TO THE ANNUAL GENERAL MEETING.

➤ **ARTICLE 17: BUSINESS**

THE ORDER OF BUSINESS OF A REGULAR OR SPECIAL MEETING SHALL BE AS FOLLOWS:

- ❖ **READING AND APPROVING THE MINUTES OF THE PREVIOUS MEETING**
- ❖ **REPORTS OF OFFICERS**
- ❖ **REPORTS OF COMMITTEES**
- ❖ **CORRESPONDENCE**
- ❖ **UNFINISHED BUSINESS**
- ❖ **NEW BUSINESS**
- ❖ **GOOD AND WELFARE**
- ❖ **ELECTIONS OF OFFICERS**

➤ **AMMENDMENTS**

- ❖ **ADOPTED FEBRUARY 1963 @ PENTICTON, B.C.**
- ❖ **AMMENDED FEBRUARY 1964 @ TRAIL, B.C.**
- ❖ **AMMENDED FEBRUARY 1968 @ KAMLOOPS, B.C.**
- ❖ **AMMENDED FEBRUARY 1973 @ PRINCE GEORGE, B.C.**
- ❖ **AMMENDED FEBRUARY 1978 @ TRAIL, B.C.**
- ❖ **AMMENDED FEBRUARY 1982 @ SURREY, B.C.**
- ❖ **AMMENDED FEBRUARY 1986 @ BURNABY, B.C.**
- ❖ **AMMENDED FEBRUARY 1988 @ NEW WESTMINSTER, B.C.**
- ❖ **AMMENDED FEBRUARY 1990 @ VICTORIA, B.C.**
- ❖ **AMMENDED FEBRUARY 1994 @ CAMPBELL RIVER, B.C.**
- ❖ **AMMENDED FEBRUARY 1995 @ KELOWNA, B.C.**
- ❖ **AMMENDED FEBRUARY 2006 @ DISTRICT OF NORTH VANCOUVER**
- ❖ **AMMENDED FEBRUARY 2012 @ DELTA (TSWWASSEN)**

➤ **FOUNDED IN 1958**