

## **ARDWICKS**

### **CONSTITUTION AND BYLAWS**

#### **CONSTITUTION**

##### **ARTICLE I - NAME**

The name of this Organization shall be the Ardwick's.

##### **ARTICLE II - OBJECTS AND POLICIES**

**Section 1:** The object of the Organization shall be to promote and develop interest in curling among women and to preserve the true spirit of the game.

**Section 2:** The policies of this Organization shall be in harmony with those of the United States Women's Curling Association.

##### **ARTICLE III - MEMBERSHIP**

**Section 1:** A Member shall be an active curler in good standing entitled to all the privileges of this organization.

**Section 2:** A Member in good standing shall be defined as one who has paid her dues in full on or before the date specified except when a deferment has been granted by the Executive Board.

**Section 3:** An Honorary Member shall be any former Active Member who has rendered exceptional service to this Organization. She shall be elected by the majority vote of the Active Membership. She may attend all social functions but without privilege of vote.

##### **ARTICLE IV - OFFICERS AND THEIR ELECTION**

**Section 1:** The officers of this Organization shall consist of President, First Vice-Presidents (2), Secretary and Treasurer.

**Section 2:** These Officers shall be elected at the Annual Meeting for a two year term. The President and First Vice-Presidents shall be elected in the even years and the Secretary and Treasurer in the odd years. Elected Officers shall take office immediately after election, except for the Treasurer who shall take office June 1. A majority vote of the Active Members present and in good standing shall elect.

**Section 3:** An unexpired term of any elected Officer may be filled by a majority vote of the remaining Officers and Nominating Committee.

## **ARTICLE V - EXECUTIVE BOARD**

**Section 1:** The Executive Board shall consist of the elected officers, the Chairmen of Standing Committees, the Chairman of the Nominating Committee, the United States Women's Curling Association Representative and the immediate Past-President as ex-officio member.

## **ARTICLE VI - MEETINGS**

**Section 1:** There shall be a minimum of two (2) business meetings of the Active Membership during the year, one in the fall and one in the spring. The spring meeting shall be designated as the Annual Meeting.

**Section 2:** One third of the Active Membership in good standing shall constitute a quorum.

**Section 3:** The Executive Board shall meet as needed during the curling season.

## **ARTICLE VII - RULES**

**Section 1:** All parliamentary questions shall be decided by Robert's Rules of Order (Revised) unless otherwise determined by the Constitution and by-laws.

## **ARTICLE VIII - AMENDMENTS**

**Section 1:** This Constitution may be amended by a two-thirds vote of the total Active Membership in good standing, present at any meeting, provided that written notice of the proposed Amendment has been given to each member at least two weeks before the meeting. Absentee ballots will be honored.

## **BY-LAWS**

### **ARTICLE I - DUTIES OF OFFICERS**

**Section 1:** President

(a) The President shall be the principal Executive Officer of the Organization and shall supervise and control all of its business and affairs. She shall preside at all meetings of the Executive Board and the General Membership.

(b) The President shall be an ex-officio member of all Committees except the Nominating Committee.

(c) The President shall appoint the Chairmen of Standing Committees, subject to the approval of the Officers and they may be reappointed.

(d) The President shall be the representative of the Organization at meetings of the Ardsley Curling Club and in any matters pertaining to curling, such as use of the ice, scheduling of time, signing of contracts, etc.

(e) The President shall appoint an Active Member as Representative of the United States Women's Curling Association. The Representative may be reappointed. This appointment is subject to the approval of the Board. The Representative should be prepared to attend the meetings of the U.S.W.C.A.

(f) The President may make any other appointments she deems necessary subject to the approval of the Executive Board.

(g) The President shall have the power to call a Special Meeting of the Active Members or of the Executive Board when necessary.

#### **Section 2: First Vice-Presidents (2)**

(a) There shall be two (2) First Vice-Presidents, one day curler representative and one evening curler representative. The First Vice-Presidents shall act as organizers of their respective leagues.

(b) The First Vice-Presidents will be responsible for performing the duties of the President in her absence.

#### **Section 3: Secretary**

(a) The Secretary shall keep a record of the affairs of the Organization as well as full and correct minutes of all Executive Board Meetings and General Membership Meetings and shall provide the President with a copy of such minutes.

(b) The Secretary shall keep a correct list of all Active Members in cooperation with the Treasurer.

(c) The Secretary shall conduct such correspondence of the Organization as requested by the President, including proper and timely written notice of all Executive Board Meetings and General Membership Meetings.

#### **Section 4: Treasurer**

(a) The Treasurer shall keep the financial records of the Organization and shall make payments upon order by the President.

(b) The Treasurer shall render a financial statement at each meeting and when called upon to do so.

(c) The financial records shall be audited annually by two members of the Ardwick chosen by the President: One, a Board Member and the other a former Treasurer, when possible.

## **ARTICLE II - EXECUTIVE BOARD**

**Section 1:** The Executive Board shall consist of the Elected Officers, the chairmen of the Standing Committees, the United States Women's Curling Association Representative and the immediate past president as ex-officio member.

**Section 2:** The Executive Board shall perform such duties as are required to carry on the work of this Organization.

**Section 3:** Four members of the Executive Board must be present to conduct business.

## **ARTICLE III - STANDING COMMITTEES**

### **Section 1: Bonspiel Chairman**

(a) The Bonspiel Chairman shall be responsible for receiving and posting bonspiel invitations. She shall also post a sign up sheet to encourage members' participation in Bonspiels.

### **Section 2: Awards Chairman**

(a) The Awards Chairman shall be responsible for ordering awards and engraving trophies.

### **Section 3: Nominating Committee**

(a) The Nominating Committee shall consist of three (3) Members, two (2) of whom shall be elected for one year by the Executive Board. The Chairman of the previous year shall serve as the third member of the Committee but not as Chairman. In the event she cannot serve, another member of her Committee shall be appointed by the Executive Board to take her place.

(b) The Nominating Committee shall elect its own Chairman.

(c) Two weeks before the Annual Meeting, the Nominating Committee shall post its proposed slate of Candidates for the Office of the President and First Vice-Presidents or Secretary and Treasurer.

- (d) Any member of the Nominating Committee shall be eligible to serve in any office.
- (e) Candidates for office are to be asked prior to slate being posted.
- (f) Any vacancy occurring on the Nominating Committee shall be filled by the Executive Board.

**Section 4: U.S.W.C.A. Representative**

- (a) The United States Women's Curling Association Representative shall attend the meetings of the Association, fulfill the duties of the U.S.W.C.A. and attend the meetings of the Ardwick's Executive Board.
- (b) The Ardwick's Treasury shall be responsible for the cost of transportation for one trip to U.S.W.C.A. meetings for the U.S.W.C.A. Representative.

**ARTICLE IV - ELECTIONS**

**Section 1:** All Officers shall be elected at the Annual Meeting. If there are no other nominations the Secretary may be instructed to cast one ballot in favor of the slate.

**Section 2:** Additional nominations will be allowed if signed by five (5) Active Members in good standing and brought to the Board seven (7) days prior to the Annual Meeting.

**ARTICLE V - DUES**

**Section 1:** Annual dues for Active Members shall be any amount designated by the Executive Board.

**Section 2:** Annual dues for renewing Active Membership shall be due and payable in full by December 1 and for new Active Members by January 1.

**Section 3:** The fiscal year of this Organization shall run from June 1 to May 31.

**ARTICLE VI - BY-LAWS AMENDMENTS**

**Section 1:** These by-laws may be amended in whole or in part by a two-thirds (2/3) vote of the Active Members, provided notice of the proposed amendment has been mailed to each member two (2) weeks in advance of the voting date.

Approved April 26, 2002