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**ARDWICKS  
CONSTITUTION AND BY-LAWS**

**CONSTITUTION**

**ARTICLE 1: NAME**

The name of this Organization shall be ARDWICKS

**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 and with Ardsley Curling Club.

**ARTICLE III: MEMBERSHIP**

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

**Section 2:** An Active Member in good standing shall be defined as one who has paid her Ardwicks dues in full on or before the date specified except when a deferment has been granted by the Executive Board. An Active Member in good standing is entitled to vote in Ardwicks affairs.

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

**ARTICLE IV: OFFICERS AND THEIR ELECTION**

**Section 1:** The Officers of this Organization shall consist of the President, Vice President, Secretary, and Treasurer.

**Section 2:** The President and Vice President shall be elected by Active Members for two-year terms. The Vice President is to become President upon completion of the President's term. The officers shall be elected at the Annual Meeting in the following way: A Vice President shall be elected to replace the incumbent Vice President who would be moving into the Presidency and shall be elected in even years. The Secretary and Treasurer shall be elected in odd years. Elected officers shall take office immediately after election, except the Treasurer who shall take office June 1.

**Section 3:** A majority vote of Active Members present and in good standing shall elect.

**Section 4:** 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, Chairperson of Tuesday Night Curling, Chairperson of Thursday Morning Curling, Bonspiel Chairperson, Awards Chairperson, and the chairperson of the Nominating Committee. It also includes 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 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 Members in good standing shall constitute a quorum.

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

#### ARTICLE V: RULES

**Section 1:** All parliamentary questions are decided by *Roberts Rules of Order (Revised)* unless otherwise determined by the Constitution and By-Laws.

#### ARTICLE VI: 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.

**Section 2:** Absentee ballots will be honored.

## **BY-LAWS**

### **ARTICLE 1: 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 affairs. She shall preside at all meetings of the Executive Board and General Membership.
- b. The President shall be an ex-officio member of all Committees except the Nominating Committee.
- c. The President shall be the representative of the Organization at meetings of the Ardsley Curling Club and in any matters pertaining to Ardwicks curling, such as use of ice, scheduling of time, and signing of contracts for any women's Bonspiel supported by the Ardwicks Organization.
- d. The President shall appoint the Chairmen of Standing Committees, subject to the approval of the Officers of the Ardwicks Organization, and they may be reappointed.
- e. The President shall appoint an Active Member as Representative to the United States Women's Curling Association. The Representative may be reappointed subject to Board approval, and the representative should be prepared to attend the two meetings of the USWCA per year.
- f. The President may make any other appointments she deems necessary, subject to Board approval.
- 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: Vice President**

- a. The Vice President shall be responsible for performing the duties of the President in her absence. She shall act as the President's assistant in calling meetings of the membership. She shall take over the presidency in the event of the President's resignation, or inability to serve.
- b. She will become president at the expiration of the President's two-year term.

#### **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 conduct such correspondence of the Organization as

requested by the President, including proper and timely written notice of General Membership Meetings and Absentee Ballots when required.

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

- a. The Treasurer shall keep financial records of the Organization and shall make payments on order of 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's chosen by the President. One auditor, should be an Executive Board Member, and the other a former Treasurer when possible.

### **ARTICLE II: EXECUTIVE BOARD**

**Section 1:** The Executive Board shall perform such duties as are required to carry out the work of this Organization.

**Section 2:** Four Members of the Executive Board must be present to conduct business.

### **ARTICLE III: STANDING COMMITTEES**

**Section 1:** Chairmen of Tuesday Night and Thursday Morning Curling is appointed by the President with the approval of the Board.

- a. The Tuesday Night Chairman is responsible for organizing the Tuesday Night League. She is to appoint an Ardwick's Sports Committee approved by the Executive Board to help in establishing balanced teams for the in-house leagues.
- b. The Thursday Morning Chairman is responsible for establishing Thursday morning curlers, and may use a Sports Committee if necessary.

**Section 2:** Bonspiel Chairman is appointed by the President with the approval of the Board.

- a. The Bonspiel Chairman shall be responsible for posting bonspiel invitations.
- b. She shall also post a sign up sheet to encourage members' participation in bonspiels, and to announce them to the Membership and keep a record of entry form arrival date and time.
- c. She should be in contact with the President, and USWCA representative for news of women's bonspiels.

**Section 3:** Nominating Committee slate is chosen by the President with Board approval and elected at the Annual meeting by the Active Membership

- a. The Nominating Committee shall consist of three Active members, two 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 Vice President (even years) or Secretary and Treasurer (odd years).
- d. Any member of the Nominating Committee shall be eligible to serve in any office.
- e. Candidates for offices are to be asked before any slate is posted.
- f. Any vacancy occurring on the Nominating Committee shall be filled by the Executive Board.

**Section 4:** United States Women's Curling Association Representative is appointed by the President with Board approval.

- a. The USWCA Representative shall attend the two meetings of the Association, fulfill the duties of the USWCA, and attend the meetings of the Ardwick Executive Board.
- b. The Ardwick Treasurer will be responsible to reimburse the Representative for one transportation to a USWCA meeting.
- c. The USWCA Representative is elected for a two-year term, but may be reappointed by the President.

**Section 5:** The Awards Chairman is appointed by the President with Board approval.

- a. The Awards Chairman is responsible for ordering awards and engraving Trophies won in Women's curling bonspiels.
- b. The Awards Chairman is responsible for managing the supply of Ardwick pins and developing special award pins for Club managed bonspiels, such as the Empire State Bonspiel.

#### 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 Active Members in good standing and brought to the Board seven 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:** The Fiscal year of this Organization shall run from June 1, to May 31.

**ARTICLE VI: BY-LAWS AMMENDMENTS**

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

Revised: February 27, 2012