



## Constitution

Rev: 08-2023

## NBCA CONSTITUTION

### ARTICLE I — NAME

The name of this association is New Brunswick Curling Association Inc. (hereby referred to as “the Association  
Or “NBCA”)

### ARTICLE II — OBJECTIVE

**Section 1: NBCA Mission:** The NBCA is a non-profit organization designed to bring together all curling centres in the province for one purpose; to provide opportunities for all residents, of any age, to participate in the sport of curling throughout their lifetime for fun, fitness and/or competition.

**Section 2: NBCA Vision:** The NBCA envisions to be a leading sports force within New Brunswick and throughout the Atlantic Provinces by providing growth, promotion and development opportunities to all curlers, regardless of age or physical ability, from the grassroots to the highest levels of competitive play.

**Section 3:** The Association strives to foster and promote the camaraderie of the sport and provides governance and control over all competitions leading to Provincial, Inter-Provincial and Canadian Championships. The Association attempts to provide equitable services to members in their official language of choice.

### ARTICLE III — AFFILIATION

This Association is affiliated with the Canadian Curling Association (hereby referred to as the “CCA”) and will affiliate with other such bodies as approved by the general membership.

### ARTICLE IV — MEMBERSHIP

**Section 1:** Any curling centre within the province of NB may affiliate with the Association providing they comply with the Constitution and By-Laws of the Association. It is the responsibility of the Association Board of Directors to accept/reject applications for affiliation.

Upon application or renewal of affiliation, curling centres are required to provide the Executive Director of the Association with names and contact information of curling centre Executive, Junior Co-ordinator and complete Membership ID Report.

**Section 2:** Each affiliated curling centre is entitled to send two (2) voting delegates to all General Meetings of the Association, one male and one female, where possible. No proxies are permitted. The presiding officer of the General Meeting shall not be a curling centre delegate.

In addition to the two voting delegates, an affiliated curling centre may send two (2) official observers to any General Meeting of the Association, one male and one female, where possible, but such observers do not, under any circumstances, have a vote. Any member of an affiliated curling centre may attend a General Meeting in an unofficial capacity.

### ARTICLE V — DUES

**Section 1:** Changes in dues shall be determined at a General Meeting each year and shall be payable annually on or before the 15th of December.

**Section 2:** Should a curling centre fail to pay its annual affiliation dues (fees) and/or submit its Membership ID Report on or before the 15<sup>th</sup> of December, the association will deny both the curling centre and its participants access to any benefits affiliation provides, including access to competitions offered by the Association, for that season. (It will be the responsibility of the curling centre to promptly notify the Executive Director of the Association of any individuals who become participants following the December 15<sup>th</sup> deadline date) Should dues remain unpaid at the next Annual General Meeting, the curling centre will be considered to have forfeited its membership in the Association. Any curling centre ceasing to be a member of the Association may, upon successful application for readmission and payment of at least one (1) year delinquent dues and current participant list, be reinstated.

## **ARTICLE VI — MEETINGS**

**Section 1.** The **Annual General Meeting** of the Association for the reception of Reports, appointment of Auditors, Election of Officers, determining of Dues for the ensuing year, and the transacting of other business, shall be held the first weekend in May, unless extenuating circumstances prevent it, at a time and place designated by the President.

**Section 2.** Special Meetings shall be held at such times as the President may deem necessary, or at the call of the President on the written request of five NBCA affiliated curling centres, to deal with business arising during the curling season. Debate at Special Meetings shall be limited to the subject of the Special Meeting.

**Section 3.** The General Meeting notices and stated agendas will be given to affiliated curling centres at least ten (10) days prior to the meeting date. Such General Meetings will include the AGM, SAGM and Special General Meetings. Delegates for at least six (6) NBCA affiliated curling centres will represent a quorum for the transaction of business of all General Meetings of the Association.

**Section 4.** All annual reports of the NBCA Board of Directors and its associated committees must be submitted to the Executive Director of the Association by April 15<sup>th</sup>. These reports will then be distributed to the President and affiliated curling centres prior to the AGM.

**Section 5a:** An Executive Committee budget meeting and a Board of Directors Planning Meeting will be held during the month of July at a specific date, time and location to be determined by the presiding President. The **Semi-Annual General Meeting** of the Association for the presentation of an audited financial report, a budget for the ensuing year, and the transacting of other business shall be held the first weekend in November, unless extenuating circumstances prevent it, at a time and place designated by the President.

**Section 5b:** In addition to the Budget and Planning meetings mentioned in MEETINGS, Section 5 above, the NBCA Board of Directors will conduct Board Meetings as follows: Board Conference Calls will be held during the months of September, October, February, March and April, with specific dates and times to be determined by the Board of Directors at the Board Planning Meeting. Board Meetings will also be held on the mornings of the AGM and SAGM, at the same location as these two meetings. A Board Meeting will also be held during the month of January. Where possible, this meeting will be held on the same day and at the same location as the Provincial Scotties Tournament of Hearts Championship Game.

**Section 5c:** Aside from the Board Meetings mentioned in Sections 5a and 5b above, if required, the Board shall meet at the call of the President to carry out instructions of the Association on the by-laws and have the power to adjudicate upon any matter arising in an emergency.

**Section 6.** The Nominating Committee shall consist of three persons; the outgoing President as Chairman, and two (2) Directors appointed by the Chairman. The Nominating Committee is to be appointed at the Semi-

Annual Meeting. The report of the Nominating Committee shall be made at the Annual General Meeting. Nominations for all offices may also be made from the floor.

**Section 7.** Robert's Rules of Order shall govern all Association meetings.

## **ARTICLE VII — OFFICERS**

**Section 1a:** The Officers of the Association will be elected at the Annual General Meeting and will consist of: a) President, b) two (2) Vice Presidents. The term of office for the elected Officers of the Association shall be a one (1) year term with a maximum tenure of two (2) consecutive years per officer's position. The Officers of the Association will hold office until their successors have been duly elected with this Constitution, unless they resign, are removed from or vacate their office.

No nominations for office will be placed on the ballots without the consent of the candidate. Letters of Nomination are to be forwarded to the Nomination Committee and should list the names of three (3) nominators, all of whom must be members in good standing of a NBCA affiliated curling centre. For the office of President, nominees must have served on the NBCA Board in an elected position for a minimum of one (1) year within the prior two (2) years.

The Officers of the Association must be members in good standing of a NBCA affiliated curling centre. Should any of the above be unable to complete his/her term of office, a replacement will be appointed by the Board of Directors until the next Annual General Meeting.

**Section 1b:** The immediate out-going President may be appointed by the Board as an Officer of the Association for one (1) additional year and will assume an advisory role. His/her title will be Past President. Should the outgoing President be unable or unwilling to fulfill this role, the position will remain vacant until the existing President completes his/her term of office. The Past President must be a member in good standing of a NBCA affiliated curling centre.

Once the Past President's term is completed, the Past President must take a sabbatical from the Board for a period of at least one (1) year. If the outgoing President is not appointed to or is unable/unwilling to assume the role of Past President, he/she is still required to take a sabbatical from the Board for a period of at least one (1) year.

**Section 2a:** The Executive Committee will consist of the Officers of the Association (President, Past President, Executive Vice President, Associate Vice President) and the Executive Director.

**Section 2b:** The Board of Directors will consist of the Executive Committee, six (6) Zone Directors (one Director for each of the six Zones), the Youth Development Director, the NB Players' Committee Chairperson, the Technical Director, the Competitions Director and, if applicable, the Sponsorship Director.

Zone Directors will serve a three (3) year term with two (2) Directors being elected annually at the Annual General Meeting by the represented curling centres within their Zone. Letters of Nomination are to be forwarded to the Nomination Committee and should list the names of three (3) nominators, all of whom must be members in good standing of a NBCA affiliated curling centre. Should any Zone Director be unable to complete their term of office, a replacement will be appointed by the Board of Directors until the next Annual General Meeting. Zone Directors must be members in good standing at a Curling NB affiliated club within the zone they represent.

The NB Players' Committee Chairperson will be selected annually by the NB Players' Association per their policies. The tenure is a minimum of one (1) year to a maximum of four (4) years. The NB Players' Committee

Chairperson must be a member in good standing of a NBCA Affiliated Curling Centre. Should the NB Players' Committee terminate operation, this position will remain vacant until such time as proof of re-establishment can be presented to the NBCA Board of Directors.

The positions of Technical Director, Competitions Director, Youth Development Director and, if applicable, Sponsorship Director are elected based on the recommendation of the Nomination Committee. Each will be offered an initial four (4) year term with the option for the Nomination Committee to recommend an additional four (4) year term.

**Section 3.** The President shall preside at all meetings of the Association, call special meetings through the Executive Director when he/she may deem it necessary, or on the written request of five (5) representative curling centres. He/she shall, when necessary, give a casting vote at any meeting.

In the absence of the President, the first Vice-President, OR in the absence of both, the second Vice-President, OR in the absence of all three, any other person appointed by the meeting shall temporarily have the powers of the President.

**Section 4:** Members of the Board of Directors are responsible for the promotion of curling throughout the province. A detailed list of the Roles and Responsibilities of the NBCA Board of Directors and Ex-Officio members are located under the attached By-Laws and are managed and governed by the Board of Directors.

**Section 5:** The auditors will examine and certify to the NBCA Financial Accounts and provide a written report to the Association which is to be presented to the General Membership by the Treasurer at the SAGM.

**Section 6:** The Signing Officers of the Association will consist of the Treasurer, the Executive Director and at least one other member of the Executive Committee, to be named annually by the Executive Committee. They will have the power to draw, accept or endorse cheques and orders for payment of monies on behalf of the Association. All cheques require dual signatures.

**Section 7:** The expenses of the Board, and such other person named by them, which are incurred while on NBCA business, will be paid by the Association.

## **ARTICLE VIII – STANDING COMMITTEES**

**Section 1:** All Standing Committees of the NBCA will be accountable to the Curling NB Membership and the Curling NB Board of Directors and will follow “best practices” established by existing Curling NB Standing Committees including adherence to the Curling NB Code of Conduct, Harassment & Ethics and all other policies of the NBCA.

**Section 2:** All Standing Committees of the NBCA will be subject to a set of Roles & Responsibilities which will be included in the By-Laws and Administrative Policies section of this document.

**Section 3:** Standing Committees:

- Technical committee
- Competitions Committee
- Youth Development Committee
- Curling NB Hall of Fame Committee
- Players Committee

## **ARTICLE IX — AMENDMENTS**

Amendments to the Constitution can only be made at the AGM or SAGM. A Notice for Consideration to Change the Constitution must be provided, in writing, to the Executive Director of the Association, at least two months prior to the up-coming General Meeting. The Executive Director will circulate any Notices for Consideration to all NBCA affiliated curling centres one month prior to the next General Meeting.

In order to be carried, a Motion to Amend the Constitution must receive two-thirds of the votes cast at the General Meeting.

## **ARTICLE X — HONORARY LIFE MEMBERS**

Honorary Life Members of the Association may be appointed by the Executive Committee. Induction as an Honorary Life Member is acknowledgement of a member who has given meritorious service to the Association and to the sport of curling in general. Honorary Life Members may be called upon by the Association to provide guidance and advice.

## **ARTICLE XI — ORDER OF BUSINESS**

General Meetings of the Association will consist of, but not limited to, the following items, as applicable:

- Report of Credentials
- Ratification of Agenda and Appointment of Scrutineers
- Minute of Silence for Departed Members
- Adoption of Minutes
- Appointment of Auditors
- Unfinished Business
- Treasurer's Interim or Annual Report
- Report of Correspondence
- Admission of New Curling Centres
- Report of Committees
- President's and Executive Directors Reports
- Report of Nominating Committee
- Election of Board Members
- Notices for Consideration/ Motions to Amend the Constitution and/or By-Laws
- New Business

## **ARTICLE XII — COMPETITIONS**

**Section 1.** Locations and dates for all NBCA sanctioned/ provincial events will be approved by the Board of Directors and announced at the AGM. Invitations to host a NBCA sanctioned provincial event will be sent to all affiliated curling centres on or about January 15<sup>th</sup>.

Locations for the NBCA Junior Events are allocated by Zone on a rotation basis. This process is overseen by the Junior Development Committee.

**Section 2.** All competitions shall be subject to the rules and regulations approved by the Association for that particular competition.

**Section 3.** Omitted

**Section 4.** Any member belonging to two or more curling centres, having played for one of the curling centres in any NBCA sanctioned Provincial Championship, shall not play for any other curling centre in that championship.

**Section 5.** An NBCA sanctioned provincial event is any of the following but not exclusive to:

- Men's Provincials
- Women's Provincials
- Mixed Provincials
- Senior Men's & Senior Women's Provincials
- Stick Provincial
- Masters Men's & Masters Women's Provincials
- Provincial Club Championships (Men & Women)
- Wheelchair Provincials
- Junior Men's & Junior Women's Provincials
- U-18 Provincials
- U15 Provincials
- Little Rock Provincial Jamborees
- Mixed Doubles

Additional events can be added as deemed appropriate by the Association.

#### **. ARTICLE XIII — NATIONAL DELEGATES**

Delegates attending the CCA National Curling Congress and Annual General Meeting will be based on Board approved Administrative Policies which appear in the NBCA By-Laws.