

Loose Ends Curling League Bylaws, Procedures, & Processes



Incorporated 2019

By-law Enacted March 15, 2020

Amended April 10, 2022

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Article 1 - Loose Ends Curling League Constitution

- 1.1. The league shall be known as Loose Ends Curling League, hereinafter called the “League”. The purpose of the League shall be to operate as an organization and in particular to further the following objectives:
 - .1 Provide and protect the opportunity for any individuals, including persons of sexual orientation and sexual identities, and their supportive allies to play all-gender recreational curling in a friendly atmosphere, free of discrimination on the basis of sexual orientation, race, creed, gender, nationality, religion, colour, income, occupation, ability or other status;
 - .2 Foster, develop, promote and regulate the play of recreational curling and provide the proper safe-guards in accordance with the spirit of true sportspersonship;
- 1.2. No member, group of members, or team has the right to use or register the name “Loose Ends Curling League” without the written consent of the Executive.
- 1.3. The Loose Ends Curling League shall be managed by an Executive comprising at a minimum of, two (2) Co-Chairs, a Secretary, and a Treasurer. The executive shall have the responsibility for the management of policies of the League. The Executive must be comprised by a minimum of 3 members and a maximum of 7 members.
- 1.4. In the even of dissolution or winding up of the League, all of its remaining assets, after payment of liabilities, shall be distributed to one or more charitable organizations serving the LGBTQI++ community of Halifax.

Article 2 - Loose Ends Curling League Procedures

2.1. Membership

- .1 Any individual interested in joining the League may become a member, upon payment of the annual membership dues the completion of a membership application and signing of the waiver.
- .2 The league shall consist of Members in the following categories:
 - .1 Full Member: Entitled to participate as a regular player in league games and represent Halifax at the Canadian Gay Curling Championships.
 - .2 Spare Member: Entitled to participate as a player in leagues games as needed.
 - .3 Honorary Life Members: Shall be an individual who in the opinion of the Loose Ends Curling League Executive warrants this designation in that they have rendered extraordinary distinguished service to the league. This category of membership is intended to be reserved for those very few individuals who have made exceptional contributions to the league.
- .3 Membership shall be valid from the players first game of the season to the day prior to the scheduled day of the first game the following year.

2.2. Membership Dues

- .1 Membership Dues are set by the Executive. Membership Dues shall be collected by the Treasurer and shall be deposited in the accounts of the League in a timely fashion.

- .2 The annual dues for various categories of Membership shall be reviewed annually by the Executive and may decrease/increase depending on the cost of effectively managing the League.
- .3 Annual Membership Dues may be used to subsidize the Halifax-1 ranked team at the Canadian Gay Curling Championships.
- .4 Annual Membership Dues must be paid before the players first game of the season, unless prior arrangements have been made with the Executive.
- .5 Annual Membership Dues are non-refundable.

2.3. Withdrawal of Membership

- .1 Any member may terminate their connection with the League by sending their resignation, in writing/e-mail, to the League Executive, and their name shall be removed from the membership roster.
- .2 For members withdrawing for exceptional circumstances, refunds may be considered on an individual basis by the Executive.

2.4. Termination of Membership

- .1 Any member whose name has been brought to the attention of the Executive in writing/e-mail, on/for
 - .1 Charges of unsportsmanlike conduct, or
 - .2 Conduct otherwise deemed to be unbecoming of a member of the league, may be removed from the league by the Executive
- .2 The Executive will seek representation from all parties concerned to review the complaint. The member in question may have a representative of their choice present at the review. The Executive will hear both sides and make a decision based on statement of facts, context and circumstance.
 - .1 Appropriate actions may include, but are not limited to: a warning (written and signed by the Co-Chairs), revoking of membership (written and signed by the Co-Chairs, stating that their membership is revoked for the remainder of the membership year) or expulsion (the accused shall permanently lose their League membership, and not be allowed to return).
 - .2 The member offence process may be invoked by any member that is of the opinion that the bylaws have been breached by another member. Offences that may warrant expulsion include violence, intimidation, assault, threats or unwelcome comments based on discrimination. Any sanctions against the offending member shall be agreed upon by the Executive by a majority vote.

Article 3 - Officers, Directors & Terms of Office

3.1. Co-Chair

- .1 General Duties
 - .1 Chair all league executive meetings and AGM;
 - .2 Coordinate all league activities, delegating responsibility to other executive members and committees as required;

- .3 Promote fellowship, sportspersonship and the growth and development of the League and the skills of its members;
- .4 Collects league registration forms.
- .2 Communication Duties
 - .1 Maintains communication between all the league members;
 - .2 League contact person for Curling Club Manager and any outside agencies including media and Canadian Gay Curling Championship representatives.
- .3 Management Duties
 - .1 Accessible year-round;
 - .2 Organizes standing committees, sets their objectives and monitors their progress;
 - .3 Coordinates and delegates duties for volunteer participation at Pride events;
 - .4 Holds joint signing authority on chequing account with the Treasurer and Secretary;
 - .5 Holds signing authority for any contractual arrangements with venues and suppliers (e.g., caterers, curling club);
 - .6 Manages all other matters of League administration, including negotiation of contracts with curling club and other agencies as required.
 - .7 Organizes teams and the draw for the season; in conjunction with the Executive;
 - .8 Organizes a pool of spares and facilitates their use by teams;
 - .9 Creates and maintains a list of current and past league members with relevant contact information;
 - .10 Maintains regular communication with membership via emails
 - .11 Creates and distributes to the league a contact list of players and spares for each season;
 - .12 Maintains passwords for e-mail and website accounts;
 - .13 Coordinates annual membership evaluation (surveys etc).

3.2. Treasurer

- .1 General Duties
 - .1 Attends all executive meetings;
 - .2 Collects League registration fees and keeps payment records;
 - .3 Volunteers and/or helps coordinate all league activities;
 - .4 Holds joint signing authority on chequing account with the Co-Chairs and Secretary;
- .2 Financial Duties
 - .1 Deposits fees and other monies collection by the league (e.g. grants or membership dues);
 - .2 Ensures timely payment of approved bills incurred by the League;
 - .3 Maintains up-to-date accounting records of all League income and expenses;
 - .4 Provides regular financial reports to the League Executive;
 - .5 Prepares an annual financial report for presentation at the AGM;

3.3. Secretary

- .1 General Duties
 - .1 Attends all executive meetings;
 - .2 Assist Co-Chairs in communication with the League;
 - .3 Holds meeting minute records on behalf of the League;

- .4 Holds joint signing authority on chequing account with the Co-Chairs and Treasure;
- .5 Volunteers and/or helps coordinate all league activities;
- .2 Specific Duties
 - .1 Records and maintains executive meeting minutes;
 - .2 Records and maintains AGM meeting minutes

3.4. Member at Large

- .1 General Duties
 - .1 Attends all executive meetings;
 - .2 Assists the Executive in achieving the goals, mission, vision and objectives of the League;
 - .3 Provides support to the Executive through specific duties assigned by the Co-Chairs.

3.5. Terms of Office

- .1 Members of the Executive shall serve until their resignation or replaced by Special Resolution vote at a Special Meeting or AGM.

3.6. Officers to be Directors

- .1 Members of the Executive shall be deemed to be the Directors of the Corporation by virtue of their title during their term in office.

3.7. Office/Director Payments

- .1 No Executive member shall receive remuneration or other financial benefits for their services performed to the League, regardless of the type of service performed and must pay Membership Dues.

Article 4 - Meetings & Quorum

4.1. Eligibility to Hold Office

- .1 Eligibility to serve on the Executive or committee, except where otherwise specified in these bylaws, shall be limited to Full Members of the League who are in good standing.

4.2. Executive Meetings

- .1 Executive meetings shall be called by a Co-Chair. The Executive shall meet a minimum of two (2) times a year. Executive members shall be notified at least two (2) weeks in advance of a meeting.

4.3. Annual General Meeting (AGM)

- .1 The League shall hold an AGM within one month of the fiscal year end. The membership shall elect executives to any open position at the AGM. AGM are open to all members in good standing. League membership shall be notified at least two (2) weeks in advance of a meeting.

4.4. Sub-Committee Meetings

- .1 Sub-Committee meetings shall be called by the Sub-Committee Chairperson. Members of sub-committees shall be notified of meetings at least two (2) weeks in advance. Sub-committees are open to all members in good standing.

4.5. Quorum

- .1 A majority of the Executive shall constitute a quorum for Executive meetings and must include both Co-Chairs, or an Executive member appointed by the Co-Chair in their absence.
- .2 Quorum for all general meetings of the membership shall be at least 7 of the Members in good standing in attendance.

4.6. Voting

- .1 Each member of the Executive shall have an equal vote on Executive decisions
- .2 All Full Members in good standing shall have the right to cast a single vote at the AGM.
- .3 Spare members are not entitled to vote.

Article 5 - League Management

5.1. Elections

- .1 Elections for open Executive positions shall take place at the AGM.
- .2 Any Full Member in good standing may run for a vacant Executive position.

5.2. Fiscal Year

- .1 The fiscal year of the Loose Ends Curling League shall be May 1 – April 30.

5.3. Records and Minutes & Books

- .1 The records of the League shall be maintained by the Executive and passed on to the new Executive following the election(s) held at the AGM in a timely manner.

5.4. Signing Authority

- .1 The Co-Chairs, Treasurer and Secretary shall have signing authority on all accounts of the League. Two signatures shall be required for any banking, financial transactions or contractual agreements involving the Loose Ends Curling League. If signing authorities are to be changed following the AGM, the change must be made in a timely manner.

5.5. Contracts

- .1 No member of the League shall be authorized to make any contracts for or on behalf of the League. All written contracts shall require the approval of the Executive and shall be executed by the Co-Chairs.

5.6. Financial Reporting

- .1 The Treasurer shall prepare and present the annual financial statement at the AGM.

5.7. Funds

- .1 All funds of the League shall be deposited in the name of the League in such banks, trust companies or other depositories as the Executive may select. All funds of the League shall be deposited in such accounts in a timely fashion. The Executive may accept on behalf of the League any contribution, gift, bequest or device for any purpose of the League. No part of the net earnings of the League shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons.

5.8. Borrowing Powers

- .1 The League shall not exercise borrowing powers.

5.9. Political Affiliation

- .1 The League shall have no political affiliations

5.10. Auditing

- .1 The financial records of the Treasurer shall be audited at least once a year by two persons recommended by the Executive and approved by the membership at the following AGM. At the discretion of the Executive an audit can be waived if deemed unnecessary.
- .2 All financial records and meeting minutes shall be made available to members in good standing upon request. All requests for review of the League's records shall be made to an Executive member. The Executive shall respond to such requests within thirty (30) days. A fee for photocopying may be charged at cost born onto the person requesting.

5.11. Resignations

- .1 Any member of the Executive may resign by delivering written notice of resignation to the Executive. Resignation from the Executive does not automatically include resignation from the membership of the League.

5.12. Removal

- .1 The General Membership may vote to remove an Executive member by calling a Special Meeting. Two thirds of the members in good standing in attendance must vote in favour of removing the Executive member in order for the motion to pass. The Executive member that is named in the motion shall not have a vote on the motion (Quorum must be met).

5.13. Vacancies

- .1 Any vacancies in the membership of the Executive, whether caused by death, resignation, removal or otherwise may be filled by the Executive by asking the membership for volunteers. The new Executive member shall serve until the next AGM.

Article 6 - Amendments

6.1. Amendments

- .1 The Bylaws may be amended at an AGM. The Special Resolutions must pass by a two thirds majority vote of the members in good standing in attendance.
- .2 The Bylaws of the League shall not be altered or added to except by a Special Resolution passed by a two thirds majority vote of members in good standing present at an Annual General, or General Meeting.
 - .1 Exception to this rule
 - .1 Operational procedures and/or process may be changed by majority vote of the Executive in the name of day-to-day operations of the League.
 - .2 Changes in the composition of the Executive to reflect the best interests of the League.
 - .1 Existing roles can be merged or changed, and new roles added as determined by the Executive.

Appendix 'A' – Loose Ends Curling League Processes

1.1. Membership Types:

.1 **Full Member:**

- .1 Member of the League;
- .2 Entitled to one (1) vote during Annual General Meeting and General Meetings;
- .3 Eligible for regular league games
- .4 Eligible to representing Halifax at the Canadian Gay Curling Championships;
- .5 Fees
 - .1 Determined each year by the Executive

.2 **Spare Member:** An option for members who require more flexibility (in that they may not be able consistently attend games) but want to be part of the Loose Ends Curling League. Spare players must be a registered player and pay the associated Spare Fee

- .1 Member of the League;
- .2 Spare player names and contact information will be kept on a general roster and will be contacted by team players when necessary;
- .3 Eligible to representing Halifax at the Canadian Gay Curling Championships (see 1.6);
- .4 Fees
 - .1 Determined each year by the Executive

.3 **Honorary Life Member:** Shall be an individual who in the opinion of the Loose Ends Curling League Executive warrants this designation in that they have rendered extraordinary distinguished service to the league. This category of membership is intended to be reserved for those very few individuals who have made exceptional contributions to the league.

- .1 Member of the League;
- .2 Entitled to one (1) vote during the Annual General Meeting and General Meetings;
- .3 Eligible for regular league games. Registration must take place with the Honorary Life Member choosing their membership type (Full Member or Spare Member).
- .4 Eligible to represent Halifax at the Canadian Gay Curling Championships;
- .5 Fees
 - .1 No fee is associated with this class of membership

1.2. Team Formation

- .1 As a recreational and social league, fair and balanced teams shall be created by the Executive with each team having an experienced Skip.
- .2 Team formations shall change after the first half of the season in order to give players an opportunity to meet and play with other members.
- .3 Each member may request one person they wish to be placed on a team with during registration. Every effort shall be made to place these players on the same team, however, this cannot be guaranteed.

1.3. League Schedule

- .1 League schedule (game dates) shall be posted on the website prior to opening registration for the season;
- .2 Teams and game schedules (team vs team) shall be posted on the website for the first half of the season after closing of registration and prior to the first scheduled game of the

season.

1.4. Bonspiels

- .1 Each year the Loose Ends Curling League shall host the “Bluenose Bonspiel”.
- .2 The “Bluenose Bonspiel” shall be controlled and run independently of the League by their own Executive.

1.5. Loose Ends Curling League Rules of Play

- .1 The Loose Ends Curling League rules document is a set of guidelines that indicated how games are to be played. In an event where there is a matter not covered by these guidelines, the Loose Ends Curling League shall defer to the Canadian Curling Association (CCA) Rules of Curling of General Play.
- .2 This is an all-gender league. There are no gender specific rules.
- .3 Gameplay
 - .1 Games are two hours in length and up to 8 ends may be played.
 - .2 Ties are permitted
 - .3 Teams are comprised of four (4) players, however, a team can play with 3 players.
 - .4 The winner of the coin toss shall have choice of last rock or handle colour.
 - .5 It is customary for the winning team to by the losing team a drink (beer, spirit, etc.) after the game and socialize together. Each position buys for the person of the same position on the opposite team.
- .4 Scoring/Standings
 - .1 As this is a recreational/social league, Wins/Loss/Ties shall not be recorded.
 - .2 Teams shall not be ranked.
- .5 Administrative
 - .1 Players must be 19 years of age or older in order to play.

1.6. Halifax/Loose Ends Representation at the Canadian Gay Curling Championships

Depending on Halifax’s placement in the previous seasons’ Canadian Gay Curling Championships (CGCC), Halifax (Loose Ends) will be entitled a one (1) or two (2) team representation in the current seasons CGCC. Teams representing Halifax/Loose Ends Curling League must be comprised of full members in good standing. If more teams than the allotted number express interest in representing Halifax, a series of playdown will be required.

If a team cannot be comprised entirely of full members, the following is the priority for team composition to represent Halifax:

1. Team comprised of Full members in good standing
2. Team comprised of Full and Spare members in good standing (priority will be given to teams with more full members).
3. Team comprised of Spare members in good standing

Spare members representing Halifax at the CGCC will not have their portion of the registration fees covered by the league if the Executive elects to cover registration costs of the representing team.