

**Boise Curling Club
Bylaws
Last Updated - Fall 2013**

ARTICLE I NAME

SECTION 1.0 The name of this organization shall be the Boise Curling Club, hereinafter referred to as BCC.

SECTION 1.1 The principal office of this organization may change from one location to another in the Boise, Idaho area. The current address of the principal office is Boise Curling Club, P.O. Box 5033, Boise, Idaho 83705-0033. Any change in the address shall be made by amendment to this section by vote of the membership and then reported by the BCC Secretary.

ARTICLE II PURPOSE

SECTION 2.0 The purpose of this Organization shall be the promotion of the game of curling. It will foster local, state, national, international, and Olympic amateur competition in the game of curling. This will support and develop the capabilities of amateur athletes in order to participate in local, state, national, international and Olympic competition. The Club will use the Idaho Ice World facility in Boise, Idaho as its principal curling facility.

SECTION 2.1 BCC shall be a non-profit organization within the meaning of the laws of Idaho and Section 501 (c) (3) of the Internal Revenue Code. No part of the net earnings, properties, or assets of this organization, on dissolution or otherwise, shall inure to the benefit of any member, officer or Director of this Organization.

SECTION 2.2 No part of the income or net earnings of the Organization shall inure to the benefit of any member, trustee, director, manager or officer of the Organization or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered in effecting one or more purposes of the Organization and to reimburse any actual and reasonable expenses incurred in connection with the administration of the affairs of the Organization.

ARTICLE III MEMBERSHIP

SECTION 3.0 Active members shall be those persons, in current paid status, who actively participate in organized league play or other club activities. All applications for membership (except honorary) shall be submitted in a manner approved by the Board of Directors. Membership in this organization shall be open to all who wish to join, to participate in, to teach, to enjoy, or to watch the Olympic sport of Curling.

SECTION 3.1 By vote of the Board of Directors, BCC may include the following categories of membership: full member, associate member, honorary member, and junior member; with options for a corporate sponsorship category.

A. FULL MEMBER - A. FULL MEMBER - Eligible person(s) shall be over the age of 21 as defined by USCA guidelines (June 30th of the preceding year). Full members are required to pay an initiation fee and annual membership dues to be set by the board of directors and are given full voting rights.

B. ASSOCIATE MEMBER - Upon approval by the Board of Directors, Persons may be eligible for membership as an Associate Member. Associate Members are any person that desires to participate as a member of a team at the invitation of at least two full members for the purpose of representing BCC in a USCA Sanctioned Event not taking place within BCC. Associate Members pay dues as set forth by the Board of Directors and do not have voting rights. Associate member dues are due ten (10) days prior to the competition in which the member is participating.

C. HONORARY MEMBER - The Board of Directors may select and approve Honorary Members. An honorary member shall have regular curling privileges, shall pay no dues, and shall have no voting rights, but shall have full use of other facilities of the club.

D. JUNIOR MEMBER - Junior members are defined as 21 years of age or younger as defined by USCA guidelines (June 30th of the preceding year). Junior members pay dues as set forth by the Board of Directors and do not have voting rights.

3.1.1 Membership will be effective immediately upon receiving the annual dues and the initiation fee, if required. All names will be added to the Club roster.

3.1.2 MEMBER INELIGIBILITY - Any member(s), who does not pay dues within ninety (90) days after the annual renewal date of the dues, shall no longer be considered a member. The Treasurer must send renewal notices within thirty (30) days before the expiration date of membership dues.

SECTION 3.2 SPONSORSHIPS -

1. Sponsors shall be individuals or entities that support BCC with monetary and/or in-kind contributions within a calendar year and/or over a period of time. They will be recognized for their sponsorship to BCC as determined by the Board of Directors. A sponsor shall have none of the obligations of BCC membership and will have no voting rights.

2. The President may select a member of the Board of Directors to be responsible for any Sponsorship program and such person shall be the sole contact with any potential sponsor to avoid any confusion among the sponsors.

ARTICLE IV DUES & FEES

SECTION 4.0 Each member shall pay annual dues in the amount stipulated by BCC. Annual dues shall be payable to the BCC office and shall be payable no later than 14 days after the start of the given league, or such other date selected by the Board of Directors. Any member negligent in their dues shall not be permitted to participate in competitive play and other club-supported activities until payment of the annual dues.

SECTION 4.1 The Board of Directors will establish the amount and timing of payment of dues and initiation fees. In addition, the Board may levy assessments on any classes of membership when such action is in the best interest of the Club. The full initiation fee will apply and shall be an obligation despite resignation before full payment is made.

ARTICLE V MEETINGS

SECTION 5.0 Annual Meeting - The Annual Meeting of this organization shall be held within one month of the conclusion of the spring session of each year, as specified by the Board of Directors, at a location determined by the President. At this meeting the following shall be conducted or considered:

1. Election of Officers.
2. Annual Report.
3. Financial Report.
4. Committee Reports
5. Establishing Fee Structure.
6. Strategic Planning Initiatives.
7. Constitution or Bylaw Revisions.

SECTION 5.1 SEASON MEETINGS - A general membership meeting shall be held at the beginning of the curling season.

SECTION 5.2 SPECIAL MEETINGS - Special meetings may be convened by the President, or in the event of the absence of the President, by the Vice President.

SECTION 5.3 NOTICE OF MEETINGS - Notice of any meeting shall be sent to all members by email, mail or published at the rink ten (10) days prior to such meeting. The Secretary shall determine which method is the most practical. The notice of a special meeting shall specify the purpose of such meeting.

SECTION 5.4 QUORUM - One-fourth (1/4) of the paid members of the organization shall constitute a quorum necessary to transact business.

ARTICLE VI RULES OF ORDER

SECTION 6.0 The rules contained in the Roberts Rules of Order, Revised, shall govern this organization in all cases in which they are applicable.

ARTICLE VII AMENDMENTS

SECTION 7.0 These Bylaws may be amended at the annual meeting, via online survey or any special meeting of the organization by a vote of 2/3 of the members present provided that notice of the proposed amendment(s) shall have been submitted to the members by email or in writing at least 10 days prior to the meeting at which the action on the amendment(s) is to be taken.

ARTICLE VIII DUTIES OF THE OFFICERS

SECTION 8.0 The officers of the Boise Curling Club shall include a President, Vice President, Treasurer and Secretary.

SECTION 8.1 PRESIDENT - It shall be the duty of the President to:

1. Preside at all Director and member meetings.
2. Appoint all committee chairs, subject to the approval of the Board and select, or delegate to the committee chair, the members to any committee.
3. Shall be ex-officio member of all committees except the Nominating Committee.
4. Shall have the power to convene annual and special meetings of the organization and meetings of the Board of Directors.
5. Facilitate the development of a strategic plan.
6. Serve as primary spokesperson to media, community professional groups, unless deferred to the VP or other member of BCC.
7. Approve all correspondence and perform other duties as required by the office.
8. Approve all press releases prior to their issuance, unless deferred to the VP or other member of BCC.
9. Appoint a representative to the Mountain Pacific Curling Association who shall serve for a period of two years or until a successor is duly appointed.

SECTION 8.2 VICE-PRESIDENT - It shall be the duty of the Vice-President to:

1. Preside at all meetings in the absence of the President, and to assume the duties and powers of the President in his/her absence.
2. Assist the President in establishing a strategic plan.
3. Serve as Parliamentarian.
4. Shall serve as the Chair of the Rules Committee.

SECTION 8.3 SECRETARY - It shall be the duty of the Secretary to:

1. Keep complete and accurate minutes of all meetings of the organization.
2. Keep a complete and accurate record of all decisions made by a vote of the membership.
3. Compile an annual report for the membership to be presented at the Annual Meeting.
4. Have all records available for inspection by any member at reasonable times.
5. Send or post proper notices of meetings and other official business as directed by the President.

SECTION 8.4 TREASURER - It shall be the duty of Treasurer to:

1. Keep / maintain accurate financial records of all business transactions, including:
 - a. Receipt of membership dues/applications in cooperation with the Membership Chair.
 - b. Receipt of other revenues and expense invoices.
 - c. All activities in the Club's checking account and require:
 - i. Two signatures on all checks made to pay bills/expenses over \$250 (Treasurer and President or another designated)
 - ii. No expenses shall be paid without a corresponding invoice and approval of the President or Vice President.
 - iii. Render a statement of accounts at each meeting of the Board of Directors and at the Annual Meeting of the Club.
2. Request the audit of accounts upon completion of his/her term of office.
3. Establish and monitor the organization's compliance with its tax exempt status, including:
 - a. File an Internal Revenue Service income tax form annually.
 - b. File any Certificate required by the State of Idaho.
4. With the assistance of the Member Relations Committee, maintain a roster of the members, to include the names of the individual members of the club and the membership count.
5. Be responsible for determining eligibility requirements (club affiliation and paid dues) of participants in any competitions.
6. Prepare and present an annual financial statement and budget (of fixed/variable budgeted administrative/program expenses and estimated variable non-budgeted expenses to the membership for approval at the annual meeting)

ARTICLE IX BOARD OF DIRECTORS

SECTION 9.0 The Board of Directors will consist of seven persons. At each spring annual meeting, the members shall elect new Directors, for those Directors whose terms are expiring, for a term of two (2) years. (In the first year of operation, the members shall elect four Directors, who will have a term of two years, and three Directors, who will have a term of one year.) A person can only serve as a Director for three consecutive terms. A one year term is defined as starting July 1st through June 30th of the following year.

SECTION 9.1 The Board of Directors shall elect from their membership the following officers: a President, Vice-President, Secretary, and Treasurer. They shall serve for a term of two years, but not longer than their term as a director or until their successors are duly elected, and may be re-elected for one additional consecutive term in the same position. The member elected as President will remain on the board as an advisor for a period of one year following the end of their term as President and shall only have a vote on Club Business if he or she is currently a Director. The election of officers shall take place immediately following the annual meeting and shall be by secret ballot if requested by a Director.

SECTION 9.2 In case a vacancy shall occur within the Board of Directors, the Board of Directors may fill such vacancy until the next annual meeting is held. The un-expired term of any Director shall be filled by interim election at the next meeting.

SECTION 9.3 The Directors, whose terms expire at the next annual meeting, shall form a nominating committee. It shall be their duty to place before the membership at its next annual meeting, nominations for each vacancy on the Board of Directors that shall have occurred since the last annual meeting. Such nominations shall be provided to the members 30 days prior to the annual meeting. The President shall appoint a member of the nominating committee to serve as chair. No officer shall serve more than two (2) consecutive terms in the same office.

SECTION 9.4 Independent nominations for any or all vacancies to be filled at the annual meeting may be made from the floor.

SECTION 9.5 Board of Directors Quorum - A majority (over 50%) of the voting Directors of the Board of Directors shall constitute a quorum. A Quorum is required in order for the Board of Directors to meet and perform their duties as Board members.

SECTION 9.6 The Board of Directors shall:

1. Meet once a month during the playing season.
2. Approve all Committee appointments and determine the responsibility of such committee.
3. Have full management of the affairs of the organization during the year for which it was elected.
4. Be responsible for developing and implementing a strategic plan.
5. Have full authority to appoint a member to serve on the Board in case of a vacancy.
6. Be knowledgeable of the by-laws and any amendments

SECTION 9.7 If a member of the Board of Directors or officer of BCC misses three (3) consecutive membership meetings and / or Board of Directors sessions (without being excused by the President or Vice President), such director or officer may be removed from duty by unanimous vote of the Board of Directors at the third consecutive membership meeting or Board of Directors session, and the position declared vacant.

SECTION 9.8 The Board may not authorize the borrowing of more than \$10,000 without the two-thirds vote of the members attending a regular or special meeting.

ARTICLE X COMMITTEES AND THEIR DUTIES

SECTION 10.0 SPECIAL EVENTS COMMITTEE

The Board shall establish a Special Events Committee(s) with the members and chair appointed by the President from the total organization on an as needed basis. The Chair of the committees may attend the Board of Directors meetings as a non-voting member. Responsibilities shall include:

1. Prepare an annual list of on-going events/projects and offer suggestions for new and alternative events/projects.
2. Schedule dates and times of all special events, subject to the approval of the Board of Directors.
3. Bonspiel Organization and Planning (i.e. Sawtooth Outdoor Bonspiel)
4. Any other scheduled events

SECTION 10.1 LOGISTICS COMMITTEE

The board shall establish a Logistics Committee with members and chair appointed by the President from the total organization on an as needed basis. The Chair of the committees may attend the Board of Directors meetings as a non-voting member.

1. This Committee shall consist of three (3) to five (5) members with two (2) of the members having two or more years of curling experience. It should include a league coordinator and a head of ice prep.

2. It shall be the duty of this Committee to interpret and to enforce the rules of curling and local regulations as needed to conduct the club's various curling events and establish the means by which disputes are resolved.
3. This committee will be responsible for the facilitation of league play, including ice procedures and setup, schedules, and pace of play.
4. The Board of Directors will approve schedules, procedures, and any proposed changes in the organization rules.

SECTION 10.2 MEMBER RELATIONS COMMITTEE

The board shall establish a Member Relations Committee with members and chair appointed by the President from the total organization on an as needed basis. The Chair of the committees may attend the Board of Directors meetings as a non-voting member.

1. This Committee shall consist of three (3) to five (5) members with two (2) of the members having two or more years of curling experience.
2. The purpose of this committee is to grow and improve the club and maintain a quality curling experience.
3. This committee should coordinate recruitment, outreach, and corporate/group learning events.
4. This committee will conduct a survey at least once per year of existing members to understand and improve member experience.
5. The Board of Directors will approve proposals, and any other proposed changes in the organization rules.

ARTICLE XI INSURANCE

SECTION 11.0 INSURANCE AND INDEMNIFICATION

To the extent allowed by Idaho law, BCC shall be liable for the activities of the officers and directors when they are acting on behalf of BCC. Insurance for the BCC shall be purchased upon discussion and approval by the Board of Directors.

ARTICLE XII ELECTIONS

SECTION 12.0 ELIGIBILITY

1. Every member who holds full membership status shall be eligible to make/nominate/vote on motions, referendums and elections at BCC annual/special meetings, run for / hold or are appointed to an office board of director position.
2. The Nominations Committee shall determine the specific nominating procedures, guidelines, and post any nomination on the BCC bulletin board 10 days prior to the annual meeting.
3. Every full member can vote except the President. The President only votes in order to break a tie.
4. Elected directors must receive a majority vote of the votes cast.

ARTICLE XIII PROGRAMS

1. All programs and activities conducted by BCC shall be open to the public, although a fee may be required. Members of the public shall be entitled to space available on a first come-first served basis.
2. At least one Open House shall be held annually for the general public to attend in an effort to attract new athletes to the sport and further curling's stature as it relates to public awareness and opinion.
3. **At least** one annual club bonspiel will be held during or immediately following each season.
4. Each curling season the club will determine club representatives for USCA sanctioned and other events with limited entry (i.e. Pacific International Cup). The board shall make every effort to ensure an impartial selection to identify the best team or teams to represent the club competitively. The board shall solicit bids for teams to the given event. If the number of teams exceeds the number of invitations the following methods will be determined to identify team order:
 - a. Head to Head Playdown contingent on Ice Time availability
 - b. If a H2H playdown can not be accommodated, the individual team members total league wins over the previous two full (5 or more games) curling sessions will be summed with the highest total receiving the bids
 - c. A blind online vote to the entire group of active BCC members
 - d. A series of coin flips.