

PEMBINA OLDTIMERS' RECREATION ASSOCIATION

OPERATIONAL GUIDELINES

NAME

1. The name of the Association shall be:
"Pembina Oldtimers' Recreation Association".

OBJECTS

1. To provide activities such as Curling, Bowling, Golfing and any other activities that would promote fellowship, enjoyment and good health for senior or retired citizens.

MEMBERSHIP

1. Members shall be retired or senior citizens; 55 years of age or older; who have been proposed by the Membership Committee and been accepted as members; and who act, at all times, in a manner that would enhance the desired achievements in accordance with the **OBJECTS** of the guidelines.

11. Active Member

A member who pays the set registration fees and participates in the recreational activities of the Association; attends social functions and meetings.

111. Associate Member

A previous Active Member, with at least one (1) year seniority, who no longer participates in the recreational activities of the Association but wishes to maintain seniority, attend social functions and meetings. Associate Members will be assessed a set annual fee.

1V. Honorary Life Member

- .1 A previous Active or Associate Member; with at least ten (10) consecutive years of membership; who has demonstrated his dedication to fulfilling the objects of the Association and made an outstanding contribution toward the operation of the Association.
- .2 Life Members may be named at the discretion of the Executive Council.
- .3 Proposals for life membership must be submitted, by the Membership Committee to the Executive, for review and approval. The proposals must include all pertinent information, which has been verified with the Historian as correct, necessary for the Executive to make fair and equitable decisions.
- .4 Life Members who wish to participate in the recreational or social activities of the Association must pay the applicable set fee for each event, but will be lifetime Associate Members without annual fee assessment.

V. Membership Fees

- .1 Shall be set each year by the Executive Council and be ratified at the Semi-annual meeting in the Fall.

- .2 Shall be paid prior to participation in any Association activities.
- .3 Fees are not refundable; however, the Executive Council may, at its discretion, elect to refund fees or a portion thereof in cases of sickness, injury or death.
- .4 Membership fees for "new" members joining after completion of the first (1st) round of curling may, at the discretion of the Executive Council, be pro-rated.
- .5 One-half (1/2) year memberships (October to year-end only) are available at reduced charge.

EXECUTIVE COUNCIL

1. **The Officers** of the Association which shall constitute the "Executive Council" of the Pembina Oldtimers' Recreation Association are to be:-

Immediate Past President
President
First Vice-President
Second Vice-President
Secretary
Treasurer

Ex-officio (non-elected)

Drawmaster
Membership Chairman
Spares Chairman

11. **Committee Chairmen** of the Association are to be appointed by the President in consultation and with the approval of the Immediate Past President, First Vice-President, Second Vice-President, Secretary and Treasurer and in addition to the **ex-officio** Chairmen, above mentioned, consist of:-

- .1 Sick and Visiting
- .2 Publicity
- .3 Ticket Sales and Door Draw
- .4 Historian
- .5 Audit
- .6 Entertainment (First Vice-President)

Committee Chairmen to have power to add to their committees; elected Officers may also be Committee Chairmen or committee members.

111. **DUTIES** - Officers and Chairmen

- .1 **President** - Shall oversee the complete operation of the Association; Shall preside at all meetings of the Association and act as the chairman of the general meetings; is a member of all committees.
- .2 **Immediate Past President** - Shall provide the President with advice on the operation of the Association; shall act as chairman of the Nominating Committee.
- .3 **First Vice-President** - In the absence of the President shall act in his capacity; shall be responsible for all financial administration and be a member of the Audit Committee and Chairman of the Entertainment Committee.

.4 **Second Vice-President** - In the absence of the President and the First Vice-President will act in the capacity of President; shall be responsible for all curling operations; prepare any special rules required for the up-coming curling season and be a member of the Drawmaster's Committee.

.5 **Secretary** - Shall conduct all correspondence; keep minutes of Executive, Annual and Semi-annual meetings; receive all records of standing committees; prepare, with the President, agendas for all meetings.

.6 **Treasurer** - Receives all monies due the Association and deposits same in the bank accounts of the Association; keep a record of all receipts and expenses; pay all invoices by cheque and shall together with the President or First Vice-President sign all cheques; when requested shall deliver to the Auditors all records, cancelled cheques and accounts; at the end of the Pembina Oldtimers' Recreation Association's financial year, submit a complete written report to the members at the Annual meeting; shall be bonded to the extent deemed necessary by the Executive Council.

.7 **Drawmaster** - The committee shall submit to the Semi-annual meeting the system of competition draw, complete with rules covering same, for the coming season; shall select members to team's based on three (3) factors:-

- a) Seniority which is defined as "the earned ranking from consecutive years of membership in the Association".
- b) Position the member indicated as preferred on yearly application form.
- c) A Member who has indicated he will not be available for at least six (6) games of any round shall be assigned to a Lead or spare position for that round.

The committee will draw all regular club games and advise members as far in advance as possible; submit to the Secretary, at the completion of each round, a list of each team's standing.

.8 **Spares** - Shall be available, when possible, to receive calls from members who are unable to curl and contact non-scheduled curling members to obtain spares when required; keep records of absent curlers and replacement spares; ensure active members, who are not assigned to a team, are given the opportunity to curl in their fair share of games; obtain and assign spares in a fair and equitable manner; when requested, provide the Drawmaster with a list of absent curlers scheduled to be away during the next round; provide instructions and records to the incoming spares co-ordinator for the next round.

.9 **Membership** - Prepare application forms and mail to prospective members when directed by the President; record all applications received and recommend the applicants acceptance for membership to the Executive Council; compile and keep up to date all addresses, telephone numbers, postal codes and pertinent information and arrange for same to be included in the roster book; prepare telephone numbers and seniority lists for distribution to the members at the Semi-annual meeting and an updated list prior to the commencement of the third round; all monies or cheques received are to be turned over to the Treasurer as soon as possible.

.10 **Ticket Sales and Door Draw** - Shall arrange for purchase of necessary tickets; recommend the selling price and prize amounts to Executive Council for review prior to membership approval; shall sell tickets, at each game, up until five (5) minutes, before ice time and then conduct the draw; record all ticket sales, monies received and prizes for each game; all monies received are to be turned over to the Treasurer on at least a semi-monthly basis.

.11 **Sick and Visiting** - To inform the Executive Council of sickness or distress of any member of the Association and to send cards or make visits as deemed appropriate.

.12 **Publicity** - To inform the public and media of any competition in curling, golf or

advertisements for recruiting new members when required and post on bulletin boards in the neighborhood and provide to the media for publication insertion.

.13 **Entertainment** - The Committee under the direction of First Vice-President shall have charge of all banquets, luncheons or other entertainment held by the members as defined in the **OBJECTS**; shall submit to the Treasurer a written statement, including all receipts and expenditures of each event and report to the Executive Council on each event held.

.14 **Historian** - Shall keep a record of all events of the Pembina Oldtimers' Recreation Association; the Historian Committee shall prepare, and keep up-dated, a historian book including all pertinent information for use of present and future members; shall review all proposals for Honorary Life memberships, prior to Executive Council review and certify that the information included is accurate.

.16 **Audit** - The Audit Committee, comprising of at least two (2) members, shall complete an audit yearly and submit a report to the Annual meeting.

.17 **Committees - General** - All Committee Chairmen shall keep the President informed of all the activities of their committees; all committees shall be directly responsible to the Executive Council; all committee proposals must be approved by the Executive Council prior to implementation; all committees shall consist of at least two (2) members.

MEETINGS

1. General

- .1 The President shall act as chairman of all general meetings. In his absence the First Vice-President will act, in the absence of the First Vice-President the Second Vice-President will act and in his absence the meeting shall have the power to elect a chairman.
- .2 At any general meeting, the chairman may require a motion in writing, duly seconded, before any question may be discussed at the meeting.
- .3 The chairman of a general meeting may rule that a member may speak not more than once to a motion, except the mover who may close the debate.
- .4 All questions relative to a motion shall be directed to the chair.
- .5 Members shall be notified, in writing, at least fourteen (14) days prior to a general meeting. Said notice shall state the meeting date, time and place.
- .6 At all general meetings, "one fourth" of the current total membership of the Association, shall constitute a quorum, five (5) of which shall be Executive Members.
- .7 Only members present at a meeting may vote - no proxy.
- .8 All fully paid members are eligible to vote, on any motion, at a called meeting of the Association.
- .9 The chairman of all meetings of the Association shall vote only in the event of a tie.

11. Annual Meeting

- .1 To be held in the Spring of each year at a time and place designated by the President.
- .2 Shall not be held prior to completion of the curling season.
- .3 Shall elect officers for the ensuing year.
- .4 Office bearers so elected shall assume office immediately and continue as such until successors are elected.
- .5 Executive and Committee Chairmen shall present reports, including a statement of receipts and disbursements of the past year.

111. **Semi-annual Meeting**

- .1 To be held in the Fall of each year at a time and place designated by the President.
- .2 Shall be held prior to commencement of curling season.
- .3 Shall receive and if deemed necessary, adopt reports / recommendations presented by the Chairman of the standing committees.
- .4 Shall ratify the set fees for the up-coming curling season.
- .5 May elect Officers to fill vacancies occurring since the annual meeting.
- .6 Shall approve any applicable Special Curling Rules for the up-coming curling season.

1V. **Order of Business**

- .1 Reading the notice calling the meeting.
- .2 Bereavements and / or announcements of illness.
- .3 Introduction of new members.
- .4 Reading of minutes of previous meeting.
- .5 Unfinished business from previous meeting.
- .6 Communications / Correspondence.
- .7 Reports of Officers and Committee Chairmen.
- .8 Treasurer's Report.
- .9 Audit report (Annual Meeting).
- .10 New business.
- .11 Election of Officers (Annual Meeting).
Officers to be elected are:-
President
First Vice-President
Second Vice-President
Secretary
Treasurer
- .12 Awards and Prize presentations.
- .13 Adjourn

V. **Special Meetings**

- .1 Members may be called to a special meeting by the President, or in his absence by the First Vice-President or in his absence by the Second Vice-President, or on a petition signed by a majority of the Officers or a majority of the Members.
- .2 At a special meeting, no business shall be transacted other than for which the meeting was called, and which has been clearly set forth in the notice calling such a meeting.

CONDUCT

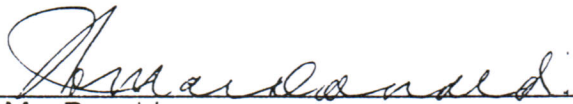
1. Under extreme circumstances of serious misconduct by any member, he may be:-
(one or more of the following)
 - .1 Removed from office.
 - .2 Suspended from Association activities for a determined period of time.
 - .3 Forfeit membership in the Association.

11. Upon receiving a written complaint the Executive Council shall immediately:
 - .1 Appoint a Hearing Committee, to comprise of five (5) Executive Members, to determine the action to be taken and disposition of the complaint.
 - .2 If a hearing is necessary, notice of the hearing of the complaint shall be sent to the member complained against and to the complaining member. They shall be advised of their right to call witnesses on their behalf.
 - .3 The decision of the Hearing Committee is final and conclusive and shall be communicated in writing to the member complained against and the complaining member and there shall be no appeal therefrom.
 - .4 A complaint made may be withdrawn by the complaining member at any time, prior to the decision, by written notice given to the person with whom the complaint was originally lodged.

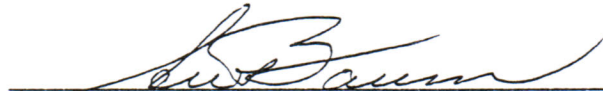
AMENDMENTS

1. Amendments to this Operational Guidelines may be made by a notice of motion at any Annual, Semi-annual or Special meeting which will then be presented at the next Annual or Semi-annual meeting; a simple majority of voting members present shall be necessary to pass amendments.

Signed this 17th day of November 2000



J. K. MacDonald
President



C. W. Baum
Secretary

Operational Guidelines as Amended at Semi-annual
Meeting, September 28, 2000.