

The Canadian Firefighters Curling Association

CONSTITUTION & BY-LAWS

Adopted and Passed	April 1, 1968	Calgary, AB
Revised	March 31, 1969	Scarborough, ON
Revised	March 27, 1973	Prince Albert, SK
Revised	March 30, 1976	Charlottetown, PE
Revised	March 31, 1977	Ottawa, ON
Revised	March 28, 1981	Regina, SK
Revised	March 23, 1985	Saskatoon, SK
Revised	March 31, 1990	Summerside, PE
Revised	March 23, 1993	Yellowknife, NWT
Revised	March 29, 1996	Smithers, BC
Revised	April 2, 1997	Charlottetown, PE
Revised	April 6, 2001	St. John's, NF
Revised	April 4, 2002	Fredericton, NB
Revised	March 27, 2008	Richmond, BC
Revised	March 26, 2010	Regina, SK
Revised	March 22, 2013	Saint John, NB
* Revised	April 08 2016	Truro N.S.

CANADIAN FIREFIGHTERS CURLING ASSOCIATION

CONSTITUTION

- A. The name of the Corporation is the “Canadian Firefighters Curling Association”.
- B. The objects of the Corporation is:
 - (a) To promote goodwill among Firefighters across Canada through curling.
 - (b) To organize an annual Canadian Firefighters Curling Association competition, at a host city in which all Provincial Firefighters Championship teams shall meet to compete, and the winning team shall be the Canadian Firefighters Curling Champion. The operations of the Corporation are to be chiefly carried out in Canada.

BY-LAWS

1. Admission to Membership

- A. All Professional Canadian Firefighters, who are in good standing, in their respective Provincial Firefighters Curling Association, are eligible for membership in this Corporation.
- B. All Volunteer Firefighters, whose Provincial Firefighters Curling Association permits their participation, are eligible for membership in this Corporation, provided they are in good standing in their respective Provincial Firefighters Curling Association.
- C. All Fire Marshal Inspectors and Fire Commissioner Inspectors are eligible for membership in this Corporation, provided they are in good standing in their Provincial Firefighters Curling Association.
- D. Annual membership must be obtained on or before the first day of their respective Provincial play-downs of the Championship year. Membership fees are to be paid to the Provincial Firefighters Curling Association. Each Provincial Association is to mail the membership list and submit the membership fee to the Canadian Secretary-Treasurer as soon as possible after the Provincial Playdowns. (1985)
- E. A one year honorary membership shall be granted to the Fire Department Chief and the Union President of the City hosting the Annual Canadian Championship, and to the executive members of the sponsoring company as specified by the Board of Directors.
- F. It is not intended for any other society to be a member of this Corporation.

2. Termination of Membership

- A. Any member may withdraw from membership in the Corporation at any time by giving written notice to his/her Provincial Director of such member's intention to resign.
- B. The membership of any individual shall terminate automatically upon failure to renew a membership by the first day of their respective Provincial play-downs of the Championship year, pursuant to bylaw **1 D** or upon failure to remain in good standing in his/her Provincial Firefighters Curling Association, or upon resolution to expel a member by the Board of Directors, passed by a 2/3 majority of those present and/or voting by proxy. (1990)
- C. Any individual ceasing to be a member for any reason shall not be entitled to a refund of any membership fee or part thereof, which may have been paid for the current year.

3. Board of Directors (1996)

- A. The Board of Directors shall consist of one representative from each Province, who shall be selected, or elected by his/her Provincial Firefighters Curling Association and these representatives shall be known as Directors. For the purpose of these by-laws, Ontario is divided into two (2) provinces: Northern Ontario and Southern Ontario. The Board of Directors shall also consist of the executive (hereafter described).
- B. Directors shall be selected or elected by their Provincial Firefighters Curling Association for a minimum of two (2) years. Directors shall be removed only by a resolution passed by a 2/3 majority of the Board of Directors. Directors serving in such capacity prior to the date for their respective elections may stand for re-election. (1990)
- C. Any vacancy of the seat of a Director on the Board of Directors shall be filled by the Provincial Firefighters Curling Association so affected.

4. Meetings of the Board of Directors

- A. A quorum for a meeting of the Board of Directors shall be 2/3, which shall include Board members physically attending or represented by proxy. (1990)
- B. A resolution or a motion of the Board of Directors shall be declared carried by a simple majority vote of members of the Board, the President casting the deciding vote in the case of a tie. (1973)
- C. Voting may be by proxy or by physically attending the meeting and voting, or by signing a copy of the resolution duly circulated before the meeting.

- D.** If the Director is unable to attend a Board of Directors meeting, and after notification to the chair, an alternate, duly appointed by the respective Provincial Firefighters Curling

4. Meeting of the Board of Directors (continued)

Association may be seated and afforded the full speaking and voting rights of the Director. If the Provincial Firefighters Curling Association is not represented by an authorized alternate, the Director may arrange to vote by proxy, and the said Director shall advise the Executive of such an arrangement in writing prior to the annual meeting of the Board of Directors. (1981)

- E.** The annual meeting of the Board of Directors shall be held prior to the Canadian Firefighters Curling Championship competition in the Host City. (1977)
- F.** The appointment of a proxy shall be signed by the Director, and his/her signature shall be witnessed by the President, or Vice-President of the Director's Provincial Firefighters Curling Association.

5. Executive

- A.** The executive of the Corporation shall consist of the following officers: President, Vice-President, and Secretary-Treasurer.
- B.** All nominations for the positions on the Executive shall be in writing and endorsed by two (2) members in good standing. Nominations shall only be accepted if received by the Secretary-Treasurer fourteen (14) days prior to the annual Board of Directors meeting, or if submitted from the floor of the annual Board of Directors meeting.
- C.** The election of the President shall be held every two (2) years. The election of the Vice-President and the Secretary-Treasurer shall be held every other two (2) years. That is, in alternate years to that in which the President is elected.
- D.** The election of the Officers and Trustees shall be held at the annual meeting of the Board of Directors. Officers and Trustees may only hold one (1) position at a time. (1996)
- E.** Any vacancies occurring on the Executive prior to the date of the next annual election of Officers shall be filled by the President or in his/her absence by the Vice-President. Such an appointment shall be effective until the next annual Board of Directors meeting.
- F.** * The term of office of an Officer shall commence on July 1st after his/her election and shall terminate June 30th after another member has been elected to his/her office.
- G.** Officers and Trustees may stand for re-election to their position, or may stand for election to another position while still in office. (1990)

H. Members of the Executive and the Trustees shall be removed from office only by at least a 2/3 majority of the Board of Directors or by an individual resignation. (1990)

5. Executive (continued)

I. There shall be no remuneration to any members, Directors, Executive Officers, or Trustees of this Corporation. However, there shall be reimbursement for the actual expenses incurred in attending to the business of the Corporation, in the course of the performance of their duties, upon the delivery of acceptable receipts to the Secretary-Treasurer.

6. Trustees

A. The Corporation shall have two (2) Trustees, elected by the Board of Directors at the annual meeting. (1990)

B. The Trustee shall be elected for a two (2) year term. One Trustee shall be elected each year. The senior Trustee shall be the one serving the second year of his/her term. (1990)

C. It shall be the duty of the Trustee to ensure that the financial statements of the Corporation are audited annually.

7. Meetings of the Executive

A. The annual Executive meeting shall be held before the annual Championship commences in the Host City.

B. A quorum shall consist of three (3) Executive members and the assent of three (3) shall be required to pass a resolution.

8. Functions of the Executive

A. All correspondence, communications, and negotiations will be done by the Executive, on behalf of this Corporation.

B. Only the Executive may act as the liaison between the sponsor and the Canadian Firefighters Curling Association.

9. Functions of the Board of Directors

A. The Board of Directors shall make all decisions pertaining to the welfare and operations of this Corporation.

9. Functions of the Board of Directors (continued)

- B.** At the annual meeting, the Board of Directors, will choose the Host City for the annual championship two (2) years hence, from all the written applications received by the Secretary-Treasurer on or before fourteen (14) days prior to the commencement of the current Championship. If in the event that no applications are received by the Secretary-Treasurer to host the said Championship, the Executive in office for the following year shall determine the Host City for the said Championship. (1977)

10. Duties of the Officers

- A.** The duties of the Officers shall be dictated by custom and parliamentary procedure and as outlined here-in.
- B.** The President shall be an ex-officio member of all committees, groups and appointments made by the Executive or the Board of Directors.
- C.** The President shall be a signing officer for the Corporation, and shall deliver all Corporation monies received by him/her to the Secretary-Treasurer.
- D.** The President shall be Chairman of all Executive and Board of Director meetings.
- E.** The President shall determine all disputes, and handle all situations that may arise from the matters not covered by these by-laws.
- F.** The President is empowered to investigate the eligibility of any member entering the Canadian Firefighters Curling Championship, and his/her decision shall be final.
- G.** At the Board of Directors meeting, the Presidents vote will only be used on all matters to determine an outcome if there is a tied decision by the voting Board members. (2001)
- H.** The President shall be assisted by the Vice-President in carrying out the duties of his/her office.
- I.** In the absence of the President, it shall be the duty of the Vice-President to perform the duties of the President.
- J.** The Vice-President shall be a signing officer of the Corporation.
- K.** It shall be the duties of the Secretary-Treasurer to receive all correspondence, to record the proceedings of the meetings of the Board of Directors and the Executive, and to

maintain minutes of all such meetings. It shall be the duty of the Secretary-Treasurer, to assist both the President and Vice-President in the duties of their office.

10. Duties of the Officers (continued)

- L.** It shall be the duty of the Secretary-Treasurer to maintain the financial records of the Corporation and to deposit all Corporation funds into the Canadian Firefighters Curling Association General Account in the city in which he/she resides. The Secretary-Treasurer shall be the signing officer of the Corporation. All cheques drawn on the corporation's general account shall be prepared and signed by the Secretary-Treasurer and co-signed by the President or the Vice-President.
- M. *** It shall be the duty of the Secretary-Treasurer to provide copies of the audited financial statements of the Corporation to the Directors, Trustees, and the Executive member within 30 days of the fiscal year end .
- N.** It shall be the duty of the Secretary-Treasurer to assist all members of the Executive in the carrying out of their duties.
- O.** The host Director shall be the Director from the Province in which the annual Championship is being held. It shall be the duty of the host Director to oversee all arrangements for the annual Championship, and it is his/her responsibility to ensure that the host Fire Department carries out their duties.
- P.** It shall be the duty of the Directors to assist the Executive in the administration of the Corporation. The Directors shall also be responsible for annually forwarding to the Secretary-Treasurer all Canadian Firefighters Curling Association fees received from their respective Provincial Firefighters Associations and report the duly paid-up Provincial and Corporation members to the Executive.
- Q. *** It shall be the duty of the Host Committee to assist the sponsor and the Corporation's Executive in the making all arrangements for the annual Championship. The duties of the host Department shall include arranging for:
- Accommodations for visiting participants in the Championship
 - Suitable and efficient ice
 - A meeting hall
 - A banquet room
 - The annual Corporation banquet
 - A sufficient number of competent referees
 - Providing three (3) rooms for executive accommodations

11. Funds

- A. The Executive shall be required to work within the available resources and to distribute sponsor monies to the participating teams according to a planned budget.

- B. The planned budget shall be determined annually by the Executive and submitted to the sponsor.
- C. The Corporation shall have no borrowing powers, except by a resolution passed at the annual Board of Directors meeting, by a 2/3 majority of those present and/or voting by mail and/or proxy. (1990)
- D. The CFFCA shall not be liable or held responsible for any debts incurred by the Provincial Hosting Association. (2013)

12. Assessments

- A. Any and all special assessments will require 2/3 majority vote of the Board of Director members present at the annual meeting. (1985)

13. Records and Seal

- A. The seal of this Corporation shall be in the possession of the President.
- B. The seal shall not be affixed to any document, except in the presence of two (2) signing Officers of the Corporation, unless otherwise provided for by the Board of Directors resolution assented to by a 2/3 majority. (1990)
- C. Each officer shall be responsible for the monies and property of the Corporation in his/her possession and he/she shall return to the Corporation all records, property, and monies held by him/her at the expiration of his/her term of Office.
- D. The books and records of the Corporation shall be available for inspection by the Directors and the Officers at the annual meeting of the Board of Directors.
- E. All books, records, and documents required for the purpose of the annual audit shall be made available at the request of the Trustees, or their auditor.

14. Order of Business

- A. The order of business at all Board of Directors and Executive Meetings, shall be as follows:
 - 1. Reading and approving of the minutes of the previous meeting
 - 2. Reports of Officers
 - 3. Reports of Committees
 - 4. Correspondences
 - 5. Unfinished business
 - 6. New business
 - 7. Good and welfare
 - 8. Election of Officers
 - 9. Adjournment

In the case of a dispute, "Atwood Rules of Order" shall govern.

15. Rules and Regulations

- A.** It will be the duty of each Provincial Firefighters Curling Association to decide the team to represent their Province, which will be decided by a bonspiel or playdown. The Provincial Director will also advise the Secretary-Treasurer, prior to the 1st day of March preceding the Championship, of the team members full name, address, position played on the team, and the Fire Department to which they are members.
- B.** A team representing any Province must be made up of players from the same Fire Department, unless a Provincial rule permits their eligibility otherwise.
- C.** The Corporation President will make all transportation arrangements for the Provincial teams attending the championship.
- D.** All games will be ten (10) ends with one full extra end/ends required until a winner has been declared. Extra ends will be continuous play (2002). A team may concede after six (6) ends of play (2010).
- E.** Where one member of the provincial representative team is unable to compete in the Canadian Firefighters Curling Championship, one substitute can be used on a team, and this substitute can play any position the representing team designates, providing the substitute has been registered with the Canadian Secretary-Treasurer as the fifth (5th) man on the said provincial curling team. This has to be done prior to the Board of Directors meeting. In the event two (2) or more members from the provincial team being unable to compete, the winning Provincial team shall forfeit their right to participate and the runner-up team to the Provincial champions shall represent their province (1990). In the event the runner-up team cannot compete, under the aforementioned rules, then the Provincial Firefighters Curling Association Executive and the Provincial Director shall decide the team to represent the province.
- F.** If any member of the Provincial team becomes ill at the Championship and the fifth (5th) member is not registered, the Provincial Director will take the said member's place. If the Provincial Director is a member of the said team, then the Canadian Executive will appoint a member from the Directors attending or the spare pool to fill such a vacancy, should it occur. Any replacement must play the position of lead (1990). The Canadian Executive will have control of when and if a sick member may rejoin their team (1976).
- G.** These by-laws shall not be repealed or amended, and any new by-laws shall not be enacted, except by resolution passed by a 2/3 majority of such members of the Board of Directors entitled to vote as are present in person or in proxy at the annual Board of Directors meeting. Notice of intended changes in this constitution and by-laws must be received in writing by

15. Rules and Regulations (continued)

the Secretary-Treasurer thirty (30) days prior to the annual Board of Directors meeting and notice of such intended changes must be given in writing by the Secretary-Treasurer to all members of the Board of Directors no later than fourteen (14) days prior to the annual meeting aforesaid. The repeal of amendment of by-laws not embodied in the letters patent shall not be enforced or acted upon, until the approval of the Secretary-of –State has been obtained. (1990)

- H. The Board of Directors may make such regulations from time to time as are not consistent with the provisions of the Constitution and by-laws and as to them may seem necessary and practicable for the proper management and conduct of the affairs of the Corporation. (1985)
- I. Each Provincial Firefighters Curling Association shall submit a copy of their Constitution to the Secretary-Treasurer; this Constitution shall be kept on file. Whenever an amendment is made, such amendment shall be submitted to the Secretary-Treasurer.
- J. The Canadian Curling Association rules shall apply in all cases, except where otherwise provided in these by-laws.
- K. All donors of new trophies for the Canadian Firefighters Curling Association competitions must be approved by the Executive in writing. First opportunity must be given to the sponsor.
- L. All life members of the Canadian Firefighters Curling Association, if attending the Canadian Firefighters Curling Championship, are invited to all special functions held during the said championship. The cost, if any, of tickets to cover the invitations to be borne by the Canadian Firefighters Curling Association. (1973)
- M. Curling jackets are to be kept standard; with only the provincial colors, the provincial crest, the participation crest, and names on the jacket. Team sponsor cresting is allowed under the following terms:
 - a) Cresting may only be worn on the sleeves (between the shoulder and elbow)
 - b) Cresting shall cover an area that is a maximum of 4”x 4”
 - c) Cresting on each sleeve and/or on each player must be uniform and may represent more than one sponsor within the crest.
- O * The stick has been banned by the CCA for all their Championship Events. The CFFCA Executive has agreed to use the stick during association play downs and at the National . Motion to the floor at 2004 meeting in Quebec that the stick be used within the 4 foot line at all CFFCA provincial and National Events; Moved by Jack Lamb seconded by Brian Burke
Motion Carried

Life Members Qualifications

1. The nominee shall be a member in good standing, with the Canadian Firefighters Curling Association.
2. The nominee shall possess high moral standards.
3. The nominee shall have competed or participated in a minimum of twenty-five (25) years with their respective Provincial Firefighters Curling Association.
4. Prospective life member's names and biographies shall be submitted at the Board of Directors meeting. Balloting on the names submitted shall take place the following year at the Board of Director meeting.
5. The member must receive $\frac{3}{4}$ approval from the Board of Directors.
6. The life members may remain active with his/her Provincial Firefighters Association or the Canadian Firefighters Curling Association.
7. The application for the proposed life members, shall be presented to a panel of current life members for input, and then be presented to the National Board of Directors for their vote at our regular meeting of the Board of Directors.

Passed by the Board of Directors March 27th, 2008 in Richmond, British Columbia