

# ALBERTA FIRE FIGHTERS CURLING ASSOCIATION CONSTITUTION and BY-LAWS

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# ALBERTA FIRE FIGHTERS CURLING ASSOCIATION CONSTITUTION

*Revised: 14 January, 2009*

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## **Article 1**     **Definitions and Applications**

- 1.1     The name shall be "Alberta Fire Fighters Curling Association" (hereinafter also referred to as "AFFCA" or "the Association").
- 1.2     The AFFCA shall operate in accordance with the Alberta Registries Society Bylaws REG3028 (2002/07).
- 1.3     The AFFCA shall operate in accordance with the adopted Constitution and Bylaws.
- 1.4     Parliamentary procedures of the AFFCA shall be governed by Roberts Rules of Orders.
- 1.5     The AFFCA shall be affiliated with the Canadian Fire Fighters Curling Association (CFFCA).

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## **Article 2**     **The Purpose of the Association**

- 2.1
  - a) To promote the sport of curling through the Province of Alberta;
  - b) To promote athletics and fitness amongst Alberta Fire Fighters through the sport of curling;
  - c) To promote fellowship and camaraderie amongst the firefighters of the Province of Alberta; and
  - d) To hold an annual curling competition (Provincial Championship Bonspiel or "Playdowns") to determine a winning team that will represent Alberta at the Canadian Fire Fighters Curling Championships.

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## **Article 3**     **Membership**

Membership in the AFFCA shall consist of all "Members" in good standing.

### **3.1     Application for Membership:**

- a) Any person living in Alberta may apply to be a member of the AFFCA.
- b) All applicants must complete and submit any required application forms.
- c) All applicants must pay any application fees and membership dues prior to approval.
- d) Application for membership must be made to the Board of Directors of the AFFCA for final approval.

### 3.2 **Active Membership:**

All active members must qualify as being either a full-time firefighter or volunteer firefighter as defined below.

The membership of the AFFCA shall consist of any person who is a full-time paid employee of any Alberta Fire Department (Paid Department), or a member of a Volunteer Department of any Alberta community, or any military or industrial firefighting personnel who qualifies under the subsections of this Article.

- a) Full-time Firefighters:
  - (i) Must be employed on a full-time basis for a Fire/Rescue/Emergency Service within the province of Alberta;
  - (ii) Must be employed to provide active firefighting duties on a full-time basis; or
  - (iii) Any person who has completed a career as a full-time firefighter and has retired from their employment.
  - (iv) Full-time military firefighters or full-time industrial firefighters who are employed solely for the purpose to provide active firefighting duties may qualify.
  - (v) Military Fire Fighters who wish to compete must submit a letter from their Commanding Officer stating that their employment within the Armed Forces is that of a firefighter.
- b) Volunteer Firefighters:
  - (i) Must be a member in good standing of a volunteer fire department registered within the province of Alberta.
  - (ii) A volunteer fire department shall be defined as a department which holds a minimum of twelve meetings or drills per year.
  - (iii) A volunteer fire department must hold a current Charter Membership with the AFFCA.
  - (iv) Must be a volunteer firefighter with a minimum of one year continuous service as of December 31<sup>st</sup> of the current curling season.
  - (v) A volunteer must attend 60% of all practices, drills, and meetings held by the department.

- (vi) A record of attendance, meeting dates, and/or drills may be required in the case of an eligibility enquiry.
- (vii) Any person who has retired from service as a volunteer and has contributed ten (10) years' service as a volunteer may apply for membership. Any Retired volunteer Fire Fighter who has served for ten (10) years can curl in the AFFCA Provincial Championship Bonspiel for life. *Reference to 2013 AGM.*

- c) All curlers must take part in active firefighting duties to participate in the Alberta Fire Fighters Curling Championships.
- d) All previous entrants will be allowed to enter.
- e) **Active Member Privileges:**
  - (i) To attend all *General Meetings* of the AFFCA and to participate in discussions at such *General Meetings*.
  - (ii) Vote on all matters affecting the Association at a *General Meeting* of the Association.
  - (iii) Receive the Association's publications and all other regular mailings of the Association.
  - (iv) Be a member of a committee of the Association and vote on the matters before such committee.
  - (v) Be elected as a member of the Board of Directors.

### 3.3

- a) **Life Membership:**
  - (i) The individual must be or have been an active member of the AFFCA.
  - (ii) The individual shall possess and demonstrate high moral standards.
  - (iii) The individual must have been an active member in good standing for a minimum of twenty-five (25) years; and
  - (iv) The individual must have contributed to the Association through \_\_\_\_\_.

- b) **Life Membership Privileges:**
  - (i) Attend all *General Meetings* of the AFFCA and to participate in discussions at such *General Meetings*.
  - (ii) Vote on all matters affecting the Association at a *General Meeting* of the Association.
  - (iii) Receive the Association's publication sand all other regular mailings of the Association.
  - (iv) Be a Member of a committee of the Association and vote on the matters before such committee.
  - (v) Be elected as a member of the Board of Directors.

### 3.4 **Charter Membership:**

Volunteer fire departments must hold a Charter Membership.

### 3.5 **Associate Membership:**

- a) Any person who is not eligible for active membership is eligible for Associate Membership.
- b) Associate Membership privileges:
  - (i) Attend all *General Meetings* of the AFFCA and to participate in discussions at such *General Meetings*.
  - (ii) Receive the Association's publications and all other regular mailings of the Association.
  - (iii) Be a Member of a committee of the Association and vote on the matters before such committee.
  - (iv) Shall not have the right to vote, hold office, or stand for election to the Board of Directors.

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## **Article 4      Membership Fees**

- a) All membership and charter fees shall be payable to the Treasurer of the AFFCA no later than two weeks prior to the date of the Provincial Championship Bonspiel. Only under Article 11 may these conditions be altered. Anyone or any department not having paid their dues or fees by this date WILL NOT be allowed to participate in the Playdowns.
- b) Annual membership fees will be set each year by the Board of Directors of the AFFCA.
- c) Entry fees will be retained from any teams cancelling within one week of the annual the Provincial Championship Bonspiel.

### 4.1 **Full-time Departments:**

Full-time paid departments will be assessed a yearly fee of \$8.00 per member registered in their curling league. This fee and accurate eligibility list shall be submitted to the secretary of the AFFCA no later than January 20<sup>th</sup> of the current curling season.

### 4.2 **Volunteer Department Charter Members:**

Charters will be issued as a form of registration for the AFFCA. Volunteer Department Charter Members will be assessed a yearly fee of \$60.00 for their Charter. A list denoting members of the Department eligible to compete in the current year's Provincial Championship Bonspiel shall be submitted to the AFFCA by January 20<sup>th</sup> of the current curling season.

This list must be signed by the Chief of the applying Department.

**4.3 Volunteer Department Non-charter Members:**

- a) Individual members of a non-charter volunteer department wishing to register will be assessed a registration fee of \$15.00 per person.
- b) A combined department (paid and volunteer) will be treated as a volunteer department.

**4.4 CFFCA Membership**

The AFFCA shall register all members in good standing of the current year as members of the CFFCA. All applicable membership fees of the CFFCA shall be paid by the AFFCA.

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**Article 5 Power of the Association**

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**Article 6 Board of Directors**

**6.1 Directors:**

- a) The Board of Directors (BOD) shall consist of eight (8) members in good standing with the Alberta Fire Fighting Curling Association as well as the Past President of the AFFCA.
- b) Members of the Board of Directors shall be elected from the membership at large during the Annual General Meeting.
- c) Four (4) Directors shall be elected each year for a term of two (2) years.

**6.2 Executive:**

The Executive of the AFFCA will be made up of the President, Vice-President, Secretary, and Treasurer. The Executive will be elected from the Board of Directors at the spring Directors' Meeting.

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## **Article 7 Duties and Powers of the Board of Directors**

### **7.1 President**

- a) Shall preside at all *General Meetings* and *Directors' Meetings*.
- b) Shall be a signing authority of the Association
- c) Shall arrange for the *General Meeting* at the *Playdowns*.
- d) Shall arrange two *Director Meetings*, one in the spring and one in the fall.
- e) Shall act as the "Provincial Director" at the *CFFCA* meeting.
  
- f) Shall be the head of the *Promotion Committee*.
- g) Shall act as the liaison between the major sponsor and the *AFFCA*.
- h) Shall supervise all committees with the *Secretary* and the *Treasurer*.
- i) If required, will arrange a *Constitution amendment meeting* no later than July 1.

### **7.2 Vice-President**

Will assume all duties of the *President* at times when the *President* is unable to perform them.

### **7.3 Secretary**

- a) Shall keep a written record of all proceedings at the *General* and *Directors' Meetings*.
- b) Shall present the minutes of these meetings to the membership at the *General* and *Directors' Meetings*.
- c) Shall act as the *Registrar* for the *Playdowns*, receive all entries, entry fees, and charter fees for the *Playdowns*.
- d) Shall compile membership lists for the *AFFCA* and the *CFFCA*.
- e) Shall compile mailing lists for the *AFFCA*.
- f) Shall be responsible for updating and issuing copies of the *AFFCA Constitution*.

### **7.4 Treasurer**

- a) Shall supervise all fundraising committees.
- b) Shall record all transactions and present a financial statement at the *General Meeting*.
- c) Shall be responsible for the purchase and delivery of all prizes to the *Playdowns*.
- d) Shall be responsible for all purchases of the *AFFCA*.
- e) Shall gather all statements from sales committees.
- f) Shall be a signing authority of the Association.
- g) Will be responsible for all monies collected by the Association.
- h) May be asked to chair *AFFCA* meetings



- i) May be asked to vote in the event of a tie at AFFCA meetings.

## 7.5 **Directors**

- a) The Board of Directors shall be responsible for the administration of the AFFCA.
- b) The Board of Directors shall decide the date and location of the Provincial Championship Bonspiel.

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## **Article 8 Committees**

### 8.1 **Appointments**

The Board of Directors shall enlist the aid of the volunteer representatives to assist them in decision making, fund-raising, promotion, and merchandising. Ideally, these representatives will represent each area of the province.

- a) They shall attend the Board of Directors' meetings.
- b) They shall not have any voting rights at those meetings.
- c) They may head any of the committees.
- d) They may come from volunteer departments or from full-time departments. They do not have to come from the volunteer departments. They may be from paid departments.

There shall be at least three (3) committees comprised of members of the AFFCA. They shall be responsible for the fundraising, promotion, and merchandising for the AFFCA.

### 8.2 **Merchandising Committee**

- a) Shall be responsible for the gathering and storage of all pins, hats, clothing, and all other promotional items.
- b) Shall document and itemize all inventories.
- c) Shall record all sales receipts and forward them to the Treasurer at, or before, the spring meeting.
- d) Shall be responsible for organizing personnel to assist with sales at the Playdowns (them).

### 8.3 Fundraising Committee

- a) Will manage all sales other than merchandise (liquor, raffles, etc.).
- b) Will solicit businesses for event sponsorship or donations.
- c) Will organize and distribute all tickets and be responsible for all receipts for any raffles.
- d) Will itemize and document all sales, purchases, and receipts.
- e) Will submit all receipts and statements to the Treasurer of the AFFCA.

### 8.4 Promotion Committee

- a) The President shall head this committee.
- b) Will advocate and publicize the Association.
- c) Will ideally be a group of five members, one from each area of the Province.
- d) Will tour the Province enlisting members, selling charters, and making firefighters aware of the activities of the Association.

### 8.5 Special Events Committee

Any special events organized by the AFFCA, which require special fundraising, or which in itself, is a fundraising project (i.e. Canadian Fire fighters Curling Championships, Fire Fighters' Ball, Curl Canada Clinics, etc.) shall be regulated by the following guidelines:

- a) All monies received through these endeavours shall be placed in a separate account.
- b) After all event expenses are paid in full, any and all profits shall be held in Trust in term deposits until these funds can be disbursed.
- c) All profits shall be used to purchase equipment for volunteer fire departments active within the AFFCA. If no department places a request for equipment, all monies shall remain in Trust.
- d) The Directors of the AFFCA shall disburse these monies once a year at the spring Directors' meeting, subject to the disbursement criteria.
- e) If the Special Events program should become discontinued, all monies remaining in Trust shall be turned over to the Fire Fighters Burn Treatment Society.
- f) The President shall appoint, or act as, the Convenor of the Special Event.
- g) The Treasurer shall be responsible for all monies, statements, and receipts regarding the event and the Trust accounts.
- h) The President shall, if deemed necessary by the Board of Directors, appoint a Financial Chairperson who shall be responsible for all financial transactions, statements, and information regarding the event. The financial Chairperson shall be responsible to the Treasurer of the AFFCA.
- i) Requests for Equipment: An application form will be attached to each

newsletter issued in the spring and fall for volunteer departments to submit with their particular request. These forms will also be available from any of the Directors of the AFFCA. These application forms must be submitted to the Secretary of the AFFCA.

- j) The criteria for selecting departments eligible to receive those awards shall be:
  - (i) The year-to-year involvement of that department within the AFFCA.
  - (ii) The length of time of that department's involvement in the AFFCA.
  - (iii) Promotion of the AFFCA by that department.
  - (iv) Promotion of the sport of curling by that department.
  - (v) Requests of need by members' volunteer departments.
- k) All profits shall be used to purchase equipment for volunteer fire departments active within the AFFCA. If no department places a request for equipment, all monies shall remain in Trust.

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## **Article 9 Meetings of the Association**

There will be at least three meetings each year, one *General Meeting* and two *Directors' Meetings*.

### **9.1 Annual General Meetings**

The President will call a *General Meeting* to be held at the Provincial Championship Bonspiel at a convenient time and place, so as to be available to all members.

### **9.2 Directors' Meetings**

- a) The President shall call one *Directors' Meeting* in the spring and one *Directors' Meeting* in the fall.
- b) The spring *Meeting* will be called shortly after the completion of the Canadian Fire Fighters Curling Championships, and before May 15<sup>th</sup>. The Past President will report on the status of the Canadian Fire Fighters Curling Association and the sponsor. At this meeting, the past year's Playdowns will be finalized and projects for the upcoming season will be initiated.
- c) The Board of Directors shall decide the date and location of the Provincial Championship Bonspiel. This date will be set at the Board of Directors' meeting in the fall of each year.
- d) The fall meeting will be called before October 1<sup>st</sup>. This will allow adequate time to prepare for the upcoming Playdowns. This meeting's agenda will include the organization of the upcoming Playdowns, establishing priorities of the various committees, set fees, establish play-off format, and the overall structuring of all facets of the

Playdowns. It is imperative that all committee heads attend this meeting.

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## **Article 10    Elections**

### **10.1    Nominations and Elections**

- a) Directors must be elected by the membership at the *General Meeting*. Elections will take place as the last order of business at the *General Meeting*. Nominations will be called for from the floor by the President. Any member in good standing may nominate any other member in good standing. A member may nominate another member in absentia, so long as the nominated member has forwarded a letter to the President stating their intention to accept the nomination. The entire membership present will vote on those members standing for election. Each member will vote for four (4) nominees. Directors' terms will be for two (2) years. Four (4) members will be elected each year to ensure continuity.
- b) The Executive of the AFFCA will be elected from the Directors of the Association, by the Directors. Any Director may nominate any other Director for any position on the Executive. Any member of the AFFCA may call for re-election of the Executive at the *Annual General Meeting*. This re-election shall take place at the *spring Directors' Meeting*. A Director may not be elected to the Executive in absentia.

### **10.2    Appointments**

The President may appoint a Director or a Volunteer Representative to a vacant position if the need arises. This would occur only if a member found himself or herself unable to competently fulfil his or her obligations to the Association. Only a Director shall be appointed to an Executive position. A Volunteer Representative may be appointed as an interim Director only until the time of the next *General Meeting*. An Interim Executive may exist only until the next *Directors' Meeting*.

### **10.3    Quorum Rule**

In order to hold a *Directors' Meeting*, at least six (6) Directors must be present. Any votes, excluding elections, must pass with a two-thirds (66.7%) majority.

### **10.4    Amendments**

Any amendments to this Constitution must be made by the Directors of the

AFFCA at the General Meeting.

- a) Any member may propose an amendment to the Constitution. The proposal must be sent, in duplicate, to the President of the AFFCA, before September 1<sup>st</sup>.
- b) Any and all amendments must be posted at the General Meeting.
- c) Any member wishing to challenge an amendment may do so at that General Meeting or any General Meeting. The membership will discuss the merits of the amendments and vote on each. The result of this vote will overrule any amendment made at the Directors' Meeting.
- d) Membership, Charter, and Entry Fees will not be subject to change except by the Directors at the Directors' Meeting.

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## **Article 11    Host Committee**

The members of the town or city applying for the Provincial Playdowns shall select a Host Committee.

The Host Committee:

- a) Shall be made up of no less than three (3) registered members of the AFFCA.
- b) Apply for hosting the Playdowns in writing at the General Meeting two (2) years prior to the expected event.
- c) Shall adhere to the direction and conditions established by the Board of Directors.
- d) Shall answer directly to the President or a Director delegated by the President to oversee the operation of the Host Committee.

Should a location with no Host Committee be chosen, the Board of Directors shall act as the Host Committee.

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## **Article 12    The Provincial Championship Bonspiel Competition**

### **12.1    Purpose**

A major Provincial Championship Bonspiel will be held, with all registered teams in Alberta participating, to decide on the provincial winner to represent Alberta at the Canadian Fire Fighters Curling Championships.

## 12.2 Rules

The AFFCA shall be governed by the rules of the Canadian Curling Association, except in cases where there (is a conflict) are conflicts, in which case this constitution shall supersede all rules adopted by the AFFCA.

- a) All participants in the competition must hold an active membership of the AFFCA.
- b) Competition for the Provincial Championship Bonspiel Firefighters Curling Championships shall be governed by the Canadian Curling Association Rules of Competition.
- c) All games played in the Provincial Championship Bonspiel shall be ten (10) ends, except in the event of a tie.
- d) Non-championship games shall be eight (8) ends.
- e) In case of sickness or other extenuating circumstances of a member registered for the Provincial Championship Bonspiel, any member not competing will be allowed to substitute. Once the competition has commenced, only a sweeper will be allowed.
- f) In Non-championship events, any member not competing in any other event may be used as a substitute.
- g) In the case of a substitution, the substitute must stay on the team.
- h) All substitutions (changes) are subject to the approval of the Executive.
- i) A team may start with three (3) members, but must use only the original fourth registered member once the competition has started.
- j) An umpire may be appointed by the Executive. If no umpire has been chosen, the Executive of the AFFCA shall act as the judicial body. If there is a conflict involving one of the Executive, the remaining Directors shall act as, or appoint an impartial judiciary.

## 12.3 Provincial Championship Bonspiel Format

- a) If thirty-two (32) or less teams are entered, a modified double knock-out format will be used to determine the winner. The "B" winner will have to defeat the "A" winner twice or as previously determined by the Board of Directors.
- b) If more than thirty-two (32) teams enter the Championship, the Executive may change the bonspiel format as dictated by facility

availability and allocated time frame. The changed format must involve a qualifying format of either four (4) or eight (8) teams, with eight (8) being the preference.

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