



# 2025 Annual General Meeting Minutes

## Date

Wednesday April 30, 2025 (7:00 P.M.)

## Location

Held at the Upper Lounge, Delta Thistle Curling Club, 11415 84 Avenue, Delta, B.C.

## Executives in Attendance

Albert Stewart (President)  
Joanna Dunlop (Vice President)  
Elaine Owsnett (Treasurer)  
Carl Gung (Secretary)  
Ken Gagnon (Director)  
Greg Geub (Director)  
Bob Saito (Director)  
Norma Steel (Director)  
Ted Stuchberry (Director)  
Lavene Theis (Director)

## Executives (Absentee)

Amy Burden (Director)  
Heather Ratcliff (Director)

Meeting called to order at **7:25 P.M.** by Albert Stewart

## Adoption of the minutes from the 2024 AGM Meeting – Albert Stewart

Motion to accept the minutes as distributed.

Moved: Ted Stuchberry  
Seconded: Kim Langton  
Motion carried: All



## Business arising out of the minutes of the last AGM – Albert Stewart

Motion to the inclusion and the adoption of the COMPILED FINANCIAL INFORMATION Year Ended February 28, 2025, report into the AGM 2024 minutes

Moved: Dawna Aschenbrenner

Seconded: Daphne McMann

Motion carried: All

## Report from the President – Albert Stewart

This year we have seen more excitement come back to our club with the addition of a new Manager and some new upgrades to the club as a whole. Andrew Paul has work very hard to bring back a sense of community and enjoyment in all the leagues. The addition of the Club Championships will be a continuing event moving forward and hope to make it a bigger end of season day next year.

Our aim is to strengthen and build our club by filling all our leagues and to bring new people to the club to enjoy all that we have to share and what we all enjoy every season. Our Learn to Curl program was a great success as we were able to promote a number of teams to the Novice League and hope to continue the process next season.

We had a great year with Daphne booking schools and other rentals along with Andrew. We are so lucky to have an awesome group of people from the Seniors and other Night leagues that have volunteered their time to ensure that this program worked to introduce curling in a fun and safe environment. Thanks to everyone who gave their time to help and we will look to add to this group in the coming years.

We will continue to look at ways to make improvements here at our club and as always welcome feedback and ideas from all our members. I would like to thank the members of our Board for all the work and efforts to fulfill our directives. We appreciate those that are stepping down this year but encourage all our members to get involved to continue our journey as one of the longest standing sports in the Social Heart of North Delta.

As always, thank you for your support of the Delta Thistle and I look forward to seeing everyone in Sept 2025.

Update: The DTCC President announced that **Andrew Paul** has accepted the two-year Delta Thistle Curling Club Manager's 2025/2026 extension offer.

## Awards

In recognition of his dedication for over 100 hours of volunteer work with the Adult / School Learn to Curl rental programs. The Volunteer of the Year Award 2025 recipient was **Mike Saito**

## Report from the Club Manager – Andrew Paul

Thank you to all the members of the Delta Thistle Curling Club for welcoming me so warmly this season, you have a very fun, inclusive, engaged and very social membership.

The worldwide pandemic really hit the curling community hard in 2020/21, and it has been a long road of recovery to get to the point where we are at today. Thankfully, we see our membership continuing to rise year over year and our leagues continue to grow. As always, we encourage you to promote the sport of curling with your friends, family and within your many social groups.

Our “Learn to Curl” program was hugely successful this year. We had three 5-week sessions and an addition two evening sessions during the season. Many of these new curlers graduated into the Monday Night Novice league to the point where Monday evening was completely full of six sheets of curlers. A big thank you to all the volunteers who came out all seasons to support both learn to curl and Monday night novice.

We also have seen a steady increase in our STURLING leagues, we will have two draws next season. Additionally, we are adding a Wednesday afternoon STICK curling league. Please see the website for more details.

Registration is now open for the 2025 / 2026 curling season.

Please visit our website at [www.deltathistle.ca](http://www.deltathistle.ca)

This year we had several events:

- Skills and coaching clinics
- Adaptive Day of Curling
- Ladies’ Social
- Seniors’ daytime bonspiel
- Special O’s bonspiel
- Mad Hatter bonspiel
- PCMCA 60+ and 70+ zone playdowns

- Provincial Wheelchair Playoffs
- PCMCA Masters Open Bonspiel
- STURLING bonspiel
- 2 social afternoons
- Over 1700 elementary and high school students
- Over 40 private rentals
- **And the return of the Club Championship Payoffs!**

A huge thank you to the Board of Directors for their help and guidance as I found my way and to Daphne for her help with the school program.

It has been great to meet all the members. I look forward to getting to know you all even more next season.

See you all soon, have a great summer.

Regards,  
Andrew

## Treasurer's Report – Elaine Owsnett

Good evening, everyone

Well, it has been a busy year since becoming Treasurer. There was a lot of work to be done but I am pleased to report that we have had a successful financial year at the Delta Thistle Curling Club. Through a combination of many factors including a nice profit from the bar, pro shop and securing a good sum of gaming funds, the Club was able to generate a profit of **\$21,708**.

As can be seen in the Club's income statement, we were able to generate much more revenue this year than last year. However, our expenses did go up in salary/benefits and administrative functions. The increase in administrative expense is mainly due to the fact outside bookkeeping/accounting resources were used to help clean up the accounting books. Most of that extra accounting expense will not be there next year as I (and Andrew) will take on full bookkeeping roles going forward.

As the main statements are fairly consolidated, I have also prepared and updated the extra worksheet – Schedule of Revenues and Expenses. Here you can see a more detailed breakdown of our revenues and expenses with comparatives to the last few years. By looking just at curling operations first, this year there was a loss of **\$46,000**.

However, this loss was offset by our other operations:

- profit from the bar and lounge, through February 28th, of **\$27,944**
- profit from the pro shop of **\$3,256** and
- advertising, and other income of **\$3,757**

We also had great success this year with our grant applications by obtaining a **\$27,900** gaming grant from the province and **\$3,500** community grant from Surrey Cares. (Thank you to Sarah Prade for all her hard work in spear heading our applications). The provincial grant was used to offset curling expenses for our junior, schools, seniors, learn to curl and Special Olympic programs that were incurred during the year. The Surrey Cares grant allowed us to host a one-day Adaptive Day of curling for our community. Now as I mentioned at the beginning, there was a bit of extra work last summer to cleanup the Club's accounting files from the 2023/2024 season. With the help of a bookkeeper, we were able to reconcile the clubs accounts from the previous curling year.

However, at last year's AGM, the financials provided were only a draft. After the files were cleaned up, the accountants re-issued a new set of statements for the 2023/2024 season. In the end there was a loss of **\$33,585**. The factors that resulted in the loss include missing expenses that had not been captured at that time such as payment of Curl BC/Canada dues, extra salary/janitorial expense, a large inventory write off especially for the pro shop and then payment of PST/GST collected from bar and pro shop sales.

However, I am happy to say the Club is now in good financial standing going into the 2025/2026 season. All our bank accounts are healthy, and we have a good amount of money saved in restricted funds to help us make future facility improvements or cover any unplanned larger expenses that may occur.

While the results for the year are positive, we will need to continue to look for ways to maximize our revenue sources to maintain a healthy financial position and keep dues competitive. We will continue to face cost pressures including higher ice rental and maintenance fees, as well as higher food and beverage prices. The single best way to keep dues reasonable is to increase membership and ensure that our leagues are at or near full capacity.

Thank you and we would be happy to address any questions at this time.

# DELTA THISTLE

## CURLING CLUB

### Delta Thistle Curling Club

#### Schedule of Revenues and Expenses

For the years ended February 28, 2025, February 29, 2024, February 28, 2023; February 28, 2022; February 28, 2021; February 29, 2020

	2025	2024	2023	2022	2021	2020
<b>Curling Revenue</b>						
Adult Revenue	92,426	105,018	65,769	65,905	42,985	104,040
Senior Revenue	27,653		25,484	24,878	4,778	28,427
Junior Revenue	3,469		6,222	6,876	6,083	5,368
Novice Revenue	5,137					
Private Ice Rental	20,362	34,129	15,630	7,814	22,528	25,383
Wheelchair League	1,286		857			
Clinics and other events	6,685			1,919	1,261	(1,258)
	<b>157,017</b>	<b>139,147</b>	<b>113,964</b>	<b>107,392</b>	<b>77,636</b>	<b>161,960</b>
<b>Curling Expenses</b>						
Ice lease / rental	73,115	82,020	58,586	34,117	6,180	68,924
Maintenance fee	4,530	7,965	4,711	2,644	510	4,530
Curling staff wages	74,411	31,531	68,873	56,199	35,548	82,083
Benefits	6,358	1,543	5,280	5,814	4,214	3,540
Insurance	4,786	4,110	4,610	3,459	3,889	3,920
Administrative and utilities	17,018	12,717	21,344	10,043	31,181	16,364
Janitorial	12,066	10,623				
Advertising	106	583	942			
Adult expenses and curling supplies	883	12,290	5,819	5,095	9,368	1,274
Junior/Senior expenses	1,210	2,130	6,718	6,481	226	3,101
School & Special Olympics expenses	8,887		48			
Windup and other events	2,023	2,305	2,794	0	423	828
Fees (Bank, Credit, Curling I/O, Payroll, Quickbooks)	5,490	4,870				
Depreciation on curling equipment	684	855	1,062	1,172	1,676	2,634
	<b>211,568</b>	<b>173,542</b>	<b>180,785</b>	<b>125,024</b>	<b>93,215</b>	<b>187,199</b>
<b>Income / (Loss) before the undernoted</b>	<b>(54,551)</b>	<b>(34,395)</b>	<b>(66,822)</b>	<b>(17,632)</b>	<b>(15,579)</b>	<b>(25,238)</b>
<b>Other Curling Income</b>						
Bonspiels, net	6,312	0	151	7,336	240	1,192
Locker rentals	2,236	0	1,030	0	0	1,861
	<b>8,548</b>	<b>0</b>	<b>1,181</b>	<b>7,336</b>	<b>240</b>	<b>3,052</b>
<b>Net Income / (loss) from curling operations</b>	<b>(46,002)</b>	<b>(34,395)</b>	<b>(65,641)</b>	<b>(10,296)</b>	<b>(15,339)</b>	<b>(22,186)</b>
<b>Other Income (Expenses)</b>						
Bar operations and lounge rental, net	27,944	(8,012)	5,976	(2,207)	(6,845)	13,977
Pro Shop, net	3,256	(5,448)	1,049	4,019	4,689	2,291
Advertising Income	1,350	0	0	0	0	2,441
50th Anniversary Event			(6,749)			
Other, including interest	2,407	3,209	1,462	20,430	64	17
	<b>34,958</b>	<b>(10,251)</b>	<b>1,738</b>	<b>22,242</b>	<b>(2,092)</b>	<b>18,726</b>
<b>Net income / (loss) before fundraising</b>	<b>(11,045)</b>	<b>(44,646)</b>	<b>(63,903)</b>	<b>11,946</b>	<b>(17,432)</b>	<b>(3,459)</b>
<b>Fundraising and grants</b>						
Fundraising activities (50/50)	1,352	0	795	0	0	2,310
Provincial Gaming Grant	27,900	11,061	14,700	11,335	13,900	13,900
Additional Grants	3,500		(1,638)	32,648	476	
	<b>32,752</b>	<b>11,061</b>	<b>13,857</b>	<b>43,983</b>	<b>14,376</b>	<b>16,210</b>
<b>Net income / (loss) for the year</b>	<b>21,708</b>	<b>(33,585)</b>	<b>(50,046)</b>	<b>55,929</b>	<b>(3,055)</b>	<b>12,751</b>
<b>Allocation of net income for the year</b>						
Capital improvement Reserve	30,000	(30,482)	-	10,000	(14,518)	5,000
Member's equity	(8,292)	(3,103)	(50,046)	45,929	11,462	7,751
<b>Net income for the year</b>	<b>21,708</b>	<b>(33,585)</b>	<b>(50,046)</b>	<b>55,929</b>	<b>(3,055)</b>	<b>12,751</b>

# DELTA THISTLE

## CURLING CLUB

Delta Thistle Curling Club  
Balance Sheet Schedule  
As at February 28, 2023; February 28, 2022; February 28, 2021; February 29, 2020

	2025	2024	2023	2022	2021	2020
<b>ASSETS</b>						
Current Assets						
Cash - Operating account	60,141	19,185	134,791	121,742	46,358	149,640
Cash - Restricted Savings	30,260					
Cash - gaming funds account	22,334	11,061	41	2,886	4,405	946
Cash - Term Deposit (GIC)	36,970	65,000				
<b>Cash</b>	<b>149,705</b>	<b>95,246</b>	<b>134,832</b>	<b>124,628</b>	<b>50,762</b>	<b>150,586</b>
Amounts receivable	16,032	3,952	9,144	70,603	67,874	4,954
Prepaid Expenses	4,000	4,000	8,879	14,545	20,938	4,166
Bar inventory	3,653	2,427	2,396	6,118	3,113	5,478
Pro Shop inventory	9,928	9,734	15,714	20,310	22,733	19,113
	<b>183,318</b>	<b>115,359</b>	<b>170,966</b>	<b>236,206</b>	<b>165,421</b>	<b>184,298</b>
Capital assets (net)						
Office equipment	825	1,031	1,289	170	340	679
Rock inserts & curling equipment	0			0	0	0
Bar equipment and lounge fixtures	1,910	2,387	2,984	3,006	4,009	3,135
	<b>2,735</b>	<b>3,418</b>	<b>4,272</b>	<b>3,176</b>	<b>4,348</b>	<b>3,814</b>
<b>Total assets</b>	<b>186,053</b>	<b>118,777</b>	<b>175,239</b>	<b>239,382</b>	<b>169,770</b>	<b>188,112</b>
<b>LIABILITIES AND MEMBERS' EQUITY</b>						
Accrued liabilities						
Salary and bar wages payable				17,925	9,569	21,246
Deferred income				1,200	1,200	1,200
Accounts Payable and accrued liabilities	27,036	804	27,263	24,035	18,897	17,300
PST / GST payable	8,268	3,097	(486)	(2,286)	(2,476)	2,731
Members Trust Liability (Facility improvement Fee Collected)	14,166					
	<b>49,470</b>	<b>3,901</b>	<b>26,777</b>	<b>40,874</b>	<b>27,190</b>	<b>42,477</b>
Capital improvement reserve						
Beginning of the year	10,000	40,482	40,482	30,482	45,000	40,000
Allocation for the year	30,000	(30,482)	0	10,000	(14,518)	5,000
	<b>40,000</b>	<b>10,000</b>	<b>40,482</b>	<b>40,482</b>	<b>30,482</b>	<b>45,000</b>
Members' equity						
Beginning of the year	74,876	138,461	158,025	112,097	100,635	92,884
(Loss) Income for the year	21,708	(33,585)	(50,046)	45,929	11,462	7,751
	<b>96,583</b>	<b>104,876</b>	<b>107,979</b>	<b>158,025</b>	<b>112,097</b>	<b>100,635</b>
<b>Total liabilities and members' equity</b>	<b>186,053</b>	<b>118,777</b>	<b>175,239</b>	<b>239,382</b>	<b>169,770</b>	<b>188,112</b>

Note: This has been internally prepared to accompany the Treasurer Report for the AGM

Motion to accept the financial report as distributed

Moved: Ted Stuchberry  
Seconded: Lorne Haines  
Motion carried: All

## Other Business – Albert Stewart

Following changes to the DTCC Constitution and By-Laws (May 2024 edition) is proposed:

- **Article VI – Executive Board**
  - Addition of Section (14)
    - Reflecting the move of The DELTA THISTLE CURLING CLUB Board of Directors Reference Manual, to now an *APPENDIX A* item
- **Article VIII – Article XV**
  - Article(s) re-numbering change

Motion to accept the proposed changes to the Delta Thistle Curling Club “Societies Act” Constitution and By-laws (May 2024 edition)”

Moved: Ryan Owsnett  
Seconded: Angela Cestnick  
Motion carried: All

## Elections – Lorne Haines

Departing Board members:  
Director: Ken Gagnon  
Director: Ted Stuchberry

The following Executive Board member positions were open for election:

- President
- Secretary
- Director (4)

Nominated for President:  
**Albert Stewart** - No other nominees, re-elected – acclaimed

Nominated for Secretary:  
**Carl Gung** - No other nominees, re-elected – acclaimed

Nominated for Director:  
**Amy Burden** - No other nominees, re-elected - acclaimed  
**Greg Geub** - No other nominees, re-elected - acclaimed



**Laverne Theis** - No other nominees, re-elected – acclaimed  
**Kim Langton** - Nominated – acclaimed  
Director position - One vacancy

## Delta Thistle Curling Club Officers and Board of Directors for 2025-2026

President: **Albert Stewart**  
Vice President: **Joanna Dunlop**  
Secretary: **Carl Gung**  
Treasurer: **Elaine Owsnett**  
Directors:  
**Amy Burden**  
**Greg Gueb**  
**Kim Langton**  
**Heather Ratcliff**  
**Bob Saito**  
**Norma Steel**  
**Laverne Theis**

Adjournment – 8:58 P.M.

## **DELTA THISTLE CURLING CLUB**

### **"SOCIETIES ACT"**

#### **Delta Thistle Constitution and By-laws - May 2024 The name of the society is "Delta Thistle Curling Club"**

#### 1. The purposes of the society are:

- (a) To provide and promote curling in the North Delta area. The ultimate objective of this club is to promote the sport of curling and the good will and honourable conduct among those who participate.
- (b) To enter into affiliations or reciprocal arrangements with other curling associations in the province of British Columbia or elsewhere.
- (c) To borrow or raise money in such manner as the society shall deem fit, and to agree to repay the same, and to secure the repayment in such manner as the society may deem fit, and in particular by the issue of debentures charged upon all or any of the society's property or assets, and to purchase, redeem or pay off any such securities.
- (d) To do all such other acts, matters, and things as may be incidental or conducive to the attainment of the above objectives.
- (e) Not to own, operate or manage a social club.

### **BY-LAWS**

#### **Article I - Preliminary**

- Section (1) The operations of the society are to be chiefly carried out in the municipality of Delta in the Province of British Columbia
- Section (2) Whenever the word "Society" is used it shall mean the "Delta Thistle Curling Club".
- Section (3) The word "Act" in these By-laws shall mean the "Societies Act" of the Province of British Columbia.
- Section (4) In these By-laws, unless the context otherwise requires, words pertaining to the singular number or masculine gender shall include the plural number or the feminine gender, as the case shall be and vice versa and references to persons shall include firms and corporations.
- Section (5) The words "Executive Board" shall mean that body consisting of the President, Vice-President, Secretary, Treasurer and eight Directors.
- Section (6) A member of the Delta Thistle Curling Club is defined as any member or affiliate member who pays dues or fees for the purpose of curling in a league at the Delta Thistle Curling Club and is in good standing with the Society or has previously been granted the designation "Honorary Life Member".

#### **Article II – Fees and Dues**

##### Section (1)

- a) The annual dues for each membership, all other charges except assessments, as hereinafter provided, shall be prescribed and levied by the Executive Board;
- b) No future assessment or charges may be levied against the members without an extraordinary resolution approving the same;
- c) A member who has previously been granted the designation, "Honorary Life Member" shall enjoy all of the privileges of membership in the Delta Thistle Curling Club without the payment of curling league fees from the time of their designation, for life. In the event the Honorary Life member does not curl in any regular league at the Delta Thistle Curling Club, they shall receive their portion of their entrance fee for any Club Bonspiel hosted by Delta Thistle Curling Club. The remaining portion of their respective team's fees will not be included.

## **Article III – Honorary Life Membership**

### Section (1)

The Delta Thistle Curling Club may recognize the significant contributions of one of its active members by awarding that member with an Honorary Life Membership.

### Section (2)

An Honorary Life Member is seen as a truly special recognition of a member's continual, long standing and selfless contribution to the Delta Thistle Curling Club. In order for the Board of Directors to recommend a member for an Honorary Life Member, the following criteria must be met:

- a) The Member shall have been a member in good standing of the Delta Thistle Curling Club for a period totalling twenty years:
- b) Must have served on the Board of Directors in an executive or a chair role for a minimum of two terms (four years total for board member, two years total for an executive role)
- c) Must have demonstrated a commitment to the club and curling by way of volunteerism for a minimum of ten years.

### Section (3)

To be considered for an Honorary Life Member, the member must be recommended to the Board of Directors for consideration by at least five members who are in good standing with Delta Thistle Curling Club. No current Member of the Board of Directors shall be considered.

The nomination process includes:

- a) Historical data of the nominee's volunteerism as documented on the Recognition form
- b) The nomination must be approved by at least a 75% majority of the entire Board of Directors
- c) The Board's recommendation must be confirmed by at least two thirds of the voting members, in attendance, at the next Annual General Meeting.

## **Article IV – Termination of Membership**

### Section (1)

- a) The Executive Board shall have the power by a unanimous vote, to expel, suspend and bar from any or all activities of the Society any member, whose conduct shall have been determined by the Executive Board, unbecoming or likely to endanger the interest or reputation of the Society, or who wilfully commits a breach of the Constitution or By-Laws of the Society, but no member shall be expelled or suspended without being notified of the charge or complaint against him or without having first been given an opportunity to be heard by the Executive Board at a meeting called for that purpose and such power shall be exercised only in conformity with what are commonly referred to as the "Rules of Natural Justice".
- b) Any member who desires to withdraw from membership in the Society may notify the Executive Board in writing to that effect and on receipt by the Executive Board of such notice the member shall cease to be a member.

### Section (2)

Upon the failure of any member to pay any annual membership fee or any indebtedness due to the Society, the Executive Board may, without notice, and notwithstanding anything to the contrary contained in these By-Laws, cause the name of such member to be removed from the register of members, but such member may be re-admitted to membership by the Executive Board upon such evidence as they may consider satisfactory.

### Section (3)

Any member whose membership in the Society has been terminated under the provisions of this Article, may be reinstated only if a majority of the Executive Board in attendance at a meeting called for that purpose are in favour of his reinstatement.

### Section (4)

Any member who resigns, withdraws, or is expelled from the Society shall forthwith forfeit all rights, claim and interest arising from or associated with membership in the Society.

## **Article V – Meetings**

- Section (1) The annual general meeting of the Society shall be held within 60 days of a fiscal year end at a place within the Municipality of Delta and on a date to be fixed by the Executive Board and fourteen (14) days notice of such meeting by posting in a conspicuous place at the curling rink or by email to all registered curling club members
- Section (2) Other meetings of the members, whether general or special, may be convened by order of the Executive Board for any time in the Municipality of Delta. At least seven (7) days notice specifying the place and hour of meeting, and in case of special business the general nature of such business shall be given to each regular member and life member either personally or by way of the last contact information requested by the club and supplied by the member at the time of registration.
- Section (3) The accidental omission to give any such notice to, or the non-receipt of such notice by any of the regular members shall not invalidate the proceedings at any general meeting.
- Section (4) The quorum for the transaction of business at meeting of the regular members shall consist of not less than ten (10%) percent of the regular members in good standing.
- Section (5) No business shall be transacted at any general meeting unless the quorum requisite shall be present at the commencement of the business.
- Section (6) If within one hour from the time appointed for a meeting a quorum is not present, the meeting if convened upon the requisition of members, shall be dissolved. In any other case, it shall stand adjourned to the same day, save a holiday, in the next week at the same time and place.
- Section (7) The President, or failing him, the Vice-President, shall preside as Chairman at every meeting. If there is no such Chairman present, the regular members shall choose someone of their number to be Chairman.
- Section (8) At all meetings Roberts' Rules of Order shall govern the procedure.
- Section (9) At any meeting of the Society, whether general or special, only regular members shall have a vote.
- Section (10) Any regular member may vote by person or by proxy. The proxy shall be in form approved by the Executive Board, and a proxy may only be held by another regular member, provided that no regular member shall have more than one proxy.
- Section (11) A regular member not in good standing shall not have the right to vote or to appoint a proxy to vote on his behalf.
- Section (12) At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is demanded by at least twenty-five (25) regular members, and a declaration by the Chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of the proceedings of the Society shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.
- Section (13) If a poll is duly demanded it shall be taken in such manner as the Chairman directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- Section (14) In case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a deciding vote.

## **Article VI – Executive Board**

- Section (1) The business and management of the affairs of the Society shall be carried on by an Executive Board not exceeding twelve (12) in number.
- Section (2) At the annual general meeting of the Society, the Executive Board shall be elected by the vote of its members as follows:
- (a) The officers of the club shall consist of:
1. President
  2. Vice-President

Delta Thistle Curling Club Constitution and Bylaws - May 2024 edition

3. Secretary
4. Treasurer
5. Directors (8)

- (b) President, Vice-President, Secretary and Treasurer shall be elected for a two year term with the President and Secretary terms overlapping the Vice-President and Treasurer terms by 1 year
- (c) The President shall not be elected for more than three (3) consecutive terms.
- (d) The Directors will be elected for a two year term of office half of which shall be elected on alternating years.
- (e) The immediate past President shall remain an honorary officer for one (1) year after his tenure as President and shall not be entitled to vote on executive matters.

- Section (3) Only a regular member in good standing may be nominated and elected as a member of the Executive Board.
- Section (4) A member of the Executive Board may be removed from office by an extraordinary resolution of the Society.
- Section (5) The Executive Board shall have the power to enter into, on behalf of, and to bind the Society in respect of any contract, agreement or arrangement made with any person or body which they deem advisable, in the conduct of the affairs of the Society and in the furtherance of its aims and objectives.
- Section (6) Meetings of the Executive Board may be held at any time upon reasonable notice and at the call of the President. A majority of the Board, shall constitute a quorum. Each member of the Executive Board shall have one (1) vote upon any question considered by the Board.
- Section (7) All questions shall be determined by a majority vote, and in the event of a deadlock, the President shall have the deciding vote.
- Section (8) A resolution in writing signed by all the members of the Executive Board of the Society shall have the same force and effect and shall be as valid as a resolution passed in a duly called meeting of the Executive Board.
- Section (9) Any vacancy occurring in the Executive Board may be filled from the membership by the Executive Board, and in such instance the person or persons appointed by the Executive Board shall act for the balance of the term of the person or persons whose place they are taking.
- Section (10) The Executive Board may delegate all or any of their powers and duties to an Executive consisting of a President, Vice-President, Secretary and Treasurer.
- Section (11) The Executive shall carry on the day-to-day business of the Society, subject to any limitations placed thereon by the Executive Board.
- Section (12) The Executive may meet from time to time at the call of the President.
- Section (13) The Executive Board may appoint such committees as they deem necessary to assist in carrying out the affairs of the Society. Such committees shall include but not be limited to, nominating committee, house committee and sports committee.

#### **Article VII – Delta Thistle Curling Club Board of Directors Reference Manual**

The purpose of the Delta Thistle Curling Club (DTCC) Board of Directors Reference Manual is to be a resource for information about the club, its policies, Executive Board structure, and Board member responsibilities. It will be distributed to each Board Member newly elected to the Board.

#### **About Delta Thistle**

DTCC is a registered society pursuant to the Societies Act, SBC 2015, Chapter 18, and governed in accordance with the Constitution and registered Bylaws, with representation from Board of Directors.

Delta Thistle Curling Club Constitution and Bylaws - May 2024 edition

## Mission

To provide and endorse the sport of curling in the North Delta area in a fun, affordable, open, and inclusive environment by promoting skills development, encouraging inclusivity, and welcoming diversity for all ages and abilities.

## Vision

Objective of our club is to commit DTCC to achieve the following:

- Full, active, and engaged membership in the operation and activities of the club (volunteerism)
- Pride in membership.
- Encourage and provide opportunities in participation and development of youth/school, senior and adaptive programming.
- Ensure satisfaction, safety and the well-being of our members and guests.
- Being a positive image in the community.
- Staying current with curling innovation.

## Board and Executive Roles & Responsibilities

Each Board Member has an essential responsibility to assist the Board in making informed and effective decisions that promote the betterment of DTCC for the Members.

DTCC's Board of Directors must be composed of a minimum of 8 Board Members and no more than 12.

The Board of Directors consists of the following roles:

- President
- Vice-president
- Secretary
- Treasurer
- Individual Members (Directors)

## Executive Team

The Executive Team consists of the President, Vice President, Secretary and Treasurer.

## President

The president presides and provides leadership to the Board of Directors.

### Roles and Responsibilities:

- Co-ordinate overall planning and direction of the Board.
- Develop the agenda for each Board meeting.
- Chair the meetings of the Board and manage its decision-making processes.
- Manage the people on the Board ensuring the Board fulfills its responsibilities by holding board members accountable.
- General management, supervision and day-to-day decision making of the affairs and operations of the Society.

## Vice-President

The vice-president assumes the responsibilities of the president in the president's absence and supports the president with his Roles and Responsibilities.

## Treasurer

The treasurer oversees the organization's finances.

### Roles and Responsibilities:

- ensures all day-to-day accounting and bookkeeping is up to date and accurate.
- keeps the financial records necessary to comply with the Society Act.
- renders financial statements to the directors, Members and others as required.

## Secretary

The secretary is responsible for the record keeping of the Society. They are responsible for understanding the organization's legal documents (such as bylaws) well enough to be able to offer insight as to their applicability during Board discussions.

### Roles and Responsibilities:

- maintain a register of the regular members.
- prepare, maintain, and distribute the Board's records, such as the minutes, agendas, correspondence and contracts.
- conduct the correspondence of the Society.
- issue notices of meetings of the Society and Board of Directors.
- keep minutes of all meetings of the Society and Board of Directors
- have custody of all records and documents of the Society
- ensure annual filing of minutes and changes to the club constitution and bylaws with BC Society

In the absence of the secretary from a meeting, the Board of Directors shall appoint another person to act as secretary at the meeting.

## Directors

Directors have a trustee responsibility to DTCC.

### Roles and Responsibilities:

- act honestly and in good faith with a view of the best interests of DTCC.
- exercise care, diligence, skill, and ethics that a reasonably prudent person would exercise in comparable circumstances.
- actively volunteer and participate in committees to aid in the betterment or day to day running of the club.

## Board of Directors Meetings

The quorum necessary to conduct business at a Board of Directors meeting is the majority of Executive Members and Directors currently in office.

Questions arising at a meeting of the Board of Directors must be decided by a majority of votes.

A resolution is a formal decision on specific matters made by the Board of Directors, such as approvals pertaining to the following:

- capital expenditure.
- raising capital
- taking out a loan
- entering material contracts.

In the event of a tie vote at any meeting, the President's vote shall decide the issue and they shall be the official who enforces the decision.

A resolution proposed at a meeting of the Board of Directors does not need to be seconded and the chair may move to approve.  
A resolution in writing, signed by all the directors is as valid and effective as if regularly passed at a meeting of directors.

#### Code of Ethics and Code of Conduct

Board Members will fulfill their Roles & Responsibilities with the highest standards of conduct.

Board Members shall:

- Understand the mission and the vision of the organization.
- Maintain a minimum attendance record of 75%.
- Know and understand the roles and responsibilities of being a board member and their respective positions.
- Understand and commit to being part of the Board team by working cooperatively to resolve issues and addressing differences of opinion.
- Contribute skills, knowledge, and expertise.
- Treat the business of the Board as **confidential**.
- Understand the circumstances under which a Board member should resign.
- Speak positively about the organization and support the Boards' efforts.
- Promote the organization in the community in a professional and respectful manner and maintain silence in certain circumstances.

#### Conflict of Interest Policy

Board Members are expected to perform duties conscientiously and in a manner that will not put their personal interests in conflict with the best interests of the DTCC. In the process of deciding, there may be concern at a Board meeting over conflict of interest.

Conflict of interest arises whenever the personal or professional interests of a Board member are potentially at odds, or appear to be at odds, with the best interests of the DTCC. Such transactions are acceptable if they benefit the organization, and the Board makes the decision in an objective and informed manner.

#### Board Meeting Attendance Policy

Whilst the Board Members are strictly volunteer positions, members should strive to attend all Board meetings unless specific serious circumstances arise. It is expected that each Board Member will attend a minimum of 75% of all Board meetings.

#### Resignation and Removal of Board Members

Any Board Member may resign by submitting to the President or the Secretary a written resignation, which shall become effective upon its receipt or at any later time specified in the resignation.

The Board of Directors may remove Board Members, upon written notice, for improper conduct, failure to attend Board meetings, or other reasons as prescribed by the Board as per Article IV in the Delta Thistle Constitution and By Laws.

## **Article VIII – Borrowing Powers**

Subject to Section (6) of Article V, the Executive Board may, for the purpose of carrying out the objectives of the Society, borrow, raise or receive the payment of monies for and on behalf of the Society in such manner as they may determine from time to time, except that debentures shall not be issued without the sanction of an extraordinary resolution of the members of the Society and with the approval of the Executive Board.

## **Article IX – Accounts**

The Executive Committee shall cause an account to be kept of (a) all the transactions of the club and (b) all sums of money received and expended by the club with full particulars of such receipts or expenditures. Such accounts shall be opened for the viewing of any member in good standing with the club at his or her request to the President of the Club.

## **Article X – Audits of Accounts**

A statement in the form of a balance sheet and a statement of income and expenditures, and a list of the members of the Executive Board shall be filed with the Registrar of Companies in accordance with the Act.

## **Article XI – Amendments**

- Section (1) Notice in writing of any proposed amendment to a by-law shall be given to the Secretary at least thirty days prior to the annual meeting at which the proposed by-law or amendment is to be voted on.
- Section (2) The Secretary shall submit to the Executive Committee and voting members notice of proposed by-law changes in writing two weeks prior to the annual meeting and will be posted in a conspicuous place at the club or via email.
- Section (3) A three-quarter majority of eligible voters at the annual meeting is required to pass any motion in regards to Constitution and/or By-law amendments.

## **Article XII – Books and Minutes**

The Executive Board shall cause minutes to be made in books provided for the purpose:

- a) of the name of members of the Executive Board present at each meeting of the Executive Board;
- of all the resolutions and proceedings at all meetings of the Executive Board and Committees.

## **Article XIII – Inspection of Books**

- Section (1) The books and records of the Society shall be kept at the registered office of the Society, or at such other place or places as the Executive Board deem fit, and shall always be open to the inspection of the Executive Board.
- Section (2) The books and records of the Society shall be open to the inspection of a regular member upon written request to the Executive Board stating the reason for inspection, and the books shall be produced the Executive Board to the member within a reasonable time.

## **Article XIV – Order of Business**

The following order of business shall be observed at annual meetings.

1. President's Report.
2. Reading and adoption of the minutes of the last annual meeting.
3. Business arising out of the minutes.
4. Treasurer's Report.
5. Correspondence.
6. Committee Reports.
7. Old Business.
8. New Business.
9. Adjournment

## **Article XV – General**

Section (1) In case situations arise which in the opinion of the Directors are not adequately provided for under the By-laws, the Executive Board shall determine the procedure to be followed, subject always to certification of such procedures by a majority vote at the next duly called general meeting of the membership of the Society.

Section (2) That should the Delta Thistle Curling Club, which received charitable Gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence, these/they shall be distributed by the Delta Thistle Curling Club to:

- a) a registered charity or registered charities in British Columbia as defined in the Income Tax Act (Canada), as may be determined by the members of the Society at the time of winding up or dissolution, or
- b) such charitable organization or organizations in British Columbia having a similar charitable purpose.

This resolution shall not be altered or amended and shall continue to be Binding on the Delta Thistle Curling Club.