

S.O.F.F.C.A
CONSTITUTION & BY-LAWS

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#1. NAME:

The Association shall be known as “The Southern Ontario Fire Fighters Curling Association”.

#2. AIMS & OBJECTS:

The aim and object of the Association shall be to promote goodwill among Southern Ontario Fire Fighters through the medium of curling.

#3. JURISDICTION:

The jurisdiction of the Association shall be to have a playdown arranged each year to declare a representative rink to be sent to the Canadian Fire Fighters Curling Championships.

#4. MEMBERSHIPS:

- 4.1 Membership shall be open to all members of the Fire Service in Southern Ontario.
- 4.2 Any member who retires from a Recognized Fire Service, who now resides in Southern Ontario and has completed a minimum of five (5) years active service, is entitled to apply for an active membership in the S.O.F.F.C.A.
- 4.3 Members who move to another Province or Territory shall still be eligible to compete in the Southern Ontario Playdowns. In all cases, members are eligible to compete as long as they have not registered to compete in another Province or Territory that year.
- 4.4 Members must be able to produce proof of residency and documentation from their Fire Chief / City or Town verifying their service when requested by the Executive.
- 4.5 Honorary Membership may be proposed by the Executive Committee at the annual meeting for meritorious service to the S.O.F.F.C.A.

#5. MEETINGS:

- 5.1 The Annual Meeting shall be held in the Host City, Town or Municipality during the Provincial Playdowns.
- 5.2 **QUORUM**- Ten active members in good standing shall constitute a quorum and shall be qualified to transact the legal business at the regular or special meetings of the Association.
- 5.3 **RULES**- All questions not herein provided for shall be decided upon the principle laid down in Atwoods Rules for Meetings, and when the ruling is so based on these rules, it cannot be appealed against to unseat the Chairman.
- 5.4 Special Meetings shall be called by the President when he deems it necessary, or in the absence of the President may be called by the Vice-President. Written notice of all special meetings and the business to be transacted at same, is to be mailed to one member of each team represented at the previous annual playdowns, thirty calendar days prior to the meeting.

#6. OFFICERS & ELECTIONS:

- 6.1 The Officers of the Association shall be known as the Executive Committee and shall consist of:

President,
Vice-President,
Secretary/Treasurer
Five (5) Directors

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- 6.2 Term of Office: All terms of office shall be for two years. The Office of the President and three (3) Directors shall come due on the odd numbered years, and the Office of Vice-President, Secretary/Treasurer, and two (2) Directors on the even numbered years for election. The term of Office shall commence on June 1st immediately following the election.
- 6.3 Method of Elections and Nominations: Elections shall be held annually at the General Meeting. All nominations for the Association Executive shall be made from the floor, duly seconded and voted on at the same. There shall be no voting by proxy.
- 6.4 Vacancies: Vacancies occurring throughout the term of office, in any position shall be filled by the President, on consultation with the Executive Committee within thirty (30) days of the vacancy occurring, until the next General Meeting at which time that office will be open for the remainder of the original term.

#7. DUTIES OF OFFICERS:

- 7.1 PRESIDENT: It shall be his duty to preserve order and decorum, enforce the Constitution, Rules and By-Laws of the Association, and exercise supervision of its affairs generally. He shall decide all questions of law and order subject to an appeal to the Association by any two members. He shall vote at the meetings of the Executive, and at the election of officers of the Association. He shall not vote at the Annual Meeting except in case of a tie vote, in which case he shall cast the deciding vote. He shall sign all orders on the Treasurer, cheques and other documents requiring proper authentication. He shall see that all arrangements are completed for the S.O.F.F.C.A. playdowns and a winning rink is declared before the first of March of each year, during his term of office. He shall have the power to investigate the eligibility of any member entering the playdowns and upon complaint shall call upon his Executive to act on any complaint where a person has violated this Constitution and/or By-Laws. He shall be the Southern Ontario Director to the Canadian Fire Fighters Curling Association. The President or his Designate shall be the sole Liaison between any sponsor and the S.O.F.F.C.A. He shall be an ex-officio member of all committees, groups and appointments made by the Executive or at the Annual or General Meetings.
- 7.2 VICE-PRESIDENT: It shall be his duty to attend all meetings and to assist the President in the discharge of his duties. In the absence of the President, it shall be his duty to perform all the duties of the President (Except as stated in Article #8-3). He shall be a signing officer of this Association.
- 7.3 SECRETARY/TREASURER: It shall be his duty to keep all records and minutes of meetings, deposit all monies and cheques into the S.O.F.F.C.A. fund. He shall be signing officer for the Association. He shall provide all participating members a financial statement and the audited financial activities counter-signed by the President and the Vice-President before his term of office has expired or annually at the Annual meeting each year. He shall receive an honorarium of Two Hundred and Fifty Dollars (\$250.00) per year.

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- 7.4 DIRECTORS: It shall be the duty of the Directors to be Sergeant at Arms at all meetings other than the Executive Meetings. They shall audit or cause to have audited, the annual financial statements of the Association. They shall be responsible that the Officers and Members uphold the Constitution and By-Laws of this Association.
- 7.5 DRAWMASTER: The President or his designate shall be the official Drawmaster for the S.O.F.F.C.A. playdowns, and shall arrange for assistance as required.
- 7.6 SPECIAL COMMITTEE: It shall consist of an Executive member and two members appointed by the President. It shall deal with any matter of business that requires further study, if the Executive Committee so desires their Services.

#8. PROVINCIAL REPRESENTATIVE:

- 8.1 The President of the S.O.F.F.C.A. shall be the Provincial representative to the Canadian Fire Fighters Curling Association (Southern Ontario Director) and shall conduct all business and correspondence with that Association. He will be responsible for coordinating all arrangements for the S.O.F.F.C.A. representative team to the Canadian Championship.
- 8.2 If the President is unable to attend the Canadian Championships, or is a member of the Southern Ontario Champion team, an alternate shall attend in his place with full privileges of the Director.
- 8.3 The alternate will be designated in the following order: Secretary/Treasurer, Vice-President, Executive Member.
- 8.4 An alternate or advisor may accompany the Director to the Canadian Championships, if deemed necessary by the Executive. A motion must be presented to the floor and passed be a majority vote at the Annual Meeting.

#9. INITIATION FEES AND DUES:

- 9.1 Any change in the rates of initiation fees and dues shall be voted on by a two-thirds (2/3) majority vote of the members in good standing present of the Annual Meeting.
- 9.2 The annual dues shall be \$10.00 per year per person and shall be paid before the playdowns each year. Of which a registration fee of \$2.00 to be paid to the C.F.F.C.A., and a \$8.00 registration fee to the S.O.F.F.C.A.
- 9.3 The S.O.F.F.C.A. playdown fee shall be set by the Executive Committee year by year.
- 9.4 Special assessments may be made at the Annual Meeting provided that a two-thirds (2/3) majority vote is obtained

#10. HOST(S):

- 10.1 It shall be the duty of the Host(s) to assist the Executive with all necessary arrangements for carrying out the S.O.F.F.C.A. playdowns. A Chairman for the Host(s) shall be named at the time their application is submitted. It is the Chairman's responsibility to ensure that Host(s) carries out their duties. He shall attend Executive Meetings as required by his office.
- 10.2 The duties of the Host(s) shall be to assist in arranging for:
 - 10.2.1. Accommodations for the visiting participants,
 - 10.2.2. Suitable and sufficient ice,
 - 10.2.3. A room for the Executive and Annual Meetings, and,
 - 10.2.4. Hospitality room, manning and supervision.

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- 10.3 Only written applications received by the Secretary prior to, or at the Annual Meeting will be considered. In the event no application has been received, the incoming Executive are empowered to make the necessary arrangements for the following year's playdown.

#11. FUNDS:

The Executive shall be required to work within a planned budget within the means of the Association. There shall be no borrowing power except by a two-thirds (2/3) majority vote at the Annual Meeting or a called Special Meeting by the President. All fund raising and sponsorships must be approved by the Executive Committee. Working within the budget, every effort will be made to financially assist in sending the S.O.F.F.C.A. Champions to the Canadian Championships as prescribed by the C.F.F.C.A. Net profits after expenses, will be shared equally between the S.O.F.F.C.A. bonspiel participants and the Representative Team.

#12. AMENDMENTS:

- 12.1 This Constitution and By-Laws, made under its' provisions, may be amended by a two-thirds (2/3) majority vote at the Annual Meeting, provided such amendment(s) have been submitted to the Executive Committee at least sixty (60) days prior to the Annual Meeting. Each team represented at the S.O.F.F.C.A. playdowns will be notified in writing of the proposed change(s) or amendment(s) prior to the Annual Meeting, at which time a vote will be taken. The notification of the proposed changes will be the responsibility of the Secretary/Treasurer. A notice of motion for any Constitutional change(s) may be moved at an Annual Meeting and voted on at next year's Annual Meeting.
- 12.2 All Constitutional and By-Law changes or amendments will take effect as of June 1st following the Annual Meeting.

#13. ORDER OF BUSINESS:

The Order of Business for all meetings shall be as follows:

1. Registration,
2. Reading and adopting of previous meeting minutes,
3. Constitutional and/or By-Law change(s),
4. Treasurer's Report,
5. Reports of Officers and Committees,
6. Nominations and Elections,
7. Unfinished Business,
8. Communications and Bills,
9. New Business,
10. Good and Welfare,
11. Adjournment.