

# ACF - ALBERTA CURLING FEDERATION

## BYLAWS

### 1 PREAMBLE

- 1.1 These Bylaws are to regulate the policies and business of the ACF- Alberta Curling Federation
- 1.2 The ACF - Alberta Curling Federation is incorporated pursuant to the Societies Act of Alberta

### 2 DEFINING AND INTERPRETING THE BYLAWS

In these Bylaws:

- 2.1 "ACF" or "Federation" means the ACF - Alberta Curling Federation.
- 2.2 "Act" means the Societies Act R.S.A. 2000, Chapter S-15 as amended, or any statute substituted for it.
- 2.3 "Affiliated Member" means a Member as defined in section 3.
- 2.4 "Annual General Meeting" or "AGM" means the meeting of the Membership convened in accordance with section 4.
- 2.5 "Board" or "Board Members" means the Board of Directors of the Federation as described in section 6
- 2.6 "Boundary of the Federation" means the outer boundary of the map in Appendix A.
- 2.7 "Bylaws" means the Bylaws of the Federation.
- 2.8 "Director" means any person elected or appointed to the Board.
- 2.9 "Director Member" means any person who is a Director.
- 2.10 "Good Standing" means a Member or Officer or Director that has fulfilled all obligations to the Federation in accordance with section 3.6.2.
- 2.11 "Member" means any Affiliated Member or Director Member of the Federation as defined in section 3.
- 2.12 "Membership" means all Federation Members as defined in section 3.
- 2.13 "Member Representative" and/or "Representative" means an individual selected by an Affiliated Member to attend and represent them at meetings of Members, in accordance with section 3.6.
- 2.14 "Office" means the business office of the Federation.

- 2.15 "Present" at a meeting means physically present or attending by conference call or other approved means.
- 2.16 "Register of Members" means the register maintained by the Board of Directors containing the names of Members of the Federation;
- 2.17 "Special General Meeting" means a meeting of the membership convened in accordance with section 4.4
- 2.18 "Special Resolution" means
- 2.18.1 a resolution passed:
- 2.18.1.1 at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and
- 2.18.1.2 by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy;
- 2.18.2 a resolution proposed and passed as a special resolution at a general meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the general meeting so agree; or
- 2.18.3 a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.
- 2.19 "Voting Member" means a Member entitled to vote at a meeting of the Federation.

### 3. MEMBERSHIP

- 3.1 The Affiliated Members of the Federation are any curling club, curling center or equivalent organization which provides on ice curling activities, located within the boundaries of the Federation, that has:
- 3.1.1 Applied for membership;
- 3.1.2 Paid the prescribed annual membership fee as defined in sections 3.3 and 3.4;
- 3.1.3 Agreed to abide by the Federation's bylaws, policies, procedures and rules;
- 3.2 Affiliated Members shall be limited to a maximum of one membership per facility.
- 3.3 Director Members are all Directors of the Federation.
- 3.4 The Board shall annually review and approve annual fees or assessments to be levied by the Federation on Members for the upcoming fiscal year and shall establish terms of payment thereof.

- 3.5 The annual membership fees must be paid on or before a date that is established by the board on an annual basis.
- 3.6 A Member in Good Standing is entitled to:
  - 3.6.1 Receive notices of meetings of the Federation;
  - 3.6.2 Participate and vote in any meeting of the Members;
  - 3.6.3 Affiliated Members have preferred access to programs and resources offered by the Federation; and
  - 3.6.4 Affiliated Members have the opportunity to host provincial playdown and other Federation sanctioned events.
- 3.7 Member Representatives will be:
  - 3.7.1 a person of any gender being of the legal adult age; and
  - 3.7.2 selected by an Affiliated Member in accordance with the Affiliated Members' own procedure.
- 3.8 Voting Member
  - 3.8.1 Each Member in Good Standing shall have one vote at any meeting of the Membership.
  - 3.8.2 Votes will be allowed by proxy, as defined in section 5.
  - 3.8.3 A Member is in Good Standing when:
    - 3.8.3.1 the Member has paid membership fees or other required fees to the Federation; and
    - 3.8.3.2 the Member is not suspended.
- 3.9 Suspension of Membership
  - 3.9.1 The Board, at a Special Meeting called for that purpose, may suspend a Member's membership for not more than 2 years for one or more of the following reasons:
    - 3.9.1.1 If the Member has failed to abide by the Bylaws; or
    - 3.9.1.2 If the Member has done anything that, in the opinion of the Board, negatively affects the Federation or the sport of curling.
  - 3.9.2 Notice to the Member

- 3.9.2.1 The affected Member will receive written notice of the Board's intention to deal with whether the Member should be suspended or not. The Member will receive at least twenty-one (21) days of notice before the Special Meeting;
    - 3.9.2.2 The notice will be sent by single registered mail to the last known address of the Member shown in the records of the Federation. The notice may also be delivered by an Officer of the Board; and
    - 3.9.2.3 The notice will state the reasons why suspension is being considered.
  - 3.9.3 Decision of the Board
    - 3.9.3.1 The Member will have an opportunity to appear before the Board to address the suspension;
    - 3.9.3.2 The Board will determine how the suspension will be dealt with and may limit the time for the Member to address the Board;
    - 3.9.3.3 The Board may exclude the Member from its discussion of the suspension, including the deciding vote; and
    - 3.9.3.4 The decision of the Board is final.
- 3.10 Termination of Membership
  - 3.10.1 Withdrawal
    - 3.10.1.1 Any Member may withdraw from the Federation by sending or delivering a written notice to the office of the Federation; and
    - 3.10.1.2 Once the notice is received, the Member's name will be removed from the Register of Members. The Member is considered to have ceased being a Member on the date its name is removed from the Register of Members.
  - 3.10.2 Deemed Withdrawal
    - 3.10.2.1 If a Member has not paid the annual fees within sixty (60) days following the date fees are due, the Member shall be deemed to have terminated its membership. In this case, the name of the Member is removed from the Register of Members. The Member is considered to have ceased being a Member on the date its name is removed from the Register of Members.
  - 3.10.3 Termination by the Board

3.10.3.1 The Directors, at a special meeting of the board called for that purpose, may terminate a Member's membership for one or more of the following reasons:

3.10.3.1.1 If the Member has failed to abide by the Bylaws; or

3.10.3.1.2 If the Member has done anything that, in the opinion of the Board, negatively affects the Federation or the sport of curling.

#### 3.10.4 Decision of the Board

3.10.4.1 The Member will have an opportunity to appear before the Board to address the termination;

3.10.4.2 The Board will determine how the termination will be dealt with and may limit the time for the Member to address the Board;

3.10.4.3 The Board may exclude the Member from its discussion of the termination, including the deciding vote; and

3.10.4.4 The decision of the Board is final.

#### 3.10.5 Reinstatement of Membership

3.10.5.1 A Member whose membership was suspended will be reinstated as a Member at the end of the suspension period, upon payment of any required affiliation fees; or

3.10.5.2 A Member whose membership was terminated may apply to the Board to be reinstated as a Member.

#### 3.11 Transmission of Membership

3.11.1 No right or privilege of any Member is transferable. All rights and privileges cease when the Member withdraws, is terminated, or is suspended from the Federation.

#### 3.12 Continued Liability for Debts Due

3.12.1 Although a Member ceases to be a Member by withdrawal or termination, the Member is liable for any debts owing by the Member to the Federation at the date of ceasing to be a Member.

#### 3.13 Limitation on the Liability of Members.

3.13.1 No Member is liable for any debt or liability of the Federation.

### 4 Meetings

- 4.1 Annual General Meeting (AGM)
  - 4.1.1 The Annual General Meeting of the Members shall be called by the President and held on a date no later than one hundred and twenty (120) days following each fiscal year-end of the Federation.
- 4.2 Purpose of Annual General Meeting
  - 4.2.1 The AGM shall be called for the transaction of business to be brought before the Members including, but not limited to a review of financial statements by the Federation's accountant of record for the current year; the election of Directors; appointment of auditor for the next fiscal year, review of the Federation's operations and the Board's activities for the previous year.
- 4.3 Notice of Annual General Meeting
  - 4.3.1 Membership will be notified of the date and time of the Annual General Meeting by notice to the Member, by notice on the Federation website, by newsletter and/or by email.
  - 4.3.2 The accidental omission to give any notice to any Members, or any person or entity, or the non-receipt of any notice by any such Member, or any person or entity, or any error in any notice not affecting the substance thereof, shall not invalidate any action taken at any meeting held pursuant to such notice.
  - 4.3.3 Notice of the Annual General meeting shall be posted at least sixty (60) days prior to the AGM.
- 4.4 Special General Meeting of the Federation
  - 4.4.1 A Special General Meeting of the Members shall be called:
    - 4.4.1.1 By the President as required;
    - 4.4.1.2 By the President upon written instruction of Members representing at least twenty percent (20%) of the Membership provided they request the President in writing to call such meeting and state the business to be brought before the meeting; or
    - 4.4.1.3 By resolution of the Board.
  - 4.4.2 Only such business as is called for in the notices shall be transacted at a Special General Meeting. Any resolution must be passed by seventy-five percent (75%) of the votes cast.
  - 4.4.3 Notice of the meeting shall be posted at least twenty-one (21) days prior to the date fixed for a Special General Meeting. Membership will be notified of the date and time of the Special General Meeting by notice to the Member, by

notice on the Federation website, by newsletter and/or by email. In the event of a Special General Meeting, Members shall be advised the purpose thereof.

- 4.4.4 The accidental omission to give any notice to any Member, or any person or entity, or the non-receipt of any notice by any such Member, or any person or entity, or any error in any notice not affecting the substance thereof, shall not invalidate any action taken at any meeting held pursuant to such notice.

#### 4.5 Quorum

- 4.5.1 Quorum at any Annual General Meeting or Special General Meeting of the Members shall be:
- 4.5.1.1 A minimum of twenty-five (25) Member Representatives entitled to vote, including a minimum of five (5) Board Members.
  - 4.5.1.2 Member Representatives may participate in meetings by being physically present or, at the discretion of the Board, by conference call or other approved means.
  - 4.5.1.3 In the case of the AGM or any Special General Meeting, if within sixty (60) minutes of the appointed time a quorum is not present, then the meeting shall be adjourned.
  - 4.5.1.4 The meeting will be rescheduled to a time and place as determined by the President providing such time shall allow for a minimum seven (7) days notice.

#### 4.6 Voting

- 4.6.1 Unless otherwise stipulated, any motions or questions arising at any meeting of Members shall be decided by simple majority of the votes cast at the meeting. Such votes may be made:
- 4.6.1.1 in person by show of hands;
  - 4.6.1.2 by proxy, as defined in Article 5; or
  - 4.6.1.3 verbally, if in attendance by conference call.
- 4.6.2 On any question proposed for consideration at a meeting of Members the chairperson may require a ballot. Alternatively, any person who is present and entitled to vote on the question at the meeting may demand a ballot. A ballot so required or demanded shall be taken in whatever manner the chairperson directs. A requirement or demand for a ballot may be withdrawn at any time prior to the taking of the ballot.
- 4.6.3 Each Member shall be entitled to one vote at the Annual General Meeting or any Special General Meeting of the Membership. In the event of an equality of

votes on any question at a meeting of Members, the chair of the meeting shall not be entitled to a second or casting vote.

#### 4.7 Meeting Held by Electronic Means

4.7.1 Any person entitled to attend a meeting of Members may vote and otherwise participate in the meeting by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility. A Person participating in a meeting of members by such means is deemed to be present at the meeting.

4.7.2 Directors who call a meeting of Members may determine that:

4.7.2.1 the meeting shall be held entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting; and

4.7.2.2 any vote shall be held entirely by means of a telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

4.7.3 Any vote at a meeting of Members may be carried out by means of a telephonic, electronic or other communication facility, only if the facility:

4.7.3.1 enables the votes to be gathered in a manner that permits their subsequent verification; and

4.7.3.2 permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each member voted.

### 5 Proxy voting

5.1 Each member Representative entitled to vote at a meeting of Members may appoint a proxyholder to attend and act as the Member's Representative at the meeting in the manner and to the extent authorized by the proxy.

5.2 An instrument appointing a proxy shall be in writing executed by the Member in writing or by electronic signature. Such instruments must be submitted to the office of the Federation and confirmed by the Secretary twenty-four (24) hours prior to the start of the meeting.

### 6 Board of Directors

6.1 Governance and Management of the Federation

- 6.1.1 The Board shall manage the business and affairs of the Federation, take such actions as deemed appropriate to affect the purposes of these Bylaws, exercise all of the powers of the Federation, and may adopt such policies, rules and procedures, recommendations and actions as deemed advisable and which are consistent with all applicable laws and these Bylaws.
- 6.1.2 The Board may hire a paid administrator to carry out management functions under the direction and supervision of the Board.

## 6.2 Nomination of Directors

- 6.2.1 Nominations for vacant Director positions shall be submitted in writing to the Chair of the committee responsible for nominations at least sixty (60) days in advance of the meeting at which the vote is to be held. It shall contain the signatures of two Members in Good Standing from the geographical zone for which the nomination is being made and a signed acceptance of the nomination by the nominee.
- 6.2.2 Nominations from the floor will be accepted when no candidates have been presented to the membership for a vacant Director position, in accordance with the paragraph above.
  - 6.2.2.1 Nominees from the floor must be present and accept the nomination in order to stand for election to the Board of Directors.
  - 6.2.2.2 Nominations from the floor must be moved, seconded and properly approved by the Members present.

## 6.3 Election of Directors

- 6.3.1 Directors shall be elected by vote at the Annual General Meeting. The candidate or candidates with the largest number of votes cast shall fill Director vacancies where vacancies need to be filled. Failure of a candidate to provide a signed acceptance pursuant to Clause 6.2.1, shall not, in itself, nullify the election of that person if that person subsequently takes up the office of Director by attending meetings of the Board or otherwise assuming the responsibilities of a Director.
- 6.3.2 Directors are elected for a term of 3 years. The terms shall be staggered such that no more than 4 positions are scheduled each year for election, subject to the requirements of clause 6.3.3.
- 6.3.3 Elected Directors must reside in the geographical zone for which they are elected.
- 6.3.4 No employee of the Federation may hold a Director position or have voting privileges at Board Meetings.

## 6.4 Appointment of Directors

6.4.1 If there is a vacancy on the Board, the remaining Directors may appoint a Director to fill that vacancy until the next meeting at which Directors are to be elected, at which time the position will be available for election. A Director then elected into that position may remain for the remainder of the original term.

6.4.2 Appointed Directors must reside in the geographical zone for which the vacancy exist.

#### 6.5 Number of Directors and Geographical Representation

6.5.1 There shall be a minimum of 8 and a maximum of 12 Directors. The Board shall determine the size of the Board from year to year in accordance with a Director appointment procedure adopted from time to time.

6.5.2 The Board of Directors shall include Directors from each of 8 geographical zones. There will be no more than 2 Directors from any zone.

6.5.3 Geographical zones are:

6.5.3.1 Zone 1 – Sunny South

6.5.3.2 Zone 2 – Big Country

6.5.3.3 Zone 3 – Calgary

6.5.3.4 Zone 4 – Parkland

6.5.3.5 Zone 5 – Black Gold/Yellowhead

6.5.3.6 Zone 6 – Edmonton

6.5.3.7 Zone 7 – North Eastern Alberta

6.5.3.8 Zone 8 – Peace Country

6.5.4 The communities included in each zone are listed in Appendix A.

#### 6.6 Limit on Consecutive Terms

6.6.1 A Director may not hold position for more than 2 consecutive terms. A minimum of 1 year must pass before a Director who has had 2 consecutive terms may be nominated to rejoin the Board.

#### 6.7 Directors' Accountability

6.7.1 Every Director of the Federation shall exercise the powers and discharge the duties of the office honestly, in good faith and in the best interest of the Federation, and in connection therewith shall. Exercise the degree of care, diligence and skills that a reasonably prudent person would exercise in similar circumstances, including reliance in good faith on:

6.7.1.1 Financial statements of the Federation provided to the Director by an officer of the Federation or in a written report of a public accountant or auditor of the Federation fairly to reflect the financial conditions of the Federation; or

6.7.1.2 A report of a person whose profession lends credibility to a statement made by that person.

6.8 Notice

6.8.1 The Board shall provide notice to all Members of the Directors' positions and terms open for election at least one hundred twenty (120) days prior to the AGM.

6.9 Officers of the Federation shall be the President, Vice-President, Treasurer and Secretary.

6.9.1 Officers are elected by the Board at the first meeting of the Board following the AGM.

6.9.2 The Officer holds office until re-elected or until a successor is elected.

6.9.3 All officer positions are for one (1) year.

6.9.4 A Director may not hold the office of President for more than 3 consecutive years.

6.9.5 Any candidate to be considered as an Officer shall have prior Board experience within the Federation. The Board may waive such requirement upon receipt of evidence of other applicable experience.

6.10 Duties of the Officers of the Federation

6.10.1 President

6.10.1.1 Supervises the affairs of the Board;

6.10.1.2 When present, chairs all meetings of the Society, the Board;

6.10.1.3 Is an ex officio member of all Committees; and

6.10.1.4 Carries out other duties assigned by resolution of the Board.

6.10.2 Vice-President

6.10.2.1 Presides at meetings in the President's absence;

6.10.2.2 Presides at various functions when asked to do so by the President or Board; and

6.10.2.3 Carries out other duties assigned by resolution of the Board.

6.10.3 Secretary

6.10.3.1 Keeps accurate minutes of Board meetings and the AGM;

6.10.3.2 Has charge of the Board's correspondence;

6.10.3.3 Ensure that a record of names and addresses of all Members of the Federation is kept;

6.10.3.4 Keeps the Seal of the Federation;

6.10.3.5 Ensures compliance with all legal documentation requirement, such as filing the annual return, changes in the Directors of the organization, amendments to the bylaws, and other required documentation; and

6.10.3.6 Carries out other duties assigned by resolution of the Board.

6.10.4 Treasurer

6.10.4.1 Ensures all monies paid to the Federation are deposited in a chartered bank, treasury branch or trust company chosen by the Board;

6.10.4.2 Ensures that a detailed account of revenues and expenditures is presented to the Board as requested;

6.10.4.3 Ensures a reviewed statement of the financial position of the Federation is prepared and presented to the Annual General meeting;

6.10.4.4 Carries out other duties assigned by resolution of the Board.

6.11 Meetings of the Board

6.11.1 Scheduled meetings of the Board shall be held as often as may be required, but at least four (4) times per year with one (1) meeting to be held immediately following the AGM.

6.11.2 All Board Members shall be notified at least seven (7) days prior to the holding of any Board meeting. Directors may waive this notice period with unanimous consent.

6.11.3 The President may call a special meeting of the Board for consideration of special matters and shall be called in like manner on the instruction of any three (3) Directors provided they request in writing to call such meeting and state the business to be brought before the meeting.

6.11.4 A simple majority of the Officers and Directors is a quorum.

6.11.5 If all the Directors consent generally, or in respect of a particular meeting, any person entitled to attend a meeting of Directors may participate in a meeting by means of an electronic or other communication device that permits all participants to communicate adequately with each other during the meeting. Any person participating by electronic conference is deemed to be present at that meeting. Any security confidentiality or other considerations with respect to the conduct of such a meeting shall be as determined by the Board from time to time, provided that at the outset of each such meeting, and whenever votes are required, the chair of the meeting shall confirm that a quorum is present.

## 6.12 Board Votes

6.12.1 Resolutions of the Board shall be adopted if a majority of the Directors present vote in favour of the resolution, provided that a quorum remains present. In the event of an equality of votes, the motion shall be deemed to have been defeated and the chair of the Board shall not be entitled to a second or casting vote.

6.12.2 Unless a ballot is demanded, an entry in the minutes of a meeting to the effect that the Chair of the meeting declared a resolution to be carried or defeated is, in the absence of evidence to the contrary, proof of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

6.12.3 A resolution in writing, signed by all the Directors entitled to vote on that resolution at a meeting of Directors or of a committee of Directors, is as valid as if it had been passed at a meeting of Directors or committee of Directors.

6.12.4 Meetings of the Board are open to Member Representatives of the Federation but only Directors may vote. Member Representatives are only allowed to participate in a discussion when invited to do so by the Board. Officers and Directors present may ask any other Member Representatives, or other persons present, to leave.

## 6.13 Powers and Duties of the Board

6.13.1 The powers and duties of the Board include:

6.13.1.1 Promoting the objectives of the Federation;

6.13.1.2 Promoting membership in the Federation;

6.13.1.3 Maintaining and protecting the assets and property of the Federation;

6.13.1.4 Approving an annual budget for the Federation;

- 6.13.1.5 Paying all expenses for operating and managing the Federation;
- 6.13.1.6 Paying persons for services and protecting persons from debts of the Federation;
- 6.13.1.7 Investing any extra monies;
- 6.13.1.8 Financing the operations of the Federation and borrowing or raising monies;
- 6.13.1.9 Making policies for managing and operating the Federation;
- 6.13.1.10 Approving all contracts for the Federation;
- 6.13.1.11 Maintaining all accounts and financial records of the Federation;
- 6.13.1.12 Appointing legal counsel as necessary;
- 6.13.1.13 Making policies, rules and regulations for operating the Federation and using its facilities and assets;
- 6.13.1.14 Selling, disposing of, or mortgaging any or all of the property of the Federation; and
- 6.13.1.15 Without limiting the general responsibility of the Board, delegating its powers and duties.

#### 6.14 Resignation, Death or Removal of a Director

- 6.14.1 A Director including the President, may resign from office by giving notice in writing. The resignation takes effect upon receipt, by an Officer, of the written notice.
- 6.14.2 Upon resignation, death or removal of a Director, that person also ceases to be a Member.
- 6.14.3 Members may remove any Director, including the President, before the end of their term. Removal will be decided by a vote at a Special Meeting of Members called for this purpose.
- 6.14.4 The Board may remove a Director or Officer by affirmative vote of not less than seventy-five (75%) percent of the Directors when, in the opinion of the Board:
  - 6.14.4.1 It is in the best interest of the Federation or the Director or Office;
  - 6.14.4.2 The Director or Officer has failed to abide by the Bylaws;
  - 6.14.4.3 The Director or Officer has failed to act in accordance with rules governing conduct; or

6.14.4.4 Such Director or Officer has not fulfilled their obligations to the Board of the Federation.

6.14.5 Where a Director or Officer is to be removed there must be notice provided to all the Board Members, of the intent to remove, including the Director being considered for removal.

6.14.6 Any Director or Officer missing three consecutive Board meetings without valid reason may be removed without the need to provide notice of intent.

6.15 Board Committees. The Board may establish standing committees or ad hoc committees, or both, as required.

6.15.1 Committees may appoint members who are not Directors.

6.15.2 A Board Member chairs each committee created by the Board.

6.15.3 The Chair calls committee meetings.

6.15.4 Each committee:

6.15.4.1 Records minutes of its meetings;

6.15.4.2 Distributes those minutes to the committee members; and

6.15.4.3 Provides reports to each Board meeting at the Board's request.

6.15.5 Committee members must be notified fourteen (14) days before the scheduled date of the meeting. The notice states the date, place and time of the committee meeting. Committee members may waive notice.

## 7 Finance, Auditing and Other Management Matters

7.1 The fiscal year end of the Federation will be determined by the Board.

7.2 There must be an audit of the books, accounts and records of the Federation at least once each year. A qualified accountant, appointed at each Annual General Meeting, must do this audit. At each Annual General Meeting of the Federation, the auditor submits a complete statement of the books for the previous year.

7.3 The Board may adopt a seal as the seal of the Federation.

7.3.1 The Secretary has control and custody of the seal, unless the Board decides otherwise.

7.3.2 The seal of the Federation can only be used by the Officers authorized by the Board. The Board must pass a motion to name the authorized Officers.

7.4 Signing Authority

- 7.4.1 Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Federation will be executed by at least two (2) individuals designated by resolution of the Board.
- 7.5 Keeping and Inspection of the Books and Records of the Federation
- 7.5.1 The Secretary keeps a copy of the Minute Books and records minutes of all meetings of the Members and of the Board.
- 7.5.2 The Secretary keeps the original Minute Books at the Registered Office of the Federation. This record contains minutes from all meetings of the Federation Board.
- 7.5.3 The Board keeps and files all necessary books and records of the Federation as required by the Bylaws, the Societies Act, or any other statute or laws.
- 7.5.4 A Member Representative wishing to inspect the books or records of the Federation must give reasonable notice to the President or Secretary of the Federation of his/her intentions to do so.
- 7.5.5 All financial records of the Federation are open for such inspection by the Members, during normal business hours and with reasonable notice.
- 7.6 Borrowing Powers
- 7.6.1 The Federation may borrow or raise funds to meet its objects and operations. The Board decides the amounts and ways to raise money, including giving or granting security.
- 7.6.2 The Board may issue debentures to borrow only by resolution of the Board confirmed by a Special Resolution of the Members.
- 7.7 Remuneration of Directors and Officers.
- 7.7.1 The Directors and Officers shall receive no remuneration for acting as such and no Director or Officer shall directly or indirectly receive any profit from his position. Directors and Officers may receive reasonable compensation for expenses incurred by them in the normal course of their duties.
- 7.8 Protection and Indemnity of Directors and Officers
- 7.8.1 Each Director or Officer holds office with protection from the Federation. The Federation indemnifies each Director or Officer against all costs or charges that result from any act done in their role for the Federation. The Federation does not protect any Director or Officer for acts of fraud, dishonesty or bad faith.

- 7.8.2 No Director or Officer is liable for the acts of any other Director, Officer or employee. No Director or Officer is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Federation. No Director or Officer is liable for any loss due to an oversight or error in judgment, or by an act in their role for the Federation, unless the act is fraud, dishonesty or bad faith.
- 7.8.3 Directors or Officers can rely on the accuracy of any statement or report prepared by the Federation auditor. Directors or Officers are not held liable for any loss or damage as a result of acting on that statement or report.
- 7.8.4 The Federation will purchase and maintain insurance for the benefit of any person referred to in section 7.7 against any liability incurred by them in their capacity as a Director of the Society.

## 8 Amending the Bylaws

- 8.1 These Bylaws may be cancelled, altered or added to by a Special Resolution at any General or Special Meeting of the Members.
- 8.2 The one hundred twenty (120) days notice of the Annual General Meeting or twenty-one (21) days notice Special Meeting of the Federation must include details of the proposed resolution to change the Bylaws.
- 8.3 The amended bylaws take effect after the approval of the Special Resolution at the Annual General Meeting or Special Meeting and after being accepted by the Corporate Registry of Alberta.

## 9 Distributing the Assets and Dissolving the Federation

- 9.1 The Federation does not pay any dividends or distribute its property among its Members.
- 9.2 If the Federation is dissolved:
  - 9.2.1 any remaining gaming proceeds are to be donated to an eligible charitable or religious group or purpose or transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose.
  - 9.2.2 any other funds or assets remaining after paying all debts are to be distributed equally to all Affiliated Members in Good Standing in the year of dissolution

## 10 Approval

- 10.1 These Bylaws were accepted and approved at Meetings of Members of ACF – ALBERTA CURLING FEDERATION.

DATED at the City of \_\_\_\_\_, in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

---

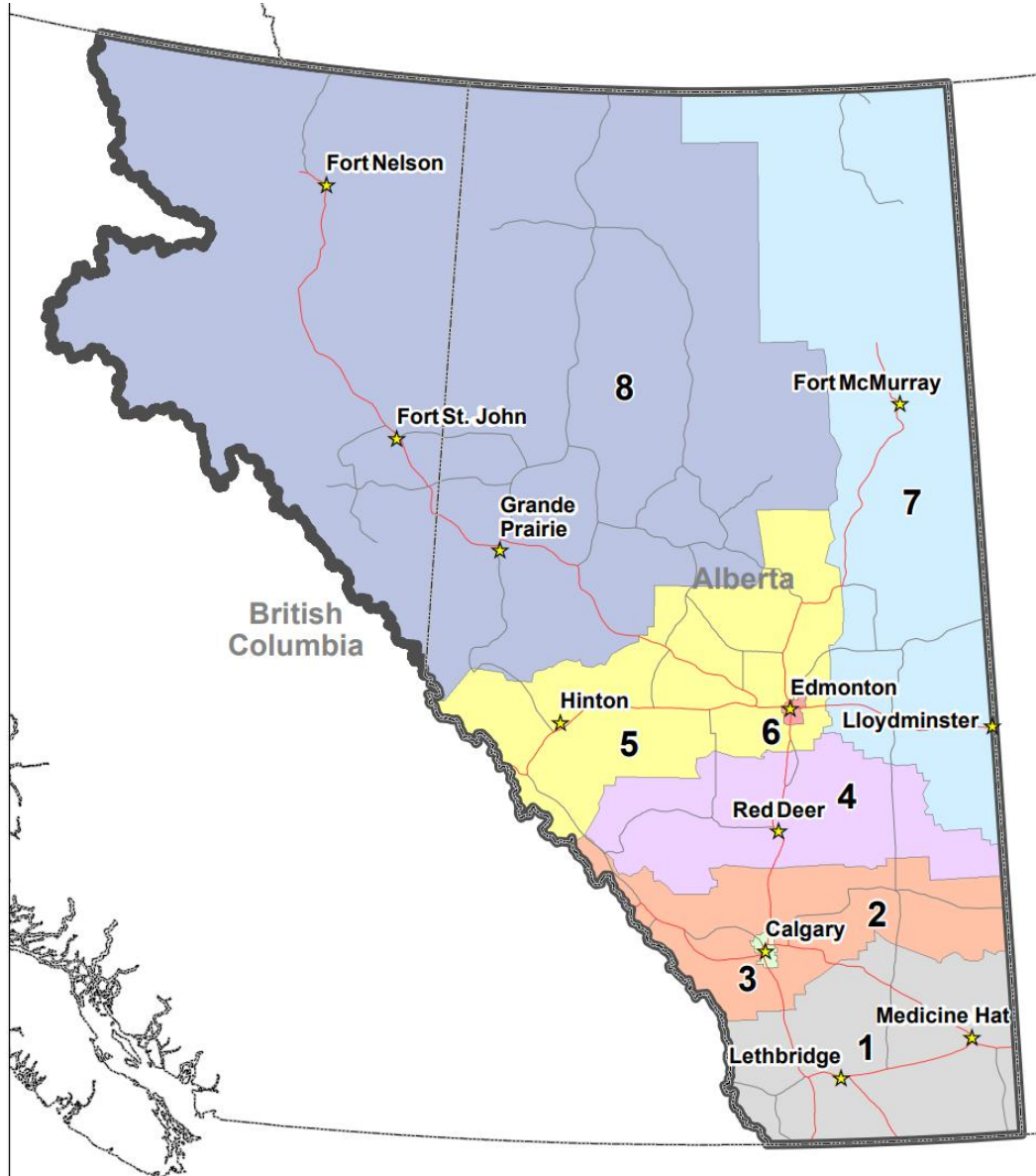
President

---

Secretary

DRAFT

APPENDIX A – ZONES



The boundaries of the Federation are defined by this map.

Zone 1 – Sunny South

Aetna	Milk River
Arrowwood	Milo
Barnwell	Moon River Estates
Barons	Mountain View
Bassano	Nanton
Beaver Mines	New Dayton
Beazer	Nobleford
Blindloss	Orion
Bow Island	Orton
Brant	Parkland
Brooks	Patricia
Burdett	Picture Butte
Cardston	Pincher Creek
Carmangay	Pincher Station
Carway	Purple Springs
Champion	Queenstown
Chin	Rainier
Claresholm	Ralston
Cluny	Raymond
Coaldale	Redcliff
Coalhurst	Rolling Hills
Coutts	Rosemary
Cowley	Scandia
Crowsnest Pass	Schuler
Del Bonita	Seven Persons
Diamond City	Shaughnessy
Duchess	Shouldice
Dunmore	Skiff
Enchant	Spring Coulee
Ensign	Stand Off
Etzikom	Stavely
Foremost	Stirling
Fort MacLeod	Suffield
Gem	Taber
Glenwood	Tilley
Granum	Travers
Grassy Lake	Turin
Hays	Vauxhall
Hilda	Veinerville
Hill Springs	Vulcan
Iron Springs	Walsh
Irvine	Wardlow
Jenner	Warner
Johnson's Addition	Waterton Park
Kimball	Welling
Kirkcaldy	Welling Station
Leavitt	Woodhouse
Lethbridge	Woolford
Lomond	Wrentham
Lowland Heights	
Lundbreck	
Magrath	
Manyberries	
Medicine Hat	

Zone 2 – Big Country

Acadia Valley	Iddesleigh
Acme	Indus
Airdrie	Irricana
Aldersyde	Janet
Balzac	Kathryn
Banff	Kananaskis
Bearspaw	Keoma
Beiseker	Lac des
Benchlands	Lake Louise
Black Diamond	Langdon
Blackie	Linden
Bottrel	Longview
Bragg Creek	Lyalta
Canmore	Madden
Carbon	Michichi
Carseland	Millarville
Carstairs	Morrin
Cayley	Mossleigh
Cereal	Munson
Cessford	Namaka
Chancellor	New Brigden
Cheadle	Okotoks
Chestermere	Olds
Chinook	Oyen
Cochrane	Priddis
Cochrane Lake	Priddis Greens
Compeer	Redwood Meadows
Conrich	Richdale
Craigmyle	Rockyford
Cremona	Rosebud
Crossfield	Rowley
Dalemead	Rumsey
Dalroy	Sedalia
Delacour	Seebe
Delia	Shepard
De Winton	Sibbald
Didsbury	Springbank
Dorothy	Standard
Drumheller	Strathmore
Eagle Hill	Sundre
Empress	Sunnynook
Exshaw	Swalwell
Ghost Lake	Three Hills
Gleichen	Torrington
Hanna	Trochu
Harvie Heights	Turner Valley
Heritage Pointe	Westward Ho
Herronton	Wimborne
High River	Waiparous
Hussar	Water Valley
	Youngstown

ZONE 3 Calgary

ZONE 4 Parkland

Alder Flats Alhambra Alix	Half Moon Bay	Springbrook Spruce View Stettler
---------------------------------	------------------	--

Alliance Altario Ardley Argentia Beach Armena Bashaw Bawlf Benalto Bentley Big Valley Birchcliff Bittern Lake Blackfalds Bluffton Botha Bowden Brownfield Buck Creek Buck Lake Burnstick Lake Byemoor Camrose Caroline Castor Clive Condor Consort Coronation Crystal Springs Czar Daysland Delburne Dickson Donalda Duhamel Eckville Edberg Elnora Endiang Erskine Falun Ferintosh Fleet Forestburg Gadsby Galahad Grandview Gull Lake Gwynne	Halkirk Hardisty Hay Lakes Haynes Heisler Hoadley Hobbema Huxley Innisfail Itaska Beach Jarvis Bay Joffre Kelsey Killam Kingman Kirriemuir Lacombe Leedale Leslieville Linn Valley Lougheed Lousana Markerville Ma Me O Beach Meeting Creek Millet Mirror Monitor Morningside Mulhurst Bay Nevis New Norway Nordegg Norglenwold Ohaton Parkland Beach Pelican Point Penhold Ponoka Poplar Bay Red Deer Red Willow Rimbey Rochan Sands Rocky Mountain House Rosalind Round Hill Silver Beach Sedgewick	Strome Sunbreaker Cove Sylvan Lake Tees Tillicum Beach Veteran Village at Pigeon Lake Wetaskiwin White Sands Winfield Withrow Westerose
--	---	--

ZONE 5 Black Gold/Yellowhead

Abee Alberta Beach Alcomdale Antler Lake Ardrossan Athabasca Barrhead Beaumont Betula Beach	Gainford Gibbons Glenevis Golden Days Grande Cache Grassland Green Court Gunn Half Moon Lake	Perryvale Pibroch Pickardville Pine Sands Pinedale Point Alison Radway Redwater Rich Valley
---	--	---

Birch Cove	Hastings Lake	Riviere Qui Barre
Blue Ridge	Hinton	Robb
Bon Accord	Island Lake	Rochester
Bondiss	Island Lake South	Rochfort Bridge
Boyle	Janvier South	Rocky Rapids
Breton	Jarvie	Rolly View
Bruderheim	Jasper	Ross Haven
Brule	Josephburg	Sandy Beach
Buford	Kapasiwin	Sangudo
Busby	Kavanagh	Seba Beach
Cadomin	Keephills	Sherwood Park
Calahoo	Lakeview	Silver Sands
Calling Lake	Lamoureux	South Baptiste
Calmar	Larkspur	South Cooking Lake
Campsie	Leduc	South View
Carbondale	Legal	Spring Lake
Cardiff	Lodgepole	Spruce Grove
Carvel	Long Lake	St. Albert
Castle Island	Looma	Stony Plain
Cherhill	Lottie Lake	Sundance Beach
Clyde	MacKay	Sunnybrook
Colinton	Manola	Sunrise Beach
Collingwood Cove	Marlboro	Sunset Beach
Cynthia	Mayerthorpe	Sunset Point
Dapp	Meanook	Swan Hills
Devon	Mearns	Tawatinaw
Donatville	Mewatha Beach	Telfordville
Drayton Valley	Morinville	Thorhild
Duffield	Nakamun Park	Thorsby
Edson	Namao	Thunder Lake
Egremont	Neerlandia	Tomahawk
Elk Island	Nestow	Val Quentin
Ellscott	New Sarepta	Villeneuve
Entwistle	Newbrook	Vimy
Evansburg	Nisku	Violet Grove
Fallis	Niton Junction	Wabamun
Fawcett	Norris Beach	Warburg
Flatbush	North Cooking Lake	West Baptiste
Fort Assiniboine	Onoway	West Cove
Fort Saskatchewan	Opal	Westlock
	Peers	Whispering Hills
		White Gull
		Whitecourt
		Wildwood
		Yellowstone

ZONE 6 Edmonton

ZONE 7 North Eastern Alberta

Amisk	Hairy Hill	Spedden
Andrew	Hayter	St. Edouard
Anzac	Heinsburg	St. Lina
Ardmore	Hilliard	St. Michael
Ashmont	Holden	St. Paul
Atmore	Horseshoe Bay	St. Vincent
Beauvallon	Hughenden	Star
Beaver Crossing	Hylo	Streamstown
Beaver Lake	Innisfree	Therien
Beaverdam		Tofield

Bellis Blackfoot Bodo Bonnyville Bonnyville Beach Breynat Bruce Cadogan Caslan Chauvin Cherry Grove Chipman Clandonald Cold Lake Conklin Fitzgerald Derwent Dewberry Duvernay Edgerton Elk Point Fabyan Fort Chipewyan Fort Kent Fort MacKay Fort McMurray Glendon Greenshields	Irma Islay Kikino Kinsella Kitscoty La Corey Lac La Biche Lafond Lamont Lavoy Lindbergh Lloydminster Mallaig Mannville Marwayne McLaughlin Metiskow Minburn Mundare Myrnam Paradise Valley Pelican Narrows Plamondon Provost Ranfurly Ribstone Rivercourse Riverview Ryley Smoky Lake	Tulliby Lake Two Hills Vegreville Vermillion Viking Vilna Wainwright Wandering River Warspite Waskatenau Willingdon Wostok
--	--	---

ZONE 8 Peace Country

Beaverlodge Berwyn Bezanson Bluesky Bow Lake Brownvale Buffalo Lake Cadotte Lake Canyon Creek Chisholm Clairmont Cleardale Deadwood DeBolt Dixonville Donnelly Eaglesham East Prairie Enilda Faust Fairview Falher Fort Vermilion Fox Creek Gift Lake Girouxville Goodfare	Grouard Grovedale Guy High Level High Prairie Hines Creek Hythe Jean Cote Joussard Kinuso La Crete La Glace Landry Heights Little Buffalo Little Smoky Loon Lake Manning Marie Reine Marten Beach McLennan Nampa North Star Notikewin Paddle Prairie Peace River Peavine	Poplar Ridge Rain Red Earth Creek Reno Ridgevalley Rycroft Sandy Lake Sexsmith Slave Lake Smith Spirit River St. Isidore Tangent Teepee Creek Trout Lake Valhalla Centre Valleyview Wabasca-Desmarais Wagner Wanham Watino Wedgewood Wembley Whitelaw Widewater Woking
--	---	---

Goose Lake Grande Prairie Grimshaw	Peerless Lake Peoria	Worsley Zama City Chetwynd, BC Dawson Creek, BC Fort St. John, BC Fort Nelson, BC Hudson's Hope, BC Taylor, BC Tumbler Ridge, BC
--	-------------------------	--

DRAFT