

Constitution of the Tam Heather Venerables

“Venerables curling is about participation, fellowship and having an enjoyable day at the rink”

Amended and approved by the membership September 21, 2022

The Venerables

The Tam Heather Venerables Men’s Curling Club (herein called the Venerables) is a social club organized for senior men’s tag draw curling at Tam Heather Curling and Tennis Club located at 730 Military Trail, Toronto, Ontario. In February 2022, the Tam Heather Venerables voted to rejoin Tam Heather Curling and Tennis Club as official members effective July 1, 2022. Prior to rejoining Tam Heather, the Venerables was a senior men’s curling league renting ice at Tam Heather. The Venerables will retain their full identity and continue to operate as herein stated in this Constitution.

Objectives

The Venerables' objectives shall be to:

- (a) Promote curling and other sports activities fostering sportsmanship through participation.
- (b) Arrange social functions for the enjoyment and fellowship of the members and their guests.
- (c) Provide effective stewardship of the Venerables’ finances.

Members

All men 50 years of age and over shall be eligible for membership. Members and non-Venerable VTEC Tam curlers in good standing will have paid their annual fees for their category as follows:

- a) Tam Venerables Member – a member with only Venerables curling privileges.
- b) Full Tam Member – a member who has full curling privileges with Tam Heather, which includes Venerables curling privileges.
- c) Honorary Tam Venerables Life Member - a member with only Venerables curling privileges who has attained his 90th birthday in a calendar year is entitled to a waiver of fees for the curling season beginning in that calendar year.
- d) Tam Social member – a member with no curling privileges who only participates in social activities offered by Tam Heather including those offered by the Venerables.
- e) Non-Venerable VTEC Tam curler - an individual, who is neither a full Tam member nor a Venerable member, is allowed to curl in the Venerables’ VTEC group for an additional fee payable directly to Venerables.

Governance

The affairs of the Venerables shall be managed by a Board of Directors (the Board) according to the terms of this Constitution and any policies or procedures enacted by resolution of the Board.

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Directors

- (a) The number of Directors is defined in the following section, "Officers and Other Positions on the Venerables' Board".
- (b) The composition of the Board at all times shall attempt to fairly represent the different groups of curlers.
- (c) Members who wish to be on the Board should speak to the Past President.
- (d) Each new Director recommended at the February Board meeting shall be confirmed subsequently by a Board Motion to the members. The new Directors and all returning Board of Directors, together representing the full slate of Directors, will be sent to all members for approval. This voting will be done by email. The full Board of Directors for the following year will be introduced both at the final bonspiel of the season and at the AGM.
- (e) Each new Director will serve an initial term of three (3) years beginning on July 1st of that year and be eligible for re-appointment to the Board for up to three consecutive terms of one (1) year each, at which time he shall retire from the Board.
- (f) Retired Directors shall be eligible for re-appointment after leaving the Board for at least one year.
- (g) Vacancies on the Board (other than Past President) occurring at any time before the end of a Director's term of office shall be filled by the Board as soon as possible. The length of the new Director's term of office and the structure of the Board shall be determined at that time.
- (h) The President's term of office is restricted to one year, but may be extended due to unusual circumstances.

Officers and other Positions on the Board

- (a) Four members of the Board of Directors namely the President, Vice-President, Secretary and Treasurer are the Officers of the Venerables.
- (b) Other positions on the Board are Past President, Facilities Chair, Membership Chair, Bonspiel Chair, Communications Chair and Director at Large. If deemed necessary, the Board may add a second Director at Large.
- (c) Duties and responsibilities of the officers and other positions on the Board are defined in Appendix A, "Duties and Responsibilities of Venerables Board Members".
- (d) Venerables Directors will not receive compensation but may be reimbursed for reasonable out of pocket expenses submitted to the Treasurer with receipts.

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Committees

Under the direction of the President, the Board may form committees, appoint their chairs, and delegate duties as required. The President is an ex-officio member of all committees and may attend, but not chair a committee.

(a) VTEC (Venerables Team Entry Curling)

- i. The VTEC Committee is appointed by the Board and composed of five members.
- ii. It serves under the auspices of the Board.
- iii. Its purpose is to co-ordinate competitive team-entry curling.
- iv. Its duties are defined by the Board.
- v. Vacancies are filled and appointed by the Board.
- vi. The VTEC Committee will provide a set of Operating Guidelines for approval by the Board prior to the start of each season. This includes eligibility, rules of play, the formation and number of teams and divisions, round-robin play, playoff structure, and prize allocations.
- vii. The Board will determine the Non-Venerable VTEC Tam curler fee yearly.
- viii. All monies received and disbursed are done directly with the Treasurer.

Meetings

- a) Meetings of the Board of Directors may be held monthly during the curling season and at other times, if needed, as determined by the Board. More than half of the of Directors present at a meeting shall constitute a quorum. Meetings may be held virtually by Zoom or by phone.
- b) The Board may call an individual meeting for the members of Groups A, B or C at any time to disseminate important information.
- c) An Annual General Meeting (AGM) shall be held each calendar year prior to the opening day of the curling season. Notice of this meeting shall be given to members at least two (2) weeks prior to the meeting. A quorum shall be at least 50 members. If an AGM cannot be held in person for whatever reason, the information normally communicated, and any necessary voting will be done via email communications and email voting by the membership.
- d) Any other special general meeting dealing with a specific issue (s) during the curling season may be called:
 - a. by the Board; or
 - b. by written request from at least ten (10) members. The written request must specify the reasons for requesting the special meeting and given to the Board prior to the meeting. Notice of this special meeting shall be given to the members, by the Board, at least two (2) weeks prior to such meeting. A quorum shall be at least 50 members present.
- e) All motions at any meetings shall be decided by a majority vote (50% +1).

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Execution of documents

- a) The President and one other signing officer can negotiate and sign all documents, contracts and / or agreements. Authorized signing officers shall be the President, Vice President, Treasurer and Secretary.
- b) The Treasurer and any one of the other three officers shall be the signatories for cheques. In the Treasurer’s absence, any two of the other signatories may sign cheques.
- c) No commitments against Venerables funds shall be made without the prior approval of the Board. In a situation that is time sensitive, the President in conjunction with one other Board Officer may authorize an expenditure. This action must be approved at the next Board meeting.

Financial Records

- (a) The Treasurer shall maintain a record of all receipts and disbursements of the Venerables' funds and submit an appropriate report at each meeting of the Board.
- (b) Financial records shall be maintained for at least seven years.
- (c) The financial year of the Venerables shall commence on the first day of July in each year and shall terminate on the thirtieth day of June in the next calendar year.
- (d) There will be a two-member Financial Review Committee (FRC). The FRC will review with the Treasurer the accounts and the financial statements of the Venerables and report to the Board prior to the next AGM.
- (e) The Past President will recommend a new member for the FRC to be appointed each year for a two- year term to the BOD and this appointment will subsequently be approved at the AGM. The members of the FRC cannot be current Board members.

Constitutional Amendments

The Board shall conduct a review of the Constitution at least every three years from the date of the last review and recommend any changes at the next AGM. Constitutional updates/ amendments must be sent to the membership 60 days prior to the meeting requesting their original approval with a final copy being sent out two weeks prior to the meeting seeking their approval. All constitutional changes must be approved by 60% of the members present at a properly constituted general meeting or the AGM. A quorum is 50 members.

Reg Pembleton (President 2020 2022)

Henry Kiiskinen (Secretary 2020 2022)

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Appendix A

Duties and Responsibilities of Venerables Board Members

All Directors are obliged to attend monthly Board meetings, the Annual General Meeting (AGM) and any special meetings. Individual duties and responsibilities specific to each Board position are listed below.

Past President

- Assist the President to ensure that all activities and resolutions of the Board are in accordance with the Venerables' Constitution.
- Initiate and lead a process with other members of the Board for the replacement of retiring Board and Financial Review Committee appointees.
- Provide a full slate of Officers along with one financial review member, for approval by the Board, no later than the February Board meeting.
- Inform the membership and request ratification of the motion for the recommended incoming Board of Directors.
- Solicit nominations for the annual Venerables Appreciation Award and submit nominations to the Board no later than the December Board meeting, or at other times as deemed appropriate, for approval and selection.
- Arrange with the Director at Large for the production and framing of Appreciation Awards ready for presentation at the President's Bonspiel.
- Assist the President or a designate with the presentation of Appreciation Awards to recipients at the President's Bonspiel.
- Assure that all Venerables traditions and procedures are maintained and followed at Venerables' events.

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President

- Advance the objectives and set reasonable goals for the Venerables club each season.
- Co-ordinate the work of the Board.
- Act as Chair at the monthly Board meetings, the AGM, and special general meetings.
- Prepare, with the Secretary, agendas for Board meetings, AGM and any special meetings.
- Ensure adherence to the Venerables' constitution.
- Authorize the formation of sub-committees and set a time for reporting to the Board.
- Present the Venerables Appreciation Award(s) assisted by the Past President or his designate at the President's Bonspiel.
- Together with the Bonspiel Chair determine President's participation at the President's and Memorial Bonspiels.
- Sign condolences or get-well cards for any deceased or seriously ill Venerables.
- If requested by the family, attend or appoint a designate, any Celebration of Life event held at Tam to express our condolences, on behalf of the Venerables.
- The President may appoint a BOD member, or a member outside the BOD, to create a brief notice and curling summary of a deceased member. This will be sent by Communications to the membership.

Vice President

- Assist the President and assume his duties in his absence.
- Lead or designate leaders of committees for euchre evenings, annual Holiday Party, annual Golf Day, and other social and educational activities of interest to the membership.
- Have each committee prepare a preliminary budget before the event and a statement of income and expenses after the event, to be presented to the Board for approval.
- Perform other duties as requested by the Board.

Secretary

- Record, make copies for distribution and archive the proceedings of Board meetings, the Annual General Meeting, and other special general meetings.
- Prepare agendas, with the President, and provide notice of Board meetings, the AGM and of other general special meetings of the members.
- Book meeting times and space with the Club office.
- Keep a Directors' Roster containing contact information and dates of term of office.
- Update a calendar of annual events for action by the Board.
- Retain and update original files of the constitution and all policies & procedures and reference documents approved by the Board. Provide copies of these records to the BOD

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as needed and to the membership, as requested.

Treasurer

- Keep complete records of all financial transactions.
- Receive all monies and pay all bills, ensuring expenses are authentic, correct, and authorized.
- Act as the primary signatory on all cheques issued with the secondary signer to be any one of President, Vice-President or Secretary.
- Present to the Board at each monthly meeting a current financial report.
- Arrange dates for two meetings per year of the Financial Review Committee, one of which being the review of the final annual financial statements and provide in connection therewith all requested supporting documentation.
- Prepare annual Financial Statements including a Balance Sheet and Income Statement to be presented and approved by the Board
- Present summarized versions of the annual Balance Sheet and Income Statement at the AGM for approval by the members.
- Ensure agreements are in place for all recurring expenses.
- Arrange and maintain banking relationships as approved by the Board and recommend changes to the Board as necessary
- Invest excess working capital funds in Government guaranteed GICs

Facilities Chair

- Produce and keep updated the Venerables' calendar and provide the Communications Chair with the current calendar.
- Inform members through the Communications Chair of any changes to the calendar.
- Meet with all representative curling groups at the Tam Heather Ice-Committee to coordinate respective ice times and provide our calendar dates for our Venerables bonspiels, VTEC and VIC events.
- Represent Venerables at all Tam Heather Ice Allocation and Ice Committee meetings.
- Arrange Board Captains for each group and keep them informed of any specific announcements that relate to their duties (Etiquette, Speed of play, Board Captain Guidelines, Safety Rules and Accidents).
- Ensure Board captains refer all guest curlers to the Tam Heather office and that all guest curlers have signed all applicable waiver forms prior to curling.

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Membership Chair

- Collect and record membership information from the Tam office. Update information changes (email, etc.) and send to the Communications Chair.
- Provide membership lists or information to Board members as requested.
- Prepare a "New member package" for each new member including board tag, name badge. Review the package annually and update as needed.
- Turn over any monies received to the Treasurer.
- Make "board tags" as required for members who change groups or lose their tag.
- Prepare a "Roster of Members" (alphabetically and by group) for distribution to members by early November each season. When possible, send lists by email.
- Prepare and present a monthly membership report to the Board.
- Annually consult with Tam for any changes or revisions to the membership application forms, including dates and rates.
- Together with the TAM webmaster collect additional information from Venerable members who have indicated an interest on the membership form for playing (i) in VTEC, to the VTEC Committee, and/or (ii) in VIC, to the VIC Interclub Coordinator.

Bonspiel Chair

- Recruit members to assist as coordinators in organizing and running the in-house and invitational bonspiels
- Prepare a preliminary budget for all bonspiels for prior approval by the Board and after the event, report to the Treasurer all expenses and money received.
- Arrange and budget for bonspiel prizes.
- Present prizes and keep bonspiel trophies up-to-date and monitor draw ticket sales
- Negotiate with the 'kitchen' for an agreeable price for all bonspiel meals.

Director at Large

- Assist the President and Board members on special assignments as required.
- Assist the Vice President with the various committees and related events such as the Holiday Party and Golf Tournament.
- Assist the Secretary with the Annual General Meeting.
- Arrange the Veterans Appreciation Day ceremony.

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Communications Chair

- Promote and assist in assuring the clarity and consistency of all club communications to the membership and the public.
- Provide advice, where required, on any communications issues.
- Work with other Board members to encourage feedback from the membership.
- Schedule, create, and distribute a weekly information update entitled 'The Week Ahead' by email. Based on the Venerables Calendar, it will include all scheduled curling times and other topics of interest as provided by the members and / or the Board.
- If requested by the BOD, Schedule, create, publish, and distribute a periodic newsletter entitled 'Coffee Break', covering Venerables' events, news, related articles, and upcoming events.
- Co-ordinate with our Webmaster to maintain and update the content of the Venerables' website based on input from the various content contributors e.g., President, Membership Chair, VTEC, Bonspiel Chair, and Facilities Chair etc.
- Co-ordinate with Tam Heather Webmaster any changes needed to their web site in relation to Venerables
- Together with the Membership Chair, maintain email lists for all Venerables (by group and alphabetically), including VTEC and other groups or subcommittees, as requested.
- Communicate and inform members of various matters of concern or to request feedback by email.
- Establish and maintain all Venerables email addresses.