



Minnesota Curling Association

ASSOCIATION BYLAWS

ADOPTION

The following Bylaws were adopted by the MCA Board of Directors and the MCA Member Clubs on April 21, 2018, with the express intention that these Bylaws shall become effective June 1, 2018, and shall replace all prior association Bylaws and amendments.

ARTICLE I ASSOCIATION NAME

The name of this association shall be "Minnesota Curling Association, Inc." and hereinafter sometimes referred to as "the MCA."

ARTICLE II PURPOSE

The Minnesota Curling Association was founded to:

1. promote the sport of curling and unite curling organizations within the boundaries of the state of Minnesota;
2. conduct, support, and record championship curling competitions and curling bonspiels as specified in Exhibit A;
3. provide effective means of communication for the distribution of championship and entries, instructional materials, curling game rules, and member club information among curling athletes, coaches, officials, and other Minnesota and national curling associations.

ARTICLE III DEFINITIONS AND ACRONYMS

CURLER -- an individual actively involved in the great sport of curling.

MCA MEMBER -- a curler who pays annual dues to the MCA.

HONORARY MEMBER -- a curler who has been honored with dues-free membership in his / her home club.

MCA MEMBER CLUB -- a curling club, arena club, or curling facility that contributes annual dues to the MCA for each of its member curlers.

CURLING CLUB -- a defined group of curlers engaged in curling in a building dedicated to curling and governed by a Board of Directors who are selected members of said curling club.

ARENA CLUB -- a defined group of curlers engaged in curling in a building that once was or is currently a hockey rink and governed by a Board of Directors who are selected members of said arena club.

DEVELOPING CLUB -- a group of curlers engaged in curling at one or more locations as they build interest toward formation of a defined club at a specific location.

UNIVERSITY CLUB-- a group of curlers who are currently attending the same college or university

CURLING FACILITY -- a public- or privately-owned recreational facility that provides curling opportunities.

USCA -- United States Curling Association

WCF -- World Curling Federation

IOC -- International Olympic Committee

ARTICLE IV ASSOCIATION GOVERNANCE

SECTION 1 MCA BOARD of DIRECTORS

Administrative powers of the Minnesota Curling Association shall be vested in a Board of Directors. Each MCA member club shall appoint one Director to represent said club and to attend the annual MCA Membership Meeting. Each Director shall hold one vote in all business matters.

--- A Director must be a member in good standing with the curling club s/he is representing.

--- All members of the Board of Directors shall serve the MCA without compensation.

--- Fifty-one percent of Directors of said Board present shall constitute a quorum to transact business.

--- The Board of Directors shall have authority to elect and affirm an Executive Board and MCA Committee Chairs.

SECTION 2 MCA EXECUTIVE BOARD

The MCA Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, and Immediate Past President. Each officer shall be a voting member of the Board of Directors, including in the case where the officer's member club is also represented by a duly qualified Board of Director who is also entitled to vote.

--- MCA Executive Board members shall each be an active, dues-paying or honorary member of an MCA member curling club.

--- Executive Board members shall be elected or affirmed by the Board of Directors at the annual membership meeting and serve for a one year, renewable term.

--- The MCA President may fill any Executive Board vacancy by an appointment that is affirmed by the other members of the Executive Board until the annual membership meeting at which time the Board of Directors shall elect or affirm a candidate to fill the vacancy.

--- Excepting the office of president, two Executive Board positions - but not more than two - may be held concurrently by the same person.

--- Any officer, elected or appointed, may be removed by the consensus of the Executive Board and/or two-thirds of the MCA Board of Directors whenever such removal is judged to be in the best interest of the MCA.

--- Executive Board Officers shall serve the MCA without compensation. Following approval of the Finance Committee and in compliance with MCA Bylaws, officers may be reimbursed for funds expended while on MCA assignment.

(a.) The President shall

1. be the principal executive officer of the MCA and shall, in general, supervise, monitor, and control all the business and affairs of the MCA.
2. preside at all the meetings of the MCA representatives and the executive board.
3. represent the MCA to the USCA, the WCF, and as otherwise called upon.
4. volunteer for or be assigned additional duties as talent allows and necessity requires.

(b.) The First Vice President shall

1. be responsible for securing MCA member club locations to serve as hosts for annual MCA playdowns, championships, and bonspiels.
2. in partnership with the Officials Committee, be assured of assignment of officials for all state events.
3. in partnership with the MCA Treasurer, purchase pins and patches as needed for all state events.
4. in the President's inability to preside, perform the duties of the office of the President.
5. volunteer for or be assigned additional duties as talent allows and necessity requires.

(c.) The Second Vice President shall

1. be responsible for collecting calendar events from MCA member clubs and compiling a calendar list for the MCA website and for printing and distributing event calendar posters to each MCA member club.
2. support and assist the First Vice President in preparation and production of state events.
3. be responsible for the inventory management of MCA assets.
4. volunteer for or be assigned additional duties as talent allows and necessity requires.

(d.) The Treasurer shall

1. have charge and custody of and be responsible for all MCA funds and securities.
2. invoice and process receipt of all moneys due and payable to the MCA from all sources including membership dues.
3. deposit all moneys in the name of the MCA into specific and assigned financial accounts.
4. process payments to any payables as assigned by the MCA Bylaws, the MCA Finance Committee, or approved by the MCA Executive Board.
5. prepare and distribute an annual report of MCA income, expenses, and assets.
6. be a member of the MCA Finance Committee.
7. volunteer for or be assigned additional duties as talent allows and necessity requires.

(e.) The Secretary shall

1. record and prepare for publication the minutes of all MCA meetings.
2. keep a roster and register of member club contact information for representatives of all MCA member clubs.
3. collaborate with the Communications Committee to distribute and disseminate MCA information.
4. volunteer for or be assigned additional duties as talent allows and necessity requires.

(f.) The Immediate Past President shall

1. be a member of the MCA Executive Board for a minimum of twelve months following conclusion of service as MCA President, participating in Executive Board conversations and business, guiding leadership with insight from preceding years' activity, events, and decisions.
2. not have a vote or responsibility in MCA business meetings.

SECTION 3 MCA COMMITTEES

The following committees assist with MCA operations and business. The Chairperson of each committee is a voting member of the MCA Board of Directors and may serve on the Board concurrent to her or his term as committee chair.

(A.) Communications Committee

- Responsible for the MCA's presence on the Internet including but not limited to the mncurling.org website, social media websites and forums.
- Assists the work of the Second Vice President in the creation, printing, and distributing of a state event calendar.

(B.) Finance Committee and Chair

- Responsible for budgeting, internal financial management, establishing and upholding MCA financial policies, investment decisions and monitoring, audits, and responding to non-budgeted expenses.

(C.) Officials Committee Chair

- Compile and maintain a roster of all Minnesota curlers who are trained instructors and/or officials.
- Develop communication to MCA members that highlight the perks of being an event official or timer.
- In collaboration with the USCA, oversee recruitment and training of new officials.
- Maintain inventory accounting of MCA event equipment, e.g., laptops, timers, measuring tools.

(D.) Icemakers Committee Chair

- Compile and maintain a roster of all Minnesota curlers who make and/or maintain curling ice.
- Maintain an online forum on the MCA website for icemakers to share news, tips, and resources for ice making.

SECTION 4 MCA REPRESENTATIVES TO THE USCA BOARD OF DIRECTORS

The MCA Board of Directors shall elect or the Executive Board appoint two Minnesota curlers to serve as MCA representatives to the United States Curling Association Board of Directors. Their normal terms of service, shall be determined in accordance with the rules of the USCA. These representatives shall each be a dues-paying or honorary member of an MCA member club.

The MCA representatives to the USCA shall be voting members of the MCA Board of Directors and receive a stipend for expenses incurred while representing the MCA (see Exhibit B).

SECTION 5 FINANCIAL RESPONSIBILITY

The MCA's financial fiscal year shall be annual from June 1st to May 31st.
For tax purposes, the tax year shall be from January 1st to December 31st of each year.

ARTICLE V MEMBERSHIP

SECTION 1 MEMBERSHIP

MCA membership is open to all Minnesota curling clubs and organizations (a.) offering league curling with dedicated ice or arena ice, (b.) offering curling opportunities at a college or university or public facility, or (c.) in the development stage.

SECTION 2 MCA MEMBERSHIP PRIVILEGES AND RESPONSIBILITIES

MCA Members and Member Clubs shall

- welcome individual members without regard to race, ethnicity, religion, age, gender, or national origin.
- be active in the sport of curling within the state of Minnesota.
- promote and support the sport of curling, the United States Curling Association, and the Minnesota Curling Association.
- for club leagues and bonspiels, use the rules of play as established by the USCA, the WCF, or a variation thereof approved by the MCA.
- designate a club member as a representative to the MCA for the purpose being the member club's MCA Board of Director representative and attending the annual membership meeting.
- contribute annual per-member membership dues to the USCA and the MCA as specified in Exhibit B.

SECTION 3 MCA NEW CLUB MEMBERSHIP APPLICATION PROCESS

MCA membership initiates with the completion and submission of the MCA Membership Application form (Exhibit C) to the MCA Secretary. The application shall be in written form and contain the name of the organization; name(s) and contact information of the organization's leadership; and an account (names and total amount) of the organization's members.

There is no admission fee for membership application and processing.

In the application process, the applying organization eagerly anticipates participating in the operation and activities of the MCA and agrees to abide by MCA policies. Applicants to the MCA agree to participation and membership in the USCA.

The MCA Executive Board will review the application for accuracy and intent within one calendar year of application's submission, and formally present the membership application to the Board of Directors at the annual membership meeting. An affirmation by two-thirds of the Board of Directors present at the annual meeting shall constitute approval and welcoming.

SECTION 4 MCA CLUB MEMBERSHIP RESIGNATION

Any MCA member club may resign MCA membership by filing a written resignation with the MCA Secretary. Such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessment, or other charges theretofore accrued and unpaid.

SECTION 5 MCA CLUB MEMBERSHIP SUSPENSION

During instances in which MCA member clubs incur unexpected hardship that prevents the member club from rightful payment of the annual MCA member dues, the Board of Directors shall address each instance individually and respond with an action or determination that supports and contributes to the successful dissolution of said member club's hardship. Such action may include the temporary suspension of the obligation of paying member dues without termination of MCA membership.

SECTION 6 MCA CLUB MEMBERSHIP RE-ADMISSION

A Minnesota curling club that wishes to reinstate its membership in the MCA, shall submit a completed Membership Application Form to the MCA Secretary. The MCA Board of Directors shall formally welcome the returning member club at the annual membership meeting.

ARTICLE VI MCA BUSINESS MEETINGS AND OPERATIONAL DECISIONS

SECTION 1 ANNUAL MCA MEMBERSHIP MEETING

The MCA Executive Board shall preside over one annual membership meeting which shall be convened on a Saturday in April or one of the first two Saturdays of May. The President shall set the meeting date no later than March 1st; post notice on the MCA website; and email and/or mail notice to all member clubs.

A quorum for the annual membership meeting shall be two-thirds of the MCA Executive Board and at least 51% of the MCA club representative Board of Directors.

The agenda of each annual membership meeting shall include a review and approval of the MCA financial reports as prepared by the Treasurer; a recap of previous year's MCA playdowns, championships, and bonspiels; the election or affirmation of Executive Board officers and/or USCA representatives, and business items particular to MCA operations and activities.

SECTION 2 EXECUTIVE BOARD MEETING

The MCA Executive Board shall conduct a business meeting in September to review the upcoming curling season and any business necessary to continuing successful MCA operations and activities. MCA member club representatives are not required to attend, but are welcome to be present at this meeting. The September meeting may be conducted as an in-person gathering or via an Internet linking of Board members.

SECTION 3 ADDITIONAL MEETINGS

Special meetings of the Board of Directors and/or the Executive Board may be held upon written notice posted 10 days in advance of such meeting at the call of the President or any five members of the Board of Directors representing at least five different member clubs.

SECTION 4 TELEPHONIC or ELECTRONIC ATTENDANCE

Members of the Board of Directors, the Executive Board, and Committee Chairs may participate in any MCA business meeting by means of any telecommunications application and device that provides two-way voice conversation, with or without video projection, which allows persons participating in the meeting to hear each other at the same time. Such participation shall constitute "present in person" at a meeting.

SECTION 5 ACTION BY WRITTEN CONSENT WITHOUT A MEETING

Any action required or permitted to be taken by the MCA Board of Directors and/or Executive Board under any provision of the Bylaws may be taken without a meeting if a majority of those involved shall individually or collectively consent in writing to such action. Consent by e-mail shall be considered a written consent. Such written consent or consents shall be filed as minutes of the proceedings of the MCA. Such action by written consent shall have the same force and effect as a regular vote of the Directors. Any certificate or other document filed under any provision of law, which relates to action so taken, shall state that the action was taken by written consent of the Directors without a meeting, and that the MCA Bylaws authorize the Boards' members to so act.

ARTICLE VII AMENDMENTS TO BYLAWS

These MCA Bylaws may be repealed or amended in whole or in part by a 2/3 vote of those present at the annual MCA membership meeting for which proper notice of at least 30 days of motion for review and discussion is given to the Board of Directors, the Executive Board and MCA member clubs.

ARTICLE VIII INDEMNIFICATION

The Minnesota Curling Association shall defend, indemnify and hold harmless each of its directors, officers, and committee chairs from and against all claims, charges, and expenses which he or she incur as a result of any action or law suit brought against such representative or officer arising out of his or her performance of named duties in the MCA, unless such claims and expenses were caused by fraud, malice, or willful misconduct on the part of said officer or director.

SECRETARY'S CERTIFICATION

This is to certify that the foregoing bylaws were duly adopted as the official Bylaws of the Minnesota Curling Association, Inc. by consent of the MCA Board of Directors on this 21st day of April, 2018.

Signed

Cyndee Johnson
MCA Secretary, USCA Representative

Replaces Previous Bylaws Approved on May 3, 1997

EXHIBIT A

MCA STATE CHAMPIONSHIPS AND BONSPIELS

The MCA oversees and supports Minnesota state championships, playdowns, and bonspiels.

- (1) The Women's State Club Championships, winners proceed to National Championships.
- (2) The Men's State Club Championships, winners proceed to National Championships.
- (3) The Mixed State Championship, winner proceeds to National Championship
- (4) The Juniors Under-18 State Championships, winner proceeds to National Championship.
- (5) The Gopher State Women's Curling Association Bonspiel
- (6) The Minnesota Senior Men's Bonspiel

EXHIBIT B

MINNESOTA CURLING ASSOCIATION MEMBERSHIP DUES

Each MCA member club shall pay annual dues for each curler of each club in the amount as determined at the MCA Annual Meeting.

The invoice from the MCA Treasurer shall be payable by January 31st of the particular curling season. Membership dues for the 2017-2018 season shall be \$3.00 per curler.

EXHIBIT C

MCA MEMBERSHIP APPLICATION

1. Written application for membership shall be made to the secretary of the Association at least 60 days prior to commencement of the Annual Meeting.
2. The application shall be in writing, in the proper form as required by the Association. The form shall, at the minimum, contain the following:
 - a. Shall be executed by the secretary of the applying organization and shall contain the name of the organization;
 - b. Contain the names and addresses of all the Curlers represented by the applicant;
 - c. Shall contain a copy of its Articles of Incorporation/Charter and By-Laws;
 - d. Shall contain a request for membership and a statement that the applicant will actively participate in the conduct of the affairs of the Association and will abide by its rules and regulations; and,
 - e. Such other information as the Association may require.

EXHIBIT C

RULES OF PLAY

Each MCA member club shall have the prerogative to establish particular game rules of play for their individual club activities as befitting their particular membership, leagues, and ice availability.

MCA hosted events (see Exhibit A) shall proceed with protocol and game rules as defined for that specific event by the USCA and/or the WCF.