

# **Walden Ringette Association**



## **Constitution and By-Laws**

Revised Feb. 2013



## *Walden Ringette Association Constitution & By-Laws*

### **SECTION A. - CONSTITUTION**

#### **NAME**

The Organization shall be known as the Walden Ringette Association, hereinafter to be referred to as the WRA.

#### **AIMS AND OBJECTIVES**

- To promote, administer and develop the recreational sport of Ringette.
- To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
- To provide entertainment and fun for the participants.
- To provide competition for all players desiring to participate in the sport of Ringette, giving due consideration to their individual capabilities and interests.
- To exercise supervision and direction over its members, including the players, coaches, officials, parents and spectators.
- To ensure that all members have the opportunity of presenting and having their views heard.
- To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.
- To recruit and develop a capable, competent team of officials, coaches, managers and other leaders as required.
- To actively promote, adhere to and support the objectives and policies of the Northeast Region Ringette Association, Ontario Ringette Association and Ringette Canada.
- Assist any area outside the boundaries of the WRA in the development of the sport of Ringette.



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### **SECTION B. - BY-LAWS**

#### **1. MEMBERSHIP**

- 1.1. Membership in the WRA shall be open to all players within the geographic boundaries of the WRA as defined by the ORA.
- 1.2. The Executive may designate other persons who reside outside the boundaries of WRA to be eligible for membership, but residents within WRA boundaries shall be given first priority.
- 1.3. All parents or guardians of players are members of the WRA.
- 1.4. Honourary membership can be bestowed upon deserving persons by the WRA.
- 1.5 A Member of the WRA will be in good standing provided that the Member:
  - a) owes no outstanding Membership dues, participant fees or other debts to the WRA;
  - b) has not ceased to be a Member;
  - c) has not been suspended or expelled from Membership, or had other Membership restrictions or sanctions imposed;
  - d) has complied with the Bylaws, policies, rules and operating procedures of the WRA; and
  - e) is not subject to a disciplinary investigation or action by the WRA, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the WRA.
- 1.6 Members who cease to be in good standing will not be entitled to vote at meetings of Members or be entitled to the benefits and privileges of Membership until such time as the Executive is satisfied that the Member has met the definition of good standing as set out above.

#### **2. EXECUTIVE**

- 2.1. The Executive of the WRA shall consist of the following Officers:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Past PresidentAs well as the following Directors:
  - Referee in Chief
  - Registrar
  - Director of Coaching
  - Publicity and Fundraising Director
  - Equipment Manager
  - Ice Convener
  - Any other Directors deemed necessary by the Executive
- 2.2. All Officers and Directors shall be eighteen (18) or more years of age.



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### **3. EXECUTIVE - POWERS AND DUTIES**

- 3.1. The Executive shall have control of the affairs of the WRA and shall have power to amend the regulations of the WRA.
- 3.2. The Executive shall appoint such standing and ad hoc committees as deemed necessary for the operation of WRA, which shall be responsible and subject to the direction of the Executive.
- 3.3. The Executive shall hear and resolve all protests and appeals of any nature.
- 3.4. Vacancies on the Executive, however caused, shall be filled by the Executive from the qualified members of the WRA if they shall see fit to do so. Otherwise such vacancies shall be filled at the next Annual General Meeting of members.
- 3.5. All disbursements shall be made over the signatures of two (2) of the following three (3) persons except in a position where a conflict of interest may arise, at which time a 4<sup>th</sup> signing authority shall be designated by the President:
  - President
  - Vice President
  - Treasurer
- 3.6. The Executive shall resolve other problems as may arise in a manner which is considered to be in the best interest of the WRA and its members.
- 3.7. The Executive may suspend for such a time as it deems necessary, expel or discipline a team or any member thereof:
  - i) for notorious or continued foul play, unsportsmanlike conduct or conduct unbecoming a person or team representing WRA;
  - ii) or for refusing to accept or obey a ruling of the Executive;and may reinstate any team or member thereof which is under suspension on conditions which it may determine.
- 3.8. All WRA Executive, when representing the WRA or being a part of any ringette program, event or discussion shall:
  - i) Conduct themselves in a manner that reflects positively on the WRA.
  - ii) Always act in the best interests of the WRA
  - iii) Always act in the best interests of **all** the players/coaches in the WRA
  - iv) Promote the sport of Ringette.All Executive members must agree to this upon being named to the executive and are subject to the removal from the executive if they show an intended effort to undermine the well-being of the WRA.

### **4. OFFICERS - POWERS AND DUTIES**

- 4.1. The Officers of the WRA shall be President, Vice President, Treasurer, Secretary, and Past President.
- 4.2. **President:**
  - 4.2.1. Shall preside at all Executive and Executive Committee meetings.
  - 4.2.2. Shall prepare an agenda for all such meetings.
  - 4.2.3. Shall issue notice of all meetings.
  - 4.2.4. Shall exercise the power and authority of the WRA Executive in cases of Emergency and in the best interests of the WRA. The decision will be subject to ratification by the entire Executive at the next meeting.
  - 4.2.5. Shall be the official spokesperson for the WRA at the Local, Regional and Provincial level.



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- 4.2.6. Shall be charged with the general management and supervision of the affairs and operations of the WRA
  - 4.2.7. Shall be an Ex-officio member of all standing and Ad-hoc Committees.
  - 4.2.8. Shall co-sign cheques signed by the Treasurer.
  - 4.2.9. Shall not vote except in the case of a tie where he/she shall cast the deciding vote.
  - 4.2.10. Shall ensure that all Officers and Directors perform their duties.
  - 4.2.11. Shall be the official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the WRA Executive.
  - 4.2.12. Shall prepare a report for the AGM.
- 4.3. Vice-President:**
- 4.3.1. Shall perform the duties of the President in his absence or at his/her request and he/she shall then have all the powers and rights of the President.
  - 4.3.2. When acting as President shall not have the right to vote except in the case of a tie.
  - 4.3.3. Shall assist the President in performing his/her duties and shall hold the position of Advisor to the Tournament Committee and any other Committee as determined by the President
  - 4.3.4. Shall perform other duties as assigned.
  - 4.3.5. In the absence of the President, may co-sign cheques signed by the Treasurer.
  - 4.3.6. Shall prepare a report for the AGM.
- 4.4. Secretary:**
- 4.4.1. Shall maintain records of proceedings and meetings.
  - 4.4.2. Shall ensure that all correspondence is attended to and keep an accurate record of all business transactions of the Executive. Have custody of all documents and records, except financial, pertaining to the affairs of the WRA
  - 4.4.3 Shall be the official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the WRA Executive.
  - 4.4.4. Shall perform other duties as assigned.
  - 4.4.5. Shall prepare a report for the AGM.
- 4.5. Treasurer:**
- 4.5.1. Shall pay all accounts by cheque, signed by him/herself and one of either the President or Vice-President.
  - 4.5.2. Shall keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the WRA and report same at all regular and Annual General meetings.
  - 4.5.3. Shall perform other duties as required.
  - 4.5.4. The Treasurer shall submit a financial statement of costs including league debits and credits at the AGM.
- 4.6. Past-President:**
- 4.6.1. Shall carry out all duties assigned by the Executive and act as advisor to the Executive.
  - 4.6.2. Shall be a full voting member of the Executive.



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### **5. DIRECTORS – POWERS AND DUTIES**

#### **5.1. Referee in Chief:**

- 5.1.1. Shall attend all Executive meetings.
- 5.1.2. Shall be responsible for all officials in the WRA including the advancement of their skill levels.
- 5.1.3. Shall be responsible for scheduling of officials.
- 5.1.4. Shall perform other duties as assigned.
- 5.1.5. Shall prepare a report for the AGM.

#### **5.2. Registrar:**

- 5.2.1. Registration will be held in September of each year and the Registrar shall be responsible for making all necessary arrangements.
- 5.2.2. Shall be the sole keeper of waiting lists for each age group.
- 5.2.3. Shall register all players with Provincial Association and Ringette Canada.
- 5.2.4. Shall perform other duties as assigned.
- 5.2.5. Shall prepare a report for the AGM.

#### **5.3. Director of Coaching:**

- 5.3.1. Shall ensure all bench staff are qualified for their positions and provide proof of their qualifications to the registrar as required.
- 5.3.2. Shall act on behalf of coaches' complaints in all Divisions.
- 5.3.3. Shall be responsible for the advancement of skill level of all coaches.
- 5.3.4. Shall co-ordinate all clinics available from the Local, Provincial or National Association for skill advancement.
- 5.3.5. Shall form a “Coaching Selection Committee” for obtaining coaches as required. All coaching applicants shall be invited to attend the Selection Committee Meeting for interviews as required. This Selection Committee shall be comprised of the following:
  - i) One senior coach
  - ii) Referee-In-Chief
  - iii) Director of Coaches
  - iv) President or designate
  - v) Vice-President or designate
- 5.3.6. Shall perform other duties as assigned.
- 5.3.7. Shall prepare a report for the AGM.

#### **5.4. Public Relations and Fund-Raising Director:**

- 5.4.1. Shall be responsible for all promotions dealing with the WRA including press releases, advertising and coordinating fund-raising events as determined by the Executive
- 5.4.2. Shall coordinate a Ringette Week campaign in conjunction with the Provincial Association's promotions.
- 5.4.3. Shall perform other duties as assigned.
- 5.4.4. Shall prepare a report for the AGM.
- 5.4.5. Shall act as a liaison to the Executive regarding individual team fundraising



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### **5.5. Equipment Manager:**

- 5.5.1. Shall be responsible for all equipment of the WRA
- 5.5.2. Shall advise the executive of additional equipment needs and purchase equipment as approved in the budget.
- 5.5.3. Shall ensure the equipment is inventoried and returned to storage.
- 5.5.4. Shall supply sweaters, rings, first aid kits and goaltender equipment as required.
- 5.5.5. Shall perform other duties as assigned.
- 5.5.6. Shall prepare a report for the AGM.

### **5.6. Ice Convener:**

- 5.6.1. Shall attend ice meetings with the City of Greater Sudbury.
- 5.6.2. Shall attend coaches meetings to explain ice procedures for scheduling, cancellation etc.
- 5.6.3. Shall schedule pre-season ice times.
- 5.6.4. Shall schedule power skills sessions.
- 5.6.5. Shall supply ice schedules to all teams (get anticipated tournament list from all teams before making out these schedules).
- 5.6.6. Shall cancel or reschedule any ice time conflicts as they arise.
- 5.6.7. Shall compile and maintain a log of ice time given to each team for the whole season.
- 5.6.8. Shall compile a report for the AGM.

## **6. ELECTION OF OFFICERS AND DIRECTORS**

- 6.1. Officers and Directors shall be elected for a period of two years, with the President and Treasurer's terms ending in the even numbered years and the Vice-President and Secretary's terms ending in the odd numbered years..
- 6.2. All Officers and Directors shall be elected by secret ballot at the WRA Annual General Meeting.
- 6.3. No proxy vote shall be recognized.
- 6.4. All Members of the Executive shall have one vote. The President shall vote only in the case of a tie.
- 6.5. All active house league teams registered with the WRA in the current playing season will have two (2) votes at the AGM.
- 6.6. Each active Provincial Travelling Team registered with the WRA shall appoint one (1) delegate to vote at the AGM. The delegate must be registered with the Secretary prior to the commencement of the meeting.
- 6.7. Each Open team registered with the WRA shall appoint one (1) delegate to vote at the AGM. The delegate must be registered with the Secretary prior to the commencement of the meeting.
- 6.8. Nominations will be accepted from the floor at the Annual Meeting.
- 6.9. In the event positions cannot be filled at the AGM a by-election will be held later to fill the positions.
- 6.10. To ensure continuity and protect the future of the WRA, at the AGM, during the election of Officers, no more than one-half (1/2) of the existing positions in the WRA may be filled by new members. In the event that there are more than one-half of positions vacant, the President may postpone the election of Officers.



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### **7. RESIGNATION AND REMOVAL OF OFFICERS AND DIRECTORS**

- 7.1 Resignation – An Officer or Director may resign from the Executive at any time by presenting a written notice of resignation to the Executive. This resignation will become effective on the date the Executive accepts the request. Where an Officer or Director who is subject to a disciplinary investigation or action of the WRA resigns, that Officer or Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.
- 7.2 Vacate Office - The office of any Officer or Director will be vacated automatically if they:
- without reasonable explanation as determined by the Executive, fails to attend three (3) consecutive meetings of the Executive;
  - is found by a court to be of unsound mind;
  - becomes an employee or contractor of the WRA or an employee or contractor of a Member of the WRA; or
  - upon the Officer's or Director's death.
- 7.3 Removal – An Officer or Director may be removed by Special Resolution of the Executive or by Special Resolution of the Members in a meeting, provided the Officer or Director has been given notice of and the opportunity to be present and to be heard at the meeting where such a Special Resolution is put to a vote.

### **8. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

- 8.1. The Constitution of the WRA shall not be amended except at the Annual General Meeting by a two thirds vote of the members present. Notice of the proposed amendments shall be given to the Secretary in writing at least twenty one (21) days prior to the Annual General Meeting and he/she shall provide copies of the proposed revisions to all those entitled to vote at such a meeting.
- 8.2. Temporary changes may be made to the By-Laws only by the executive for the betterment of Walden Ringette. These changes are effective for the current playing season only. To become permanent, these changes must be adopted by two thirds vote of the members at the Annual General Meeting or a special meeting called for this purpose.

### **9. MEETINGS**

- 9.1. Officers and Directors shall meet monthly, or as required, to conduct the business of the WRA, and 51% of voting officers shall form a quorum.
- 9.2. Unless specified otherwise, issues before the Executive will be decided by Ordinary Resolution, where the Chair of the meeting does not vote. In the event of a tie, the Chair will cast a deciding vote. Voting will be by a show of hands unless a majority of Officers or Directors present request a secret ballot.
- 9.3. Officers and Directors shall refrain from voting on any matters involving a conflict of interest.
- 9.4. Unless otherwise specified meetings of Members and meetings of the Executive will be conducted according to Roberts Rules of Order (current edition).
- 9.5. Anyone may appear before the WRA Executive provided he/she requests to be placed on the agenda through prior written notice to the President.





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### **10. ANNUAL GENERAL MEETING**

- 10.1. The Annual General Meeting shall be held at such place on such a date and at such an hour as the WRA Executive shall determine each year, provided that such Annual General Meeting shall be held not later than the 31st of May. At least a seven day notice of the meeting shall be given to all Members in good standing.
- 10.2. The order of business at the Annual General Meeting shall be as follows:
- Call to order
  - Adoption of Minutes of previous Annual Meeting and General Meetings held since the previous Annual Meeting
  - Business arising out of the minutes
  - The President's Report
  - The Treasurer's Report
  - The Registrar's Report
  - Balance of Executive and Committee Reports
  - Constitution and By-Law amendments
  - Election of next year's Executive
  - New Business
  - Adjournment

### **11. RESIDENCE RULES**

- 11.1. New players who reside outside WRA boundaries will only be accommodated if sufficient ice is available and there is room on a team for this player. Provincial, Regional and League rules must be followed.
- Registration priority is as follows:
- i) Old players within boundaries
  - ii) New players within boundaries
  - iii) Old players outside boundaries
  - iv) New players outside boundaries
- 11.2. All players must be in good standing with WRA.

### **12. FEE STRUCTURE**

- 12.1. Each player shall pay fees based on requirements as determined on an annual basis by the Executive.

### **13. POLICE RECORD CHECKS**

- 13.1. All coaches, managers and bench staff must have police record checks submitted no later than November 1st of each season.



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### **14. OFFICIAL COLOURS**

14.1. The official colours of the WRA shall be Black, Red and White for the Black Jerseys, and White and Red for the White Jerseys. Provincial level teams may wear a different combination of these colours as approved by the WRA Executive.



### **15. LOGO**

15.1 The WRA logo may be used by any member team, Executive member or other entity provided approval has been granted by a majority of the WRA Executive prior to its use.





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### **16. PROVINCIAL TEAMS**

- 16.1. The bylaws regarding Provincial Teams are currently under review by the member Associations of the Nickel basin.

### **17. DISSOLUTION**

- 17.1. Upon the winding up or dissolution of the WRA, the assets which remain after payment of all costs, charges and expenses that are properly incurred in the winding up shall be distributed to:
- A charitable organization, registered charity or registered charities within the City of Greater Sudbury, as defined in the Income Tax Act (Canada), as determined by the Executive of the WRA at the time of winding up or dissolution.
- This provision shall be unalterable.