

SHUSWAP RINGETTE CONSTITUTION

Amended April 21, 2010

Article 1 – Name

1.01 The name of the society is Shuswap Ringette Association.

Article 2 – Purpose

2.01 To promote, administer and develop the game of Ringette within the geographical boundaries of the Association which are in the City of Salmon Arm, Electoral Areas C and D.

2.02 To teach fair play and sportsmanship with the emphasis on the enhancement of good character and citizenship.

2.03 To provide entertainment and fun to the participants.

2.04 To provide an opportunity for all players desiring to participate in the sport of Ringette, regardless of their level of play (i.e. recreational and competitive) giving due consideration to their individual capabilities and interests.

2.05 To exercise supervision and direction over members, players, coaches, officials, parents and spectators.

2.06 To ensure that all members have the opportunity of presenting their views and having them heard.

2.07 To provide support and opportunity to the players and coaches, officials and administrators to improve their skills.

2.08 To actively promote, adhere to and support objectives and policies of the regional, provincial and national associations for Ringette.

Article 3 – Dissolution

3.01 Upon the winding up or dissolution of the Association, 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 registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the Association at the time of winding up or dissolution.
This provision shall be unalterable.

BYLAWS

Interpretation

Shuswap Ringette Association shall be the Association throughout the Bylaws.

Pronouns that refer to the common gender nouns in the same paragraph may have a feminine or masculine meaning as appropriate.

Bylaw 1 – Membership

- 1.01** (a) Membership in the Association shall be open to all players living within the geographical boundaries of the City of Salmon Arm Electoral Areas C and D.
- (b) Players from outside these boundaries shall be accepted if openings are available in the program and there are no associations in the area.
- (c) Membership in the Association shall be open to all other persons who support the aims and objectives of the Association as set out in Article 2 and upon payment of their annual membership dues of \$5.00 (Five Dollars) as set out at the Annual General Meeting.
- 1.02** Admission of Members
- (a) All players are members in good standing except a player who has failed to pay his/her current annual registration fee.
- (b) Every member shall uphold the Constitution and comply with these bylaws.
- 1.03** Cease Membership
- (a) A person shall cease to be a member by delivering his resignation in writing to the secretary of the society or by mail or delivering it to the address of the Society.
- (b) Upon the death of the member.
- (c) On having been a member not in good standing for 12 consecutive months or being expelled.
- 1.04** Expulsion of Members
- (a) A member may be expelled by a special resolution passed by a 75% majority vote of members present at a General Meeting.

- (b) The notice for special resolution for expulsion shall be accompanied by a brief statement of the reasons for proposed expulsion.
- (c) The person who is the subject of the proposed expulsion shall be given the opportunity to be heard at the Annual General Meeting before this special resolution is put to a vote.

Bylaw 2 – Annual General Meeting

- 2.01** The Annual General Meeting shall be held at such a place on such a date and at such an hour as the Board of Directors shall determine each year, provided that such Annual General Meeting shall not be held later than the 31st of May.
- 2.02** The Secretary shall give at least fourteen (14) days notice of the meeting to all members in good standing.
- 2.03** The order of business at the Annual General Meeting shall be as follows:
- (a) Call to order
 - (b) Adoption of minutes of minutes of the previous AGM and subsequent General Meetings
 - (c) Business arising out of the minutes
 - (d) The Presidents report
 - (e) The Treasurer's report and Financial Statements
 - (f) Appointment of the Auditor
 - (g) The Registrar's Report
 - (h) Other Board of Directors and Committee Reports
 - (i) Constitution and Bylaw amendments
 - (j) Setting of membership fees as per Bylaw 1.01(c)
 - (k) Election of a new Board of Directors
 - (l) New Business
 - (m) Adjournment

Bylaw 3 – General Meeting

- 3.01** General
- (a) Every General Meeting other than an Annual General Meeting is an Extraordinary General Meeting.
 - (b) A quorum is five (5) members present or a greater number that the member may determine at a General Meeting.
 - (c) In all matters of the procedures not specifically covered by the provisions of these Bylaws, Robert's Rules of Order shall govern all proceedings of the Association.

3.02 Calling of Meetings

- (a) The Directors may, when they see fit, convene an Extraordinary General Meeting.
- (b) Notice of a General Meeting shall specify the place, day and hour and in the case of special business, the general nature of the business.

3.03 Rights of Voting

- (a) A member in good standing present at a meeting of the members and who is eighteen (18) years of age or over is entitled to one vote.
- (b) Voting is by a show of hands unless any two (2) members in good standing who are present request a secret ballot.
- (c) Voting by proxy is not permitted.
- (d) In case of a tie vote the Chairman may cast the deciding vote but shall not be in addition to his/her vote that they are entitled to as a member.

Bylaw 4 – Board of Directors

4.01 The Board of Directors of the Association shall consist of the following:

- (a) The Executive (also known as the Officers)
 - (i) President
 - (ii) Vice President
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Past President
- (b)
 - (i) Director of Officials
 - (ii) Registrar
 - (ii) Director of Scheduling
 - (iv) Director of Coaches
 - (v) Director of Managers
 - (vi) Director of Promotions
 - (vii) Equipment Manager
 - (viii) Statistician
 - (ix) Director(s) at Large

4.02 The Board of Directors may combine, at their discretion, any of the above positions from time to time.

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- 4.04** The Board of Directors shall have control of the affairs of the Association and shall have the power to amend the regulations.
- 4.05** The Board of Directors shall appoint both standing and ad-hoc committees as required. These committees shall have terms of reference determined by the Board and shall be within the aims and objectives of this Constitution.
- 4.06** Vacancies on the Board of Directors, however caused, shall be filled by the Board from the qualified members of the Association if they see fit to do so; otherwise such vacancies shall be filled at the next AGM.
- 4.07** No Director shall be remunerated for being or acting as a Director, but a Director shall be reimbursed for all expenses necessarily incurred by him (with receipt) while engaged in the affairs of the Association.
- 4.08** All members of the Board and all members of the Association in good standing shall have one vote.
- 4.09** The directors may, from time to time, fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the Directors then in office. The majority being 50% plus 1.
- 4.10** The President shall be Chairman of all meetings of Directors, otherwise the Vice President shall act as Chairman, but if neither is present the directors present may choose one of their number to be the Chairman at that meeting.
- 4.11** A Director at any time, and the Secretary on the request of the director, may convene a meeting of the Directors.
- 4.12** It is the expectation of the Board of Directors to attend the majority of the meetings called to conduct business of the Shuswap Ringette Association Board of Directors.

Bylaw 5 – Election of Directors

- 5.01** Six weeks prior to the Annual General Meeting, the Board of Directors shall appoint from among its members a nominating committee of three persons who shall be responsible for putting forth a slate of names willing to run for each position.
- 5.02** The number of Directors of the Association shall be determined at the Annual General Meeting.
- 5.03** Election procedures (voting) at the AGM shall be determined by the members present, adhering to the provisions of Bylaw 1.02 and Bylaw 3.03 of this document.
Procedure A – separate elections shall be held for each office filled.
Procedure B – separate elections shall be held for each executive office filled and the remaining Directors shall be appointed at the conclusion of the Annual General Meeting.

- 5.04** All officers and Directors shall be elected by secrete ballot or by acclamation for a term of one year at the Annual General Meeting.
- 5.05** If a Director resigns his office or otherwise ceased to hold office, the remaining Directors shall appoint a member to take the place of the former member (Bylaw 4.06).
- 5.06** The members may, by special resolution, remove a Director before expiration of his/her term and may elect a successor to complete the term of office.
- 5.07** The installation of the newly elected Officers and Directors shall be complete no later then May 31st.

Bylaw 6 – Duties of Officers and Directors

- 6.01** The duties of the President shall include:
- (a) To preside at all Board of Directors and Executive meetings.
 - (b) To exercise the power and authority of the Association Board of Directors in cases of emergency, but subject to ratification by the Board at the next meting.
 - (c) To prepare an agenda for all meetings.
 - (d) To be the official spokesperson for the Association
 - (e) To be charged with the general management and supervision of the affairs and operations of the Association.
 - (f) To be an Ex-officio member of all standing ad-hoc committees.
 - (g) To co-sign cheques signed by the Treasurer
 - (h) Not to vote except in the case of a tie when he/she shall cast the deciding vote.
 - (i) To ensure that all Executive and Directors perform their duties
 - (j) To be the official liaison between the Association and BC Ringette and Thompson Okanagan Ringette League.
- 6.02** The duties of the Vice President shall include:
- (a) To perform the duties of the President in his/her absence or at their request. He/she shall have all powers and rights of the President.

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- (b) To assist the President in performing his/her duties and may hold the position of an ad-hoc or any standing committee, as Chairman.

6.03 The duties of the Secretary shall include:

- (a) To issue notice of all meeting.
- (b) To maintain records of proceedings and meetings.
- (c) To ensure that all correspondence is attended to and keep accurate records of all business transaction of the Board of Directors. He/she shall have custody of all documents and records, except financial, pertaining to the affairs of the Association.
- (d) To ensure that all correspondence is brought before the Association Board.
- (e) In the absence of the Treasurer, to co-sign all cheques signed by the President.
- (f) To perform other duties as assigned by Executive.

6.04 The duties of the Treasurer shall include:

- (a) To pay all accounts by cheque.
- (b) To keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the Association, and report same at all Executive and Directors meetings.
- (c) To present the balanced financial statement for the AGM.

6.05 The duties of the Past President shall include:

- (a) To carry out all duties assigned by the Board of Directors and act as advisor to the Board.
- (b) To be a full voting member of the Board.

6.06 The duties of the Director of Officials shall include:

- (a) To attend all Board meetings.
- (b) To be responsible for all officials in the Association and the advancement of skill levels.
- (c) To be responsible for minor officials (timekeepers, and scorekeepers) and advancement of skill levels.
- (d) To be responsible for scheduling of “on ice officials”.
- (e) To perform other duties as assigned.

6.07 Duties of the Registrar shall include:

- (a) To organize registration prior to the start of the Ringette season and be responsible for making all necessary arrangements.
- (b) To be the sole keeper of waiting lists for each age group and be responsible for placing players from the list on house teams.
- (c) To register all players with the British Columbia Ringette Association.
- (d) To be responsible for placing players with the division and transferring players prior to the dead line set by BCRA and TORL.

6.08 The duties of the Director of Scheduling shall include:

- (a) Coordinating “ice availability times” with “games and practice times”.
- (b) Being the sole agency for booking and canceling ice times with the Shuswap Arena Society of the City of Salmon Arm on behalf of the Association.
- (c) Performing other duties as assigned.

6.09 The duties of the Director of Coaches shall include:

- (a) Recruitment of team Coaches
- (b) Coordinating Certification of all Bench Staff
- (c) Responsible for Team Formation and Player Evaluations
- (d) Ensure all teams are tiered according to BCRA Tiering Policies
- (e) Coaching Development
- (f) Coordinate Coaching Evaluations

6.10 The duties of the Director of Managers shall include:

- (a) Recruitment of team Managers
- (b) Coordinate Certification of team Managers
- (c) Distribute information to all players thru the team Managers as needed
- (d) Maintain Managers Handbook for all teams
- (e) Performing other duties as assigned

6.11 The duties of the Directors of Promotions shall include:

- (a) Coordinate all Advertising
- (b) Monitor Website updates
- (c) Media Relations
- (d) Investigate avenues to promote Shuswap Ringette
- (e) Coordinate team photos
- (f) Performing other duties as assigned

6.12 The duties of the Equipment Manager shall include:

- (a) Maintain all equipment belonging to Shuswap Ringette
- (b) Distribute equipment as required by teams
- (c) Performing other duties as assigned

6.13 The duties of the Statistician shall include:

- (a) Report team scores to the Statistician of the Thompson Okanagan Ringette League (TORL) in a timely manner.
- (b) Ensure all Shuswap Ringette Association team standings are recorded accurately within the TORL standings and report any discrepancies immediately to TORL.

6.14 The duties of the Director(s) at Large shall include

- (a) Performing duties as assigned
- (b) Full voting rights

Bylaw 7 – Borrowing Powers

7.01 For the purpose of carrying out its aims and objectives the Association may borrow or raise or secure the payment of money in such manner as it thinks fit and in particular by the issue of debentures, but such powers may only be exercised upon resolution by the Board and sanctioned by a special resolution of the Association.

Bylaw 8 – Amendments to the Constitution and Bylaws

8.01 The Constitution of the Association shall not be amended except at the AGM by the 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 AGM. He/she shall provide copies of the proposed revisions to all those entitled to vote at such a meeting.

8.02 The Bylaws of the Association may be amended by 75% vote of the members present at the AGM or a special meeting called for the purpose. Notice of the proposed amendments shall be given to the Secretary in writing at least twenty-one (21) days prior to the meeting.

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Applicants:

Signature: _____ Signature: _____

Name: _____ Name: _____

Address: _____ Address: _____

Signature: _____ Signature: _____

Name: _____ Name: _____

Address: _____ Address: _____

Signature: _____ Signature: _____

Name: _____ Name: _____

Address: _____ Address: _____

Witness:

Signature: _____

Name: _____

Address: _____
