



# Bylaws Governing The Operation of The Edmonton Federation of Community Leagues Ringette Association (EFCLRA)

Bylaws: Current as of: August, 2014

Replacing Bylaws Passed September 18, 1994

---

## **REVISION HISTORY**

<b>Action</b>	<b>Description</b>	<b>Manner</b>	<b>Date</b>
Creation	Approved by the Board of Directors September 18, 1994	Special Resolution, General meeting	September 18, 1994
Amended	Approved by Membership	Special Resolution, General Meeting	October 2, 2013
Amended	Approved by Membership	Special Resolution,AGM	May 7, 2014

May 7, 2013 – Discipline and Complaints Policy – points 10,11

**SECTION 1 - GENERAL**

<u>1.01</u>	<u>The Name</u> .....	6
<u>1.02</u>	<u>Purpose</u> .....	6
<u>1.03</u>	<u>Definitions</u> .....	6
<u>1.04</u>	<u>Office Location – Mailing and Physical</u> .....	7
<u>1.05</u>	<u>Corporate Seal</u> .....	7
<u>1.06</u>	<u>No Gain for Members</u> .....	8
<u>1.07</u>	<u>No Remuneration of Directors</u> .....	8
<u>1.08</u>	<u>Dissolution</u> .....	8
<u>1.09</u>	<u>Interpretation</u> .....	8
<u>1.10</u>	<u>Ruling on Bylaws</u> .....	8
<u>1.11</u>	<u>Conduct of Meetings</u> .....	8
<u>1.12</u>	<u>Aims and Objectives</u> .....	8
<u>1.13</u>	<u>Responsibility</u> .....	9
<u>1.14</u>	<u>Headings</u> .....	9

**SECTION 2 - MEMBERSHIP**

<u>2.01</u>	<u>Membership Fees</u> .....	9
<u>2.02</u>	<u>Membership</u> .....	9
<u>2.03</u>	<u>Withdrawal from Membership</u> .....	10
<u>2.04</u>	<u>Expulsion</u> .....	10
<u>2.05</u>	<u>Membership Registration</u> .....	10
<u>2.06</u>	<u>Terms of Membership</u> .....	10
<u>2.07</u>	<u>Good Standing</u> .....	11
<u>2.08</u>	<u>Cease to be in Good Standing</u> .....	11
<u>2.09</u>	<u>Examination Of the Societies Finances /Books</u> .....	11
<u>2.10</u>	<u>Voting</u> .....	11
<u>2.11</u>	<u>Right Of Membership Refusal</u> .....	12

**SECTION 3 - GOVERNANCE**

<u>3.01</u>	<u>Board of Directors</u> .....	12
<u>3.02</u>	<u>Duties and Powers of the Board</u> .....	12
<u>3.03</u>	<u>Eligibility Of Directors</u> .....	13
<u>3.04</u>	<u>Appointment of Directors</u> .....	13

---

<u>3.05</u>	<u>Term</u> .....	13
<u>3.06</u>	<u>Resignation Of Director</u> .....	14
<u>3.07</u>	<u>Vacate Office</u> .....	15
<u>3.08</u>	<u>Vacancies</u> .....	15
<u>3.09</u>	<u>Removal Of Director</u> .....	15
<u>3.10</u>	<u>Nomination Of Directors For Election</u> .....	15
<u>3.11</u>	<u>Circulation of Nominations</u> .....	16
<u>3.12</u>	<u>Quorum</u> .....	16
<u>3.13</u>	<u>Manner Of Voting</u> .....	16
<u>3.14</u>	<u>Eligible Voters</u> .....	16
<u>3.15</u>	<u>Voting &amp; Decisions</u> .....	17
<u>3.16</u>	<u>Notice of Meeting</u> .....	17
<u>3.17</u>	<u>Number of Meetings</u> .....	17
<u>3.18</u>	<u>Call of Meeting</u> .....	17
<u>3.19</u>	<u>Open Meetings</u> .....	17
<u>3.20</u>	<u>Remuneration and Expenses</u> .....	17
<u>3.21</u>	<u>Specific Officers</u> .....	18
<u>3.22</u>	<u>Resolution in Writing</u> .....	24
<u>3.23</u>	<u>Operating Procedures</u> .....	24
<b><u>SECTION 4 - COMMITTEES OR SUB COMMITTEES</u></b>		
<u>4.01</u>	<u>Committees &amp; Sub Committees</u> .....	25
<b><u>SECTION 5 – ANNUAL / SPECIAL COMMITTEES</u></b>		
<u>5.01</u>	<u>Nominating Committee</u> .....	26
<u>5.02</u>	<u>Executive Committee</u> .....	266
<u>5.03</u>	<u>Audit Committee</u> .....	28
<b><u>SECTION 6 - ANNUAL GENERAL MEETING</u></b>		
<u>6.01</u>	<u>Annual Meeting</u> .....	288
<u>6.02</u>	<u>Notice Of Meeting</u> .....	29
<u>6.03</u>	<u>Business &amp; Agenda:</u> .....	29
<u>6.04</u>	<u>Nomination Process</u> .....	29
<u>6.05</u>	<u>Eligible Voters</u> .....	30
<u>6.06</u>	<u>Manner Of Voting</u> .....	30
<u>6.07</u>	<u>Decision Making</u> .....	300

---

<i>6.08</i>	<i>Tie Breaking</i> .....	<i>31</i>	
<b>SECTION 7 - FINANCE AND RECORDS MANAGEMENT</b>			
<i>7.01</i>	<i>Fiscal Year</i> .....	<i>311</i>	
<i>7.02</i>	<i>Financial Records</i> .....	<i>32</i>	
<i>7.03</i>	<i>Minutes</i> .....	<i>32</i>	
<i>7.04</i>	<i>Signing Authority</i> .....	<i>32</i>	
<i>7.05</i>	<i>Execution of Agreements</i> .....	<i>32</i>	
<i>7.06</i>	<i>Borrowing</i> .....	<i>32</i>	
<i>7.07</i>	<i>Financial Institutions</i> .....	<i>32</i>	
<b>SECTION 8 - INDEMNIFICATION</b>			
<i>8.01</i>	<i>Will Indemnify</i> .....	<i>33</i>	
<i>8.02</i>	<i>Will Not Indemnify</i> .....	<i>33</i>	
<i>8.03</i>	<i>Insurance</i> .....	<i>33</i>	
<b>SECTION 9 - APPEALS</b>			
<i>9.01</i>	<i>Scope of Appeal issues</i> .....	<i>33</i>	
<i>9.02</i>	<i>Grounds For appeal:</i> .....	<i>34</i>	
<i>9.03</i>	<i>Appeals Procedure</i> .....	<i>34</i>	
<b>SECTION 10 OTHER POLICIES</b> .....			<i>36</i>
<b>SECTION 11 AMENDMENT OF BYLAWS</b>			
<i>11.01</i>	<i>Special Resolution</i> .....	<i>366</i>	
<i>11.02</i>	<i>Notice of Amendment</i> .....	<i>37</i>	
<i>11.03</i>	<i>Registration Of Amended bylaws</i> .....	<i>37</i>	
<b>SECTION 12 ADOPTION OF THESE BYLAWS</b>			
<i>12.01</i>	<i>Adoption by Board</i> .....	<i>37</i>	
<i>12.02</i>	<i>Ratification</i> .....	<i>37</i>	
<i>12.03</i>	<i>Repeal of Prior Bylaws</i> .....	<i>37</i>	
<i>12.04</i>	<i>Transition</i> .....	<i>37</i>	
<i>12.05</i>	<i>Enactment</i> .....	<i>38</i>	
<b>APPENDIX A</b> .....			<i>39</i>

## **SECTION 1 - GENERAL**

### **1.01 The Name**

The name of the Society shall be shall be **The Edmonton Federation Of Community Leagues Ringette Association or the "EFCLRA"**.

### **1.02 Purpose**

These Bylaws relate to the general conduct of the affairs of The Edmonton Federation of Community Leagues Ringette Society, a society incorporated under the Societies Act, RSA 2000, Chapter S-14 and referred to as "The Society" in these Bylaws.

### **1.03 Definitions**

The following terms have these meanings in these Bylaws:

- a) "*Act*" – the *Societies Act* of Alberta;
- b) "*The Society*" – The Edmonton Federation of Community Leagues Ringette Association (EFCLRA);
- c) "*Annual Meeting*" – means the Annual General Meeting called upon pursuant to Section 6 – Annual General meeting;
- d) "*Appoint*" includes "*elect*" and vice versa;
- e) "*Board*" means the Board of Directors of The Society as outlined in Section 3 – Governance;
- f) "*By Laws*" means this By-Law and all other By-Laws of the Society from time to time amended, in force and effect;
- g) "*Member*" means a Member in good standing appointed pursuant to Section 2 – Membership;
- h) "*Days*" will mean total days, irrespective of weekends or holidays.
- i) "*Director*" means an individual elected or appointed to serve on the Board pursuant to these Bylaws;
- j) "*Officer*" means an individual appointed to serve as an Officer of the Society pursuant to these Bylaws;
- k) "*Officer*" includes "*Director*" and vice versa;

- l) "*Participant*" means a player, coach, manager, trainer, or official;
- m) "*Ordinary Resolution*" means a resolution passed by not less than a majority of the votes cast at a meeting of the Board or a meeting of Members for which proper notice has been given;
- n) "*Special Resolution*" means a resolution where:
  - (i) a resolution is passed;
    - a. at a general meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given, and;
    - b. by the vote of not less than 75% of those members who, if entitled to do so, vote in person
  - (ii) a resolution is 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
  - (iii) a resolution is consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person.
- o) "*Registered Address*" means the most recent address of record for a Member, Director or the Society, as the case may be;
- p) "*Resolution*" means a motion that was moved and seconded;
- q) "*EFCL*" means the Edmonton Federation of Community Leagues;
- r) "*Zone 6*" means the zone assigned to ERFCLRA via Ringette Alberta.

#### **1.04 Office Location – Mailing and Physical**

The registered mailing address of The Society is P.O. box 1566, 5328 Calgary Trail South Edmonton, AB. T6H 4J8 and may be changed by resolution of Directors.

The physical location of the office will be 7103 105 Street, Edmonton Alberta T6E 4G8 which is the Federation of Community League's office and may be changed by resolution of Directors.

#### **1.05 Corporate Seal**

The Society will not have a corporate seal.

### **1.06 No Gain for Members**

The Society will be carried on without the purpose of gain for its Members and any profits or other accretions to the Society will be used in promoting its objects.

### **1.07 No Remuneration of Directors**

The Directors will serve as such without any remuneration, and no Director will directly or indirectly receive any profit from his or her position as such; provided that a Director may be reimbursed reasonable expenses incurred by him or her in the performance of his or her duties in accordance with the Society's policies relating to expenses.

### **1.08 Dissolution**

Upon the dissolution of the Society and after the payment of all debts and liabilities, its remaining property and assets will be distributed or disposed of to The Edmonton Federation Of Community Leagues to carry on their objectives.

### **1.09 Interpretation**

In these Bylaws, words stating the male gender will include the female gender as well as corporate bodies (i.e. clubs), and words stating the singular will include the plural and vice-versa.

### **1.10 Ruling on Bylaws**

Except as provided in the *Act*, the Board will have the authority to interpret any provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the *Act* and with the objects of the Society.

### **1.11 Conduct of Meetings**

Unless otherwise specified in the *Act* or these Bylaws, all meetings of Members and meetings of the Board will be conducted according to Roberts Rules of Order (current edition).

### **1.12 Aims and Objectives**

The purpose of the Society shall be to encourage, promote, coordinate and regulate all community ringette programs in the City of Edmonton according to policies set out by the Edmonton Federation of Community Leagues (EFCL) and to further participation in the sport at all age and ability levels. The objective shall be to provide the opportunity for every player in Edmonton, regardless of ability, to take part in a ringette program.



### **1.13 Responsibility**

The Society shall be responsible for:

- a) Formulating and stating general policy regarding the operation of a ringette program according to policy agreed upon in general meetings operating under Ringette Alberta and Ringette Canada rules;
- b) Establishing and stating rules, regulations and guidelines governing the Ringette program which are in line with the By-Laws of the Society from time to time;
- c) Providing player, coach and referee clinics and/or schools offering training at all age and/or skill levels;
- d) Providing appropriate trophies and awards and other like recognition of achievement;
- e) Complying with the By-Laws of the EFCL as they apply to the Society, and
- f) Providing for the flexibility of dividing the Society into quadrants or areas if the Members, by Special Resolution, so decide.

### **1.14 Headings**

The headings preceding the clauses of the By-Laws have been inserted for convenience of reference only and shall not be considered or taken into account to constrain the terms or provisions of the By-Laws, nor deemed in any way to qualify, modify or explain the effect of any such terms or provisions.

## **SECTION 2 - MEMBERSHIP**

### **2.01 Membership Fees**

Membership fees, if any, in the Society shall be determined from time to time by the Board.

### **2.02 Membership**

Membership in the Society shall consist of:

- a) all members of the Board of Directors, elected or otherwise;
- b) those Ringette players who have paid the prescribed annual registration fees, their parents/guardians, and who continue to play ringette within The Society and who have not been excluded from membership as per Section 2.11;

- c) coaches, managers or any other team member listed on the Ringette Alberta Team Registration Form (TRF) for The Society for the current playing year;
- d) The Society may determine that representation from individual community leagues is required, but the current Bylaws do not address this;
- e) Any adult member of the public who shall apply for membership shall be entitled to membership subject to Board approval through a vote. The Board may allow and grant such application at any general or Annual meeting. The Board has the right to impose a membership fee on the community member, to determine the amount of such fee and if approved, the membership ceases at the end of the Societies' fiscal year,

### **2.03 Withdrawal from Membership**

Any Member wishing to withdraw from membership may do so upon giving a notice in writing to the Board through its President, Vice President or Secretary. The Board reserves the right to determine if any refund of registration fees will be provided to the withdrawing member in accordance with the current refund policy in effect through the procedure manual.

### **2.04 Expulsion**

Any Member may be expelled from membership in the Society for any cause which the Society deems reasonable upon a special resolution to that effect being passed by a Special Resolution by at least seventy-five (75%) percent of the votes cast at a meeting (annual, general or otherwise) of the Board.

### **2.05 Membership Registration**

The Society will keep a register of its Members together with address, date admitted to membership, date of termination of membership.

### **2.06 Terms of Membership**

Any member who accepts membership in the Society will be deemed to have undertaken to abide by the provisions of the Bylaws, policies, rules and operating procedures of the Society and all decisions of the Board of Directors of the Society.

## **2.07 Good Standing**

A Member of the Society will be in good standing provided that the Member:

- a) owes no outstanding Membership dues, participant fees or other debts to the Society;
- 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 Society; and is not subject to a disciplinary investigation or action by the Society, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Society.

## **2.08 Cease to be in Good Standing**

Members who cease to be in good standing will not be entitled to:

- a) play the sport of ringette within this Society;
- b) vote at meetings of Members or be entitled to the benefits and privileges of Membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above,
- c) attend any meetings unless pre-approved by the Executive Committee.
- d)

## **2.09 Examination Of the Societies Finances/Books/Records**

The books and records of the Society may be inspected by any Member of the Society at the Annual Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each Director shall have access to such books and records at their request.

## **2.10 Voting**

A Member having more than one qualification for membership shall have only one vote. Only members 18 years of age and older are eligible to vote.

## **2.11 Right Of Membership Refusal**

Membership within the EFCLRA is not automatic upon registration and payment of fees. Membership is a privilege and not a right. As such, the Society has the right to refuse membership.

Notwithstanding the receipt of application through annual registration, the Board of Directors has the right to refuse any membership application should they deem that the participation of the applicant would be a detriment to the membership or the operations of EFCLRA in any manner, and at any level.

Any membership refusals would be addressed through a vote by the Board of Directors at any General Meeting.

## **SECTION 3 - GOVERNANCE**

### **3.01 Board of Directors**

The affairs of the Society shall be managed by a Board drawn from the Members.

### **3.02 Duties and Powers of the Board**

Except as otherwise provided in the *Act* or these Bylaws, the Board has the powers of the Society and may delegate any of its powers, duties and functions as follows:

- a) Managing the Affairs of the Society - The Board will make and amend policies, rules and operating procedures for managing the affairs of the Society in accordance with the *Act* and these Bylaws; will ensure members adhere to these policies, rules and operating procedures, and will ensure directions from General Meetings are carried out;
- b) Discipline - The Board may make policies and procedures relating to the discipline of Members and participants in the Society's programs, and will have the authority to discipline Members and participants in accordance with such policies and procedures;
- c) Dispute Resolution - The Board may make policies and procedures relating to the management of disputes within the Society and all disputes will be dealt with in accordance with such policies and procedures;

- d) Employment of Individuals - The Board may employ or engage under contract such individuals as it deems necessary to carry out work of the Society. Employees will not have voting rights of the Society;
- e) Decisions of Members – The Board will comply with all resolutions of the Members made at the General and Special meetings,
- f) Borrowing Powers – The Board may borrow money upon the credit of the Society as it deems necessary.

### **3.03 Eligibility Of Directors**

Any individual who is 18 years of age or older and who has the power under law to contract and is considered a member in good standing as per Sections 2.02 & 2.07 may be nominated for election as a Director.

### **3.04 Appointment of Directors**

The Directors shall be elected at each Annual Meeting or at any general meeting upon the recommendation and nominations outlined in these bylaws.

Directors are appointed to a specific position of an Officer as defined by **Section 3 – Governance.**

### **3.05 Term**

The term for elected Directors is not to exceed two (2) years and Directors will hold office until their successors have been duly elected in accordance with these Bylaws or unless they resign, are removed from, or vacate their office in a manner prescribed in these bylaws.

Upon completion of the 2 year term, elected Directors will be eligible for re-election.

If a Director assumes an office through appointment by the Board due to vacancy as per Section 3.08, the Director may finish and complete the duties for the current fiscal year ending April 30. Upon the completion of the current playing/fiscal year, the Director will be required to run for election at the annual AGM.

The Board may institute a procedure whereby one-half of the Board is elected each year so as to assist with continuity of Board operations and to maintain consistency.

### **3.06 Resignation Of Director**

A Director may resign from the Board at any time by presenting a written notice of resignation to the President of the Board of Directors. Verbal resignations will not be accepted. A valid resignation must include:

- Reason for resigning
- Date of submission of the resignation to the President
- Signature of Director

Upon receipt of the written resignation:

- a) The President must make the entire Board aware of request for resignation within 24 hours of receipt.
- b) The resigning Director will immediately be administratively (i.e. non punitive) suspended from their position, and forfeit the responsibilities and duties of their role until the Board can meet to determine acceptance of the request for resignation;
- c) If the resignation is received within 14 days of the next scheduled Board meeting, the matter will be held until this meeting to determine if the resignation is accepted;
- d) If the next Board meeting is scheduled greater than 14 calendar days into the future, The President will immediately call a Special Meeting within 14 days of receipt of the resignation to determine if the resignation is to be accepted;
- e) If the resignation is accepted, the resignation will become effective on the date the Board accepts the request;
- f) Acceptance of the resignation will be done through a vote at the Board of Special Meeting and determined by the majority of those members in attendance. The result of the vote will immediately be communicated in writing to the individual who submitted the resignation; and
- g) If the Board accepts the resignation, they will immediately begin the process of replacing the vacated position and/or transitioning responsibilities to another Director.

When a Director who is subject to a disciplinary investigation or action of the Society resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action and is not protected or shielded from future Board action based on resignation.

### **3.07 Vacate Office**

The office of any Director will be vacated automatically if the Director:

- a) without reasonable explanation as determined by the Board through a majority vote, fails to attend 3 (three) consecutive meetings of the Board;
- b) is found by a court to be of unsound mind;
- c) becomes an employee or contractor of the Society or an employee or contractor of a Member of the Society;
- d) upon the Director's death;
- e) upon losing their status of a Member; and
- f) commits a serious breach of trust

### **3.08 Vacancies**

Subject to the Act, the Directors may, from time to time, appoint a person as a Director for the purpose of filling a vacancy on the Board created by the resignation or removal of a Director, but must in so doing appoint such replacement directly from the Membership.

### **3.09 Removal Of Director**

- (a) Any Director may be removed by Special Resolution requiring 75% vote at any regular or Annual meeting, provided the 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. At this time a replacement for the person removed shall be elected to serve the remainder of the term.
- (b) The Board may, by 75% vote, remove a Director or Officer who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct tending to impair his contributions and/or discretion as a Director.

### **3.10 Nomination Of Directors For Election**

Any nomination of an individual for election as a Director will:

- a) include the written consent of the nominee; on the approved nomination form;
- b) be submitted to the Nominating Committee;
- c) where a current Director wishes to run for re-election at the expiry of their term, the Director will indicate their intention to the Nominations Committee in writing not less than 21 (twenty-one) days prior to the Annual General Meeting,

- d) Come from a call for nominations from the 'floor' announced by the Chairman at an Annual General Meeting for any positions where there are no applicants.

### **3.11 Circulation of Nominations**

For the AGM, valid nominations will be circulated or announced to Members by the Nominations Committee as they become available or as defined by these bylaws.

### **3.12 Quorum**

A quorum for the transaction of business at any meeting of the Board (not including the AGM and special meetings) shall be the majority of the Directors and must include either the President or Vice President.

A quorum for the transaction of business at the AGM or any special meeting shall be at least 11 eligible voting members, at least three of which must be Directors, and must include either the President or Vice President.

### **3.13 Manner Of Voting**

At all meetings, voting will be by a show of hands unless a majority of Directors present request a secret ballot.

Should a secret ballot be required, any member of the Executive Committee will count the ballots and announce the decision. Ballots will be destroyed immediately following the decision.

In certain circumstances, where a quick decision is required and the decision is not of a nature that would require significant discussion, voting by email will be permitted and will require a 66% vote in favor to pass the motion.

### **3.14 Eligible Voters**

At all meetings other than the AGM, only elected or appointed Directors are eligible to cast one vote per designated position. If a Directorship is occupied by 2 or more individuals, only one vote may be cast to represent the position, not by the number of individuals occupying the role.

Employees, administration staff and program managers are not allowed to vote.

Proxy votes are not allowed.

Director must be present in person or through electronic device.



### **3.15 Voting & Decisions**

The President is allowed to vote, unless a tie breaking situation arises.

In the case of an equality of votes where a tie breaker is required, a second vote will be called and the Director in the role of President shall not have a second vote.

Unless otherwise specified in these By-laws, questions and motions arising at any meeting of the Board shall be decided by a majority of votes cast at that meeting.

### **3.16 Notice of Meeting**

Not including the Annual General Meeting or special meetings, appropriate written notice of Board meetings, served other than by written mail, will be given to all Directors at least ten (10) days prior to the scheduled meeting. Notice served by written mail will be sent at least twenty one (21) days prior to the date of the meeting. No Notice of a meeting of the Board of Directors is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence.

Written notice will include notice by email, and sufficient notice will be deemed provided if provided to any one email address provided by a member at the of registration.

### **3.17 Number of Meetings**

The Board will hold at least nine (9) meetings per year inclusive of the Annual General Meeting. Meetings will be scheduled monthly during the season.

### **3.18 Call of Meeting**

The meetings of the Board will be at the call of the President or any three (3) Directors.

### **3.19 Open Meetings**

Meetings of the Board will be open to Members in good standing and the public except where the Board determines that a closed meeting is required. Such determination may be made by Ordinary Resolution immediately following the approval of the agenda.

### **3.20 Remuneration and Expenses**

The payment of any dividend or remuneration out of the funds of the Society to any of the Directors is prohibited.

Any reimbursement for expenses by any member of the Board or membership is subject to the review Board of Directors. The Board is free to pay it's expenses without individual approval or review on each individual expense. However, if there is any question about the validity of expenses, it is subject to the approval by a majority vote and any general meeting of the Board of Directors.

### **3.21 Specific Officers**

One Director may hold more than one Office. Vacancies of various offices shall not invalidate Board proceedings. The Board shall be composed of the following Officers:

- a) **President** – The President shall:
  - i. Hold a voting position;
  - ii. Preside at all meetings of the Society and of the Directors and shall be entrusted to carry out all orders and resolutions of the Board;
  - iii. As a member of the Board of Directors, shall attend or appoint another person to attend all general meetings and Board meetings of the Society, preparing written reports as required;
  - iv. Represent the Society in dealings with Ringette Alberta;
  - v. Act as a representative for the Society with all other Zones within Alberta;
  - vi. Coordinate the operation and conduct of the Society;
  - vii. Be a cosigner for the Society's finances;
  - viii. Act in good faith, with the focus of all actions or decisions to benefit the society;
  - ix. Be a voting member on all committees or sub Committees, and
  - x. Perform other duties as required by the Board.
  
- b) **Immediate Past President** - The Immediate Past President shall:
  - i. Hold a voting position;
  - ii. Act in good faith, with the focus of all actions or decisions to benefit the society, and
  - iii. Assist the President in any manner required to allow the President to fulfill their duties and obligations of President.
  - xi. Perform other duties as required by the Board.
  
- c) **First Vice-President** - The First Vice-President shall:

Hold a voting position on the Board of Directors;

  - i. Hold a voting position on the Board of Directors;
  - ii. In the absence of the President, perform the duties and exercise the powers of the President;
  - iii. Act as interim President should the President resign or be removed until the next Meeting called;
  - iv. Be a cosigner for the Society's finances;

- v. Be responsible for all discipline procedures for the Ringette program & sit as the chair of the discipline committee, when hearings are necessary;
  - vi. Be responsible for enforcing discipline procedures and notifying the Zone 6 Director and Ringette Alberta Representative of all match penalties, suspensions and further actions taken;
  - vii. Be a voting member on all committees or sub Committees;
  - viii. Review and recommend operating rule and by-law changes;
  - ix. Act in good faith, with the focus of all actions or decisions to benefit the society, and
  - x. Perform other duties as required by the President or the Board.
- d) **Second Vice-President** - The second Vice-President, in the absence of the President and First Vice-President, shall:
- i. Hold a voting position on the Board of Directors;
  - ii. In the absence of the First Vice President, perform the duties and exercise the powers of the First Vice President;
  - iii. Act as interim First Vice President should the First Vice President resign or be removed until the next Meeting called;
  - iv. Assist the President and First Vice President as required;
  - v. Be a voting member on all committees;
  - vi. Act in good faith, with the focus of all actions or decisions to benefit the society;
  - vii. Be a cosigner for the Society's finances, and
  - viii. Perform other duties are required by the President or the Board;
- e) **Secretary** - The Secretary shall:
- i. Hold a voting position on the Board of Directors;
  - ii. Attend all meetings and Annual General Meetings;
  - iii. Keep minutes of all meetings and Annual General meetings; submitting copies to the members of the Board, secretary of the EFCL and to such other persons as the Board shall direct;
  - iv. Ensure all motions or resolutions are recorded correctly and represent the exact direction of the Board;
  - v. Ensure proper notice is provided to all required attendees of any general, special or Annual General Meetings;
  - vi. Prepare an agenda in advance of any meeting, and provide it to all attendees within 48 hours of the meeting commencement;
  - vii. Maintain all minute books and records of the Society;
  - viii. Make sure supplies are available;
  - ix. Be a cosigner for the Society's finances;
  - x. Provide communications to the membership or other groups as directed by the President or the Board;
  - xi. Seek out and apply for grants;

- xii. Act in good faith, with the focus of all actions or decisions to benefit the society, and
  - xiii. Perform other duties as are delegated by the President or the Board.
- f) **Treasurer** - The Treasurer shall:
- i. Hold a voting position on the Board of Directors;
  - ii. Collect and deposit money in a proper bank account(s);
  - iii. Pay all accounts and legitimate bills of the Society on time with no lapse past a defined deadline;
  - iv. Alert the Board of Directors in the event of any financial issue or matter that threatens the viability of the Society;
  - v. Maintain the financial records of the Society in accordance with the by-laws;
  - vi. Prepare budgets yearly, or as requested by the President;
  - vii. Be chairman of the budget committee and be prepared to offer a projected budget at the Annual Meeting;
  - viii. Prepare and present a financial report on the financial status at all meetings, or at the request of the President;
  - ix. Make the books and financial records available for inspection at the Annual General meeting or at the request of the President for any member to review;
  - x. Make the books and financial records available for inspection of the Audit Committee at their request;
  - xi. Co-sign all cheques drawn on the account of the Society;
  - xii. Report to all meetings;
  - xiii. Act in good faith, with the focus of all actions or decisions to benefit the society, and
  - xiv. Perform such duties as are delegated by the President or the Board.
- g) **Ice Allocation Director** - The Ice Allocation Director shall:
- i. Hold a voting position on the Board of Directors;
  - ii. Arrange and schedule for all ice on which games and/or practices are played;
  - iii. Schedule all games and/or practices in conjunction with the League Directors;
  - iv. Act as a liaison between the Society and any leagues or associations the Society participates in to coordinate ice allocation and usage;
  - v. Act as a liaison between the Society and the City of Edmonton or other bodies/organizations who distribute ice to participates in & coordinate ice allocation and usage;
  - vi. Keep records of the use of ice by teams for the purpose of payment by the Treasurer;
  - vii. Issue appropriate notice of ice use to Edmonton Parks and Recreation Department;
  - viii. Further advise the Board of ice needs, use, required;

- ix. Act in good faith, with the focus of all actions or decisions to benefit the society, and
  - x. Perform such duties as are delegated by the President or the Board.
- h) **Ringette Alberta Representative (Zone 6)** - The Ringette Alberta Representative (Zone 6) shall:
- i. Hold a voting position on the Board of Directors;
  - ii. Attend Ringette Alberta meetings and act as a liaison between the Society and Ringette Alberta;
  - iii. Report back to the Society's meetings on all Ringette Alberta meetings;
  - iv. Make the Society aware of all Society requirements as directed by Ringette Alberta in their meetings;
  - v. Report back to Ringette Alberta on any item requiring their attention or input;
  - vi. Act in good faith, with the focus of all actions or decisions to benefit the society, and
  - vii. Perform such duties as are delegated by the President or the Board.
- i) **Zone Directors:** In the event that the Society chooses to divide the zone into quadrants, The Zone Directors shall be responsible for coordinating the ringette program for all age categories within their zone and such duties as are delegated by the President or the Board.
- This position does not exist unless a quadrant system is implemented and cannot exist if Division Directors are in place. Should this position be created, the Board of Directors will expand upon the responsibilities and authority of this role.
- j) **Division Directors** – In the event that the Society chooses to not divide not quadrants, the Division Directors shall be responsible for administering the ringette program for the specific age category (as determined by Ringette Alberta) allocated to them and shall:
- i. Hold a voting position on the Board of Directors. Where there are more than one person holding the role (sharing), there will only be one vote cast per division;
  - ii. Act as the coordinator of the age division to arrange all required activities such as evaluations;
  - iii. Assist and direct the formation of the teams within their specific age category;
  - iv. Work in coordination with the Coaching Director to ensure all Head and Assistant Coaches have the required certification for coaching at their specific age and playing level;

- v. Act as the representative and coordinator of their division for the Silver Ring tournament, or any other tournament, jamboree etc. that the Society sponsors;
- vi. Act as a liaison between the Society and the coaches, players & parents within the division they are responsible for;
- vii. Consideration may be given to restricting parents (members) from being Division Directors in divisions which their children participate;
- viii. Act in good faith, with the focus of all actions or decisions to benefit the society, and
- ix. Perform such duties as are delegated by the President or the Board.

This position(s) exists only in the instance where a quadrant system has not been adopted and cannot exist if Zone Directors are in place.

- k) **Coaching Director** – The Coaching Director shall:
- i. Hold a voting position on the Board of Directors;
  - ii. Be the Chair of the Coaching Selection Committee to facilitate recruitment of Head Coaches for all age and playing divisions;
  - iii. Approve all coaching and bench staff, and provide approvals to the Registrar;
  - iv. Be aware of all certification requirements, for all age divisions and playing levels as defined by Ringette Alberta;
  - v. Arrange and coordinate the training and certification for all Head and Assistant coaches for all age divisions to ensure that all coaches are completely trained or certified to comply with any deadlines set forth by Ringette Alberta;
  - vi. Ensure each Head and Assistant Coach provides the necessary security clearance documentation deemed as mandatory by the Society;
  - vii. Maintain an electronic record of all coaches certification and training;
  - viii. Ensure that Ringette Alberta is updated on all changes to Coaches certifications and credentials;
  - ix. Maintain a confidential (electronic paper or otherwise) folder on each coach which is inclusive of, but not exclusive to the following:
    - i. Coaching application forms;
    - ii. NCCP numbers and certifications;
    - iii. Annual Coach evaluation surveys;
    - iv. Any documentation regarding coach performance;
    - v. Any documentation received from the membership or otherwise;
    - vi. Any document relevant to the Head or Assistant Coach;
  - x. Advise the Division Directors and Board of Directors immediately should they become aware that any Coach or Assistant Coach:

- i. Is in Jeopardy of not meeting the Coaching training and Certification requirements as set out by Ringette Alberta, including meeting the annual deadline for completion;
- ii. Has not provided the required security clearance documentation;
- xi. Implement an annual coaching evaluation process, and provide feedback to all coaches;
- xii. Act in good faith, with the focus of all actions or decisions to benefit the society, and
- xiii. As by the Board, work with the Vice President on any discipline issues related to Coaches or team staff.

**l) Registrar** - The Registrar shall

- i. Hold a voting position on the Board of Directors;
- ii. Ensure the information is accurate and current;
- iii. Ensure that all data and information complies with any and all privacy legislation;
- iv. Ensure that there is a back up storage system in place to ensure data integrity and viability;
- v. Collect all registrations and ensure they are complete and meet with the requirements of the Society and Ringette Alberta;
- vi. The registration of the Ringette program with Ringette Alberta, as defined by Ringette Alberta and the upkeep of this registration;
- vii. The registration of the Ringette program with any leagues the Society participates in as defined by the specific/individual leagues, and the upkeep of this registration;
- viii. Ensure all team and Society registrations are submitted to the required parties, organizations, leagues or governing bodies within the prescribed deadlines;
- ix. Act in good faith, with the focus of all actions or decisions to benefit the society;
- x. Produce a valid copy of the Ringette Alberta Team Registration Form as required, and requested by any member of the Executive Committee;
- xi. Maintain an accurate registration database which includes, but is not limited to the players:
  - 1. Date of birth
  - 2. Address
  - 3. Telephone number(s)
  - 4. E-mail address
  - 5. Identification of parents and or guardians
  - 6. Society Identification number, if one exists
  - 7. Ringette Alberta identification number, if one exists
  - 8. Alberta Health Care number
  - 9. Name of Community League associated with

10. Community league membership number  
xii. All duties as are delegated by the President or the Board.

m) **Additional Officers** – Through a Board resolution, the Board shall be entitled to appoint additional officers with such titles from time to time. In this event, the Board must fully define:

- a. The title of the new role
- b. If the position is voting or non voting
- c. The responsibilities and scope of role
- d. The period for which the position will exist. In the event that the new position will exist beyond the year that it was created, the position will be subject to the election/appointment process defined in these bylaws.

Furthermore, the Board shall be entitled to delete such additional officers in its discretion.

### **3.22 Resolution in Writing**

A resolution in writing signed by 100% the Board of Directors personally (proxy not allowed) shall be valid and effectual as if it had been passed at a meeting of the Board duly called and constituted.

### **3.23 Operating Procedures**

The Board of Directors will create and maintain a Procedure Manual that directs the how the EFCLRA will operationalize and manage the sport of ringette within Zone 6.

The Board will ensure that:

- All operations that will affect the membership are addressed within the Procedure Manual and that this manual will be updated on a regular basis; and
- All decisions that affect any member, team, division or the EFCLRA as a whole; and those which fall outside of these Bylaws or Procedures are:
  - Addressed in a timely manner at a Board meeting. The decision cannot be postponed when there are timelines to be adhered to.
  - Are made, or confirmed, by the Board of Directors
  - Brought to a majority vote at the Board when there are differences in opinion or position on how to proceed.
  - Are subject to appeal as defined within Section 9 – Appeals of the Bylaws



## **SECTION 4 - COMMITTEES OR SUB COMMITTEES**

### **4.01 Committees & Sub Committees**

The Board may appoint such committees as it deems necessary for managing the affairs of the Society and may appoint members of committees or provide for the election of members of committees and may delegate to any committee any of its powers, duties, and functions except where prohibited by the *Act* or these Bylaws. In all cases, the Committee shall have, abide by, include, or be defined by the following:

- a) Terms of Reference: The Board will establish the terms of reference and operating procedures for Committees and may delegate any of its power, duties or functions to any Committee.
- b) Committee Chair: Unless otherwise prescribed in the Committee's Terms of Reference, the Committee Chair will be appointed by the Board of Directors.
- c) Voting: Quorum - Unless otherwise prescribed in the Committee's Terms of Reference or these Bylaws, quorum for any Committee will be the majority of its voting members.
- d) Vacancy: When a vacancy occurs on any Committee, the Board may appoint an individual to fill the vacancy for the remainder of the Committee's term, provided this individual satisfies any qualifications for the membership of the Committee as specified in the Society's policies and operating procedures.
- e) President: The President will be a member of all Committees of the Society.
- f) Vice President(s): The Vice President(s) will be a member of all Committees of the Society.
- g) Removal: The Board may remove any member it has appointed to any Committee.
- h) Dissolution: The Board may dissolve any committee it has created provided the motion has been passed at a general meeting.
- i) Termination Of Committee: All committees and it's members will dissolve at the end of the current fiscal year. The Committee may be recreated in the following year, following the process outlined hear.

## **SECTION 5 – ANNUAL / SPECIAL COMMITTEES**

### **5.01 Nominating Committee**

In preparation for the Annual General Meeting, the Board shall form a Nominating Committee composed of:

- President
- Vice President
- Secretary
- One member chosen from the Board of Directors through a vote

The Nomination Committee shall have the following requirements:

- i. The committee be formed no later than 30 calendar days before the call for nominations for the Annual General Meeting or the Announcement of the Annual General Meeting, whichever comes first;
- ii. Shall ensure a nominations form exists and is functional;
- iii. Shall meet when required to review all nominations;
- iv. Shall ensure all nominees are members in good standing and approve them as such;
- v. Shall post the list of approve nominees on the website within 5 days of receipt;
- vi. Shall present the entire list of approved nominees to the Board no later than 5 calendar days prior to the Annual General Meeting;
- vii. Shall have list of approved nominees posted on the Societies' website no later than 5 calendar days before the Annual General meeting, and
- viii. Shall receive nominations at the Annual General Meeting from "the floor" following a call for nominations by the Chairperson when required and defined under these bylaws.

### **5.02 Executive Committee**

The Executive Committee exists to allow the Board to function and remain efficient by having the Executive Committee act on the Boards behalf when having a full Board meeting is not possible (eg: between Board meetings) or required. The Executive

Committee is not designed to replace the decision making authority of the Board or usurp its power. Rather, the Executive Committee is to act in the best interest of the Board and move its affairs forward when time or circumstance does not allow for an actual meeting of the Board. All decisions made by the Executive Committee must be ratified by the Board at the next meeting, and are not in force without board ratification.

The members of the Executive Committee shall be:

- President
- Vice President(s)
- Secretary
- Registrar
- Treasurer

Operating directives for the Committee are:

- i. Quorum for all decisions is 3 (three) members of the Committee
- ii. Decisions will be made based on a majority vote
- iii. In the event of a tie vote, the issue shall be stayed and held over for discussion at the next full Board meeting
- iv. All decisions of the Executive Committee will be:
  - a. Written up in minute form;
  - b. Have a motion associated with decision;
  - c. Reference applicable Bylaws or Policy when appropriate;
  - d. Have the results of the motion and vote recorded
  - e. Tabled on the agenda for the next Board meeting for review;
  - f. Immediately communicated to the Board as a decision by the Executive Committee;
  - g. Voted upon at the next Board meeting, by the Board, to either support or reject the decision(s) made.

Failure to follow the operating directives as listed above will invalidate any decision made by the Executive Committee.

### **5.03 Audit Committee**

The Audit Committee shall be constituted by the Board of Directors and shall be composed:

- Treasurer – acting as the Chair
- President
- Vice President(s)
- Secretary
- One member of the Board of Directors selected through nomination at any general meeting

The committee shall:

- i. Be responsible for the financial affairs of the Society;
- ii. Form the formal link between the Board and the Members to represent the financial status of the Society;
- iii. Audit the books, accounts and records of the Society at least once per year;
- iv. Complete and prepare a statement of the standing of the books for the previous year, and
- v. Complete and submit the Annual Return as defined by the *Act*.

## **SECTION 6 - ANNUAL GENERAL MEETING**

### **6.01 Annual Meeting**

The Society shall hold an Annual meeting within 120 days of the completion of the annual fiscal year – April 30.

## **6.02 Notice Of Meeting**

Notice of the Annual Meeting shall be by letter or electronic mail to the last known address of each Member, at least twenty-one (21) days prior to the Annual Meeting. All specifics for the AGM will also be posted on the Society's website.

## **6.03 Business & Agenda:**

The following business shall be conducted at the Annual Meeting:

- i. Call to Order
- ii. Adoption of Agenda
- iii. President's Welcome
- iv. Approval of Minutes of last Annual General Meeting
- v. Business Arising
- vi. Executive Reports
- vii. Treasurer's Report
- viii. Officers' Reports\*\*
- ix. Directors Reports\*\*
- x. Staff Reports\*\*
- xi. Committee Reports\*\*
- xii. Old Business
- xiii. New Business
- xiv. Election of Officers
- xv. Announcements
- xvi. Adjournment

\*\*Indicates optional items

## **6.04 Nomination Process**

When conducting the nominations for Directors of the Society, the following process shall be followed:

### **1. Nominating Procedures**

- a. The Nominating Committee will create and circulate a nominations form to the membership.

- b. The nomination form must include an acknowledgment signed by:
  - i. The nominator, who is a member in good standing with the Society;
  - ii. The nominee, who is a member in good standing with the Society, and
  - iii. A declaration that the nominee is willing to stand for the office as set out in the nomination.
- c. The membership will return the completed form to the Nominations committee within the specific timelines.
- d. The Nominations Committee will validate the nomination. All validated nominations will immediately be posted on the Society's website. Any invalid nominations will be addressed by the Nominations Committee.
- e. Nominations will close 7 calendar days before the AGM. At this point:
  - i. Winners by acclamation will be declared for all uncontested positions, and
  - ii. Any positions not yet filled will be carried over to the AGM and a call for nominations will be made to the floor.

### **6.05 Eligible Voters**

Eligible voters are those who are 18 years of age at the time of the vote, and are considered to be members of the Society in *Good Standing*, as described in Section 2 - Membership of these Bylaws.

### **6.06 Manner Of Voting**

All voting in the AGM shall be conducted as follows:

1. Voting shall be conducted through a secret ballot
2. Proxy votes are not allowed

### **6.07 Decision Making**

Elections will be decided by majority vote of the Members in accordance with the following:

1. One Valid Nomination – Winner declared by acclamation – refer to 6.04.1.e.i

2. Two or more valid Nominations – Winner is the nominee receiving the greatest number of votes.

### **6.08 Tie Breaking**

In the event that a vote results in a tie, further voting will take place immediately upon completion of the initial vote, and shall not be rescheduled for a new date.

The election process will continue until a winner is declared through the following:

1. Where there are only 2 individuals in competition for a role:
  - a. The nominees will be asked if they would be able to work together and form a 'co' Directorship to complete the duties of the role;
  - b. If the nominees choose to not form a 'co' Directorship, a further vote will take place,
  - c. If after the 2<sup>nd</sup> vote a tie still remains, both names will be placed in a hat, with the winner being drawn from the hat
2. Where there are more than 2 individuals in completion for a role:
  - a. A further vote will take place with only those individuals tied for the role remaining in the competition, and the nominees who are not tied are removed from the competition;
  - b. If a tie still exists after the vote, the process outlined in 6.08 (ii) (a) above will be repeated until either a sole winner is declared, or 2 nominees tied in votes remain,
  - c. Once 2 nominees tied in votes remain, the process outlined above in 6.08 (i) c regarding 2 individuals will be applied.

## **SECTION 7 - FINANCE AND RECORDS MANAGEMENT**

### **7.01 Fiscal Year**

The fiscal year of the Society will end on April 30, or such other period as the Board may from time to time determine.

## **7.02 Financial Records**

The necessary financial records of the Society required by these Bylaws or by applicable law will be necessarily and properly kept by the Treasurer. The financial records of the Society may be inspected by any member at the Annual General Meeting, or at any other time upon giving reasonable notice and arranging a time satisfactory to the parties involved.

## **7.03 Minutes**

The Secretary will prepare and keep the minutes of the Society meetings and the minutes of the Board meetings.

Any member of the Society can review the minutes upon the submission of a written request to the President. Upon receipt of the written request, the minutes will be provided to the requestor within 10 working days.

## **7.04 Signing Authority**

The Executive Committee is to have signing authority for all financial transactions conducted in the name of the Society employing a dual signature process.

## **7.05 Execution of Agreements**

All written agreements entered into in the name of the Society will be signed by the President and at least one other member of the Executive Committee provided the Board has fully endorsed the agreement through a vote.

## **7.06 Borrowing**

The Society may borrow funds upon such terms and conditions as the Board may determine.

## **7.07 Financial Institutions**

The banking business of the Society, or any part thereof, will be transacted with such banks, trust companies or other financial institutions as the Board may designate, appoint or authorize from time to time and all such banking business, or any part thereof, will be transacted on the Society's behalf by such one or more officers and/or other persons as the Board may designate, direct or authorize from time to time.



## **SECTION 8 - INDEMNIFICATION**

### **8.01 Will Indemnify**

The Society will indemnify and hold harmless each Director and Officer from and against any and all claims, demands, actions, or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.

### **8.02 Will Not Indemnify**

The Society will not indemnify a Director or Officer or any other individual for acts of fraud, dishonesty, or bad faith.

### **8.03 Insurance**

The Society may purchase and maintain insurance for the benefit of its Directors and Officers, as the Board may determine.

## **SECTION 9 - APPEALS**

These Bylaws reflect the Board of Director's right to make decisions and create policy based on what the Board believes to be within the best interest of the sport of ringette within Zone 6. The Society acknowledges that the membership may not always agree with the decisions made by the Board and has a right to appeal decisions made by the Board.

Any member of The Society who is affected by a decision made by the Board of Directors, the Executive Committee or any officer or Director of The Society has the right to appeal the decision.

The appellant bears the onus of proof, and must be able to demonstrate on the balance of probabilities that an error has been made in the application of Bylaw, Policy or Procedure.

### **9.01 Scope of Appeal issues**

Members will be allowed to appeal any decision made by the Board of Directors except:

- Concerning matters of:
  - Employment
  - Bylaws
  - Committee composition
  - Budgeting
  - Accounts payable

- Player evaluation and ranking
- Team formation
- Documented Procedures
- Individual team decisions
- Rules of Ringette
- Decisions made by Provincial or National Governing Bodies & Associations other than Zone 6
- Decisions made by the Appeal Body/Committee under Section 9 – Appeals

### **9.02 Grounds For appeal:**

Members will only be able to appeal issues in the following circumstances:

- a) The decision makers did not have the authority to make the decision;
- b) The decision makers failed to follow a procedure, policy or bylaw;
- c) The decision makers were influenced by bias or conflict of interest (COI);
- d) The decision makers failed to consider relevant facts, or considered irrelevant facts,
- e) The decision makers made a decision contrary to policy, procedure or bylaw.

### **9.03 Appeals Procedure**

The Board of Directors will create an appeals procedure which addresses:

- Appellant submission criteria, including but not limited to:
  - Time limit on appeal submission
  - Appeal format requirements
  - Fee
  - Submission criteria
- Appeal Review Committee Body, which will include but not limited to:
  - Time line for review
  - Response format
- Appeal Committee composition
- Level of appeal available to appellant
- Appeal body decision responses

In the event that an appeals procedure does not exist, the following shall be used:

**Composition Of Appeal Body:** The entire Board of Directors, with at least 75% of the elected Board in attendance.

**Level of Appeal:** Only one level exists, the Board of Directors.

**Submission requirement by appellant:**

- Time line: The appellant will submit a written appeal to the Board no later than 20 calendar days after a decision is communicated
- Fee\*: The fee shall be no less than \$200.00 cash per issue of appeal, and no more than the full amount of the maximum player annual registration fee
- Submission Criteria: The submission shall be:
  - Delivered in writing to the Board of Directors within the defined timeline with the cash appeal fee attached
  - Shall address and identify the following:
    - 1) Name of appellant
    - 2) Issue being appealed
    - 3) Date of infraction or date issue was identified – if appropriate
    - 4) Date that a decision was communicated to appellant – if appropriate
    - 5) Grounds for appeal, quoting relevant bylaw, policy or procedure
    - 6) Detailed reason for appeal
    - 7) Inclusion of all evidence to support the appeal
    - 8) The remedy sought
    - 9) Request for either an in person or administrative/documentary review by appeal body

\*A successful appeal will result in the return to fee within 7 calendar days.

**Appeal Review Requirements:** The Board of Directors will:

- Make every attempt to meet within 7 days of receipt of the appeal. If time does not allow for the Board to meet, the President may request the Executive Committee review the appeal. In this case, the Executive committee will be bound by the same operating procedures required of them as per 5.02.
- Review the appeal for acceptability. Appeal acceptability is defined in 1 through 9 in submission criteria;
- Meet in person with the appellant if they request, and the appellant will be allowed to state their appeal,
- Meet in private if the appellant requests an administrative/documentary review.

The Board and appellant will be allowed to bring forward any evidence or witness required to support their position.

**Response and Action by the Board of Directors or Appeal Body:** Time is of the essence and the Appeal Body will make every effort to expedite the review and decision process, and will be bound by the following:

- Timeline: The appeal will be heard and communicated (responded) to the appellant within 7 calendar days of receipt of an acceptable appeal.
- Response Format: The appeal body will:
  - Provide a verbal communication at the time of the meeting if possible, should the appeal be in person,
  - Provide a written appeal decision within 2 business days of making the decision.

## **SECTION 10 OTHER POLICIES**

The Society must follow additional policies as a member of the Parent organization ALBERTA RINGETTE. All Directors, Officers, Members and Participants of the Society are required to adhere to these policies, as each describes. These policies include:

1. Screening Policy
2. Code of Conduct Policy
3. Privacy and Confidentiality Policy
4. Discipline and Complaints Policy
5. Conflict of Interest Policy

These policies form the contents of Appendix A.

## **SECTION 11 AMENDMENT OF BYLAWS**

### **11.01 Special Resolution**

The Bylaws of the Society may only be amended, revised, repealed, or added to by a Special Resolution at a meeting (Annual, Special or General) of Members, and through a vote, for which proper notice has been given.

### **11.02 Notice of Amendment**

The membership must be provided with proper notice when any alteration of the bylaws are going to be undertaken.

Proper notice for bylaw amendment shall be considered to be no less than 15 working days, and will be undertaken by electronic mail. The notice must include details of the proposed resolution to change the Bylaws.

### **11.03 Registration Of Amended bylaws**

The Secretary is responsible for registering the bylaws with the Provincial Registrar within 10 working days of the amended Bylaws being passed.

## **SECTION 12 ADOPTION OF THESE BYLAWS**

### **12.01 Adoption by Board**

These Bylaws are adopted by the Board of Directors of the Society at a meeting of the Board duly called and held on **August 21, 2013**.

### **12.02 Ratification**

These Bylaws were ratified by a Special Resolution of the Members of the Society entitled to vote at a Meeting of Members duly called and held on **October 2, 2013**.

### **12.03 Repeal of Prior Bylaws**

In ratifying these Bylaws, the Members of the Society repeal the prior Bylaws of the Society provided that such repeal does not impair the validity of any action done pursuant to the repealed Bylaws.

### **12.04 Transition**

To enable a transition from the former version of the Bylaws to this version, the following provisions will apply:

- a. Individuals presently elected to positions will remain in these positions until their successors are elected pursuant to these Bylaws;
- b. Any individuals whose Directorship positions have been dissolved as a result of enacting these new bylaws shall be allowed to remain on the Board in the voting position of a Member At Large until the cessation of the current fiscal year.

## **12.05 Enactment**

These Bylaws are hereby enacted and will come into force upon their acceptance by the Registrar, for the Province of Alberta.

## **Appendix A**

## EDMONTON RINGETTE SCREENING POLICY

### Preamble

1. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. **Edmonton Ringette** (hereinafter the "Club") is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
2. This Policy is one of several policy tools that the Club will use to fulfill its commitment to provide a safe environment and to protect its participants.

### Purpose

3. The purpose of screening is to identify individuals who may pose a risk to the Club and participants.

### Policy Statement

4. Not all individuals associated with the Club will be required to undergo screening through a Police Records Check ("PRC") or Vulnerable Sector Screening ("VSS") and Screening Disclosure Form. The Club will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
5. For the purposes of this policy, '**designated categories**' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the Club. Such designated categories include:
  - a) All individuals in paid staff positions;
  - b) All board members; and
  - c) Any persons performing the duties of coach, assistant coach or trainer with a Club team.
6. It is the Club's policy that:
  - a) Individuals in designated categories will be screened using PRCs and the Screening Disclosure Form.
  - b) Refusal to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
  - c) The Club will not knowingly place in a designated category an individual who has a conviction for a '**relevant offence**', as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant

offence a person can occupy a position in a designated category without adversely affecting the safety of the Club, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.

- d) If a person in a designated position subsequently is charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Club.
- e) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and maybe subject to further discipline in accordance with the Club's Discipline Policy.

### **Screening Committee**

- 7. The implementation of this policy is the responsibility of the Screening Committee of the Club; a committee of three - five persons appointed by the Club Board of Directors. Quorum for the Screening Committee will be two (2) members.
- 8. The Board of Directors may, in its sole discretion, remove any individual of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Board of Directors, at its sole discretion, will appoint a replacement.
- 9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the Club.
- 10. The Screening Committee is responsible for reviewing all PRCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

### **Procedure**

- 11. Each person subject to this Policy will obtain and submit, a PRC from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's previous ringette organization in the case of a transfer from another club which is out of province or country to the Club.
- 12. The PRC, Screening Disclosure Form and letter of good standing, if required, will be



submitted to the Screening Committee, c/o Edmonton Ringette at its head office in an envelope marked "Confidential – Attention Screening Committee".

13. Individuals who do not submit a PRC, Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed, or their ability to hold their current position is suspended, until such time as the PRC, Screening Disclosure Form and letter of good standing, if required, is received.
14. After its review of a PRC, Screening Disclosure Form or letter of good standing, if required, the Screening Committee, by majority vote, will:
  - a) Approve an individual's participation in a designated category; or
  - b) Deny an individual's participation in a designated category; or
  - c) Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
15. If an individual's PRC, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Screening Committee will notify the Club President that the individual is eligible for the designated position. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.
16. If an individual's PRC, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Screening Committee will notify the Club President, render its decision and provide notice of its decision in accordance to paragraphs 14. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, Screening Disclosure Document or letter of good standing.
17. The decisions of the Screening Committee are final and binding.
18. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the Club at some point in the future, and submitting a new PRC, and Screening Disclosure Form and letter of good standing, if required.
19. PRCs are valid for a period of two years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PRC, or Screening

Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

### **Relevant Offences**

20. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a) If imposed in the last five years:
  - i. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or
  - ii. Any violation/offence for trafficking and/or possession of drugs and/or narcotics.
  - iii. Any violation/offence involving conduct against public morals;
- b) If imposed in the last ten years:
  - i. Any violation/offence of violence including but not limited to, all forms of assault; or
  - ii. Any violation/offence involving a minor or minors.
- c) If imposed at any time:
  - i. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
  - ii. Any sexual violation/offence involving a minor or minors; or
  - iii. Any violation/offence involving theft or fraud.

### **Written Records**

21. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

## EDMONTON RINGETTE SCREENING DISCLOSURE FORM

Please print (for identification purposes only):

NAME: \_\_\_\_\_  
First Middle Last

OTHER NAMES YOU HAVE USED: \_\_\_\_\_

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: \_\_\_\_\_ GENDER: \_\_\_\_\_  
Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted? Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Club's Screening Policy.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_ Age When Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

For more than one conviction please attach additional page(s) as necessary.

2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain for each pending charge:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Age When You Allegedly Committed the Crime: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

### Certification

The answers on this Form are truthful, accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **EDMONTON RINGETTE CODE OF CONDUCT AND ETHICS**

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a. "*Club*" – **EDMONTON RINGETTE**
  - b. "*Individuals*" – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.

### **Purpose**

2. The purpose of this Code of Conduct and Ethics ("Code") is to ensure a safe and positive environment within Club programs, activities and events, by making all Individuals aware that there is an expectation, at all times, of appropriate behavior.
3. The Club is committed to providing an environment in which all individuals are treated with respect. The Club supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of the Club that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code may be subject to sanctions pursuant to the Club's Discipline and Complaints Policy.

### **Application of this Policy**

5. This Policy applies to conduct that may arise during the course of Club business, activities and events, including but, not limited to, its office environment, competitions, practices, training camps, travel, and any meetings.
6. This Policy also applies to the conduct of Individuals that may occur outside of the Club's business, activities, events and meetings when such conduct is detrimental to the image and reputation of the Club, as determined by the Club.

### **Responsibilities**

8. **All** Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of Individuals and other persons by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic

- status;
- ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
  - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
  - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - v. Consistently treating individuals fairly and reasonably; and,
  - vi. Ensuring that the rules of ringette, and the spirit of such rules, are adhered to.
- b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:
- i. Written or verbal abuse, threats or outbursts;
  - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances;
  - iii. Unwelcome remarks, jokes, comments, innuendos or taunts;
  - iv. Leering or other suggestive or obscene gestures;
  - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
  - vii. Any form of hazing;
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing;
  - ix. Unwelcome sexual flirtations, advances, requests or invitations;
  - x. Physical or sexual assault;
  - xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment; or
  - xii. Retaliation or threats of retaliation against an individual who reports harassment.
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes;

- ii. Display of sexually offensive material;
  - iii. Sexually degrading words used to describe a person;
  - iv. Inquiries or comments about a person's sex life;
  - v. Unwelcome sexual flirtations, advances or propositions; or
  - vi. Persistent unwanted contact.
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Club adopts and adheres to the Canadian Anti-Doping Program. Any infraction of such Program shall be considered an infraction of this Policy and shall be subject to disciplinary action, and possible sanction, pursuant to the Club's Discipline Policy. The Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by any sport organization;
- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive ringette, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES);
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
- g) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Club events;
- h) Respect the property of others and not willfully cause damage;
- i) Promote ringette in the most constructive and positive manner possible;
- j) Adhere to all federal, provincial, municipal and country laws;
- k) Comply at all times with the Bylaws, policies, procedures, rules and regulations of the Club, Zone Association (if applicable) and Ringette Alberta, as adopted and amended from time to time.

#### **Board/Committee Members and Staff**

9. In addition to paragraph 7 above, **Board and Committee Members** of the Club will:
- a) Function primarily as a member of the board and/or committee(s) of the Club, not as a member of

- any other particular member or constituency;
- b) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the Club;
- c) Behave with decorum appropriate to both circumstance and position;
- d) Be fair, equitable, considerate and honest in all dealings with others;
- e) Exercise due diligence in upholding one's fiduciary responsibility to the Club;
- f) Respect the confidentiality appropriate to issues of a sensitive nature;
- g) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- h) Respect the decisions of the majority and resign if unable to do so;
- i) Commit the time to attend meetings and to be diligent in one's preparation for and participation in discussions at such meetings;
- j) Have a thorough knowledge and understanding of all the Club's governance documents.

### **Coaches**

10. In addition to paragraph 7 above, **Coaches** have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as sport and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will at all times:

- a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Club's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
- b) Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
- c) Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;
- d) Respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.
- e) Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
- f) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment.

Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;

- g) Dress professionally, neatly and inoffensively; and
- h) Use inoffensive language, taking into account the audience being addressed.

### **Team Staff (Trainers and Managers)**

11. In addition to paragraph 7 above, **Team Staff, including Trainers and Managers**, will have additional responsibilities to:

- a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Club's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
- b) Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
- c) Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;
- d) Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
- e) Recognize the power inherent in the position of a Manager and/or Trainer and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment;
- f) Dress professionally, neatly and inoffensively; and
- g) Use inoffensive language, taking into account the audience being addressed.

### **Athletes**

12. In addition to paragraph 7 above, **Athletes** will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
- b) Participate and appear on time, well nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects;
- c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification or other reason;
- d) Adhere to the Club's rules and requirements regarding clothing and equipment;
- e) Never ridicule a participant for a poor performance or practice; and



- f) When competing, act in accordance with the Club's, Zone Associations (where applicable) and Ringette Alberta's Policies.

### **Officials**

13. In addition to paragraph 7 above, **Officials** will have additional responsibilities to:

- a) Accept an assignment to officiate only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of officials know as soon as possible;
- b) Be fair and objective;
- c) Avoid situations for which a conflict of interest may arise;
- d) Be as impartial, unobtrusive and inconspicuous as possible;
- e) Submit all required documentation in a timely manner;
- f) Conduct all events according to the rules of the Club, Zone Association (if applicable) and Ringette Alberta; and
- g) Make independent judgments.

## **EDMONTON RINGETTE PRIVACY and CONFIDENTIALITY POLICY**

### **Article 1      General**

1.1 Background - Privacy of personal information is governed by the *Personal Information Protection and Electronics Documents Act* ("PIPEDA") and the *Personal Information Privacy Act* ("PIPA"). This policy describes the way that the Club collects, uses, safeguards, discloses and disposes of personal information, and states the Club's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and the Club's interpretation of these responsibilities.

1.2 Purpose –The purpose of this policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of the Club to collect, use or disclose personal information. The second purpose of this policy is to ensure the protection of Confidential Information that is proprietary to the Club by making all Individuals aware that there is an expectation to act at all times appropriately and consistently with this policy.

1.3 Definitions – The following terms have these meanings in this Policy:

- a) "*Club*" – **EDMONTON RINGETTE**
- b) *Commercial Activity* – any particular transaction, act or conduct that is of a commercial character.
- c) *Personal Information* – any information about an identifiable individual including information that relates to their personal characteristics including, but not limited to, gender, age, income, home address or phone number, ethnic background, family status, health history and health conditions.
- d) *PIPA* - Personal Information Privacy Act.
- e) *PIPEDA* – Personal Information Protection and Electronic Documents Act.
- f) *Representatives* – Members, directors, officers, committee members, employees, coaches, officials, referees, managers, trainers, volunteers, parent/guardians, administrators, contractors and participants within the Club.
- g) *Confidential Information* - includes, but it not limited to the following: personal information collected and retained by the Club, but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information; and Club intellectual property and proprietary information related to the programs, fundraisers, business or affairs of the Club, including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial

information and information that is not generally or publicly known.

1.4 Application – This Policy applies to Club Representatives in connection with personal and confidential information that is collected, used or disclosed during any commercial activity related to the Club.

1.5 Statutory Obligations – The Club is governed by the *Personal Information Protection, Electronic Documents Act and Personal Information Privacy Act* in matters involving the collection, use and disclosure of personal information.

1.6 Additional Obligations – In addition to fulfilling all requirements of PIPEDA and PIPA, the Club and its Representatives will also fulfill the additional requirements of this Policy. Representatives of The Club will **not**:

- a) Disclose personal or confidential information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;
- b) Knowingly place themselves in a position where they are under obligation to any organization to disclose personal or confidential information;
- c) In the performance of their official duties, disclose personal or confidential information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;
- d) Derive personal benefit from personal or confidential information that they have acquired during the course of fulfilling their duties with the Club; and
- e) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal or confidential information.

All files and written materials relating to Confidential Information will remain the property of the Club and upon termination of involvement/employment with the Club or upon request of the Club, the Individual will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request

1.7 Intellectual Property - Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or involvement with the Club will be owned solely by the Club, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The Club may grant permission for others to use such written material or other works, subject to such terms and conditions as the Club may prescribe.

1.8 Ruling on Policy – Except as provided in PIPEDA and PIPA, the Board of Directors of the Club will

have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

## **Article 2 Accountability**

- 2.1 Privacy Officer –The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

**EDMONTON RINGETTE**  
**1566, 5328 Calgary Trail South**  
**Edmonton, AB. T6H 4J8**  
**Email: 1<sup>st</sup>-vp@ringette-edmonton.com**

- 2.2 Duties – The Privacy Officer will:

- a) Implement procedures to protect personal information;
- b) Establish procedures to receive and respond to complaints and inquiries;
- c) Record all persons having access to personal information;
- d) Ensure any third party providers abide by this policy; and
- e) Train and communicate to staff information about the Club privacy policies and practices.

## **Article 3 Identifying Purposes**

- 3.1 Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:
- a) Receiving communications from the Club in regards to E-news, newsletters, programs, events and activities.
  - b) Inter Club communications between Representatives for managing and arranging activities, programs, and events.
  - c) Database entry at the Coaching Association of Canada to determine level of coaching certification and qualifications.
  - d) Database entry to determine level of officiating certification and qualifications.
  - e) Determination of eligibility, age group and appropriate level of competition.
  - f) Implementation of the Club screening program.
  - g) Promotion and sale of merchandise.
  - h) Medical emergency.
  - i) Athlete registration with the Club, Zone Association (if applicable) and Ringette Alberta.

- j) Outfitting uniforms, and various components of athlete and team selection.
- k) Purchasing equipment, manuals, resources and other products.
- l) Published articles, media relations and posting on the Club website, displays or posters.
- m) Determination of membership demographics and program wants and needs.
- n) Managing insurance claims and insurance investigations.

3.2 Purposes Not Identified –The Club will seek consent from individuals when personal information is used for commercial purpose not previously identified. This consent will be documented as to when and how it was received.

#### **Article 4 Consent**

4.1 Consent –The Club will obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. The Club may collect personal information without consent where reasonable to do so and where permitted by law.

4.2 Implied Consent – By providing personal information to the Club, individuals are consenting to the use of the information for the purposes identified in this policy.

4.3 Requirement – The Club will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of personal information beyond that required to fulfill the specified purpose of the product or service.

4.4 Form – Consent may be written or implied. In determining the form of consent to use, the Club will take into account the sensitivity of the information, as well as the individual's reasonable expectations. Individuals may consent to the collection and specified used of personal information in the following ways:

- a) Completing and/or signing an application form;
- b) Checking a check off box;
- c) Providing written consent either physically or electronically;
- d) Consenting orally in person; or
- e) Consenting orally over the phone.

4.5 Withdrawal – An individual may withdraw consent in writing, to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The Club will inform the individual of the implications of such withdrawal.

4.6 Legal Guardians – Consent will not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having

power of attorney.

4.7 Exceptions for Collection – The Club is not required to obtain consent for the collection of personal information if:

- a) It is clearly in the individual's interests and consent is not available in a timely way;
- b) Knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law;
- c) The information is for journalistic, artistic or literary purposes; or
- d) The information is publicly available as specified in PIPEDA and PIPA.

4.8 Exceptions for Use – The Club may use personal information without the individual's knowledge or consent only:

- a) If the Club has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;
- b) For an emergency that threatens an individual's life, health or security;
- c) If it is publicly available as specified in PIPEDA and PIPA;
- d) If the use is clearly in the individual's interest and consent is not available in a timely way; or
- e) If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

4.9 Exceptions for Disclosure – The Club may disclose personal information without the individual's knowledge or consent only:

- a) To a lawyer representing the Club;
- b) To collect a debt the individual owes to the Club;
- c) To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
- d) To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;
- e) To an investigative body named in PIPEDA or PIPA or government institution when the Club believes the information concerns a breach of an agreement, or a contravention of a federal,

provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;

- f) To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
- g) In an emergency threatening an individual's life, health, or security (The Club will inform the individual of the disclosure);
- h) To an archival institution;
- i) 20 years after the individual's death or 100 years after the record was created;
- j) If it is publicly available as specified in the regulations; or
- k) If otherwise required by law.

## **Article 5 Limiting Collection, Use, Disclosure and Retention**

5.1 Limiting Collection, Use and Disclosure – The Club will not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in Article 3.1, except with the consent of the individual or as required by law.

5.2 Retention Periods – Personal information will be retained as long as reasonably necessary to enable participation in The Club, to maintain accurate historical records and or as may be required by law.

5.3 Exception – Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

## **Article 6 Accuracy**

6.1 Accuracy – Personal information will be accurate, complete and as up to date as is necessary for the purposes for which it is to be used to minimize the possibility that inappropriate information may be used to make a decision about the individual.

## **Article 7 Safeguards**

7.1 Safeguards – Personal information will be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

7.2 Employees – Employees will be made aware of the importance of maintaining personal confidential information and may be required to sign confidentiality agreements.

## **Article 8 Openness**

8.1 Information – Information made available will include:

- a) The name or title, and the address, of the person who is accountable for the Club's privacy policy

and practices and to whom complaints or inquiries can be forwarded;

- b) The means of gaining access to personal information held by the organization;
- c) A description of the type of personal information held by the organization, including a general account of its use;
- d) A copy of any information that explains the organization's privacy policies; and
- e) Third parties in which personal information is made available.

## **Article 9 Individual Access**

9.1 Access - Upon written request, and with assistance from the Club, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

9.2 Response - Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

9.3 Denial - An individual may be denied access to his or her personal information if:

- a) This information is prohibitively costly to provide;
- b) The information contains references to other individuals;
- c) The information cannot be disclosed for legal, security or commercial proprietary purposes;
- d) The information is subject to solicitor-client or litigation privilege.

9.4 Reasons - Upon refusal, the Club will inform the individual the reasons for the refusal and the associated provisions of PIPEDA and/or PIPA and applicable provincial privacy legislation.

9.5 Identity - Sufficient information will be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

## **Article 10 Challenging Compliance**

10.1 Challenges - An individual will be able to challenge compliance with this Policy to the designated individual accountable for compliance.

10.2 Procedures - Upon receipt of a complaint the Club will:

- a) Record the date the complaint is received;
- b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint;
- d) Appoint an investigator using the Club personnel or an independent investigator, who will have



the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel.

- e) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Club.
- f) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.

10.3 Whistle-blowing – The Club will not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any the Club Representative, and other decision-makers within the Club or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:

- a) Disclosed to the commissioner that the Club has contravened or is about to contravene the *Act*;
- b) Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the *Act*; or
- c) Has refused to do or stated an intention of refusing to do anything that is in contravention of the *Act*.

### **Article 13 Copyright and Legal Disclaimer**

13.1 This web site is a product of the Club. The information on this web site is provided as a resource to those interested in the Club. The Club disclaims any representation or warranty, express or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that The Club is not responsible or liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes or services does not constitute or imply recommendation or endorsement by the Club. The Club also reserves the right to make changes at any time without notice.

13.2 Links made available through this website may allow you to leave the Club site. Please be aware that the internet sites available through these links are not under the control of the Club. Therefore, the Club does not make any representation to you about these sites or the materials available there. The Club is providing these links only as a convenience to you, and in no way guarantees these links and the material available there. The Club is not responsible for privacy practices employed by other companies or websites.

### **Article 14 Applicable Law**

14.1 This site is created and controlled by the Club in the province of Alberta. As such, the laws of the province of Alberta will govern these disclaimers, terms and conditions.

### **Article 15 Enforcement**

15.1 A breach of any provision in this policy may give rise to discipline in accordance with the Club's Discipline and Complaints policy or legal recourse.

### **Article 16 Approval and Review**

16.1 This Policy was approved by the Board of Directors of the Club on August 28,2013

## **EDMONTON RINGETTE DISCIPLINE AND COMPLAINTS POLICY**

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a) "*Club*" – **EDMONTON RINGETTE**
  - b) "*Complainant*" – The party alleging an infraction.
  - c) "*Days*" – Days irrespective of weekends and holidays.
  - d) "*Individuals*" – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.
  - e) "*Respondent*" – The alleged infracting party.

### **Purpose**

2. Membership and/or participation in the Club, brings with it many benefits and privileges. At the same time, Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Club Bylaws, policies, procedures, rules and regulations, and Code of Conduct and Ethics. Irresponsible behaviour by Individuals can result in severe damage to the image of the Club. Conduct that violates these values may be subject to sanctions pursuant to this policy.

### **Application of this Policy**

3. This Policy applies to all Individuals as defined in the Definitions.
4. This Policy applies to discipline matters that may arise during the course of Club business, activities and events, including, but not limited to, its office environment, competitions, practices, training camps; travel, and any meetings.
5. Discipline matters and complaints arising within the business, activities or events organized by entities other than the Club will be dealt with pursuant to the policies of these other entities unless accepted by the Club in its sole discretion.

### **Reporting a Complaint**

6. Any Individual may report to the Club's Head Office any complaint of an infraction by an Individual. Such a complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of the Club.
7. A Complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the Club.

This decision may not be appealed or is grounds for defense.

### **Case Manager**

8. Upon receipt of a complaint, the Club will assign a Case Manager to oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager has an overall responsibility to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:
  - a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager decision to the acceptance or dismissal of the complaint may not be appealed.
  - b) Determine if the complaint is a minor or major infraction;
  - c) Appoint a Mediator and/or Panel, if necessary, in accordance with this Policy;
  - d) Determine the format of the hearing;
  - e) Coordinate all administrative aspects of the complaint;
  - f) Provide administrative assistance and logistical support to the Panel as required; and
  - g) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
9. The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
10. The President shall have the power to suspend summarily any player, coach, trainer, manager or official of any team under the auspices of Edmonton Ringette for any conduct on or off the ice which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Such suspensions to be effective until dealt with by the Discipline Committee. This authority may be delegated to such Edmonton Ringette directors and officials as the President may determine.
11. The President shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of Edmonton Ringette for any conduct which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Further, the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is attached. Such action to be

effective until dealt with by the Discipline Committee. This authority may be delegated to such Edmonton Ringette directors and officials as the President may determine.

### **Minor Infractions**

12. Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, the Club or to the sport of ringette.
13. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, staff, officials, coaches, organizers, or Club decision makers).
14. Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 13). This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
15. Penalties for minor infractions, which may be applied singly or in combination, include the following:
  - a) Verbal or written warning;
  - b) Verbal or written apology;
  - c) Service or other voluntary contribution to the Club;
  - d) Removal of certain privileges of membership or participation for a designated period of time;
  - e) Suspension from the current competition, activity or event; or
  - f) Any other sanction considered appropriate for the offense.
16. Minor infractions that result in discipline will be recorded and maintained by the Club. Repeat minor infractions may result in further such incidents being considered a major infraction.

### **Major Infractions**

17. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result in harm to other persons, to the Club or to the sport of ringette.
18. Examples of major infractions include, but are not limited to:
  - a) Repeated Minor Infractions;
  - b) Intentionally damaging Club property or improperly handling Club monies;
  - c) Incidents of physical abuse;
  - d) Pranks, jokes or other activities that endanger the safety of others, including hazing;
  - e) Disregard for the bylaws, policies, rules, regulations and directives of the Club;
  - f) Conduct that intentionally damages the image, credibility or reputation of the Club or the sport of

ringette;

- g) Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
- h) Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.

19. Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.

20. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

#### **Procedure for Major Infraction Hearing**

21. If the Case Manager is satisfied that the complaint is a major infraction, the Case Manager will, with the consent of the parties, seek to resolve the complaint through mediation using the services of an independent mediator or the Case Manager.

22. If the complaint cannot be resolved through mediation, then a hearing before a Panel will take place. The Case Manager will appoint the Panel, which will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear and decide the complaint. In this event, the Case Manager will appoint one of the Panel's Individual to serve as the Chair.

23. The Case Manager will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time and place of the hearing.
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing.
- c) The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
- d) The Panel may request that any other individual participate and give evidence at the hearing.
- e) If a decision in the appeal may affect another party to the extent that the other party would have

recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.

- f) Decisions will be by majority vote.

### **Decision**

24. After hearing the matter, the Panel will determine whether an infraction has occurred and if so what appropriate sanction will be imposed. The Panel's written decision, with reasons, will be distributed to all parties, the Case Manager and the Club. The decision will be considered a matter of public record unless decided otherwise by the Panel.

25. Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

26. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.

27. In fulfilling its duties, the Panel may obtain independent advice.

### **Sanctions**

28. The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a) Verbal or written reprimand;
- b) Verbal or written apology;
- c) Service or other voluntary contribution to the Club;
- d) Removal of certain privileges of membership;
- e) Suspension from certain Club teams, events and/or activities;
- f) Suspension from all Club activities for a designated period of time;
- g) Withholding of prize money;
- h) Payment of the cost of repairs for property damage;
- i) Suspension of funding from the Club or other funding;
- j) Expulsion from the Club;
- k) Other sanctions as may be considered appropriate for the offense.

29. Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

30. A written record will be maintained by the Club at their head office for major infractions that result in

a sanction.

### **Serious Infractions**

31. The Club may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the Panel.

### **Criminal Convictions**

32. An Individual's charge or conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and will result in expulsion and/or suspension from the Club and/or removal from Club competitions, programs, activities and events upon the sole discretion of the Club:

- a) Any child pornography offences;
- b) Any sexual offences;
- c) Any offence of physical or psychological violence;
- d) Any offence of assault; or
- e) Any offence involving trafficking of illegal drugs.

### **Confidentiality**

33. The discipline and complaints process is confidential involving only the Parties, the Case Manager and the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

### **Appeals Procedure**

34. The decision of the Panel may be appealed in accordance with the Club's Appeal Policy.

## **EDMONTON RINGETTE CONFLICT OF INTEREST POLICY**

### **Definitions**

1. The following terms have these meanings in this Policy:

- a. "*Club*" – **EDMONTON RINGETTE**
- b. "*Conflict of Interest*" – A situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest which is incompatible with the Club's interests, resulting in a real or seeming incompatibility between one's private interests and one's fiduciary duties to the Club.
- c. "*Individuals*" - All persons directly engaged in decision-making within the Club which includes, but is not limited to, employees, directors, officers, committee members, coaches, officials, managers and administrators.
- d. "*Non-Pecuniary Interest*" –An interest that an Individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
- e. "*Pecuniary Interest*" - An interest that an Individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- f. "*Perceived Conflict of Interest*" – A perception by an informed person that a conflict of interest exists or may exist.
- g. "*Person*" – Any Individual, family member, friend, customer, client, sponsor, colleague, legal person or organization.

### **Purpose and Application**



2. The purpose of this Policy is to describe how Individuals will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how the Club will make decisions in situations where conflicts of interest may exist.
3. This Policy applies to all Individuals as defined in the Definitions section.

### **Obligations**

4. Individuals will fulfill the requirements of this policy. Individuals **will not**:
  - a. Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with the Club;
  - b. Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
  - c. In the performance of their official duties, accord preferential treatment to any Person;
  - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Club, where such information is confidential or is not generally available to the public;
  - e. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Club, or in which they have an advantage or appear to have an advantage on the basis of their association with the Club;
  - f. Use Club property, equipment, supplies or services for activities not associated with the performance of official duties with the Club without permission;
  - g. Place themselves in positions where they could, by virtue of being a decision maker within the Club, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
  - h. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker within the Club.

### **Disclosure of Conflict of Interest**

5. At any time that an Individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.

### **Reporting a Conflict of Interest**

6. Any Individual or person, who is of the view that another Individual may be in a position of conflict of interest, shall report this matter to the Board of Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Board of Directors.

### **Resolving Complaints of a Real or Perceived Conflict of Interest**

7. Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged Individual has been given notice of and the opportunity to submit evidence and to be heard at such meeting.
8. After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed.
9. Where the Individual accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions.
10. If the Individual accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.
11. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
  - a. Removal or temporary suspension of certain responsibilities or decision making authority;
  - b. Removal or temporary suspension from a designated position;
  - c. Removal or temporary suspension from certain the Club teams, events and/or activities;
  - d. Expulsion from the Club;
  - e. Other actions as may be considered appropriate for the real or perceived conflict of interest.
12. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of participation/involvement and/or membership in the Club until such time as compliance occurs.
13. The Board of Directors may determine that an alleged real or perceived conflict of interest is

of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

### **Resolving Conflicts in Decision-making**

14. Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the Club Board of Directors provided that:
- a. The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
  - b. The Individual does not participate in discussion on the matter giving rise to the conflict of interest;
  - c. The Individual abstains from voting on the proposed decision or transaction;
  - d. The Individual is not included in the determination of quorum for the proposed decision or transaction; and
  - e. The decision or transaction is in the best interests of the Club.

### **The Club Decision-Makers**

15. Individuals wishing to obtain a position as a decision-maker within the Club must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Board of Directors for a position as a decision-maker within the Club.
16. In the event that an Individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

### **Decision Final and Binding**

17. Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the Club's Appeal Policy.

**Declaration regarding Conflict of Interest**

I have read the Club Conflict of Interest Policy, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board of Directors, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

I also pledge to inform the Club and the Board of Directors of any other member of the Club who I feel is in a position of any real, perceived or potential conflict of interest.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**