

AA Ringette Calgary Foundation (2013)

Policy 3

AA Committee and Board of Directors

Purpose

1. The purpose of this policy is to establish and outline the policies and procedures for the establishment and operation of the AA Committee and the AA Board, including the roles of various members of the AA Committee and the AA Board.
2. This policy is to be read, as applicable, in conjunction with the other policies and procedures of AA Ringette Calgary.

AA Committee

3. The AA Committee is comprised of the AA Board and the Committee at Large. The AA Board are the elected Executive Officers for the Foundation. The Committee at Large is comprised of three members from each AA Ringette Calgary team and any other members eligible to vote.
4. The AA Committee shall include three (3) representatives from each U-14 team(s), U-16 team(s), U-19 team(s) and one (1) from the 18+ team(s) from the National Ringette League. Such representatives shall be appointed to the AA Committee by their respective teams for the current playing season (from the Annual General Meeting (also known as AGM) of the current ringette season to the following season's AGM). These representatives are their team's voting representatives. If the team representative is not a team staff member, they must ensure their Team Manager(s) is/are informed of all decisions that affect them and their team.
5. Other members of the ringette community who are not team representatives may join the AA Committee if they are accepted as a voting member by vote by the AA Committee. These individuals hold their position on the committee from the time of the AGM for that ringette season until the AGM of the next ringette season.
6. In advance of the AGM, each team will notify the AA Ringette Calgary President (also known as President) or other member of the AA Board of the name of their appointed AA Committee members for the purpose of identifying individuals suitably qualified to fill the special positions on the AA Committee as identified in this policy.
7. Formal transfer of AA Committee duties shall occur after the AGM to all individuals newly appointed or elected to the various positions available.

AA Committee Structure and Positions

8. The AA Committee shall be composed of two bodies: the **AA Board** and the **Committee at Large**.
 - (i) The AA Board shall be responsible for the day-to-day decisions regarding the operation of the Foundation and shall be comprised of executive officers responsible for working groups who complete the necessary operational tasks. Each working group is comprised of the Executive member and members of the Committee at Large. The AA Board shall regularly report back to the AA Committee concerning their decisions on daily operations.
 - (ii) The AA Committee is responsible for decisions made by the Foundation that are philosophical, financial or strategic in nature. The operating structure for the AA Committee is on the AA Ringette Calgary website.
9. All members of the AA Committee, except the Past President, shall be entitled to vote, with each member having one vote. The President is a voting Member but during meetings of the AA Committee will only vote in case of a tie. During meetings of the AA Board alone, the President may vote on any motions. If a member of the AA Board is also a team representative they may cast only one vote at AA Committee meetings.
10. The AA Board shall consist of the following positions: President, Vice President of League, Vice President of Finance, Vice President of Operations, Secretary, and Treasurer. In addition, if the President is not re-elected, the President shall assume the position of Past President on the AA Board to provide direction to the new President. The Committee at Large shall consist of all other Committee members.
11. At the AGM, nominations for all AA Board positions except Past President shall be called for and received. The position of Past President shall be filled for one year by the last President when that person is not re-elected. If the President is re-elected, then there will be no Past President position in that year.
12. If there is only one nominee for any position that individual shall be declared acclaimed by the Committee. If more than one individual is nominated for a position a vote shall be taken by secret ballot and the nominee receiving the highest number of votes shall be declared elected for that position. Ballots for all positions (except for the President position) shall be counted by the President. Ballots for the President position, shall be counted by the President's designate, who must be a member of the AA Committee.
13. If there are no nominees for a AA Board position at the AGM, the position shall be filled at any subsequent AA Committee meeting by appointment or election following the rules stated herein.

14. The President shall continue as President until the next AGM or until a special meeting of voting members is called for the purpose of electing directors. The President shall chair the AGM until the next President is elected or appointed. The AGM should occur after team selection for all levels has been completed.
15. The Committee at Large consists of a number of positions necessary to support the operations of AA Ringette Calgary. These roles may be modified as required, and may include, for example:

AA Photos Coordinator	Junior Coach Program Coordinator
Banquet Coordinator	LTAD (Long Term Athletic Development) Representative
Casino Coordinator	Manager Mentor
Coaching Administrator	Parent Administrator
Communications Coordinator	Player Development Representative
Esso Golden Ring AA Representative	Registrar
Equipment Manager	Safety Coordinator
Fundraising Coordinator	Social Media Coordinator
Goalie Development Coordinator	Sponsorship Coordinator
Hotel/Bus Coordinator	Teamwear and Logo Administrator
Ice Allocator	Tournament Coordinator
Intro to AA (Spring Skate) Coordinator	Universal Athlete Assessment Coordinator
	Website Development and Maintenance Coordinator

General Duties of the Board of Directors

16. The following are the general duties of the AA Board:
- (i) Oversee and manage the day-to-day operations of AA Ringette Calgary, including authorizing expenditures as are consistent with the yearly budget
 - (ii) Report to the AA Committee concerning the day-to-day operations of AA Ringette Calgary

- (iii) Evaluate the progress of the AA Ringette Calgary program and financial goals, and provide leadership to the AA Committee on long-term planning regarding achievement of those goals
- (iv) Prepare reviews, revisions and updates to the operating policies and procedures of AA Ringette Calgary for presentation to the AA Committee and Ringette Calgary for approval and adoption
- (v) Call meetings of the AA Board once per month and meetings of the AA Committee a minimum of five times in a year before the next AGM
- (vi) Determine the agenda items for meetings of the AA Committee
- (vii) Oversee the operation of all working groups and AA Committee members responsible for individual duties
- (viii) Recommend ways to improve AA Ringette Calgary operations, game play, coaching and player development to the AA Committee

Duties of President

17. The following are the general duties of the President:

- (i) The general management, supervision and evaluation of the operation and affairs of the AA Board and the AA Committee and oversees the operation of all other positions on the AA Board
- (ii) Presiding at and chairing all meetings of the AA Board and of the AA Committee or appoint a designate to chair such meetings
- (iii) Representing the AA Committee on Ringette Calgary's Board of Directors and attend Ringette Calgary meetings as possible or appoint a designate to attend
- (iv) Acting as a liaison between the AA Committee and Ringette Calgary
- (v) Acting as or appoint a chair for the Head Coaches Selection Committee
- (vi) Acting as a signing officer of the AA Committee
- (vii) Preparing or supervising the preparation of any required or requested reports to the AA Committee or to Ringette Calgary
- (viii) Delegating such duties as are necessary and appropriate to other members of the AA Board or the AA Committee
- (ix) Requesting the convening of sub-committees of the AA Committee to determine and report on issues as deemed appropriate

- (x) Serving as an ex-officio member of all AA sub-committees
- (xi) Acting as the AA Committee's representative in meetings with City, Provincial or National agencies, or other similar bodies
- (xii) Reporting to the AA Board all matters required to be brought to their attention
- (xiii) Accepting submissions of all complaints unless in a position of conflict in which case the President shall appoint a designate to act
- (xiv) Determining if a Complaint Committee pursuant to the AA Ringette Calgary Complaint and Discipline Policy is required and determine the composition of that committee
- (xv) Selecting or designating another AA Board member to select a knowledgeable, impartial person to supervise the tryout and team selection process for each age division (Division Coordinator) pursuant to the AA Ringette Calgary Tryout Policy
- (xvi) Reviewing and signing player releases in compliance with current Ringette Alberta policies or assigning a designate to do so
- (xvii) Determining if a Screening Committee is required and determining the composition of that committee, pursuant to the AA Ringette Calgary Screening Policy
- (xviii) Performing such duties as are incident to the position or may from time to time be assigned by resolution of the AA Board or AA Committee

Past President

18. The following are the general duties of the Past President:
- (i) Act as President at the AGM for the AA Committee and chair that meeting until a new president is duly appointed or elected
 - (ii) Remain a member of the Board of Directors for the purpose of providing advice and direction regarding past practices and procedures of the AA Committee to the new President and other Board Members
 - (iii) Attend the meetings of the Board of Directors and the AA Committee as required

General Duties of All Vice Presidents

19. The following are the general duties of all Vice Presidents:

- (i) Assist the President in the general management and supervision of the affairs and operations of the Committee
- (ii) Assume the duties of the President in the absence or incapacity of the latter or as delegated by the President. In the absence or incapacity of the President, the AA Board shall designate one of the Vice Presidents to preside at and chair all meetings of the AA Board and the AA Committee
- (iii) Undertake such tasks and responsibilities as requested by the President or the AA Committee from time to time
- (iv) Meet with their working groups as required

Duties of Vice President of League

20. The following are the general duties of the Vice President of League:
- (i) Oversee the duties of a selection of the identified positions on the Committee at Large, as agreed to with the President, which may include personal undertaking of any of those duties alone or in conjunction with the members of the Committee at Large
 - (ii) Coordinate applications for criminal record checks, vulnerable sector screening or declarations for each Head Coach, Assistant Coach and Team Manager, and ensure these documents are completed and stored as decided by the AA Committee.
 - (iii) Ensure that Code of Conduct forms are signed or otherwise acknowledged by coaches, parents and players for each team which can be by electronic acknowledgement; ensure that forms are stored for the time period required by the Policies and Procedures which can include scanning or other electronic storage

Duties of Vice President of Finance

21. The following are the general duties of the Vice President of Finance:
- (i) Oversee the duties of a selection of the identified positions on the Committee at Large, as agreed to with the President, which may include personal undertaking of any of those duties alone or in conjunction with the members of the Committee at Large
 - (ii) Act as a signing officer of the Foundation

Duties of the Treasurer

22. The following are general duties of the Treasurer:

- (i) Prepare full and accurate accounts of all receipts and disbursements of the Foundation
- (ii) Present a detailed account of the current status of funds under administration of the AA Committee as requested by the President, Vice President of Finance or the AA Committee
- (iii) Act as signing officer of the Foundation
- (iv) Ensure all monies or other valuable effects in the name and to the credit of the Foundation are deposited and/or invested in such bank or banks as may from time to time be designated by the AA Board
- (v) Ensure the funds of the Foundation are disbursed as necessary and as required for the proper financial operation of the Foundation or as required under the direction of the AA Board or the AA Committee
- (vi) Prepare and present the annual budget for approval by the AA Committee and prepare and present any other financial reports as requested by the AA Board or AA Committee
- (vii) Deliver all books of accounts and other financial documents to the appointed auditor as requested
- (viii) Any other duties regarding the finances of the Foundation as determined by the Vice President of Finance, the President or the AA Committee

Duties of the Secretary

23. The following are the general duties of the Secretary:

- (i) Attend all AA Board and AA Committee meetings and accurately record the proceedings for distribution, in minute form, to the AA Board for Board meetings or AA Committee members for meetings of the whole AA Committee, or appoint someone for that purpose in their absence
- (ii) Distribute all minutes of the AA Committee meetings and any other pertinent information to the Team Managers or team representatives
- (iii) Act as signing officer of the Foundation
- (iv) Maintain an accurate mailing and contact list of all AA Committee members
- (v) Send out notices of AA Board and AA Committee meetings to the AA Board or AA Committee members
- (vi) Ensure the annual documents required under the Societies Act are filed or appoint someone for that purpose

- (vii) Collect or ensure the collection of yearly documentation from the AA Board, the AA Committee or AA sub-committees
- (viii) Ensure the maintenance, administration and storage of all documentation for the activities of the AA Ringette Calgary program for each playing season. At the end of each playing season, all documentation shall be assembled and filed; if in paper form or electronically stored in such a place and manner as determined by the AA Board for record and use by subsequent AA Committees
- (ix) Any other duties as agreed to with the President

Duties of the Vice President of Operations

24. The following are the general duties of the Vice President of Operations:

- (i) Oversee the duties of a selection of the identified positions on the Committee at Large, as agreed to with the President, which may include personal undertaking of any of those duties alone or in conjunction with the members of the Committee at Large

Duties of Committee at Large

25. Every member of the Committee at Large must volunteer for and undertake duties in connection with one or more of the positions in the working groups overseen by the Vice Presidents, including sitting on any AA sub-committees that have been struck.

26. In addition, each member of the Committee at Large is expected to:

- (i) Report to their respective Vice President regarding any duties they have undertaken
- (ii) Attend all AA Committee meetings unless unable to attend for good reason and endeavour to read all materials relevant to the meeting in preparation
- (iii) Ensure their Team Manager and the members of their respective teams are made aware of all matters of importance discussed at the AA Committee meetings
- (iv) Bring the concerns of their teams and the AA community to either the Board of Directors or the AA Committee as appropriate, to be discussed and addressed
- (v) Represent their team by casting votes on motions presented during AA Committee meetings

- (vi) Vote on the annual budget including approving the allocation of general program funds to each team
- (vii) Ensure the proper dedication and use of assets of the Foundation for the benefit of AA Ringette Calgary for the present and future operating years

Meetings

- 27. Unless otherwise agreed to by the AA Committee, a minimum of five meetings of the AA Committee shall be held each year. The Secretary shall set the date, time and place of all such general meetings. The AA Board should meet on a monthly basis.
- 28. AA Committee meetings may occur in person, conference call, computer link or any other means as determined to be appropriate or efficacious by the President or designate.
- 29. Special meetings of the AA Committee may be called by the President or at the request of a majority of the Voting members of the Foundation. Email discussion, text messages, conference calls, computer link and any other means of communication as deemed appropriate and efficacious by the President or designate may be used.
- 30. The AA Committee meeting protocol shall be in accordance with the Robert's Rules of Order.
- 31. A quorum at all meetings shall be fifty percent (50%) of the AA Committee members.
- 32. Meetings of the AA Board shall be set by the President or designate, and all AA Board members shall be notified of the date and time of those meetings by email or other appropriate and efficacious means as determined by the President or designate.
- 33. Members of the AA Board may attend AA Board meetings in person, by email, text message, conference call or computer link or any other means as determined to be appropriate or efficacious by the President or designate.
- 34. Decisions of the AA Board shall be decided by the majority with or without the necessity of formal voting as determined by the President or designate.

Voting Rights

- 35. Each AA Committee member except the President shall be entitled to one vote, except that members should not vote where it could be perceived that they have a conflict of interest regarding the subject matter of the vote. In the case of a tie vote, the President shall be entitled to cast the deciding vote.

36. On any general motion, a simple majority vote of the quorum shall pass the motion.
37. A motion to adopt or revise a Foundation policy or a procedure shall require a 2/3 majority vote of the quorum to pass the motion. Motions to amend the Society Bylaws or Objects of the Foundation shall comply with the Foundation Bylaws.
38. A general motion shall be recorded in writing by the Secretary and shall be decided by a show of hands or direct message to the Secretary if attendance is virtual.
39. A motion to adopt or revise a Foundation policy or a procedure shall be recorded in writing by the Secretary or designate and shall be decided by a show of hands.

This policy has been updated:

- January 24, 2024