

BY-LAWS of the Central Region Ringette League

By-Law 1 – MEMBERSHIP

- 1.1 Membership in CRRL shall be limited to duly approved community Ringette organizations (Member Associations).
- 1.2 Each Member Association in good standing shall be entitled to vote at any Special or General Meeting. Active membership is subject to fees as determined by the Board of Directors on an annual basis.
- 1.3 Applications for Member Association status shall be submitted in writing to the Board of Directors for its approval as per the Constitution of CRRL.
- 1.4 Any Member Association may terminate its membership by giving written notice to the Chair of the CRRL Board of its resignation.
- 1.5 The Board of Directors may terminate a Member Association for sufficient reason by an extraordinary resolution approved by a two-thirds majority of Member Association votes at a general meeting duly called for that purpose.

By-Law 2 – BOARD OF DIRECTORS

- 2.1 The subscribers to the Memorandum of Association of the Association shall be the first directors of the Association.
- 2.2 The Board of Directors acting within the Constitution and By-laws of the Association shall be responsible for policy setting and oversight of the association, with day-to-day operation delegated to a League Committee.
- 2.3 The Board of Directors will consist of:
 - An Executive; and
 - Two (2) directors appointed from any Member Association offering youth programs (U7 – U19).
 - One (1) director appointed from any Member Association offering only adult programs (18+).

By-Law 3 – EXECUTIVE

- 3.1 The Board of Directors acting within the Constitution and By-laws of the Association shall be responsible for policy setting and oversight of the association, with day-to-day operation delegated to the League Committee.
- 3.2 The Executive shall consist of:
 - President (Chair)

- Vice-President
 - Secretary
 - Treasurer
- 3.3 The terms of office for Executive members shall be two (2) years, with the option to reoffer for a maximum of three (3) terms.
- 3.4 The Vice-President shall serve as the Chair of the League Committee.

BY-LAW 4 – FINANCE AND MANAGEMENT

- 4.1 The fiscal year of the Association will be from May 1st to April 30th.
- 4.2 The President, Vice-President and Secretary shall have Association signing authority.
- 4.3 The Association's revenue shall be obtained from Member Association fees and any other appropriate sources subject to the approval of the Board of Directors who have the power to make expenditures for the purpose of furthering the objectives of the Association.
- 4.4 The Board of Directors may arrange for the opening of a dual signatory bank account in a Canadian Chartered Bank in which funds for the Association shall be deposited.
- 4.5 All contracts, documents, cheques, drafts and orders for payment of money, unless otherwise stated, shall require no less than two (2) signatures with signing authority.

BY-LAW 5 – ELECTION & APPOINTMENT OF OFFICERS

- 5.1 The Executive shall be elected by secret ballot at the Annual General Meeting.
- 5.2 When Executive vacancies are anticipated the Board of Directors and Member Associations may nominate potential candidates. All candidates must be in good standing within a CRRL Member Association and have given their consent to accept the office if they are elected.
- 5.3 Where there is only one candidate nominated to any one position, that nominee will be considered the successful candidate by acclamation.
- 5.4 Elections will be under the supervision of the Secretary who will count ballots and act as a scrutineer.
- 5.5 In the event of an Executive position becoming vacant during a current term, then the Board of Directors shall have the power to appoint a successor.
- 5.6 A person appointed to the Executive to fill a vacancy shall hold office for the balance of the unexpired term of the position.

- 5.7 The term of office for Executive members shall be two (2) years, with the ability to serve for a maximum of three (3) consecutive terms before retiring from the board for a minimum of one year.

BY-LAW 6 – BOARD MEETINGS

- 6.1 Board of Directors shall meet three times annually or more frequently as required, at the discretion of the President.
- 6.2 A minimum of six (6) members of the Board of Directors shall constitute a quorum for the transaction of business at Board Meetings.
- 6.3 All decisions shall be decided by a simple majority of Board members present with the Chair non-voting except in the case of a tie.
- 6.4 An email vote may be used to expedite a decision that must be made prior to the next Board of Directors meeting. Forty-eight (48) hours must be given to allow as many votes as possible to be cast and quorum shall be as per 6.2.

BY-LAW 7 – ANNUAL GENERAL MEETING

- 7.1 There shall be an Annual General Meeting of the Association on or before May 15 at a location to be determined by the Board of Directors.
- 7.2 A notice of the AGM location, date, hour, and an agenda of business to be transacted shall be distributed electronically to Member Associations at least 14 days prior to the date of the meeting.
- 7.3 A quorum at the AGM shall consist of fifty per cent of all possible Member Association votes.
- 7.4 Each Member Association in good standing offering youth programs (U7 – U19) shall have two (2) votes at the AGM.
- 7.5 Each Member Association in good standing offering only adult programs (18+) shall have one (1) vote at the AGM.
- 7.6 Member Associations must have a delegate present for its votes. No proxy votes will be accepted.
- 7.7 A simple majority vote shall determine each question except where two-thirds majority is required.
- 7.8 Meetings shall be governed by Roberts Rules of Order
- 7.9 The agenda for the AGM shall be as follows:
- Call to Order
 - Identification of voting delegates
 - Minutes of previous meeting
 - Business arising from minutes

- Executive Reports
- Motions
- Amendments to Constitution & Bylaws
- Election of officers
- New business
- Adjournment

BY-LAW 8 – SPECIAL GENERAL MEETINGS

- 8.1 Special General Meetings of the Association may be called by the President with the consent of the Board of Directors, or shall be called by the President upon receipt of a written request signed by 50 per cent of Member Association's specifying the purpose of the meeting.
- 8.2 The required notice, quorum, and voting procedures shall be in accordance with the requirements of the AGM.

BY-LAW 9 – DUTIES OF EXECUTIVE MEMBERS

- 9.1 President
- Leads the development of an annual workplan for the Association to address any policy or programming gaps identified in the previous season.
 - Knows the constitution and by-laws of the Association.
 - Chairs all Board of Director and general meetings of the Association.
 - Studies the objectives and purpose of the Association.
 - Appoints, instructs and, when possible, serves as ex-officio member of committees. Determines, with the help of other board members, the objectives, meetings and action plans of the group.
 - Serves as the official spokesperson and public face of the Association.
 - Has Association signing authority.
 - Sees that other board members, committees and Member Associations are informed about problems and policies under consideration.
 - Prepares an annual report of the activities of the Association to be presented at the Annual General Meeting.

- Encourages cooperation and promotes harmony within the Association.

9.2 Vice-President

- Performs duties of the President in their absence.
- Serves as Chair for all meetings of the League Committee.
- Serves as the official communications liaison between the Board of Directors and the League Committee.
- Knows what is going on: is familiar with happenings in CRRL and gather ideas from Member Associations.
- Has Association signing authority.

9.3 Secretary

- Keeps accurate account of Board of Director and general meeting proceedings and produce minutes for each meeting.
- Provides board members and committees with all necessary materials, papers and reports in advance of meetings.
- Files documents with the Nova Scotia Registry of Joint Stock Companies annually as required.
- Acts as scrutineer at general meetings.
- Has Association signing authority.
- Prepares with the President, in advance, the order of business for each meeting.
- Cooperates with the Treasurer in keeping an accurate listing of membership status.

9.4 Treasurer

- Obtains records of all financial documents from the previous Treasurer.
- Maintains a simple set of books and records all items of income and expenses as they occur.
- Prepares requisitions for prompt payments of all invoices, and deposits all money collected.
- Collects dues and banks all Association funds.
- Pays out funds on orders signed by two Association signing authorities.
- Makes reports at meetings as necessary.

- Cooperates with the Secretary in keeping accurate membership records including names, addresses, dates paid, and funds received.

BY-LAW 10 – RULES

All rules as adopted by the Association, Ringette Nova Scotia and Ringette Canada shall be followed for all Central Region Ringette League league and exhibition play.

BY-LAW 11 – INTERPRETATION

In cases where questions regarding the interpretation of these bylaws arise, the final authority will be the Board of Directors.

BY-LAW 12 – AMENDMENT

These by-laws may be amended at a general meeting of the Association by a two-thirds majority vote of all available votes.