



GCRA Bylaws

Proposed to be adopted at the GCRA AGM, June 15th, 2026,

Consolidated Governance Bylaws

These bylaws are intended to modernize and streamline the governance structure previously adopted by the Association in 2019 while preserving the Association's volunteer governance model and operational continuity.

Introduction

The Gloucester Cumberland Ringette Association ("GCRA") is a voluntary amateur sport organization established to promote, govern, and foster the development of ringette within its jurisdiction and in accordance with the rules, policies, and regulations of Ringette Ontario, Eastern Region Ringette Association (ERRA), and Ringette Canada.

The Association is committed to providing a safe, inclusive, development-focused, and sportsmanlike environment for athletes, coaches, officials, volunteers, and families.

The welfare of players shall remain paramount in all decisions made by the Association.

Section 1 - Definitions

"Association" means the Gloucester Cumberland Ringette Association (GCRA).

"Executive Council" means the elected voting governance body of the Association.

"Council Member" means any elected or appointed volunteer serving within the governance or operational structure of the Association.

"Member" means:

- a. Any individual aged 18 years or older registered with the Association; or
- b. Any parent or guardian of a registered participant under the age of 18.

"Governing Documents" means these bylaws and all policies, procedures, regulations, and directives enacted by the Association or applicable governing ringette bodies.

Section 2 - General

1. Name

The organization shall be known as the Gloucester Cumberland Ringette Association ("GCRA").



2. Registered Office

The registered office of the Association shall be located within Ontario at such address as determined by the Executive Council.

3. Objectives

The objectives of the Association are:

- a. To foster and promote organized amateur ringette;
- b. To provide opportunities for participation and development;
- c. To encourage sportsmanship, fair play, and respect;
- d. To support athlete, coach, and official development;
- e. To maintain affiliation with governing ringette organizations;
- f. To administer ringette programming in the best interests of participants.

4. Fiscal Year

The fiscal year of the Association shall commence on June 1 and conclude on May 31.

5. Non-Profit Status

The Association shall operate without purpose of financial gain to its members.

6. Volunteer Participation

The Association is supported primarily through volunteer participation and encourages active involvement from its membership.

Section 3 – Membership

1. Membership Categories

The Association shall maintain one category of membership consisting of registered members.

2. Voting Rights

Members in good standing shall be entitled to vote at Annual General Meetings and Special General Meetings.

3. Good Standing

A member shall remain in good standing provided that:

- a. All fees are paid;
- b. The member complies with Association policies;
- c. The member is not suspended or expelled.

4. Discipline

Members may be suspended or expelled by a two-thirds vote of the Executive Council for conduct contrary to the interests of the Association.



5. Boundaries

Registration shall remain open to residents within GCRA boundaries as recognized by Ringette Ontario and ERRA.

Section 4 – Governance Structure

1. Executive Council

The affairs of the Association shall be governed by the Executive Council.

The proposed governance structure recognizes certain operational leadership roles as strategic planning positions whose responsibilities directly impact budgeting, programming, scheduling, registration capacity, and organizational operations.

2. Voting Executive Council Positions

The following positions shall possess voting rights:

- President
- Executive Vice President
- Secretary
- Treasurer
- Competitive Director
- Regional Director

- Registrar

- Ice Scheduler
- Director of Administration
- Director of Development
- Coaching Director
- Director of FUNdamentals
- Director of Safety, Discipline and Appeals
- Past President

Elected Voting Positions

- President
- Executive Vice President
- Secretary
- Treasurer
- Competitive Director
- Regional Director
- Director of FUNdamentals
- Director of Development
- Director of Administration
- Coaching Director
- Director of Safety, Discipline and Appeals
- Registrar



Appointed Voting Positions

- Ice Scheduler
- Past President (Eligible 1 yr)

Appointed Non-Voting Positions

- Director of Competitive Operations
- Director at Large
- Convenors
- Equipment Manager
- Social Media Coordinator
- Tournament Director
- Referee-in-Chief
- etc.

3. Non-Voting Operational and Advisory Positions

The following positions shall not possess voting rights:

- Director of Competitive Operations
- Director at Large

4. Authority of the Executive Council

The Executive Council shall:

- a. Administer the affairs of the Association;
- b. Approve policies and procedures;
- c. Approve annual budgets and expenditures;
- d. Appoint committees and operational volunteers;
- e. Establish registration fees;
- f. Enforce discipline and governance procedures;
- g. Ensure compliance with governing bodies;
- h. Fill vacancies between AGMs;
- i. Act in the best interests of the Association.

5. Committees

The Executive Council may establish standing or ad hoc committees as necessary.

6. Conflict of Interest

Council Members shall disclose conflicts of interest and refrain from voting where conflicts exist.

7. Council Member Conduct

Council Members shall act honestly, ethically, and in good faith in carrying out their responsibilities.

Section 5 – Duties of Executive Positions

1. President

The President shall oversee the overall operations and governance of the Association and chair Executive Council meetings.



2. Executive Vice President

The Executive Vice President shall support the President and assume presidential duties in the President's absence.

3. Secretary

The Secretary shall maintain records, minutes, notices, and official correspondence.

4. Treasurer

The Treasurer shall oversee financial reporting, budgeting, banking, and financial compliance.

5. Competitive Director

The Competitive Director shall oversee competitive programming and athlete placement processes.

6. Regional Director

The Regional Director shall oversee regional programming and liaise with NCRRL.

7. Director of Administration

The Director of Administration shall oversee governance administration, policy coordination, records management, and organizational processes.

8. Director - at - Large

The Director at Large may assist with board-related projects, committees, operational initiatives, or other duties assigned by the Executive Council.

9. Director of Development

The Director of Development shall oversee athlete and program development initiatives.

10. Coaching Director

The Coaching Director shall oversee coach recruitment, evaluation, mentorship, and development.

11. Director of FUNdamentals

The Director of FUNdamentals shall oversee introductory and grassroots programming.

12. Director of Safety, Discipline and Appeals

The Director shall oversee discipline, appeals, safe sport, and risk management.

13. Director of Competitive Operations

The Director of Competitive Operations shall oversee operational coordination of competitive programming and logistics and shall serve in a non-voting capacity.



14. Registrar

The Registrar shall oversee all registrations for membership, camps, clinics and events.

15. Ice Scheduler

The ice scheduler shall liaise with municipal employees to secure ice for scheduling games, practices, and special events.

Section 5 – Meetings

Annual General Meeting

The Association shall hold an AGM between May 31st and June 30th annually.

2. Special General Meetings

Special General Meetings may be called by:

- a. The President;
- b. Majority vote of the Executive Council; or
- c. Written request of at least fifty (50) members.

3. Quorum

Thirty (30) voting members shall constitute a quorum.

4. Voting

Each eligible member shall have one vote. Proxy voting shall not be permitted.

5. Electronic Meetings

Meetings may be held electronically where all participants can communicate simultaneously.

6. Rules of Order

Meetings shall generally be conducted in accordance with Robert's Rules of Order.

7. Council Member Attendance

Executive Council Members are expected to attend meetings regularly and participate actively in Association governance and operations.

8. Executive Council Quorum

Quorum for Executive Council meetings shall consist of fifty percent (50%) plus one of voting Executive Council Members.

9. Electronic Voting Authority

Voting conducted electronically during duly constituted meetings or via email (where a meeting cannot be held) shall be considered valid provided all participants can communicate simultaneously.



Section 7 – Elections

1. Elections

Executive Council positions shall be elected at the AGM. Voting Executive Council positions shall generally be elected at the AGM unless temporarily filled by appointment in accordance with these bylaws.

2. Eligibility

Candidates must:

- a. Be at least 18 years of age;
- b. Be members in good standing;
- c. Meet any applicable experience requirements.

3. Terms

Executive Council terms shall generally be two (2) years and staggered where possible.

4. Vacancies

Vacancies occurring during a term may be filled by Executive Council appointment until the next AGM.

5. Acclamation

Where only one candidate is nominated, that candidate shall be acclaimed.

6. The Executive Council may appoint operational or advisory positions as required to support the operations of the Association.

7. Any Executive Council Member may be removed from their position by:

- a. A two-thirds (2/3) vote of the Executive Council for failure to fulfill duties, misconduct, breach of policies, conflict of interest, or conduct contrary to the best interests of the Association; or
- b. A majority vote of the membership at an AGM or Special General Meeting.

The individual shall be provided notice and an opportunity to respond prior to any removal decision.

Section 8 – Discipline and Appeals

1. Discipline

The Association shall maintain discipline and appeal procedures consistent with Ringette Ontario policies.

2. Discipline Committee

A Discipline Committee may be convened by the Director of Safety, Discipline and Appeals.



3. Appeals

Appeals of disciplinary decisions may be heard by an appeals panel appointed by the Executive Council.

Section 9 – Financial

1. Financial Authority

The Executive Council shall authorize all expenditures.

2. Signing Authority

Two authorized signing officers shall be required for banking and financial transactions.

3. Records

Financial records shall be maintained in accordance with accepted accounting practices.

4. Financial Reporting

An interim financial report shall be presented annually at the AGM.

5. Review

The Executive Council may order an independent financial review or audit as required.

6. Remuneration, Honorariums and Reimbursement

Executive Council Members and volunteers shall generally serve without remuneration.

The Executive Council may approve reasonable honorariums for designated operational or financial leadership positions, including but not limited to the Ice Scheduler, tournament chair and Treasurer, where the responsibilities of the position warrant such consideration.

Any honorarium, including the amount and eligibility requirements, shall be approved annually by majority vote of the Executive Council and recorded in the meeting minutes.

No Executive Council Member or volunteer shall directly or indirectly receive any profit from their position within the Association.

Reasonable expenses incurred in the performance of authorized Association duties may be reimbursed in accordance with Association policies and procedures.

Section 10 - Protection of Volunteers

1. The Association shall indemnify Executive Council Members, volunteers, and committee members against liabilities and expenses reasonably incurred in the performance of their duties on behalf



of the Association, provided such individuals acted honestly, in good faith, and in the best interests of the Association.

Section 11 – Amendments

1. Proposed Amendments

Proposed bylaw amendments must be submitted in writing at least thirty (30) days prior to the AGM or SGM.

2. Approval

Amendments require approval by a two-thirds (2/3) majority of members present and voting.

3. Effective Date

Approved amendments become effective immediately unless otherwise stated.

4. Emergency Amendments

The Executive Council may enact temporary emergency amendments by two-thirds vote, subject to ratification at the next AGM or SGM.

Section 12 – Dissolution

1. Upon dissolution of the Association, any remaining assets after payment of liabilities shall be distributed to a recognized non-profit amateur sport organization or community organization with objectives similar to those of the Association, as determined by the Executive Council and approved by the membership, where required.

Section 13 – Amendment Summary

.1 The following governance amendments were incorporated into this rewritten bylaw package:

- Elimination of Vice President positions except Executive Vice President;
- VP Operations replaced with Director of Competitive Operations;
- Director of Competitive Operations designated as a non-voting operational role;
- VP Administration converted to Director of Administration;
- VP Development converted to Director of Development;
- Addition of Competitive Director as a voting Executive Council member;
- Addition of Regional Director as a voting Executive Council member;
- Addition of Coaching Director as a voting Executive Council member;
- Addition of Director of FUNDamentals as a voting Executive Council member;

Addition of Ice scheduler as a strategic planner, as a voting Executive Council member

- Elimination of the Director of Accounting position;
- Treasurer retained as the lead financial officer position;
- Executive governance structure streamlined while maintaining operational continuity.



Appendix A – Terms of Office

President – 2 Years

Executive Vice President – 2 Years

Secretary – 2 Years

Treasurer – 2 Years

Competitive Director – 2 Years

Regional Director – 2 Years

Director of Administration – 2 Years

Director of Development – 2 Years

Coaching Director – 2 Years

Director of FUNdamentals – 2 Years

Director of Safety, Discipline and Appeals – 2 Years

Registrar - 2 Years

Past President – 1 Year

Director of Competitive Operations – Annual Appointment

Ice Scheduler – Annual Appointment

Director at Large – Annual Appointment

Position	Election Year	Term	Recommended Experience
President	Even	2 Years	Previous GCRA Council experience
Past President	N/A	1 Year	Must have served as President
Executive Vice President	Odd	2 Years	Previous GCRA Council experience
Secretary	Even	2 Years	Administrative or governance experience
Treasurer	Odd	2 Years	Financial/accounting experience
Competitive Director	Even	2 Years	Financial/accounting experience
Regional Director	Odd	2 Years	Regional program or Council experience
Director of FUNdamentals	Even	2 Years	FUN programming experience



Director of Development	Even	2 Years	Player/program development experience
Director of Administration	Odd	2 Years	Governance or administrative experience
Coaching Director	Odd	2 Years	Coaching certification and leadership experience
Director of Safety, Discipline & Appeals	Odd	2 Years	Safe Sport, discipline, or governance experience
Registrar	Even	2 Years	Registration/database administration experience
Ice Scheduler <i>(Appointed)</i>	Annual Appointment	1 Year	Scheduling and municipal liaison experience
Director of Competitive Operations <i>(Appointed, Non-Voting)</i>	Annual Appointment	1 Year	Competitive operations experience
Director at Large <i>(Appointed, Non-Voting)</i>	Annual Appointment	1 Year	General Association experience

Adopted by the Membership of the Gloucester Cumberland Ringette Association at the Annual General Meeting June 15, 2026,