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Introduction

The Gloucester Cumberland Ringette Association (GCRA) is a voluntary association established to promote and foster the development of the sport of ringette within Eastern Region Ringette Association (ERRA) and Ringette Ontario (RO).

- The **Mandate** of the GCRA is to provide an environment suitable for the enjoyment of Ringette players, coaches, managers, officials, parents and administrators.
- The **Goals** are to encourage sportsmanship and fair play, develop ringette skills and promote good character in our players. The players and their welfare must be held paramount.

The GCRA a member of the Eastern Region Ringette Association and Ringette Ontario. By virtue of this affiliation, the GCRA is a member of Ringette Canada, the governing body of Ringette in Canada. And whereas it is declared that one of the purposes of this Bylaw document shall be to confer upon the GCRA and its Council Members all of the powers of a fully self-governing organization, be it hereafter enacted:

Section 1 – Definitions

“GCRA” refers to the Gloucester Cumberland Ringette Association.

“Governing Documents” refers to the Bylaws of the GCRA, any rules and regulations or policy and procedures enacted by the GCRA, as well as any Bylaws, Policies, Procedures, and Operating Documents or similar documents of any of the governing bodies or leagues that the GCRA Operates in.

Section 2 – General

1. Name. This Association shall be known as the Gloucester Cumberland Ringette Association, hereinafter referred to as the Association.
2. Registered Office. The Registered Office of the Association shall be situated in the Province of Ontario at an address as the Executive Council may determine.
3. The Aims and Objectives of the Association are:
 - a. To foster, encourage and improve all organized amateur ringette within the areas under its jurisdiction,
 - b. To provide competition for all who desire to participate in ringette, giving due consideration to their individual capabilities,
 - c. To maintain and increase interest in the game of ringette,
 - d. To exercise general supervision and direction over the playing interest of its players, coaches, managers and executive, with emphasis on the enhancement of good character and citizenship, and
 - e. To aid and assist areas outside of its jurisdiction in the development of the game
4. No Gain for Members. The Association will be carried on without the purpose of gain for its Members and any profits or other accretions to the Association will be used in promoting its objects.
5. Association Year. The year shall begin on June 1 and end on May 31 of the following calendar year.

Section 3 – Membership

6. Categories. The Association has one category of member – Registered Member – who are:
 - a. Individuals 18 years of age and over who are registered to play ringette with the Association; and
 - b. Parent or guardian of a child or children under the age of 18 years who is registered to play ringette with the Association
7. Period of Membership. Membership within the Association is on an annual basis and will terminate on May 31, subject to re-admission in accordance with these Bylaws.
8. Admission. The Executive Council may also pass membership rules, providing, among other things, for the admission of members by the Association.
9. Dues. There shall be no dues or fees payable by members except such, if any, as shall from time to time be fixed by unanimous vote of the Executive Council, which vote shall become effective only when confirmed by a vote of the members of an Annual or other General Meeting
10. Withdrawal. Any member may withdraw from the Association by delivering to the Association a written resignation and lodging a copy of same with the Secretary of the Association. A resignation shall be effective from acceptance thereof by the Executive Council. In the case of

resignation, a member shall remain liable for payment of any outstanding membership dues levied or which became payable by the member to the Association prior to such person's resignation.

11. Transfer, Suspension and Termination. The interest of a member in the Association is not transferable and lapses and ceases to exist:
 - a. Upon the member's death;
 - b. When the member's period of membership expires;
 - c. When the member ceases to be a member by resignation or otherwise in accordance with the Bylaws;
 - d. Arrears - When the member fails to pay dues owed within thirty (30) days of being notified of outstanding amounts owing.
 - e. If at a meeting of Executive Council, a resolution is passed to remove the member by at least two thirds (2/3) of the votes cast at the meeting provided that the member shall be granted the opportunity to be heard at such meeting.
12. May Not Withdraw – A Member may not withdraw from the Association if the Member is subject to disciplinary investigation, outstanding dues or action of the Association.
13. Discipline – In addition to expulsion for failure to pay membership dues, a Member may be disciplined in accordance with the Association policies and procedures relating to the discipline of Members.
14. Dues Payable – Any dues, outstanding registration fees, or other monies owed to the Association by suspended or expelled Members will remain due.
15. Boundaries. Registration is open to the residents of the former City of Gloucester and the former Township of Cumberland and:
 - a. Canadian Forces Base Ottawa (North) sometimes referred to as Rockcliffe Air Base, and
 - b. That portion of the area known as Carson Grove, which is situated in the City of Ottawa.
16. Executive Council Rulings. Membership in the GCRA is bound by all the rulings and decisions of the GCRA Executive Council.
17. Appeals. Any Executive Council Rulings can be appealed through a properly conducted appeal process.

Section 4 – Governance

18. Councils. The governing body of the GCRA shall be the membership represented by a minimum of 8 and a maximum of 40 members who shall be part of defined councils.
 - a. The organizational council structure as well as the respective Roles and Responsibilities for each Council position are outlined in the Policy document "Roles & Responsibilities of GCRA Council Members" and are not part of these bylaws.
19. Executive Council. The Executive Council shall be comprised as follows:
 - a. President
 - b. Executive Vice President
 - c. Secretary
 - d. VP Operations
 - e. VP Administration

- f. VP Development
 - g. VP Finance (see 21, appointed)
 - h. Director of Safety, Disciplines and Appeals
 - i. Director of Accounting (see 21, elected, advisory role with no voting rights on the executive council)
 - j. Director at Large (see 21c elected, advisory role with no voting rights on the executive council)
 - k. Ice Scheduler (see 21, appointed, advisory role with no voting rights on the executive council)
 - l. Past President
20. Administration. The day-to-day business of the GCRA shall be administered by these councils in a manner consistent with the Bylaws, the governing documents of Ringette Canada, Ringette Ontario and Eastern Region Ringette. Operating policies or rules and regulations may be developed by the Executive Council for the day-to-day operations of the GCRA. These documents are developed and/or amended from time to time solely by the authority of the Executive Council. The councils shall:
- a. Be responsible for carrying out the aims and objectives of the Association
 - b. Have the authority to interpret any provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Association
 - c. Be responsible for setting the rules and regulations for competition and play within such levels of play as it shall establish, approve the placement of teams at these levels and its decision as to the placement of players and teams, the selection and approval of coaches and team representatives, and the interpretation of the rules and regulations shall be final
 - d. Appoint such Council members as are required to ensure the proper conduct of ringette, including those which are set out in these Bylaws,
 - e. Fix annual registration fees for players and teams as required and may, as well, provide for additional levies on players and teams as deemed necessary,
 - f. Appoint such Standing and Ad Hoc Committees as it deems necessary for the operation of the Association who shall be responsible to, and subject to, the direction of the Executive Council
 - g. Appoint a person to fill any Council position becoming vacant as soon as possible, following the time at which the position becomes vacant, or, where the Association has failed to fill any Council position at its Annual General Meeting, endeavour to fill such office, as soon as possible, save and excepting the office of Past President which can only be filled by the person who was Immediate Past President,
 - h. Establish procedures for the hearing of all protests and appeals and shall receive and determine appeals from decisions of any Committee established by it for such purpose,
 - i. Suspend for such time as it deems appropriate, expel or discipline a team or any member thereof for:
 - i. Notorious and continued foul play, unfair, unsportsmanlike conduct, or for any conduct unbecoming a person or team representing the Association in any capacity whatsoever, or
 - ii. Refusing to accept and obey a ruling (or spirit of the ruling) of a Council.
 - j. Suspend for such time as it deems appropriate or discipline any coach, trainer, manager, referee or other official connected with any organization or association playing in or

forming part of the Association for conduct which is unacceptable to the Councils including, where applicable, such conduct as referred to in Paragraph h above; and may reinstate such person on conditions which it may determine, and may reinstate any team or member thereof which is under suspension on conditions which it may determine,

- k. Declare vacant an office of any Council member where the person holding that office is, in the opinion of the Executive Council, either unable or unwilling to carry out the duties of that office, provided that in so doing two-thirds of the remaining members of the Executive Council vote to support such action, and
 - l. Resolve such other problems as may arise in a manner, which is considered to be in the best interests of the Association and its members.
21. Elected Positions. The executive council (excluding Past President, Ice Scheduler and VP of Finance) as well as all Director Council positions shall be elected by a majority vote at the Annual or Special General Meeting of the GCRA.
- a. Appointed Council Positions. Any council positions not defined in paragraph 21 shall be appointed by the Elected council members and ratified by the Executive council.
 - b. Ice Scheduler. The Ice Scheduler shall be an ex-officio member of any council responsible for GCRA programming.
 - c. Director at Large. This position shall be elected with no specific duties but shall be appointed by the Executive Council on an as-needed basis to complete various duties or positions throughout the year. The Director at Large does not sit on the executive council.
 - d. Director of Accounting. The Director of Accounting shall be an ex-officio member of any committee that the VP of Finance or President forms related to Financial matters.
22. Vacancies. If any executive position shall be or become vacant, the executive council may, by resolution, appoint a person to fill such vacancy. Notwithstanding the foregoing, individuals in any committee positions will stay in their positions until the earlier of the next annual meeting of members where their term is up, or one of the following events:
- a. the individual's resignation from the position, which resignation shall be effective at the time the written resignation is received by the Executive Committee of the Association or at the time specified in the resignation, whichever is later;
 - b. If he is convicted of a criminal offence, or is found to be mentally incompetent person or becomes of unsound mind,
 - c. the appointment of a successor;
 - d. that individual's removal;
 - e. that individuals' death.
23. Past President Vacancy. Where the position of Past President becomes vacant because of removal, resignation or is vacated in accordance to Section 22, the position will remain vacant until a newly qualified Past President exists.
24. Honorariums. The ice scheduler may qualify for an honorarium. This requirement and the amount will be determined via majority vote of the GCRA Executive Council each year.
25. Remuneration. With the exception of those council members entitled an honorarium, Council members shall serve without remuneration and no member of the councils shall directly or

indirectly receive any profit from his position as such provided that they may be reimbursed for reasonable expenses incurred by him in the performance of his duties.

26. Committees. The Executive Council may from time to time appoint any committee or committees, as it deems necessary or appropriate for such purposes and with such powers and terms of reference as the Executive Council shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Executive Council may from time to time make. Any committee member may be removed by resolution of the Executive Council.
27. Council Member Agreement. All members of GCRA's councils are required to sign, on an annual basis, the "Council Member Agreement", as well as having a valid police records check for the vulnerable sector.

Section 5 – Meetings

28. Annual General Meeting. There shall be an Annual General Meeting (hereinafter the "AGM") of the GCRA between February 1st and May 31 in each year. The Executive Council will decide the exact place, date and time of this meeting. The purpose of the AGM is to review the activities of the past season, to carry out elections and to consider amendments to the GCRA Bylaws.
 - a. Notice. Notice of the AGM shall be posted on the GCRA website at least seven (7) days prior to the meeting.
 - b. Eligibility. Only members in good standing or those people nominated per section 6 are eligible to attend.
 - c. AGM Order of Business. The order of business at each Annual Meeting shall be as follows:
 - i. Call to order
 - ii. Reading and adoption of the minutes of the previous Annual Meeting and any subsequent General Meetings
 - iii. VP Finance report
 - iv. Registrar's report
 - v. President's report
 - vi. Council and Committee reports
 - vii. Amendments to Bylaws
 - viii. Elections
 - ix. New Business
 - x. Adjournment
29. Special General Meetings. A Special General Meeting (hereinafter the "SGM") may be called at any time by the President of the Executive Council or if requested by a majority vote of the Executive Council, or by request of at least 50 people who are eligible to vote at an Annual Meeting.
 - a. Notice of an SGM shall be posted on the GCRA website at least fifteen (15) days in advance.
 - b. Proposed amendments and notices of motion must be presented to the Executive Council in writing at least ten (10) days prior to the SGM.
30. Conduct of Meetings. Unless otherwise specified in these Bylaws, meetings of Members and meetings of the Councils will be conducted according to Robert's Rules of Order (current edition).

31. Quorum. Votes for any meetings shall be determined by a majority of those voting, subject to such other rules as are established.
 - a. The presence of thirty (30) members at an AGM or SGM shall be deemed to constitute a quorum for the transaction of any business.
32. Chair can vote. The Chairperson of any meeting may vote on any matter or motion being considered.
33. Must be in good standing. No member shall be entitled to vote at any meeting of the Association unless he has paid all dues or fees, if any, then payable by him.
34. Council and Committee Meetings. There shall be a minimum of 2 all-Council meetings per year. All other councils and committees meet as required. The councils and committees shall establish such rules of procedure as are necessary for the conduct of any council and committee meetings.
 - a. All Executive Council meetings shall be at the call of the President. If, for any reason, an Executive Council meeting has not been called by the President within two (2) weeks after being requested by five (5) members of the Executive, a meeting may be called under the Chairmanship of the Executive Vice President.
 - b. Electronic Participation If all the Council Members consent, a meeting of Council members may be held by means of such telephone, electronic, or other communication facilities as permit all persons participating in the meeting to hear each other simultaneously and instantaneously, and a director participating in such meeting by such means is deemed to be present at that meeting.
 - c. Electronic Resolutions. A resolution communicated electronically shall be approved with a simple majority vote as if it had been passed at a meeting.
 - d. Minutes of meetings. Minutes of proceedings of all council and committees shall be tabled at the next meeting of the Executive Council.

Section 6 - Elections

35. Nominations. Nominations for elected positions to the GCRA Councils should, by preference, be received in writing by the GCRA's Executive Council Secretary at least thirty (30) days prior to the AGM. Nominations from the floor at the AGM will nevertheless be accepted.
 - a. Only a member of the Association may nominate a person to stand for election to any Council.
36. Nomination Details. All nominations must include the name of:
 - a. the nominated individual
 - b. the position for nomination
 - c. the person submitting the name
 - d. the person seconding the nomination.
 - e. Nominations can only be submitted by members in good standing of the GCRA.
37. Nomination Criteria. No person shall be eligible for nomination or election to any committee unless such person is a member of GCRA *or is a resident within GCRA's boundaries as defined above*. Eligible persons may be nominated for any council position as long as they meet, if applicable, the experience requirements. Any nominated person who has resigned or been

removed from a GCRA Council position within the last 2 years shall be required to answer questions from the floor as to why they have resigned or been removed.

38. Minimum Age. Council members shall be a minimum of 18 years old by June 1st in the year that they are elected.
39. Council Positions. The following restrictions shall be adhered to regarding Council members:
 - a. Council members may hold more than one position but only one within the same Council.
 - b. Cannot be in a role where conflict of interest is introduced without executive council approval and mitigations established.
 - c. An election at an Annual General Meeting shall not result in there being more than two (2) Members of one Council who are involved in any one age level, in any capacity, without the approval of the Executive Council of GCRA.
40. Voting Eligibility. Any member in GCRA as defined in SECTION 3 - Membership shall be eligible to vote at AGMs or SGMs. Proxy voting shall not be permitted. Only those persons entitled to vote at the meetings will be permitted to make motions, speak to motions, or second motions off the floor.
41. Voting Process. Voting shall be on the basis of one vote for each voting member who must be present. Each eligible member desiring to vote shall sign an election register prepared by the Executive Council. The method of voting shall be by show of hands unless a majority of the voting members decide that the method of voting shall be by ballot. The voter shall be given a ballot prepared by the Executive Council and shall be provided an opportunity to vote in secrecy. Ballots shall bear no number of marks, which might identify the voter. After marking the voter's ballot, the voter shall fold and place it in a secured ballot receptacle provided by the Executive Council. Adequate safeguards to ensure a fair election shall be provided by the Executive Council officers and election officials.
42. Election Results. A majority of votes cast shall be required for election. Where the election for an office results in a tie, a run-off election between the two nominees with the higher number of votes shall be conducted.
43. Acclamation. When nominations for each position have been completed and there are unopposed candidates, the Returning Officer shall declare such candidate or candidates duly elected by acclamation.
44. Term of Office. The positions of the newly elected Council Members become effective on June 1 in the year of the election and expire on May 31 of the year that the term expires.
 - a. Executive Council members are elected for a term as specified in Appendix A.
 - b. Terms of office for all other council members are part of Appendix 1 and are not part of these bylaws.
45. Council Vacancies. Should any position remain vacant following the AGM, or becomes vacant at some point in the year, the Executive Council shall appoint a replacement to fill the vacant position until the next AGM.
46. Vacancy of the President. In the case of a vacancy in the President of the Executive Council, the Vice-President shall perform the President's duties until such time as the Executive Council appoints a new President. In the case of vacancy for both the President and the Vice- President,

the Executive Council shall appoint a new President and the Vice- President to perform their duties from amongst its Executive Officers until the next AGM or SGM.

Section 7 – GCRA Councils

47. Paid Employees/Representatives. No person shall be a member of any GCRA Council who is a paid employee or representative of an organization which may benefit financially from that involvement in any GCRA Council. In cases of doubt, the Executive Council may request the person of concern to provide such evidence as may be necessary to properly decide as to whether or not such person shall be suspended or eligible to continue as a member of any GCRA Council.
48. Conflict of Interest. Should a member of any GCRA Council participate in activities which conflict with those of GCRA, that member may be removed from office by two-thirds (2/3) vote of the Executive Council.
49. Attendance. Unless granted leave of absence by the Executive Council, or for reasons of health, any member of a GCRA council who misses more than two (2) consecutive meetings may have their position declared vacant by a simple majority vote of the Executive Council.

Section 8 – Discipline and Appeals

50. Code of Conduct. GCRA is governed by Codes of Conduct (such as but not limited to: Parent, Player, Spectator, and Bench Staff). All reports of infractions or incidents related to these shall be administered by the Director of Safety, Discipline and Appeals.
51. Discipline Committee. Where a Discipline Committee is convened:
 - a. The Committee shall be composed of the Director of Safety, Discipline and Appeals, one additional Executive council member and member from another council, as well as any other people as identified in the Discipline policies. If no GCRA council members can attend, the Chair can select a person with the necessary experience;
 - b. Discipline Committee members shall be entitled to one vote each;
 - c. Decisions must be reached by simple majority;
 - d. The Chair shall submit a written report to the Executive Council within 72 hours; and
 - e. All affected parties shall be notified within 24 hours of the decision, followed by a written notification within 72 hours of the decision. Notification shall include information regarding the appeal route.
52. Appeals. Appeals from a Discipline Committee decision may be made no later than 72 hours after receiving a written decision. Appeals are heard by the Director of Discipline and Appeals, who acts as chair, and 2 other members of the Executive Council.

Section 9 – Financial

53. General Funds/Property. The general funds or property of GCRA shall be used only for such purposes as specified in the Bylaws or as may be required to transact and properly conduct its business.
54. Authorization. GCRA's Executive Council must authorize all monies paid out of the funds of GCRA.
55. Signing Authorities. The Council members authorized to sign for GCRA are any two (2) of the Executive Council.

56. Records. All GCRA Council members who are entrusted with any books or records of GCRA shall maintain and keep such books or records in good order and shall at all times have them available for authorized audit, examination or inspection. The fiscal year for GCRA shall run from June 1 to May 31 annually.
57. Interim Financial Report. An interim Financial Report shall be available for presentation at the AGM. Financial statements shall be completed no later than thirty (30) days following the end of the financial year.
58. Expiration of Term. At the expiration of a term of office, or when a council member is removed, the council member who is entrusted with any books or records shall deliver all books, papers, moneys, and any other property in their possession belonging to GCRA to their duly elected and qualified successor. They shall not be relieved from their obligation until they have complied with this requirement. In the case that there is no such successor, all documents shall be delivered to the Executive Council Chair.
59. Dissolution. In the event of the dissolution of GCRA, all funds and properties belonging to the District shall be disposed of in accordance with the direction of the Membership at an AGM or SGM.
60. Independent Review. The books, financial records and accounts of GCRA may be subject to an ad hoc review at the request of the Executive Council, either by an independent and duly qualified financial individual or by the Executive Council. A complete financial review or audit may be required when the VP of Finance position is vacated or every five (5) years. The decision to carry out or not this review is left to the discretion of the Executive Council. A complete and proper statement of the standings of the books for the previous year will be submitted by the VP of Finance at the AGM.

Section 10 – Amendments

61. Proposed Amendments. Proposals for Amendments must be given to the Secretary in writing:
 - a. In respect of the Bylaws, by any member of the Association, thirty (30) days prior to an Annual General Meeting, and
 - b. In respect of the Rules and Regulations, by a Council member at a meeting of the Council prior to the meeting at which the amendments will be voted upon.
62. Changes to the Bylaws. Changes to GCRA's Bylaws shall only be amended at the AGM or an SGM convened specifically for that purpose.
 - a. Notice of the proposed amendment shall be available on the GCRA website at least fifteen (15) days prior to the date of the said meeting.
63. Quorum. All proposed amendments to the GCRA Bylaws shall require a two-thirds (2/3) majority of those present and voting at an AGM or SGM, subject to the Quorum defined in subsection 5 these Bylaws. Sub amendments may be made and voted upon provided that sub amendments shall not alter the original intent of the proposed motion.
64. Governing Documents. All other GCRA governing documents are passed, as required, by the GCRA Executive Council throughout the year.

65. Validity. If any provision of the Bylaws shall be held invalid, the remainder of the Bylaws shall not be affected.
66. Emergency Situations. The GCRA Executive Council may, by a two-thirds (2/3) majority vote of the Executive Council's voting members, and quorum being present, amend the Bylaws to meet emergency or unusual situations. These amendments must be ratified at the next AGM or SGM following such changes. Any such amendments shall be included in the Chair's report of the next AGM or SGM.
67. Enactment of Amendments. All amendments passed at GCRA's AGM shall become effective immediately, unless specified otherwise at the time of the motion being passed. All amendments passed at a GCRA SGM shall become effective immediately, unless specified otherwise at the time of the motion being passed.
68. Review. The Bylaws, Policies and Procedures of GCRA shall be reviewed by the Councils annually.

Adoption of Bylaws

These bylaws have been ADOPTED and APPROVED by the membership present at the GCRA AGM held on the 29th day of May 2019.

X

Rick Burchill
President, GCRA

X

Darlene Pickup
Secretary, GCRA

Appendix A - Terms of Office for GCRA Executive Council Members

	Position	Year	Term	Experience
Executive Council (defined in Bylaws):				
Elected	President	Even	2 years	2 years GCRA Council experience
n/a	Past President	n/a	1 Year	President
Elected	Executive Vice President	Odd	2 years	2 years GCRA Council experience
Elected	Secretary	Even	2 years	2 years related experience
<i>Appointed</i>	<i>VP Finance</i>	Odd	2 years	2 years related experience
Elected	<i>Director of Accounting</i>	Even	2 years	2 years related experience
Elected	VP Operations	Odd	2 years	1 year GCRA council experience
Elected	VP Administration	Odd	2 years	1 year GCRA council experience
Elected	VP Development	Even	2 years	1 year GCRA council experience
Elected	Director of Safety, Disciplines and Appeals	Odd	2 years	Related experience
<i>Appointed</i>	<i>Ice Scheduler</i>	2 years		On contract
Elected	<i>Director at Large</i>	Annual		<i>n/a</i>