

## **MISSISSAUGA RINGETTE ASSOCIATION CONSTITUTION**

Throughout this constitution:

- Words in the singular include the plural and vice-versa. Words in one gender include all genders.
- The headings do not form part of this agreement. They are for convenience of reference only and will not affect the interpretation of this constitution.

Mississauga Ringette Association will be run by volunteers without the purpose of gain for themselves or for family members or friends. Any profits or other accretions to Mississauga Ringette Association will be used to promote and further its aims and objectives.

Individuals representing the MRA in any capacity will:

- Act honestly and in good faith with a view to the best interests of the MRA and
- Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

### **NAME**

This Association shall be known as the MISSISSAUGA RINGETTE ASSOCIATION INC. hereinafter to be referred to as the M.R.A.

### **AIMS AND OBJECTIVES**

- To inspire and develop ringette players by building their personal confidence through teamwork, and positive competition
- To provide competition for all who desire to participate in ringette, giving consideration to their individual capabilities.
- To ignite the passion for Ringette in Mississauga so it burns brightly into the next generation.
- To develop and strengthen players, coaches, managers and Executives, with emphasis on the core values of openness, accessibility, teamwork, fun, friendship, competition, cooperation, confidence and fairness. .
- To support Southern Region Ringette Association, Ontario Ringette Association and Ringette Canada as an association in good standing.

## PARTICIPATION

Participation in the M.R.A. is open to:

- all residents of Mississauga,
- Non-residents, from areas not offering ringette, may be accepted for the sole purpose of making the Association more viable.
- Non-resident Rep players including Regional, A, AA or AAA may be accepted based on MRA and/or SRRRA and/or ORA policies and/or for the benefit of the association.

## MEMBERSHIP

Membership in the MRA is limited to elected Executive, organizational committee members and a team designated representative from each identified team becoming a member at large. An identified team would include: house league teams, regional teams, rep teams, Open teams LTS representatives.

Unless otherwise determined the membership duration is accorded on an annual basis and members can re-new membership annually.

Unless otherwise determined by the Executive the membership year will be May 1<sup>st</sup> to April 30<sup>th</sup>.

There are no membership dues but members are required to remit all documents, and payments as required

Agrees to uphold and comply with the MRA governing documents, policies and procedures.

Has made an application for membership in a manner prescribed by the association.

Membership is non-transferable

A Member may not resign from the MRA when the Member is subject to disciplinary investigation or action of the MRA/ORR/Ringette Canada

A member will be expelled from the MRA for failure to pay fees/dues or monies owed to the MRA by the deadline dates prescribed by the MRA. Any dues/fees/monies owed to the MRA by a suspended or expelled member will remain due.

In addition to expulsion for failure to pay dues/fees/monies a Member may be disciplined in accordance with the MRA policies and procedures relating to the discipline of members.

Membership in the MRA will terminate immediately upon:

- The expiration of the Member's annual membership unless renewed in a manner prescribed by the association
- Resignation by the Member by giving written notice to the Executive
- Dissolution of the MRA
- Dissolution of the Member
- By ordinary resolution of the Executive or of the Members at a duly called meeting, provided fifteen (15) days notice is given and the Members is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the member receiving the notice will be entitled to submit a written submission opposing the termination

## EXECUTIVE

To be eligible to be on the executive an individual must:

- Be at least 18 years of age
- Not have been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property
- Have the power under law to contract
- Have not been declared incapable by a court in Canada or in another country and not have the status of bankrupt.

The Executive of the M.R.A. shall consist of a President, Vice President of Communication and Administration, Vice President of Competition, Vice President of Operations, Treasurer, and Secretary.

The Executive shall recruit and appoint volunteers that will be referred to as organizational committee. These roles shall include but not be limited to: Registrar, Assistant Registrar, Scheduler, Coaching/Volunteer Administrator, Webmaster, Bingo Manager, Bingo Team Back Office, Equipment Manager, Off Ice Apparel Manager, On Ice Uniform Manager, Equipment Rental Program Manager, Referee in Chief, Coaching Director, Player Development, SRRA Rep, CORL Rep, OCCRL Rep, House League Convenor, Learn to Skate Convenor, Summer Ringette Convenor, Safety Manager, Tournament Chair, Volunteer at large. Roles within the organizational committee will be changed dependent on need. Roles and Responsibilities of the organizational committee are maintained and updated on the Annual Volunteer Form.

Each team should recommend to the Executive a representative who will serve as a Member-at-Large at Executive meetings and who will have a vote at such meetings.

The M.R.A. Executive shall appoint both Standing and Ad Hoc Committees as necessary. The Executive may delegate power to these committees to control and carry out their objectives. The Chairperson of any committee shall be subject to the approval of the M.R.A. Executive.

## The Executive of the MRA

- Are responsible for following the Rules and Regulations as set out by ORA within each division. The House League levels will abide by ORA rules as well as rules identified by MRA to ensure the vision, mission and core values of MRA are achieved.
- May suspend or expel a team or player/bench staff or parent/guardian/spectator/official for notorious and/or continued foul play, unfair, unsportsmanlike conduct negligence to pay assessments, non-compliance of the code of conduct either individually or collectively, on the ice, in any arena where Ringette is being played or at any team/association meeting or gathering for any persistent infringement of the laws of the game, the Rules of the M.R.A , ORA or Ringette Canada
- re-admittance of any individual or team under expulsion is by resolution and majority vote of the Executive. Re-admittance is automatic upon completion of suspension
- Shall resolve all difficulties arising from situations not provided for in this Constitution or Regulations/ Rules identified by SRRRA or ORA.
- Shall identify any potential/real conflict of interest and abstain from votes where conflict of interest exists.

The duties of the M.R.A. Executive shall be as follows:

### The PRESIDENT

Has at minimum one (1) year of experience on the executive board. Leads the elected executive team and organization volunteers to oversee the general management of the association. Provides long-term vision for the organization and develops short term strategies to help the organization reach its goals. Has a clear understanding of the membership and puts in place programs that deliver on the membership's objectives. Performs a variety of tasks including setting agenda / chairing monthly meetings and the AGM. Is the official spokesperson of the MRA and the official liaison between the MRA and all of its internal and external stake-holders.

The president shall not vote except in the case of a tie. In the case of a tie the President shall cast the deciding vote. The President shall be Ex-officio member of all standing and Ad Hoc Committees.

### The VICE PRESIDENT Administration & Communication

Performs the duties of the President in the latter's absence or at the President's request and will then have the rights and powers of the President. When acting as President, he shall not vote except when such vote is needed to break a tie. Leads the Administrative/Communications side of the executive team including, Liaison with City, Policies and Procedures and Fundraising initiatives. This includes but is not limited to: publicity and promotions, website, social media management, volunteer: recognition, qualifications and organization, programs, secretary role and bingo co-ordination, , Constitutional and Not for Profit Corporation adherence, The VP Administration will also be considered the 1<sup>st</sup> VP and will take on the role of President in the absence of the President for any reason.

#### The VICE PRESIDENT of Competition

Leads the "Ringette" side of the executive team including Team Formation, Coaching Selection and Development, Player Development, League Play (house league, SRRL, CORL, ORA), Officials, Elite Development, Tournament Operations. The VP of Competition will be considered the 2<sup>nd</sup> VP and will take on the role of the President in the absence of the President and VP of Administration for any reason.

#### The VICE PRESIDENT of Operations

Leads the "general operations" side of the executive team including but not limited to Registration, all Equipment, Uniforms and Apparel, Scheduling, Association Pictures, Safety (liaise with facilities, arena audits). The VP of Operations will be considered the 3rd VP and will take on the role of the President in the absence of the President and VP of Administration, VP of Competition for any reason.

#### The SECRETARY

shall be responsible for maintaining records of proceedings, and meetings which shall include the recording of motions as necessary, the assignment of actions to responsible executive members & tracking completion of actions from meeting to meeting of monthly MRA meetings, maintains executive lists. Prepares the meeting agenda and minutes of all meetings. Is the keeper of all current MRA collateral & documents except those held by the Registrar. The Secretary shall within one month after the Annual General Meeting, register the new executive and any changes to the constitution with the City of Mississauga and comply with Government agency requirements for Not for Profit Corporations.

#### The TREASURER

leads all financial aspects of the association including Setting Budgets, Preparing financial statements on a regular basis, Preparing for the annual Audit, Communicating Team Accounts, paying all Invoices in a timely manner, Working with the VP of

Administration to develop Fundraising programs, and Regularly reporting the association's financial status at MRA meetings.

The immediate PAST PRESIDENT may remain a member of the Executive for a period of one year, during which time will act as an advisor to the Executive.

#### The REGISTRAR

Oversees completion of all registration tasks including the creation and distribution of registration brochures, planning registration sessions at beginning of season, collection of registration fees and registration of players, coaches and referee details with Ontario Ringette Association (ORA). Attends Association meetings.

#### The SCHEDULER

Completes and maintains ice schedule for MRA regular season including allotment of ice times for H/L and Rep games and practices. Spreadsheet knowledge is a requirement. Liaises with City of Mississauga & Arena Managers for ice requirements and schedule. Manages ice costs effectively & fairly on behalf of MRA. Attends Association Meetings

### AMENDMENTS TO THE M.R.A. CONSTITUTION, BYLAWS AND REGULATIONS

The Executive may by a two-thirds vote of the individuals present at the meeting, adopt, amend, revise or repeal any section of the constitution provided notice to the motion had been made at the previous meeting.

Any change made in the constitution by the Executive shall be subject to the approval at the Annual Meeting at the end of the season; should the amendments not be approved, the actions taken by the Executive under the interim amendment will not become invalid.

Fundamental Changes- Under the jurisdiction of the Ontario Not-For-Profit Corporations Act, a Special Resolution of all Participants and Members (whether voting or non-voting) is required to make the following fundamental changes to the MRA. Fundamental Changes are defined as follows:

- Change of the Association name
- Add, change or remove any restriction on the activities that the MRA may carry on
- Create a new category of Members
- Change the designation of any category of Members or add, change remove any rights and conditions of any such category
- Divide any category of Members into two or more categories and fix the rights and conditions of each category
- Add, change or remove a provision respecting the transfer of a membership;
- Increase or decrease the number of or the minimum or maximum number of Executive

- Change the purposes of the MRA

#### EXECUTIVE

- All executive members are volunteer
- No member of the M.R.A. Executive may hold more than one executive position within the M.R.A. at any one time.
- The presence of one-half of the Executive plus one shall constitute a quorum for meetings of the Executive and shall include two of the following: President, Vice President, Secretary, or Treasurer.
- The M.R.A. Executive shall hold a minimum of four (4) meetings between May and April in each year and such additional meetings as they deem necessary.
- For all binding agreements/contracts or payments of money - there will be 2 executive signatures.
- If an Executive is absent from two (2) consecutive Executive meetings without prior notice and approval of the MRA executive the office shall be declared vacant
- If an individual from the organizational committee absents himself from two (2) consecutive Executive meetings, then his office may be declared vacant by the Executive.

#### ELECTION OF EXECUTIVE

The executive shall be elected annually at the Annual General Meeting shall serve for a period of one year from the first of May through to the thirtieth (30) of April.

Proxy votes shall be recognized at the AGM only, when they are sent to the secretary using electronic mail. The e-mail must: re-iterate the motion for the vote and clearly state either: In Favour of the motion, Not in Favour of the motion or abstaining from the vote and be received by the secretary prior to the vote being taken at the AGM. Any proxy received after the vote has been taken, that is missing either the motion or the clearly identified vote will not be considered. If the motion for the vote is changed on the floor due to discussion at the meeting the proxy vote can not be used for the revised motion.

Should a position become vacant, the Executive shall immediately convene a meeting and elect a person to fill the vacancy.

## Resignation and Removal of Directors

### Resignation:

- An executive or an individual from a committee may resign from their position at any time by presenting notice of resignation to the Executive. This resignation will become effective on the date that the notice was received by the Executive, or at the time specified in the notice, whichever is later. When an Executive member or an individual from a committee resigns, and they are subject to a disciplinary investigation or action, that individual will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

### Vacate the Position:

The position held by any executive or individual from a committee will be vacated automatically if:

- The individual resigns
- The individual is found to be incapable of managing the task by a court or under an Ontario law
- The individual is found by a court to be of unsound mind
- The individual becomes bankrupt or suspends payment of debts or compounds with creditors or makes an authorized assignment in bankruptcy or is declared insolvent or
- The individual dies.

### Removal of an Individual

An Executive or individual from a committee may be removed by Ordinary motion/resolution of the members at an AGM or a Special Meeting provided the individual has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting. If the individual holds an Executive position and is removed as an individual from a committee the position on the Executive will automatically be vacated.

## COMMITTEES

All meetings are at the call of the Chairperson of that Committee.

- If a chairperson of a Committee is not present at a Committee meeting, the members present shall elect a Chairperson for that meeting.
- A Committee may meet and adjourn as it thinks proper with any questions arising being resolved by the majority of votes of those individuals present. In the case where there happens to be an equal number of votes, the Chairperson shall cast the deciding vote, but otherwise the Chairperson shall not vote.



- Where the committee is making decisions that include expenditures, or could affect the image of the MRA (both perceived and actual image of players, teams, officials etc.), the committee will decide on a recommendation to present to the Executive. The executive will either make an alternative recommendation and vote or vote on the recommendation presented. The committee will abide by the vote outcome.
- Minutes of proceedings, recordings, decisions of committees when exercising powers delegated by the Executive shall be provided to the secretary for provision in the minutes of the following regular meeting of the M.R.A. Executive.

## MEETINGS

All Executive meetings shall be at the call of the President. If, for any reason, an Executive meeting has not been called by the President within two weeks after being requested by five (5) members of the Executive, a meeting may be called under the Chair of the Vice President hierarchy identified in the constitution.

The Annual General Meeting shall be held at such a place on such date and such hour as the Executive shall determine each year, provided that the Annual General Meeting shall be held between March 15 and May 15. At least a twenty one (7) days notice of the meeting shall be given to all participants, executive, organizational committee members, team representatives, Organizations, Associations, Division Executives and M.R.A. Executives in good standing.

A general meeting may be called by the Executive or by a request of at least two-thirds of individuals who are eligible to vote at an Annual Meeting. Such a request shall be in the hands of the President at least twenty one (21) days prior to the proposed meeting date.

Upon the discretion of the Executive, any person entitled to attend a meeting may participate in the meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting of the MRA make such means available. A person participating by such means is deemed to be present at the meeting. The Executive or Chair of a meeting may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.

- The suggested order of business at the Annual Meeting shall be as follows:
  - Call to Order
  - Reading and Adoption of the Minutes of the last Annual Meeting
  - Treasurer's Report
  - Registrar's Report
  - President's Report

- Committee Reports
- Constitution and Bylaw Amendments
- Election of Officers
- New Business
- Adjournment

## FEES

The Executive shall determine the registration fees or other fees for each activity in the MRA. Fee's are based on cost of hosting the activity, Average # of participants expected, and if the event is to recover costs or is it a fund raiser for the association.

## DISSOLUTION

In the event of the dissolution of the M.R.A., the net assets of the M.R.A. shall revert to the Southern Region Ringette Association.

In the event of the dissolution of the MRA., if Bingo funds are involved, and after the payment of all debts and liabilities, its remaining bingo assets shall be distributed or disposed of in accordance to Bingo licensing requirements.

## REGULATIONS

All protests must be filed in accordance with ORA regulations.

Upon receipt of an official protest the Executive will follow the protest protocol identified by the ORA.

Any formal complaints must be filed with any member of the Executive within seventy-two (72) hours after the incident. The party or parties against whom the formal complaint is made shall be notified by the Executive.

Upon receipt of an official complaint the Executive shall arrange a hearing of the protest no sooner than fifteen (15) days no later than twenty (20) days at which time all those concerned shall be given an opportunity to present their evidence and be advised of the decision.

Revision date: 4 May 2018