

NORTH WINNIPEG RINGETTE ASSOCIATION



CONSTITUTION AND BY-LAWS

REVISED February 2014

Definition

a) Constitution & By-Laws:

The By-Laws of the NWRA lay out the basic structure, purpose, and management guidelines of the NWRA and its elected officers. The Constitution of NWRA lays out:

Article Number:

- I) Name, Goals and Objectives
- II) Logo
- III) Membership
- IV) Fee Categories
- V) Board of Directors
- VI) Responsibility of the Board
- VII) Remuneration of the Board
- VIII) Expulsions and Removal of Board Members
- IX) Signing Power
- X) Income
- XI) Fiscal Year
- XII) Financial Statement
- XIII) Duties of the Board
- XIV) Convenors/Club Director Duties
- XV) Meetings
- XVI) Conflict of Interest
- XVII) Dissolution
- XVIII) Amendments to the Constitution and By-Laws
- XIX) Amendments to The Policies and Procedures

b) Policies

The policies of the NWRA are rules laid down by the membership and governs the day to day operations of the NWRA.

c) Procedures

The procedures describe how the Constitution, By-Laws are carried out (in detail) the steps that are taken by the Board, Committee, appointed representatives and members to attain the goals of the NWRA. They are external operating guidelines of the NWRA.

I) Name, Goals and Objectives

Name

Name of the Association is NORTH WINNIPEG RINGETTE ASSOCIATION (hereinafter referred to as NWRA).

Goals and Objectives

To promote the sport of Ringette within the boundaries as determined by the Manitoba Ringette Association policies.

To provide the opportunity for all clubs and all interested individuals within the District to participate in organized Ringette.

To promote the greatest possible harmony, communication, cooperation, and coordination among and between the member clubs of the NWRA in the interest of Ringette development in the District.

To promote clinics, schools, seminars and tournaments for the purpose of improving the quality of Ringette skills amongst players within the district.

II) Logo

The logo of the NWRA shall be those who imprint appears on correspondence sent on behalf of the NWRA. Any additional use of the Logo will require board approvals.

III) Membership

- 1) Membership in NWRA shall be open to all community centres in the district of North Winnipeg.
- 2) Each club in good standing shall appoint or elect, in such manner as each club may determine, a Convenor/Club Director to represent the club in the proceedings of the NWRA General meetings and at the AGM of NWRA, MRA and the WRL.

IV) Fee Categories

- 1) The Board shall determine the registration fee and will be revisited once per year.
- 2) All cheques to the NWRA shall be made payable to the North Winnipeg Ringette Association, (NWRA).

V) Board of Directors

a) Composition

- 1) The board shall consist of the following:

Elected Executives

President
Past President
Vice President
Treasurer
Secretary

Elected Directors

Registrar
Ice Convenor
Coaching Director
Minor Officials Convenor
Publicity
Equipment manager
Player Development
Games and Tournaments
Volunteer Coordinator
AA Convenor
Winnipeg Ringette League Representative
Ringette 4 U

Non Elected Directors

Community Club Convenors/ Club Directors

- 2) The Elected Board Members shall be elected at the AGM.
 - 2.1 A Board Member may not be elected to more than one (1) position at anytime.
 - 2.2 Board Members may resign from office upon written notice to the NWRA.
 - 2.3 Any vacant board position may be filled by appointment by the Board for the current year. Vacant board positions may be filled by existing Board Members, Convenors/Club Directors or interested persons.

b) Qualifications for Office

- 1) To hold office an individual must be of legal age and reside in Manitoba within the North Winnipeg District.



- 2) No person may assume the position of President or Treasurer unless said person has served one year as an officer or voting delegate with the NWRA.

c) Election of the Board

- 1) The Board of the NWRA shall be elected for a two year term by majority vote at the AGM of the NWRA held by the end of May of each year.

- 2) The positions shall be up for reelection as follows:

Even Years: President, Vice-President, Secretary, Coaching Director, Player Development,

Odd Years: Treasurer, Registrar, Ice Convenor, AA Convenor, Minor Officials Convenor, Winnipeg Ringette League Representative, Games and Tournaments, Publicity.

The President shall not hold this position for more than two consecutive terms.

VI) Responsibilities of the Board

- 1) All Board Members shall be responsible for abiding by the Constitution & By-Laws, Policies and Procedures of the NWRA.
 - 1.1 Attend the Board, General and Special Meetings, and assume full responsibility for the operation of the NWRA
 - 1.2 The Board shall be empowered to appoint a person or persons to chair committees and or events as well as fill required assistance positions.
 - 1.3 The Board shall have the authority to fill by appointment, any vacancy occurring during a Board member's term. Any such appointment must be ratified by the membership at the next succeeding AGM.
 - 1.4 The Board is empowered to appoint additional Directors if the expansion of the sport in new areas justifies such appointments and such appointments shall be effective until the next AGM.
 - 1.5 Exercise financial controls over the affairs of the NWRA and prescribe such fees and make such assessments and levies on the members as it may deem necessary. The Board shall ensure that the financial records of the NWRA shall be properly audited when required.
 - 1.6 Receive and act upon complaints registered by Members regarding any grievance, dispute, protest, or violation of the Constitution, By-Laws, Policies or Procedures of the NWRA.
 - 1.7 Objectively represent the decisions made by the Board and its Members, and promote a positive image of the NWRA.

VII) Remuneration of the Board

- 1) The Board shall serve without remuneration, provided that a Board Member may be paid or reimbursed for reasonable expenses incurred by themselves in the performance of their duties with a qualified receipt of purchase.

VIII) Expulsion & Removal of Board Members

- 1) Should a Board Member of the NWRA not carry out their duties to the best interest of the NWRA, they may be replaced by a two thirds (2/3) majority of the Board, to relieve said Board Member of their duties.
- 2) If a board member misses 3 consecutive meetings without notifying the board, they are deemed no longer actively participating and will be removed from the position.

IX) Signing Power

- 1) The signature of the Treasurer, together with the signature of the President or Vice President shall be empowered to sign on behalf of the NWRA for legalities. Any purchases over \$100.00 will require board approval.

X) Income

- 1) The NWRA Income shall be obtained from bingos, clothing, donations, evaluation fees, clinics, and tournaments.

XI) Fiscal Year

- 1) The fiscal year end will be April 30 of each year.

XII) Financial Statements

- 1) A complete and proper statement of the standings of the books shall be submitted at the AGM of the NWRA
- 2) The books and records of the NWRA may be inspected by any Member of the NWRA at any time upon giving reasonable notice to the Treasurer.

XIII) Duties of the Board

1) President

The President of the North Winnipeg Ringette Association (NWRA) is responsible for the overall direction and supervision of all activities associated with the association and shall exercise authority through the Board of Directors as provided in the NWRA Constitution.

Without limiting the generality of the duties outlined in the Bylaws, the President shall:

- a. Chair all Board of Directors and General Meetings.

- b. Prepare meeting agendas.
- c. Vote only in the case of a tie.
- d. Sit as an ex-officio member of all committees.
- e. Attend, or designate someone to attend, all meetings held within the Manitoba Ringette Association (MRA) and Winnipeg Ringette League (WRL) and relay to the Board of Directors the proceedings of such meetings.
- f. Act as the official spokesperson for the NWRA.
- g. Liaison between NWRA and Manitoba Ringette Association (MRA).
- h. Ensure that all NWRA, MRA and WRL Constitution and Bylaws, Policies, Rules and Regulations, or any other decision of the Board of Directors is being followed by its members. If not, the President will take immediate steps to inform the Board of Directors, and follow through with any recommendations from the Board.
- i. Keep the Board of Directors up-to-date with any correspondence received.
- j. Work closely with the Treasurer and will have signing authority.
- k. Work closely with the Vice-President, keeping the VP informed in case the President should be absent for any reason.
- l. Communicate with parents and players in a public relations role; be available to answer questions from members of the Association.
- m. Initiate the Grant/Bingo Application Process.
- n. Receive feedback from parents related to player evaluation and deal with any issues with Vice President.
- o. Shall prepare and submit to the members at the annual meeting a statement and report of the preceding year.

2) Past President

The Past President gains his/her position by succession and is a source of guidance to the President and the Board of Directors on matters relating to the past conduct of business of the NWRA.

He/she shall be a full member of the Board, and shall have full privileges in respect to nominating and voting.

Without limiting the generality of the foregoing, the Past President:

- a. Provides advice to the President and the Board of Directors, taking care not to interfere with the incumbent's responsibilities to direct the operation of the Association.
- b. May perform other duties on the Board of Directors, including accepting appointment to a vacant executive position, as required.
- c. Performs such other duties as the President may request.

3) Vice-President

The Vice-President, is the second member of the Board of Directors and is required to assist the President so that he/she is prepared to substitute for and assume the duties and responsibilities of the President in the event of his/her absence.

Without limiting the generality of the foregoing, the Vice-President shall:

- a. Attend all Board of Director meetings and any other meeting as directed by the President
- b. In the absence of the President, Chair Board of Directors meetings, and shall only vote in the case of a tie

- c. Perform such other duties as the President may direct.
- d. Assist other Board of Director's with duties assigned from time-to-time.
- e. Monitor all functions and activities of the NWRA.
- f. Oversee evaluation and team placement process.
- g. In the absence of the Treasurer or the President will have signing authority.

4) Treasurer

Accurate Accounting Records

- a. Expected to be at each meeting of the Board of Directors; if unable to attend, to arrange for updated financials to be presented (current Profit and Loss statement, and a current bank balance)

Presents balance financial reports to AGM

- b. Prepare a budget prior to the AGM (in consultation with the Board of Directors) and present for approval at the AGM
- c. Provide year end financials and current bank balances

Grant Applications and yearly budget

- d. File annual license in June (as per board request) for Grey Cup tickets to Manitoba Gaming.
- e. File application for gym use in June (as per board request) with Seven Oaks School Division.

Payments/Deposits

- f. Ensure separate bank accounts are maintained for general and gaming funds
- g. Arrange for changes in signing authority at bank after each election
- h. Ensure receipts for all expenses are filed and have been approved by the board.
- i. Each month with Ice Scheduler, confirm accuracy and then pay ice invoices.
 - After Ice invoices are confirmed, Issue Invoice and collect ice fees from teams for practice ice.
- j. Each half after receiving details from Director of Officials, pay timekeepers, scorekeepers, shot clock operators and mileage.
 - Invoice Associations for timekeepers/Scorekeepers, Shot clock operators and mileage as per details received from the Director of Officials
- k. After receiving details from Registrar, pay MRA and WRL team registration fees.
- l. Deposit monies into the accounts of NWRA

Fundraising & Tournament Committees

- m. Provide support for fundraising and tournament committees
- n. Provide cash floats for required events
- o. Pay all expenses incurred as a result of events
- p. Coordinate for receipt of all deposits

Records Management/History

- q. Keep all NWRA records according to the Retention of Records Guidelines

5) Secretary

Record and Maintain Minutes

- a. Distributes agenda for each monthly meeting.



- b. Expected to be at each meeting of the Board of Directors. If not able to attend a meeting, **must** prearrange with another board member, who will be in attendance, to take the minutes.
- c. Record minutes, as per Roberts Rules of Order, and send to the Board of Directors within one week of a meeting. If someone else is taking the minutes, it is still the responsibility of the Secretary to make sure these minutes are circulated in a timely manner.
- d. Have a copy of the previous meetings minutes on hand at each meeting for approval by the Board.
- e. Enter into the minutes any motions that may have been made via email.
- f. The Secretary keeps all previous minutes. These minutes should be available at each meeting for reference.

Update Policy and Procedures Manual

- g. Whenever there is a motion by the Board to adopt a new Policy or amend a current Policy, it is the Secretaries responsibility to add the new or amended Policy to the Policy and Procedures Manual and send a PDF digital copy to be posted on the website.
- h. The Policy and Procedures Manual should be present at all meetings for reference.

Work closely with President/Vice President

- i. Maintain a close working relationship with Executive; in their absence the Executive may ask the Secretary to chair a meeting.

Update Forms and other Information

- j. Maintain an up-to-date list of Board of Directors with contact information; update and circulate to the incoming Board of Directors after the Annual General Meeting and to the MRA.
- k. Work closely with the Board to keep forms and information up-to-date.

Annual General Meeting (AGM)

- l. See “Preparing for the AGM” for a complete description of the duties of organizing the AGM. The Secretary will work closely with the Chair of the AGM following these guidelines.

Meeting Location

- m. Check to make sure, or arrange, for meeting room space.

6) Registrar

Coordinate player registration

- a. Coordinate all aspects of player registration each year
- b. Ensure all registration information is accurate and complete
 - Update Registration Form and all information on web site after AGM
- c. Collect all registration fees and coordinate deposit with Treasurer
- d. Monitor any unpaid registrations
- e. Administer Refund Policy

Provide tax receipts (for the Children’s Fitness Tax Credit)

Provide information for team formation

- f. Provide team lists to the Director of Coaches for proper team placement

Distribution of team information to Coaches and Managers

- g. E-mail final team roster to each team coach and manager at season start

Register all players, bench staff, referees, and volunteers with MRA

- h. Input required information to MRA by deadlines

Coordinate fees payable to MRA and WRL

- i. Provide Treasurer with complete Rosters prior to Team Registration deadlines to ensure all fees are paid in a timely manner to MRA and WRL

Maintain all Confidential Information

- j. Collect and file in a secure location all documentation:
 - registration forms
- k. Attend all Board of Directors meetings and present a report.

Pre-Season Camp and Come Try Ringette Event

- l. Receive Pre-Season camp registration forms and fees and co-ordinate deposit with treasurer.
- m. Receive Come Try Ringette Registration forms.
- n. Provide completed attendance list to Player Development prior to event.

7) Ice Scheduler

The Ice Scheduler is responsible to ensure that all NWRA games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion.

- a. Coordinate with the arenas to purchase NWRA ice for the season
 - act as liaison between NWRA and the arenas
 - sell any ice not required by NWRA
- b. Work closely with the Treasurer regarding billings for ice
 - Give the treasurer the ice contract numbers and the amount owed on each contract for each month of the season, so NWRA can pay for ice time.
- c. Make up a schedule of practice times for teams on a monthly basis during the season:
 - Games to be managed by the WRL Ice Scheduler with ice provided by the NWRA Ice scheduler twice a year.
- d. Communicate with Team Managers regarding:
 - practice times and any cancellation or rescheduling of ice
 - extra ice if available
- e. Monitor WRL and NWRA website schedules for accuracy and report any errors
- f. Provide Treasurer with monthly invoices for ice fees once reconciled.
 - Provide Treasurer with a breakdown of ice distributions for the monthly.
- g. Attend all Board of Directors meetings and present a report.

8) Director of Coaching

The Director of Coaching is an important role within the NWRA, ensuring that each team is coached by knowledgeable certified coaches.

- a. Oversee Coaching/Bench Staff recruitment and selection in according with NWRA policies
- b. Ensure all Bench Staff have required credentials according to the latest MRA policies including completed Child Abuse registry, Respect in Sport, Code of Conduct and Making Ethical decisions.
- c. Arrange required training/certification needed for any new Bench Staff
- d. Meet with Coaches before the start of each season, and throughout the season as required, to advise on rules, regulations and policies of NWRA, WRL and MRA
- e. Working closely with the Registrar, maintain contact information and records of each teams Bench Staff
- f. Shall represent Bench Staff in all matters pertaining to suspensions or expulsions, and report accordingly to the Board of Directors
- g. Appoint Division Coordinators to provide and organize on-ice staff during player evaluations
- h. Be available for new coaches to assist in skills development
- i. Make sure each Coach is well informed of the MRA Tiering process
- j. Evaluate Coaches to establish the need for additional training
- k. Communicate with Bench Staff any information required to attend provincial tournaments
- l. Assist with other committees when required
- m. Distribute coaching evaluation forms to parents prior to mid season and end of year.
- n. Attend all Board of Directors meetings and present a report.

9) Director of Officials

The primary role the Director of Officials is to arrange for adequately qualified officials to officiate at all home games in which a NWRA team is participating plus Playoffs and Provincials.

Other responsibilities include the following:

- a. Recruits new officials to become certified so that we continue to build our own base of qualified people.
- b. Ensure current referees attend Refresher Clinics as sanctioned by MRA. Encourage existing referees to continue to upgrade their level of certification.
- c. Provides Treasurer with detailed billing information for home ice costs and timekeeper, scorekeeper and shot clock operators payments. All referees are paid by the WRL
- d. Responsible to arrange for continued referee development upon completion of official Referee Clinic.
- e. May work with MRA to offer Referee Clinics in NWRA which would be open to all of WRL.
- f. Represent the Association in dealing with other Ringette Associations regarding Officiating issues, specifically where there has been a complaint registered against a player, bench staff or parent from NWRA, and bring such a complaint to the attention of the NWRA immediately.
- g. Attend all Board of Directors meetings and present a report.

10) Director of Publicity**General:**

- a. Expected to be at the regular Board of Director meetings and when required have prepared info on any of the below duties that might require discussion.

Media Relations:

- b. Coordinate advertising into local paper - event flyers - radio - community news etc...
- c. Try to find as many outlets as possible to promote Ringette

Update Public Ringette Areas:

- d. Work with the Web Manager to ensure all info is current and updated for events.
- e. Ensure all signs at rinks and in the community promoting Ringette are accurate

Come Try Ringette:

- f. Ensure that Come Try Ringette gets as much exposure as possible eg. Look after the Come Try Ringette Signage

Public Event Participations:

- g. Be aware of what events are out there in the community that our association might benefit from participating in. Once identified it becomes your responsibility to coordinate how it happens. Some examples might include:
 - a. Parades

Newsletter

- h. Create and e-mail a newsletter to the membership at least twice per season (i.e. before the season starts and the AGM).

Website

- i. Updating content as requested by the board
- j. Manage projects associated with adding any new functionality to the website
- k. Coordinate update and changes to the website with website coordinator.

Contact Information

- l. Prepare a list of community centre contact information within the NWRA boundaries
- m. Contact Community Centres to request to publicize central registration dates at their community centres.

11) Equipment Manager

The position of Equipment Manager is the general supervision of the equipment assets of the Association.

General Duties

- a. Maintain a complete and accurate accounting of all equipment
 - Perform an inventory of all equipment in September and again in April.
- b. Keep NWRA Ringette Equipment Rooms stocked and organized
- c. Make recommendations to the Board for any equipment purchases, including jerseys, goalie equipment, rings, first aid kits, cones, etc.
 - Obtain input regarding equipment needs from Director of Coaching.
- d. Ensure all team kits are ready for distribution to teams after team formation:

- Record in detail what has been given to each team and have coach sign for equipment.
- e. Ensure all equipment is in acceptable condition throughout the year
- f. During the season maintain the equipment room in an organized state.
- g. At season end collect all team kits loaned out at season start.
 - Returned equipment should be clean and in repaired state; jerseys should have name bars removed.
- h. Attend all Board of Directors meetings and present a report.

12) Director of Player Development

- a. Coordinate and manage player development events (such as power skating, goalie clinics, conditioning camps, etc for NWRA members.
- b. Promote the events and ensure all members of NWRA are notified and given information on the events.
- c. Monitor the events and ensure that the members of the association are getting the needs of our players met and that the instruction is suitable to the player's age, skating level and skill level.
- d. Report back to the Board of Directors on the progress and outcome of these events.
- e. Organize and manage the "Team Selection" process
 - Recruit and organize evaluators.
 - Provide evaluators with instructions and forms for evaluating.
 - Provide coaches with instructions on running evaluation drills and scrimmages.
 - Receive completed evaluation forms and tabulate results for each player.
- f. Organize and manage the placement of players on appropriate teams.
 - Working with the Vice President, review evaluation results by division to determine appropriate team placement for each player.
- g. Conflict of Interest: if the Director of Evaluations or Vice President has a family member in a division being reviewed, they must be replaced by another executive member (President, Vice President, Past President, Secretary, Treasurer) for the purpose of reviewing results and determining player placement
- h. Report evaluation results to the Board of Directors.
- i. Communicate the team placement to the Director of Coaching.
- j. Arrange introductory clinics (come try events) for new groups, schools, clubs, etc for the development of new players to the game of ringette.
- k. Plan and co-ordinate for annual Come Try event
- l. Work closely with Publicity in advertising Come Try event and Pre Season Conditioning camp.
- m. Attend all Board of Directors meetings and present a report.

13) Games and Tournament Director

- a. Responsible for the successful organization and management of the Tournaments and Provincial Games.
- b. Attend all meetings of the provincial games and tournaments committee and perform all duties as outlined in the Manitoba Ringette Association Policy and Procedures manual, Games and tournament section.

- c. Request volunteers from volunteer coordinator to fill all Tournament and Provincial games roles.
- d. Schedule and chair tournament and Provincial meetings.
- e. Support volunteers to ensure all roles are being performed well and within budget.
- f. Attend all Board of Directors meetings and present a report.

14) Volunteer Coordinator

- a. Responsible for coordinating volunteers for any NWRA event where help is required, ie. Come Try, evaluations, try-outs, bingos, provincials or any other NWRA hosted event
- b. Responsible for advising Treasurer when volunteer commitment has been met to refund volunteer bond to membership.
- c. Provide direction to volunteers as to their duties
- d. Receive a list of volunteers from Registrar.
- e. Report back to Treasurer when a volunteer has committed their volunteer hours and is eligible for the volunteer bond refund.
- f. Attend all Board of Directors meetings and present a report

15) AA Convenor

- a. Attend all AA Meetings as a representative of NWRA.
- b. Provide report to NWRA regarding AA meetings
- c. Attend all Board of Directors meetings and present a report

16) Winnipeg Ringette League Representative

- a. Attend all meetings of the Winnipeg Ringette League
- b. Distribute copies of league schedules and league rules to all north Winnipeg coaches, managers and officials
- c. Attend all Board of Directors meetings and present a report.

17) Ringette 4 U Coordinator

- a. Schedule and co-ordinate with MRA and Ice Convenor player evaluations pre season.
- b. Attend MRA amalgamation meeting
- c. Ringette 4 U administrator for NWRA players
- d. Provide updates to NWRA regarding R4U program
- e. Request asst. coaches and managers for teams.
- f. Inform asst. coaches of coaching workshop dates
- g. Prepare Ringette 4U pre-season camp

XIV) Convenor/Club Director Duties

- 1) Attend NWRA monthly General Meetings and AGM
- 2) Provide updates regarding Ringette and their Community Centres

XV) Meetings

a) Annual Meetings



1. The AGM of the NWRA shall be held at such time and place as the NWRA determines convenient, but no later than May 31st of each year.
2. Written Notice of the AGM shall be given to all Board Members and posted on the nwra website not less than 15 days prior thereto.

b) Board Meetings

1. Shall be called by the President for the second Sunday of every month.
2. The Board of the NWRA and voting Convenors from each club shall be empowered to conduct the NWRA business between the AGM of the NWRA and shall be responsible to the NWRA in so doing.
3. Absence without reasonable explanation of a Board Member at three (3) consecutive meetings renders that position vacant at the discretion of the Board after a 2/3 majority vote.

Whenever a Special Meeting or urgent Executive decision is deemed necessary an attempt must be made to contact the following to reach a decision; Past President, President, Vice President, Secretary, Treasurer. 3 out of 5 officers must be in agreement.

If a decision can not wait till the next monthly meeting, and is not of an urgent situation. An email discussion and decision can be requested .

c) Voting Rights of Board Members

1. Each Board member of the NWRA shall be entitled to one vote, with the following exceptions;
2. The Chairperson may make proposals to the Association which are adopted only if there is unanimous consent thereto, nor shall they vote unless there be a tie, when they may exercise a casting vote.
3. Only those members of the Association present when a motion is fully put may cast a vote thereon, and no person may cast more than one vote on any motion.
4. Motions may be passed by a simple vote of the total available votes present at any properly constituted meeting except where otherwise noted.
5. Votes via email are considered. Email motions must include a set deadline to respond.

d) Quorum

1. A quorum shall consist of one half of the number of executive positions currently filled in the NWRA plus one.

e) Rules of Order

1. The most recent, updated version of Roberts Rules of Order shall prevail at all NWRA meetings. In the absence of any written rules of order, the general Roberts Rules of Orders shall be invoked.

XVI) Conflict of Interest

- 1) The duties of all Board members and Convenors/Club Directors is to be impartial and fair in rendering decisions in accordance with the Board's mandate as set out in the Constitution & By-Laws, and/or the manual of policies and procedures.
- 2) If a Board member and/or Convenor/Club director stands to gain financially from a decision being made by the Board, the Board member shall disclose and absent themselves from the proceedings without attempting to influence the discussion, without participating in the discussion and without voting.
- 3) If a Board member or their home local community centre stands to significantly/substantially gain an advantage or significantly/substantially receive a benefit as a result of a decision to be made by the Board, the Board Member shall disclose and absent themselves from the proceedings without attempting to influence the discussion, without participating in the discussion and without voting.
- 4) If there is doubt as to a Board members ability to be impartial and fair, the Board member shall disclose and the remaining Board members shall, by majority vote, determine whether the Board member shall disqualify themselves from the discussion and remove themselves from the proceedings without voting.

XVII) Dissolution

- 1) It is specifically provided that, in the event of dissolution or winding up of the NWRA, all its remaining assets after payment of its liabilities, shall be distributed to one or more recognized organizations in Canada whose objectives are identical or similar to the NWRA. The manner in which the remaining assets , if any, are to be distributed, is to be decided by the community centres/Club Directors.

XIII) Amendments to the Constitution & By-Laws

- 1) Amendments of the Constitution and By-Laws must be submitted, in writing, to the Board thirty (30) days prior to the AGM or Special Meeting and distributed to all Members not less than fifteen (15) days prior thereto.
- 2) Proposals may only be moved in person at the AGM or Special meeting by the Members representative submitting the amendment and / or a representative of the Board of behalf of the Board.
- 3) The Constitution & By-Laws may be amended by a 2/3 majority vote of the total available votes present at any properly constituted AGM or Special Meeting.



- 4) Voting privileges at the AGM or Special Meeting shall be restricted to Convenors / Club Directors, Executives and Directors. Only those Members present when a motion is fully put may cast a vote, thereon, and no person may present more than one vote on any motion.
- 5) There will be no proxy votes.
- 6) The Chairperson shall have a casting vote only in the event of a tie.

XIX) Amendments to the Policies and Procedures

- 1) Amendments to the policies shall be distributed to all members not less than fifteen (15) days prior to the AGM. The policies may be amended by a simple majority of the total votes present at an AGM or Special Meeting
- 2) Any amendments passed by NWRA Council will govern but will be considered interim until ratified by a 2/3 majority at the first AGM held subsequently.