



Nova Central Ringette Association

By-Laws

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By-Laws

1. In these by-laws unless there is something in the subject or context inconsistent there within:
2. ASSOCIATION means NOVA CENTRAL RINGETTE ASSOCIATION
3. SPECIAL RESOLUTION means a resolution passed by not less than three fourths of such regular members entitled to vote as are present at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
4. AREA means Nova Central boundaries (Including Bedford, Berwick and Sackville) and at the discretion of the Executive, any nearby communities.

BY-LAW #1: MEMBERSHIP CATEGORIES

1. PLAYING MEMBER: All players eligible to qualify for the playing divisions offered by the Association, who reside within the boundaries set by CRRA and who have paid their fees in full for the current season.
2. REGULAR MEMBER: Parents or guardians of a playing member.
3. ASSOCIATE MEMBER: Any person who does not qualify as a Playing member or a Regular Member, but who is actively participating in furthering the objectives of the Association in the current season. (I.e. referees, team staff, skills instructors, etc.)
4. OUT OF AREA COMPETITIVE MEMBER: Any out of area player released to Nova Central for competitive play, will have membership expire 24 hours before the AGM.
6. Membership Specifics:
7. For the purposes of registration, the number of members of the association is unlimited.
8. Every member of the association shall be entitled to attend any meeting of the association with the approval of the Executive
9. Membership is only for the current season.
10. Entry in the Register of Members by the Registrar of the name and address of any organization or individual shall constitute an admission to membership in the association.
11. The Executive Committee, may at its discretion, terminate the membership of any member whose conduct is considered detrimental to the object or reputation of the Association. See NCRA Code of Conduct in Appendix I.
12. Membership in the association shall cease upon:
13. Lack of registration in any given year or resignation of membership, either verbal or written;
14. Failure to qualify for membership in accordance with these by-laws, i.e. fees not paid in full for the current season.
15. Death of a member.

BY-LAW #2: FINANCE, REGISTRATION POLICY AND FEE STRUCTURE

1. The Association's income shall be obtained from member's fees, private and public grants, publications, and from any other appropriate sources subject to the approval of Executive, which in turn have the power to make expenditures for the purpose of furthering the objectives of the Association.
2. No grants or sponsorships shall be accepted from any corporation whose primary product is liquor or tobacco related.
3. The fiscal year of the association shall be the period from May 1st to April 30th.
4. All cheques to the Association shall be made out to Nova Central Ringette Association.
5. The association shall make a written report to the members as to the financial position of the association.
6. Treasurer to be responsible to produce quarterly reports.
7. Fees for the upcoming season will be determined and approved by the executive;
8. Late registrations: Registration fees for late registrants will be prorated based on the date of registration.
9. Refund Policy - If a player withdraws before using any ice time, a full refund will be issued by NCR.
10. The third child in the same family will be offered a \$50.00 reduction in registration fees
11. Player Assessment, if deemed necessary, will be at the expense of the player.
12. An auditor for the association can be appointed annually by the members of the executive at the Annual General Meeting.

BY-LAW #3: EXECUTIVE MEETINGS

1. At each executive meeting of the association, the order of business shall be in accordance with Roberts Rules of Order;
2. Three days' notice of any meeting, specifying the place, day and hour of the meeting and in the case of special business, the nature of such business shall be given to the executive members;
3. Meetings of the executive shall be held at least nine (9) times a season.
4. Can be called by any three (3) or more Executive Members
5. Quorum at all meetings will be as per Robert's rules of order
6. Teams will have representation at Executive Meetings through a current executive member (Coaching Coordinator) to avoid larger groups
7. The President of the association, or their designate, shall preside as chairperson at every meeting of the association. If there is no President, or if at any meeting he/she is not present, the Vice President shall preside as chairperson;
8. If there is no President or Vice President, or if at any meeting neither the President nor the Vice President is present, the members present shall choose someone of their number to be Chairperson;

9. The Chairperson may, with the consent of the meeting, adjourn any meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting, other than the business left unfinished at the adjourned meeting, unless notice of such business is given to the members;
10. A declaration by the Chairperson that a resolution has been carried and an entry to that fact in the minutes of the association shall be sufficient evidence, without proof of the number or proportion of the members recorded in favor of or against such resolution;
11. If a poll is demanded by at least three regular members, the same shall be taken in such manner as the Chairperson may prescribe and the result of such poll shall be deemed to be the resolution of the association

BY-LAW #4: ANNUAL GENERAL MEETING

1. One general meeting of the association will be held each year at which time election of officers will be facilitated;
2. At each Annual General Meeting of the association, the order of business shall be in accordance with Roberts Rules of Order;
3. The AGM should be scheduled within four weeks of the end of Central league play;
4. Sixty (60) days written notice of the Annual General Meeting must be given to all Members of the Association.
5. Agenda for the Annual General Meeting:
 - a. Call to Order
 - b. Roll Call
 - c. Minutes of previous Annual General Meeting
 - d. Business arising from minutes
 - e. Reports by Executive Members
 - f. Amendments to Constitution, By-Laws and Policies
 - g. General business
 - h. Election of Officers
 - i. Adjournment
6. An extraordinary meeting of the association may be called by the President or by the executive members at any time. This request must be in writing by at least twenty-five per cent (25%) of the regular members of the association. Fourteen (14) days written notice of all General or Special meetings must be given to all members of the association.
7. The members present at the Annual General Meeting, General Meeting or Special Meeting shall constitute a quorum for the transaction of business.
8. Voting shall be as per By-Law #5

BY-LAW #5: VOTING

1. Custodial parents or guardians who have children less than 18 years of age playing in the association shall be entitled to 2 votes per household provided all fees were paid in full for the season the AGM is following (i.e. 2013/14 Season, AGM held in April or May of 2014). Each parent must be present to cast his or her vote.
2. All persons 18 years of age and over whom are playing in the Association or officiating shall be entitled to one vote and must be present to cast their vote.
3. Managers, Coaches, Referees, and all Executive Members of the Association who are not included in the previous categories shall be entitled to one vote and must be present to cast their vote.
4. In no case, shall there be a vote by proxy.
5. Unless specified otherwise, all votes shall be carried by a simple majority of those present at any meeting.
6. The President will only vote in the case of a tie.

BY-LAW #6: EXECUTIVE DUTIES

1. The Executive shall be responsible for the organizing and administration of all Ringette and related activities for the Association and all their decisions shall be binding.
2. The Executive shall have control of all the affairs of the Association and shall have the power to fill any vacancies, which may occur in their numbers throughout the year following the AGM.
3. The Executive shall control the finances, and discharge all business of the Association in a proper and prudent manner.
4. The Executive is empowered to set up and appoint members to any committees during the season they deem necessary.
5. The Executive may appoint special representatives for committees outside the jurisdiction of the association where special liaison is required.
6. The Executive is empowered to appoint individuals as special representatives to perform duties beneficial to the association's program.
7. Team Coaches and managers, as submitted by the Coaching Coordinator, must be ratified by a majority of the Executive.
8. The Executive shall follow all rules, discipline, amendments, etc., upon receipt from Ringette Nova Scotia or Central Region Ringette Association.
9. Disqualification or Resignation from Office - The office of a member of the Executive shall become vacated:
 10. If he/she ceases to be a member of the association
 11. If he/she pledges credit of or authorizes charges against the Association without approval of the Executive;
 12. If by notice in writing to the Association he/she resigns his/her office;

13. Any elected member of the Executive who is not present for three (3) consecutive Executive Meetings without written or verbal regrets to the Nova Central Ringette Secretary or President, shall be deemed to have resigned unless reasonable explanation of their absence is supplied to the Executive; or
14. If a motion is put forward by an Executive member that another Executive member is not fulfilling the duties of the office they hold. A two-thirds majority vote of the existing Executive will result in a written request for resignation of the member in question. The member will have 14 days to respond, and if no response is received within the time allotted, the member's Executive position is automatically vacated.
15. All Executive Members must have a valid CRC and CARC
 - a. If the findings of the Criminal Record check are of concern/risk of the trust and the integrity of the duties of the Director.
 - b. If found to be listed with the Child Abuse Registry are of concern/risk of the trust and the integrity of the duties of the Director

BY-LAW #7: EXECUTIVE RESPONSIBILITIES

President – 2 Year Term:

1. Responsible for the day to day running of Nova Central Ringette.
2. Chair executive meetings
3. Prepare a summer registration newsletter and registration form.
4. With the Nova Central Ringette Registrar set up walk-in registrations for Nova Central Ringette. Assist the Ringette Registrar with all forms that are to be submitted to Central and RNS. Ensure these are submitted on time.
5. Act as one of the Central reps for the association and attend meetings of Central Ringette if one of the Central Reps is unavailable. Prepare reports for these meeting when needed.
6. Serve as a communications link between Nova Central Ringette and the Central Region Ringette Association.
7. Attend CRRA AGM.
8. Attend scheduled RNS Presidents meeting, which is held each year in Sept. or October. Prepare a report for this meeting, giving registration numbers, how many teams and any plans for the upcoming season.
9. Attend all RNS Planning meetings, there are two held each year.
10. Attend RNS AGM, which is held each year in May. Each association is asked to send in an Annual Report two weeks before the meeting.
11. Send to RNS each September a list of the Nova Central Ringette Executive with email address and phone number of each member.
12. Send to RNS a copy of the Nova Central Ringette Handbook and Constitution.
13. Serve as a communications link between Nova Central Ringette and Ringette Nova Scotia.

14. Assist the Secretary in preparing Newsletters for the parents.
15. Set up an end of the season Annual General Meeting for the membership of Nova Central Ringette. Plus prepare a report for this meeting.
16. Provide copies of proposed amendments to membership at least fourteen (14) days prior to the Annual General Meeting.
17. Hold Nova Central Ringette Executive Meetings when needed
18. To sit on all committees as an ex-officio voting member
19. Recruit volunteers to fill positions and any other positions that are needed to help in the day to day running of Nova Central Ringette.
20. To delegate duties to executive members.
21. Has Signing Authority.
22. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Past President – 1 Year Term

1. Advisory role

Vice-President - 2 Year Term

1. Act as Central rep for the association and attend monthly meetings of Central Ringette
2. Act as point of contact for the Team Registration Forms, Travel Request Forms and Event sanctioning forms – review and submit to RNS
3. Schedule and prepare for, monthly meetings
4. Draft goals for upcoming season
5. Coordinate AGM
6. Assist with the preparation of annual reports for Central and RNS
7. In the absence of the President, performs the duties of President in his/her absence
8. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Treasurer – 2 Year Term

1. Responsible for the financial management of the Nova Central Ringette Association and in this capacity has signing authority
2. Prepare monthly financial report
3. Prepare annual budget review and financial report for AGM
4. Prepare budget for upcoming season based on previous year
5. Pay outstanding bills Re. Ice time, equipment purchases, refereeing
6. Pay insurance/registration fee to RNS
7. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Coaching Coordinator – 2 Year Term:

1. Shall be responsible to ensure the selection of coaches and managers for each team is completed as per the Team Staff Selection policy and a list of which will be submitted to the Executive for ratification.
2. Update Coaches and Managers Handbook as required and secure approval from the Executive on changes
3. Inform coaches on what coaching qualifications they need to meet the RNS requirements for Provincial Championships.
4. Inform coaches about upcoming clinics.
5. Will act as advisor to all coaches and managers.
6. Shall be the Chair of Team Selection Committees.
7. Shall be the Chair of the Discipline Committee.
8. Prepare a code of discipline for coaches, parents, and players.
9. Shall attend Central Coaches meetings.
10. Organize and Chair at least two meetings of all Nova Central Ringette Association coaching staff and any other meetings as needed for coaches and managers
11. Provide a complete list of all NCRA Coaches and managers by Nov 1st of each year and submit to executive
12. If required to submit full written report to the Executive of any and all complaints received from Association Members.
13. Responsible for ensuring Criminal Record Checks and Child Abuse Registry checks are completed and up-to-date
14. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Secretary – 1 Year Term:

1. Prepare minutes of all Nova Central Ringette meetings.
2. Disburse minutes and agendas at meetings.
3. Shall notify all Executive and Team Staff of each meeting at least 48 hours prior.
4. Assist the President with preparing required newsletters.
5. Assist president with preparing monthly meetings.
6. Assist with the coordination of AGM
7. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Equipment Coordinator – 2 Year Term:

1. Obtain a list of equipment requirements from the teams.
2. Issue sweaters and equipment to teams.
3. Arrange for handling, storage, repairing, cleaning and inventory of equipment.
4. Coordinate return of all sweaters and association equipment
5. Determine equipment purchases to be approved by the executive

6. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Registrar –2 Year Term:

1. Maintain registration database
2. Prepare registration materials
3. Coordinate registration for the upcoming season
4. Prepare preliminary team rosters for team selection committee
5. Advertise registration date and details
6. Submit registration info for RNS
7. Prepare registration reports for Nova Central Ringette Association executive committee, CCRA and RNS
8. Submit Team Registration forms to Ringette Nova Scotia
9. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette

Ice Coordinator – 2 Year Term

1. Obtain ice time from rinks
2. Schedules all practice times and coordinate with Central Scheduler
3. Liaison between ice facility managers and Nova Central Ringette Association
4. Maintain a proactive strategy to obtain ice for future ringette seasons
5. Report Ice rentals to Treasurer and report charges or adjustments to appropriate individual
6. Liaison with coaching coordinator and coaches regarding ice requirements
7. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Central Rep and Statistician – 2 Year Term:

1. Act as Central rep for the association and attend monthly meetings of Central Ringette
2. To be responsible for the “Fair Play” program with the Coaching Coordinator within Nova Central Ringette.
3. Attend the Central AGM.
4. Attend the RNS Presidents meeting, all RNS Planning meetings and the RNS AGM.
5. Serve as a communications link between Nova Central Ringette and Central.
6. Shall act as liaison between the Association and the RNS Director of Officials
7. Collect game sheets; send game scores via e-mail on a weekly basis (Sunday evening) to the Central Statistician. If any games have been cancelled this is also to be reported to the Central Statistician giving reason why game was not played and which team cancelled.
8. Ensure that game sheets are taken to monthly CRRA meetings.

9. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Communications Coordinator – 2 Year Term

1. This position is responsible for clear, concise and timely communication to the membership of Nova Central Ringette.
2. This position will act as the liaison for membership questions and queries to the appropriate Board member as required.
3. Communications:
 - a. Manage the general inquiries of the membership and managing electronic distribution of message to the appropriate Board of Director.
 - b. Work with the Board of Directors to ensure communication channels are clearly defined
 - c. Manage and growing e-communication databases (i.e. Twitter, Facebook)
 - d. Creating newsletters as required.
4. Website:
 - a. Managing club website
 - b. Delegate access to appropriate team staff
 - c. Proofreading/writing required communications to the membership
 - d. Managing all content, including feature stories, graphics, photo galleries and audio and video.
5. To perform such duties as shall be necessary for the food and welfare of Nova Central Ringette.

BY-LAW #8: OTHER POSITIONS

Team Coaches

1. Shall report to the Coaching Coordinator
2. Shall be responsible in his/her division for player selection and team classification.
3. Must obtain the Ringette Canada Coaching Certification as required by Ringette Nova Scotia for the division they are coaching.
4. Shall be responsible for player's development and coaching of players during games and practices.
5. Shall be responsible for team jerseys and equipment.
6. Shall maintain liaison with team members, parents, and advise same of season goals.
7. Must advise ice coordinator/scheduler at least four weeks in advance of attendance to any tournament when practice and/or game times must be changed or cancelled as a result. Ice Policy will apply to all changes and/or cancellations.
8. Shall advise all team members that Provincial tournament is mandatory
9. Coach is responsible for team compliance with Fundraising By-Law *
10. Shall delegate/instruct team Manager of his/her duties.

Team Manager

1. Shall report to Coach
2. Shall advise Players, Coaches, and Ice Scheduler of games and practice times as well as any other special events.
3. Shall request Referee Coordinator to supply Officials for any unscheduled games.
4. Shall obtain minor game Officials, dressing rooms and prepare sheets in consultation with Coach, and be responsible for distribution of game reports.
5. Shall assist Coach during all games, practices, and other related activities.
6. Shall endeavour to assist in fundraising, whenever possible

BY-LAW #9: FUNDRAISING AND TEAM BUDGETS

General Association Fundraising Guidelines

1. Fundraising for NCRA will be governed by this fundraising policy. This includes general association and individual team fundraising.
2. All monies raised by general association fundraising shall be the property of NCRA.
3. Each player will be required to pay registration fees as per the Registration Policy and Fee Structure. Player registration fees do not always completely cover the costs associated with supporting NCRA activities.
4. Fundraising requirements will be communicated at time of registration to all members, if necessary, to support NCRA activities for the coming year.
5. A fundraising strategy for NCRA will be determined and approved by the NCRA Executive prior to October of each year and will be a direct result of the annual budget review and forecast for the upcoming season.
6. The fundraising strategy will be communicated to all members before the 15th of October.
7. All players will be required to actively participate and/or contribute financially in all general association fundraisers.

Team Fundraising Guidelines

1. All fundraising conducted by individual teams is considered to be NCRA fundraising and must be promoted therein.
2. Support can be requested through activities such as candy sales, bottle drives, 50/50 draws, etc., provided they are in good taste. Alcoholic beverages, tobacco or cannabis products and/or related gift cards may not be used as prizes.
3. Any fundraising events that require significant financial commitments on behalf of the player must be pre-approved by all players on the team.
4. Any grant or lottery license applications must be pre-approved by the NCRA Executive and must not compete with NCRA applications of the same nature.
5. Any fundraising from government sources will be split equally amongst all players on the team.

6. Teams may advertise sponsors on their jerseys for a minimum \$100 donation per jersey and have an advertising banner on the bench for a minimum \$250 donation. Purchase of banners is at the discretion of the team.
7. Tag Days are not permitted.
8. All fundraising events must be well-supervised and controlled by team staff or designated guardians/parents.
9. Team management is responsible for ensuring Association Guidelines and Municipal bylaws are followed.
10. Fundraising must be carried out within NCRA Association boundaries.
11. In the event of a fundraising surplus in a Player Account:
 - a. There will be no rebates of the initial registration fees previously paid to NCRA
 - b. The player may be reimbursed for team expenses up to the maximum of funds paid directly by the player including NCRA/RNS organized development programs (a player cannot profit from fundraising/sponsorship). In the event there is a remaining surplus, these funds may be equally applied to Player Accounts for the balance of the team
 - c. Any remaining surplus shall be the property of NCRA

Team Budget Guidelines

1. All NCRA teams must open a community bank account and designate at least two signing authorities (not members of the same family). Any withdrawals from the community bank account must be authorized by two signing authorities.
2. Team budgets will outline planned revenues and expenses for the season along with the estimated expense/player.
3. Team budgets will focus on athlete development. Amounts allocated for the following items will be modest: team building events, year-end party (maximum \$500), and team swag.
4. Teams will budget for non-parent Coach travel:
 - a. Any non-parent that volunteers to coach at any age or division level, both competitive and recreational, shall have mileage (at \$0.33/km) and lodging expenses covered at the players' expense for any out of town tournaments the team agrees to participate in. All other travel costs including meals, entertainment, etc., are at the expense of the non-parent volunteer.
 - b. Any Coach denied reimbursement for an allowable expense may appeal for reimbursement directly to the NCRA Executive, via the Coaching Coordinator. The decision on an appeal for reimbursement by the NCRA Executive shall be final.
 - c. To encourage development of non-parent Coaches, NCRA will provide up to \$250/tournament in funding to recreational teams for non-parent Coach travel, based upon submitted receipts noted in 22(a). Amount of funding in any given year will be capped at \$500/team or at \$1,000 across all teams.
5. Players are required to pay their proportionate share of team expenses. Player Accounts will be established for each player to record:
 - a. Financial contributions paid directly by the player

- b. Fundraising attributable to the player whether it be a proportionate amount from a team fundraising event or amounts raised from individual fundraising efforts
 - c. Proportionate share of team expenses
- 6. The initial team budget must be approved by at least 2/3 of players on the team and submitted to the NCRA Treasurer not later than October 31 of the current season. All budgets will be reviewed by the NCRA Executive at the next regularly scheduled Executive meeting.
- 7. The NCRA Treasurer and/or NCRA Executive may request budget information at any time during the season.
- 8. Any significant changes (+/- 5% for AA, A and B teams and +/- 20% for recreational teams) to the budget during the season must be communicated to and approved by both players and the NCRA Executive.
- 9. Team budget and Player Account updates will be provided to players by Team management at a minimum of twice annually, once mid-way through the season and again at the end of the season to provide budget to actual results.
- 10. A final team budget and copy of the closed-out bank account must be submitted to the NCRA Treasurer by May 31 of the current season.

AA, A or B Team Budget Guidelines

All guidelines numbered 19 through to and including 28 above, plus:

1. Prior to team tryouts, coaches of the AA and A teams will provide proposed budgets to the NCRA Executive for review. Players may request and will be provided the preliminary budgets 7 days prior to tryouts.
2. The applicable AA or A team budget will be prepared and presented to players on or before the first day of tryouts for review.
3. A portion of registration fees will be rebated back to AA, A and B teams. NCRA will retain a portion of these fees to cover its fixed expenses.
4. Teams will be responsible for all costs of team operations including, but not limited to: ice, insurance, referee fees, athlete development, non-parent Coach travel, tournament fees, team travel, team building, swag.
5. The following items must be included in the team budget for team travel outside of Nova Scotia including Eastern Ringette Championships and Canadian Ringette Championships:
6. Airfare and/or travel costs for players and non-parent Coaches, to a maximum of three (3) non-parent Coaches
7. Non-parent Coaches are expected to take advantage of any group or reduced rates that have been negotiated for the hotel accommodations for players:
 - a. When possible, the team will cover the cost of one male and one female non-parent Coach room for each night of the stay
8. Ground transportation for non-parent Coaches or team travel where rental vehicles are required
9. When car travel is the most suitable mode of transportation, non-parent Coaches will be reimbursed for one vehicle at the rate of 33 cents per kilometer. The vehicle owner is required to carry automobile liability insurance

10. All other individual travel expenses including meals, entertainment, etc. will not form part of the team budget

BY-LAW #10: TEAM SELECTION

1. Basic principles of team selection process for Non-Tiered Divisions and Tiered Divisions with more than one team
 - a. Balance
 - b. Fairness
 - c. Transparency
 - d. Community
2. By balance: the primary goal of the team selection process is to develop teams that are balanced. When Nova Central Ringette Association enters more than one team within an age group, the teams must be evenly balanced in order to comply with the current non-competitive structure of the Central League. Ideally, all games between Nova Central Ringette Association teams should end in a tie. However, a difference in game, league, tournament, and provincial results is to be expected when more than one team is entered within an age group. In addition, intangibles such as player growth and development, and team chemistry, which cannot be predicted at the start of a season, may come into play later in the season. The goal of team selection is to balance the teams as much as possible prior to the start of the season, with no subsequent adjustment after the season begins.
3. Team selection should not only be fair but be seen to be fair by the league, executive members, association coaches, parents, and players.
4. By transparency, Nova Central Ringette Association will strive for a policy that is clearly understood, documented, and free from any threats to achieving the principles of balance and fairness.
5. By community, we refer to the community of players within the Nova Central Ringette Association organization.
6. If these principles are appropriately enacted, then player development, both collectively and individually will be enhanced.

BY-LAW #11: CONFLICT OF INTEREST

1. A conflict of interest arises where a member's (coach, athlete, committee member, official, manager, or any other person associated with organization) private interests are, or may be, in conflict with their official duty requirement. A conflict of interest can be either actual or apparent. An actual conflict is where a member's private interests do, in fact, conflict or compete with the way they perform their official duties. An apparent conflict or interest is where a member's private interests appear, or may

appear, to influence their official duties, even though the person is not influenced in this way. The effects of actual and apparent conflicts will both be taken seriously. Accordingly, it is important that no member shall use his or her position, or the knowledge gained there from, in such a manner, that actual conflict arises between the interest of the Nova Central Ringette and his or her personal interest.

- a. Each member has a duty to place the interest of Nova Central Ringette foremost in any dealings and has a continuing responsibility to comply with the requirements of this policy.
- b. Each member may not obtain for themselves, their relatives or their friends, a material benefit of any kind from their association with the Nova Central Ringette, other than those normally associated with being a member.
- c. If a member has an interest in a proposed transaction with the Nova
- d. Central Ringette, its programs, or in any organization involved with the
- e. transaction, he or she must first make full disclosure of such interest before any discussion or negotiation occurs and shall not vote thereon.
- f. If a member is involved in a personal or family relationship with any other member and one person in that relationship is in a position of power over another member, he or she must make full disclosure and shall be under informal and/or formal review by the Nova Central Ringette Executive Committee to ensure the process eliminates an actual conflict of interest. Such a relationship would include, but not be limited to parent/child or other immediate family relationship, current/former romantic relationship, etc. Positions of power include, but are not limited to athlete selection, athlete evaluation, determination of athlete playing time, and disciplinary actions.
- g. Any member who is aware of a potential conflict of interest with respect to any matter coming before the Nova Central Ringette Executive shall not vote thereon.
- h. Members will not accept gifts or benefits where these would, or might appear, to improperly influence them in the performance of their duties. Neither will they give gifts nor favours where this might appear designed to improperly influence others. This clause is not intended to include minor gifts such as for example, gifts given and received at Christmas time.
- i. Conflict of interest situations will be referred to the Nova Central Ringette Executive Committee who will make a decision regarding whether the conflict is actual or apparent. The outcome of the decision will be communicated to the person (s) and/or group involved and as well as appropriate actions taken in a timely manner.

BY-LAW #12: INTERPRETATION

1. In all cases where questions arise concerning the By-laws, policies, or rules, the final authority will be the NCRA Executive.

BY-LAW #13: AMENDMENTS

2. All housekeeping (housekeeping shall be limited to changes to grammar, punctuation, spelling and formatting, that does not change the intent or meaning of the document) shall be made at the Board's discretion.
3. These By-Laws may be amended by extraordinary resolution of the Association. The proposed amendment shall be submitted to a General Meeting of the Association called for the purpose of considering an extraordinary motion. Written notice of such meeting shall be given to all members of the associations fourteen (14) days prior to the meeting along with the proposed motion and the names of those proposing the motion. A quorum as described in these by-laws must be present at such meeting and the resolution must pass with a two-third majority.
4. The By-laws of the Association may be amended by two-thirds vote of the members in attendance at the Annual General Meeting or a meeting called for this purpose.
5. The Executive may, at any Executive meeting, pass any By-law or Policy as they see fit for the betterment of the Association during the season, but these By-Laws or Policies shall only remain in force until the next AGM, where they shall be presented and ratified by vote.

REVISIONS – AMENDMENTS LOG

Date	Revision	Purpose	Edited by
2013-06-05	V1	Creation – Combining Sackville and Bedford Documentation	Michelle Dyer
2014 -04-27	V2	Incorporating changes from motions approved at 2014 AGM	Michelle Dyer
2015-06-06	V3	Incorporating changes from motions 2015 AGM	Debbie Boutilier
2019-08-09	V4	Incorporating changes from motions the 2016, 2017 and 2019 AGM's	Denise Beaton