



Constitution of the Riverview Ringette Association (2020) Ltd.

Revised May 24, 2021

Contents

- Article 1 – Name3
- Article 2 – Aims and Objectives.....3
- Article 3 – Membership3
- ARTICLE 4 Board of Directors3
- ARTICLE 5 - Board of Directors – Powers and Duties.....4
- ARTICLE 6 - Executives – Powers and Duties4
- ARTICLE 7 - Election of Executives / Officers and Directors7
- ARTICLE 8 - Standing Committees7
- ARTICLE 9 – Amendments to the Constitution and By-Laws8
- ARTICLE 10 – AGM / Meeting Agenda, Meeting Minutes8
- ARTICLE 11 – Policy Changes8
- Amendments to the Constitution.....8

Article 1 – Name

1. The Association shall be known as the Riverview Ringette Association (2020) Ltd. hereinafter to be referred to as the Association or as RRA.

Article 2 – Aims and Objectives

1. To promote, administer, and develop the game of Ringette.
2. To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
3. To provide entertainment and fun for the participant.
4. To provide an opportunity for all players desiring to participate in the sport of Ringette, regardless of their level of play (i.e. recreational or competitive), giving due consideration to their individual capabilities and interests.
5. To supervise and direct its members, including the players, coaches, officials, parents, and spectators.
6. To ensure that all members have the opportunity to present their views and have them heard.
7. To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.
8. To actively promote, adhere to, and support the objectives and policies of the provincial and national associations for Ringette

Article 3 – Membership

1. Membership in the Association shall be open to all players living within the geographic boundaries of Riverview, Hillsborough, and Salisbury.
2. Players from outside these boundaries shall be accepted if openings are available in the program.

ARTICLE 4 Board of Directors

1. The Executives of the Association shall consist of the following officers:
 - 1.1 President
 - 1.2 Vice-President
 - 1.3 Secretary
 - 1.4 Treasurer
 - 1.5 Past-President

Plus the following Directors:

- 1.6 Director of Officials
- 1.7 Director of Registration
- 1.8 Director of Coaching Development, / Director of Player Development
- 1.9 Director of Fund-Raising
- 1.10 Director of Equipment
- 1.11 Director of PR / Social Media
- 1.12 Tournament Coordinator
- 1.13 Ice Time Coordinator

- 1.14 Member at large
- 1.15 Member at large
- 1.16 Member at large

2. All Directors shall be eighteen years of age or over.

ARTICLE 5 - Board of Directors – Powers and Duties

- 1. The Board of Directors shall have control of the affairs of the Association and shall have power to amend the regulations.
- 2. The Board of Directors shall appoint both standing and ad hoc committees and shall have terms of reference, providing these shall be within the aims and objectives and not contrary to the Constitution.
- 3. Vacancies on the Board of Directors, however caused, shall be filled by the Board of Directors from the qualified members of the Association if they shall see fit to do so. Otherwise such vacancies shall be filled at the next annual general meeting.

ARTICLE 6 - Executives – Powers and Duties

The Executives of the Association shall be President, Vice-President, Treasurer, Secretary, and Past-President.

1. The President shall:

- 1.1 preside at all Board of Directors and Executive Committee meetings
- 1.2 prepare an agenda for all such meetings
- 1.3 exercise the power and authority of the Association Board of Directors in cases of emergency, subject to ratification by the entire Board at the next meeting
- 1.4 be the official spokesman for the association
- 1.5 be charged with the general management and supervision of the affairs and operations of the Association
- 1.6 be an ex-officio member of all standing and ad hoc committees
- 1.7 co-sign cheques signed by the Treasurer
- 1.8 not vote except in the case of a tie, where they shall cast the deciding vote.
- 1.9 ensure that all officers and directors perform their duties.
- 1.10 Be the official liaison between the Association and Provincial ringette association and ensure that all correspondence is brought before the Association Board of Directors

2. The Vice-President shall:

- 2.1 perform the duties of the President in their absence or at their request and they shall then have all the powers and rights of the President.
- 2.2 When acting as the President has no right to vote, except in the case of a tie.
- 2.3 Assist the President in performing their duties and may hold the position of chairman of an ad hoc or any standing committee.
- 2.4 Perform other duties as assigned
- 2.5 In the absence of the President, co-sign cheques signed by the Treasurer

3. The Secretary shall:

- 3.1 issue notice of all meetings
 - 3.2 maintain records of proceedings and meetings and keep an accurate record of all business transactions of the Board of Directors. They shall also have custody of all documents and records, except financial, pertaining to the affairs of the Association.
 - 3.3 To update all digital copies of the policies and to have posted online once approved (Via the PR / Social Media director)
 - 3.4 perform other duties as assigned.
- 4. The Treasurer shall:**
- 4.1 pay all accounts by cheque, signed by them-self and one of either the President or Vice-President.
 - 4.2 keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the Association and report at all regular and annual general meetings.
 - 4.3 file annual income tax reports
 - 4.4 perform other duties as assigned.
- 5. The Past-President shall:**
- 5.1 carry out all duties assigned by the Board of Directors and act as an advisor to the Board of Directors
 - 5.2 be a full voting member of the Board of Directors.
 - 5.3 perform other duties as assigned.
- 6. Directors and their Duties**
- 6.1 The Director of Officials:**
- 6.1.1 attend all Board of Directors meetings
 - 6.1.2 be responsible for all officials in the Association including the advancement of their skill levels
 - 6.1.3 be responsible for minor officials (timekeepers and scorekeepers), including advance of skill levels
 - 6.1.4 be responsible for scheduling officials for all related games.
 - 6.1.5 perform other duties as assigned.
- 6.2 The Director of Registration:**
- 6.2.1 organize registrations each year and be responsible for making all necessary arrangements including.
 - 6.2.1.1 Ensuring registration and medical forms are current & complete.
 - 6.2.1.2 Ensure the medical forms are provided to the team staff.
 - 6.2.1.3 Ensuring the payments are collected in full in collaboration with the treasurer.
 - 6.2.1.4 Follow up for missing payments.
 - 6.2.2 be the sole keeper of waiting lists for each age group and be responsible for placing of players from this list onto a house league team.
 - 6.2.3 register all players with the provincial association (RNB), ensure that all association members are listed on the RNB registration spreadsheet.
 - 6.2.4 perform other duties as assigned.
- 6.3 The Director of Coaching Development / Director of Player Development Director shall:**
- 6.3.1 act on behalf of coaches' concerns, complaints, or protests in all divisions
 - 6.3.2 be responsible for the advancement of skill level of all coaches.

- 6.3.3 coordinate all clinics available from the provincial association for skill development.
- 6.3.4 act on behalf of players' concerns, complaints, or protests in all divisions
- 6.3.5 represent every player in all matters pertaining to suspensions or expulsions
- 6.3.6 be responsible to coordinate the players' clinics, skill development clinics, and tests available from the provincial association or Ringette Canada.
- 6.3.7 Collecting the criminal checks and ensure they are current (3 yrs.) RCMP volunteer criminal sector.
- 6.3.8 Will provide a list of coaches to the Board of Directors for approval.
- 6.3.9 Host the preseason coach & managers meeting.
- 6.3.10 perform other duties as assigned.

6.4 Director of Fund-Raising Director shall:

- 6.4.1 Organize fund raising activities as required by the board.
- 6.4.2 perform other duties as assigned.

6.5 Director of Equipment shall:

- 6.5.1 be responsible for all equipment of the Association.
- 6.5.2 maintain detail inventory of all equipment.
- 6.5.3 maintains security deposit on equipment.
- 6.5.4 maintains sign-out forms for the equipment lent out to players.
- 6.5.5 purchase equipment as approved in the budget.
- 6.5.6 Provide the required equipment (Rings, First Aid, etc.) to coaches/managers.
- 6.5.7 Coordinate the distribution & collection of the Jersey/Equipment for the season.
- 6.5.8 perform other duties as assigned.

6.6 Director of PR / Social Media shall:

- 6.6.1 be responsible for all promotions dealing with the Association, including media releases, advertising, and notice of fund-raising events.
- 6.6.2 Maintain website.
- 6.6.3 Keeps social media accounts current (Facebook, twitter, Instagram)
- 6.6.4 perform other duties as assigned.

6.7 Tournament Coordinator shall:

- 6.7.1 Chair the tournament committee.
- 6.7.2 Coordinate with the Dieppe chair
- 6.7.3 Attend all tournament meetings.
- 6.7.4 Oversee the sub committees.
 - 6.7.4.1 50/50
 - 6.7.4.2 Bottle caps
 - 6.7.4.3 Hospitality
 - 6.7.4.4 Registration table / Welcome Desk
 - 6.7.4.5 Raffle Table
- 6.7.5 perform other duties as assigned.

6.8 Ice Time Coordinator shall:

- 6.8.1 Plans the pre-season ice times.
- 6.8.2 Provided the regular season ice times.
- 6.8.3 Work with the RNB scheduler for the House league games.
- 6.8.4 Provides the schedule to director of officials.
- 6.8.5 Maintains the invoices for the sale of ice to other teams (ie. HP teams)

- 6.8.6 Review the invoices from the arenas and provide copies to treasurer for payment.
- 6.8.7 Works with the town on managing ice time assignments the turning of unused ice.
- 6.8.8 perform other duties as assigned.

6.9 Members at Large shall:

- 6.9.1 Perform other duties as assigned.

ARTICLE 7 - Election of Executives / Officers and Directors

1. On even years the election of the President & Vice- President
2. On the odd years, the election of the Secretary & Treasurer
3. Six weeks prior to the Annual Meeting, the Board of Directors shall appoint, from amongst its members, a nominating committee of one person who shall be responsible for putting forth a slate of candidates willing to run for each position.
4. All Officers and Directors shall then be elected by secret ballot for a term of one year at the Annual General Meeting.
5. Executives shall hold a term for two years.
6. No proxy vote shall be recognized.
7. All members of the Board of Directors and all members of the Association in good standing shall have one vote.

ARTICLE 8 - Standing Committees

1. The Standing Committees of the Association shall be the:
 - 1.1 Appeals Committee (Min. three of the four listed below)
 - 1.1.1 President
 - 1.1.2 Director of Officials
 - 1.1.3 Director of Coaching
 - 1.1.4 One selection by the Executive board
 - 1.2 Team Division Committee
 - 1.2.1 Director of Coaching
 - 1.2.2 The head coaches of the teams
 - 1.2.3 One Member at of the Board. (No Relation to the team(s)).
 - 1.3 Nominations Committee

The Nominations Committee shall consist of a person appointed by the Board of Directors from among the current Directors of the Association provided they are not.

 - a) Not seeking election or re-election.
 - b) They are not the current president of Association.

Other members of the committee shall be recruited by the President and ratified by the Board of Directors.
 - 1.4 Bursary Committee.
 - 1.4.1 A member of the board
 - 1.4.2 Four members from the membership

ARTICLE 9 – Amendments to the Constitution and By-Laws

The Constitution of the Association shall not be amended except at the Annual General Meeting by a two-thirds vote of the members present. Notice of the proposed amendments shall be given to the Secretary in writing at least twenty-one (21) days prior to the Annual General Meeting and they shall provide copies of the proposed revisions to all those entitled to vote at such a meeting.

1. Notice of the AGM shall be given 14 days written notice.
2. Notice for proposed changes shall be given 14 days written notice.

ARTICLE 10 – AGM / Meeting Agenda, Meeting Minutes

Notice will include the time and place of a meeting, the proposed agenda, and reasonable information to permit Members to make informed decisions, and shall be given to each Member entitled to vote at the meeting, and the Board, by the following means:

1. Agenda will be posted online with a minimum of 7 days in advance of the meeting.
2. Meeting minutes will be made available to the Board within 72 hours of the meeting closing.
3. Meeting minutes may be made available to the general public within 7 days of the meeting and posted on the website.

ARTICLE 11 – Policy Changes

The Policies shall only be changed during a board meeting with proper notice given (with approval)

1. All policies changes can be acted upon until the next AGM.
2. All changes will be presented at the AGM for final approval.
3. Non approved changes will revert back to the original policy wording.

Amendments to the Constitution

- May 5th, 2021 – The creation of this Constitution was created for Riverview Ringette Association (2020) Ltd.
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