

Charlottetown and Area Ringette Association



Constitution and By-Laws

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Amended May 2016
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Charlottetown and Area Ringette Association Constitution & By-Laws

SECTION A. - CONSTITUTION

NAME

The Association shall be known as the Charlottetown and Area Ringette Association, hereinafter to be referred to as CARA.

AIMS AND OBJECTIVES

To promote, administer and develop the recreational sport of Ringette.

To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.

To provide entertainment and fun for the participants.

To provide competition for all players desiring to participate in the sport of Ringette, giving due consideration to their individual capabilities and interests.

To exercise supervision and direction over its members, including the players, coaches, officials, parents and spectators.

To ensure that all members have the opportunity of presenting and having their views heard.

To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.

To actively promote, adhere to and support the objectives and policies of the Provincial and National Associations for Ringette.



Charlottetown and Area Ringette Association Constitution & By-Laws

SECTION B. - BY-LAWS

1. MEMBERSHIP

- 1.1. Membership in the CARA shall be open to all players within the geographic boundaries of the City of Charlottetown.
- 1.2. Players from outside the City boundaries will pay a non-resident fee as designated by the city.
- 1.3. All parents or guardians of players are members of the association.

2. BOARD OF DIRECTORS

- 2.1. The Board of Directors of the CARA shall consist of the following officers:

President

Vice President

Secretary

Treasurer

Past President

plus the following Directors:

Referee Coordinator

Registrar

Director of Coaching

Public Relations Coordinator

Ice Coordinator

Under 8 and 10 Development Director

Equipment Manager

Goalie Development Director

- 2.2. All Directors shall be eighteen or more years of age.

3. BOARD OF DIRECTORS - POWERS AND DUTIES

- 3.1. The Board of Directors shall have control of the affairs of the CARA and shall have power to amend the regulations of the CARA
- 3.2. 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 of the Constitution and not



Charlottetown and Area Ringette Association Constitution & By-Laws

contrary to the Constitution.

- 3.3. Vacancies on the Board of Directors, however caused, shall be filled by the Board of Directors from the qualified members of the CARA if they shall see fit to do so. Otherwise such vacancies shall be filled at the next Annual General Meeting of members.

4. OFFICERS- POWERS AND DUTIES

- 4.1. The Officers of the CARA shall be President, Vice President, Treasurer, Secretary, and Past President.

4.2. President:

- 4.2.1. Shall preside at all Board of Directors and Executive Committee meetings.
- 4.2.2. Shall prepare an agenda for all such meetings.
- 4.2.3. Shall issue notice of all meetings.
- 4.2.4. Shall exercise the power and authority of the CARA Board of Directors in cases of emergency but subject to ratification by the entire Board at the next meeting.
- 4.2.5. Shall be the official spokesperson for the CARA
- 4.2.6. Shall be charged with the general management and supervision of the affairs and operations of the CARA
- 4.2.7. Shall be an Ex-officio member of all standing and Ad-hoc Committees.
- 4.2.8. Shall co-sign cheques signed by the Treasurer.
- 4.2.9. Shall not vote except in the case of a tie where he/she shall cast the deciding vote.
- 4.2.10. Shall ensure that all Officers and Directors perform their duties.
- 4.2.11. Shall be the official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the CARA Board of Directors.

4.3. Vice-President:

- 4.3.1. Shall perform the duties of the President in his absence or at his/her request and he shall then have all the powers and rights of the President.
- 4.3.2. When acting as President shall not have the right to vote except in the case of a tie.
- 4.3.3. Shall assist the President in performing his duties and may hold the position of Chairman on an Ad-hoc or any Standing Committee.
- 4.3.4. Shall perform other duties as assigned.
- 4.3.5. In the absence of the President, may co-sign cheques signed by the Treasurer.

4.4. Secretary:

- 4.4.1. Shall issue notice of all meetings.



Charlottetown and Area Ringette Association Constitution & By-Laws

4.4.2. Shall maintain records of proceedings and meetings.

4.4.3. Shall ensure that all correspondence is attended to and keep an accurate record of all business transactions of the Board of Directors. Have custody of all documents and records, except financial, pertaining to the affairs of the CARA

4.4.4. Shall be the official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the C.R.A. Board of Directors.

4.4.5. Shall perform other duties as assigned.

4.5. Treasurer:

4.5.1. Shall pay all accounts by cheque, signed by him/herself and one of either the President or Vice-President.

4.5.2. Shall keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the CARA and report same at all regular and Annual General meetings.

4.5.3. Shall perform other duties as required.

4.6. Past-President:

4.6.1. Shall carry out all duties assigned by the Board of Directors and act as advisor to the Board of Directors.

4.6.2. Shall be a full voting member of the Board of Directors.

5. DIRECTORS – POWERS AND DUTIES

5.1. Referee Coordinator:

5.1.1. Shall attend all Board of Directors meetings.

5.1.2. Shall be responsible for all officials in the CARA including the advancement of their skill levels.

5.1.3. Shall be responsible for all minor officials, timekeepers and scorekeepers, including advancement of skill levels.

5.1.4. Shall be responsible for scheduling of officials.

5.1.5. Shall perform other duties as assigned.

5.2. Registrar:

5.2.1. Registration will be held in September of each year and the Registrar shall be responsible for making all necessary arrangements.

5.2.2. Shall be the sole keeper of waiting lists for each age group and be responsible for placing of a player from this list onto the house league coaches. a house league team.



Charlottetown and Area Ringette Association Constitution & By-Laws

- 5.2.3. Shall register all players with Provincial Association and Ringette Canada.
- 5.2.4. Shall perform other duties as assigned.
- 5.3. Director of Coaching:
 - 5.3.1. Shall act on behalf of coaches' complaints or protests in all Divisions.
 - 5.3.2. Shall be responsible for the advancement of skill level of all coaches.
 - 5.3.3. Shall co-ordinate all clinics available from the Provincial Association for skill advancement.
- 5.4. Public Relations Coordinator
 - 5.4.1. Shall be responsible for all promotions dealing with the CARA including press releases, advertising and placing notices events.
 - 5.4.2. Shall keep the CARA website up to date with all important information for the membership.
 - 5.4.3. Shall perform other duties as assigned.
- 5.5. Ice Coordinator
 - 5.5.1. Shall be responsible for scheduling all ice for CARA.
 - 5.5.2. Shall be liaison for renting all ice for CARA.
 - 5.5.3. Shall be responsible for announcing practice times on the website.
 - 5.5.4. Shall perform other duties as assigned.
- 5.6. Under 8 and 10 Development Director
 - 5.6.1. Shall be responsible for Come Try Ringette
 - 5.6.2. Shall help coordinate Under 8 and 10 curriculum.
 - 5.6.3. Shall perform other duties as assigned
- 5.7. Equipment Manager:
 - 5.7.1. Shall be responsible for all equipment of the CARA
 - 5.7.2. Shall purchase equipment as approved in the budget.
 - 5.7.3. Shall be responsible for the equipment education of all coaching staff, parents, and players within CARA
 - 5.7.4. Shall perform other duties as assigned
- 5.8. Goalie Development Director:
 - 5.8.1. Shall organize/co-ordinate training of goalies: At the beginning of the season/corresponding with Power Rings and/or throughout the season
 - 5.8.2. Shall assist with the goalie recruitment
 - 5.8.3. Shall be the point of contact for all goalie concerns
 - 5.8.4. Shall be encouraging coaches to work with, or recruit someone to work with the goalies



Charlottetown and Area Ringette Association Constitution & By-Laws

6. ELECTION OF OFFICERS AND DIRECTORS

- 6.1. Six weeks prior to the Annual General Meeting, the Board of Directors shall appoint from amongst its members, a nominating Committee of three who shall be responsible for putting forth a slate of names willing to run for each position.
- 6.2. All Officers and Directors shall then be elected by secret ballot for a term of two years at the CARA Annual General Meeting.
- 6.3. No proxy vote shall be recognized.
- 6.4. All Members of the Board of Directors and all members of the CARA in good standing shall have one vote.
- 6.5. Nominations will also be accepted from the floor at the Annual Meeting.

7. STANDING COMMITTEES

- 7.1. The Standing Committees of the CARA shall be:
 - 7.1.1. Appeals Committee
 - 7.1.2. The Division Committee

8. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- 8.1. The Constitution of the CARA 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 he/she shall provide copies of the proposed revisions to all those entitled to vote at such a meeting.
- 8.2. The By-laws of the organization may be amended by two thirds vote of the members at the Annual General Meeting or a special meeting called for this purpose.

9. ANNUAL GENERAL MEETING

- 9.1. The Annual General Meeting shall be held at such place on such a date and at such an hour as the CARA Board of Directors shall determine each year, provided that such Annual General Meeting shall be held not later than the 31st of May. At least a seven day notice of the meeting shall be given to all Members in good standing.
- 9.2. The order of business at the Annual General Meeting shall be as follows:
 - Call to order
 - Adoption of Minutes of previous Annual Meeting and General Meetings held since the previous Annual Meeting



Charlottetown and Area Ringette Association Constitution & By-Laws

Business arising out of the minutes
The President's Report
The Treasurer's Report
The Registrar's Report
Balance of Board of Directors and Committee Reports
Constitution and By-Law amendments
Election of next year's Board of Directors
New Business
Adjournment

10. QUORUM

10.1. The presence of one half the Board of Directors plus one shall be necessary to constitute a quorum to conduct the affairs of the association at a meeting of the Executive Committee or Board of Directors.

11. FEE STRUCTURE

11.1. Each player shall pay fees based on requirements as determined on an annual basis by the Board of Directors, in co-operation with the Charlottetown Recreation Department.

11.2.

	First Child	Second Child	Third Child
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Resident			
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Non-resident			
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12. CLEARANCE LETTERS

12.1. As of October 2003 all coaches and managers should have police clearance letters by November 1st of each season. (*Minutes: January 6, 2003*)³